

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/Construction Common/111/2024/1170

Date: 19 December 2024

Office Order

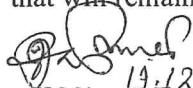
In accordance with the requirements to ensure the quality and timely completion of the construction works under the Skills for Industry Competitiveness and Innovation Program (SICIP), Finance Division, Ministry of Finance maintaining the specified quality standards through on-site supervision, the two appointed Site Engineers are assigned their workplaces as follows:

SL.	Name & Designation of Consultant	Work Place	Work Period
1.	Mr. Anik Ahnaf, Site Engineer, SICIP	STTL in Textile	From 26
2.	Mr. Md. Saiful Islam Shakil, Site Engineer, SICIP	College, Chattogram	December'24 to until further order

02. All Site Engineers are instructed to report to their designated posting locations and commence their assignments as outlined below:

- a. Prepare a weekly action plan at the start of each week and share it with the concerned AEPD of SICIP.
- b. Update daily field activities in alignment with the plan prepared on the first day of the week.
- c. Keep visual record (Photograph and/or video) of various construction works, specially concealed items (i.e., earth excavation, filling, Pile head breaking, reinforcement work, conduit work for electrical, plumbing, firefighting works, etc.)
- d. Ensure that lab test reports for all construction materials are preserved at the field office and shared with SICIP.
- e. Conduct regular field test of construction materials and preserve those reports in the site office and share it with SICIP.
- f. Inform immediately SICIP in any discrepancies or deviations observed in the approved design or construction drawings.
- g. Ensure the safety and security of the construction site and all personnel involved in the work.
- h. Record field measurement of various works carried out in the field.
- i. keep the record of actual quantity (as per bar-bending-schedule; number, diameter and length of each bar used in construction) for reinforcement work.
- j. Keep record of all site personnel working at Site in tabular form.
- k. Maintain check-list of daily works at site.
- l. Perform any other official duties assigned by SICIP.
- m. One of the two site engineers may visit periodically the SICIP office every fortnight with prior approval from the SICIP authority.
- n. No one is permitted to leave the construction site without prior permission from the SICIP authority. Unauthorized absence will be subject to disciplinary action.

03. The order is issued with the approval of the competent authority that will remain in effect until further notice.


(Noor Uddin Al Faruk)
19.12.2024

Assistant Executive Program Director
(Deputy Secretary)
Phone: 55138753-5
email: faruk@sicip.gov.bd

Distribution:

1. Mr. Anik Ahnaf, Site Engineer, SICIP
2. Mr. Md. Saiful Islam Shakil, Site Engineer, SICIP

Copy for kind Information:

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