



Bangladesh Public Administration Training Centre
Savar, Dhaka

Dr. Md. Mohoshin Ali
Member Directing Staff (Joint Secretary)
&
Course Director
27th Policy Planning and Management Course

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Date: 21 August, 2025

Dear Colleague, Assalamu Alaikum and greetings from BPATC

I would like to take the opportunity to congratulate you for being nominated for the 27th Policy Planning and Management Course (PPMC) to be held at Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka scheduled from 31 August to 11 September 2025.

I hope this policy level training course will not only enrich your knowledge, but also help you to learn the tips of policy management as civil servant of Bangladesh. The main objective of the PPMC is to improve leadership qualities so that the top-level civil servants attain the capability of taking steering role to translate the development agenda of the government into reality. Moreover, the Course will create opportunities for the participants to analyze public policy critically and unpack different dynamics within the policy planning process and implementation stage. Today's world is undergoing global challenges in many aspects and the policy making and implementation role are also becoming complex. Within this context this Course is planned and designed. Therefore, we would expect your high-level commitment to the course to exploit the opportunities the Course aims to offer. This Course is a great chance for you to strengthen skills to work in a team, broaden your network and learn from co-participants.

I would like to provide you certain useful information related to training and stay at BPATC:

- Please register online visiting GEMS by 26.08.2025 positively to attend the 27th Policy Planning and Management Course (PPMC). Once you submit the duly completed registration form, immediately an automatic acknowledgement letter will be sent to your e-mail. In case of any difficulty in registration, please contact Hasan Murtaza Masum, Director (Deputy Secretary) & Course Coordinator (Cell: 01686900243) or Rumana Tanjin Antara, Deputy Director & Course Coordinator (Cell: 01710894979) or for online registration Mr. Mohammad Altaf Hossain, Assistant Programmer (Cell No-01717316623) and Mr. Mohammad Saiful Islam, programmer, (01870826382).
- This is a fully residential course and all participants have to stay in the dormitory mandatorily.
- We would strongly request you to bring a laptop for managing your training well.
- BPATC will facilitate the arrangement of food during your stay at the centre.
- All participants of PPMC have to follow the prescribed dress code of BPATC. During training session male participants must wear descent and dark colored trouser, light colored full sleeved shirt with tie (to be provided by BPATC) and shoe (preferably black leather dress shoe). However, *sherwani/panjabi* with '*coti*' is allowed for male on religious ground. You have to wear dark

colored/lounge suit in any formal sessions' inaugural/closing/mess/guest night/visiting organization and other special occasions. Female participants must wear sober colored sarees. It is mandatory to wear sarees with dark colored coat/blazer in any formal session.

- You are also requested to bring along proper dress for games and physical exercise (white English/Tennis Half pants/track suits, white T-shirt with collar, white sports shoe/trainer and socks for male participants; White salwar-kamiz, dopatta/white track suits, white sports shoe/trainer and socks for female participants. Please be informed that no Kit Allowance will be provided for this short training course.
- Please bring along two (2) copies of recent passport size colored photographs for registration and photocopy of recent passport (if you have).

You are requested to report at BPATC on **30th August 2025 by 6:00 pm (a welcome desk will be at the International Training Complex, ground floor)**. A briefing session will be arranged on your arrival at **7.00 pm** at room 205 of ITC. We will arrange transport for the participants on the **30th August 2025**. A bus will leave for BPATC from RPATC Dhaka, 49 New Eskaton, Dhaka at **4:30 pm** (Any change in time and place will be notified in WhatsApp group). We request you to avail BPATC bus service on payment.

I hope you will have wonderful time on the scenic campus of BPATC with your course-mates. I am looking forward to extending our warm welcome to you at BPATC in the afternoon on **30th August 2025**.

With warm regards

Sincerely yours,



21.08.2025

(Dr. Md. Mohoshin Ali)