

Government of the Peoples' Republic of Bangladesh
Finance Division, Ministry of Finance
Skills for Industry Competitiveness and Innovation Program (SICIP)
Probashi Kallyan Bhaban (Level-16), 71-72 Old Elephant Road
Eskaton Garden, Ramna, Dhaka-1000.
www.sicip.gov.bd

Memo No :FD/SICIP/BASIS/109/2024/366

Date: 11 February 2025

Office Order

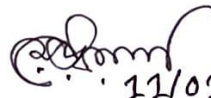
A Project Standing Committee (PSC) comprising the following members is, hereby, formed to review and evaluate the skills development training program to be implemented by Bangladesh Association of Software and Information Services (BASIS) under Skills for Industry Competitiveness and Innovation Program (SICIP), Finance Division, Ministry of Finance and guide the Project Implementation Unit (PIU) of BASIS-SICIP:

S.L.	Name and Designation	Position
1.	Dr. Muhammed Mehedi Hassan Additional Secretary, ICT Division & Administrator, BASIS	Chairperson
2.	Mr. Rafel Kabir, Chairman, Associate Committee, BASIS	Member
3.	Mr. Mijanur Rahman, Co-Chairman, Associate Committee, BASIS	Member
4.	Mr. Fida Haq, Member, Associate Committee, BASIS	Member
5.	Mr. Mohammad Afzal Hossain, Assistant Executive Program Director, SICIP Program	Member
6.	Ms. Khaleda Begum, Chief Coordinator, SICIP-BASIS	Member Secretary

02. The Committee will meet at every 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), SICIP within 7 days of the meeting date. Specific Terms of Reference (TOR) of the PSC are to -

- a) Recruitment of program staff other than the 04 key staff (04 Coordinators including Chief Coordinator) with the approval from SDCMU;
- b) Approve annual work plan and budget for each training institute in line the with the Contract and Business Plan signed with SDCMU as well as MoU signed with respective TIs/TCs;
- c) Oversee training program implementation and monitor the progress and ensure quality of training delivery, job-placement and also accuracy of training and job placement data entered into TMS;
- d) Review spending status of TIs/TCs ; periodically and provide suggestions for improvement;
- e) Review disbursement status of training fund to TIs and if necessary, provide guidance to the TIs to help ensure quality of training delivery;
- f) PSC will normally meet every two months and the member-secretary will send the meeting-minutes to SDCMU within 7 days of the meeting held.

03. The order is issued as per section 18 of the schudle-1 attached to the Partnership Contract and Business Plan signed between SDCMU and BASIS on 26th November 2024 and with the approval of the competent authority.


11/02/2025

Bhuiyan Mohammed Rezaur Rahman Siddique
(Deputy Secretary)
Assistant Executive Program Director (PM-5)
Phone: 55138753-5
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Distribution (Not Based on Seniority):

1. Dr. Muhammed Mehedi Hassan, BASIS, BDBL Bhaban (Level-5, West), 12 Kawran Bazar, Dhaka-1215;
2. Mr. Rafel Kabir, Chairman, Associate Committee, BASIS, BDBL Bhaban (Level-5, West), 12 Kawran Bazar, Dhaka-1215.;
3. Mr. Mijanur Rahman, Co-Chairman, Associate Committee, BASIS, BDBL Bhaban (Level-5, West), 12 Kawran Bazar, Dhaka-1215.;
4. Mr. Fida Haq, Member, Associate Committee, BASIS, BDBL Bhaban (Level-5, West), 12 Kawran Bazar, Dhaka-1215.;
5. Mr. Mohammad Afzal Hossain, AEPD, SICIP, Probashi, Kallan Bhaban, Eskaton, Dhaka-1000;
6. Ms. Khaleda Begum , BASIS-SICIP Program, BDBL Bhaban (Level-5, West), 12 Kawran Bazar, Dhaka-1215.;

Copy for kind Information:

1. Deputy Executive Program Director (Program management-2/Fund Management), SICIP, Probashi, Kallan Bhaban, Eskaton, Dhaka-1000;
2. PO to Executive Program Director of SICIP, Probashi, Kallan Bhaban, Eskaton, Dhaka for kind information of the Executive Project Director;
3. IT & Database Specialist (With a request to upload on the SICIP Website);
4. Office Copy.