Rural Development Academy, Bogura
Rural Development & Cooperative Division.
Ministry of Local Government,
Rural Development & Cooperatives

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Dear Participant,

I would like to take the opportunity to congratulate you for being nominated in the Foundation Training Course (FTC) for the newly appointed officers' of 'Nuclear Power Plant Company Bangladesh Ltd.' scheduled from 16 February to 15 April 2020 at Rural Development Academy (RDA), Bogura.

2. This is my pleasure to welcome you as a participant in the upcoming FTC. Confidently speaking, you will find RDA as your second home. RDA, as a nursing ground of future leaders, offers a variety of knowledge and skill. Foundation training is an intensive and rigorous training. It will make you capable of working in stressful environment and in conflict resolution, acting smartly through effective negotiation and leading a team to get things done within minimum time. This training will also help you to develop your human norms/ humanity, values/ethics/morality and overall it will make you a good human being. After successful completion of training course at RDA, you will receive the successful completion certificate of FTC.
3. FTC is a residential course and it is mandatory for all the participants to stay at dormitory. So you have to attend rigorous training activities throughout weekdays and weekends beyond office hours and even at night. In this training course, plenty of group works, individual assignments, written examinations, workshops and seminar paper preparation & presentation along with different committee activities will help you to manage your time very effectively at RDA. You will have to interact with team members for completing group and individual assignments and it will create new opportunity for making interaction among the participants. Apart from these, you have to make presentation on various assignment and book review before participants and faculty members.
4. During your stay at RDA, you have to follow strict rules and regulations. Any case of misconduct will be strictly handled and concerned participant shall be released from the training course. No alternatives will be left for you and RDA authority will immediately start disciplinary action against the participant. Your positive attitude, mental readiness and the mentality to cope with the training load and stress is a precondition to participate in this intensive and rigorous foundation training course. However, it is advice for you not to be worried and believe that you will be able to successfully complete the training course and RDA authority will always provide necessary support to you.
5. I would like to provide you certain useful information related to the training course and during your stay at RDA.

5.1 All participants of FTC have to follow the prescribed dress code of RDA. Every participant will receive Tk. 10,000.00 (Ten thousand) as Kit Allowance for making training dresses and other necessary items. You've to buy and make dress for attending training sessions according to the following dress code for male & female participants.

Dress Code for Male Participants	Dress Code for Female Participants
Full sleeve White Shirt – 1Pcs Full sleeve Sky Blue Shirt- 1Pcs Pants – Black - Adequate number Black shoes with lace Black or ash socks (no white)	Light Pink Coloured Saree- 1 pcs Sea Green Coloured Saree- 1 pcs Light Blue Coloured Saree- 1 pcs Matching closed shoes and socks

However, Sherwani/Panjabi with 'Coti' of the same colour is allowed to wear considering only on religious ground for male trainees. Hijabs or Gown (Burkha) of the same colour is allowed for female participants as it is described for the religious purpose. Male participants have to wear black colored suit during mess/guest night, visiting organizations and in other special occasions. Female participants have to wear black blazer.

Every participant have to bring proper dress for games and physical exercise. Male participants have to wear white track suits and white T-shirt with collar and white keds and socks and female participants will wear white salwar, kamiz, cross dupatta with white waist belt/white track suits and white keds and socks during physical exercise and game time. Every participant have to walk 2.2 km long jogging track in the morning and participate in games during evening.

5.2 RDA will observe a number of several festivals and red letter days. Every participant will have to bring and wear proper dresses according to honor and pride of national programme.

5.3 RDA will arrange your accommodation and food during your stay at RDA. Necessary training allowance will be provided to you for bearing your food cost and you will receive Tk. 500/- per day as daily allowance.

5.4 Please bring two (02) copies of your recent passport size & two (02) copies of stamp size photographs for registration & other purposes. Don't forget to bring necessary medicine.

5.5 Participants are not allowed to keep gold ornaments or valuable things or huge amount of money in the dormitory.

5.6 You have to report at RDA on 15 February 2020 (Saturday) in the evening by 6:00 pm. If any participant fails to reach RDA by 6:00 pm, he/she will not be allowed to attend the training course.

5.7 On 15 February 2020 a special briefing session will be held at the Conference Room-01 (IT Building) at 7:00 pm. All participants will take their seats at the Conference room before 10 minutes of the scheduled time to attend the briefing session.

5.8 You will not get any leave during this 02 months training course without any approval of the authority except emergency situation. Hence, you are advised to sign and submit pay bills of 02 months to your office at your convenience.

5.9 Pregnant participants and the female officers having infant aged lower than 1 year are strictly discouraged to attend the training course. Female participants having babies have to pay extra Tk. 3000/- for Dormitory per month.

5.10 RDA has good Wi-Fi facility for participants. You must have to bring laptop for doing your necessary work.

5.11 Sonali Bank & Janata Bank branches function at RDA. You can access Sonali/Janata/Dutch Bangla ATM Booths here.

6. We wish you a wonderful and pleasant time with your fellow participants at RDA campus replete with greenery and floral beauty.

7. We are looking forward to extending our warm welcome to you at RDA on 15 February 2020.

Best wishes,

12.02.2020

(Md. Abdus Samad)
Director
Administration Division &
Course Director
FTC for Newly Appointed Officers' of NPCBL

"শেখ হাসিনার দর্শন, সব মানুষের উন্নয়ন"

বাংলাদেশ পরমাণু শক্তি কমিশন

পরমাণু ভবন

ই-১২/এ, আগারগাঁও, শেরে বাংলানগর, ঢাকা-১২০৭

ফোনঃ ৮৮০-২-৮১৮১৮০৬, ফ্যাক্সঃ ৮৮০-২-৮১৮১৮৪২ , ই-মেইলঃ chairman@baec.gov.bd, web: www.baec.gov.bd

সূএ নং-৩৯.০১.০০০০.২১৩.২৫.০০৮.১৮(অংশ)- ২০৬ তারিখ: ১১ ফেব্রুয়ারী ২০২০খ্রি.

বিষয়: পল্লী উন্নয়ন একাডেমী কর্তৃক আয়োজিত "বুনিয়াদি প্রশিক্ষণ" শীর্ষক কর্মশালায় অংশগ্রহণের নিমিত্ত কর্মকর্তা মনোনয়ন প্রসঙ্গে

সূত্র নং: (১) বিপ্রম-এর পত্র নং: ৩৯.০০.০০০০.০২০.০২৫.০৮০.২০-৩৬; তারিখ: ০৩ ফেব্রুয়ারী ২০২০ খ্রি:

উপর্যুক্ত বিষয় ও সূত্রস্থ পত্রের আলোকে নিউক্লিয়ার পাওয়ার প্লান্ট কোম্পানী বাংলাদেশ লিমিটেড (এনপিসিবিএল)-এর নব নিয়োগকৃত প্রকৌশলী, বিজ্ঞানী ও অন্যান্য কর্মকর্তাদের (নন-ক্যাডার) বুনিয়াদি প্রশিক্ষণ প্রদানের জন্য বিজ্ঞান ও প্রযুক্তি মন্ত্রণালয়ের অনুরোধের প্রেক্ষিতে পল্লী উন্নয়ন একাডেমী বগুড়ায় এনপিসিবিএল-এর ৫০ (পঞ্চাশ) জন কর্মকর্তার জন্য আগামী ১৬ ফেব্রুয়ারী থেকে ১৫ এপ্রিল পর্যন্ত মোট ০২ (দুই মাস) ব্যাপী বুনিয়াদি প্রশিক্ষণ কোর্সের আয়োজনের বিষয়টি পত্র মারফত বিজ্ঞান ও প্রযুক্তি মন্ত্রণালয়কে অবহিত করেছে। তদসঙ্গে তারা উক্ত প্রশিক্ষণ কার্যক্রমের প্রাক্কলিত পরিচালনা ব্যয়ের হিসাব ৭৭,১৮,৫০০.০০ (সাতাত্তর লক্ষ আঠারো হাজার পাঁচ শত টাকা) এবং পল্লী উন্নয়ন একাডেমী কর্তৃক প্রণীত একটি কোর্স মডিউল প্রেরণ করেছেন।

০২। রূপপুর পারমাণবিক বিদ্যুৎ কেন্দ্র নির্মাণ প্রকল্পের কাজের সুষ্ঠু পরিচালনার স্বার্থে দক্ষ জনবল তৈরির নিমিত্ত বর্ণিত প্রশিক্ষণ কোর্সে এনপিসিবিএল এর আওতায় নিয়োগকৃত ও প্রকল্পে সংযুক্ত নব নিয়োগকৃত প্রকৌশলী, বিজ্ঞানী ও অন্যান্য কর্মকর্তাদের (নন-ক্যাডার) মধ্য হতে ৫০ (পঞ্চাশ) জন কর্মকর্তার একটি তালিকা প্রস্তুত পূর্বক তাদের মনোনয়ন প্রদান করা হলো (তালিকা সংযুক্ত)। এ সংক্রান্ত ব্যয় পল্লী উন্নয়ন একাডেমী, বগুড়ার অনুকূলে পরবর্তীতে প্রেরণ করা হবে।

০৩। বর্ণিতাবস্থায়, পল্লী উন্নয়ন একাডেমী কর্তৃক আয়োজিত আগামী ১৬ ফেব্রুয়ারী থেকে ১৫ এপ্রিল পর্যন্ত মোট ০২ (দুই মাস) ব্যাপী অনুষ্ঠিতব্য বুনিয়াদি প্রশিক্ষণ কোর্সে ৫০ (পঞ্চাশ) জন কর্মকর্তার অংশগ্রহণের বিষয়ে প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য অনুরোধ করা হলো।

সংযুক্তি: বর্ণনামতে।

১১/২/2020

(অধ্যাপক ডাঃ মোঃ সানোয়ার হোসেন)
চেয়ারম্যান (চলতি দায়িত্ব)

সিনিয়র সচিব
বিজ্ঞান ও প্রযুক্তি মন্ত্রণালয়
বাংলাদেশ সচিবালয়, ঢাকা।
{দৃঃ আঃ অতিরিক্ত সচিব (পারমাণবিক বিদ্যুৎ), বিপ্রম}

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