



**Bangladesh Public Administration  
Training Centre**

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DO No.05.01.0000.027.25.001.21.50

Date: 22 January 2021

I congratulate you for being nominated as participant of the 97<sup>th</sup> Senior Staff Course (SSC) to be held at Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka from 28 February to 13 April 2021.

- 2.0 It is well recognized that participants' mental readiness for bearing training load is critical to steer the course towards a successful completion. Therefore, I take the privilege 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 and to the humanity as well.
- 3.0 Since the course is a residential and intensive one, you have to stay in International Training Complex (ITC) of BPATC and devote your time to multifarious training activities and sharing diverse 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 97<sup>th</sup> Senior Staff Course through online using BPATC website **www.bpatc.org.bd** as instructed by MoPA positively. For registration, please use "BPATC Online Registration" link on the right panel in bpatc homepage. If you like to confirm your registration, you can observe your name in "Participant Registered" after submitting the registration form. However, **if you face any problem regarding online registration, please do not hesitate to contact Programmer Mr. Md. Saiful Islam (Cell No. 01737991133) or Assistant Programmer Mr. Mohammad Masum Rahman (Cell no-01675222637) or Course Coordinators Mr. Mostak Ahmed, Director (Cell No. 01819499421) or Dr. Rokeya Fahmida, Director (CC) (Cell No. 01731214213).**
- 4.2 Please **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. It is to be noted here that Wi-Fi connection will be provided from the Centre either on your Laptop or Tab or Mobile Set. Please confirm that Wi-Fi option is available in your device (Laptop/Tab/Mobile phone) through which you will be provided internet facility. The Centre has a Computer Lab at ITC (1<sup>st</sup> floor) which remains open from 15:00 to 22:00 and you can use this Lab if required.
- 4.3 BPATC has the pleasure to facilitate the arrangement of accommodation and food facilities for you during your stay at the Centre. Please be informed that the cost of your food will be met from training allowance.
- 4.4 As a participant, you have to follow the prescribed dress code and all the norms of BPATC. During classroom sessions male participants must wear full pant, light colored full sleeved shirt with tie supplied by the Centre

and black shoes. However, sherwani/panjabi with 'coti' can also be worn by the male participants on religious ground. You are expected to wear complete suit during special occasions. Hence, the male participants are requested to bring a complete suit with them. On the other hand, female participants must wear sarees to attend session. All participants must wear formal dress during special occasion.

- 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.
- 4.6 Please be informed that no leave will be granted allowed during the training period. Also note that a few Saturdays may be used as working days at BPATC as and when required.
- 4.7 During the training period, participants have to evaluate a "public policy" and every participant has to write Policy Evaluation Paper focusing on any pertinent policy/ problem/ challenge of his or her Ministry/Division/Department/Directorate/Organization etc. Hence, in advance, you must think which area of public policy may be best suitable for you. Immediate after your arrival you have to provide the topics/title of Policy Evaluation Paper. Please bring with you relevant documents where will be useful for preparing Policy Evaluation Report. The Centre will arrange a workshop for the participants on preparing Policy Evaluation Report.
- 4.8 Please **bring 5 (five) copies of your recent passport size photographs** and photocopy of relevant pages of your '**Official Passport**'. We will advise you to ensure that your Passport must have at least 9/10 months to expire. During the course you will not be allowed to go to renew your Passport. Please complete the formalities before joining training and you have to submit Passport copy at least 8 months to expire.
- 4.9 You have to come to BPATC **on 27 February 2021 (Saturday) no later than 05:00 p.m.** and have to report at International Training Complex (ITC) of BPATC. There will be a briefing session at 6:00 p.m. on 27 February 2021. Thus, you must reach BPATC by 05:00 p.m. A Mini-Bus on that day for your travel will leave for BPATC from RPATC Dhaka (49 New Eskaton, Dhaka) at **03:30 p.m.** If you wish, you can avail that bus service on payment.
- 5.0 I hope you will have a good time here in the **non-smoking green campus** of BPATC with your colleagues.

We look forward to receiving you on **27 February 2021** at 05:00 p.m. at ITC, BPATC.

  
22.02.2021  
Abu Montaz Saaduddin Ahmed  
(Course Director)  
97<sup>th</sup> Senior Staff Course

To All Nominated Participants  
97<sup>th</sup> Senior Staff Course  
BPATC, Savar, Dhaka.