



**Bangladesh Public Administration Training Centre**  
Savar, Dhaka-1343

**Md. Zakir Hossain**  
Director (LTA), System Analyst (AC)  
&  
Course Director  
114<sup>th</sup> ACAD  
Mob: 01727745044  
E-mail: mzakirhossain@gmail.com

DO No. 05.01.2672.025.25.005.17.224

Date: 09 April 2017

**Dear**

I congratulate you on being nominated for the 114<sup>th</sup> Advanced Course on Administration and Development to be held at Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka, from 16 April to 14 June 2017.

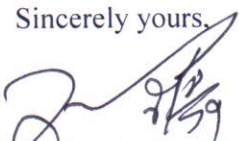
- 2.0 There is no denying the fact that in any training course, the attitude of the participants along with their mental readiness for taking training loads is of critical importance to steer the course towards a successful completion. Therefore, I would request you to prepare yourself mentally to take 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 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 BPATC dormitory and devote your full-time to multifarious training activities and sharing of experiences.
- 4.0 I would like to set forth some of the useful information pertinent to your training and stay with us at BPATC:
  - 4.1 Please register yourself as a participant of the 114<sup>th</sup> Advanced Course on Administration and Development online by logging into our website [www.bpatc.org.bd](http://www.bpatc.org.bd) as early as possible. Once you submit the duly completed registration form, you will get an acknowledgement slip. Please bring a printed copy of that slip to BPATC with you. If you face any problem regarding online registration, please contact Programmer Mr. Md. Saiful Islam (Cell No. 01737991133).
  - 4.2 I would request you to bring with you a **Cheque worth BDT 57,000/= (Tk. Fifty Seven Thousand only) excluding VAT in favour of Rector, BPATC 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.
  - 4.3 We like to remind that **you must bring a Laptop** with you to perform the day to day activities of the course so that you can accommodate the training tasks without any disruption.

- 4.4 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.
- 4.5 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 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 sarees/salwar suits although they are expected to wear sarees on some special occasions.
- 4.6 You are also required to bring proper dress for games and 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 cadets and socks for female participants*) with you. Please note that you will need to walk along the 2.2 km jogging track in the morning and evening so that you can, as an obligation, round up at least 100 km of walk during the course.
- 4.7 Please bring 4 (four) copies of your recent passport size photographs for official purposes.
- 4.8 You have to come to BPATC **on Saturday 15 April 2017 no later than 9:00 pm** and have to report at 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 **7:15 pm**. If you wish, you can avail of that 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 km away from the capital city, Dhaka.

I am looking forward to receiving you warmly on **15 April 2017**.

**Regards,**

Sincerely yours,



**Md. Zakir Hossain**


বাংলাদেশ লোকপ্রশাসন প্রশিক্ষণ কেন্দ্র  
সাভার, ঢাকা।  
Website: [www.bpatc.org.bd](http://www.bpatc.org.bd)

নং- ০৫.০১.২৬৭২.১২৯.২৫.০১৪.১২-১১৪-০১

তারিখ: ২৬ চৈত্র ১৪২৩ বঙ্গাব্দ  
০৯ এপ্রিল, ২০১৭ খ্রিঃ

### বিল

বাংলাদেশ লোকপ্রশাসন প্রশিক্ষণ কেন্দ্রে অনুষ্ঠেয় ১৬/০৪/২০১৭খ্রিঃ হতে ১৪/০৬/২০১৭খ্রিঃ পর্যন্ত ৬০ (ষাট) দিন মেয়াদী ১১৪তম উচ্চতর প্রশাসন ও উন্নয়ন (এসিএডি) প্রশিক্ষণ কোর্সে অংশগ্রহণের জন্য স্মারক নং-০৫.০০.০০০০.১২.২০০.০০৪.০১৭-৪৭; তারিখ: ০৪.০৪.২০১৭খ্রিঃ মোতাবেক জনাব.....এর কোর্স ফি বাবদ ৫৭,০০০/- (সাতান্ন হাজার) টাকা রেক্টর, বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র, সাভার, ঢাকা এর অনুকূলে ক্রস্‌ড চেকের মাধ্যমে প্রেরণের জন্য নির্দেশক্রমে অনুরোধ করা হলো। উল্লেখ্য, বিপিএটিসি একটি অলাভজনক প্রশিক্ষণ প্রতিষ্ঠান বিধায় ইহা আয়করযোগ্য সংস্থার আওতাভুক্ত। তাই অত্র প্রতিষ্ঠান থেকে ভ্যাট ও আয়কর কর্তনযোগ্য নহে।



(মোঃ জাকির হোসেন)  
পরিচালক

ও

কোর্স পরিচালক ১১৪তম এসিএডি  
ফোন নং-৭৭৪৬৬১০  
ফ্যাক্স নং-৭৭৪৫০২৯

প্রাপক: