



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

Baby Rani Karmakar

Member Directing Staff

&

Course Director

101st Senior Staff Course

Date: 09 May 2022

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Dear Colleague,

I would like to take the opportunity to congratulate you for being nominated for the 101st Senior Staff Course (SSC) to be held at Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka scheduled from 16 May 2022 to 29 June 2022.

I hope this policy level training course will not only enrich your knowledge, but also help you to develop policy strategies, perform tasks effectively and efficiently, work under stress, resolve conflict and negotiate effectively, and lead a team to get things done within minimum time. Apart from these, this training will require you to produce a policy evaluation paper and presentation on that. The policy appraisal will eventually help you formulate and evaluate policies in future. Forty-five days of training at BPATC will be followed by a 10-days foreign exposure visit. After completion of the foreign exposure visit, all participants will come back to BPATC to make presentation on their foreign visit at 'Lessons Learnt Workshop'. The certificate will be awarded after the training at home and abroad.

This is a fully residential course and all participants have to stay in the dormitory mandatorily. During the course you may have to attend intensive training activities beyond office hours and on weekend. During your stay you must follow the standards of training norms practiced at BPATC.

I would like to provide you certain useful information related to training and stay at BPATC:

- Please register online visiting BPATC website by 12.05.2022 (11.59 am) positively to attend the 101st Senior Staff Course. Once you submit the duly completed registration form, immediately an automatic acknowledgement letter will be sent to your e-mail. In case of any difficulty in registration, please contact Mr. Md. Atikuzzaman, Director (Project) & Course Coordinator (Cell: 01727778316) or Ms. Afia Rahman Mukta, Senior Research Officer & Course Coordinator (Cell: 01301958821) or for online registration Mr. Md. Saiful Islam, Programmer (Cell No-01737991133).
- Please follow the health guidelines strictly that will be provided by our health safety committee time to time.

- All participants of SSC have to follow the prescribed dress code of BPATC. During training session male participants must wear descent and dark colored trouser, light colored full sleeved shirt with tie (to be provided by BPATC) and shoe (preferably black leather dress shoe). However, *sherwani/panjabi* with 'coti' is allowed for male on religious ground. You have to wear dark colored/lounge suit in any formal sessions (inaugural/closing/mess/guest night/visiting organization and other special occasions. Female participants must wear sober colored sarees. It is mandatory to wear sarees with dark colored coat/blazer in any formal session.
- Participants are requested to bring along proper dress for games and physical exercise (white English/Tennis Half pants/track suits, white T-shirt with collar, white sports shoe/trainer and socks for male participants; White salwar-kamiz, dopatta/white track suits, white sports shoe/trainer and socks for female participants). Please note that you will have to walk 2.2 km long jogging track in the morning and join games in the afternoon during the course tenure.
- Please bring along four (4) copies of recent passport size colored photographs for registration and photocopy of recent passport.

You have to report at BPATC on **15 May 2022 (Sunday)** by **6: 00 pm** (a welcome desk will be at **International Training Complex ground floor**). A briefing session will be arranged on your arrival at **6.45 pm at the ITC Auditorium**. We will arrange conveyance for the participants on the 15th May. A bus will leave for BPATC from RPATC Dhaka, 49 New Eskaton, Dhaka at **4:30 pm**. We request you to avail BPATC bus service on payment.

I hope you will have wonderful time on the scenic campus of BPATC with your course-mates. I am looking forward to extending our warm welcome to you at BPATC in the afternoon on **15 May 2022**.

Sincerely yours,



(Baby Rani Karmakar)