



**Bangladesh Public Administration Training Centre**  
Savar, Dhaka-1343

**Dr. Mohammed Amjed Hossain**  
Director (ST&RC) & Course Director  
4<sup>th</sup> Special Foundation Training Course  
for LGED Officials  
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Date: 14 August 20019

*Dear Participants,*

I congratulate you for being nominated as participant of the 4<sup>th</sup> Special Foundation Training Course for the Officials of LGED to be held at Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka from 25 August 2019 to 23 October 2019. I would like to welcome you all to the Apex training institution of the country.

- 2.0 It is well recognized that participants' mental readiness for taking training load is critical to steer the course towards a successful completion. Therefore, I would like to request you to prepare yourself mentally to take this course with positive frame of mind keeping 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 our 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 BPATC and devote your time to multifarious training activities and sharing experiences.
- 4.0 I would like to set forth some of the following useful information pertinent to your training and stay in BPATC:
  - 4.1 Please register yourself as a participant of the 4<sup>th</sup> SFTC for LGED Officials through online using bpatc website [www.bpatc.org.bd](http://www.bpatc.org.bd) as early as possible before the course starts. 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. However, if you face any problem regarding online registration, please do not hesitate to contact Programmer **Mr. Md. Saiful Islam (Cell No. 01737991133)** or **Course Coordinators Mr. K. M. Abdul Kader (Cell No. 01718114448)** or **Mr. Tanjur Ahmed Joarder (Cell No. 01712543033)**.
  - 4.2 We would also like to remind you that you must **bring a Laptop** with you to perform the day to day activities of the course so that you can accomplish the training tasks without any disruption.
  - 4.3 BPATC will facilitate the arrangement of accommodation and food for you during your stay at the Centre. Please be informed that the cost of your food will be met from the course fee paid by LGED.
  - 4.4 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 black shoes. The Centre will supply tie. However, the male participants on religious ground can also wear sherwani/panjabi with 'coti'. You are expected to wear complete suit during special occasions including inaugural and closing ceremonies, cultural programmes and so on. Female participants must wear sarees.

4.5 You are also required to bring proper dress for 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.

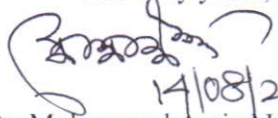
4.6 Please **bring 4 (four) copies of your recent passport size photographs** for registration and other official purposes.

4.7 You have to come to BPATC **on 24 August 2019 (Saturday) no later than 06:00 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, Dhaka) at **3:30 pm**. If you wish, you can avail that bus service on payment. You can also avail that bus service from Farm Gate, Asad Gate, Shyamoli and Technical. The mobile No. of bus driver will be informed through SMS.

5.0 I hope you would have a lovely 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 on **24 August 2019** by 6:00 p.m. at BPATC.

Sincerely yours,

  
14/08/2019  
Dr. Mohammed Amjed Hossain