



বাংলাদেশ ইনস্টিটিউট অব এ্যাডমিনিস্ট্রেশন এন্ড ম্যানেজমেন্ট (বিয়াম) ফাউন্ডেশন
Bangladesh Institute of Administration and Management (BIAM) Foundation

www.biamfoundation.org

D.O. No. 05.05.0000.003.01.084.20. 12

Date: 15 January 2020

Dear Participant

I congratulate you on being nominated for the 77th Special Foundation Training Course for the Officials of BCS (Health) Cadre to be held at Bangladesh Institute of Administration and Management (BIAM), Dhaka from 19 January to 18 March 2020.

2.00 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 successful completion. Therefore, I 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 leader in the civil service of Bangladesh and a SMART service provider to the valued citizens.

3.00 Since the course is a residential and intensive one, you need to prepare yourself physically and mentally to stay in BIAM hostel and devote your full time to multifarious training activities and sharing experiences.

4.00 I would now like to set forth some useful information pertinent to your training and stay with us at BIAM:

4.01 Please register yourself as a participant of the 77th SFTC logging into our website www.biam.org.bd within 18 January 2020. If you face any problem regarding online registration, please contact with Mr. Md. Aminul Islam, Assistant Director (Training), BIAM, cell phone: 01717-061716 and E-mail: adtrg@biam.org.bd

4.02 Please note that in BIAM, we are strict about punctuality and discipline. I would like to inform you that you have to be ideal for other colleagues in demonstrating punctuality in the classes and all other activities of the course.

4.03 I like to remind you that bringing a laptop with you would be helpful to perform day to day activities so that you can accomplish the training task without disruption.

4.04 As a participant you have to follow the prescribed dress code of BIAM. During classroom sessions, male participants must wear full pant, white full-sleeved shirt with tie and shoe. You can wear suit/blazer if occasion demands. Sherwani/Panjabi with "Coti" can also be worn on religious ground. You are expected to wear a complete suit too. Female participants, on the other hand, must wear sober sarees/salwar suits although they are expected to wear sarees on some special occasions.

4.05 You are also requested to bring proper dress for games and physical exercise (white English/Rennis 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 cades and socks for female participants) with you.

4.06 Please bring four (4) copies of your recent passport size photographs for registration and other official purposes.

P.T.O.



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-02-

5.00 Finally, I would like to inform you that the inaugural ceremony will be started at 09:30 am on **19 January, Sunday, 2020** at the Shaheedul Jaheer Hall (1st floor) of BIAM. Please report before 6:00 pm at BIAM reception on **18 January, Saturday, 2020**.

6.00 We look forward to seeing you at BIAM premises soon and feel sure it will be a fascinating and culturally exciting knowledge based foundation course.

Yours Sincerely,

(S M Fazlul Karim Chaudhuri)
Director (Training)
&

Course Director

77th Special Foundation Training Course for The
Officials of BCS (Health) Cadre.

Mr./Ms.

Participant
77th Special Foundation Training Course

Copy for Information

Director General

Directorate General of Medical Education, Mahakhali, Dhaka.