

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/BTMA-T3/2018-826

Date: 01 Srabon 1427
15 July 2021

Office Order

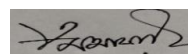
A Project Standing Committee (PSC) comprising the following members is, hereby, formed to review and guide Tranche 3 training program to be implemented by Bangladesh Textile Mills Association (BTMA) under the Skills for Employment and Investment Program (SEIP), Finance Division, Ministry of Finance and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

#	Name and Designation	Position
1.	Mr. Mohammad Ali Khokon, President, Board of Directors, BTMA	Chairman
2.	Mr. Md. Fazlul Haoque, Vice-President, Board of Directors, BTMA	Member
3.	Mr. Md. Mosharaf Hossain, Director, Board of Directors, BTMA	Member
4.	Mr. Md. Monir Hossain, Director, Board of Directors, BTMA	Member
5.	Mr. Rashidul Hasan Rinto, Director, Board of Directors, BTMA	Member
6.	Mr. Md. Ruhul Amin, Assistant Executive Project Director (Private -4), SEIP	Member
7.	Mr. Md. Kamrul Alam, Assistant Executive Project Director (Fund Management-1), SEIP	Member
8.	Mr. Shahidul Islam, Chief Coordinator, Project Implementation Unit (PIU), BTMA-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 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 BTMA as well as the MOU signed Between BTMA with the respective Training Institute (TI);
- c. Oversee training program implementation and monitor the progress; ensure the 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 funds to TIs and, if necessary, provide guidance in this regard to help ensure quality training delivery;
- f. Evaluate the 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 BTMA on 29th June 2021 and with the approval of the competent authority.



15/07/2021

(Md. Ruhul Amin)

Assistant Executive Project Director
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email: mruhulamin2003@gmail.com

Distribution:

1. Mr. Mohammad Ali Khokon, President, Board of Directors, BTMA
2. Mr. Md. Fazlul Haoque, Vice President, Board of Directors, BTMA
3. Mr. Md. Mosharaf Hossain, Director, Board of Directors, BTMA
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7. Mr. Md. Kamrul Alam, Assistant Executive Project Director (Fund Management-1), SEIP, Finance Division, M/O Finance.
8. Mr. Shahidul Islam, Chief Coordinator, PIU, BTMA-SEIP

Copy for kind Information:

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