



Bangladesh Public Administration Training Centre
Savar, Dhaka-1343
website: www.bpatc.org.bd

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Date: 18.11.2019

Dear Participant,

I congratulate you on being nominated for the 20th Policy Planning and Management Course (PPMC) to be held at Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka, during 24 November – 05 December 2019.

- 2.0 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. Therefore, I would request you to prepare yourself mentally to take this course in an affirmative fashion 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 leader in the civil service of Bangladesh.
- 3.0 Since the course is a residential and intensive one, you need to prepare yourself physically and mentally to stay in the 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 with us at BPATC:
 - 4.1 I would request you to bring with you a **Cheque worth BDT 20,000/= (Twenty Thousand only) in favor of Rector, BPATC as course fee from your Ministry/Department/Organization.** We are enclosing herewith a bill for the said amount so that you can arrange the course fee before joining the course.
 - 4.2 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.
 - 4.3 BPATC expects that all participants 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. However, **sherwani/panjabi with 'coti'** can also be worn on religious ground. You are expected to wear **complete suit** during some special occasions. Female participants, on the other hand, must wear **sober sarees/salwar** suits although they are expected to wear **sarees** on some special occasions.
 - 4.4 You are requested to bring proper dress for games and physical exercise (white English/Tennis 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 need to walk along the 2.2 km long jogging track in the morning and evening every day.
 - 4.5 You are requested to bring copy of your **valid passport** to process the foreign exposure visit which is the part of the course.

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4.6 Please bring **four (4) copies of your recent passport size photographs** for official purposes.

4.7 Please bring **your laptop with you** so that you can prepare your own presentation/report.

4.8 You are also requested to come to BPATC and report at ITC Dormitory on **Saturday, 23 November 2019 by 08:00pm**. 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 **06:45 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 campus** of BPATC with your colleagues amidst the greeneries and floral beauty of the site some 28 kilometers away from the capital city, Dhaka.

We are looking forward to receiving you warmly on 24 November 2019.

With wishes,

Sincerely yours,


Md. Nasir Uddin Ahmed
MDS (Course Director)

To:

Mr./Ms.....
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বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র
সাভার, ঢাকা।
bpatc.org.bd

স্মারক নম্বর- ০৫.০১.০০০০.১২৯.২৫.০১৪.১৯.১২১

তারিখ: ০২ অগ্রহায়ণ ১৪২৬
১৭ নভেম্বর ২০১৯

বিল

বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র, সাভার, ঢাকায় আগামী ২৪/১১/২০১৯ হতে ০৫/১২/২০১৯ তারিখ পর্যন্ত ১২ (বার) দিন মেয়াদে অনুষ্ঠিতব্য ২০তম পলিসি প্ল্যানিং এন্ড ম্যানেজমেন্ট কোর্সে অংশগ্রহণের জন্য জনপ্রশাসন মন্ত্রণালয়ের স্মারক নম্বর-.....

তারিখ: খ্রিঃ মোতাবেক জনাব
পদবি কর্মস্থল

এঁর কোর্স ফি বাবদ ২০,০০০/- (বিশ হাজার) টাকা রেস্টুর, বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র, সাভার, ঢাকা এর অনুকূলে ক্রস্ড চেক/ব্যাংক ড্রাফট/পে-অর্ডার এর মাধ্যমে প্রেরণের জন্য নির্দেশক্রমে অনুরোধ করা হলো। উল্লেখ্য, বিপিএটিসি একটি অলাভজনক প্রশিক্ষণ প্রতিষ্ঠান বিধায় এটি অকরযোগ্য সংস্থার আওতাভুক্ত। তাই এ প্রতিষ্ঠান থেকে ভ্যাট ও আয়কর কর্তনযোগ্য নয়।



(মোঃ নুরুল ইসলাম বিশ্বাস)
সহকারী পরিচালক (বাজেট ও হিসাব)
ফোন নং ৭৭৪৫০১০-৬ (৪১৫০)
মোবাইল-০১৫৫২-৩৫৭০৬৫

প্রাপক: