

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

No. 05.01.2672.140.25.035.19.801

Date: 24 September 2025

Office Order

The Course Management Team (CMT) of the 28th Policy Planning and Management Course (PPMC) scheduled to be held from 26th October 2025 to 06th November 2025 is constituted with the following officials:

Course Advisor : Mr. Sayeed Mahbub Khan, Rector
Course Director : Mr. Numeri Zaman, MDS
Course Coordinator : a) Dr. Md. Morshed Alam, Deputy Director
b) Ms. Alina Aktar, 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;
- 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 the budget related file to the PPR department after adjustment for recording;
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

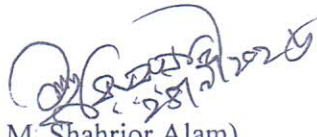
Sd/-
(A.M. Shahrrior Alam)
Assistant Director (Program)
email: ppr.bpatc@gmail.com

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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), 28th 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. Shahrrior Alam)
Assistant Director (Program)