



Bangladesh Public Administration Training Centre

Savar, Dhaka 1343

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Dear sir/madam

Assalamu alaiqum. I hope this letter finds you well.

02. As the course director of 139th Advanced Course on Administration and Development (ACAD) I feel obliged to thank you for registering for the course which is going to be held from December 18, 2022 to February 15, 2023.

03. ACAD is a flagship program for the deputy secretaries to the government and equivalent officers from Bangladesh Armed Forces, Bangladesh Police and Foreign Service. This intensive two-month training course is meticulously designed to make participants future-ready by upping their leadership quality and spectrum of knowledge. As the program holds out much hope, it in turn demands participant's commitment, sincerity and conscious efforts for a gratifying learning experience.

04. Since you will be arriving at BPATC next week, I think it will be useful if I share some key features of the course in advance:

(a) ACAD is a fully residential course. Participants would be housed in the International Training Complex (ITC) dormitory. All rooms are on double occupancy, meaning each room is shared by two participants.

(b) The usual class time is between 8:30 am and 4:25 pm. Extended lectures are occasionally organized in the evening. Academic sessions usually take place on weekdays (Sunday through Thursday). However, sessions on weekends are not entirely ruled out.

(c) Physical activities early in morning and in afternoon are integral part of the course. During PT and games, male participants are required to wear white T-shirt (with collar), white trousers and white sports shoes/sneakers and female participants are to put on white *salwar-kameez*/T-shirt & trousers and white sports shoes/sneakers. Hence, participants are advised to bring along the outfits for physical training.

(d) Participants are to follow standard dress code during the training. In classroom, male participants would be expected to wear tie (provided by the Centre), full-sleeve shirts and formal pants (jeans, gabardine or tight-fitted chinos not allowed), while ladies will be attired either in sarees or formal *salwar-kameez*. On special occasions (like opening or

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closing ceremony, Rector's Tea, Cultural Nights etc.) male and female participants should put on formal suits and sarees respectively.

(e) After the completion of training at BPATC, participants will be handed over a certificate of participation. The final certificate will only be awarded once the Overseas Training part is over and other formalities are fulfilled. For official purpose, participants have to submit photocopies of their valid passport, NID and two copies of passport sized recent photograph on arrival.

(f) Kindly note that no casual or any other kind of leave is admissible during the program. Quarantine leave is only allowed on advice of BPATC's medical officer. For further details on leave, please check out the Evaluation Policy of BPATC on our website.

(g) Please also note that the medium of instruction in classroom and the language of assignments/papers for assessment is English.

(h) It would be appreciated if you come with your laptop for course works. However, participants can borrow laptops from the IT section of the Centre for the duration of the course.

(i) After commencement, participants would register with the Medical Centre of BPATC. Please confide in doctor if you have any medical condition or underlying health issue. During training, the Medical Centre may provide a limited range of medicine free of cost. Hence, kindly bring along your own medication.


(j) **Program Commencement:** 139th ACAD is scheduled to commence on the morning of December 18, 2022 (Sunday) and participants should report to the Centre latest by 6 PM of 17th of December. BPATC will provide a transport service on December 17; a bus will leave RPATC, Dhaka (49 New Eskaton- adjacent to BIAM) for BPATC at 03:00 pm (Bus driver's name and route will be notified in WhatsApp group).

05. We earnestly hope that the program will be worthy of your time and expectation. The Centre will make every effort to give you an immersive, meaningful and pleasant experience during your stay.

I am looking forward to meeting and greeting you in person on December, 17.

Regards

Yours sincerely

 12.12.2022

Hasan Murtaza Masum