



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

Md. Sanwar Jahan Bhuiyan
Director (PPR)
&
Course Director-1
69th FTC

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Dear Participant,

I would like to take the opportunity to congratulate you for being nominated in the 69th Foundation Training Course (FTC) scheduled from 17 April to 17 October 2019 at Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka.

This is also my pleasure to welcome you as one of the participants of the upcoming 69th FTC. As you know that BPATC is the apex training institute in Bangladesh and you are fortunate enough for getting the opportunity to participate in the foundation training course at BPATC which is also known as the “Centre of Excellence” in the area of training and development. I am confident that you will find BPATC as an excellent forum of learning and exchange of view. BPATC provides its participants with knowledge, skill and necessary attitude that you need to prepare you as a dynamic future leader.

You may aware that FTC is an intensive and rigorous training to make you capable to work under huge pressure and stress. Therefore, we expect that you will be proactive in participating in classroom sessions, teamwork, group-discussions, and group assignments. This training will also help you to instill a standard level of etiquette, manner and established norms and values of the public organization. There will be a two-month long field attachment including several types of sensitivity visits and orientation programs. Upon successful completion of all the requirements of six-month long FTC at BPATC, you will receive the certificate of completion.

By tradition, FTC is a residential course and all participants will mandatorily stay at the dormitory. During the course, you have to attend rigorous training activities throughout weekdays and weekends, beyond office hours and even in the evening and early in the morning. Plenty of group works, individual assignments, written examinations, workshops and seminar paper preparation, and 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. A competent course management team (CMT) will be with you to guide you in all matters related to training and academic responsibilities.

During your stay at BPATC, you have to follow the strict rules and regulations. You should keep in mind that positive attitude, mental readiness, and adaptability to cope with the training load and stress is a precondition to participating in this intensive and rigorous foundation training course. However, we would advise you not to be worried; rather we are confident about your ability which will contribute to successful completion of the training course and we are always with you to extend our support.

We are looking forward to extending our warm welcome to you at BPATC in the afternoon on the 16th April 2019.

Best wishes,

Sincerely yours,



(Md. Sanwar Jahan Bhuiyan)

To
All nominated participants
69th Foundation Training Course
BPATC, Savar, Dhaka.

General Instructions and Requirements for Attending the Foundation Training Course of BPATC

1. Nominated participants are requested to register online using the link www.bpatc.org.bd by 05:00 PM on the 10th April 2019 to attend the 69th FTC. The registration portal will be open from the 4th April 9.00 am. Once you submit the duly completed registration form, immediately an automatic acknowledgment letter will be sent to your e-mail. Please take the print out of the acknowledgment letter for your convenience and bring it with you to submit to CMT. In the case of any difficulty in registration, please don't hesitate to contact CMT member Mr. Md. Motaher Hossain, Deputy Director (Cell: 01818186287), Ms. Nasrin Akter (Cell: 01767818179), Evaluation Officer and Programmer Mr. Mohammad Altab Hossain (Cell: 01717316623).
2. All participants of FTC have to follow the prescribed dress code of BPATC. You should bring at least two sets of dress for attending training sessions and formal gatherings as per following specifications. It will meet your immediate requirements in attending all formal sessions. (You have to prepare 2/3 more sets of the formal dress after arrival at BPATC with the help of CMT and Mess Committees).

Dress Code for Male Participants	Dress Code for Female Participants
1. Full slip White Shirt (80/20 plain) – 2Pcs	1. Baby Pink Coloured Saree- 2 pcs (1 cotton+ 1 half silk)
2. Black coloured full-pant—2 pcs	2. Black coloured Blazer—1 set
3. Black coloured Lounge Suit – 1 set	3. Black coloured ladies shoe
4. Atleast one pair Oxford Shoe (Black)	

3. However, white coloured *Panjabi* with black coloured '*Sherwani*'/'*Coti*'/*Blazer* is allowed to wear considering only religious ground for male trainees. *Hijabs* or Gown (*Burkha*) with baby pink colour is allowed for female participants as is described for the religious purpose.
4. Male participants have to wear black coloured suit during inaugural and closing ceremonies, mess/guest night, organization visits and in other special occasions. Female participant have to wear *saree* with black blazer in above-mentioned occasions.
5. You are advised to bring a proper dress for games and physical exercise. The specifications are like: White English/Tennis half-pants/tracksuits and a white T-shirt with collar and

white keds-shoe and socks for male participants and white *salawar, kamiz, cross dupatta* with white waist belt/white tracksuits and white keds-shoe and socks for female participants. Please note that you will have to walk 2.2 km long jogging track in the morning and participate in the different types of games in the evening.

6. FTC is a full residential course. Staying at dormitory is mandatory for all participants. BPATC will arrange your accommodation and food during your stay at the Centre. A sufficient number of Mess Committees will be formed to manage FTC Mess.
7. The cost incurred for your food during your stay at BPATC will be met from the training allowance which will be provided to you. If you need a special type of meal in the religious ground, please share your concern with CMT well ahead.
8. You will be given Tk. 22,000.00 as Kit Allowance for procuring your training dresses and other training kits. For meeting your meal charges and other expenditure you will be given Tk. 600.00 per day as daily allowance. Taka 75.00 will be deducted from the daily allowance for meeting the wages of daily basis room-boys.
9. Please bring ten (10) copies of your recent passport size and 4 (four) copies stamp size coloured photographs for registration and other purposes.
10. Participants are not allowed to keep gold made ornaments or valuable things or a large amount of money at the dormitory room.
11. All participants are requested to arrive BPATC on 16 April 2019 (Tuesday) in the afternoon by 4:00 pm. If any participant fails to reach BPATC by 4:00 pm., please inform CMT immediately. There will be transport facilities for the FTC participants on 16 April 2019 to travel to BPATC. A sufficient number of bus(es) will leave for BPATC from Shahbag (in front of National Museum) as well as from opposite to the Airport Railway Station at 2:00 pm. We advise you to avail BPATC's bus service on payment.
12. On the 16th April 2019 after registration, a special briefing will be held at the BPATC Auditorium at 7:15 pm. All participants have to take their seats with formal attires at the Auditorium before 10 minutes of the scheduled time to attend the briefing session. Dinner will be served after the briefing at 9:00 pm at the Cafeteria of the Centre.
13. Participants are requested to take mental preparation to stay at BPATC for a long period. No leave will be allowed except emergency situation specified in Evaluation Policy of BPATC.

Hence, you are advised to sign and submit pay bills of 6 months to your office for your convenience.

14. FTC is a very rigorous type of training. Morning PT including all types of physical exercises is compulsory for all participants. For this reason, BPATC discourages enrolment of female officers with pregnancy as well as the female officers having infant below 1 year are discouraged to attend the training course.
15. BPATC maintains some established norms while walking at corridor. While walking in the corridor, participants are requested to keep right side because lots of senior officers and participants of other courses share the same corridor.
16. For your information, a sufficient number of exclusive seats are available for female participants having babies in between 1-3 years. There is a day-care center for giving care to children aged between 1-3 years. Female with infants is allowed to bring one maid with her. Moreover, participants having babies have to pay extra Tk. 3500.00 per month for using daycare facilities for infants and additional accommodation facility for her maid.
17. BPATC has good WiFi and printing facilities for participants. As part of the academic activity, you have to prepare and present/submit a good number of group reports, individual assignments, term papers and book review notes. For this purpose, you need an laptop for your own. Therefore, you are requested to bring your laptop with you.
18. If you have ATM/VISA Bankcard, please carry it with you. Sonali Bank, PATC Branch has ATM booth inside the BPATC campus.
19. 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.

Moreover, successful completion of the course requires fulfillment of the following conditions:

- Foundation Training Course is a residential training and the trainees are remained off from all types of job responsibility. Staying at dormitory is mandatory for all participants.
- maintaining a strict form of discipline, ethics, norms, and formalities inside and outside the classroom;
- wearing a name badge, specified attires and showing respects to core values of BPATC;
- punctually attending all instructional sessions (100%) and other training activities;

- entering the classrooms, PT, evening games, and other formal gatherings **at least five minutes before the scheduled time;**
- participating in Secretariat Attachment and Field Attachment programs and actively participating in preparing and presenting all specified individual as well as group reports;
- timely submitting and presenting ‘Village Study’ reports, ‘Book Review’ reports and other assignments;
- staying compulsorily in the dormitory of the Centre and follow the rules and regulations thereof;
- abstaining from carrying and using of cell phones in academic sessions, formal functions, mosque, library, and corridor;
- participating in all co-curricular activities such as debate, extempore speech, cultural activities in mess night, etc.;
- maintaining stringent discipline; follow the rules of the Centre and code of conduct;
- maintaining the originality of prepared report, assignments and review notes; (please note that all types of written assignments are checked for its level of originality using ‘turnitin’)
- BPATC maintains a highest order of discipline and values. All participants are requested to observe all established rules and norms of BPATC and demonstrate punctuality and sincerity in every action. Any case of misconduct will be strictly handled and concerned participant shall be released immediately from the training course. There will be no alternative left with BPATC but to write the authority to start disciplinary action against the participant in case of major violation of BPATC rules and norms.
- Success or failure in fulfilling the above requirements will be reflected in the final evaluation by the course management and in the pen-picture of the participants which are usually sent to the cadre controlling ministries/divisions to keep it in the dossier of each trainee.



Md. Sanwar Jahan Bhuiyan
 Course Director-1
 69th FTC
 03.04.2019