

Record Number: 05.01.2672.140.25.019.20.177

Date: 22 January 2023

**Office Order**

The Course Management Team (CMT) of the 106<sup>th</sup> Senior Staff Course scheduled to be held from 14<sup>th</sup> February 2023 to 30<sup>th</sup> March 2023 is constituted as under:

Course Advisor : Mr. Md. Ashraf Uddin, Rector  
Course Director : Mr. Md. Shaugatul Alam, MDS  
Course Coordinator : 1. Dr. Mehedi Masud, Director  
: 2. Mr. Shamim Hosen, Deputy Director

2. The Course Management Team (CMT) is requested to-
- a. contact the nominated participants over telephone to confirm 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 from the date of completion of the course;
  - d. submit twenty copies of course brochure to PPR department and five 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 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 are to be mentioned in a separate top-page.
  - g. send pen picture of the participants of the course to the Evaluation department with in seven 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 opening 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 standard norms of the Centre;
4. The order is issued with the prior approval of the competent authority.

  
(Alina Aktar)  
Deputy Director (PPR)  
Phone: 02224446619  
Fax: 02224445029  
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), 106<sup>th</sup> Senior Staff Course (SSC), BPATC, Savar, Dhaka
3. Mr./Ms....., BPATC, Savar, Dhaka
4. P. S. to Rector, Rector's Secretariat, BPATC (for kind perusal of the Rector), BPATC, Savar, Dhaka
5. Bank Manager, PATC Branch, BPATC, Savar, Dhaka
6. Assistant Programmer-04, BPATC, Savar, Dhaka (with the request to publish this office order on BPATC's website)
7. Master File

  
(Alina Aktar)  
Deputy Director (PPR)