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Dated: 06 April 2025

Dear Colleague,

I am delighted to welcome you to the 117th Senior Staff Course (SSC) to be held at Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka, during 20 April 2025 - 03 June 2025. SSC is one of the core training programmes of BPATC meant for the policy-level officials of the government. The course is designed to enhance leadership skills, strategic thinking, and professional competencies.

- 2.0 Over the duration of this training, you will get the opportunity to engage with distinguished experts, participate in insightful discussions, and work on practical case studies. I would encourage you to actively participate, share experiences, and network with fellow colleagues. Your participation and unique insights will not only enrich your own knowledge but also enhance the learning environment and make this training a truly dynamic experience.
- 3.0 For maximising your learning experience and enhancing your professional growth, the course is designed with interactive training sessions, case studies, and hands-on exercises. 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.
- 4.0 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.
- 5.0 I would now like to set forth some useful information pertinent to your training and stay with us at BPATC:
 - 5.1 Please register online as a participant of the 117th SSC by logging into www.gems.gov.bd within the designated period mentioned in your nomination GO. If you have any queries or require any assistance, please feel free to reach out to Mr. Mohammad Saiful Islam, Programmer (Cell no. 01870826382) or Mr. ANM Sajidul Ahsan, Course Coordinator (Cell no. 01318686415) or Dr. Mohammad Rezaul Karim, Course Coordinator (Cell no. 01554339166).
 - 5.2 I would like to request you to bring a laptop along with you for your convenience. Please do not forget to bring photocopy of your valid official passport along with four (04) copies of your recent passport size photographs for official and foreign exposure visit purposes.
 - 5.3 As a participant, you have to follow the prescribed dress code of BPATC. For details please check the attached document.
 - 5.4 BPATC will facilitate the arrangement of accommodation and food for you during your time at the Centre.

6.0 You are required to report at BPATC on Saturday, 19 April 2025 by 6:00 pm. On your arrival, we have a briefing session for you at 7:30 in the evening at room no. 205 of the ITC. Please note that we will provide vehicle support for your convenience. A BPATC-bound bus will leave RPATC Dhaka (49 New Eskaton) at 4:30pm on Saturday, 19 April 2025. You can avail this bus service on payment.

7.0 I hope you would have a cheerful time here in the **non-smoking campus** of BPATC with your colleagues amidst the greeneries of the site some 28 kilometers away from the capital city, Dhaka.

We are eagerly waiting to receiving you warmly at BPATC on 19 April 2025 in the evening and looking forward to an engaging and productive learning journey with you.

Sincerely yours,



06.04.2025

(M Arifur Rahman PhD)

To:

Mr./Ms.....

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