



Bangladesh Public Administration Training Centre
Savar, Dhaka-1343

Dr.Md. Mizanur Rahman
Director
&
Course Director
120th ACAD

DO No. 05.01.2672.028.25.005.18- **134**

Date: 09 April 2018

We congratulate you on being nominated for the 120th Advanced Course on Administration and Development (ACAD) to be held at Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka, from 25 April 2018 to 03 July 2018.

- 2.0 **There is no denying the fact that in any training course, the attitude of the participants along with their mental readiness for taking training loads, is of critical importance to steer the course towards a successful completion.** Therefore, I would request you to prepare yourself mentally to take this course with positive frame of mind leaving aside all other official and family obligations to acquire pragmatic knowledge and skills, which in turn, we believe, would enable you to be a more effective service provider to your valued clients.
- 3.0 Since the course is a residential and intensive one, you need to prepare yourself physically and mentally to stay in BPATC dormitory and participate in training activities on Saturday.
- 4.0 We would like to set forth some of the following useful information pertinent to your training and stay with us at BPATC.
 - 4.1 Please register yourself as a participant of the 120th ACAD online by logging into our website www.bpatc.org.bd within 19 April 2018. Once you submit the duly completed registration form, you will get and acknowledgement letter. Please bring a printed copy of that letter to BPATC with you. If you face any problem regarding online registration, please contact Mr. Mohammad Saiful Islam, Programmer (01737991133) E-mail (saiful@bpatc.org.bd, saifulju@gmail.com).
 - 4.2 We would request you to bring with you a cheque worth BDT 57,000/- (Fifty Seven Thousand only) as course fee from your Ministry/Organization. We are enclosing herewith a bill for the amount so that you can arrange the course fee before joining the course.
 - 4.3 Please note that in BPATC, we are strict about punctuality and discipline. We would, therefore, inform you that you have to be punctual in attending classes and all other activities of the course.

Mizanur Rahman

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- 4.4 We like to remind that **you must bring a Laptop** with you to perform the day to day activities of the course so that you can accomplish the training tasks without any disruption.
- 4.5 BPATC will facilitate the arrangement of accommodation and food for you during your stay at the Centre. It is worth mentioning that the cost of your food will be met from your course fee.
- 4.6 As a participant, you have to follow the prescribed dress code of BPATC. During classroom sessions male participants must wear full pant, light colored full sleeved shirt with tie (supplied by the Centre) and shoe. However, sherwani/panjabi with 'coti' can also be worn on religious ground. You are expected to wear complete suit during some special occasions; hence, please bring a complete suit with you. Female participants, on the other hand, must wear sarees/salwar suits although they are expected to wear saree on some special occasions.
- 4.7 You are also required to bring proper dress for games and physical exercise (white English/Tennis pants/track suits and white T-shirt with collar and white sports shoes and socks for male participants and white salwar, kamiz, dopatta/white track suits and white keds and socks for female participants) with you. Please note that you will need to walk along the 2.2 km jogging track in the morning and evening so that you can, as an obligation, round up at least 100 km of walk during the course.
- 4.8 Please bring **4 (four) copies** of your recent **passport size photographs** and **photocopy of your official passport** with validity at least up to 31 December 2018.
- 4.9 You have to report to the Course Management at BPATC **on Tuesday 24 April 2018 no later than 09:00 pm**. Please note that we will arrange a bus on that day for you convenience. The bus will leave for BPATC from RPATC Dhaka, 49 New Eskaton, Dhaka sharp at 07:00 p.m. If you wish, you can avail of that bus service on payment
- 5.0 We hope you would have a enjoyable experience here in the non-smoking campus of BPATC with your colleagues amidst the natural greeneries and floral beauty of the site, some 28 kilometers away from the maddening crowd of the capital city, Dhaka. cheerful time here in the **non-smoking campus** of BPATC with your colleagues amidst the greeneries and floral beauty of the site about 28 km away from the capital city, Dhaka.

We look forward to receiving you on **24 April 2018**.

Sincerely yours,

Mizanur Rahman
06/08/18

Dr.Md. Mizanur Rahman

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বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র

সাভার, ঢাকা।

www.bpatc.org.bd

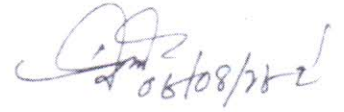
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তারিখ:

২৫ চৈত্র ১৪২৪ বঙ্গাব্দ
০৮ এপ্রিল ২০১৮ খ্রিঃ

বিল

বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্রে আগামী ২৫/০৪/২০১৮ খ্রিঃ হতে ০৩/০৭/২০১৮ খ্রিঃ তারিখ পর্যন্ত ৭০ (সত্তর) দিন মেয়াদে অনুষ্ঠিত বা ১২০তম উচ্চতর প্রশাসন ও উন্নয়ন কোর্স (এসিএডি) এ অংশগ্রহণের জন্য স্মারক নং-০৫.০০.০০০০.০২২.২০০.০০৫.১৮-৫৬; তারিখ: ০৫.০৪.২০১৮ খ্রিঃ মোতাবেক জনাব পদবি কর্মস্থল এর কোর্স ফি বাবদ ৫৭,০০০/- (সাতাল হাজার) টাকা রেস্টার, বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র, সাভার, ঢাকা এর অনুকূলে ক্রসড চেক/ব্যাংক ড্রাফট/পে-অর্ডার এর মাধ্যমে প্রেরণের জন্য নির্দেশক্রমে অনুরোধ করা হলো উল্লেখ্য, বিপিএটিসি একটি অলাভজনক প্রশিক্ষণ প্রতিষ্ঠান বিধায় এটি অকরযোগ্য সংস্থার আওতাভুক্ত। তাই অত্র প্রতিষ্ঠান থেকে ভ্যাট ও আয়কর কর্তনযোগ্য নয়।



(মোঃ নুরুল ইসলাম বিশ্বাস)
সহকারী পরিচালক (বাজেট ও হিসাব)
ফোন নং ৭৭৪৫০১০-৬ (৪১৫০)
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প্রাপক: