



**Bangladesh Public Administration Training Centre**  
Savar, Dhaka-1343, Bangladesh.  
[www.bpatc.org.bd](http://www.bpatc.org.bd)

**Dr. Mohd. Shahadt Hossain Mahmud**  
Member Directing Staff (R&C)  
&  
Course Director, 14<sup>th</sup> PPMC

D.O.No.- 05.01.2672.025.266.01.17- 01

Dated: 05 April 2017

Dear Sir/Madam:

I congratulate you for being nominated as a participant of the 14<sup>th</sup> Policy, Planning and Management Course (PPMC) scheduled to be held at Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka, during 09 - 20 April 2017.

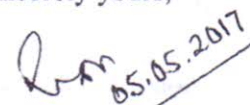
- 2.0 We believe, you are aware that in any training course, the attitude of the participants and their mental readiness for taking training loads is very important to steer the course towards a successful completion. Therefore, we would like to request you to prepare yourself mentally to take this course in an affirmative fashion leaving aside all other official and familial obligations to acquire pragmatic knowledge and skills. We believe, this process will 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 at BPATC dormitory and devote your full time to multifarious training activities and sharing of experiences.
- 4.0 We would now like to set forth following useful information pertinent to your training and stay with us at BPATC:
  - (a) Please register yourself online by logging on BPATC website ([www.bpatc.org.bd](http://www.bpatc.org.bd)) by 06.04.2017 for participating in the 14<sup>th</sup> Policy Planning and Management Course. Once you submit the duly completed registration form you will get an acknowledgement letter. Please take a print of the acknowledgement letter for your convenience. If you face any problem regarding online registration, please contact Mr. Md. Saiful Islam, Programmer, BPATC (Cell No-01737 991133). For any other information you can contact A.F.M. Amir Hussain, Deputy Director and Course Coordinator (Cell No. 01712836525).
  - (b) We would request you to bring with you a **Cheque worth BDT 14,000/= (Fourteen Thousand) only as course fee from your Ministry/Organisation**. We are enclosing herewith a bill for the amount so that you can arrange the course fee before joining the course.
  - (c) 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.

- (d) 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 shoes. 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 saree/salwar suits although they are expected to wear saree on some special occasions.
- (e) You are also required to bring proper dress for games and physical exercise with you (white English/Tennis Half pants/track suits and white T-shirt with collar and white keds and socks for male participants and white salwar, kamiz, dopatta/white track suits and white keds and socks for female participants).
- (f) Please bring five (5) copies of your recent passport size photographs for registration and other official purposes.
- (g) You have to come to BPATC on Saturday 08 April 2017 in the evening and have to report at ITC where your accommodation has been arranged. We will arrange a bus on that day for your convenience. The bus will leave for BPATC from RPATC Dhaka, 49 New Eskaton (near BIAM), Dhaka at 06:30 p.m. If you wish, you can avail that bus service on payment.
- 5.0 We 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 kilometres away from the capital city, Dhaka.

We look forward to receiving you warmly on 08 April 2017 at our BPATC premise.

Regards,

Sincerely yours,



(Dr. Mohd. Shahadt Hossain Mahmud)  
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To: All Nominated Participants  
14<sup>th</sup> PPMC