

Bangladesh Public Administration Training Centre

Savar, Dhaka
www.bpatc.org.bd

No. 05.01.2672.140.25.106.22.৬১\

Date: 29 December 2023

Office Order

The Course Management Team (CMT) of the **NDC Orientation Course** scheduled to be held from 13 January to 17 January 2024 is constituted with the following officials:

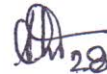
Course Director : Mr. Md. Siddiqur Rahman, Director
Course Coordinator : i) Ms. Nasrin Akter, Deputy Director
ii) Mr. Shamim Adnan, Deputy Director

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.
- adjust financial advances within fifteen days from the date 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 and the Library within twenty days of course completion.
- 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.
- 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.
- 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.

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.

 29.12.2023

(Alina Aktar)

Deputy Director (PPR)

Phone: 02224446619


Email: ppr.bpatc@gmail.com

Distribution for kind information and necessary action:

1. Mr. Md. Siddiqur Rahman, Director & Course Director of the NDC Orientation Course, BPATC, Savar, Dhaka;
2. Ms. Nasrin Akter, Deputy Director & Course Coordinator of the NDC Orientation Course, BPATC, Savar, Dhaka;
3. Mr. Shamim Adnan, Deputy Director & Course Coordinator of the NDC Orientation Course, BPATC, Savar, Dhaka;

Distribution for kind information and action (not as per seniority):

1. Faculty (All), BPATC, Savar, Dhaka;
2. Programmer, BPATC, Savar, Dhaka (with the request to publish this Office Order on website);
3. P. S. to Rector, BPATC, Savar, Dhaka. (for kind perusal of the Rector);
4. Mr./Ms., BPATC, Savar, Dhaka;
5. Office Copy.

 28.12.2023

(Alina Aktar)

Deputy Director (PPR)