



**Bangladesh Institute of Administration and Management**  
**(BIAM) Foundation Regional Centre, Cox's Bazar**  
 Jhawtala Sea Beach Road, Cox's Bazar  
[www.biam-coxsbazar.gov.bd](http://www.biam-coxsbazar.gov.bd)

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 & Course Director  
 22<sup>nd</sup> SFTC  
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Date: April 8, 2024

*Dear Participant*

I heartily congratulate you for being nominated to the "22<sup>nd</sup> Special Foundation Training Course (22<sup>nd</sup> SFTC) for BCS (Health) Cadre Officers" scheduled from 15 April – 13 June 2024 at Bangladesh Institute of Administration and Management (BIAM) Foundation Regional Center, Cox's Bazar.

2.0 I am pleased to welcome you as a participant in the upcoming SFTC. I believe you will find BIAM as your second home. BIAM provides contemporary knowledge, necessary skills and appropriate attitude and prepares future leaders. SFTC which is an intensive and rigorous but intriguing training program, primarily focuses on **Knowledge, Skill and Attitude (KSA)** of a participant. It will equip you as a capable officer to work in stressful and conflicting environment, act smartly through negotiations and effectively to lead a team towards accomplishment. It will also offer you opportunities to enrich your values, ethics and morality in becoming a good human being. SFTC is a 60 days' long program that entails wide ranging activities such as regular and extension lectures, assignments, reports, group work, presentations, book review, examination, interview/viva, field attachments, physical training, games & sports, cultural events and many others. Once you have accomplished all requirements of the training course at BIAM, you will be awarded Certificate of successful completion of SFTC and accolades of your extraordinary performance. Your event details will be found in Course Guidelines.

3.0 SFTC is a residential training course. Therefore, all participants will have to mandatorily stay at BIAM dormitory. You have to engage yourself into training activities during weekdays and weekends and also beyond regular class. During training, you have to work individually and in group which will opportune you to interact among the participants and faculty members. While staying at BIAM, you have to follow the strict rules and regulations of the Institution. **Any case of misconduct will be dealt severely.** In case of major violation of rules and norms, participation may be end up being released from training course. In such case BIAM shall send report and request to the authority to start disciplinary action against the participant. However, your positive approach, mental readiness and the determination to cope with the training workload are fundamental for your success. Therefore, I advise you to utilize the magnificent opportunity of SFTC and accrue the most there from. I believe in your competence, and eagerly looking forward to your completion of SFTC at BIAM Foundation Regional Center, Cox's Bazar with flying colors.

*With Best wishes.*

Sincerely Yours,

08.04.2024

Md. Lutfur Rahman

Mr. /Ms.....  
 Participant  
 22<sup>nd</sup> Special Foundation Training Course  
 BIAM Foundation Regional Center, Cox's Bazar

\* Necessary information and staying at BIAM regarding the training course is annexed in another page.

## Necessary Information

Here is a few useful information regarding training course and your stay at BIAM:

### **Dress Code:**

<b>Dress code for male participants</b>	<b>Dress code for female participants</b>
<ul style="list-style-type: none"><li>• Full sleeve (white) shirt (plain)- Adequate number of</li><li>• Pants (Black)- Adequate number of</li><li>• Black shoes with lace, Black or ash socks (not white)</li><li>• English/Tennis half pants/track suits and white T-shirt with collar and white cades and white socks (for PT and Games)</li></ul>	<ul style="list-style-type: none"><li>• Saree/salwar, kamiz (light blue)- Adequate number of</li><li>• Matching closed shoes and socks</li><li>• White salwar, kamiz, cross dupatta with white waist belt, white track suits and white kades and white socks (for PT and Games)</li></ul>
<ul style="list-style-type: none"><li>• <b>Complete Suit – Black/Ash</b></li><li>• White color &amp; light blue Sherwani/Panjabi - on religious ground. (Those who want to wear)</li></ul>	<ul style="list-style-type: none"><li>• <b>Blazers – Black/Ash</b></li><li>• White color &amp; Light blue Hijabs or Gown (Burkha) - on religious ground. (Those who want to wear)</li></ul>

Please note that you have to attend morning PT regularly.

**1.01** Mr. Md. Nasir Uddin, Course Coordinator (**Cell: 01717 890526**) is your contact persons during the course.

**1.02** All participants of SFTC have to follow the prescribed dress code of BIAM. You should bring at least two sets of each dress for attending training sessions.

**1.03** During SFTC you may have to observe important festival or national days. Therefore, you need to bring appropriate dresses for the events.

**1.04** BIAM will arrange your accommodation and food during your stay at the venue. The cost incurred for your food during your stay at BIAM will be met from the training budget. Pregnant participants are discouraged to attend the training course. Female participants having babies (staying at BIAM) have to pay for BIAM hostel rent and food from own source.

**1.05** Please bring two (2) copies of your recent colored passport size & one (1) copy of stamp size colored photographs for registration & other purposes. You are also requested to bring your necessary personal medicine.

**1.06** Participants are not allowed to keep precious ornaments, valuables or large sum of money in the dormitory.

**1.07** You have to **report at Reception Desk, BIAM Foundation Regional Center, Cox's Bazar on 14<sup>th</sup> April, 2024 (Sunday) by 5:00 pm.** In case of failure to report as instructed, that participant will not be allowed to attend the training course.

**1.08** A **Briefing Session** has been scheduled at **7.00 pm on 14<sup>th</sup> April, 2024 (Sunday).** **Inaugural Ceremony** is scheduled at **10.00 am on 15 April, 2024.** All the participants have to take their seats at the Hall Room/Classroom 15 minutes earlier to the scheduled time.

**1.09** You shall not get leave BIAM during training (except emergency situation subject to approval of the competent authority).

**1.10** Please bring your personal Laptop (if any). BIAM has Wi-Fi and printing facility for participants.

We wish you an enjoyable and fruitful time in non-smoking campus of BIAM Foundation Regional Center, Cox's Bazar.

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