



Telecommunications Staff College, Gazipur

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Dear Participant,

I would like to take the opportunity to congratulate you for being nominated in the 68th Foundation Training Course (FTC) scheduled from 01 April to 27 September 2019 at Telecommunications Staff College (TSC), Gazipur. Telecommunications Staff College, established in 1986 on a land of 81 Acre is situated 35 km away from capital city Dhaka. The big campus with natural greenery, modern residential facility, big play ground and well equipped classroom with modern facilities have made TSC an ideal institution for training and learning.

- 2.0 It's my pleasure to welcome you as a participant in this course. I am confident that you will find Telecommunications Staff College as your second home. TSC provides its participants knowledge, skill and necessary attitude that you need to prepare yourself to become tomorrow's leader.
- 3.0 Foundation training is an intensive and rigorous training. FTC will make you capable to work in stressful environment, in conflict resolution, acting smartly through effective negotiation and lead a team to get things done within minimum time. This training will also help to develop human norms/humanity, to be kind and practice values/ethics/morality and above all it will make you a good human being. There will be a two-month long field attachment including 7 days BARD/RDA attachment for completing a module on "Poverty Reduction and Rural Development". Upon successful completion of six-month long training course at TSC, you will receive the successful completion certificate of FTC.
- 4.0 FTC is a residential course and all participants will mandatorily stay at dormitory. So you have to attend rigorous training activities throughout weekdays and weekends, beyond office hours and even at night. Plenty of group works, individual assignments, written examinations, workshops and seminar paper preparation & presentation along with different committee activities will make your time very effective at TSC. You will have to interact with team members to complete the group and individual assignments and it will create the scope of interaction among the participants of different cadres. Apart from these, you have to make presentation before participants and faculty members.
- 5.0 During your stay at TSC, you have to follow the strict rules and regulations. Any case of misconduct will be strictly handled and concerned participant shall be released from the training course. There will be no alternatives left to TSC but to write the authority to start disciplinary action against the participant in the case of major violation of TSC norms. You should keep in mind that 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, we will advise you not to be worried, we believe you will be able to successfully complete the training course and we are always with you to extend our support.

6.0 I would like to provide you certain useful information which are related to the training course during your stay at TSC.

6.01 Please register online using the link www.tsc.gov.bd by 05:00 PM on 28th March 2019 to attend the 68th FTC. In the case of any difficulty in registration, please don't hesitate to contact Mr. **Md. Abdul Kayum Howlader, Assistant Manager, TSC** (Cell: 01516199997), **Mst. Mithi Aktar, Asstt. Manager** (Cell: 01744803160) & **Syed Imam Hasan, Assistant Manager, TSC** (Cell: 01516161336)

6.02 All participants of FTC have to follow the prescribed dress code of BPATC. You should bring at least two sets of each dress (total 6 sets) for attending training sessions. The male & female participants dress code is mentioned below:

Dress Code for Male Participants	Dress Code for Female Participants
1. Full sleeve White Shirt (80/20 plain) – 2 Pcs	1. Light Pink Coloured Saree- 2 pcs (1 cotton+ 1 half silk)
2. Full sleeve Sky Blue Shirt (80/20 plain) – 2 Pcs	2. Sea Green Coloured Saree- 2 pcs (1 cotton+ 1 half silk)
3. Full sleeve Ash Coloured Shirt (Plain) – 2 Pcs	3. Light Blue Coloured Saree- 2 pcs (1 cotton+ 1 half silk)
4. Pants – Black - Adequate number	4. Matching closed shoes and socks
5. Black shoes with lace	
6. Black or ash socks (no white)	

However, Sherwani/Punjabi with 'Coti' of the same colour is allowed to wear considering only religious ground for male trainees. Hijabs or Gown (Burkha) of the same colour is allowed for female participants as is described for the religious purpose. Male participants have to wear black colour suit during mess/guest night, visiting organizations and in other special occasions. Female participant has to wear black blazer. Therefore, I would like to advise male participants to bring black coloured suit and female participants to bring black blazer.

You are advised to bring proper dress for games and physical exercise. White English/Tennis half pants/track suits and white T-shirt with collar and white cadets and socks for male participants and white salwar, kamiz, cross dupatta with white waist belt/white track suits and white cadets and socks for female participants. Please note that you will have to walk 2.2 km long jogging track in the morning and participate the games in the evening.

6.03. We will observe a number of several festivals and red letter days. Therefore, you need to bring proper dresses matching the Programme like white sharee with black border for female participants and matching dress for male participants.

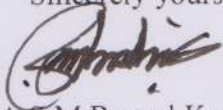
6.04. TSC will arrange your accommodation and food during your stay at the Centre. The cost incurred for your food during your stay at here will be met from the training allowance which will be provided to you.

6.05. Please bring 10 (Ten) copies of your recent passport size & 6 (Six) copies stamp size coloured photographs for registration & other purposes. You are also requested to bring necessary medicine and Tk.1000.00 for security deposit.

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

- 6.07. **You have to come to TSC on 31st March 2019 (Sunday) in the afternoon but within 5:00 pm.** If any participant fails to reach TSC by 5:00 pm, he/she will not be allowed to attend the training course. It may be mentioned that no transport facilities available.
- 6.08. On 31st March 2019 after registration a special briefing will be held at the TSC Hall Room at 7:00 pm. All participants have to **take their seats at the Hall Room 10 minutes before the scheduled time** to attend the briefing session. Dinner will be served at 9:00 pm at the Cafeteria of the Dormitory.
- 6.09. You will be given Tk. 22,000.00 as Kit Allowance for having your training dresses and other necessary items and Tk. 600.00 per day as daily allowance.
- 6.10. You will not get any leave during this 6 months training course except certain emergency situation subject to the approval of the authority. Hence, you are advised to sign and submit pay bills of 6 months to your office for your convenience.
- 6.11. Pregnant and the female officers having infant and minor child are discouraged to participate the training course as it's an intensive and laborious training. They are advised to communicate with MoPA and avail next suitable schedule. If any female pregnant officer participates the training hiding the information she will be released instantly once the fact is known.
- 6.12. TSC has good WiFi and printing facility for participants. You are encouraged to bring Laptop. Without personal computer you will face difficulties completing different daily assignment. TSC will not provide you the laptop.
- 6.13. Before finishing, your careful attention solicited regarding the following.
- i) **You have to reach TSC within 5:00 PM on 31/3/19 by yourselves** and to complete the registration after which you have to get the key of your dormitory room. No participant will be allowed after this time.
 - ii) You have **to bring 10 (Ten) P.P size photo and 6 (six) stamp size photo (studio print) and valid document in support your Blood Group for the purpose of registration and other formalities.**
 - iii) Pls bring necessary pen, papers, clothing, medicines, and others daily necessities.
- 7.0 We wish you a wonderful enjoyable time with your new colleagues from different cadres in this charming big campus full of greenery and floral beauty.
- 8.0 Finally wish your safe journey and presence in TSC. May Allah bless you with a long life in good health.

Best wishes,
Sincerely yours,


(A.S.M Rezaul Karim)

Mr./Ms/.....
Participant
68th Foundation Training Course
Telecommunications Staff College, Gazipur.