

Md. Rafiqul Islam
Director (ST&RC)
Course Director
150th Advanced Course on
Administration & Development



Bangladesh Public Administration Training Centre (BPATC)
Savar, Dhaka-1343
www.bpatc.gov.bd

D.O. No-05.01.0000.262.25.024.24-320

Date: 20 November 2024

Dear Colleagues,

Assalamu Alaikum and Greetings from BPATC!

I would like to congratulate you for being nominated at the *150th Advanced Course on Administration & Development (ACAD)* to be held at Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka scheduled from **01 December 2024 to 29 January 2025**. Sixty-days of training at BPATC will be followed by an additional ten days overseas training in future.

I hope this training will not only enrich your knowledge, but also help you to develop some skills and techniques on public policy management, resolving conflict and effective negotiation, and leading a team successfully. You will also be able to take an opportunity to craft a policy analysis and do research on governance and policy issues related to our national development. I would expect your high-level commitment to the course as this training is a great opportunity to further strengthen your skills and knowledge for critical analysis of policy planning process and implementation stage and also to understand the dynamics of global challenges in many aspects.

This is a fully residential course and staying in the dormitory is mandatory. During the course you may have to attend intensive training activities beyond office hours and sometime on weekend. During your stay you must follow the standards and training norms practiced at the Centre. I would like to provide you certain useful information regarding the training and staying at the BPATC:

- Please register online through BPATC website on or before the date indicated in the GO of Ministry of Public Administration to attend the 150th Advanced Course on Administration & Development. Once you submit the duly completed registration via online, immediately an automatic acknowledgement letter will be sent to your e-mail. In case of any difficulty in registration, please contact Mr. Mohammad Saiful Islam, Programmer (Cellphone no. 01870826382), or Ms. Afia Rahman Mukta, Course Coordinator (Cellphone no. 01301958821), Mr. Md. Aminul Karim, Course Coordinator (Cellphone no. 01712719590).

- All participants of ACAD have to follow the prescribed dress code of BPATC. During training session male participants must wear decent and dark coloured trouser, light coloured full sleeved shirt with neck tie (tie will be provided by BPATC) and shoe (preferably black leather shoe). However, sherwani/Panjabi with 'coti' is allowed to wear on religious ground. You have to wear dark coloured suit during mess/guest night, visiting organization and other special occasions. Female participants must wear sober coloured sarees/suits and it is mandatory to wear sarees with dark-coloured blazer/coat in any formal occasion.
- You are 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, dupatta/white track suits, white sports shoe/trainer and socks for female participants). Please note that you will have to walk 2.2 km long jogging track in the morning and to join afternoon sports during the course tenure. As the training will be held during winter, please bring along white coloured full sweater for the morning PT session (coloured sweater will not be acceptable).
- Please follow the health guidelines strictly that will be provided by our health safety committee time to time.
- You are **strongly requested 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 ACAD have to follow the prescribed dress code of BPATC.
- Please be informed that you will be given Tk15,000/ (Fifteen Thousand) as *Kit Allowance*.
- Please bring along four (04) copies of recent passport size coloured photographs for registration and also a photocopy of your recent passport.

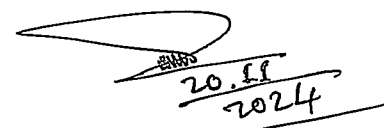
You are requested to report at BPATC on **30 November 2024 (Saturday) by 6:00 pm** (a welcome desk will be at International Training Complex- ITC, Ground Floor). We will arrange transport for you on that day for your convenience. A BPATC-bound bus will leave RPATC Dhaka (49 New Eskaton, Dhaka; beside BIAM) at 4:30 pm. You can avail this bus service. **A briefing session will be held at 7:00pm upon your arrival at Room# 206 of ITC Buliding.** A *WhatsApp* Group has already been opened for notification throughout the training period.

I hope you will have a wonderful time in the scenic & non-smoking campus of BPATC with your course mates and spend quality time for your further preparation to contribute more effectively to the country's administration and developmental endeavour.

I am looking forward to extending our warm welcome to you all at BPATC in the evening on 30 November 2024.

Wishing you all Good Luck!

Sincerely yours,



20.11
2024

(Md. Rafiqul Islam)