



Bangladesh Public Administration Training Centre
Savar, Dhaka

Dr. BM Benojir Ahmed
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&
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145th ACAD
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DO No. 05.01.0000.035.18.001.24.02

Date: 23 January 2024

Dear Participants Sir/Madam/Colleague,

We congratulate you for being nominated as a participant of the 145th Advanced Course on Administration and Development (ACAD) to be held at Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka, from 4th February to 3rd April 2024.

- 2.0 It is well recognized that participants' mental readiness for taking training load is critical to steer the course towards successful completion. Therefore, I would like to request you to prepare yourself mentally to take this course with a positive mindset, keeping aside all other official and family obligations to acquire pragmatic knowledge and skills, which we believe would enable you to be a more effective service provider to our citizens.
- 3.0 Since the course is a residential and intensive one, you have to stay in the 15 Storied Dormitory of BPATC and devote your time to multifarious training activities and sharing experiences.
- 4.0 I would like to set forth some of the following useful information pertinent to your training and stay at BPATC.
- 4.1 Please register yourself online as a participant of the 145th ACAD using the BPATC website www.bpatc.gov.bd by 30th January 2024 positively. Please use the "BPATC Online Registration" link on the right panel on the BPATC homepage for registration. If you like to confirm your registration, you can observe your name in "Participant Registered" after submitting the registration form. However, please do not hesitate to contact Programmer Mr. Md. Saiful Islam (Cell No. 01870826382) or Course Coordinators Ms. Tahmina Akhter (Cell No. 01716994817) or Mr. Md. Yousuf Ali (Cell No. 01723167298) if you face any problem regarding online registration.
- 4.2 Please **bring a laptop** with you to perform the day-to-day activities of the course to accomplish the training tasks without any disruption. Wi-Fi connection will be provided from the Centre either on your Laptop or Tab, or Mobile Set. Please confirm that the Wi-Fi option is available on your device (Laptop/Tab/Mobile phone). The Centre has a Computer Lab which remains open from 15:00 hrs to 22:00 hrs, and you may use this Lab during that time if required.
- 4.3 BPATC will facilitate the arrangement of accommodation and food for you during your stay at the Centre.
- 4.4 As a participant, you have to follow the prescribed dress code of BPATC. During classroom sessions, male participants must wear full pants, a light-colored full-sleeved shirt with a tie provided by the Centre, and black shoes. However, sherwani/Panjabi with 'coti' can also be worn by the male participants on religious grounds, and you are expected to wear a complete suit during special occasions.

Hence, the male participants are requested to bring complete suits with them. On the other hand, female participants must wear sarees while attending sessions in BPATC. But female officers must wear saree and blazers during special occasions.

- 4.5 You are also required to bring proper clothes for physical exercise (white English/Tennis pants/tracksuits and white T-shirt with collar and white sports shoes and socks for male participants and white salwar, kameez, dupatta/white tracksuits and white keds and socks for female participants) with you.
- 4.6 Please be informed that no leave is allowed during the training period. Also, note that most Saturdays will be working days at BPATC.
- 4.7 During the training period, participants have to prepare a seminar paper. Every participant has to write a seminar paper focusing on any pertinent problem/ challenge of his or her Ministry/Division/Department/Directorate/Organization. Hence, in advance, you must think about a particular area which may be the most suitable one for you. Immediately after the arrival here, you have to provide the topics/title of the seminar paper. The Centre will arrange a workshop for the participants on preparing the seminar paper.
- 4.8 Please **bring 5 (five) copies of your recent passport-size photographs for registration and other purposes.**
- 4.9 You have to come to BPATC **on 3rd January 2024 (Saturday) no later than 09:30 pm** and report to the **15 Storied Dormitory of BPATC**. We will arrange an AC Bus on that day for your travel to BPATC from Dhaka. The Bus will leave for BPATC from RPATC Dhaka (49 New Eskaton, Dhaka) at **8:30 pm**. If you wish, you can avail of that bus service on payment.
- 5.0 We hope you will have a good time here in the **non-smoking green campus** of BPATC with your colleagues.

We look forward to receiving you on **3rd January 2024** at 9:30 pm at 15 Storied Dormitory, BPATC.

Sincerely yours,



Dr. BM Benojir Ahmed

To: All the Nominated Participants
145th ACAD
BPATC, Savar, Dhaka.