



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

**Md. Siddiqur Rahman**  
Director (Joint Secretary)  
and  
Course Director  
NDC Orientation Course 2024

D. O. No. 05.01.2672.033.29.022.23.25

Date: 02 January 2024

Learned Participants,

Happy New Year and greetings from BPATC. I would like to congratulate you on being nominated for the NDC Orientation Course 2024 scheduled from 14-17<sup>th</sup> January 2024.

It is a short training program for the officials nominated by the *Ministry of Public Administration* for the upcoming NDC 2024. This meticulously designed course could guide and streamline your preparation for the upcoming year-long training program at the National Defence College.

Please read and follow the instructions below:

**A. Arrival at BPATC**

1. You need to ensure your presence at BPATC by **7:00 PM on 13<sup>th</sup> January 2024 (Saturday)**. The course Management Team (CMT) will arrange transport for you from Dhaka to BPATC on the same day. The assigned transport will start from 49, New Eskaton, RPATC, Dhaka sharp at 5:00 PM.
2. Upon arrival, you need to check your registration form at the welcome booth at the International Training Complex (ITC) of BPATC.
3. By 7:30 PM on 13<sup>th</sup> January 2024 (Saturday), you need to attend a course briefing at the designated training room (to be notified through a common WhatsApp group). Please ensure your presence at least 05 minutes before the scheduled time.

**B. Other Information**

1. We request you to complete online registration at [www.bpatc.gov.bd](http://www.bpatc.gov.bd) by 11<sup>th</sup> January 2024 (Thursday).
2. Please note that each participant would get Tk. 10,000/- as a kit allowance at the beginning of the course.
3. During the training, participants enjoy free-of-cost accommodation. In addition, you would get TK 600/- per day as a training allowance.
4. BPATC provides laptops to participants on demand for training purposes free of cost. The centre has free Wi-Fi connectivity on its campus.
5. Be mindful that the centre is a non-smoking zone.
6. During your stay at BPATC, you need to follow the core values of the centre. We will be with you to extend our support and cooperation for your convenience.

7. For any information regarding the upcoming course, please contact Ms. Nasrin Akter (01767818179) or Mr. Shamim Adnan (01843056582), Course Coordinators. For further information and regular updates, we request you to check out our designated WhatsApp group posts where you are already connected.

Let us be optimistic and look at the brighter side of life. The picturesque campus of BPATC is well-prepared to welcome you with all its flowers and fragrance to make your stay at the centre memorable, enjoyable, and meaningful. Let us extend a warm welcome to you all on behalf of the entire team of the centre.

We are looking forward to meeting and welcoming you on 13<sup>th</sup> January 2024.

Regards,



02.01.2023

(Md. Siddiqur Rahman)  
Course Director (Joint Secretary)  
NDC Orientation Course 2024

Mr./Ms. ....  
Participant  
NDC Orientation Course 2024