



**Dr. Pear Mohammad**  
Director (Joint Secretary)  
and

Course Director  
23<sup>rd</sup> Development Administration and Management  
Bangladesh Civil Service Administration Academy  
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Date: 16 April 2018

Dear Colleague,

The Bangladesh Civil Service Administration Academy and the Course Management Team (CMT) welcome you to the 23<sup>rd</sup> Development Administration and Management Course held from 22 April to 17 May 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 21 April 2018 within 3:00-5:00 pm. This one month long training program has the following instructions:

- a. This Course is intensely furnished with daylong programs comprising class sessions, extended lectures, workshop etc. The Academy puts special emphasis on ethical and disciplinary issues and expects that trainee officers will show utmost allegiance to those issues.
- b. You are requested to bring 4 copies of your Passport size photograph. You may bring pen drive of your own to be used.
- c. During the course the trainees are required to wear sober and dignified dress. Wearing full-sleeve white shirt with necktie/sherwani and black pant for male trainees and sharee for female trainees are mandatory during sessions, opening and closing ceremony.
- d. 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.
- e. 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 Bangladesh Civil Service Administration Academy. We sincerely hope you actively participate and enjoy the Course as much as possible.
- f. Academic sessions usually start at 09.00 am and continue up to 16.30 pm. Guest speakers address the trainees occasionally in some of the evenings. Attending all sessions/program before 15 minutes of the starting time is highly expected.
- g. If you have any query related to the course you are advised to contact with Mohammad Ashraful Afsar, Course Coordinator and PS to Rector, contact number 01716778595. Enjoy the 23<sup>rd</sup> Development Administration and Management Course. Wishing you all the very best.

  
16.04.18

**Dr. Pear Mohammad**  
Course Director

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Management Course