

Bangladesh Public Administration Training Centre
Savar, Dhaka
www.bpatc.org.bd

No. 05.01.2672.140.25.020.19. 09

Date: 04 July 2019

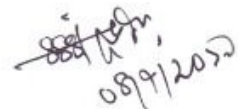
Office Order

The Course Management Team (CMT) of the 126th **Advanced Course on Administration and Development (ACAD)** scheduled to be held from 21 July to 28 September 2019 is constituted hereby with the following officials:

Course Advisor : Mr. Md. Zafar Iqbal ndc, MDS
Course Director : Dr. Mohammed Amjed Hossain, Director
Course Coordinator : i) Mr. Md. Atikuzzaman, Deputy Director
ii) Mr. A. T. M. Arif Hossain, 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.


08/9/2019

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/-
(Dr. Md. Sanwar Jahan Bhuiyan)
Director (PPR)
Phone: 7746607
Email: ppr.bpatc@gmail.com
dirppr@bpatc.org.bd

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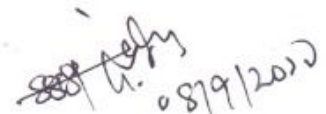
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Distribution for necessary action:

1. Mr. Md. Zafar Iqbal _{ndc}, MDS & Course Advisor of the **126th Advanced Course on Administration and Development (ACAD)**, BPATC, Savar, Dhaka;
2. Dr. Mohammed Amjed Hossain, Director & Course Director of the **126th Advanced Course on Administration and Development (ACAD)**, BPATC, Savar, Dhaka;
3. Mr. Md. Atikuzzaman, Deputy Director & Course Coordinator of the **126th Advanced Course on Administration and Development (ACAD)**, BPATC, Savar, Dhaka;
4. Mr. A. T. M. Arif Hossain, Deputy Director & Course Coordinator of the **126th 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-I, BPATC, Savar, Dhaka;
10. Office Copy.


(Dr. Md. Sanwar Jahan Bhuiyan)
Director (PPR)