



**Bangladesh Public Administration Training Centre**  
**Savar, Dhaka-1343**  
[www.bpatc.gov.bd](http://www.bpatc.gov.bd)

**Md. Abul Basher**  
Director (Management)  
and  
Course Director  
**4<sup>th</sup> SFTC for the DIFE Officials**  
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Date: 23.02.2023

Dear Participants,

I congratulate you on being nominated for the **4<sup>th</sup> Special Foundation Training Course for the Department of Inspection for Factories and Establishments (DIFE) Officials** to be held at Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka from 01 March 2023 to 02 May 2023 (excluding 21-23 April 2023).

2.0 All of you know that training changes attitude that results in enhanced knowledge and skills. There is no denying the fact that in any training course, the attitude of the participants along with their mental readiness for taking training loads is of critical importance to steer the course towards a successful completion. I would request you to prepare yourself mentally to take this course in an affirmative manner, leaving aside all other official and familial obligations to acquire pragmatic knowledge and skills, which in turn, we believe, would enable you to be a more effective service provider to your valued clients.

3.0 Since the course is a residential and intensive one, you need to prepare yourself physically and mentally to stay in the dormitory of the BPATC and devote your full time to multifarious training activities and sharing of experiences.

4.0 I would like to set forth some of the following useful information pertinent to your training and stay with us at BPATC.

4.1 We like to remind that **you must bring a Laptop** with you to perform the day to day activities of the course so that you can accommodate the training tasks without any disruption. It is noted that Wi-Fi connection will be provided from the Centre either on your Laptop or Tab or Mobile Set. Please confirm that Wi-Fi option is available in your device (Laptop/Tab/Mobile phone) through which you will be provided internet facility. The Centre has a computer Lab which will be open from 08:00 to 22:00 and you may use this Lab if required.

4.2 BPATC will arrange accommodation and food for you during your stay at the Centre. It is worth mentioning that the cost of your food will be met from the course fee paid by the DIFE.

4.3 As a participant, you have to follow the prescribed dress code of BPATC. During classroom sessions male participants must wear full pant, light colored full sleeved shirt with tie and shoe. Tie will be supplied by the Centre. However, sherwani/panjabi with 'coti' can also be worn on religious ground. You are expected to wear complete suit during some special occasion Female participants must wear sarees on all occasions.



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4.4 As a Participant bring a proper dress for games and physical exercise. The specifications are like: White tracksuits and a white T-shirt with collar and white keds and white socks for male participants and white salawar, kamiz, cross dupatta with white waist belt/ white tracksuits and white keds and white socks for female participants.

4.5 Please bring 6 (six) copies of your recent passport size photographs for registration and other official purposes.

4.6 You have to come to BPATC on Tuesday, 28 February 2023 not later than 6:30 pm and have to report at the Dormitory (No-02 for Female and No-03 for Male) of BPATC. If there is no unavoidable situation, we will arrange a bus on that day (28 February, 2023) for your convenience. The bus will leave for BPATC from RPATC Dhaka (49 New Eskaton, Dhaka) at 4:00 pm. If you wish, you can also avail of that bus service from Farmgate, Asadgate, Shaymoli and Technical.


4.7 For any sort of communication, you can contact to Mr. Md. Yousuf Ali (01723167298) Assistant Director & Course Coordinator, Mr. Milton Chandra Paul (01924950012) Assistant Director & Course Coordinator and Mst. Masuma Arefin (01764915929) Deputy Director & Liaison Officer.

5.0 I hope you would have a cheerful 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.

5.1 On Tuesday, 28 February 2023 there will be a pre-training activities & CMT briefing session at 07:00 pm.

I look forward to receiving you warmly on Tuesday, 28 February 2023 at 5:00 p.m.

**Best Wishes,**

  
23/02/2023  
**(Md. Abul Basher)**