



**Md. Sanwar Jahan Bhuiyan**  
Director (PPR) &  
Course Director  
122<sup>nd</sup> ACAD  
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Date: 16 September 2018

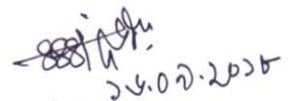
We **congratulate** you on being nominated for the 122<sup>nd</sup> Advanced Course on Administration and Development to be held at Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka, from 19 September to 17 November 2018.

- 2.0 **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.** Therefore, we would request you to prepare yourself mentally to take this course in an affirmative fashion, 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 BPATC dormitory and participate in training activities on **Saturday**.
- 4.0 We would like to set forth some of the useful information pertinent to your training and stay with us at BPATC:
  - 4.1 Please register yourself as a participant of the 122<sup>nd</sup> Advanced Course on Administration and Development online by logging into our website **www.bpatc.org.bd** as early as possible. Once you submit the duly completed registration form, you will get an acknowledgement slip. Please bring a printed copy of that slip to BPATC with you. If you face any problem regarding online registration, please contact Programmer Mr. Md. Saiful Islam (Cell No: 01737991133), E-mail saiful@bpatc.org.bd, saifulju@gmail.com. You can also contact with Coordinators Mr. Md. Atikuzzaman, Deputy Director (Cell no: 01727778316) and Dr. Mehedi Masud, Deputy Director (Cell no: 01747074422).
  - 4.2 We would request you to bring with you a **Cheque worth BDT 80,000/= (Tk. Eighty Thousand only) excluding VAT in favour of Rector, BPATC as course fee from your Ministry/Organization.** We are enclosing herewith a bill for the amount so that you can arrange the course fee before joining the course.
  - 4.3 Please note that in BPATC, **we are strict about punctuality and discipline.** We would therefore, inform you that you have to be punctual in attending classes and all other activities of the course.
  - 4.4 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.
  - 4.5 BPATC will facilitate the arrangement of 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 your daily allowance.

- 4.6 As a participant, you have to follow the prescribed dress code of BPATC. During classroom sessions male participants must wear full pant, light colored full sleeved shirt with tie (supplied by the Centre) and shoe. However, sherwani/panjabi with 'coti' can also be worn on religious ground. You are expected to wear complete suit during some special occasions; hence, please bring your complete suit with you. Female participants, on the other hand, must wear sarees/salwar suits although they are expected to wear sarees on some special occasions.
- 4.7 You are also required to bring proper dress for games and physical exercise (*white English/Tennis pants/track suits and white T-shirt with collar and white sports shoes and socks for male participants and white salwar, kamiz, dopatta/white track suits and white cadets and socks for female participants*) with you. Please note that you will need to walk along the 2.2 km jogging track in the morning and evening so that you can, as an obligation, round up at least 100 km of walk during the course.
- 4.8 Please bring **4 (four) copies** of your recent **passport size photographs** and **photocopy of your official passport** for official purposes.
- 4.9 You have to report the Course Management at BPATC **on Tuesday 18 September 2018 no later than 9:00 pm**. Please note that we will arrange a bus on that day for your convenience. The bus will leave for BPATC from **RPATC Dhaka (49 New Eskaton, Dhaka) at 7:00 pm**. If you wish, you can avail of that bus service on payment.
- 5.0 We hope you would have a enjoyable experience 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.

We look forward to receiving you warmly on **18 September 2018**.

Sincerely yours,



(Md. Sanwar Jahan Bhuiyan)  
Course Director

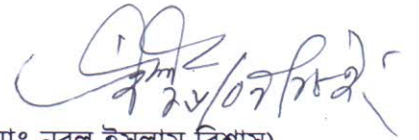
বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র  
সাভার, ঢাকা।  
[www.bpatc.org.bd](http://www.bpatc.org.bd)

স্মারক নম্বর- ০৫.০১.২৬৭২.১২৯.২৫.০১৪.১২.১২২-২০৭

তারিখ: ০১ আশ্বিন, ১৪২৫  
১৬ সেপ্টেম্বর, ২০১৮

বিল

বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র, সাভার-এ আগামী ১৯/০৯/২০১৮ খ্রিঃ হতে ২৭/১১/২০১৮ খ্রিঃ পর্যন্ত ৭০ (সত্তর) দিন মেয়াদে অনুষ্ঠিতব্য ১২২তম উচ্চতর প্রশাসন ও উন্নয়ন কোর্স (এসিএডি) এ অংশগ্রহণের জন্য স্মারক নং-০৫.০০.০০০০.২০০.১৫.০২০.১৮-১৩৯; তারিখ: ৩০.০৮.২০১৮ খ্রিঃ মোতাবেক জনাব ..... পদবি ..... কর্মস্থল ..... এর কোর্স ফি বাবদ ৮০,০০০/- (আশি হাজার) টাকা রেস্টুর, বাংলাদেশ লোক-প্রশাসন প্রশিক্ষণ কেন্দ্র, সাভার, ঢাকা এর অনুকূলে ক্রস্‌ড চেক/ব্যাংক ড্রাফট/পে-অর্ডার এর মাধ্যমে প্রেরণের জন্য নির্দেশক্রমে অনুরোধ করা হলো। উল্লেখ্য, বিপিএটিসি একটি অলাভজনক প্রশিক্ষণ প্রতিষ্ঠান বিধায় এটি অকরযোগ্য সংস্থার আওতাভুক্ত। তাই এ প্রতিষ্ঠান থেকে ভ্যাট ও আয়কর কর্তনযোগ্য নয়।



(মোঃ নুরুল ইসলাম বিশ্বাস)  
সহকারী পরিচালক (বাজেট ও হিসাব)  
ফোন নং ৭৭৪৫০১০-৬ (৪১৫০)  
মোবাইল-০১৫৫২-৩৫৭০৬৫

প্রাপক: