

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/Nursing/515/2020/1689

Date: 25 Kartik , 1427
10 November 2021

Office Order

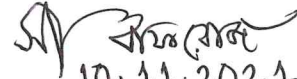
A Project Standing Committee (PSC) comprising the following members is, hereby, formed to review and evaluate Tranche-2 training program being implemented by Kumudini Welfare Trust of Bengal (BD) Ltd. under the Skills for Employment and Investment Program (SEIP), Finance Division, Ministry of Finance and guide the Project Implementation Unit (PIU) of KWT-SEIP:

#	Name and Designation	Position
1.	Mr. Rajiv Prasad Shaha, Managing Director, KWT	Chairman
2.	Ms. Sayeda Afroz, AEPD (Private-5), SEIP Project	Member
3.	Mr. Md. Kamrul Alam AEPD (Fund Management-1), SEIP Project	Member
4.	Mrs. Srimati Shaha, Director, KWT	Member
5.	Mr. Mohammed Farooque, Director, Kumudini Hospital	Member
6.	Mr. Manik Kumar Sarker, Group CFO, KWT	Member
7.	Sr. Rina Magdaline Cruze, Principal, Kumudini Nursing College	Member
8.	Chief Coordinator, SEIP- KWT	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 -

- 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;
- Approve Annual Work Plan (AWP) and budget for each training center in line with the Contract signed between SDCMU and KWT;
- 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);
- Review spending status of Training Centers periodically and provide suggestions for improvement;
- Review disbursement status of dedicated training related fund to TIs and, if necessary, provide guidance in this regard to help ensure quality training delivery;
- Evaluate performance of PIU members periodically;
- Take decisions in line with the business plan for proper implementation of the training program.

03. The order is issued as per section 9.1 of the schedule-1 attached to the Contract on Grants for Training (Tranche-2) signed between SDCMU and KWT on 28th October 2021 and with the approval of the competent authority.


10.11.2021
(Sayeda Afroz)

Assistant Executive Project Director
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Distribution (Not based on seniority):

- Mr. Rajiv Prasad Shaha, Managing Director, KWT, 74 Gulshan Avenue, Gulshan-1, Dhaka-1212
- Mr. Md. Kamrul Alam AEPD (Fund Management-1), SEIP Project, Probashi Kallyan Bhaban, Dhaka-1000
- Mrs. Srimati Shaha, Director, KWT, 74 Gulshan Avenue, Gulshan-1, Dhaka-1212
- Mr. Mohammed Farooque, Director, Kumudini Hospital, Kumudini Complex, Mirzapur, Tangail.
- Mr. Manik Kumar Sarker, Group CFO, KWT, 74 Gulshan Avenue, Gulshan-1, Dhaka-1212
- Sr. Rina Magdaline Cruze, Principal, Kumudini Nursing College, Mirzapur, Tangail.

Copy for kind Information:

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