



Dr. Mohammad Ziaul Islam
System Analyst
and
Course Director
Refresher Course for the DIFE Officials
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Date: 04.06.2023

Dear Participants,

I congratulate you on being nominated for the **Foundation Refresher Course for the Department of Inspection for Factories and Establishments (DIFE) Officials** to be held at Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka during 07-13 June 2023.

2. Refresher Course is a completely residential training course. Your strict adherence to punctuality and proactive attitude to dealing with a variety of tasks will lead you to your desired goal. I would like to set forth some of the following useful information pertinent to your training and stay with us at BPATC.

2.1 You must come to BPATC on Tuesday 06 June 2023 not later than 7:00 pm and must report at the **15th Storied Dormitory (both Male and Female)** of BPATC. If there is no unavoidable situation, we will arrange a bus on that day for your convenience. The bus will leave for BPATC from RPATC Dhaka (49 New Eskaton, Dhaka) at 5:00 pm. If you wish, you can also avail of that bus service from Farmgate, Asadgate, Shaymoli and Technical.

2.2 Upon arrival, please go to the **welcome booth in front of the 15th Storied Dormitory**, BPATC, Savar, Dhaka and ensure that all information in your registration form is correct.

2.3 Please bring six (06) copies of recent passport-sized & two (02) copies of stamp-sized photos for registration and other formalities.

2.4 The Course Management Team will brief you on the overall course at the Room no.-206, ITC, BPATC at 7.30 pm. Please arrive at Room no.-206, ITC, BPATC in formal dress and take your seat at least 15 minutes before the scheduled time. The course briefing will be followed by dinner at the Cafeteria.

2.5 As a participant, you must follow the prescribed dress code of BPATC. During classroom sessions male participants must wear full pant, light colored full sleeved shirt with tie and pair of black shoes. The Centre will provide the tie. Male participants are expected to wear complete suit on some special occasion and Female participants must wear sarees on all occasions.

2.6 The participants are not allowed to take any type 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.

2.7 Please bring **your Laptop** to perform the day to day activities of the course. The Centre will provide Wi-Fi connection. The Centre's computer Lab will open from 08:30 am to 9.30 pm.

2.8 You may use you ATM/VISA cards at the Sonali Bank BPATC branch ATM booth.


2.9 For any sort of communication, you can contact to **Mr. Mohammad Nazrul Islam (01552322385)**, Publication Officer & Course Coordinator, **Ms. Rafia Islam, (01992007971)**, Research Officer & Course Coordinator. 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.

2.10 I hope you would have an time here in the **non-smoking campus** of BPATC with your colleagues amidst the greeneries and floral beauty of the site some 28 km away from the capital city, Dhaka.

2.11 There will be a pre-training activities session at 07:30pm on Tuesday 06 June 2023

I look forward to receiving you on Tuesday 06 June 2023 at 7.30pm.

Best Wishes,



04.06.2023

(Dr. Mohammad Ziaul Islam)