

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

No. 05.01.2672.140.25.035.19.181

Date: 20 October 2024

Office Order

The Course Management Team (CMT) of the 25th **Policy Planning and Management Course (PPMC)** scheduled to be held from 27 October to 07 November 2024 is reconstituted with the following officials:

Course Advisor : Mr. Sayeed Mahbub Khan, Rector
Course Director : Dr. Md. Mohoshin Ali, MDS
Course Coordinator : a. Mr. Md. Rafiqul Islam, Director
b. Dr. Md. Morshed Alom, 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 be run as per the standard norms of the Centre.
4. The order is issued with the prior approval of the competent authority

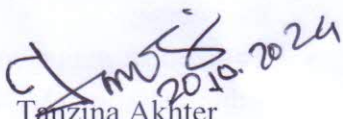
Sd/-
Tanzina Akhter
Assistant Director (P&D)
email: ppr.bpatc@gmail.com

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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), 25th Policy Planning and Management Course (PPMC), BPATC, Savar, Dhaka;
3. Mr. Shameem Ahmed, Director, BPATC, Savar, Dhaka
4. P. S. to Rector, BPATC, Savar, Dhaka (for kind information of the Rector);
5. Manager, Sonali Bank, PATC Branch, BPATC, Savar, Dhaka;
6. Assistant Programmer-4, BPATC, Savar, Dhaka (with the request to upload this office order on website);
7. Concerned File.


Tanzina Akhter
Assistant Director (P&D)