

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/KWT/122/2024/23-1

Date: 26 January 2025

Office Order

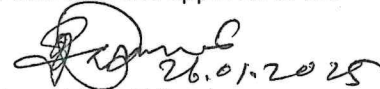
A Project Standing Committee (PSC) comprising the following members is, hereby, formed to review and evaluate the skills development training program to be implemented by Kumudini Welfare Trust of Bengal (BD) Limited (KWT) under Skills for Industry Competitiveness and Innovation Program (SICIP), Finance Division, Ministry of Finance and guide the Program Implementation Unit (PIU) of KWT:

S.L.	Name and Designation	Position
01	Mr. Rajiv Prasad Shaha, Managing Director, KWT	Chairperson
02	Mr. Mohammed Farooque, Director, Kumudini Hospital	Member
03	Concerned AEPD from SDCMU-SICIP	Member
04	Mr. Manik Kumar Sarker, Group CFO, KWT	Member
05	Mr. Mozharul Islam, Chief Coordinator, SICIP-KWT Program	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. The Specific Terms of Reference (TOR) of the PSC includes:

- i. Recruitment of program staff (except Chief Coordinator and 03 Coordinators), trainers and support staff with the approval from SDCMU;
- ii. 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 Training Centres (TCs);
- iii. Oversee training implementation and monitor the progress and ensure quality of training delivery, job-placement and also authenticity of training and job placement data entered into TMS;
- iv. Addressing challenges and provide suggestion to resolve issues that arise during training implementation;
- v. Review spending status of TCs periodically and provide suggestions for improvement; and
- vi. Review disbursement status of training fund to TIs and if necessary, provide guidance to the TCs to help ensure quality of training.

03. The order is issued as per section 18 of the schedule-1 attached to the Partnership Contract and Business Plan signed between SDCMU and KWT on 17 December 2024 and with the approval of the competent authority.


26.01.2025

Noor Uddin Al Faruk
Deputy Secretary
Assistant Executive Program Director
Phone: 55138753-5,
Email: faruk@sicip.gov.bd

Distribution (Not Based on Seniority):

1. Mr. Rajiv Prasad Shaha, Managing Director, KWT, Dhaka Corporate Office, 74 Gulshan Avenue, Gulshan-1, Dhaka. Email: md@kumudini.org.bd, Cell Phone: 01711536736
2. Mr. Mohammed Farooque, Director, Kumudini Hospital, Email: cdrefarooque@gmail.com, Cell Phone: 01713-197510
3. Mr. Noor Uddin Al Faruk, AEPD (PM-1), SICIP, Probashi, Kallan Bhaban, Eskaton, Dhaka-1000;
4. Mr. Manik Kumar Sarker, Group CFO, KWT, Dhaka Corporate Office, 74 Gulshan Avenue, Gulshan-1, Dhaka. Email: manik.sarker@kumudini.org.bd, Cell phone: 01713754854
5. Mr. Mozharul Islam Chief Coordinator, SICIP- KWT Program, Program Implementation Unit (PIU), House No 13, Rod No 4, Block-F, Sector- 1, Jahurul Islam City, Aftabnagar, Badda, Dhaka-1212, Email: imozharul@gmail.com, Cell phone: 01878241161

Copy for kind Information:

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