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

Record No. 05.01.2672.140.25.020.21.528

Date: 06 November 2023

Office Order

The Course Management Team (CMT) of the **144th Advanced Course on Administration and Development (ACAD)** scheduled from 03rd December 2023 to 31st January 2024 is constituted hereby with the following officials:

Course Advisor	: Mr. Md. Shaheenur Rahman, MDS
Course Director	: Dr. Chitralekha Nazneen, Director
Course Coordinator	: i) Mr. Milton Chandra Paul, Deputy Director
	ii) Mr. Md. Nazim Uddin, 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.

06.11.2023

(Alina Aktar)
Deputy Director (PPR)
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Email: ppr.bpatc@gmail.com

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<u>Copy for kind information and necessary action (not as per seniority):</u>

1. Faculty (All), BPATC, Savar, Dhaka;
2. All Members (CMT), 144th 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.

06.11.2023

(Alina Aktar)
Deputy Director (PPR)