



Bangladesh Public Administration Training Centre
Savar, Dhaka-1343

Md. Sharif Hasan
Deputy Director (Operation) &
Course Director
11th SFTC for 40+ aged Officials

No.05.01.2672.025.18.001.18, 267

Date: 07 May 2018

We congratulate you on being nominated for the 11th Special Foundation Training Course for 40+ aged Officials to be held at Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka, from 13 May to 26 June 2018 (45 days).

- 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, we would request you to prepare yourself mentally to take this course in an affirmative fashion, 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 full time residential and intensive one, you need to prepare yourself physically and mentally to stay in BPATC dormitory and devote whole heartedly diverse training activities and sharing of experiences.
- 4.0 We would like to elaborate some useful information pertinent to your training and stay with us at BPATC.
 - 4.1 Please register yourself as a participant of the 11th Special Foundation Training Course for 40+ aged Officials online by logging into our website www.bpatc.org.bd within 09 May 2018. For registration, please use 11th Special Foundation Training Course as your reference number. Once the duly completed registration form is submitted, you will get an acknowledgement letter. Please bring a printed copy of that letter to BPATC. If you face any problem regarding online registration, please contact Mr. Mohammad Saiful Islam, Programmer (01737991133) e-mail: saiful@bpatc.org.bd or Mr. Golam Mahmud, Assistant Director & Course Coordinator (01916266099), e-mail: gmahmuddu@gmail.com.
 - 4.2 We would request you to bring with you a **cheque worth BDT 40,500/= (Forty Thousand and Five Hundred only) as course fee from your Ministry/Organisation**. 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.
 - 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.

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- 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 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. Female participants, on the other hand, must wear saree during all formal 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 cades 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 four (4) copies of your recent passport size photographs for registration and other official purposes.
- 4.9 You have to report to the Course Management at BPATC **on Saturday 12 May 2018, no later than 9 p.m.** There will be a welcome desk at the Coffee Corner (in front of the Library building of BPATC). Please note that we will arrange a bus on that day for your convenience. The bus will leave for BPATC from RPATC Dhaka, 49 New Eskaton at 5:00 p.m. If you wish, you can avail of that bus service on payment.
- 5.0 We hope you would have an 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 kilometres away from the maddening crowd of the capital city, Dhaka.

We look forward to receiving you on 12 May 2018.

Sincerely yours,

Sharif Hasan
07/05/18
Md. Sharif Hasan

Deputy Director &
Course Director
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