



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

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Date: 15.03.2018

Dear Participant,

I congratulate you on being nominated for the 16<sup>th</sup> Policy Planning and Management Course (PPMC) to be held at Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka from 1 April to 12 April 2018.

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 14,000/= (Fourteen Thousand only) in favor of Rector, BPATC as course fee from your Ministry/Department/Organization.**

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 registration and other 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 **31 March 2018, Saturday by 08:15 p.m.** 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 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 kilometers away from the capital city, Dhaka.

We are looking forward to receiving you warmly on 31 March 2018.

With wishes,

Sincerely yours,



15.03.2018

(Md. Zaydul Hoque Molla ndc)

Mr./Ms. ....  
Participant  
16<sup>th</sup> PPMC  
BPATC, Savar, Dhaka.