



Bangladesh Public Administration Training Centre
Savar, Dhaka-1343
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&
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D.O. No.-05.01.0000.262.25.028.25. 20

Date: 26 January 2025

Dear Colleague,

I would like to take the opportunity to congratulate you for having a nomination at the 151st Advanced Course on Administration & Development to be held at the Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka, scheduled from 09 February 2025 to 09 April 2025.

The ACAD is a specialized training program designed to enhance mid-ranking public officials' managerial and administrative capacities. It mainly focuses on the key aspects of governance, leadership, policy research, and project management, aiming to improve decision-making and service delivery.

For these reasons, the participants must join the training program with a positive attitude and mental readiness. You will need to cope with a heavy training load and stress to make the program effective and a successful completion. I trust this intensive training will not only enrich your knowledge but also help you learn the tips of smart office management, perform tasks effectively and efficiently, work in a stressful environment, resolve conflicts, act smartly through effective negotiation, and lead a team to get things done within a minimum time.

The ACAD is a residential training, and you all have to stay in the dormitory, which is mandatory, as you have to attend rigorous and intensive training activities beyond office hours and even in the evening. During your stay in BPATC to attend ACAD training, you will be required to follow strict rules and regulations.

I would like to provide you with certain useful information that is related to training and staying at BPATC:

- You have to follow the prescribed dress code of BPATC. During the training session, male participants must wear decent and dark-colored trousers, a light-colored, full-sleeved shirt with a necktie (to be provided by BPATC), and shoes (preferably black). However, sherwani/Panjabi with 'coti' is allowed to be worn on religious grounds. Male participants have to wear a dark-colored suit during mess/guest night, visiting organizations, and on other special occasions. Female participants must wear sober-colored sarees/suits, and it is mandatory to wear sarees during mess/guest night, visiting organizations, and on other special occasions.

- You are advised to bring along proper dress for games and physical exercise (white English/Tennis half pants/track suits and white T-shirt with collar and white cades and socks for male participants and white salwar, kamiz, dupatta/white track suits and white cades and socks for female participants). Please note that you will have to walk a 2.2 km long jogging track in the morning and evening during the course tenure. As the training is scheduled during winter, please bring along a white-colored sweater for the morning PT session (colored sweaters will not be acceptable).
- Please bring along four (4) copies of your recent passport-sized colored photographs for registration and a photocopy of your recent passport.
- You are advised to bring your personal laptop. The training will require you to prepare your assignments and submit them in a timely manner.
- You are requested to visit your GEMS ID to get registered for the 151st ACAD. You may like to consult with Mr. Mohammad Saiful Islam, Programmer, BPATC, at +8801870826382, for a registration purpose. You may also like to talk to Dr. Md. Morshed Alom at +8801552602056 or Mst. Tahmina Akter at +8801716994817; both are coordinators of the 151st ACAD, for any other course-related purposes.


You have to come to BPATC on **08 February 2025 (Saturday)**, and your reporting time is no later than **7:00 pm**. We will arrange a bus for you on that day for your convenience to travel to BPATC. The bus will leave for BPATC from RPATC Dhaka, 49 New Eskaton, Dhaka, at 5:00 p.m. We advise you to avail yourself of the BPATC bus service on payment.

I wish you will have a wonderful time in the non-smoking campus of BPATC with your colleagues, and you will enjoy the greenery and floral beauty of BPATC, which is 28 kilometers away from the capital city Dhaka.

I am looking forward to extending our warm welcome to you in BPATC in the afternoon on **08 February 2025**.

Wishing you the best of luck!

Sincerely yours,


26/1/2025
(Dr. Md. Zohurul Islam)