



Bangladesh Public Administration Training Centre
Savar, Dhaka

Md.Siddiqur Rahman
Director (Administration)
&
Course Director
9th Special Foundation
Training Course for DoICT
Officials

DO No. 05.01.0000.011.25.001.20.

Date: 01.03.2020

Dear Mr./Miz. Participant,

I congratulate you on being nominated for the 9th Special Foundation Training Course for DoICT Officials to be held at Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka from 08 March 2020 to 06 May 2020.

2.0 All of you know that training changes attitude that results in enhanced knowledge and skills. 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. I would request you to prepare yourself mentally to take this course in an affirmative manner, 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 the dormitory of the BPATC and devote your full time to 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 I will suggests 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.

4.2 BPATC will arrange accommodation and food for you during your stay at the Centre. All the cost will be paid by the DoICT.

4.3 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 shoe. Tie will be supplied by the Centre. However, sherwani/panjabi with 'coati' can also be worn on religious ground. You are expected to wear complete suit during some special occasions. Female participants must wear saris on all occasions.

4.4 As a Participant, bring a proper dress for games & physical exercise. The specifications are like: White tracksuits and a white T-shirt with collar and white keds and white socks for male participants and white salawar, kamiz, cross dupatta with white waist belt/white tracksuits and white keds and white socks for female participants.

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

4.6 **Nomited Participants are requested to register online using the link www.bpatc.org.bd by 04/03/2020. The registration portal will be opened from the 06/03/2020. In the case of any difficulty in registration, please don't hesitate to contact IT Professionals programmer Mr. Md Mohammad Saiful Islam (Cell:01737991133), Assistant Programmer Mr. Mohammad Altab Hossain (cell: 01717316623)**

4.7 You have to come to BPATC on Saturday 07 March 20120 not later than 5:00 pm and have to report at the dormitory (**No- 2 for Female and No- 3 for Male**) 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 3:00 pm. If you wish, you can also avail of that bus service from Farmgate, Asadgate, Shaymoli and Technical.


4.8 For any sort of communication, you can contact Dr. Md. Moshir Rahman (01716536726), Deputy Director & Course Coordinator and Miz Farjana Afrose (01715254143) Assistant Director & Course Coordinator and Mr. Md. Azizul Haque (01917739027) Assistant Director & Liaison Officer.

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.

5.1 On Saturday 07 March 2020 there will a pre-training activities session at 07:00 pm.

I look forward to receiving you warmly on Saturday 07 March 2020 at 5:00 pm.

Best Wishes,



1.3.2020

(Md. Siddiqur Rahman)