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Dear Participants,

Bangladesh Civil Service Administration Academy is very happy to welcome you for the 68th Foundation Training Course scheduled to start from 01 April 2019. We hope meanwhile you might have completed the online registration for the course 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 31 March 2019 on or before 02:00 pm. This six-month long training program requires the following instructions to be complied with:

1. This course is residential and it is compulsory to stay in the Academy throughout the training period. The Course is intensely furnished with day long programs comprising of class sessions, field attachments, workshops, seminars, extended lectures, physical exercise and games. The Academy puts special emphasis on ethical and disciplinary issues and expects that trainee officers will show utmost allegiance to those issues.
2. There is limited scope for female trainees to stay in the Academy with their children aging between 1-3yrs. Female trainee officers who like to avail this opportunity must inform the Course Administration before joining the course.
3. You are requested to bring 10 copies of your passport size photographs and Taka 7500.00 (Taka Seven thousand five hundred only) as refundable security money. You are encouraged to bring your laptop. Moreover, you need to bring appropriate dress (please see attached dress code) for different programs including the opening ceremony, mess nights and guest nights. Considering the course tenure of six months you are advised to bring adequate number of dresses. This course puts special stress on English learning and communication. Class sessions will be conducted in English and the exams will be taken in English as well. Furthermore, you are expected to communicate with speakers, faculty and your fellow course mates in English.
4. To ensure your participation in the 68th Foundation Training Course or regarding any course related query you are advised to contact with the Course Coordinator Dr. Rahima Khaton, Deputy Director (01746302476) and Ms. Jannatul Ferdous, Deputy Director (01711963393), BCS Administration Academy.
5. As a bright young officer of BCS Cadre I expect you to contribute significantly in the training course to help boost the image of the BCS Cadre and that of the Academy. I believe this training will help to build a solid foundation for your career. Finally, I wish your safe arrival to the Academy and wish your stay here for six months to be pleasant and enjoyable.

A K M Sohel
Course Director
68th Foundation Training Course

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 following table should be strictly followed during the course:

EVENT	DRESS CODE (For Female)
Classroom session	<ol style="list-style-type: none"> 1. Saree of selected colors (Pink and Deep green) of decent design and pattern 2. Accepted materials of saree are Cotton and Silk 3. Other garments should be matching with the saree 4. Toe covered shoe (black) 5. No salwar-kamiz
Mess Night/Guest night/ opening and closing ceremony	<ol style="list-style-type: none"> 1. Blazer on Saree of decent color, design and pattern; 2. Other wears should be matching with the saree 3. Toe covered shoe (black)
Physical exercise and games	<ol style="list-style-type: none"> 1. White kamiz/white T-shirt (with collar) 2. White salwar/white trouser 3. White running shoe
Dining	<ol style="list-style-type: none"> 1. Formal salwar-kamiz /saree 2. Formal sandals 3. No sponge sandals are allowed outside the dorm room

EVENT	DRESS CODE (For Male)
Classroom session	<ol style="list-style-type: none"> 1. White closed collar full sleeve shirt 2. Black trouser 3. Black oxford/moccasin shoe 4. Black long socks 5. Tie, provided by the academy
Mess night/guest night/ opening and closing ceremony	<ol style="list-style-type: none"> 1. White closed collar full sleeve shirt 2. Complete suit of black or dark color 3. Black oxford shoe 4. Black long socks 5. Tie, provided by the academy
Physical exercise and games	<ol style="list-style-type: none"> 1. White T-shirt (with collar) 2. White trouser 3. White running shoe
Dining	<ol style="list-style-type: none"> 1. Shirt/T-shirt with collar 2. Trouser (no sports trouser is allowed) 3. Formal sandal 4. No sponge sandals are allowed outside the dorm room

INSTRUCTIONS (FEMALE)

1	No extravagant party dress is allowed in session 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 saris
6	Blouses sleeves 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	Salwarkamiz 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

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
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 short
14	Socks should be matched with the pants and shoe, socks 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
17	Any kinds of fashionable dress, hair cut, shoe, jewelry, and accessories are prohibited
18	No casual dress is allowed in dining room