



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

**Mostak Ahammed**  
Director  
and  
Course Director  
17<sup>th</sup> SFTC for DoICT

D. O. No. 05.01.2672.013.25.002.23.145

Date: 16 October 2023

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 17<sup>th</sup> Special Foundation Training Course (SFTC) for the Officials of the Department of ICT (DoICT) scheduled from 22<sup>nd</sup> October to 21<sup>st</sup> December 2023. You may feel lucky to have the opportunity to undergo a training at BPATC.

SFTC is a tailored training program of BPATC for the potential officials of DoICT with a view to 'developing patriotic, competent and professional public servants dedicated for public interest'. It is a well-planned and meticulously designed course that demands your mental as well as physical agility. Sincerity, punctuality, perseverance, multitasking ability, and a disciplined lifestyle will be keys to your success. Please read and follow the instructions below.

#### **A. Arrival at BPATC**

1. You must ensure your presence at BPATC by **5:00 PM on 21<sup>st</sup> October 2023 (Saturday)**. 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 3.30 PM.
2. Upon arrival, you must check your registration form at the welcome booth in front of the 15 storeyed dormitory.
3. Please bring two copies of passport-size and two copies of stamp-size recent colour photos for fulfilling training related different purposes.
4. By 7:00 PM on 21st October 2023 (Saturday), participants should gather at the designated training room (to be notified through common WhatsApp group) to attend a course briefing. You must take seat in the training room at least 10 minutes before the scheduled time. You have to wear a formal dress for the briefing.

#### **B. Dress Code**


1. All the participants of SFTC have to follow the prescribed dress code of BPATC

2. 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.

### **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 cannot 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.
4. Given the context of COVID-19, you are requested to bring the vaccination certificate. The centre takes all the precautionary measures for ensuring appropriate health protocol. Please make sure that you bring hand sanitizer, and other personal hygiene items.
5. Please note that development activities (i.e., construction of multi-storeyed building) are underway in full swing at BPATC, so you might have to bear the pain of construction noise and other development hazards.
6. Participants are requested to bring their own laptop, printer (if you have). BPATC, however, will provide laptops on demand for training purposes at free of cost following prescribed rules. BPATC has a free Wi-Fi connectivity on its campus.
7. You could access ATM/VISA bank card at the campus as there is a branch of Sonali Bank.

### **D. Attachment Programs**


1. Attachment activities are an inseparable component of SFTC. The attachment programs basically include activities in different public, private organizations and in different places of the country. The CMT/concerned Module Director will guide you before any attachment activities.
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## E. Miscellaneous

1. At BPATC, participants enjoy free of cost accommodation. However, they arrange their own meals from the training allowance. The participants get TK 600/- per day as training allowance.
2. Be mindful that BPATC is a **non-smoking/non-alcohol zone**.
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 Ms. Alina Aktar (**01712877676**), Liaison Officer/Mr. Shamim Adnan (**01843056582**), Course Coordinator (General)/Mr. Mohammad Sohrab Hoshen (**01710842740**), 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.

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,

  
26.10.23  
(Mostak Ahammed)  
Course Director  
17<sup>th</sup> SFTC for DoICT

Mr./Ms. ....  
Participant  
17<sup>th</sup> SFTC for DoICT

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### 17<sup>th</sup> SFTC for 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>	a) Deshi Saree- Cotton, Silk (Sober Colours - Mauve, Sky Blue, Peach, Light Grey - preferably Earth Tone); b) Closed Shoes (Black, Grey); c) Skin coloured Long Socks; d) (If any) Other Garments should match with Saree.	a) Closed Collar Full Sleeved Shirt (White, Sky Blue, Lavender, Light Pink, Ash/Grey); b) Designated Necktie (will be provided by BPATC); c) Trouser/Full Pant (not jeans) of Black, Navy Blue colour; d) Oxford Laced Shoes (Black); e) Trouser/Pant coloured Long Socks; f) (If any) Other Garments should match with Shirt/Trouser/Pant.
2	Opening and Closing Ceremony/Mess Night/Guest Night	a) Jamdani Saree (Lavender, Copper Brown, Sea Green); b) Blazer (Black); c) Closed Shoes (Black, Grey); d) Skin coloured Long Socks.	a) Black Suite; b) White Full Sleeved Shirt; c) Designated Necktie (will be provided by BPATC); d) Oxford Laced Shoes (Black); e) Long Socks (Black).
3	Physical Exercise and Games Sessions	a) Polo Shirt; b) Trouser/Salwar-Kamiz-Dupatta; c) Long Socks; d) Keds. <b>(All White)</b>	a) Polo Shirt; b) Trouser/Shorts; c) Long Socks; d) Keds. <b>(All White)</b>
4	Cafeteria/Visiting Library/Outside the Dormitory/Meeting with Guests (off days/sessions)	a) Saree/Salwar-Kamiz-Dupatta; b) Leather Shoes/Sandals.	a) Open Collar Shirt with Trouser/Full Pant (not jeans); b) Leather Shoes/Sandals.
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.

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## 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.

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