

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

DO Letter No.05.01.1000.125.18.970.22.02

Date: 19 September 2022

Dear Colleague,

Assalamu Alaikum

I would like to take the opportunity to congratulate you on being nominated for the 138th Advanced Course on Administration and Development (ACAD) to be held at Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka, during 02 October- 30 November 2022.

- 2.0 ACAD is one of the core courses of BPATC conducted for the mid-level government and defense officials. The general objective of this course is to develop leadership competencies of the participants for managing their own organization strategically. This course is also aimed at making the mid-level public servants ready for their policy-level roles. To that end we follow a blended approach that emphasizes both theoretical and operational aspects of governance and development. However, while you prepare for the course, I would like to bring some issues to your notice for your better preparation.
- 3.0 It is well recognized that 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 like to 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.
- 4.0 Since ACAD is a residential and intensive one, you need to prepare yourself physically and mentally to stay in the International Training Complex (ITC) dormitory of BPATC and devote your full-time to multifarious training activities and sharing of experiences. We would like to remind you that normally no leave is allowed during the training period by the Centre.
- 5.0 For your convenience I would like to set forth some other useful information pertinent to your training at BPATC.
 - 5.1 To manage your training smoothly, we would request you to bring a laptop computer along with you. Please note that Wi-Fi connection will be provided from the Centre either on your Laptop or Tab or Mobile Set through which you will get access to internet facility. You can use the ITC computer Lab as well for various computing and IT related purposes.
 - 5.2 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 daily allowances provided from the centre.
 - 5.3 As participant of the course, you have to follow the prescribed dress-code of BPATC. During classroom sessions, male participants should wear full pant, light-colored full-sleeved shirt with tie (provided by BPATC) and shoe. However, sherwani/Panjabi with 'coti' can also be worn on religious ground. You are expected to wear a complete suit during some special and formal occasions. Female participants, on the other hand,




should wear sober sarees although they are expected to wear suits on some special occasions.

- 5.4 Please do not forget to bring proper dress for games and physical exercise (white English/Tennis pants/tracksuits and white T-shirt with collar and white sports shoes and socks for male participants and white salwar, kamiz, dopatta/white tracksuits and white cades and socks for female participants) with you.
- 5.5 Please bring four (4) copies of your recent passport size photographs for registration and other official purposes. You are also requested to bring a photocopy of the first two pages of your official passport with at least six months validity.
- 5.6 You have to report to the Course Management Team (CMT) at BPATC on **Saturday, 1 October 2022 no later than 8:00 pm**. Please note that we will arrange a bus on that day for your convenience. The bus will leave RPATC, 49 New Eskaton, Dhaka, for BPATC at **5:00 pm** sharp. If you wish, you can avail of that bus service.
- 6.0 BPATC and Course Management Team (CMT) is fully aware of your professional position and status; therefore, BPATC is strongly committed to creating an enabling training environment and smooth stay for you during your course period. We are confident that you would have a cheerful time here in the **non-smoking campus** of BPATC with your colleagues amidst the greeneries and floral beauty of the site some 28 kilometers away from the capital city, Dhaka.

We look forward to warmly welcoming you at BPATC on 01 October 2022. With best wishes.

Sincerely yours,


19.9.2022

(Mohammad Razibul Islam)
Director (Administration)
& Course Director, 138th ACAD

Mr./Ms.....

Participant, 138th ACAD