



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

Dr. Mehedi Masud
Director, BPATC
and
Course Director
8th SFTC for the Officials of DoR

D. O. No. 05.01.2672.034.001.18.24.01

Date: 09 January 2024

Dear Participants,

Greetings from Bangladesh Public Administration Training Centre (BPATC), the training hub of the country. I would like to congratulate you on being nominated for the 8th Special Foundation Training Course (SFTC) for the Officials of the Department of Registration (DoR) scheduled from 15 January to 14 March 2024. You may feel lucky to have the opportunity to undergo a training at BPATC.

SFTC is a tailored training program of BPATC for the officials of DoR with a view to developing patriotic, competent and professional public servants dedicated to public interest. It is a well-planned and meticulously designed course that demands your mental as well as physical agility. You are advised to bring your own Laptops as there are lots of individual/group assignments and exercise. Sincerity, punctuality, perseverance, multitasking ability, and a disciplined lifestyle will be keys to your success. Please read and follow the instructions below.

A. Report to BPATC

1. You must ensure your presence at BPATC by **4:00 PM on 14th January 2024 (Sunday)**. Course Management Team (CMT) will arrange a transport for the participants from Dhaka to BPATC on the same day. The assigned transport will start from 49, New Eskaton, RPATC, Dhaka sharp at 2.30 P.M. Upon arrival, you must check your registration form at the welcome booth in front of the 15-storey dormitory.
2. By 7:00 PM on 14th January 2024 (Sunday), participants should gather at the designated training room to attend a course briefing. You must take a seat in the training room at least 10 minutes before the scheduled time. You have to wear formal dress for the briefing.

B. Dress Code

1. Please note that each participant will get Tk. 15,000/- as kit allowance in the first week of the course. This amount is given to meet the expenses for outfits and other necessary items required during the course. **As such you are requested to follow the prescribed dress code of BPATC (Attachment 01)**. Please bring at least two sets of each dress for attending various training activities.
2. Both male & female participants will bring white polo shirts, trousers, white keds and white socks for the sport and physical activities. Female trainees may wear white salwar-kameese, orna and white keds with long socks.

C. Leave and other Issues

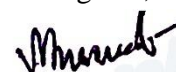
1. No casual or any other type of leave is permitted during the training program. However, in case of any emergency, proper authority may consider as per the Training Evaluation Policy of BPATC (i.e., uploaded on website) which will be regarded as ‘authorized absence from the course’ and will be reflected in the evaluation.
2. Hence, you are advised to sign and submit pay bills of 02 months to your office before you are released from the current workstation. This is significant for withdrawing your monthly salary and allowances.
3. Pregnant participants and the female officers having infants aged less than one year are discouraged to attend the training course. Female participants with babies aged between one to three years can keep their babies with them at the selected dormitory. They can also keep one attendant to take care of the baby at their own expense. Participants with the baby can avail of the day-care centre facilities at the designated dormitory.

D. Miscellaneous

1. Participants of this course will stay at 15th storied modern dormitory of BPATC with WiFi facility. They get TK 600/- per day as training allowance for arranging their own meals.
2. Be mindful that BPATC is a non-smoking/non-alcohol zone. Hence, it’s a wonderful opportunity for a smoker to get rid of this bad habit.
3. During your stay at BPATC, you have to follow strict ground rules and the training course’s ‘code of conduct’. We will be with you to extend our support and cooperation for your convenience.
4. For any queries, please contact **Mr. Abu Naser Mohammad Sajidul Ahsan (01318686415)**, Deputy Director, BPATC & Liaison Officer), **Mr. Mohammad Mamun (01912146407)**, Senior Research Officer, BPATC Course Coordinator (General), and **Mr. Md. Rustom Rabbani (01718857231)**, Assistant Programmer & Course Coordinator (Program). We request you to check out our designated WhatsApp group posts where you are already connected. Please make sure that you have the WhatsApp activated on your cell number which you enlisted.
5. Please bring two copies of passport-size and two copies of stamp-size recent colour photos for fulfilling training related different purposes.
6. The BPATC takes all the precautionary measures for ensuring appropriate health protocol. Please make sure that you bring hand sanitizer, and other personal hygiene items.

We are well-prepared to welcome you and make your stay at the centre memorable, enjoyable and meaningful. We are looking forward to greeting you soon.

Regards,



09/01/2024

(Dr. Mehedi Masud)

Course Director

8th SFTC for DoR

Mr./Ms.
Participant 8th SFTC for the Officials of DoR