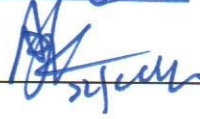


SE (Trg.)


DBI/PGD/2020/915

October 5, 2020

Chief Engineer
Local Government Engineering Department (LGED)
LGED Haban, Agargaon,
Shere Bangla Nagar
Dhaka-1207

প্রধান প্রকৌশলী
এলজিইডি
পত্র নং.....
স্বাক্ষর.....
তারিখ.....

Subject: Invitation to participate/ nominate Officer(s) for Online Postgraduate Diploma (PGD) Courses.

Dear Sir/Madam,

Greetings from DCCI Business Institute (DBI)!

You are well aware that DCCI Business Institute (DBI) is one of the pioneer institute of Bangladesh, established in 1991 by Dhaka Chamber of Commerce & Industry (DCCI), the largest and most active Chamber of the country and the voice of SMEs serves as the first point of business contact for penetration into new market and a vibrant platform putting forward facts-based opinions, suggestions and recommendations for a brighter tomorrow in the sphere of trade, investment, commerce and the overall economy.

The main objectives of DBI are to upgrade attitude, knowledge and skills of entrepreneurs, business executives and job seekers through imparting short, medium and long-term business-related training courses & education.

DBI is going to offer jointly with **American International University-Bangladesh (AIUB)** following three **Postgraduate Diploma (PGD) Courses**, scheduled to be held during **November 2020 –April 2021**:

- **Business Communication**; classes will be held on Friday from 9.00 am to 12.00 pm.
- **Entrepreneurship and SME Management**; classes will be held on Sunday from 7.00 pm to 10.00 pm.
- **SME Banking and Finance**; classes will be held on Monday from 7.00 pm to 10.00 pm.

Facilitator: Renowned, Highly qualified, reputed and experienced Resource Person, having ample theoretical and practical knowledge from home and abroad about related areas, has been invited to conduct respective sessions.

Fee: Tk. 20,000/- (+310 bKash charge) for each course, payable through bKash, Wallet number 01766018659 (Payment process: dial *247# and select option 4.Payment) or by using bKash app (Make Payment). It could be also paid to DBI office by Cash/ Pay Order/ Cheque in favour of '**Dhaka Chamber of Commerce & Industry**'. Fee includes cost of tuition, course materials, exams & certificate and excludes VAT & Tax.

Discount: 10% for DCCI members, women participants, participants from Defense Forces, and 3 (three) or more participants from one organization for the same course (one option applicable).


Admission Procedure: For admission log on to <https://forms.gle/46eGR9s86Uxr6zmT7>. Admission would be confirmed to candidates on payment of course fee.

Admission Deadline: 30th October, 2020.

Certification: On successful completion of the PGD, participants will get certificate signed by the **President of DCCI** and the **Vice Chancellor of AIUB**. For further information, please contact, Cell # 01766018659/ 01718972656 & Tel: 9552562 Ext. 281/137; E-mail: dbi@dhakachamber.com.

We would appreciate if you could kindly participate and/or nominate concerned Officer(s) from your esteemed organization to these prestigious PGD.

Thanking you,
Yours sincerely,


Md. Joyнал Abdin
Secretary, DCCI

তত্ত্বাবধায়ক প্রকৌশলী
স্বাক্ষর করুন।
একটি কপি করে রাখুন।

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তারিখ: ০৫/১০/২০