

**BARIDHARA DOHS PORISHOD
DHAKA CANTONMENT**

**MINUTES OF THE 4TH EXECUTIVE COMMITTEE MEETING
HELD ON 26 MAY 2018 AT 1000 HRS.
AT THE DOHS OFFICE**

1. Col M Abdul Hai (Retd), the President of Baridhara DOHS Porishod, presided over the meeting. The following Members were present:

- | | | |
|---|---|--------------|
| a. Col M Abdul Hai (Retd) | - | President |
| b. Lt Col Akram Hossain (Retd) | - | Sr VP |
| c. Maj AHM Monowar Hossain (Retd) | - | VP |
| d. Brig Gen Shah Md Mohiuddin (Retd) | - | Secretary |
| e. Maj Sher Mohammad Khan (Retd) | - | Jt Secretary |
| f. Lt Col M Abdur Rab (Retd) | - | Treasurer |
| g. Mrs Parvin Jobaida | - | Jt Treasurer |
| h. Brig Gen ASM Mustafa Kamal Khan, ndc, psc (Retd) | - | Member Admin |
| i. Brig Gen M Najeeb Hassan, ndc, psc, G | - | Member |
| j. Col Mohsin Ahmed Choudhury, psc (Retd) | - | Member |
| k. Col Prof. Md. Mosharrof Hossain (Retd) | - | Member |
| l. Lt Col Md. Shafiul Islam (Retd) | - | Member |
| m. Capt M Omar Faruque, psc (G), BN (Retd) | - | Member |
| n. Dr. Rashid Ahamed Hossaini | - | Member |
| o. Advocate Zerine Kashfi | - | Member |

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

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

Agenda – 1: Tilawat - E Quran:

1. Lt Col M Abdur Rab (Retd), Treasurer recited the verses from the Holy Quran at the beginning of the meeting.

Agenda – 2: Welcome address by the President

2. President Col M Abdul Hai (Retd) welcomed all the members in the meeting and declared it open for discussion.

Secretary with the permission of the chair started the days 1st agenda.

All EC
members

Agenda -3: To confirm the minutes of 3rd EC meeting held on 26 May 2018.

3. Before raising the Minute for approval by the EC, Secretary read out the salient points alongside the progress on the decisions of 3rd EC meeting. He further requested the board to pass the minute. However, Brig Gen ASM Mustafa Kamal Khan, ndc, psc (Retd) Member Admin and Brig Gen M Najeeb Hassan, ndc, psc, G, expressed their disagreement on the decision of changing only Purchase Committee in every Quarter and forming of new Purchase committee for each bigger purchase. They opined that in that case all other sub committees should also be changed quarterly. The points were discussed in details but the decision of the previous meeting remained unchanged. Col Mohsin Ahmed Choudhury, psc (Retd) proposed to confirm the minute which was seconded by Lt Col Md. Shafiul Islam

All EC members

Agenda -4: To apprise about final state of Rickshaw Contract

4. Brig Gen M Najeeb Hassan, ndc, psc, G, Convener “Rickshaw Tender Sub-committee” apprised the EC about the latest state of Rickshaw Tender held recently in Porishad office. He informed that offers were dropped in sealed Envelope. Initially 04 x Highest bidders who quoted BDT 161/- per Rickshaw contractors were selected and offered the contract. Prior to receive Work Order from Porishad office, all of them expressed their inability to sign contract with the accepted rate and requested to reduce the price. As a result, 2nd highest bidder who quoted BDT 155/- was approached but he also expressed his inability to take the contract. However, 4 X contractors offered 3rd & 4th highest rate BDT 132/- agreed to sign the contract. They also agreed to deposit 03 months advance as “Security Deposit” amounting BDT 29 Lacs to Baridhara DOHS Porishad Fund within the last day of May, 2018. New contract will be effective from 01 June, 2018. Draft contract is being prepared and signed by both parties before the scheduled date. EC decided to deduct 10 % of the earnest money from the four defaulter Rickshaw contractor due to their inability to sign contract at the offered rate.

Member Admin & Treasurer

All the members of EC expressed their satisfaction with the new contracted price. They have advised the sub-committee to incorporate penalty clauses in the deed if the new contractors also fail to continue after signing the final agreement. In no way residents should face any embarrassment with the exorbitant rate of the Rickshaw pullers.

Agenda -5: Discussion on points raised by Convener, Convention Centre

5. Lt Col Akram Hossain, Sr. Vice President informed the EC about the following points on convention center and requested for approval :

a. **Repair & Refitting of the existing Cookhouse & store:** No major repair of the existing kitchen and store room Convention Centre has been under taken since long. As such conditions of those are in a miserable state. Need immediate repair& refitting to make those worthy for use. He further proposed that if the floor and the walls of the kitchen are fixed with tiles then the condition would improve and could be used for long without hassle. Whatever amount needed for these repair and replacement would be borne by the existing contractor.

Convener,
Convention
Centre

Decision: After discussion the EC approved the proposal of repair and refitting of the Kitchen & store as proposed.

b. **Construction of new Kitchen with Toilet Facilities:** With the extension of 4th & 5th floor of the convention center it has become essential to construct a new store, kitchen along with toilet facilities. As per the agreement, Porishad is supposed to provide extended kitchen and store room facilities to the service provider. After a ground survey it has been revealed that it would cost approximately BDT 9 Lac. Service Provider is ready to spend the money for the construction cook house & store and the cost would be adjusted from the next installment remained due to Porishad.

Decision: EC approved the proposal

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c. **Re tender for 2 X Passenger Lift, 630 KV Sub Station & 200 KV Generator:** Convention Hall subcommittee raised the following points and sought approval:

1) Re tender for procurement & Installation of 2× passenger lifts for Convention Centre.

2) Since the existing 220 KV sub-station and 150 KV Generator proved to be insufficient to meet the actual requirement of the entire Convention Center as such it has become essential to procure and install 1 X 630 KV Substation and 1 X 250 KV Generator.

Decision: EC approved the proposals.

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d. **Forfeiting of Earnest Money:** Since Party & Dinner and Exclusive Communication being the highest bidder failed to provide service ever after attaining the contract, as such their earnest money worth One Lac taka may be forfeited as per the terms and conditions laid down in the tender paper.

Decision: EC approved the proposal.

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To wrap up the points of Convention Center, President hinted about review of the existing contracts and renting out 4th & 5th floors for the offices to ensure definite monthly income considering the poor response as regards to the hall booking in peak seasons and emphasized on fast progress in making the newly constructed floors operative/functional.

Agenda - 6: Discussion on points raised by Capt M Omar Faruque (G), psc (Retd)

6. Points raised by Capt M Omar Faruque (G), psc (Retd) were discussed and the following decisions have been taken.

a. Traffic Management Subcommittee is advised to take necessary action concerning road marking, take steps to reduce unnecessary horn blowing and stop scattered parking blocking roads.

Traffic Management Subcommittee

b. Current practice of using of Black polythine garbage bags to be strictly implemented. Residents may be reminded again to follow this instruction.

Member Admin

c. Admin NCO will ensure that all the cleaning staffs engaged in garbage removed from hours wear proper uniform and use protective gears while on cleaning duty.

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d. No further action will be taken to raise fund of any kind for Rohigas.

Secy

e. All the trees obstructing dish line or cable lines will be pruned by Admin Branch under the supervision of Member Admin as part of their routine duty.

Member Admin

Agenda-7: Co-opting new member in Sports & Cultural Sub-Committee

7. Mrs. Jinia Yasmien of House # 546, Road # 13 has been co-opted as member of sports & cultural sub-committee.

Secy & Convener, Sports & Cultural sub-committee.

Agenda -8: Employment of Music teacher for Lalitkola Academy.

8. EC has approved appointment of Ummul Khair Fatema (Eshita) House # 517/1, Lane # 10, Baridhara DOHS as music teacher of DOHS Lalitkola Academy against the existing vacancy.

Secy

Agenda-9: Policy regarding appointing acting convener.

9. It has been observed that sometimes Conveners of different Subcommittees need to remain absent from duty on different reasons for long duration. This slows down the momentum of work. To avoid inconvenience, it has been decided that in case of any absence for more than 10 days, the absentee convener will nominate another EC member of the same committee to act temporarily as Convener during his absence. He will further notify all concern in writing accordingly.

All EC Members

Agenda-10: Purchase of Crokaries for Ladies club

10. It has been decided that no crokaries will be purchased for Ladies club separately. Required number of crokaries with imprinted DOHS Logo will be collected centrally from Peoples Ceramic Industries (Who offered 20 % discount) directly. Ladies club may use those crokaries as an when required. President requested Secretary to kindly procure the crockeris of expected qualities.

Secy

Agenda-11: Application on re-fixing CC Camera at Ananya Gate by a Resident.

11. On the plea of personal security, Mr. Hasibur Rahman a resident of road # 12 DOHS Baridhara sought permission in writing to fix a Close Circuit Camera over the guard post attached to Anannya Gate. It may be recalled that, the same camera was removed by Lt Col Md. Shafiul Islam (Retd) Convener IT subcommittee on May 13, 2018 considering it to be unauthorized.

Convener,
IT
Subcommittee

Decision: After discussion on the subject EC members were convinced on the decision of Lt Col Md. Shafiul Islam (Retd) and turned down the request.

Agenda-12: Request for renewal of agreement by Idea Communication

12. Application of Idea Communication was placed before the EC for decision. After reviewing the present context EC decided not to extend the contract any further. However, considering the investment of Idea communication, EC approved six months extension from the date of termination ie or on 1st June, 2018 without any charge.

Member
Admin

Agenda-13: Nominating acting Member Security.

13. Due to prolong absence of Member Security Lt. Col Abdur Rab (Ord), from duty on most genuine ground, EC nominated Brig Gen ASM Mustafa Kamal Khan, ndc, psc (Retd) Member Admin to perform the additional responsibility of Member Security. Owing to personal problem Brig Gen ASM Mustafa Kamal Khan, ndc, psc (Retd) requested the EC to exempt him from the additional responsibility. EC finally selected Col Prof. Md. Mosharrof Hossain (Retd) to act as Member Security forthwith.

Col Prof. Md.
Mosharrof
Hossain
(Retd)

Agenda-14: Construction of water fountain in the centre of the pond

14. Col Prof. Md. Mosharrof Hossain (Retd) proposed to construct a Water Fountain in the center of the DOHS pond. The point was discussed in the meeting but the members opined not to materialize the project at the moment and advised to raise this point in the General Meeting for approval.

Member
Admin

Agenda-15: New Purchase Committee

As per the decision of 3rd EC meeting regarding changing of purchase committee quarterly, EC selected the following Purchase Committee for the next 03 months effecting from June 01, 2018.

Convener : Brig Gen M Najeeb Hassan, ndc, psc, G (Retd)
Members : Col Mohsin Ahmed Choudhury, psc (Retd)
 ,, Lt Col Akram Hossain (Retd)
 ,, Lt Col Md Shafiul Islam (Retd)
Member Secretary : Col Prof Md Mosharrof Hossain (Retd)

All EC
Member

Agenda-16: Approval of Expenditures (if any).

16. Detail expenditures of the month of May, 2018 was placed to all the members beforehand inside their folders. Since no point was raised by any EC member on any expenditures as such monthly expenditures of the month of May, 2018 was approved (Anx-A).

Treasurer

Miscellaneous Points

Agenda – 17 : Appointing GM/AGM in DOHS Porishad

17. Joint Secretary Major Sher Mohammad Khan (Retd) requested EC to appoint one General Manager/Assistant General Manager (Retired Defense Officer) to perform routine activities of the Porishad. He referred other DOHS Porishad where such officers are appointed. EC did not approve his proposal.

Secy

Agenda – 18. Decision on the application of Accountant Milon Miah

18. Treasurer Lt Col M Abdur Rab (Retd) discussed on the application of Accountant Milon Miah. EC was convinced on the appeal and requested Treasurer & Secretary to regularize his claim through note sheet.

Secy &
Treasurer

Agenda – 19. Accommodation of Imam DOHS Masjid

19. To start the construction work of 1st floor and the extended tin roofed room for Imam in the ground floor, Lt Col Md Shafiul Islam (Retd) requested EC to donate tk. 5 lac from DOHS fund. After discussion EC decided to provide tk. 03 lac as loan (refundable) and also support construction work with the surplus steel bars lying in the Salvage store.

Convener,
Mosjid
Subcommittee

<p><u>Agenda – 20. Air Condition (AC) and Sound System of DOHS Central Mosjid</u></p>	<p>Convener, Mosjid Subcommittee</p>
<p>20. Dr. Rashid Ahamed Hossaini (Member Secretary Mosjid committee) has been requested by EC to look into the poor condition of few Air Conditioners (ACs) and Sound System in different floors of the Central Mosjid and to immediately carryout essential repair. He assured the EC to take necessary actions at the soonest.</p>	
<p><u>Agenda – 21. Fixation of Rickshaw fare</u></p>	<p>Member Admin</p>
<p>21. Joint Treasurer Mrs Parvin Jobaida proposed to raise the Rickshaw fare from existing taka 20 to 25 from Bot Tola to Baridhara Gate. EC considered the rate justified and agreed.</p>	
<p><u>Agenda - 22. Training Security Guards.</u></p>	<p>Acting Member Sy</p>
<p>22. Capt M Omar Faruque, psc (G), BN (Retd) pointed out that newly appointed security guards are not properly trained and needs immediate training for the sake of ensuring proper Security of our DOHS.</p>	
<p><u>Decision:</u> Organized training for the Security Guards will be arranged in the Convention Hall by Acting Member Security Col Prof Md Mosharrof Hossain (Retd) immediately. President consented to supervise by himself.</p>	
<p><u>Agenda - 24. Disposal of Small shops inside the DOHS</u></p>	<p>Secy & Acting Member Sy</p>
<p>24. President assured the EC to take immediate actions to shut down all unauthorized shops inside Baridhara DOHS with the assistance of Cantonment Board.</p>	
<p><u>Agenda - 25. Concluding Notes of the President</u></p>	<p>Member Admin</p>
<p>a. As requested by some elderly residents of DOHS, President proposed to fix railing on the Stair cases on road 9 & 10 west. He requested Member Admin Brig Gen ASM Mustafa Kamal Khan, ndc, psc (Retd) to take necessary action.</p>	
<p>b. President apprised the EC members that, to accelerate the official activities of DOHS Porishod, immediate past committee obtained the approval of 1 x MC and 1 x car/microbus in the last General Meeting (GM). As such, necessary actions are being taken to procure 1 x MC and 1 x car for Porishod ASP. He is convinced, with the procurement of these transports, coordination with different offices including essential utility services will be much easier & quicker. Also efficiency level of different committees will be much higher than now.</p>	<p>All EC Members</p>

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



Col M Abdul Hai (Retd)
President

12 June 2018



Brig Gen Shah Md Mohiuddin (Retd)
Secretary

12 June 2018

To :

All Members of the Executive Committee
Acct Section
Convention Centre

একজিকিউটিভ কমিটি মিটিং এ খরচ অনুমোদন
সময় : ২৬ এপ্রিল ২০১৮ হতে ২৩ মে ২০১৮

নিম্নলিখিত খরচ সমূহ সদয় অনুমোদনের জন্য উপস্থাপন করা হলো

তারিখ : ২৩ মে ২০১৮

পরিষদ ফান্ড :

ক্র.নং	উপস্থাপন কারী	খরচের বিবরণ	টাকা	অনুমোদন কর্তৃপক্ষ	পিভি নং
১	সেক্রেটারী	লেডিস ক্লাব কর্তৃক আয়োজিত ঈদ আনন্দ মেলায় খরচ	৭০,৬৪০.০০	ইসি	৩০৭/১৮
২	কনভেনার সাব-কমিটি	ফিটনেস সেন্টার এর পুরুষ সাইডের জন্য ১টি ট্রেডমিল ক্রয়	৩,৭৫,০০০.০০	ইসি	৩১৮/১৮
৩	সেক্রেটারী	একাউন্ট ব্লকের জন্য ফাইল কেবিনেট তৈরী	২৩,৬০০.০০	ইসি	৩২১/১৮
৪	সেক্রেটারী	কনভেনেশন সেন্টার এর লেভেল-৪ এ নতুন একাউন্টস রুম তৈরী খরচ	২৮,৫০০.০০	ইসি	৩২৮/১৮
৫	কনভেনার সাব-কমিটি	ফিটনেস সেন্টার এর মহিলা সাইডের জন্য ১টি ট্রেডমিল ক্রয়	৩,০৮,০০০.০০	ইসি	৩৪০/১৮
৬	ট্রেজারার	নোটশীট নং ৪৩ তারিখ ২৩ মে ২০১৮ (০১ জানুয়ারি ২০১৮ হতে ২৬ মে ২০১৮ পর্যন্ত বাদকৃত খরচ) এর অনুমোদন			

এ্যাডমিন এন্ড সিকিউরিটি ফান্ড :

ক্র.নং	উপস্থাপন কারী	খরচের বিবরণ	টাকা	অনুমোদন কর্তৃপক্ষ	পিভি নং
১	কনভেনার সাব-কমিটি	গার্বের্জ ভান মেরামত এবং গার্বের্জ অপসারণ খরচ (১৬ এপ্রিল - ৩০ এপ্রিল ২০১৮ পর্যন্ত)	১৬,৫১০.০০	ইসি	২৮০/১৮
২	মেম্বার এ্যাডমিন	কনভেনেশন সেন্টারের দক্ষিণ পার্শ্বের রাস্তায় ইন্সটিট লাইট লাগানো	১৪,৬৩০.০০	ইসি	২৮৩/১৮
৩	মেম্বার সিকিউরিটি	মটর বাইক এর অকটেন ক্রয় এবং মটর বাইক মেরামত খরচ	১৪,৩৬৪.০০	ইসি	২৮৯/১৮
৪	মেম্বার সিকিউরিটি	পরিষদ ইসি সদস্যগণের ভিজিটিং কার্ড তৈরী এবং স্টেশনারী খরচ	১৩,৯০০.০০	ইসি	২৯০/১৮
৫	মেম্বার সিকিউরিটি	সিকিউরিটি/স্টাফদের ইফতার খরচ	১,৩৬,৮০০.০০	ইসি	৩১৩/১৮
৬	মেম্বার এ্যাডমিন	পুকুর পাড় এলাকার জন্য ৫টি ১০০ ওয়াট এল ইডি লাইট ক্রয়	৪৯,০০০.০০	ইসি	৩১৭/১৮
৭	কনভেনার সাব-কমিটি	গার্বের্জ পয়েন্ট হতে গার্বের্জ অপসারণ খরচ (০১ মে হতে ১৫ মে ২০১৮ পর্যন্ত)	১২,৫০০.০০	ইসি	৩২৯/১৮
৮	মেম্বার এ্যাডমিন	স্কুল গেট হতে বারিধারা গেট পর্যন্ত প্রধান সড়কে প্লাস্টিক এর ডাষ্টবিন স্থাপন খরচ	৩৬,৯৬০.০০	ইসি	৩৩৯/১৮ এবং.....

মসজিদ ফান্ড :

ক্র.নং	উপস্থাপন কারী	খরচের বিবরণ	টাকা	অনুমোদন কর্তৃপক্ষ	পিভি নং
১	কনভেনার সাব-কমিটি	বারিধারা ডিওএইচএস মসজিদের এর জন্য ম্যাট কার্পেট ক্রয়	৪৩,৪৩৬.০০	ইসি	০৫৪/১৮
২	কনভেনার সাব-কমিটি	বারিধারা ডিওএইচএস মসজিদের এর জন্য ২টি খাবার পানির ট্যাংকী ক্রয়	২০,৮৮০.০০	ইসি	০৫৫/১৮

কনভেনশন সেন্টার ফান্ড :

ক্র.নং	উপস্থাপন কারী	খরচের বিবরণ	টাকা	অনুমোদন কর্তৃপক্ষ	পিভি নং
১	কনভেনার সাব-কমিটি	কনভেনশন সেন্টার এর পার্কিং এরিয়ায় ওয়াল, বীম এবং কলাম রং করণ খরচ	৪৫,৬৬৭.০০	ইসি	০৯৭/১৮
২	কনভেনার সাব-কমিটি	কনভেনশন সেন্টার এর ইলেকট্রিক সাব-স্টেশন মেরামত খরচ	১৫,২০০.০০	ইসি	১০৭/১৮
৩	কনভেনার সাব-কমিটি	কনভেনশন সেন্টার এর পূর্বের ঠিকাদার (পার্টি এন্ড ডিনার) এর জামানত ফেরত	২,৩৬,০০০.০০	ইসি	১০৮/১৮
৪	কনভেনার সাব-কমিটি	কনভেনশন সেন্টার এর লেভেল ৫ এবং ৬ এ থাই গ্লাস ফিটিং খরচ	২০,৬০০.০০	ইসি	১১২/১৮
৫	কনভেনার সাব-কমিটি	কনভেনশন সেন্টার এর জন্য ১১টি ফায়ার এক্সটিংগুইশার ক্রয় বাবদ খরচ	২২,৩০০.০০	ইসি	১১৩/১৮


 **Lt Col M Abdur Rab (Retd)**
Treasurer
Baridhara DOHS Porishod
