



**Bangladesh Public Administration
Training Centre**

Md. Nasir Uddin Ahmed
Member Directing Staff (M & D)
and
Course Director
89th Senior Staff Course
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Date: 15 April 2019

Dear Participants,

I congratulate you for being nominated as participant of the 89th Senior Staff Course (SSC) to be held at Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka from 05 May to 28 June 2019.

- 2.0 It is well recognized that participants' mental readiness for taking training load is critical to steer the course towards a successful completion. Therefore, I would like 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.
- 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 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 89th Senior Staff Course through online using bpatc website www.bpatc.org.bd by as 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 Course Coordinators Mr. Mohammad Moshior Rahman (Cell No. 01552453649) or Mr. Abdullah Al Mamun Cell No. 01719403292).
 - 4.2 I would request you to bring with you a Crossed Cheque / Bank Draft / Pay Order in favour of RECTOR, BPATC **worth of Tk. 60,000/= (Sixty Thousand only)** as course fee from your Ministry/Department/Organization/Office. Please be informed that training allowance will be provided to you from this course fee.
 - 4.3 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 noted 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 which will be open from 15:00 to 22:00 and you may use this Lab if required.

- 4.4 BPATC will facilitate the arrangement of accommodation and food for you during your stay at the Centre. Please be informed that the cost of your food will be met from training allowance will be provided to you from your course fee.
- 4.5 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 supplied by the Centre and black shoes. However, sherwani/panjabi with 'coti' can also be worn by the male participants on religious ground and you are expected to wear complete suit during special occasion. 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. Saree and coat must wear during special occasion.
- 4.6 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.
- 4.7 Please be informed that no leave is allowed during the training period. Also note that most Saturdays will be working day at BPATC.
- 4.8 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. Please bring with you relevant documents those will be useful for preparing Policy Evaluation Report. Centre will arrange a workshop for the participants on preparing Policy Evaluation Report.
- 4.9 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 7/8 months to expire. During the course you will not be allowed to go to renew your passport. Please complete the formalities before joining training & you have to submit passport copy at least 8 months to expire.
- 4.10 You have to come to BPATC **on 04 May 2019 (Saturday) no later than 05:00 pm** and have to report at International Training Complex (ITC) of BPATC. There will be a briefing session from 7:00 p.m. after your arrival in BPATC. Thus, you must reach BPATC by 5:00 p.m. We will arrange a mini-bus on that day for your travel to BPATC from Dhaka. The mini-bus will leave for BPATC from RPATC Dhaka (49 New Eskaton, Dhaka) at **3:00 pm**. If you wish, you can avail that bus service on payment. If you would like to avail bus service, let us know beforehand, thus we can arrange minibus accordingly for all of you.
- 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 receive you on **04 May 2019** at 5:00 p.m. in ITC, BPATC.

Sincerely yours,

Singed/-
Md. Nasir Uddin Ahmed

To: All the Nominated Participants
89th Senior Staff Course
BPATC, Savar, Dhaka.

বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র
সাভার, ঢাকা।
www.bpatc.org.bd

স্মারক নম্বর- ০৫.০১.২৬৭২.১২৯.২৫.০১৪.১২.৮৯-২০২

তারিখ: ২১ চৈত্র ১৪২৫
০৪ এপ্রিল ২০১৯

বিল

বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র, সাভার-এ আগামী ২২/০৪/২০১৯ খ্রিঃ হতে ১৫/০৬/২০১৯ খ্রিঃ পর্যন্ত ৫৫ (পঞ্চাশ) দিন মেয়াদে অনুষ্ঠিতব্য ৮৯তম সিনিয়র স্টাফ কোর্সে (এসএসসি) অংশগ্রহণের জন্য জনপ্রশাসন মন্ত্রণালয়ের স্মারক নম্বর-০৫.০০.০০০০.২০০.১৫.০২৬.১৮-৪২; তারিখ: ২১.০৪.২০১৯ খ্রিঃ মোতাবেক জনাব পদবি কর্মস্থল এর কোর্স ফি বাবদ ৬০,০০০/- (ষাট হাজার) টাকা রেজিস্টার, বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র, সাভার, ঢাকা এর অনুকূলে ক্রসড 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)

প্রাপক: