

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

Record No. 05.01.2672.140.25.020.21. ৭২৭

Date: 11 February 2024

Office Order (Revised)

The Course Management Team (CMT) of the **145th Advanced Course on Administration and Development (ACAD)** scheduled from 04th February 2024 to 03rd April 2024 is constituted hereby with the following officials:

Course Advisor : Mr. Md. Shaheenur Rahman, MDS
Course Director : Dr. BM Benojir Ahmed, Director
Course Coordinator : i) Ms. Alina Aktar, Deputy Director
ii) Mr. Md. Yousuf Ali, Assistant Director

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

- a. contact the nominated participants over the telephone to reconfirm their participation and send welcome letter accordingly;
- b. convene a preparatory meeting with concerned members of the faculty for overall design and preparation of the course;
- c. adjust financial advances within fifteen days (15) from the date of completion of the course
- d. submit twenty (20) copies of Course Brochure to PPR department and five (05) copies to the library;
- e. 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;
- f. prepare two volumes of Omnibus accumulating all the necessary documents of the course. 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 team are to be mentioned on a separate top page. Moreover, a profile of guest speakers is to be added to a separate page;

- g. send pen picture of the participants of the course to the Evaluation department within seven (07) working days of completion of the course;
 - h. send a list of the participants to the Ministry of Public Administration (MOPA) and PPR department of BPATC on the first day of the course;
 - i. 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;
 - j. send participants' essential information, documents required for the Overseas Training during the course;
 - k. send soft copy of relevant papers to the System Analyst and Deputy Director (MIS) to publish on the BPATC's website and to archive in e-repository.
3. The course should run as per the standard norms of the Centre.
4. The order is issued with the prior approval of the competent authority.

Bahuddin

11-02-2024

(Mohammad Baha Uddin)
Assistant Director (Program)
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), 145th Advanced Course on Administration and Development (ACAD), BPATC, Savar, Dhaka;
3. P. S. to Rector, BPATC, Savar, Dhaka (for kind information of the Rector);
4. Manager, Sonali Bank, PATC Branch, BPATC, Savar, Dhaka;
5. Assistant Programmer-4, BPATC, Savar, Dhaka (with the request to upload this office order on website);
6. Concerned File.

Bahuddin

11-02-2024

(Mohammad Baha Uddin)
Assistant Director (Program)