



Md. Mosharaf Hossain
Rector (Secretary)
Bangladesh Civil Service Administration Academy
Shahabag, Dhaka-1000

No: 05.02.0000.005.31.006.18.274

Date: 26 October 2018

Dear Colleague,

The Bangladesh Civil Service Administration Academy and the Course Management team welcome you to the 12th and 13th Executive Magistracy and Mobile Court Affairs Course to be held from 28 October 2018 to 01 November 2018. We hope that you have already completed your online registration. If completed, you are advised to get release in time from your current workplace in order to be present in the Academy on 27 October 2018 before 11:00 am. For this short course training program some preparation is required. A set of instruction regarding this training is attached herewith.

2. This Course is intensely furnished with day long programs comprising class sessions, extended lectures etc. The Academy puts special emphasis on ethical and disciplinary issues and expects that trainee officers will show utmost allegiance to those issues.

3. You are requested to bring appropriate dress (please see attached dress code) for different programs including the Opening and Closing ceremony. Class sessions will be conducted in English and the examinations will be taken in English as well. Furthermore, you are expected to communicate with speakers, faculty members and your fellow course mates in English.

5. We invite you to make full use of the Academy's facilities for study. Please use this training time to strengthen existing friendships and build new ones. Your significant contribution through the training course will boost up the image of the BCS Administration Academy. We sincerely hope you actively participate and enjoy the Course just as much as we have arranged for you.

6. If you have any query related to the course you are advised to contact with Mr. Towhidul Islam Course Coordinator (+8801744368245) for 12th and 13th Executive Magistracy and Mobile Court Affairs Courses. Wishing you all the very best for you.

Attachment: Dress code and instructions

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Dress Code

FEMALE TRAINEE OFFICERS:

Participants should be very careful in wearing dresses. Dresses must conform to the image of the highly regarded profession of the country. Dress codes described in the table should be strictly followed during the course:

EVENT	DRESS CODE
Class room session	<ol style="list-style-type: none">1. Saree of blue and pink colors3. Other garments should be matching with the saree4. Blazer on saree during winter5. Closed toe shoe of black color6. No salwar-kamiz
Mess night/Guest night/Opening ceremony	<ol style="list-style-type: none">1. Blazer on saree of decent color, design and pattern2. Other wears should be matching with the saree3. Closed toe shoe of black color
Dining	<ol style="list-style-type: none">1. Formal salwar-kamiz/ saree2. Formal sandals3. No sponge sandals are allowed outside the dorm room

INSTRUCTIONS (FEMALE)

1	No extravagant party dress is allowed in class and official occasions.
2	Hair should be neatly combed and tied up. Hair should be neatly pulled back in a braid or bun.
3	Unusual hair cut and hair style are strictly prohibited .
4	Unusual hair dye and hair bands and jewelries are also not acceptable
5	Color of saree and salwar-kamiz should be conservative. No loud colors, wild prints, beads and laces are acceptable in sarees.
6	Blouses levees should not be extra-long or extra short. And also should be of decent cut and fitting.
7	No baggy salwar and kamiz are acceptable. Salwar-kamiz should be of decent fitting.
8	Salwar-kamiz should not be extra long or extra short.
9	All garments should be clean, outer wears should be starched (if necessary) and ironed properly.
10	Formal close toe shoe is acceptable. No slippers, flip-flops, sponge sandals, spaghetti straps, chappals are acceptable.
11	Footwear should be of decent color without beads, laces, golden and silvers threads etc.
12	Jewelries should be very conservative. Heavy, unusual, expensive and extravagantly fashionable jewelries are not acceptable.
13	Light and conservative make over is allowed. Loud and unusual make over is strictly prohibited. Don't use unusual and loud mascara, eye shadow, eyeliner, blush on, foundation, nail polish.
14	Perfumes, colognes and fragrances should be mild.
15	Any kinds of fashionable dress, haircut, shoe, jewelry are strongly prohibited.
16	Accessories should be of normal size and color and coordinated with the colors of the clothing.
17	No casual dress is allowed in dining room

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Dress Code

MALE TRAINEE OFFICERS:

Participants should be very careful in wearing dresses. Dresses must conform to the image of the highly regarded profession of the country. Dress codes described in the table should be strictly followed during the course:

EVENT	DRESS CODE
Class room session	<ol style="list-style-type: none">1. White closed collar full sleeve shirt2. Black pants3. Complete suit (preferably black or dark color) in winter4. Black oxford/moccasin shoe5. Black long socks6. Tie, provided by the academy
Mess night/Guest night/Opening ceremony	<ol style="list-style-type: none">1. White closed collar full sleeve shirt2. Complete suit of black or dark color3. Black oxford shoe4. Black long socks5. Tie, provided by the academy
Dining	<ol style="list-style-type: none">1. Shirt/T-shirt (with collar)2. Pants (no sports trouser is allowed)2. Formal sandals3. No sponge sandals are allowed outside the dorm room

INSTRUCTIONS (MALE)

1	No extravagant party dress is allowed in class and official occasions.
2	In every formal event and occasion only selected formal dress is allowed
3	Hair should be neatly combed
4	Unusual hair cut and hair style are strictly prohibited .
5	Unusual hair dye and hair bands are also not acceptable
6	Beard should be neatly trimmed.
7	If not beard, be clean shaved.
8	All garments should be of conservative colors, cut and design. No loud colors, wild prints, unusual cuts and design, beads and laces are acceptable.
9	No jeans, fatua, baggy pants and collar less T-shirts are acceptable.
10	Only formal suits are allowed. Suit should be of dark color preferably of black and navy blue color.
11	Wearing tie is compulsory
12	Shirt and trouser should not be too tight or too loose fitting
13	Shirt, pants, and suits should not be extra long and extra shout
14	Socks should be matched with the pants and shoe, shocks should be long enough so that no part of leg is visible
15	Perfumes, colognes and fragrances should be mild.
16	All garments should be clean, outer wears should be starched (if necessary) and ironed properly.
17	Any kinds of fashionable dress, hair cut, shoe, jewelry and accessories are prohibited .
18	No casual dress is allowed in dining room