



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

Dr. Chitrlekha Nazneen
Director, BPATC
and
Course Director
9th SFTC for the DoR Officials
Cell: 01734270988

D. O. No. 05.01.2672.023.25.001.24.01

Date: 21 April 2024

Dear Participants,

Greetings from Bangladesh Public Administration Training Centre (BPATC), the premier training institute of the country. At the outset, let me extend a very warm welcome to all of you on behalf of the entire faculty and staff of the Centre. I would like to congratulate you on being nominated for the 9th Special Foundation Training Course (SFTC) for the Officials of the Department of Registration (DoR) scheduled from 28th April to 1st July 2024.

SFTC is a tailored training program of BPATC for the young officials of DoR to make them patriotic, competent and professional public servants dedicated to public interest. The course is well-planned and meticulously designed to fit in the government's Vision 2041 and other development plans. You are advised to bring your own Laptops as there are lots of individual/group assignments and exercise. Sincerity, punctuality, perseverance, multitasking ability, and a disciplined lifestyle will be keys to your success. We can assure at the end it will prove to be worth taking. Please follow the instructions below.

A. Report to BPATC

1. You must ensure your presence at BPATC by 4:00 PM on 27th April 2024 (Saturday). Course Management Team (CMT) will arrange a transport for the participants from Dhaka to BPATC on the same day. The assigned transport will start 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 front of the 15-storey dormitory.
2. By 7:00 PM on 27th April 2024 (Saturday), 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. 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 for attending various training activities.
2. Both male & female participants will bring white polo shirts, trousers, white keds and white socks for the sport and physical activities (Female trainees may wear white salwar-kameese, orna and white keds with long socks).

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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 consider as per the Training Evaluation Policy of BPATC (i.e., uploaded on website) which will be regarded as 'authorized absence from the course' and will be reflected in the evaluation.
2. Hence, you are advised to sign and submit pay bills of 02 months to your office before you are released from the current workstation. This is significant for withdrawing 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 expense. Participants with the baby can avail of the day-care centre facilities at the designated dormitory.

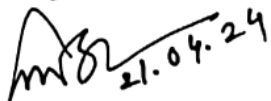
D. Miscellaneous

1. Participants of this course will stay at 15-storied dormitory of BPATC with WiFi facility. They get TK 600/- per day as training allowance for arranging their own meals.
2. Be mindful that BPATC is a non-smoking/non-alcohol zone. Hence, it's a wonderful opportunity for a smoker to get rid of this bad habit.
3. 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.
4. For any queries, please contact **Alina Aktar (01712877676)**, Deputy Director, BPATC & Course Coordinator (General), and **Mr. Shamim Hosen (01717563992)**, Deputy Director, BPATC & Course Coordinator (Program). We request you to check out our designated WhatsApp group posts where you are already connected. Please make sure that you have activated the WhatsApp on your cell number which you enlisted.
5. Please bring two copies of passport-size and two copies of stamp-size recent colour photos for fulfilling training related different purposes.
6. The BPATC takes all the precautionary measures for ensuring appropriate health protocol. Please make sure that you bring hand sanitizer, and other personal hygiene items.

We are well-prepared to receive on the afternoon of 27th April 2024 at BPATC.

Wishing you all the best.

Regards,


(Dr. Chitrlekha Nazneen)

Mr./Ms.
Participant, 9th SFTC for the DoR Officials
BPATC, Savar, Dhaka