



**Bangladesh Public Administration Training Centre
Savar, Dhaka**

(Md. Shaugatul Alam)
Member Directing Staff (D&E)
&
Course Director
111th Senior Staff Course

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Date: 31 January 2024

Dear Colleague,

Assalamu Alaikum and greetings from BPATC,

I would like to take the opportunity to congratulate you on being nominated for the 111th Senior Staff Course (SSC) to be held at Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka scheduled from 18 February 2024 to 2nd April 2024.

I hope this policy level training course will not only enrich your knowledge, but also help you learn the tools and techniques of policy management, perform tasks effectively and efficiently, work under stress, resolve conflict and negotiate effectively, and lead a team to get things done within minimum time. Apart from these, this training will require you to produce a policy evaluation paper and presentation on that. The policy appraisal will eventually help you formulate new policies and evaluate policies in future.

This is a fully residential course and all participants have to stay in the dormitory mandatorily (single occupancy). During the course you may have to attend intensive training activities beyond office hours and on weekend. During your stay you must follow the standards of training norms practiced at BPATC. I would like to provide you certain useful information related to training and stay at BPATC:

- Please register online visiting BPATC website at the latest by 17 February 2024 positively to attend the 111th Senior Staff Course. Once you submit the duly completed registration form, immediately an automatic acknowledgement letter will be sent to your e-mail. In case of any difficulty in registration, please contact Mr. Md. Moin Uddin, (Cell:01715388116) Director & Course Coordinator & Dr. Mohammad Rezaul Karim, Deputy Director & Course Coordinator (Cell:01554339166).
- I would strongly request you to bring a laptop for managing your training well.

- BPATC will facilitate the arrangement of food during your stay at the centre.
- All participants of SSC have to follow the prescribed dress code of BPATC. During training session male participants must wear descent and dark colored trouser, light colored full sleeved shirt with tie (to be provided by BPATC) and shoe (preferably black leather dress shoe). However, *sherwani/panjabi* with '*coti*' is allowed for male on religious ground. You have to wear dark colored/lounge suit in any formal sessions' inaugural/closing/mess/guest night/visiting organization and other special occasions. Female participants must wear decent colored sarees. It is mandatory to wear sarees with dark colored coat/blazer in any formal session.
- Participants are requested to bring along proper dress for games and physical exercise (white English/Tennis Half pants/track suits, white T-shirt with collar, white sports shoe and socks for male participants; White salwar-kamiz, dopatta/white track suits, white sports shoe and socks for female participants). Please note that you will have to walk 2.2 km long jogging track in the morning and join games in the afternoon during the course tenure. Please be informed that you will be given Tk. 15,000/ (fifteen thousand) as Kit Allowance.
- Please bring along four (4) copies of recent passport size colored photographs for registration and photocopy of your recent passport.

You are requested to report at BPATC on 17 February 2024 (Saturday) by **5:00 pm (a welcome desk will be at International Training Complex ground floor)**. A briefing session will be arranged on your arrival at **6:30 PM** at the ITC Room # 205. BPATC will arrange conveyance for the participants on 17 February 2024. A bus will leave for BPATC from RPATC Dhaka, 49 New Eskaton, Dhaka at **3:30 PM**. I would request you to avail BPATC bus service on payment.

I hope you will have wonderful time on the scenic campus of BPATC with your course-mates. I am looking forward to extending our warm welcome to you at BPATC on 17 February 2024.

Best regards,

Sincerely yours,



(Md. Shaugatul Alam)

Mr./Ms.....

Participant of 111th Senior Staff Course