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Date: 04 December 2018

Dear Participants,

I congratulate you on being nominated for the 3rd Special Foundation Training Course for the Officials of LGED to be held at Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka, from 9th December 2018 to 6th February 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 manner, 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.
- 3.0 Since the course is a residential and intensive one, you need to prepare yourself physically and mentally to stay in the dormitory of the BPATC and devote your full-time to multifarious training activities and sharing of experiences.
- 4.0 I would like to set forth some of the following useful information pertinent to your training and stay with us at BPATC:
 - 4.1 Please register yourself as a participant of the 3rd SFTC for LGED Officials by using the link of **online registration** in our website **www.bpatc.org.bd** as early as possible. Once you submit the duly completed registration form, you will get 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 Programmer **Mr. Md. Saiful Islam (Cell: 01737-991133)** or Course Coordinators **Mr. Md. Motaher Hossain (Cell: 01818186287)** or **Mr. Parimal Kumar Roy (Cell: 01713791448)**.
 - 4.2 We would also like to remind that you must bring a Laptop with you to perform day to day activities of the course so that you can accommodate the training tasks without any disruption.
 - 4.3 BPATC will arrange 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 course fee paid by LGED.
 - 4.5 As a participant, you have to follow the prescribed dress code of BPATC. During classroom sessions male participants must wear full pant, light coloured full sleeved shirt with tie and shoe. Tie will be supplied by Centre. However, sherwani/panjabi with 'coti' can also be worn on religious ground. You are expected to wear complete suit during some special occasions including inaugural and closing ceremonies, cultural programmes and so on. Female participants must wear sarees.
 - 4.6 You are also required 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 cades and socks for female participants) with you. Please note that you will need to walk along the 2.2 km jogging track in the morning and evening so that you can, as an obligation, round up at least 100 km of walk during the course.

- 4.7 Please bring 4 (four) copies of your recent passport size photographs for registration and other official purposes.
- 4.8 You have to come to BPATC on Saturday, 08 December 2018 no later than 19:00 pm and have to report at the dormitory of BPATC. If there is no unavoidable situation, we will arrange a bus on that day for your convenience. The bus will leave for BPATC from RPATC Dhaka (49 New Eskaton Road, Dhaka) at 15:30 pm. If you wish, you can also avail of that bus service from Farmgate, Asadgate, Shaymoli and Gabtali. The mobile number of the bus driver will be informed through sms.
- 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 km away from the capital city, Dhaka.

We look forward to receiving you warmly on 08 December 2018 at 17:00 p.m.

Best Wishes,



(BM Benojir Ahmed)
Course Director