

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/T&H ISC/120/2024/ 336

Date: 06 February 2025

Office Order


A Program Standing Committee (PSC) comprising the following members is, hereby, formed to review and evaluate the skills development training program to be implemented by Tourism and Hospitality Industry Skills Council (T&H ISC) under Skills for Industry Competitiveness and Innovation Program (SICIP), Finance Division, Ministry of Finance and guide the Program Implementation Unit (PIU) of T&H ISC-SICIP:

S.L.	Name and Designation	Position
1.	Mr.Mohiuddin Helal, Chairman, T&H ISC	Chairperson
2.	Mr.Khabir Uddin Ahmed, Vice-Chairman, T& H ISC	Member
3.	Mr.Shahid Hussain Shamim, Secretary General, T&H ISC	Member
4.	Mr. Bhuiyan Mohammed Rezaur Rahman Siddique, Assistant Executive Program Director (Program Management-5), SICIP	Member
5.	Mr.Sk.Md. Moniruzzaman, Chief Coordinator, T&H ISC	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 and termination of program staff (except Chief Coordinator and 03 Coordinators), trainers and support staff with the approval from SDCMU;
- b) Approve annual work plan and budget for each training institute in line 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;

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 T&H ISC on 26 November 2024 and with the approval of the competent authority.


(Mohammad Afzal Hossain)
(Deputy Secretary)

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Distribution (Not Based on Seniority):

1. Mr.Mohiuddin Helal, Chairman, T&H ISC, Sukrabad Bazar Road, Dhanmondi, Dhaka 1207
2. Mr.Khabir Uddin Ahmed, Vice-chairman T& H ISC, Sukrabad Bazar Road, Dhanmondi, Dhaka 1207
3. Mr.Shahid Hussain Shamim, Secretary General, T&H ISC, Sukrabad Bazar Road, Dhanmondi, Dhaka 1207
4. Mr. Bhuiyan Mohammed Rezaur Rahman Siddique, AEPD-5, SICIP, Probashi, Kallan Bhaban, Eskaton, Dhaka-1000;
5. Mr.Sk.Md. Moniruzzaman, Chief Coordinator, T&H ISC, Sukrabad Bazar Road, Dhanmondi, Dhaka 1207

Copy for kind Information:

1. Deputy Executive Program Director (Program management-1/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.