



Bangladesh Public Administration Training Centre

Savar, Dhaka-1343
www.bpatc.gov.bd

Dr. Mohammad Ziaul Islam
System Analyst
and
Course Director
1st SFTC for the BCC Officials

D.O. No. 05.01.2672.040.25.007.23.3

Date: 22 October 2023

Dear Participants,

Greetings from the Bangladesh Public Administration Training Centre (BPATC), the training hub of the country. I would like to congratulate you on being nominated for the 1st Special Foundation Training Course (SFTC) for the Bangladesh Computer Council (BCC) Officials scheduled from 30th October to 28th December 2023. You may feel lucky to have the opportunity to undergo training at BPATC.

SFTC is a tailored training program of BPATC for the potential officials of BCC with a view to ‘developing patriotic, competent and professional public servants dedicated to the 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. Arrival at BPATC

1. You must ensure your presence at BPATC by **5:00 PM on 29th October 2023 (Sunday)**. Course Management Team (CMT) will arrange a transport for the participants from Dhaka (49, New Eskaton, RPATC, Dhaka, starting time **3.30 PM**).
2. Upon arrival, you must check your registration form at the welcome booth in front of the 15-storeyed dormitory.
3. Please bring two copies of passport-size and two copies of stamp-size recent colour photos for fulfilling training related different purposes.
4. By **7:00 PM on 29th October 2023 (Sunday)**, 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 a formal dress for the briefing.

B. Dress Code

1. All the participants of SFTC have to follow the prescribed dress code of BPATC (*Attachment 01*). You all are requested to bring at least two sets of each dress for attending training activities.
2. Please note that each participant will get Tk. 15,000/- (Fifteen Thousand) 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.

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 the 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 female officers having infants aged less than one year cannot 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.
4. Please note that development activities (i.e., construction of multi-storeyed building) are underway in full swing at BPATC, so you might have to bear the pain of construction noise and other development hazards.
5. Participants are requested to bring their own laptop, printer (if you have). BPATC, however, will provide laptops on demand for training purposes at free of cost, following prescribed rules. BPATC has a free Wi-Fi connectivity on its campus.
6. You may access ATM/VISA bank card at the campus as there is a branch of Sonali Bank PLC.

D. Attachment Programs

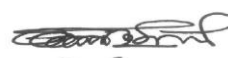
1. Attachment activities are an inseparable component of SFTC. The attachment programs basically include activities in different public, private organizations and in different places of the country. The CMT/concerned Module Director will guide you before any attachment activities.

E. Miscellaneous

1. At BPATC, participants enjoy free-of-cost accommodation. However, they arrange their meals from the training allowance (Tk. 600/- per day, from the Course Budget).
2. Be mindful that BPATC is a **non-smoking/non-alcohol zone**.
3. During your stay at BPATC, you must follow strict ground rules and '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. Masud Ahmed (**01719159760**), Liaison Officer; Mr. Shamim Hosen (**01717563992**), Course Coordinator (General); Mr. Mohammad Masum Rahman (**01833340452**), Course Coordinator (Program). We request you to check out our designated WhatsApp group posts where you are already connected.

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,



22/10/23

(Dr. Mohammad Ziaul Islam)
Course Director

1st SFTC for the BCC Officials

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Mr./Ms.

Participant

1st SFTC for the BCC Officials