



No. 05.05.2224.001.000.25.0232.24.943

Date: December 02, 2025

Dear Participant,

I heartily congratulate you on your nomination for the “**24th Special Foundation Training Course (24th SFTC) for BCS (Health) Cadre Officers**” scheduled from December 04, 2025 to February 01, 2026 at the Bangladesh Institute of Administration and Management (BIAM) Foundation Regional Center, Cox’s Bazar.

2.0 I am pleased to welcome you as a participant in the upcoming SFTC. I believe, you will find the BIAM as your second home. BIAM provides contemporary knowledge, necessary skills and appropriate attitude to prepare future leader. The SFTC is an intensive and rigorous but intriguing training program that primarily focuses on the **Knowledge, Skill and Attitude (KSA)** of participants. It will equip you to work effectively in a stressful and conflicting environments, act smartly through negotiations and lead a team toward accomplishment. It will also offer opportunities to enrich your values, ethics and morality in becoming a good human being. The SFTC is a 60-day program that entails a wide range of activities such as regular lectures, book reviews, assignments, reports, group work, presentations, examinations, interview/viva, field attachments, physical training, games & sports, cultural events, and many others. Once you have accomplished all requirements of the training course at BIAM, you will be awarded a Certificate of successful completion and recognized for extraordinary performance. Further details can be found in the Course Guidelines.

3.0 The SFTC is a residential training course, and all participants must stay at BIAM dormitory. You have to engage in training activities during weekdays and weekends and beyond regular class hour. The training will involve both individual and group work with providing internet facilities as well as providing opportunities to interact with fellow participants and faculty members. While staying at BIAM, you have to follow the rules and regulations strictly of the Institution. **Any case of misconduct will be dealt with severely.** In case of a major violation of rules and norms, participation may end up being released from the training course and BIAM will report to the authority to start disciplinary action against the participant. However, your positive approach, mental readiness and the determination to cope with the training workload are fundamental for your success. Therefore, I advise you to utilize the magnificent opportunity of the SFTC and accrue the most. I have full confidence in your abilities and eagerly look forward to your successful completion of the SFTC at the BIAM Foundation Regional Center, Cox’s Bazar with flying colors.

With Best wishes

Sincerely Yours,

Md. Lutfur Rahman

Mr. /Ms.....
Participant
24th Special Foundation Training Course
BIAM Foundation Regional Center, Cox's Bazar

* Necessary information and staying at BIAM regarding the training course is annexed in another page.

Necessary Information

Here is a few useful information regarding training course and your stay at the BIAM:

Dress Code:

Dress code for male participants	Dress code for female participants
<ul style="list-style-type: none">• Full sleeve (white) shirt (plain)- Adequate number of• Pants (Black)- Adequate number of• Black shoes with lace, Black or ash socks (not white)• English/Tennis half pants/track suits and white T-shirt with collar and white kades and white socks (for PT and Games)• White color Sherwani/Panjabi - onreligious ground. (Those who want to wear)	<ul style="list-style-type: none">• Saree & salwar, kamiz (light blue): Adequate number of-• Matching closed shoes and socks• White salwar, kamiz, cross dupatta with white waist belt, white track suits and white kades and white socks (for PT and Games)• Light blue Hijabs or Gown (Burkha) - on religious ground. (Those who want to wear)

Please note that you have to attend morning PT regularly.

1.01. Please register online using the link <http://tms.biam-coxsbazar.gov.bd/available/published-courses> by 7.00 PM on December 4th, 2025 to attend the 24th SFTC. In case of difficulty in registration, please don't hesitate to contact Mr. Md. Nasir Uddin, Course Coordinator, **Cell No: 01717 890526**

1.02. All participants of the SFTC have to follow the prescribed dress code of the BIAM. You should bring at least two sets of each dress for attending training sessions.

1.03. During the SFTC you may have to observe important festivals or national days. Therefore, you need to bring appropriate dresses for the events.

1.04. BIAM will arrange your accommodation and food during your stay at the venue. The cost incurred for your food during your stay at BIAM will be met from the training budget. child-bearing participants are discouraged from attend the training course. Female participants having babies (staying at BIAM) have to pay for BIAM hostel rent and food from their own source.

1.05. Please bring two (2) copies of your recent colored passport size and one (1) copy of stamp-sized colored photographs for registration and other purposes. You are also requested to bring your necessary personal medicine.

1.06 Participants are not allowed to keep precious ornaments, valuables or large sums of money in the dormitory.

1.07 You have to report at the Reception Desk of BIAM Foundation Regional Center, Cox's Bazar **on December 04, 2025 (Thursday) by 8:00 AM**. In case of failure to report as instructed, that participant will notbe allowed to attend the training course.

1.08 A Briefing Session has been scheduled at 11.00 AM on December 04, 2025 (Thursday). The Inaugural Ceremony is scheduled at 3.30 PM on December 04, 2025 (Thursday). All the participants have to take their seats at the Hall Room/Classroom 15 minutes earlier to the scheduled time.

1.09 You shall not get leave the BIAM campus during training (except in emergency situations subject to approval ofthe competent authority).

1.10 Please bring your personal Laptop (if any); BIAM has Wi-Fi and printing facilities for participants.

We wish you an enjoyable and fruitful time in the non-smoking campus of BIAM Foundation Regional Center, Cox's Bazar.

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