

Bangladesh Public Administration Training Centre (BPATC)
Savar, Dhaka-1343
www.bpatc.gov.bd

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Date: 13 September 2022

Dear Colleague,

Assalamu Alaikum

I would like to take the opportunity to congratulate you on being nominated for participating in the 143rd Advanced Course on Administration and Development (ACAD) to be held at BPATC, Savar, Dhaka, during 01 October- 29 November 2023.

- 2.0 ACAD is one of the core courses BPATC regularly conducts for the mid-level government officials namely Deputy Secretaries to the government and their equivalent level officers from Bangladesh Police, Foreign Affairs and the Armed Forces Division. The general objective of this course is to develop leadership competencies of the participants for managing respective organizations strategically. This course is also aimed at making the mid-level public servants ready for their policy-level roles. To that end we follow a blended approach that emphasizes both theoretical and operational aspects of governance and development.
- 3.0 It is well recognized that 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. Therefore, I would like to request you to prepare yourself mentally to take this course with positive frame of mind leaving aside all other official and family 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.
- 4.0 Since ACAD is a residential and intensive one, you need to prepare yourself physically and mentally to stay in the designated dormitory of BPATC and devote your full-time to multifarious training activities and sharing of experiences. We would like to remind you that normally no leave is allowed during the training period by the Centre.
- 5.0 For your convenience I would like to set forth some other useful information pertinent to your training at BPATC.
 - 5.1 The classroom of the ACAD is located at the first floor of the International Training Complex (ITC). Academic sessions will usually be held during week days and usual class time is between 8:30am and 4:25 pm. Extension lectures are occasionally organized in the evening. Please note that the medium of instruction in classroom and language of writing assignments/papers for assessment is English.
 - 5.2 To manage your training smoothly, it would be better if you bring your laptop computer along with you. You also can borrow one from our ICT Section (depending on availability) for the course duration. Please note that Wi-Fi connection will be provided from the Centre on some of your mobile devices through which you will get access to internet facility. You can use the ITC computer Lab for various computing and IT related purposes.

- 5.3 As participant of the course, you have to follow the prescribed dress-code of BPATC. During classroom sessions, male participants should wear full pant, light-colored full-sleeved shirt with tie (provided by BPATC) and shoe. However, sherwani/Panjabi with ‘coti’ can also be worn on religious ground. You are expected to wear a complete suit during some special and formal occasions. Female participants, on the other hand, should wear sober sarees although they are expected to wear suits on some special occasions.
- 5.4 Participation in morning PT and afternoon games is one of the regular activities of the course. Please do not forget to bring proper dress for games and physical exercise (white English/Tennis pants/tracksuits/white trouser/white polo shirt along with white cades and socks for male participants while white salwar, kamiz, dopatta/white tracksuits/white trouser/white polo shirt along with white cades and socks for female participants) with you.
- 5.5 BPATC will facilitate all necessary logistic supports for providing food for you during your time at the Centre. Food arrangement will be done through a mess committee formed from amongst you. It is worth mentioning that the cost of your food will be met from your daily allowances provided from the centre.
- 5.6 Please log onto BPATC website, follow the link [Online Form \(bpatc.gov.bd\)](https://bpatc.gov.bd) and register online by 20 September 2023 for ensuring your participation in the course.
- 5.7 You have to report to the Course Management Team (CMT) at BPATC on **Saturday, 30 September 2023 no later than 5:00 pm**. Please note that we will arrange a bus on that day for your convenience. The bus will leave RPATC, 49 New Eskaton, Dhaka, for BPATC at **3:30 pm** sharp. If you wish, you can avail of that bus service.
- 6.0 BPATC and Course Management Team (CMT) is fully aware of your professional position and status; therefore, BPATC is strongly committed to creating an enabling training environment and smooth stay for you during your course period. We are confident that 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 kilometers away from the capital city, Dhaka.

We look forward to warmly welcoming you at BPATC on 30 September 2023.

With best wishes.

Sincerely yours,



13.09.2023

(M Arifur Rahman PhD)

Director (Governmental System) &
Course Director, 143rd ACAD

Mr./Ms.....
Participant, 143rd ACAD