



**Bangladesh Public Administration Training Centre**  
Savar, Dhaka-1343  
[www.bpatc.gov.bd](http://www.bpatc.gov.bd)

**K M Abdul Kader**  
Director, BPATC &  
Course Director  
7<sup>th</sup> SFTC for the Officials of DoR  
Mob: 01718114448  
Email: [kader\\_bpatc@yahoo.com](mailto:kader_bpatc@yahoo.com)

D. O. No. 05.01.2672.263.25.002.23.14

Date: 19 October 2023

Dear Participants,

Greetings from Bangladesh Public Administration Training Centre (BPATC), the training hub of the country. I would like to congratulate you on being nominated for the 7<sup>th</sup> Special Foundation Training Course (SFTC) for the Officials of the Department of Registration (DoR) scheduled from 29 October 2023 to 27 December 2023. You may feel lucky on having the opportunity to undergo a training at BPATC.

SFTC is a tailored training program of BPATC for the officials of DoR with a view to developing patriotic, competent and professional public servants dedicated for public interest. It is a well-planned and meticulously designed course that demands your mental as well as physical agility. Sincerity, punctuality, perseverance, multitasking ability and a disciplined lifestyle will be keys to your success. Please read and follow the instructions below.

**A. Report to BPATC**

1. You must ensure your presence at BPATC by **5:00 PM on 28<sup>th</sup> October 2023 (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 3.30 PM. Upon arrival, you must check your registration form at the welcome booth in front of the 15 storeyed dormitory.
2. By 7:00 PM on 28<sup>th</sup> October 2023 (Saturday), participants should gather at the designated training room to attend a course briefing. You must take 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 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-kamese, orna 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 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 storeyed modern dormitory of BPATC with WiFi facility. They get TK 600/- per day as training allowance and arrange their own meals from the training allowance.
2. Be mindful that BPATC is a non-smoking/non-alcohol zone. So, it's a unique 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 **Mr. Md. Motaheer Hossain(01818-186287)**, Deputy Director, BPATC & Course Coordinator(General), **Ms. Romana Tanjin Antara(01710894979)**, Deputy Director, BPATC & Liaison Officer, **Mr. Razib Kumar Dhali(01515-661943)**, Assistant Director & 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 the WhatsApp activated 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 welcome you and make your stay at the centre memorable, enjoyable and meaningful. We are looking forward to greeting you soon.

Regards,

  
(K. M. Abdul Kader) 19.10.2023  
Course Director  
7<sup>th</sup> SFTC for DoR

Mr./Ms. ....  
Participant 7<sup>th</sup> SFTC for the Officials of DoR

## Bangladesh Public Administration Training Centre

Savar, Dhaka  
www.bpatc.gov.bd

### 7<sup>th</sup> SFTC of DoR - Dress Code Recommendations

Sl.	Occasion/Event	(Female)	(Male)
1	Classroom Training Sessions/Study Visits/Cafeteria (between and immediate before/after classroom sessions) on Working Days)/on Call Meeting with CMT/Faculty <b>(Formal Events)</b>	a) Deshi Saree- Cotton, Silk (Sober Colours - Mauve, Sky Blue, Peach, Light Grey - preferably Earth Tone); b) Closed Shoes (Black, Grey); c) Skin coloured Long Socks; d) (If any) Other Garments should match with Saree.	a) Closed Collar Full Sleeved Shirt (White, Sky Blue, Lavender, Light Pink, Ash/Grey); b) Designated Necktie (will be provided by BPATC); c) Trouser/Full Pant (not jeans) of Black, Navy Blue colour; d) Oxford Laced Shoes (Black); e) Trouser/Pant coloured Long Socks; f) (If any) Other Garments should match with Shirt/Trouser/Pant.
2	Opening and Closing Ceremony/Mess Night/Guest Night	a) Jamdani Saree (Lavender, Copper Brown, Sea Green); b) Blazer (Black); c) Closed Shoes (Black, Grey); d) Skin coloured Long Socks.	a) Black Suite; b) White Full Sleeved Shirt; c) Designated Necktie (will be provided by BPATC); d) Oxford Laced Shoes (Black); e) Long Socks (Black).
3	Physical Exercise and Games Sessions	a) Polo Shirt; b) Trouser/Salwar-Kamiz-Dupatta; c) Long Socks; d) Keds. <b>(All White)</b>	a) Polo Shirt; b) Trouser/Shorts; c) Long Socks; d) Keds. <b>(All White)</b>
4	Cafeteria/Visiting Library/Outside the Dormitory/Meeting with Guests (off days/sessions)	a) Saree/Salwar-Kamiz-Dupatta; b) Leather Shoes/Sandals.	a) Open Collar Shirt with Trouser/Full Pant (not jeans); b) Leather Shoes/Sandals.
5	National/International Events	Dress like Formal Events (recommended colours) unless otherwise instructed by the CMT.	Dress like Formal Events (recommended colours) unless otherwise instructed by the CMT.
6	Religious Events	Traditional religious dress as appropriate unless otherwise instructed by the CMT.	Traditional religious dress as appropriate unless otherwise instructed by the CMT.



## Common Instructions

- **Name Badge** is mandatory at any time while on campus and in all the training activities;
- Outfits should not be too tight or too loose fitting and not be extra-long or extra-short;
- Clothes must be well-washed, ironed and without any stains;
- Avoid expensive, flashy accessories and strong perfume;
- Hair should be neatly combed and tied up for female and male should preferably have short hair. For male, be clean shaved regularly if not bearded while beard should be neatly trimmed regularly if bearded;
- Reasonable adjustments/alternative plan could be made for the physically challenged trainees (if required);
- On religious ground (if there is any case), please follow the guidance of the competent authority in consultation with CMT;
- No other types of outfits are allowed without prior approval of the authority;
- The Dress Code could be reviewed for further adjustment if situation demands.

A handwritten signature in black ink, appearing to be 'R. A.', located at the bottom center of the page.