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Dear participant,

Bangladesh Civil Service Administration Academy is very happy to welcome you for the 24<sup>th</sup> and 25<sup>th</sup> Development Administration and Management Course scheduled to start from 20 January 2019. We hope meanwhile you might have completed the online registration for the course (<http://123.49.52.202:8181/Account/CourseReg>), if not please get it done as soon as possible. You are requested to get released in time from your current workplace in order to be present in the Academy on 19 January 2019. This one-month long training program requires the following instructions to be complied with:

- a. This Course is designed with intense daylong programs comprising class sessions, extended lectures, field attachment, workshop etc. The Academy puts special emphasis on ethical and disciplinary issues and expects the trainee officers to show utmost commitment to those issues.
- b. You are requested to bring four copies of your Passport size photograph and a pen drive of your own to be used for the course.
- c. During the course the trainees are required to wear sober and dignified dresses comprising full-sleeve white shirt with BCSAA necktie, a blazer, black pant and a pair of black shoe for male trainees and saree with blazer on and toe covered black shoe for female trainees.
- d. Class sessions and examinations will be conducted in English. 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 the friendship. Your significant contribution through the training course will boost up the image of the Bangladesh Civil Service as well as that of BCS 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 may address the trainees occasionally during extended hours in some of the evenings. Attending all sessions/program five minutes ahead of the starting time is highly expected.
- g. If you have any query related to the course you are requested to contact with Dr. Rahima Khaton, Course Coordinator (mobile number 01746302476) for 24<sup>th</sup> Development Administration and Management Course and with Dr. Mohammad Kamruzzaman, Course Coordinator (mobile number 01715375590) for 25<sup>th</sup> Development Administration and Management Course. Wish you a comfortable stay and successful training in the Academy.

  
10/01/19

Course Director  
24<sup>th</sup> and 25<sup>th</sup> Development Administration  
and Management Course