

(বিদেশী সংস্থা সংশ্লিষ্ট থাকায় পত্রটি ইংরেজিতে জারী করা হলো)

Government of the People's Republic of Bangladesh
Ministry of Education

Technical and Madrasah Education Division
Directorate of Technical Education

**Accelerating and Strengthening Skills for
Economic Transformation (ASSET) Project**

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Memo. No: 57.03.0000.051.25.923.25.3271

Date: 28 Sep 2025

Subject: Approval of Industrial Skills Training Provider/Skills Training Provider along with Occupation & Level for providing Enterprise based Training proposed by Bangladesh Furniture Industry Owner Association(BFIOA).

Enterprise-Based Training (EBT) under the ASSET Project is an innovative, industry-driven training approach where skills development takes place directly at the premises of partner enterprises or industry partners (Industry Skills Council-ISC, Industry Associations-IA, Chambers of Commerce and Industries). This model enables trainees to gain hands-on experience in real work environments, guided by both industry experts and qualified TVET instructors.

- By bridging academic learning with practical application, EBT ensures that trainees acquire job-ready competencies aligned with industry needs. Employers are actively engaged in training design, delivery, and assessment, thereby strengthening industry-institute linkages and enhancing employability in priority sectors. The ASSET Project provides training subsidies to substantially scale up such enterprise-based skills programs, improving youth employment and workforce productivity while ensuring inclusiveness for disadvantaged populations, including women, persons with disabilities, and ethnic minorities.
- The following Industrial Skills Training Provider/Skills Training Provider proposed by **Bangladesh Furniture Industry Owner Association(BFIOA)** is approved by the competent authority for delivering Enterprise-Based Training under the conditions mentioned in the Operation Manual, Agreement, and this letter:

SN	Industrial STP/STP Name (ADTP, TSTP, SUTP, IHTP)	Industrial STP Location	Training Type	Training Title/Occupation	Occupation Level	Number of Trainee
1	2	3	4	5	6	7
1	Hatil Furniture Training Center	Kashimpur, Gazipur	TSTP	Carpentry	2	24
2	Hatil Furniture Training Center	Kashimpur, Gazipur	TSTP	CNC Machine Operation(Wood)	3	24
3	Hatil Furniture Training Center	Kashimpur, Gazipur	TSTP	Upholstery Work	2	24
4	Hatil Furniture Training Center	Kashimpur, Gazipur	TSTP	Wood Working Machine Operation	2	24
5	Hatil Furniture Training Center	Kashimpur, Gazipur	TSTP	Wood Coating	3	24
6	Nadia Furniture Training Center	Singair, Manikganj	TSTP	Carpentry	2	24
7	Nadia Furniture Training Center	Singair, Manikganj	TSTP	Wood Coating	3	24
8	Nadia Furniture Training Center	Singair, Manikganj	TSTP	Upholstery Work	2	24

SN	Industrial STP/STP Name (ADTP, TSTP, SUTP, IHTP)	Industrial STP Location	Training Type	Training Title/Occupation	Occupation Level	Number of Trainee
1	2	3	4	5	6	7
9	Nadia Furniture Training Center	Singair, Manikganj	TSTP	Wood Working Machine Operation	2	24
10	Nadia Furniture Training Center	Singair, Manikganj	TSTP	CNC Machine Operation (Wood)	3	24
11	Brothers Furniture Training Center	Birulia, Savar, Dhaka	TSTP	Carpentry	2	24
12	Brothers Furniture Training Center	Birulia, Savar, Dhaka	TSTP	Wood Coating	3	24
13	Brothers Furniture Training Center	Birulia, Savar, Dhaka	TSTP	Upholstery Work	2	24
14	Brothers Furniture Training Center	Birulia, Savar, Dhaka	TSTP	Wood Working Machine Operation	2	24
15	Brothers Furniture Training Center	Birulia, Savar, Dhaka	TSTP	CNC Machine Operation (Wood)	3	24
16	Skills & Job Academy	Notun Bazar, Vatara, Dhaka -1212	ADTP	Supply Chain Management	3	24
17	Skills & Job Academy	Notun Bazar, Vatara, Dhaka -1213	ADTP	Furniture Design Drawing With CAD CAM	3	24
18	Skills & Job Academy	Notun Bazar, Vatara, Dhaka -1214	ADTP	Social Complain & HRM	3	24
19	Skills & Job Academy	Notun Bazar, Vatara, Dhaka -1215	ADTP	Sales Professional	3	24
20	Skills & Job Academy	Notun Bazar, Vatara, Dhaka -1216	ADTP	Professional Customer Service	3	24
21	Ideas Design & Technology	Badda, Dhaka-1212	ADTP	Upholstery Work	2	24
22	Ideas Design & Technology	Badda, Dhaka-1213	ADTP	Furniture Design and Drawing with CAD CAM	3	24
23	Ideas Design & Technology	Badda, Dhaka-1214	ADTP	2D 3D CAD	3	24
24	Ideas Design & Technology	Badda, Dhaka-1215	ADTP	CNC Machine Operation (Wood)	2	24
25	Ideas Design & Technology	Badda, Dhaka-1216	ADTP	Wood Coating	3	24
26	Berger Training Institute	Chittagong	ADTP	Wood Coating	2	24
27	Berger Training Institute	Chittagong	ADTP	Wood Coating	3	24

SN	Industrial STP/STP Name (ADTP, TSTP, SUTP, IHTP)	Industrial STP Location	Training Type	Training Title/Occupation	Occupation Level	Number of Trainee
1	2	3	4	5	6	7
28	Berger Training Institute	Dhaka	ADTP	Wood Coating	2	24
29	Berger Training Institute	Dhaka	ADTP	Wood Coating	3	24
30	Berger Training Institute	Rajshahi Sadar, Rajshahi	ADTP	Wood Coating	2	24
31	Berger Training Institute	Rajshahi Sadar, Rajshahi	ADTP	Wood Coating	3	24
32	Sagor Enterprise	Badda, Dhaka	TSTP	Carpentry	2	24
33	Sagor Enterprise	Badda, Dhaka	TSTP	Wood Coating	2	24
34	Sagor Enterprise	Badda, Dhaka	TSTP	Upholstery Work	2	24
35	Sagor Enterprise	Badda, Dhaka	TSTP	Wood Working Machine Operation	2	24
36	Sagor Enterprise	Badda, Dhaka	TSTP	CNC Machine Operation (Wood)	3	24
37	Yealla Furniture	Satarkul Road Badda, Dhaka	TSTP	Carpentry	2	24
38	Yealla Furniture	Satarkul Road Badda, Dhaka	TSTP	Wood Coating	3	24
39	Yealla Furniture	Satarkul Road Badda, Dhaka	TSTP	Upholstery Work	2	24
40	Yealla Furniture	Satarkul Road Badda, Dhaka	TSTP	Wood Working Machine Operation	2	24
41	Yealla Furniture	Satarkul Road Badda, Dhaka	TSTP	Productivity Improvement Technique for Workers	3	24
42	Royal Teak Enterprise	Badda, Dhaka	TSTP	Carpentry	2	24
43	Royal Teak Enterprise	Badda, Dhaka	TSTP	Wood Coating	2	24
44	Royal Teak Enterprise	Badda, Dhaka	TSTP	Upholstery Work	2	24
45	Royal Teak Enterprise	Badda, Dhaka	TSTP	Wood Working Machine Operation	2	24
46	Royal Teak Enterprise	Badda, Dhaka	TSTP	Productivity Improvement Technique for Workers	3	24
47	Confidence Furniture & Door	Badda, Dhaka	TSTP	Carpentry	2	24
48	Confidence Furniture & Door	Badda, Dhaka	TSTP	Wood Coating	2	24
49	Confidence Furniture & Door	Badda, Dhaka	TSTP	Upholstery Work	2	24
50	Confidence Furniture & Door	Badda, Dhaka	TSTP	Wood Working Machine Operation	2	24

SN	Industrial STP/STP Name (ADTP, TSTP, SUTP, IHTP)	Industrial STP Location	Training Type	Training Title/Occupation	Occupation Level	Number of Trainee
1	2	3	4	5	6	7
51	Confidence Furniture & Door	Badda, Dhaka	TSTP	CNC Machine Operation (Wood)	3	24
52	Barisal Training Institute	Barisal	ADTP	Carpentry	2	24
53	Barisal Training Institute	Barisal	ADTP	Wood Coating	2	24
54	Barisal Training Institute	Barisal	ADTP	Upholstery Work	2	24
55	Barisal Training Institute	Barisal	ADTP	Sale Professional	2	24
56	Barisal Training Institute	Barisal	ADTP	Procurement Management	2	24
57	Barisal Wood & Craft	Barisal	ADTP	Carpentry	2	24
58	Barisal Wood & Craft	Barisal	ADTP	Wood Coating	2	24
59	Barisal Wood & Craft	Barisal	ADTP	Upholstery Work	2	24
60	Barisal Wood & Craft	Barisal	ADTP	Sale Professional	2	24
61	Barisal Wood & Craft	Barisal	ADTP	Procurement Management	3	24
62	Jhalakathi Artisan Furniture Skill Institute	Barisal	ADTP	Carpentry	2	24
63	Jhalakathi Artisan Furniture Skill Institute	Barisal	ADTP	Wood Coating	2	24
64	Jhalakathi Artisan Furniture Skill Institute	Barisal	ADTP	Upholstery Work	2	24
65	Jhalakathi Artisan Furniture Skill Institute	Barisal	ADTP	Sale Professional	2	24
66	Jhalakathi Artisan Furniture Skill Institute	Barisal	ADTP	Procurement Management	3	24
67	Jaman Furniture	Dhaka	TSTP	Carpentry	2	24
68	Jaman Furniture	Dhaka	TSTP	Wood Coating	2	24
69	Jaman Furniture	Dhaka	TSTP	Upholstery Work	2	24
70	Jaman Furniture	Dhaka	TSTP	Wood Working Machine Operation	2	24
71	Albali Furniture	Bogura Sadar, Bogura	TSTP	Carpentry	2	24
72	Albali Furniture	Bogura Sadar, Bogura	TSTP	Wood Coating	2	24
73	Albali Furniture	Bogura Sadar, Bogura	TSTP	Upholstery Work	2	24

SN	Industrial STP/STP Name (ADTP, TSTP, SUTP, IHPT)	Industrial STP Location	Training Type	Training Title/Occupation	Occupation Level	Number of Trainee
1	2	3	4	5	6	7
74	Albali Furniture	Bogura Sadar, Bogura	TSTP	Wood Working Machine Operation	2	24
75	Roza Furniture	Badda, Dhaka	TSTP	Carpentry	2	24
76	Roza Furniture	Badda, Dhaka	TSTP	Wood Coating	2	24
77	Roza Furniture	Badda, Dhaka	TSTP	Upholstery Work	2	24
78	Roza Furniture	Badda, Dhaka	TSTP	Wood Working Machine Operation	2	24
79	Desh Furniture	Dhamrai, Dhaka	TSTP	Carpentry	2	24
80	Desh Furniture	Dhamrai, Dhaka	TSTP	Wood Coating	2	24
81	Desh Furniture	Dhamrai, Dhaka	TSTP	Upholstery Work	2	24
82	Desh Furniture	Dhamrai, Dhaka	TSTP	Wood Working Machine Operation	2	24
83	Desh Furniture	Dhamrai, Dhaka	TSTP	CNC Machine Operation (Wood)	3	24
84	Classic Furniture	Savar, Dhaka	TSTP	Carpentry	2	24
85	Classic Furniture	Savar, Dhaka	TSTP	Wood Coating	2	24
86	Classic Furniture	Savar, Dhaka	TSTP	Upholstery Work	2	24
87	Classic Furniture	Savar, Dhaka	TSTP	Wood Working Machine Operation	2	24
88	Classic Furniture	Savar, Dhaka	TSTP	Productivity Improvement Technique for Workers	3	24
89	New Anarkoly Furniture	Vatara, Dhaka	TSTP	Carpentry	2	24
90	New Anarkoly Furniture	Vatara, Dhaka	TSTP	Wood Coating	3	24
91	New Anarkoly Furniture	Vatara, Dhaka	TSTP	Upholstery Work	2	24
92	New Anarkoly Furniture	Vatara, Dhaka	TSTP	Wood Working Machine Operation	2	24
93	Elma Furniture	Badda, Dhaka	TSTP	Carpentry	2	24
94	Elma Furniture	Badda, Dhaka	TSTP	Wood Coating	2	24
95	Elma Furniture	Badda, Dhaka	TSTP	Upholstery Work	2	24
96	Elma Furniture	Badda, Dhaka	TSTP	Wood Working Machine Operation	2	24
97	Elma Furniture	Badda, Dhaka	TSTP	CNC Machine Operation	3	24
98	Akhi Furniture	Vatara, Dhaka	TSTP	Carpentry	2	24

SN	Industrial STP/STP Name (ADTP, TSTP, SUTP, IHTP)	Industrial STP Location	Training Type	Training Title/Occupation	Occupation Level	Number of Trainee
1	2	3	4	5	6	7
99	Akhi Furniture	Vatara, Dhaka	TSTP	Wood Coating	3	24
100	Akhi Furniture	Vatara, Dhaka	TSTP	Upholstery Work	2	24
101	SM Furniture & Lighting	Badda Dhaka	TSTP	Carpentry	2	24
102	SM Furniture & Lighting	Badda Dhaka	TSTP	Wood Coating	3	24
103	SM Furniture & Lighting	Badda Dhaka	TSTP	Upholstery Work	2	24
104	SM Furniture & Lighting	Badda Dhaka	TSTP	Wood Working Machine Operation	2	24
105	Vegus Furniture	Chittagong	TSTP	Carpentry	2	24
106	Vegus Furniture	Chittagong	TSTP	Wood Coating	2	24
107	Vegus Furniture	Chittagong	TSTP	Upholstery Work	2	24
108	Vegus Furniture	Chittagong	TSTP	Wood Working Machine Operation	2	24
109	Vegus Furniture	Chittagong	TSTP	CNC Machine Operation	3	24
110	JMG Furniture	Chittagong	TSTP	Carpentry	2	24
111	JMG Furniture	Chittagong	TSTP	Wood Coating	2	24
112	JMG Furniture	Chittagong	TSTP	Upholstery Work	2	24
113	JMG Furniture	Chittagong	TSTP	Wood Working Machine Operation	2	24
114	JMG Furniture	Chittagong	TSTP	CNC Machine Operation(Wood)	3	24
115	P2P Furniture	Chittagong	TSTP	Carpentry	2	24
116	P2P Furniture	Chittagong	TSTP	Wood Coating	2	24
117	P2P Furniture	Chittagong	TSTP	Upholstery Work	2	24
118	P2P Furniture	Chittagong	TSTP	Wood Working Machine Operation	2	24
119	P2P Furniture	Chittagong	TSTP	CNC Machine Operation (Wood)	3	24
120	Furniture Bari Dot Com	Badda Dhaka	TSTP	Carpentry	2	24
121	Furniture Bari Dot Com	Badda Dhaka	TSTP	Wood Coating	3	24
122	Furniture Bari Dot Com	Badda Dhaka	TSTP	Upholstery Work	2	24
123	Dots Furniture & Décor Ltd.	Singair ,Mainkganj	TSTP	Carpentry	2	24
124	Dots Furniture & Décor Ltd.	Singair ,Mainkganj	TSTP	Wood Coating	3	24

SN	Industrial STP/STP Name (ADTP, TSTP, SUTP, IHTP)	Industrial STP Location	Training Type	Training Title/Occupation	Occupation Level	Number of Trainee
1	2	3	4	5	6	7
125	Dots Furniture & Décor Ltd.	Singair ,Mainkganj	TSTP	Upholstery Work	2	24
126	Dots Furniture & Décor Ltd.	Singair ,Mainkganj	TSTP	Wood Working Machine Operation	2	24
127	Royal Furniture	Badda, Dhaka	TSTP	Carpentry	2	24
128	Royal Furniture	Badda, Dhaka	TSTP	Wood Coating	3	24
129	Royal Furniture	Badda, Dhaka	TSTP	Upholstery Work	2	24
130	Royal Furniture	Badda, Dhaka	TSTP	Wood Working Machine Operation	2	24
131	Royal Furniture	Badda, Dhaka	TSTP	Wood Coating	2	24
Total						3144

4. The Industry Partner shall strictly follow the following conditions for EBT implementation *under the ASSET Project*:

- i. **Trainee Eligibility** – Participants must be **NEET (Not in Education, Employment, or Training)**, aged **18–45 years** for ADTP/TSTP/IHTP training.
- ii. **Bank Accounts** – All beneficiaries (trainees, trainers, coordinators, lab assistants, etc.) must maintain **individual Agrani Bank PLC accounts** for subsistence payments.
- iii. **Batch Requirements (24 Trainees)** – For each batch:
 - a. **24 trainees enrolled in ASSET Project MIS.**
 - b. **Minimum 19 trainees appear in assessment.**
 - c. **Minimum 17 trainees declared competent (only competent trainees will receive subsistence and conveyance).**
 - d. **Minimum 13 trainees employed/self-employed to qualify for milestone payment.**
- iv. **Tax Rules** –
 - o No VAT/IT on subsistence expenditures.
 - o VAT and AIT/IT will be deducted at govt.-approved rates on Training Provider/Service Provider costs.
- v. **Billing & Reporting** – Bills must include **detailed reports** and individual **Agrani Bank account details**.
- vi. **Direct Payments** – Subsistence will be paid **directly to trainees' and trainers' bank accounts** exception for external guest speakers.
- vii. **Orientation & Review** – Industry Partners must arrange:
 - o **Orientation program** with STPs (in person/virtual) at start of cycle.
 - o **Implementation Review Program** at closing, within 5–10 working days.
- viii. **Record Keeping** – All training documents must be **kept for 5 years** after project completion.

- ix. **Communication Protocol** – All communication with STPs/ISTPs is the responsibility of the Industry Partner. Direct contact with PMU or higher authority is **prohibited**.
- x. **Training Cycle Compliance** – Must ensure compliance with the **approved training cycle system**.
- xi. **Final Trainee List** – QR-coded **final trainee list** to be shared with forwarding letter and updated in MIS **within 5 days** of training start.
- xii. **Branding** – Training kits/materials must bear **ASSET Project logos** (if applicable).
- xiii. **Restrictions on Location** – EBT training cannot be conducted where other ASSET activities (sub-component) are already running.
- xiv. **Advertising** – All trainee enrollment notices must comply with **DPP and Operations Manual**, advertisement needs clearance from **ASSET Project**.
- xv. **Training Materials** – Quality raw/training materials must be ensured by **7th training day** (unless provided by PMU).
- xvi. **Subsistence of Support Staff** – Trainers, lab assistants, and staff must receive subsistence regularly (or bank guarantee provided if advance taken).
- xvii. **Infrastructure** – STPs/ISTPs must have adequate **space and machinery** as per CAD document.
- xviii. **Occupation Limits** –
 - STP/ISTP can run **maximum 5 occupations** at a time.
 - Can not run **same occupation in same cycle**.
 - Eligibility must comply with **revised Operations Manual (2025)**.
- xix. **Industrial Skills Training Provider-**
 - Industry legally registered (trade license) prior to 2023.
 - Industry has STP in the Industry Premises with same name of Industry
- xx. **Skills Training Provider**
 - One self-funded assessment batch within 3 months for each occupation with 70% competency (for each occupation) Or Legally registered (Trade license, Training Center govt. approved) prior to 2023.
- xxi. **In addition, the terms and conditions mentioned in the operation manual and the performance based grant agreement (PBGA) shall have to be strictly followed;**
- xxii. **Revocation Clause** – The Project reserves the right to revoke permission (partially or fully) without reason.



(Mir Zahid Hasan)

Project Director (Additional Secretary)

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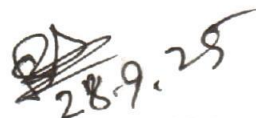
Date: 28 Sep 2025

Copy for kind information and necessary action (not in order of seniority):

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2. Additional Project Director, ASSET Project, Directorate of Technical Education, Agargaon, Dhaka-1207
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4. Private Secretary to the Secretary, Ministry of Commerce (for kind information of the Secretary)
5. Private Secretary to the Secretary, Technical and Madrasah Education Division, Ministry of Education (for kind information of the Secretary)
6. Private Secretary to the Executive Chairman (Secretary), National Skills Development Authority, Agargaon, Dhaka (for kind information of the EC)
7. Chief Accounts and Finance Officer, Ministry of Education, 45, Purana Paltan, Dhaka
8. Managing Director & CEO, Agrani Bank PLC, Head Office, 9D Dilkusha (C/A), Dhaka
9. Deputy Project Directors (All), ASSET Project, Directorate of Technical Education, Agargaon, Dhaka-1207
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