



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

Md. Jahidul Islam
Director (Project)
& Course Director
123rd ACAD
Cell: 01718768300
e-mail:
jahidul.islam95@gmail.com

DO No. 05.01.2672.140.25.024.19.01

Date: 15.01.2019

Dear Participant,

I congratulate you on being nominated for the 123rd Advanced Course on Administration and Development (ACAD) to be held at Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka from 20 January 2019 to 30 March 2019.

- 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 successful completion. Therefore, I would request you to prepare yourself mentally to take this course in an affirmative fashion leaving aside all other official and familial obligations to acquire pragmatic knowledge and skills, which in turn, we believe, would enable you to be a more effective leader in the civil service of Bangladesh and a SMART service provider to the valued clients.
- 3.0 Since the course is a residential and intensive one, you need to prepare yourself physically and mentally to stay in the BPATC dormitory and devote your full time to multifarious training activities and sharing of experiences.
- 4.0 I would now like to set forth some useful information pertinent to your training and stay with us at BPATC:
 - 4.1 Please register yourself as a participant of the 123rd ACAD online by logging into our website: www.bpatc.org.bd within 16 January 2019. Once you submit the duly completed registration form, you will receive an acknowledgement letter. Please bring a printed copy of that letter to BPATC with you. If you face any problem regarding online registration, please contact with Mr. Mohammad Saiful Islam, Programmer, cell phone: 01737991133 and E-mail: saiful@bpatc.org.bd, saifulju@gmail.com.
 - 4.2 I would request you to bring with you a **Cheque worth BDT. 80,000/= (Eighty Thousand only) in favor of Rector, BPATC as course fee from your Ministry/Department/Organization.** I am 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. I would, therefore, inform you that you have to be ideal for the junior colleagues in demonstrating punctual attendance in the classes and all other activities of the course.
 - 4.4 I like to remind you that you must bring a laptop with you to perform the day to day activities so that you can accomplish the training tasks without any disruption.
 - 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 a complete suit during some special occasions. Female participants, on the other hand, must wear sober sarees/salwar suits although they are expected to wear sarees on some special occasions. **Please do not forget to bring your complete suit/blazer for the inaugural ceremony.**
- 4.7 You are also requested 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 track suits and white cadés and socks for female participants) with you. Please note that you will need to walk along the 2.2 km long jogging track in the morning and evening every day.
- 4.8 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 validity at least up to 30 October 2019.
- 4.9 You have to report to the Course Management Team at BPATC on Saturday 19 January 2019 no later than **08:30 p.m.** **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, Dhaka at 4:00 pm. If you wish, you can avail of that bus service on payment.
- 5.0 I hope 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 receiving you warmly on 19 January 2019.

With best wishes,

Sincerely yours,



(Md. Jahidul Islam)

Mr./Ms.
Participant
123rd ACAD
BPATC, Savar, Dhaka.

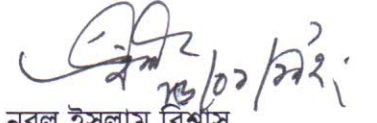
বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র
সাভার, ঢাকা।
www.bpatc.org.bd

নং-০৫.০১.২৬৭২.১৪০.২৫.০২৪.১৯.০২

তারিখঃ ১৬.০১.২০১৯ খ্রি.

বিল

বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্রে আগামী ২০ জানুয়ারি ২০১৯ হতে ৩০ মার্চ ২০১৯ খ্রি. পর্যন্ত ৭০ (সত্তর) দিন মেয়াদে অনুষ্ঠিতব্য ১২৩ তম উচ্চতর প্রশাসন ও উন্নয়ন কোর্স (এসিএডি) এ অংশগ্রহণের জন্য জনপ্রশাসন মন্ত্রণালয়ের স্মারক নং.০৫.০০.০০০০.২০০.০১৫.০২৭.১৮.২৩৯ তারিখঃ ১০ জানুয়ারি ২০১৯ খ্রি. মোতাবেক জনাব
..... পদবি
কর্মস্থল এর কোর্স ফি বাবদ ৮০,০০০/- (আশি হাজার) টাকা রেস্টুর, বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র, সাভার, ঢাকা ঐর অনুকূলে ক্রসড চেক/ব্যাংক ড্রাফট/পে-অর্ডার এর মাধ্যমে প্রেরণের জন্য নির্দেশক্রমে অনুরোধ করা হলো। উল্লেখ্য, বিপিএটিসি একটি অলাভজনক প্রশিক্ষণ প্রতিষ্ঠান বিধায় এটি অকরযোগ্য সংস্থার আওতাভুক্ত। তাই অত্র প্রতিষ্ঠান থেকে ভ্যাট ও আয়কর কর্তনযোগ্য নয়।



মোঃ নুরুল ইসলাম বিশ্বাস
সহকারী পরিচালক (বাজেট ও হিসাব)
ফোন নং-৭৭৪৫০১০-৬ (৪১৫০)
মোবাইলঃ ০১৫৫২৩৫৭০৬৫

প্রাপকঃ
.....
.....