



D.O.No- 05.01.2672/0-1

Date: 03 February 2018

Dear Colleague,

I would like to take the opportunity to congratulate you for being nominated at the 66<sup>th</sup> Foundation Training Course (FTC) scheduled from 18 February 2018 to 16 August 2018 in Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka.

This is my pleasure to welcome you as a participant in the upcoming 66<sup>th</sup> FTC. I am confident that you will invent BPATC as your second home. BPATC gives its participants knowledge, skills and necessary attitude that you need to prepare yourself to become tomorrow's leader. Foundation training is an intensive and rigorous training. The FTC will make you capable to work in stress environment, in conflict resolution, acting smartly through effective negotiation and leading a team to get things done within minimum time. This training will also help 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 months-long field attachment including 15 days BARD/RDA attachment for completing a module on "Poverty Reduction and Rural Development". Upon successful completion of six-months-long training course in BPATC, you will receive the completion certificate of the FTC.

FTC is a residential course and all participants will mandatorily stay in the dormitory, so you have to attend rigorous training activities sometimes on holidays and even at night beyond office hours. Plenty of group works, individual assignments, written examinations, workshops and seminar papers 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 colleagues of different services. Moreover, you have to make presentation before participants and faculty members on different occasions. During your stay in BPATC, you have to follow the strict rules and regulations. Any kind of noncompliance will be strictly handled and a participant shall be released from the training course in case of any misconduct. There will be no alternatives left to BPATC but to write the authority to start disciplinary action against the participants in case of major violations. You should keep in mind that the positive attitude and mental readiness of a participant to attend the intensive and rigorous foundation training course and the mentality to cope with the training load and stress for making it useful and successful are preconditions to participate in this 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 around you to extend our support.

Dear colleague, I would like to provide you certain useful information which are related to training course and stay in BPATC:

- Please register online using the link [www.bpatc.org.bd](http://www.bpatc.org.bd) by 4:00 pm on 08.02.2018 positively to attend the 66<sup>th</sup> FTC. After successful submission please take the printout of registration form and bring along with you to submit it at BPATC. In case of any difficulty in registration, please don't hesitate to contact with Course Coordinators Mr. Md. Motaher Hossain (01818186287), Ms. Suhana Islam (01706077676) or Ms. Helena Perveen (01777416402 or Programmer Mr. Md. Saiful Islam (01737991 133).
- BPATC will arrange your accommodation and food during your stay at the Centre. The cost incurred for your food during your stay in BPATC will be met from the training allowance, which will be provided to you.
- 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 given below:

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

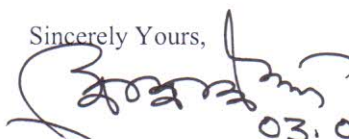
However, Sherwani/ 'Prince Coat is allowed to wear only on religious ground in the same colour. Hijabs or gown (Burkha) is allowed in the same colour as is described for the religious purpose. Male participants have to wear black colour suit during mess/guest night, visiting organizations and other special occasions. Female participants have to wear black blazer. Therefore, I would like to advise you to bring black colored suit and blazer in case of female participants.

- You are advised to bring along proper dress for games and physical exercise. White English/Tennis Half pants/track suits and white T-shirt with collar and white Keds and socks for male participants and white salwar, kamiz, cross dupatta with white waist belt/white track suits and white Keds 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. Although the training is scheduled during early spring, the days are still very cool in BPATC. You are advised to bring along with white color, full sweeter for the morning PT session (coloured sweater will not be acceptable).
- We will observe a number of national days and several festival. Therefore, you need to bring proper dresses matching the programme. (For example in observance of International Mother Language Day female participants need to wear white saree with black border).
- Please bring six (6) copies of your recent passport size & 2 (two) copies stamp size colored photographs for registration & other purpose. You are also requested to bring Tk1000.00 for security deposit and necessary medicine.
- Participants are not allowed to keep gold ornaments, or valuable things or huge amount of money in their living room.
- You have to come to BPATC on 17 February 2018 (Saturday) in the afternoon and your reporting time is no later than 4:00 p.m. If any participant fails to reach BPATC by 4:00 p.m., she /he will not be allowed to attend the training course. There will be transport facilities for the FTC participants on 17 February 2018 to travel to BPATC. The bus will leave for BPATC from RPATC Dhaka, 49 New Eskaton, Dhaka and Dhaka international Airport (Opposite to the Railway Station) at 2:00 p.m. We advise you to avail the BPATC bus service on payment.
- On 17 February 2018, after your registration a special briefing will be held in the BPATC Auditorium at 7:30pm. All participants have to take their seats at the Auditorium 10 minutes before to attend the briefing session. Dinner will be served at 9:00pm in the Cafeteria of the Centre.
- You will be paid Tk.22, 000.00 as a Kit Allowance for having your training dresses and other necessary items and Tk.350.00 per day as daily allowance. Participants must follow the dress code to attend the training sessions.
- You will not get any leave during this 6 months training tenure except certain emergency situation subject to approval of the authority. So, you are advised to sign and submit 6 month's pay bill to your office at your convenience.
- **Pregnant participants and the female officers having an infant aged lower than 1 year will not be allowed** to attend the training programs. For your information, there are only 132 seats for single female participants and 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 per month.
- BPATC has Wi-Fi and printing facility for participants. You are encouraged to bring Laptop. Those who do not have Laptops, BPATC will make available the Laptops for training tenure to use for the training purposes. But BPATC laptop can only be used for limited purposes (like you will not able to download and install anything without admin approval).

I wish you a wonderful time at a **non-smoking campus** of BPATC with your colleagues and you will enjoy the greenery and floral beauty of BPATC.

We are looking forward to extend our warm welcome to you in BPATC in the afternoon on 17 February 2018.

Sincerely Yours,

  
03.02.2018  
Dr. Mohammed Amjed Hossain