



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

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DO No. 05.01.0000.263.18.751.23.06

Date: 24.03.2023

Dear Participant,

Congratulations on your nomination for the 75th Foundation Training Course (FTC)!

You might be aware that the six-month-long course will commence on 2nd April 2023 at the Bangladesh Public Administration Training Centre (BPATC). FTC is the first and compulsory training course for new recruits of the Bangladesh Civil Service. With a vision for 'developing patriotic, competent and professional civil servants dedicated to the public interest' the FTC curriculum evolves over time to inculcate among the trainee officials the required knowledge, skills, and attitude to serve the nation effectively.

FTC is a long-term training programme that requires some preparation. Please follow the instructions given below:

2. FTC is a completely residential training course. Your strict adherence to a disciplined and ethical lifestyle, punctuality, perseverance, and proactive attitude to dealing with a wide variety of tasks will lead you to your desired goal.
3. The centre will arrange transport for your smooth arrival at BPATC on 1st **April**. You are requested to ensure your presence at BPATC by **2 PM on 1st April 2023**. You may avail of the bus services from the two starting points at 12.00 PM: Manik Mia Avenue, Dhaka (pick up point will be mentioned soon) and adjacent to the main entrance of the Hazrat Shahjalal International Airport, Kurmitola, Dhaka opposite the Airport Railway Station.
4. Upon arrival, please go to the welcome booth on the ground floor of the Fifteen Storeyed Dormitory Building and ensure that all the information in your registration form is correct.
5. Please bring six (06) copies of recent passport-sized & two (02) copies of stamp-sized photos for registration and other formalities.


6. The Course Management Team will brief you on the overall course at the BPATC Auditorium at 4:00 PM. On 1st April. Please arrive at BPATC Auditorium in formal dress and take your seat at least 15 minutes before the scheduled time. The course briefing will be followed by Iftar and dinner at the Cafeteria.
7. Male participants are recommended to bring black suits, white shirts, and Oxford laced shoes for the inaugural and training sessions. Other than training sessions, you may wear full sleeve shirts and full pants, closed leather sandal and black long socks. Female participants are recommended to bring two to three light colour cotton sarees for regular sessions, a light colour Jamadani saree and a black blazer for the inaugural programme, black closed shoes and skin colour socks. Both male and female participants will bring white polo shirts, trousers and white keds and socks for sports and physical activities, female trainees may wear white salwar, kamese, orna and white keds and long socks. At BPATC, both will follow the dress code which will be provided to them.
8. You will receive Tk. 22,000.00 as the Kit Allowance in the first week of the course to meet the expenses for dresses or other necessary items as required.
9. Participants enjoy free accommodation. However, participants arrange their meals with TK.600/-daily training allowance provided by the course.
10. You are advised to sign and submit pay bills of six (6) months to your office before you are released. This is important for drawing your salary and allowances.
11. Female trainee officers can stay at the centre with children aged between 1-3 years. Trainee mothers may keep one attendant to take care of their children at their own expense. Participants with children can avail of the daycare facility at the dormitory. Owing to the intense nature of the course and mandatory sports and team-based physical activities, expecting mothers are recommended to consider planning for the course after the postpartum period to avoid any stressful experiences for both mothers and children.
12. You are not allowed to take any types of leave during the training period. However, in case of any emergency, 'authorized absence from course' may be considered by the proper authority as per the Training Evaluation Policy of BPATC which will be reflected in the evaluation.
13. The Course emphasizes English language and communication skills for the participants. Therefore, the medium of instruction and evaluation is English (with the exception of some specific modules and topics). To take charge of your own skill development, you are expected to communicate in English with speakers, faculties, and fellow participants.




14. WiFi is free at BPATC. You are requested to bring your own Laptop. However, in case of emergency BPATC will provide laptops for training purposes free of charge. In that case, any damage or loss of it will incur you charges fixed by the authority.
15. You may use your ATM/VISA cards at the Sonali Bank BPATC branch ATM booth.
16. Please be informed that development activities are going on at BPATC to expand and enhance its training facilities. You may encounter construction noises and dust. We appreciate your kind consideration in this regard.
17. BPATC is a **non-smoking/non-alcohol zone**. Therefore, you may pursue a non-smoking time.
18. In the period of your stay at BPATC, you are expected to follow strict ground rules and the training course code of conduct. Your positive attitude, mental readiness, and personal management will help you to complete this intensive training course effectively.
19. For further information, please contact Mr. Md. Motaher Hossain, Deputy Director and Course Coordinator (general), at 01818186287, email: mmanik164@gmail.com or Ms. Alina Aktar, Deputy Director and Course Coordinator (general), at 01712877676, email: alinaaktarbc30@gmail.com. For further communication, participants will soon be added to a *Whatsapp* group. Please make sure that you have the *Whatsapp* app activated on your phone against the phone number you have provided in the registration form.

Your sincere engagements with the peers and the speakers will add value to the course and the centre as well. We strongly believe that the skills, knowledge and attitude you will acquire in this course will serve as a foundation for your career. Finally, we wish you a safe journey to the Centre and wish your time spent here over the next six (06) months will be pleasant and memorable.

We look forward to receiving you on 1st April 2023.


24.3.2023
Dr. Md. Zohurul Islam
Course Director (Doyel)


24.3.2023
Md. Siddiqur Rahman
Course Director (Shapla)

All Participants
75th Foundation Training Course
BPATC, Savar, Dhaka.