



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

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Date: 01/4/2019

**Dear Participant,**

I congratulate you for having nomination to the 18<sup>th</sup> Policy Planning and Management Course (PPMC) to be held at Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka from 07-18 April 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 in an affirmative fashion 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 leader in the civil service of Bangladesh.
- 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 in BPATC:
  - 4.1 Please register yourself as a participant of the 18th Policy Planning and Management Course online by logging into our website [www.bpatc.org.bd](http://www.bpatc.org.bd) as early as possible. Once you submit the duly completed registration form you will get an acknowledgement letter. If possible, take a print of the letter. If you face any problem regarding online registration, please contact Course Coordinator Mr. Md. Zakir Hossain (Cell No- 01727745044) or Programmer Mr. Md. Saiful Islam (Cell No-01737991133).
  - 4.2 I would request you to bring with you a **Cheque worth Tk. 20,000/= (Twenty Thousand only) in favor of "Rector, BPATC" as course fee from your Ministry/Department/Organization.** We are enclosing herewith a bill for the said amount that you can arrange the course fee before joining the course.
  - 4.3 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 the training allowance will be provided to you.
  - 4.4 BPATC expects that all participants 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 special occasions. On the other hand female participants must wear sober sarees and suits expected to wear on special occasions.
  - 4.5 You are requested to bring proper dress for games and physical exercise (white English/Tennis pants/track suits and white T-shirt with collar and white cades and socks for

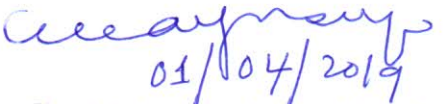
male participants and white salwar, kamiz, dopatta/white track suits and white cadets and socks for female participants) with you. Please note that you will need to walk along the 2.2 km long jogging track in the morning and evening every day.

- 4.6 You are requested to bring your passport (expire date must be more than six months) and copy of your passport to process the foreign exposure visit which is the part of the course.
- 4.7 Please bring four (4) copies of your recent passport size photographs for official purposes.
- 4.8 Please bring your laptop with you so that you can prepare your own presentation/report.
- 4.9 You are also requested to come to BPATC and report at ITC Dormitory on **06 April 2019, Saturday by 07:45 p.m.** There will be briefing and handover of laptop and Wi-Fi connection to your mobile at 08.00 p.m. 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 05:30 pm. If you wish, you can avail of that bus service on payment.
- 5.0 I hope you would have a wonderful time here in the **non-smoking and green 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 are looking forward to receiving you on 06 April 2019.

With wishes,

Sincerely yours,

  
01/04/2019  
(Dr. Muhammad Abu Yusuf)

Mr./Ms. ....  
Participant  
18<sup>th</sup> PPMC  
BPATC, Savar, Dhaka.