



**Bangladesh Public Administration Training  
Centre**  
Savar, Dhaka-1343  
website: [www.bpatc.org.bd](http://www.bpatc.org.bd)

**Dr. Mohammed Amjed Hossain**  
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Date: 17.04.2019

Dear Participant,

I congratulate you on being nominated for the 125<sup>th</sup> Advanced Course on Administration and Development (ACAD) to be held at Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka from 05 May 2019 to 13 July 2019.

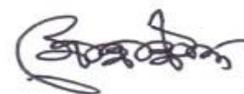
- 2.0 There is no denying the fact that in any training course, the attitude of the participants along with their mental readiness for taking training loads is of critical importance to steer the course towards a successful completion. Therefore, I would request you to prepare yourself mentally to take this course as 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 125<sup>th</sup> ACAD online by logging into our website: [www.bpatc.org.bd](http://www.bpatc.org.bd) within the date mentioned in the nomination letter of MOPA. 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](mailto:saiful@bpatc.org.bd), [saifulju@gmail.com](mailto: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 punctual in attending classes and all other activities of the course. Furthermore, almost all Saturdays will be used mandatorily for academic session.
  - 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 complete suit during some special and formal occasions. Female participants, on the other hand, must wear sober sarees although they are expected to wear suits on some special occasions.
- 4.7 You are also requested to bring proper dress for games and physical exercise (white English/Tennis pants/track suits 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 photocopy of first two pages of your official passport with validity at least up to 30 January 2020.
- 4.9 You have to report to the Course Management Team at BPATC on Saturday 4 May 2019 no later than **08:00 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 03:00 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 4 May 2019.

With best wishes,

Sincerely yours,



(Dr. Mohammed Amjed Hossain)

Mr./Ms. ....  
Participant  
125<sup>th</sup> ACAD  
BPATC, Savar, Dhaka.