

Government of the Peoples' Republic of Bangladesh  
Finance Division, Ministry of Finance  
Skills for Employment Investment Program (SEIP)  
Probashi Kalyan Binaban (Level-16), 71-72 Old Elephant Road  
Eskaton Garden, Ramna, Dhaka-1000.  
[www.seip-fd.gov.bd](http://www.seip-fd.gov.bd)

Memo No :FD/SEIP/BACCO/I41(4)/2015-16/58

Date: 28 Poush, 1427  
12 January 2021

**Office Order**

A Project Standing Committee (PSC) comprising the following members is, hereby, formed to review and evaluate Tranche 3 training program being implemented by Bangladesh Association of Call Centers and Outsourcing (BACCO) under the Skills for Employment and Investment Program (SEIP), Finance Division, Ministry of Finance and guide the Project Implementation Unit (PIU) of BACCO-SEIP:

#	Name and Designation	Position
1.	Mr. Wahidur Rahman Sharif, President BACCO	Chairman
2.	Mr. Md. AbulKhair, Senior Vice President, BACCO	Member
3.	Mr. Tanvir Ibrahim, Vice President, BACCO	Member
4.	Mr. Tawhid Hossain, Secretary General, BACCO	Member
5.	Mr. Md. Aminul Haque, Finance Secretary, BACCO	Member
6.	Ms. Sayeda Afroz, AEPD (Private-5), SEIP	Member
7.	Mr. Mehedi Hayat Abbasi, AEPD (Fund Management-2), SEIP	Member
8.	Lt. Col. (Retd.) Md. Mahatabul Haq, PSC, Chief Coordinator, SEIP-BACCO	Member Secretary

02. The Committee will meet at least once in two months to review the status of enrollment, training delivery, assessment, certification, monitoring, compliance actions, and other related matters. Member-secretary will send the meeting-minutes to Skills Development Coordination and Monitoring Unit (SDCMU), SEIP within 7 days of the meeting date. Specific Terms of Reference (TOR) of the PSC are to -

- a. Recruit project core staff, trainers and support staff with the approval from SDCMU. For recruitment, removal or any other administrative action against any PIU staff prior approval from SDCMU is mandatory;
- b. Approve Annual Work Plan (AWP) and budget for each training center in line with the Contract signed between SDCMU and BACCO as well as MOU signed by BACCO with respective Training Institutes (TIs);
- c. Oversee training program implementation and monitor the progress; ensure quality of training delivery, job-placement and also accuracy in training and job placement data entered into Training Management System (TMS);
- d. Review spending status of TIs periodically and provide suggestions for improvement;
- e. Review disbursement status of dedicated training related fund to TIs and, if necessary, provide guidance in this regard to help ensure quality training delivery;
- f. Evaluate performance of PIU members periodically;
- g. Take decisions in line with the business plan for proper implementation of the training program.

03. The order is issued as per section 7.1 (a) of the Schedule-1 attached to the Contract on Grants for Training (Tranche 3) signed between SDCMU and BACCO on 27<sup>th</sup> July 2020 and with the approval of the competent authority.

  
12.01.2021  
(Sayeda Afroz)

Assistant Executive Project Director  
Phone: 55138753-5  
email: sayedaafroz@yahoo.com

**Distribution:**

1. Mr. Wahidur Rahman Sharif, President, BACCO, Apartment-B, House-59, Road-28, Gulshan-1, Dhaka
2. Mr. Md. Abul Khair, Senior Vice President, BACCO, Apartment-B, House-59, Road-28, Gulshan-1, Dhaka
3. Mr. Tanvir Ibrahim, Vice President, BACCO, Apartment-B, House-59, Road-28, Gulshan-1, Dhaka
4. Mr. Tawhid Hossain, Secretary General, BACCO, Apartment-B, House-59, Road-28, Gulshan-1, Dhaka
5. Mr. Md. Aminul Haque, Finance Secretary, BACCO, Apartment-B, House-59, Road-28, Gulshan-1, Dhaka
6. Mr. Mehedi Hayat Abbasi, Assistant Executive Project Director (FM-2), SEIP Project, Finance Division, M/O Finance
7. Lt. Col. (Retd.) Md. Mahatabul Haq, PSC, Chief Coordinator, SEIP-BACCO, Apartment-B, House-59, Road-28, Gulshan-1, Dhaka

**Copy for kind Information:**

1. Deputy Executive Project Director (Private 1/ Public/ FM), SEIP, Finance Division, M/O Finance.
2. PO to Executive Project Director of SEIP, Finance Division, M/O of Finance- For kind information of the Executive Project Director.
3. IT & Database Specialist – With a request to upload on the SEIP Website
4. Office Copy.