

Bangladesh Public Administration Training Centre (BPATC)  
Savar, Dhaka-1343  
www.bpatc.gov.bd

Record Number: 05.01.2672.140.25.114.24.300

Date: 17 December 2024

**Office Order**

The Course Management Team (CMT) of the 116<sup>th</sup> **Senior Staff Course** scheduled to be held from 12 January 2025 to 25 February 2025 is constituted as bellow:

Course Advisor	: Mr. Sayeed Mahbub Khan, Rector
Course Director	: Mr. Md. Saidur Rahman, MDS
Course Coordinator	: 1. Mr. Md. Abujafar Ripon, Director 2. Mr. Shamim Hosen, Deputy Director

2. **The Course Management Team is requested to -**

- contact with the nominated participants to confirm their participation and send welcome letter accordingly;
- convene a joint preparatory meeting with concerned members of the Faculty and Module Directors for overall coordination;
- prepare budget and adjust financial advances within fifteen days from the date of completion of the course;
- submit ten copies of course brochure to PPR department and five copies to the library
- send a list of participants who will join the Course duly to the Ministry of Public Administration (MoPA) with a copy to PPR Department of BPATC in the second half of the opening day of the Course;
- issue release order of the participants on completion of the course and send a copy of release order to Director (PPR) on the day of closing;
- prepare two volumes of Course Omnibus including all document related to the course and, in the second volume the class schedules and lectures should be included. Three sets of each volume should be prepared; one set is to be sent to the PPR Department and one set to the library and other set to the course office for preservation. Omnibus will be board-paper bound, consisting of all handouts arranged module-wise, page numbered and properly indexed. Course name, duration and CMT (member's list) are to be mentioned in the top-page. Moreover, a profile of guest speakers is to be added in a separate page;
- send omnibus (both hard and soft copies) with original registration forms, release orders and other necessary documents to PPR Department within 15 (Fifteen) days of course completion;



- send pen picture of the participants of the course to the Evaluation Department with in seven working days after completion of the course;
  - send participants' essential information, documents required for the Overseas Training during the course to PPR department;
  - send soft copy of relevant papers to the Programmer, Librarian and MIS department to publish on BPATC's website, and archive in the e-repository (wherever required);
  - send a copy of the release order to the Ministry of Public Administration (MoPA) as well;
  - the CMTs will ensure the dress code as per the instruction of the National Training Council;
  - send a Completion Report (CR) of the course within 7 working days after the course ends.
03. The course should run following standard norms and standard operating procedure (SoP) of the Centre.
04. The order is issued with approval of the competent authority.

Sd/-  
(Tanzina Akhter)  
Assistant Director (P&D)  
Phone: 02224445010-16  
Email: ppr.bpatc@gmail.com

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Copy for kind information and necessary action (not as per seniority):

1. Faculty (All), BPATC, Savar, Dhaka
2. All Members (CMT), 116<sup>th</sup> Senior Staff Course (SSC), BPATC, Savar, Dhaka
3. Mr./Ms....., BPATC, Savar, Dhaka
4. Assistant Programmer-04, BPATC, Savar, Dhaka (with the request to publish this office order on BPATC's website)
5. P. A. to Rector, BPATC, Savar, Dhaka (for kind perusal of the Rector)
6. Master File

  
(Tanzina Akhter)  
Assistant Director (P&D)  
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Email: ppr.bpatc@gmail.com