



Bangladesh Public Administration Training Centre
Savar, Dhaka-1343
www.bpatc.org.bd

Md. Jahidul Islam
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67th FTC
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DO No. 05.01.2672.263.25.671.18.03

Date: 17.04.2018

Dear Participant,

I would like to take the opportunity to congratulate you for being nominated in the 67th Foundation Training Course (FTC) scheduled from 30 April 2018 to 25 October 2018 at Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka.

2.0 This is my pleasure to welcome you as a participant in the upcoming 67th FTC. I am confident that you will find BPATC as your second home. BPATC provides its participants knowledge, skill and necessary attitude that you need to prepare yourself to become tomorrow's leader. Foundation training is an intensive and rigorous training. FTC will make you capable to work in stressful environment, in conflict resolution, acting smartly through effective negotiation and lead a team to get things done within minimum time. This training will also help to develop human norms/humanity, to be kind and practice values/ethics/morality and above all it will make you a good human being. There will be a two-month long field attachment including 15 days BARD/RDA attachment for completing a module on "Poverty Reduction and Rural Development". Upon successful completion of six-month long training course at BPATC, you will receive the successful completion certificate of FTC.

3.0 FTC is a residential course and all participants will mandatorily stay at dormitory, so you have to attend rigorous training activities throughout weekdays and weekends, beyond office hours and even at night. Plenty of group works, individual assignments, written examinations, workshops and seminar paper preparation & presentation along with different committee activities will make your time very effective at BPATC. You will have to interact with team members to complete the group and individual assignments and it will create the scope of interaction among the participants of different cadres. Apart from these, you have to make presentation before participants and faculty members. During your stay at BPATC, you have to follow the strict rules and regulations. Any case of misconduct will be strictly handled and concerned participant shall be released from the training course. There will be no alternatives left to BPATC but to write the authority to start disciplinary action against the participant in the case of major violation of BPATC norms. You should keep in mind that positive attitude, mental readiness and the mentality to cope with the training load and stress is a precondition to participate in this intensive and rigorous foundation training course. However, we will advise you not to be worried, we believe you will be able to successfully complete the training course and we are always with you to extend our support.

4.0 I would like to provide you certain useful information which are related to the training course and during your stay at BPATC.

- 4.01 Please register online using the link www.bpatc.org.bd by 05:00 PM on 23 April 2018 to attend the 67th FTC. Once you submit the duly completed registration form, immediately an automatic acknowledgement letter will be sent to your e-mail. Please take the print out of the acknowledgement letter for your convenience and bring along with you to submit at BPATC. In the case of any difficulty in registration, please don't hesitate to contact Mr. Md. Moin Uddin, Deputy Director (Cell: 01715-388116), Mr. Mohammad Tajib Uddin (Cell: 01789732829), Deputy Director, Ms. Nasrin Akter, Evaluation Officer (Cell: 01767818179), Mr. Tanjur Ahmed Joarder (Cell: 01712543033), Assistant Programmer and Course Coordinator as well as Programmer Mr. Md. Saiful Islam (Cell: 01737 991 133).
- 4.02 All participants of FTC have to follow the prescribed dress code of BPATC. You should bring at least two sets of each dress (total 6 sets) for attending training sessions. The male & female participants dress code is mentioned below:

Dress Code for Male Participants	Dress Code for Female Participants
Full slip White Shirt (80/20 plain) – 2Pcs	Light Pink Coloured Saree- 2 pcs (1 cotton+ 1 half silk)
Full slip Sky Blue Shirt (80/20 plain) – 2Pcs	Sea Green Coloured Saree- 2 pcs (1 cotton+ 1 half silk)
Full slip Ash Coloured Shirt (Plain) – 2Pcs	Light Blue Coloured Saree- 2 pcs (1 cotton+ 1 half silk)
Pants – Black - Adequate number	Matching closed shoes and socks
Black shoes with lace	
Black or ash socks (no white)	

However, Sherwani/Panjabi with 'Coti' of the same colour is allowed to wear considering only religious ground for male trainees. Hijabs or Gown (Burkha) of the same colour is allowed for female participants as is described for the religious purpose. Male participants have to wear black colour suit during mess/guest night, visiting organizations and in other special occasions. Female participant have to wear black blazer. Therefore, I would like to advise male participants to bring black coloured suit and blazer to female participants.

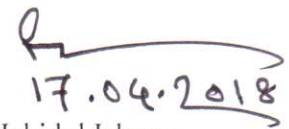
You are advised to bring proper dress for games and physical exercise. White English/Tennis half pants/track suits and white T-shirt with collar and white cades and socks for male participants and white salwar, kamiz, cross dupatta with white waist belt/white track suits and white cades and socks for female participants. Please note that you will have to walk 2.2 km long jogging track in the morning and participate the games in the evening.

- 4.03. We will observe a number of several festivals and red letter days. Therefore, you need to bring proper dresses matching the Programme like white sharee with black border for female participants and matching dress for male participants.
- 4.04. BPATC will arrange your accommodation and food during your stay at the Centre. The cost incurred for your food during your stay at BPATC will be met from the training allowance which will be provided to you.
- 4.05. Please bring six (6) copies of your recent passport size & 2 (two) copies stamp size coloured photographs for registration & other purposes. You are also requested to bring necessary medicine and Tk.1000.00 for security deposit.
- 4.06. Participants are not allowed to keep gold ornaments or valuable things or huge amount of money in the dormitory.

- 4.07. You have to come to BPATC on 29 April 2018 (Sunday) in the afternoon by 4:00 pm. If any participant fails to reach BPATC by 4:00 pm., he/she will not be allowed to attend the training course. There will be transport facilities for the FTC participants on 29 April 2018 to travel to BPATC. Our bus(es) will leave for BPATC from RPATC Dhaka, 49 New Eskaton, Dhaka and Dhaka international Airport (Opposite to the Railway Station) at 2:00 pm. We advise you to avail BPATC bus service on payment.
- 4.08. On 29 April 2018 after registration a special briefing will be held at the BPATC Auditorium at 7:15 pm. All participants have to take their seats at the Auditorium before 10 minutes of the scheduled time to attend the briefing session. Dinner will be served at 9:00 pm at the Cafeteria of the Centre.
- 4.09. You will be given Tk. 22, 000.00 as Kit Allowance for having your training dresses and other necessary items and Tk. 350.00 per day as daily allowance.
- 4.10. You will not get any leave during this 6 month training course except certain emergency situation subject to approval of the authority. Hence, you are advised to sign and submit pay bills of 6 month to your office at your convenience.
- 4.11. Pregnant participants and the female officers having infant aged lower than 1 year are discouraged to attend the training course. For your information, there are 132 seats for single female participants and only 24 seats for female participants having babies in between 1-3 years. Female participants having babies have to pay extra Tk. 3500.00 for Dormitory-2 & Tk. 3000.00 for Dormitory-4.
- 4.12. BPATC has good WiFi and printing facility for participants. You are encouraged to bring Laptop. Those who do not have Laptops, BPATC will supply Laptops for the training purposes. But BPATC laptop can only be used for limited purposes (you will not be able to download and install anything without admin approval).
- 4.13. If you have ATM/VISA Bank card, please carry with you. Sonali Bank, PATC Branch has ATM booth inside the BPATC campus.
- 5.0 We wish you a wonderful time in a **non-smoking campus** of BPATC with your fellow participants and hope you will enjoy the greenery and floral beauty of BPATC.
- 6.0 We are looking forward to extend our warm welcome to you at BPATC in the afternoon on 29 April 2018.

Best wishes,

Sincerely yours,


17.04.2018

(Md. Jahidul Islam)

Mr./Ms/.....
Participant
67th Foundation Training Course
BPATC, Savar, Dhaka.