

BARIDHARA DOHS PARISHAD
DHAKA CANTONMENT

MINUTES OF THE 113th EXECUTIVE COMMITTEE MEETING
HELD ON 16 SEP 2017 AT 1030 HRS.
AT THE DOHS OFFICE

1. Brig Gen Mustafizur Rahman, ndu, psc (Retd), the President of Baridhara DOHS Parishad, presided over the meeting. The following Members were present:

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|--|------------------------|
| a. Brig Gen Mustafizur Rahman, ndu, psc (Retd) | - President |
| b. Col S M Faisal (Retd) | - Sr VP |
| c. Lt Col Akram Hossain (Retd) | - VP |
| d. Lt Col Md Shamsul Islam (Retd) | - Secretary |
| e. Maj Ashraf Kamal (Retd) | - Jt Secy |
| a. Lt Col M Abdur Rab (Retd) | - Treasurer |
| b. Lt Col Bazlur Rahman (Retd) | - Member Sy
& Admin |
| f. Air Cdre M Murad Hussain, ndc, acsc, psc (Retd) | - Member |
| g. Col Muhammad Golam Mustafa, psc | - Member |
| h. Capt (BN) M M Aziz, psc (Retd) | - Member |
| i. Lt Col Md Abdur Rob (Retd) | - Member |
| j. Dr. Parveen Hoque Chowdhury | - Member |

2. As the quorum for the meeting was present, the President called the meeting to order.

3. This is shortened version of the minutes and as such only decisions are recorded :

Agenda – 1: Tilawat - E Quran:

1. Col Muhammad Golam Mustafa, psc (Retd) recited the verses from the Holy Quran at the beginning of the meeting.

Agenda – 2: Welcome address by the President

2. President welcomed all the EC members and emphasised on the austerities in terms of expenses in various activities of the DOHS. He hoped that next EC election would be held at an earlier date. However, as long as the current EC continue we must continue to serve DOHS members to our best.

All EC
members

Agenda -3: To confirm the minutes of 112th EC & Emergency meeting of EC.

3. The minutes of the 112th EC and Emergency EC meeting were discussed. Since there was no observation from any member Lt Col Md Abdur Rob (Retd), Member proposed to confirm which was seconded by Lt Col Bazlur Rahman (Retd), Member Sy & Admin.

Secy

Agenda-4: Use of IT by Various Sub Committees.

4. The President mentioned that the IT section of the DOHS is now active and ready to undertake programs/digitization plans of the DOHS. President instructed all Sub-Committees to take advantage of the IT development of the DOHS and prepare various database concerning each Sub-Committee. This will help the next EC Committee.

Convener
all
Subcommittee

Agenda – 5 : Purchase and replacement of consumables.

5. President emphasised that any items that are procured to replace the existing ones must be justified. We must take stock of the concerned items before we give requisition to purchase and we must update the IT based inventory of all items by the concerned Sub-Committee.

Convener
all
Subcommittee

Agenda – 6 : Total implementations of various policies/guidelines formulated by present administration.

6. We have formulated detailed Guide-Lines/ policies for each & every Sub-Committees, we have devised policies like-Account polices, Ladies Club policies, DBLC policies. Policies on Convention Centre, Service Centre, Niramay Clinic etc. Name anything-we have guidelines/policies and we have decisions from EC, GM, AGM etc. All Sub-Committee Conveners must ensure that these are implemented in totality and propose to update the policies if it is required.

All EC
Members

Agenda – 7 : Efforts to reduce various utility bills.

7. The President spoke on the various utility bills like water, electricity, Telephone, fuel, as these are on the increase. He requested that concerned Sub-Committee to take measures to reduce the cost. He also mentioned about the mobile tel bills. We are paying the bills and in some cases we are also paying mobile allowance. It cannot be both. We must be judicious in spending DOHS funds.

Convener
all
Subcommittee

Agenda – 8 : বেতন-ভাতা পুনঃ বিবেচনা করার আবেদন- একাউন্ট একজিকিউটিভ।

a. Pay & allowance of the Account Executive to continue as per existing system.

b. After details discussion it was opined that Annual increments should stop after maximum 2/3 increments. With the current income of the DOHS we cannot continue the pay & allowances of the employees. A Committee under Vice President with members as Secy & Treasurer to recommend this prior to next EC meeting.

Vice President,
Secy
&
Treasurer

Agenda – 9 : ক্যাটারিং ও ফুলের কাজে অনিয়ম প্রসঙ্গে।

9. The Committee of Convention Centre to sit with the contractors for taking appropriate action keeping in mind that the clients and Parishad must not suffer.

Convener,
Convention
Centre, Sub-
Committee

Agenda – 11 : Approval of Expenditures if any.

11. **Parishad Fund**

SL	Project	Expenses Involved Tk	Action
1.	Sy money paid to contractor for lighting -Pond bank	14,154.00	Treasurer
2.	Garbage clearing charges from garbage point (Cantt Board & City corporation Truck)	24,500.00	„
3.	Garbage clearing charges from garbage point (Cantt Board Truck)	17,500.00	„
4.	Installation of Electric light - School gate	42,341.00	„

Treasurer

Masjid Fund

SL.	Project	Expenses Involved Tk	Action
1.	Painting charges of new wash room at Mosque	25,000.00	Treasurer

Agenda – 12: Miscellaneous Points if any permitted by the chair.

12. Lt Col Bazlur Rahman, Member Sy & Admin placed following points.

MSA

a. Telephone directory likely to be published by 15 Oct and requested all for arrangement of advertisement.

MSA

b. Lt Col Bazlur Rahman, Member Sy & Admin will write a ltr to Sta HQ and AHQ regarding the lifting of suspects by Police/RAB from different houses without informing Parishad but when they are asked about their whereabouts of lifting suspect, they refuse.

MSA

c. **Construction of ATM Booth by United Commercial Bank Ltd (UCBL)**. It may be constructed at western corner of the car parking area (South corner of CSD).

d. **Renting out of Convention Centre for a period of 5-6 years in one go.** To install lift, complete all interior works including fixing ACs, sound systems, decoration etc we have approached AHQ, QMG's branch to allow us to rent out the Convention Centre for 5 to 6 years giving exclusive rights to any tenant. Initially for 3 years and renew it for another 3 years on our suitable terms. This will help us to raise fund in terms of getting Security deposits, advance rent etc that will help us to complete above works. Otherwise we cannot complete the works with funds available with DOHS. QMG's branch has assured us to look into this positively. We need to follow up with QMG's Branch.

President
&
Air Cdre M
Murad

e. **Relief Distribution efforts.** For the first time our DOHS participated in a major relief works. Because of our persuasion we could raise more than Tk. 11 lac. Two teams carried relief materials for the flood affected people of remote areas of Jamalpur and Tangail district respectively. The Tangail relief team led by Lt Col Bazlur Rahman, MSA was participated Lt Col Abdur Rob, Member and Maj Ashraf Kamal, Jt Secretary. The Jamalpur team led by Brig Gen Mustafizur Rahman, President, was voluntarily participated by Maj Gen Mahboobul Alam and Col Md Ahsanullah, both General Body Members of the DOHS. We congratulate both the team for successful and organized way of the relief distribution to the needy. Above will inspire charity efforts for the future.

f. **Relief efforts for Rohingya Muslims Refugees.** After detail discussion it was thought that President would appeal to General Members during Friday congregation. Similar efforts will be made like we did for collecting fund for recent flood victims.

President

13. As there was no other point, the meeting ended with a vote of thanks to the chair.



Brig Gen Mustafizur Rahman, ndu, psc (Retd)
President

23 September 2017



Lt Col Md Shamsul Islam (Retd)
Secretary

23 September 2017

To :

All Members of the Executive Committee
Acct Section
Convention Centre