



**Bangladesh Public Administration Training Centre**  
Savar, Dhaka

**Dr. Abdul Aleem Khan**  
**Course Director**  
2nd Special Foundation Training  
Course for the Officials of Roads  
and Highways Department

D. O. No.05.01.0000.061.25.148.18- 01

Date: 13 November 2018

**Dear .....**

I congratulate you on being nominated for the **2<sup>nd</sup> Special Foundation Training Course** for the Roads and Highways Department to be held at Regional Public Administration Training Centre (RPATC), Dhaka, from 18 November 2018 to 16 January 2019.

There is no denying the fact that in any training course, mental readiness of the participants for taking training load has critical importance to steer the course towards a successful completion. Therefore, I would 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.

Since the course is a residential and intensive one, you need to prepare yourself physically and mentally to stay at the dormitory (to be shared with another participant) and devote your full-time to multifarious training activities and sharing of experiences.

I would like to set forth some of the following useful information pertinent to your training and stay with us at RPATC, Dhaka.

- 1.1 Please register yourself as a participant of **2<sup>nd</sup> Special Foundation Training Course** for the Officials of Roads and Highways Department through the registration form which you will find in your supplied folder.
- 1.2 RPATC, Dhaka 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 budget of course.
- 1.3 As a participant, you have to follow the prescribed dress code of RPATC, Dhaka. During classroom **sessions male participants must wear full pant, light colored (preferably white colored) full sleeved shirt with tie supplied by the Centre and shoe. However,**

sherwani/panjabi with 'coti' can also be worn on religious ground. You are expected to wear lounge suit (Blazer- preferably black/deep blue colored) during some special occasions. Female participants, on the other hand, must wear saree/salwar suits although they are expected to wear saree on some special occasions. You also need to bring white colored sports dress and shoe/keds for attending physical exercise, games etc.

1.4 Please bring 4 (four) copies of your recent passport size color photographs for registration and other official purposes. You are also requested to bring flash drive, laptop (if possible).

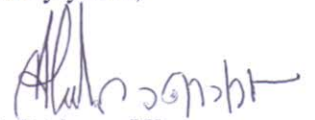
1.5 You have to arrive at RPATC, Dhaka on Saturday 17 November 2018 before 05:00 p. m. and have to report at the Reception of RPATC, Dhaka. Please note that a briefing session will be held at 7 p. m. on that day.

1.6 If you face any problem, please contact the Course Coordinators Mr. Md. Masud Alom (Cell No. 01716-041011), Mr. Mohammad Mozaherul Islam (Cell No.01912-972652) and Liaison Officer Mr. Shamim Adnan (Cell No. 01843056582).

I hope you would have a cheerful time here in the non-smoking campus of RPATC, Dhaka with your colleagues.

I am looking forward to receiving you warmly on 17 November 2018.

Sincerely yours,



**Dr. Abdul Aleem Khan**  
Course Director  
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