

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

No. 05.01.2672.140.25.035.19. 720

Date: 18 August 2025

Office Order

The Course Management Team (CMT) of the 27th Policy Planning and Management Course (PPMC) rescheduled to be held from 31st August to 11th September 2025 is constituted with the following officials:

Course Advisor : Mr. Sayeed Mahbub Khan, Rector
Course Director : Dr. Md. Mohoshin Ali, MDS
Course Coordinator : a) Mr. Hasan Murtaza Masum, Director
b) Ms. Rumana Tanjin Antara, Deputy Director

2. The Course Management Team is requested to

- contact 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;
- The course management team will 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;
- submit ten copies of course brochure to PPR department and five copies to the library;
- send soft copies of relevant papers to the programmer to publish in the BPATC's website, and Deputy Director (MIS/Librarian) to archive in the e-repository;
- send participant's essential information, documents required for the Overseas Training within the duration of the course;
- The course management team will send a copy of the release order to the Ministry of Public Administration (MOPA) and PPR department of BPATC at the closing day of the course;
- adjust financial advances within fifteen days from the date of completion of the course;
- send pen picture of the participants of the course to the Evaluation department within seven working days of completion of the course;
- send omnibus (both soft and hard copies) with original registration forms, release order and other necessary documents to PPR Department within twenty days of course completion;
- prepare two volumes of omnibus, 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 (two 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. Moreover, a profile of guest speakers is to be added in a separate page.

3. The course should run by following the standard norms, Standard Operating Procedure (SOP) and Training Evaluation Policy (Amended 2024) of the Centre
4. The order is issued with the prior approval of the competent authority


Sd/-
(A.M. Shahrir Alam)
Assistant Director (Program)
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), 27th Policy Planning and Management Course (PPMC), BPATC, Savar, Dhaka;
3. Programmer, BPATC, Savar, Dhaka (with the request to upload this office order on website);
4. P. S. to Rector, BPATC, Savar, Dhaka (for kind information of the Rector);
5. Concerned File.


(A.M. Shahrir Alam)
Assistant Director (Program)