



D.O.No- 05.01.2672.072.25.001.20.02

Dated: 13.10.2020

Dear Participant,

I congratulate you on being nominated for the 95<sup>th</sup> Senior Staff Course to be held at Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka, during 18 October to 01 December 2020.

- 2.0 There is no denying that in any training course, the attitude of the participants along with their mental readiness for taking training loads is a 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 mood leaving aside all other official and familial 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 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 connected with us at BPATC:
  - 4.1 Please register yourself as a participant of the 95<sup>th</sup> Senior Staff Course online by logging into our website [www.bpatc.org.bd](http://www.bpatc.org.bd) as early as possible. If you face any problem regarding online registration, please contact BPATC Assistant Programmer Mr. Mohammad Altab Hossain (Cell No-01717-316623).
  - 4.2 I would request you to bring with you a **Cheque** worth **BDT 60,000/= (Sixty Thousand)** only in favor of the **Rector, BPATC as Course fee** from your Ministry/Department/Organization. We have attached herewith a bill for the said amount so 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 your course fee.
  - 4.4 As a participant, you have to follow the set core values and the prescribed dress code of BPATC. During classroom sessions male participants must wear full pant, light colored full sleeved shirt with tie (provided from BPATC) and shoe. However, sherwani/panjabi with 'coti' can also be worn on religious ground. You are expected to wear complete suit on special occasions. Female participants, on the other hand, must wear sober sarees/salwar suits.
  - 4.5 You are also required to bring proper dress for games and physical exercise (white English/Tennis Half 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 cades and socks for female participants) with you. Please note that you will have to walk along the 2.2 kms long jogging track everyday in the morning and evening during the course.

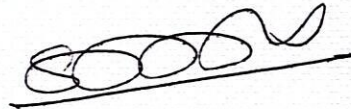
4.6 Please bring photocopy of your valid official passport along with four (4) copies of your recent passport size photographs for official and foreign exposure visit purposes.

4.7 You have to **come to BPATC** and have to report at the **ITC on Saturday 17 October 2020 in the evening**. Please note that your accommodation has been arranged at the ITC dormitory. We will arrange a bus on that day for your convenience. The bus will leave for BPATC from RPATC Dhaka (49 New Eskaton) at 5:00 pm. If you wish, you can avail yourself of our bus service on payment.

5.0 I hope you would have a cheerful time here in the **non-smoking state of the art campus** of BPATC with your colleagues amidst the greeneries and floral beauty of the site some 28 kilometers away from the maddening crowd of the capital city, Dhaka.

We are eagerly waiting to receiving you warmly at BPATC on 17 October 2020 in the evening.

Best wishes.



(Shah Mohammad Sanaul Hoque, PhD)

To:

Mr./Ms.....

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