



Bangladesh Public Administration Training Centre  
Savar, Dhaka-1343  
www.bpatc.gov.bd

S. M. Mehedi Hasan  
Director, BPATC  
&  
Course Director  
3<sup>rd</sup> SFTC for the Officials of BTRC

D. O. No. 05.01.2672.034.001.18.24.

Date: 16 June 2025

Dear Participant,

Welcome to Bangladesh Public Administration Training Centre (BPATC). From 23 June 2025 you are going to participate in the 3<sup>rd</sup> Special Foundation Training Course (SFTC) for the Officials of Bangladesh Telecommunication Regulatory Commission (BTRC), which I believe, will put a permanent mark in your professional journey.

Along with the core courses for Civil Servants of the country, BPATC arranges SFTCs for different government entities in accordance with the need of that particular organization. The course you are going to join shortly is also aligned with the core objectives of BTRC and at the same time will try to work on your knowledge, skill and attitude (KSA) as a valued member of government mechanism. We want you to be developed as a patriotic, competent and professional public servants dedicated to public interest.

This course is tailored in a way that demands fullest of your mental concentration and physical agility. Discipline, sincerity and honesty will be the keys to your success. Please, go through the following instructions carefully.

**A. Report to BPATC**

1. You must ensure your presence at BPATC by **5:00 PM on 22 June 2025 (Sunday)**. Course Management Team (CMT) will arrange a transport starting from 49, New Eskaton, RPATC, Dhaka sharp at 2.30 P.M. Upon arrival, you must check your registration form at the welcome booth in the ground floor of the 15-storey dormitory.
2. By 7:00 PM on 22<sup>nd</sup> June 2025 (Sunday), participants should gather at the designated training room to attend a course briefing. You must take a seat in the training room at least 10 minutes before the scheduled time. You have to wear formal dress for the briefing.

**B. Dress Code**

1. Please note that each participant will get Tk. 15,000/- as kit allowance in the first week of the course. This amount is given to meet the expenses for outfits and other necessary items required during the course. **As such you are requested to follow the prescribed dress code of BPATC (Attachment 01)**. Please bring at least two sets of each dress to attend various training activities.
2. Both male & female participants will bring white polo shirts, trousers, white keds and white socks for the sports and physical activities. Female trainees may wear white salwar-kamiz, scarf and white keds with long socks.

**C. Leave and other Issues**

1. No casual or any other type of leave is permitted during the training program. However, in case of any emergency, proper authority may grant you an 'authorised leave' as per Training Evaluation Policy of BPATC (Revised 2024), which can be found on centre's website.
2. Hence, you are advised to sign and submit pay bills of 02 months to your office before you are released from the current job station. This is significant for drawing your monthly salary and allowances.
3. Pregnant participants and the female officers having infants aged less than one year are discouraged to attend the training course. Female participants with babies aged between one to three years can keep their babies with them at the selected dormitory. They can also keep one attendant to take care of the baby at their own expenses. Participants with the baby can avail of the day-care centre facilities at the designated dormitory.

**D. Miscellaneous**

1. You are requested to bring a laptop as you have to cover a lot of assignments and course work.
2. Participants of this course will stay at 15<sup>th</sup> storeyed modern dormitory of BPATC with WiFi facility. You will receive TK. 600/- per day as training allowance for arranging their own meals.
3. Be mindful that BPATC is a non-smoking and non-alcohol zone. Hence, it's a wonderful opportunity for a smoker to get rid of this depraved habit.
4. During your stay at BPATC, you have to follow strict ground rules and the training course's 'code of conduct'. We will be with you to extend our support and cooperation for your convenience.
5. For any queries, please contact **Mr. Mohammad Mamun (01912146407), Senior Research Officer, BPATC & Course Coordinator** and **Mr. A.M. Shahrir Alam (01531982181), Assistant Director, BPATC & Course Coordinator**. We encourage you to check out our designated WhatsApp group posts where you will be connected. Please make sure that you have the WhatsApp activated on your cell number to which you are enlisted.
6. Please bring six copies of passport-size and two copies of stamp-size recent colour photos for different purposes.

We are looking forward to greeting you and make your stay at the centre meaningful.

16.06.25  
Regards,

(S. M. Mehedi Hasan)  
Course Director  
3<sup>rd</sup> SFTC for BTRC

To  
All Nominated Participants  
3<sup>rd</sup> SFTC for the Officials of BTRC