Revised

Bangladesh Public Administration Training Centre (BPATC)
Savar, Dhaka-1343
www.bpatc.gov.bd

No: 05.01.2672.000.140.25.0114.24. 721 Date: 19 October 2026

Office Order

The Course Management Team (CMT) of the 126th **Senior Staff Course** scheduled to be held from 15 November to 29 December 2026 is reconstituted as bellow:

Course Advisor	:	Mr. Sayeed Mahbub Khan, Rector
Course Director	:	Dr. Md. Zohurul Islam, MDS
Course Coordinator	:	a) Mst. Tahmina Akter, Director
		b) Mr. Md. Mamun-Or-Rashid, Librarian

2. **The Course Management Team is requested to -**

- contact with the nominated participants to confirm their participation and send welcome letter accordingly;
- convene a joint preparatory meeting with concerned members of the Faculty for overall design of the Course;
- submit 10 copies of course brochure to PPR department and 5 copies to the library;
- send a list of participants who will join the course duly to the Ministry of Public Administration (MoPA) with a copy to PPR Department of BPATC in the second half of the opening day of the course;
- send soft copy of relevant papers to the Programmer, Librarian and MIS department to publish on BPATC's website, and archive in the e-repository (wherever required);
- issue release order of the participants on completion of the course and send a copy of release order to Director (PPR) on the day of closing;
- send the administration related file to the PPR department and finance related file to the finance branch after all adjustment for recording;
- prepare two volumes of the course omnibus including all document (original registration, form, different orders, etc.) related to the course and in the second volume the class schedules and lactures should be included. This set is to be sent to the PPR department within 20 days of course completion. Omnibus will be broad paper bound, consisting of all handouts arragned 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. The soft copy of the omnibus is to be sent to the Librarian (Documentation) to be uploaded in the archives;

- send pen picture of the participants of the course to the Evaluation Department with in seven working days after completion of the course;
- Provide PPR department with Participant's credentials needed for overseas training:
- send a copy of the release order to the Ministry of Public Administration (MoPA) as well;
- the CMT will ensure the dress code as per the instruction of the National Training Council;
- the CMT will share participants' feedback (especially, when delivered in the opening, certificate awarding ceremonies, informal discussions etc.) summery with PPR Department immediately after the completion of course.

03. The course should run by following the standard norms, Standard Operating Procedure (SOP) and Training Evaluation Policy (Amended 2024) of the Centre. Course Management Team (CMT) is expected not to deviate from the existing norms without prior approval of the Rector. If necessary, any proposed exception may be discussed in the faculty meeting.

04. The order is issued with approval of the competent authority.

Signed/-
(A.M. Shahrior Alam)
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), 126th Senior Staff Course (SSC), BPATC, Savar, Dhaka;
3. Mr/Ms....., BPATC, Savar, Dhaka;
4. Programmer, BPATC, Savar, Dhaka (with the request to publish this office order on BPATC's website);
5. P.A. to Rector, BPATC, Savar, Dhaka (for kind perusal of the Rector);
6. Master File.

(A.M. Shahrior Alam)
Assistant Director (P&D)