

No. FD/SEIP/RTISC/309(Part-1)/2019-2020/730

Date: 06 Ashar, 1428
20 June 2021

Office Order

A Project Standing Committee (PSC) comprising the following members is, hereby, formed to oversee the activities in Tranche 2 of RMG and Textile Industry Skills Council (RTISC) under the Skills for Employment and Investment Program (SEIP), Finance Division, Ministry of Finance and guide the Project Implementation Unit (PIU) of RTISC-SEIP:

#	Name and Designation	Position
1.	Mr. Mohammed Nasir, Chairperson, RTISC	Chairman
2.	Mr. M Shahadat Hossain, Senior Vice Chairperson, RTISC	Member
3.	Mr. Mohammad Moazzem Hossain Moti, Vice Chairperson, RTISC	Member
4.	Mr. Helal Uddin Ahmed, Vice Chairperson (Fin), RTISC	Member
5.	Mr. Md. Ashikur Rahman (Tuhin), Director, RTISC	Member
6.	Mr. Fazlee Shamim Ehsan, Director, RTISC	Member
7.	Mr. Md. Shahid Alam, Director, RTISC	Member
8.	Mr. Ahsan Habib Dulal, Director, RTISC	Member
9.	Mr. Anarul Kabir, Assistant Executive Project Director, SEIP	Member
10.	Mr. Md. Zaglul Hayder, Chief Executive Officer, RTISC-SEIP	Member Secretary

02. The Committee will meet at least once in every two months to review the overall project implementation activities, monitoring of ISC activities 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-

- Monitor and Supervise the activities of ISC and track the progress in line with the deliverables identified;
- Provide necessary guidance to the CEO, RTISC-SEIP to establish an internal monitoring mechanism in RT-ISC to track the progress and report to the key stakeholders from time to time;
- Deliver the outputs/deliverables and monitor the day to day progress of the ISC;
- Recruit project core staff and support staff and place them in appropriate positions;
- Approve annual work plan and budget;
- Oversee project implementation; and will be
- Monitor the implementation activities.

03. The order is issued as per section 11.0 of the Business Plan to the Contract on Grants for Training (Tranche 2) signed between SDCMU and RT-ISC on the 04th September 2019 and with the approval of the competent authority.


20/06/2021
(Anarul Kabir)

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(Deputy Secretary)
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Distribution (not according to the seniority):

- Mr. Mohammed Nasir, Chairperson, RTISC
- Mr. M Shahadat Hossain, Senior Vice Chairperson, RTISC
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- Mr. Md. Zaglul Hayder, Chief Executive Officer, RTISC-SEIP

Copy for kind Information:

- Deputy Executive Project Director (Private-1), SEIP, Finance Division, M/O Finance.
- IT & Database Specialist - with a request to upload on the SEIP website.
- PO to Executive Project Director of SEIP, Finance Division, M/O of Finance