



Md. Saidur Rahman
Member Directing Staff
&
Course Director
116th Senior Staff Course

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

DO. 05.01.0000.261.25.026.24.357

Date: 29 December, 2024

Dear colleague

Assalamu Alaikum and heartfelt greetings from BPATC. We would like to take the opportunity to congratulate you on being nominated for the 116th Senior Staff Course (SSC), which will be held at Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka, from 12 January to 25 February 2025.

This policy-level training course will enrich your knowledge, skills and capacity for smart policy management, conflict resolution, and negotiation. Apart from these, this training will require you to produce a policy evaluation paper and presentation. This policy appraisal will eventually help you formulate and evaluate new policies. Forty-five training days at BPATC will be followed by 10 days of foreign training. After foreign training, all participants will return to BPATC to present at the 'Lessons Learnt Workshop'. The certificate will be awarded after the training at home and abroad.

This is a fully residential course; all participants must stay in the dormitory. You may have to attend intensive training activities beyond office hours and on weekends during the course. During your stay, you must follow the standards of training and norms practiced at BPATC. I would like to provide you with certain useful information related to training and stay at BPATC:

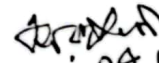
- Please register online by visiting the BPATC website www.bpatc.gov.bd by 02.01.2025 positively to attend the 116th Senior Staff Course. Once you submit the duly completed registration form, an automatic acknowledgement letter will be sent to your e-mail immediately. In case of any difficulty in registration, please contact Dr Md Roushon Jamal, Director & Course Coordinator (Cell: 01718143199) or Mr Shamim Hosen, Deputy Director & Course Coordinator (Cell: 01717563992) or for online registration, Mr Md. Saiful Islam, Programmer (Cell No-01870826382).
- We strongly request you to bring a laptop to manage your training well.
- BPATC will facilitate food arrangements during your stay at the centre.
- All participants of SSC must follow the prescribed dress code of BPATC. During the training sessions, male participants must wear decent dark-coloured trousers, a light-coloured full-sleeved shirt with a tie (provided by BPATC), and shoes (preferably black leather dress shoes). However, for males on religious grounds, sherwani/panjabi with 'choti' is allowed. You must wear dark colored/lounge suit in formal sessions' inaugural/closing/mess/guest night/visiting organization and other special occasions. Female participants must wear sober-colored sarees. Wearing sarees with dark-coloured coats/blazers in any formal session is mandatory.

- Participants are requested to bring along proper dress for games and physical exercise (white English/Tennis Half pants/tracksuits, white T-shirt with collar, white sports shoes/trainer and socks for male participants; White salwar-kameez, dupatta/white tracksuits, white sports shoe/trainer and socks for female participants). Please note that you must walk a 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 only) for Kit Allowance.
- Please bring along four (4) copies of recent passport-size colored photographs for registration and a photocopy of your recent passport.

You are requested to report at BPATC on 11 January 2025 (Saturday) by 6:00 pm (a welcome desk will be on the International Training Complex ground floor). A briefing session will be arranged on your arrival at 7.00 pm in Room 205 of ITC. BPATC will arrange transport for the participants on 11 January 2025. A bus will leave for BPATC from RPATC Dhaka, 49 New Eskaton, Dhaka, at 4:00 pm. Please avail BPATC bus service on payment.

We hope you will have a wonderful time on the scenic campus of BPATC with your course matés. We look forward to extending our warm welcome to you at BPATC on the evening of 11 January 2025.

Sincerely yours,


29.12.2024

(Md. Saidur Rahman)