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07/11/2016

**Bangladesh Public Administration Training Centre**  
Savar, Dhaka

No. 05.01.2672.140.25.070.15- 522

Date: 06 November 2016

**Office Order**

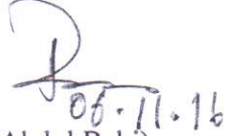
The Course Management Team (CMT) of the 79<sup>th</sup> Senior Staff Course scheduled to be held from 04 December 2016 – 17 January 2017 (45 days) is constituted with the following members of the faculty:

- Course Advisor** : Mr. A. L. M. Abdur Rahman ndc, Rector  
**Course Director** : Dr. Rizwan Khair, Director (Joint Secretary)  
**Course Coordinators** : i) Mr. Mohammad Ziaul Islam, System Analyst (Current Charge)  
ii) Mr. A F M Amir Hussain, Deputy Director

2. The Course Management is requested to:

- contact with the nominated participants over telephone to confirm their participation and send welcome letter accordingly;
- convene a preparatory meeting with concerned members of the faculty for overall design of the course;
- ensure collection of the course fees;
- adjust financial advances within fifteen days (15) from the date of completion of the course;
- submit 20 copies of course brochure to PPR department and 5 copies to the Library;
- send omnibus with original registration forms, release order and other necessary documents to PPR Department within 20 days of course completion.
- prepare three volumes of omnibus according to the guideline of PPR Department. Two sets of each volume should be prepared; one set is to be sent to the PPR department and the other to the Library for preservation. Omnibus (three volumes) will consist of all handouts and be arranged module-wise and must bear page number and there will be an index in it. Course name, duration and course management are to be mentioned in a separate top-page.
- send pen picture of the participants of the course to the Evaluation Department within 7 working days of completion of the course;
- send a list of the participants to the Ministry of Public Administration and PPR Department of BPATC at the first day of the course.
- send a copy of the release order to the Ministry of Public Administration and PPR Department of BPATC on the closing day of the course
- send soft copy of relevant papers to the programmer to publish in the BPATC website.
- The course should run as per standard norms of the Centre.

3. The order is issued with the prior approval of the competent authority.

  
06.11.16  
(Abdul Baki)  
Director (PPR)  
Phone: 7746607  
ppr.bpatc@gmail.com

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**Distribution for kind necessary action:**

1. Mr. A. L. M. Abdur Rahman <sup>ndc</sup>, Rector & Course Advisor of the 79<sup>th</sup> Senior Staff Course (SSC), BPATC, Savar, Dhaka
2. Dr. Rizwan Khair, Director (Joint Secretary) & Course Director of the 79<sup>th</sup> Senior Staff Course (SSC), BPATC, Savar, Dhaka
3. Mr. Mohammad Ziaul Islam, System Analyst (Current Charge) & Course Coordinator of the 79<sup>th</sup> Senior Staff Course (SSC), BPATC, Savar, Dhaka
4. Mr. A F M Amir Hussain, Deputy Director & Course Coordinator of the 79<sup>th</sup> Senior Staff Course (SSC), BPATC, Savar, Dhaka

**Distribution for kind information:**

1. MDS (All), BPATC, Savar, Dhaka
2. Director (All), BPATC, Savar, Dhaka
3. System Analyst (Current Charge), BPATC, Savar, Dhaka.
4. Deputy Director (Admin/Service/Finance/Evaluation/Research/MIS/Sports/Publication), BPATC, Savar, Dhaka.
5. Programmer, BPATC, Savar, Dhaka..
6. Assistant Director (Logistics/Dormitory/Protocol), BPATC, Savar, Dhaka.
7. PS to Rector, BPATC, Savar, Dhaka. (For kind information of the Rector).
8. Mr. Md. Mufazzal Hossain, Technical Supervisor, BPATC, Savar, Dhaka
9. Office Copy.

  
06.11.16  
(Md. Jahidul Islam)  
Deputy Director (PPR)