



Bangladesh Public Administration Training Centre
Savar, Dhaka 1343

Md. Sharif Hasan
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7th SFTC of DOICT Course
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Dear Participant,

I would like to take the opportunity to congratulate you for being nominated in the 7th Special Foundation Training Course (SFTC) of Department of Information and Communication Technology (DoICT) Officials scheduled from 05th January 2020 to 04th March 2020 at Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka.

This is also my pleasure to welcome you as one of the participants of the upcoming 7th Special Foundation Training Course for DoICT officials. As you know BPATC is the apex training institute in Bangladesh and you are fortunate enough for getting the opportunity to participate in the mentioned course at BPATC which is also known as the "Centre of Excellence" in the area of training and development. I am confident that you will find BPATC as a unique forum of learning and exchanging views. BPATC provides its participants with knowledge, skill and necessary attitude that you need to prepare yourselves as dynamic public servants.

You need to be aware that FTC is an intensive and rigorous training course to make you capable to work under huge pressure and stress. Therefore, we expect that you will be proactive in participating in classroom sessions, teamwork, group-discussions, and group assignments. This training will also help instill in you a standard level of etiquette, manner and established norms and values expected while working in public organisation. Upon successful completion of all the requirements of two-month long FTC at BPATC, you will receive the certificate of successful completion.

By tradition, Foundation Training Course is a residential course and all participants will mandatorily stay at the dormitory. During the course, you have to attend rigorous training activities throughout weekdays and weekends, beyond office hours, usually in the evening and early in the morning. Plenty of group works, individual assignments, written examinations, workshops and presentation along with different committee activities will make your time very effective. Therefore, you will have to devote your precious time to multifarious training activities and sharing of experiences.

Sharif

I would like to set forth some of the following useful information pertinent to your training and stay with us at BPATC:

1. I will suggest you to 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.
2. 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 your department.
3. 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 the Centre. However, sherwani/ Panjabi with 'Coti' can also be worn on religious ground. You are expected to wear complete suit during some special occasion. Female participants shall wear sarees on all occasions.
4. As a participant, bring a proper dress for games and physical exercise. The specifications are like: White tracksuits and white T-shirt with collar and white keds and white socks for male participants and white salwar, kamiz, cross dupatta with white waist belt/ white tracksuits and white Keds with white socks for female participants.
5. Please bring 2 (two) copies of your recent passport size photographs for registration and other official purposes.
6. You have to come to BPATC on Saturday 04 January 2020 no later than 5.00 pm and have to report at the dormitory of BPATC. If there is no unavoidable circumstance, we will arrange a bus on that day for your convenience. The bus will start for BPATC from Regional Public Administration Training Centre, 49 New Eskaton, Dhaka at 3.00 p.m.
7. For any sort of communication you can contact Ms. Afia Rahman Mukta (01301958821), Mr. Mohammad Mamun (01912146407), Mr. Md. Mozaherul Islam (01912972652), Course Coordinators.
8. I hope you would have a cheerful time here in the non-smoking campus of BPATC with your colleagues amidst the green sceneries and floral beauty of BPATC.

I would look forward to receiving you warmly on Saturday 4 January 2020 at 5.00 pm.

Best Wishes,
Sharif Hasan
30/12/19
(Md. Sharif Hasan)
Course Director
7th SFTC for DoICT