

**Office Order**

The Course Management Team (CMT) of the **125<sup>th</sup> Advanced Course on Administration and Development (ACAD)** scheduled to be held from 05 May to 13 July 2019 is constituted hereby with the following officials:

Course Advisor : Mr. Banik Gour Sudar, MDS  
Course Director : Dr. Mohammed Amjed Hossain  
Course Coordinator : i) Mr. Mohammad Tazib Uddin, Deputy Director  
ii) Mr. Mohammad Rezaul Karim Ph.D, Deputy Director

**2. The Course Management Team (CMT) is requested to:**

- contact with the nominated participants over telephone to reconfirm 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 (both hard and soft copies) with original registration forms, release order and other necessary documents to PPR department within twenty (20) days of course completion;
- prepare three volumes of omnibus according to the guidelines 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 team are to be mentioned in a separate top-page. Moreover, a profile of guest speakers is to be added in a separate page;
- send pen picture of the participants of the course to the Evaluation department within seven (7) working days of completion of the course;
- send a list of the participants to the Ministry of Public Administration (MOPA) 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 (MOPA) and PPR department of BPATC on the closing day of the course;
- send soft copy of relevant papers to the programmer and MIS to publish on the BPATC's website.

3. The course should run as per standard norms of the Centre.
4. The order is issued with the prior approval of the competent authority.

Signed/-  
(S.M. Mehedi Hasan)  
Deputy Director (PPR)  
Phone: 7746619  
Email: ppr.bpatc@gmail.com  
ddppr@bpatc.org.bd

No. 05.01.2672.140.25.020.19. ৯৬

Date: ০৭ April 2019

**Distribution for necessary action:**

1. Mr. Banik Gour Sudar, MDS & Course Advisor of the 125<sup>th</sup> Advanced Course on Administration and Development (ACAD), BPATC, Savar, Dhaka;
2. Dr. Mohammed Amjed Hossain, Director & Course Director of the 125<sup>th</sup> Advanced Course on Administration and Development (ACAD), BPATC, Savar, Dhaka;
3. Mr. Mohammad Tazib Uddin, Deputy Director & Course Coordinator of the 125<sup>th</sup> Advanced Course on Administration and Development (ACAD), BPATC, Savar, Dhaka;
4. Mr. Mohammad Rezaul Karim Ph.D, Deputy Director & Course Coordinator of the 125<sup>th</sup> Advanced Course on Administration and Development (ACAD), BPATC, Savar, Dhaka.

**Distribution for kind information (not as per seniority):**

1. MDS (All), BPATC, Savar, Dhaka;
2. Director (All), BPATC, Savar, Dhaka;
3. System Analyst, BPATC, Savar, Dhaka (Please publish on the website of BPATC);
4. Deputy Director (Admin/PPR/Service/Finance/Evaluation/Research/MIS/Sports/Publication), BPATC, Savar, Dhaka;
5. Programmer, BPATC, Savar, Dhaka;
6. P. S. to Rector, BPATC, Savar, Dhaka (for kind information of the Rector);
7. Assistant Director (P&D/Logistics/Dormitory/Protocol/Record), BPATC, Savar, Dhaka;
8. Mr. Md. Mufazzal Hossain, Technical Supervisor, BPATC, Savar, Dhaka;
9. Caretaker-1, BPATC, Savar, Dhaka;
10. Office Copy.

  
(S. M. Mehedi Hasan)  
Deputy Director (PPR)