

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

Memo No :FD/SEIP/BASIS-T3/388/2018/59

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 Software and Information Services (BASIS) under the Skills for Employment and Investment Program (SEIP), Finance Division, Ministry of Finance and guide the Project Implementation Unit (PIU) of BASIS-SEIP:

#	Name and Designation	Position
1.	Mr. Syed Almas Kabir, President, BASIS	Chairman
2.	Ms. Farhana A.Rahman, Senior Vice President, BASIS	Member
3.	Mr. Shoeb Ahmed Masud, Vice President (Admin), BASIS	Member
4.	Mr. Mushfiqur Rahman, Vice President (Finance), BASIS	Member
5.	Mr. Md. Ruhul Amin, AEPD (Private-4), SEIP	Member
6.	Mr. Mehedi Hayat Abbasi, AEPD (Fund Management-2), SEIP	Member
7.	Chief Coordinator, BASIS-SEIP	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 BASIS as well as MOU signed by BASIS 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) & (b) of the Schedule-1 attached to the Contract on Grants for Training (Tranche 3) signed between SDCMU and BASIS on 14 December 2020 and with the approval of the competent authority.


(Ruhul Amin)

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Distribution:

1. Mr. Syed Almas Kabir, President, BASIS, BDBL Bhaban, 12, Kawran Bazar, Dhaka
2. Ms. Farhana A.Rahman, Senior Vice President, BASIS, BDBL Bhaban, 12, Kawran Bazar, Dhaka
3. Mr. Shoeb Ahmed Masud, Vice President (Admin), BASIS, BDBL Bhaban, 12, Kawran Bazar, Dhaka
4. Mr. Mushfiqur Rahman, Vice President (Finance), BASIS, BDBL Bhaban, 12, Kawran Bazar, Dhaka
5. Mr. Mehedi Hayat Abbasi, Assistant Executive Project Director (FM-2), SEIP Project, Finance Division, M/O Finance
6. Chief Coordinator, SEIP-BASIS, BDBL Bhaban, 12, Kawran Bazar, Dhaka

Copy for kind Information:

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