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Date: 05.10.2020

Dear Participants,

Let me take the opportunity to congratulate you for being nominated in the 71st Foundation Training Course (FTC) scheduled to be from 11 October 2020 to 08 April 2021 at Rural Development Academy (RDA), Bogura.

- It's my pleasure to welcome you as a participant in the upcoming 71st FTC. Positively speaking, you will find RDA as your second home. RDA, as a cherishing 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. There will be a two-month long field attachment including 15 days Rural Development Attachment Programme on "Poverty Reduction and Rural Development". It will also be held under this training programme for gathering knowledge about administration and rural development. After successful completion of training course at RDA, you will receive the successful completion certificate of FTC.
- 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 of different cadres. Apart from these, you have to make presentation on various assignment and book review before participants and faculty members. 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 in the case of major violation of RDA norms. 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.
- I would like to provide you certain useful information related to the training course and during your stay at RDA.



- 4.1 Please register online using the link www.rda.gov.bd in case of any difficulty in registration, please don't hesitate to contact Mr. Asim Kumar Sarker, Deputy Director (Admin.)-Cell No. 01747 774799 or Course coordinators, Mr. Shamal Chandra Hawlader, Deputy Director (Cell: 01762 465568). Mr. Jayanto Kumar Roy, Assistant Director (Cell: 01719 028344).
- 4.2 All participants need to maintain formal dress (For Male Participants: Full sleeve White Shirt, Black Pants and Black shoes with lace Black or ash socks -2 Pcs. For Female Participants: Light Coloured Saree- 2 pcs (1 cotton+ 1 half silk). Be informed that all participant have to make training uniform according to the prescribe dress code.

Dress Code for Male Participants	Dress Code for Female Participants
Full sleeve White Shirt (80/20 plain) – 2Pcs	Light Pink Coloured Saree- 2 pcs (1 cotton+ 1 half silk)
Full sleeve Sky Blue Shirt (80/20 plain) – 2Pcs	Sea Green Coloured Saree- 2 pcs (1 cotton+ 1 half silk)
Full sleeve Ash Coloured Shirt (Plain) – 2Pcs	Light Blue Coloured Saree- 2 pcs (1 cotton+ 1 half silk)
Pants – Black - Adequate number	Matching closed shoes and socks
Black shoes with lace	
Black or ash 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 colour suit during mess/guest night, visiting organizations and in other special occasions. Female participant have to wear black blazer.

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

- 4.3 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.
- 4.4 RDA will arrange your accommodation and for the food purpose you will receive daily allowance as per budget provision.
- 4.5 Please bring four (04) copies of your recent passport size photographs for registration & other purposes. Don't forget to bring necessary medicine.
- 4.6 Participants are not allowed to keep gold ornaments or valuable things or huge amount of



- 4.7 You have to report at RDA on 10 October 2020 (Saturday) by 2:00 pm.
- 4.8 On 10 October 2020 a special briefing session will be held at the Conference Room-01 (IT Building) at 7:45 pm. All participants will take their seats at the Conference room before 10 minutes of the scheduled time to attend the briefing session.
- 4.9 You will not get any leave during this 6 month training course without any approval of the authority except emergency situation. Hence, you are advised to sign and submit pay bills of 6 month to your office at your convenience.
- 4.10 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.
- 4.11 RDA has good Wi-Fi and printing facility for participants. You must have to bring laptop for doing your necessary work.
- 4.12 Sonali & Janata Bank branches function at RDA. You can access Sonali/Janata/Dutch Bangla Bank ATM Booths here.
- 4.13 As you know, we are in the thrust of COVID-19 pandemic situation, so please take necessary measures of health protocol regarding this issue.
- 4.14 We wish you a wonderful and pleasant time with your fellow participants at RDA campus brimming with greenery and floral beauty.

We are looking forward to extending our warm welcome to you at RDA on 10 October 2020.

Best wishes,

05.10.2020

(Samir Kumar Sarkar)

Director (Training)

&

Course Director

71st Foundation Training Course

To,
