



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

**Dr. Md. Zohurul Islam**  
Director (Research & Development)  
and  
Course Director  
**18<sup>th</sup> SFTC for DoICT**  
Cell: 01716458964

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Date: 02/04/2024

Dear Participants,

I congratulate you on being nominated for the **18<sup>th</sup> Special Foundation Training Course for the Department of Information and Communication Technology (DoICT) Officials** to be held at Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka from 15 April 2024 to 13 June 2024.

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. Thus, 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 have computer Lab (1, 2) which will be open from 08:00 to 22:00 and you may use these 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 DoICT.



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4.3 As a participant, you have to follow the prescribed dress code of BPATC (attached herewith). 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.

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 must ensure your presence at BPATC by **4:00 PM on 14<sup>th</sup> April 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-stored dormitory.

4.7 For any sort of communication, you can contact to **Mir Md. Taufiqul Islam (01839061577)** Deputy Director & Course Coordinator, **Ms. Afia Rahman Mukta (01301958821)** Senior Research Officer & Course Coordinator.

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 Sunday 14 April 2024 there will be a pre-training activities session at 05:00 pm. You have to wear formal dress for the briefing.

I look forward to receiving you warmly on Sunday 14 April 2024 at 5:00 p.m.

Best Wishes,

(Dr. Md. Zohurul Islam)

To

**All Nominated Participants**  
18<sup>th</sup> SFTC for DoICT  
BPATC, Savar, Dhaka

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## 18<sup>th</sup> SFTC of DoICT - Dress Code Recommendations

Sl.	Occasion/Event	(Female)	(Male)
1	Classroom Training Sessions/Study Visits/Cafeteria (between and immediate before/after classroom sessions) on Working Days)/on Call Meeting with CMT/Faculty <b>(Formal Events)</b>	<ul style="list-style-type: none"> <li>a) Deshi Saree- Cotton, Silk (Sober Colours - Mauve, Sky Blue, Peach, Light Grey - preferably Earth Tone);</li> <li>b) Closed Shoes (Black, Grey);</li> <li>c) Skin coloured Long Socks;</li> <li>d) (If any) Other Garments should match with Saree.</li> </ul>	<ul style="list-style-type: none"> <li>a) Closed Collar Full Sleeved Shirt (White, Sky Blue, Lavender, Light Pink, Ash/Grey);</li> <li>b) Designated Necktie (will be provided by BPATC);</li> <li>c) Trouser/Full Pant (not jeans) of Black, Navy Blue colour;</li> <li>d) Oxford Laced Shoes (Black);</li> <li>e) Trouser/Pant coloured Long Socks;</li> <li>f) (If any) Other Garments should match with Shirt/Trouser/Pant.</li> </ul>
2	Opening and Closing Ceremony/Mess Night/Guest Night	<ul style="list-style-type: none"> <li>a) Jamdani Saree (Lavender, Copper Brown, Sea Green);</li> <li>b) Blazer (Black);</li> <li>c) Closed Shoes (Black, Grey);</li> <li>d) Skin coloured Long Socks.</li> </ul>	<ul style="list-style-type: none"> <li>a) Black Suite;</li> <li>b) White Full Sleeved Shirt;</li> <li>c) Designated Necktie (will be provided by BPATC);</li> <li>d) Oxford Laced Shoes (Black);</li> <li>e) Long Socks (Black).</li> </ul>
3	Physical Exercise and Games Sessions	<ul style="list-style-type: none"> <li>a) Polo Shirt;</li> <li>b) Trouser/Salwar-Kamiz-Dupatta;</li> <li>c) Long Socks;</li> <li>d) Keds. <b>(All White)</b></li> </ul>	<ul style="list-style-type: none"> <li>a) Polo Shirt;</li> <li>b) Trouser/Shorts;</li> <li>c) Long Socks;</li> <li>d) Keds. <b>(All White)</b></li> </ul>
4	Cafeteria/Visiting Library/Outside the Dormitory/Meeting with Guests (off days/sessions)	<ul style="list-style-type: none"> <li>a) Saree/Salwar-Kamiz-Dupatta;</li> <li>b) Leather Shoes/Sandals.</li> </ul>	<ul style="list-style-type: none"> <li>a) Open Collar Shirt with Trouser/Full Pant (not jeans);</li> <li>b) Leather Shoes/Sandals.</li> </ul>
5	National/International Events	Dress like Formal Events (recommended colours) unless otherwise instructed by the CMT.	Dress like Formal Events (recommended colours) unless otherwise instructed by the CMT.
6	Religious Events	Traditional religious dress as appropriate unless otherwise instructed by the CMT.	Traditional religious dress as appropriate unless otherwise instructed by the CMT.

## Common Instructions

- **Name Badge** is mandatory at any time while on campus and in all the training activities;
- Outfits should not be too tight or too loose fitting and not be extra-long or extra-short;
- Clothes must be well-washed, ironed and without any stains;
- Avoid expensive, flashy accessories and strong perfume;
- Hair should be neatly combed and tied up for female and male should preferably have short hair. For male, be clean shaved regularly if not bearded while beard should be neatly trimmed regularly if bearded;
- Reasonable adjustments/alternative plan could be made for the physically challenged trainees (if required);
- On religious ground (if there is any case), please follow the guidance of the competent authority in consultation with CMT;
- No other types of outfits are allowed without prior approval of the authority;
- The Dress Code could be reviewed for further adjustment if situation demands.

