

**BARIDHARA DOHS PORISHOD
DHAKA CANTONMENT**

**MINUTES OF THE 7TH EXECUTIVE COMMITTEE MEETING
HELD ON 10 SEP 2018 AT 1700 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. Lt Col Md Abdur Rob (Retd)	-	Member Sy
i. Brig Gen ASM Mustafa Kamal Khan, ndc, psc (Retd)	-	Member Admin
j. Brig Gen M Najeeb Hassan, ndc, psc, G	-	Member
k. Col Mohsin Ahmed Choudhury, psc (Retd)	-	Member
l. Col Prof. Md. Mosharrof Hossain (Retd)	-	Member
m. Lt Col Md. Shafiul Islam (Retd)	-	Member
n. Capt M Omar Faruque, psc (G), BN (Retd)	-	Member
o. Dr. Rashid Ahamed Hossaini	-	Member
p. Mrs Farida Yasmin	-	Member
q. 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. At the beginning of the meeting Hafiz Mawlana Md Nayem Khan, Imam of Convention Centre Namaz Ghor recited the verses from the Holy Quran.

Agenda – 2: Welcome address by the President

2. President in his Welcome address reminded the EC members about clause 37 (b) (1) of the constitution where he has been asked to (b) “He/she shall ensure the attainment of the aims and objectives of the Porishod as laid down in this constitution”. (1) “He/she shall remain responsible for all activities of the EC” which President feels is not rational since President has not been given any

All EC
members

authority to get the job done by the EC Members if someone any time does not show any interest in his/her assigned responsibilities. In the middle of his address, couple of Members interrupted him and above point became a part of discussion. May be, President could amply clarify the reasons for mentioning these two sub clauses of the constitution about shouldering the entire responsibilities by him where duties of all EC members are very well spelled out in the constitution. Then President requested the Secretary to start with the Agenda.

Agenda -3: To confirm the minutes of 6th EC meeting held on 28 July 2018.

3. Secretary raised the point of confirming the minutes of the 6th EC meeting if nobody has any observation on that.

- a. Brig Gen ASM Mustafa Kamal Khan, ndc, psc (Retd) raised his observation on Agenda # 06 of the proceedings where he objected on the figure mentioned against the Benches beside the Pond. As per his version though the figure not discussed in the meeting but mentioned in the minute. Such practice should be avoided in future.
- b. Col Mohsin Ahmed Choudhury, psc (Retd) raised note of descent on the statement mentioned in the minute against his opinion regarding using of Ad on the human body. He feels it is wrongly quoted in the minute and requested the chair to change the record. With the permission of the chair he repeated that he actually meant “Writing Elite Paint on the Kotty of the Rickshaw Pullers on commercial purpose in below the dignity of a human being”. As such this ad should be omitted and may be visibly written on any part of the Rickshaws to serve the purpose. Member Admin Brig Gen ASM Mustafa Kamal Khan, ndc, psc (Retd) informed the EC that it cannot be omitted or changed because the sponsor has already spent huge amount to make these Kotties. EC decided to continue the existing system.
- c. Lt Col M Abdur Rab (Retd) Trasurer drew the attention of EC on page 11 of the minute where Col Mohsin Ahmed Choudhury, psc (Retd) mentioned that in case of any disagreement EC Members sitting in the stage during GM/AGM should avoid going to podium and express his stance on issues already discussed in EC meeting. Lt Col M Abdur Rab (Retd) Treasurer cleared his position as to why he had gone to podium to express his disagreement during last GM held on 29 June 2018.
- d. Since there was no more observations from the members Lt Col Md. Shafiul Islam (Retd), Member proposed to confirm which was seconded by capt M Omar Faruque, psc (G), BN (Retd), Member.

All EC
members

Agenda - 4: To discuss about the Audit Report

4. Recently Half Yearly Audit Report has been submitted by the Audit committee headed by Brig Gen Khondokar Kamaluzzaman, ndc, psc (Retd). Observations on the Audit Report was discussed in the meeting. Set aside other minor observations EC discussed about the observations raised on the convention centre. Lt Col Akram Hossain (Retd) Sr. Vice President being the Convener of the Committee apprised the EC on the present operational state of the convention center with emphasis on the observations raised by Audit team. After deliberate discussion following decisions have been adopted:

Convention
Centre
Sub-
Committee
&
Treasurer

a. Army Headquarters may be approached for Ex Post Facto sanction on the final contracted amount of BDT 05 Crore instead of BDT 06 Crore with Dulhan Decorator & Catering Service. Since the agreement was signed at the feg end of the last committee the then President took the verbal sanction of QMGs Branch due to shortage of time.

b. In response to Baridhara DOHS Porishad ltr # DOHS-B/200/convention dated Aug 28, 2018 regarding nonpayment of 2nd installment in time, the reply received from the contractor was disapproved by EC recommended that Convention Center Sub Committee will sit as early as possible and take decisions about contract including failing of scheduled.

Agenda -5: Actions to be taken against defaulters who has misappropriated Tk. 53,000.00 kept deposited with DOHS Parishad by Mrs Hasina Momtaj, House # 338 as service charge

5. This point was discussed in details and it has been decided that Porishod Account section will file a case with the local police against Mr. Mohammad Ali Miha Ex Accountant. Mrs Hasina Momtaj will be informed about the actions are being taken by Porishod recover the amount.

Treasurer

Agenda - 6: কনভেনশন সেন্টারের সার্ভিস প্রোভাইডারের দ্বিতীয় কিস্তির টাকা পরিশোধ প্রসঙ্গে আলোচনা। অডিট রিপোর্টের সুপারিশ অনুযায়ী একটি অফিসার পর্ষদ গঠনের মাধ্যমে কনভেনশন সেন্টারের Balance sheet সংক্রান্ত সঠিকতা নিরূপন করণ ও পর্ষদের করণীয় প্রসঙ্গে পর্যালোচনা।

6. Lt Col Akram Hossain (Retd) Covener Convention Center apprised the EC that convention center started functioning with a liability of BDT 33 lacs. EC advised Treasurer to prepare a Synopsis of the total liabilities and put up in the next EC meeting for approval.

Convention
Centre
Sub-
Committee
&
Treasurer

It was further decided that no separate Board of Officers is required to be constituted as advised by Audit team. Instead, the existing Convention Center Sub Committee will review the whole scenario and present a report to Porishod with suggested course of action.

Agenda-7: গত ১৬ আগষ্ট ২০১৮ তারিখে সকাল ১১০০ ঘটিকায় মিরপুর ডিওএইচএস পরিষদের সম্মেলন কক্ষে অনুষ্ঠিত এস ও পি (SOP) লেখার কমিটির সমন্বয় সভার কার্যবিবরণী নিয়ে আলোচনা।

7. Ater discussion on the subject EC felt that writing of SOP should be a combined effort. A draft SOP based on the guideline received from mirpur DOHS may be structured though a BOO chosen out of the elected members of present EC. However, Col Prof. Md. Mosharrof Hossain (Retd) will represent DOHS Baridhara in the central committee with the draft copy prepared by draft SOP for Baridhara DOHS as soon as possible.

Secy &
Concerned
Committee

- a. Maj AHM Monowar Hossain (Retd) - President
- b. Col Prof. Md. Mosharrof Hossain (Retd) - Member
- c. Brig Gen Shah Md Mohiuddin (Retd) - „
- d. Advocate Zerine Kashfi - „
- e. Brig Gen ASM Mustafa Kamal Khan, ndc, psc (Retd) - Member Sy

All members have been requested to forward their valuable points to BOO and assist them to prepare a better SOP.

Agenda-8: Points received from Brig Gen M Najeeb Hassan, ndc, psc, G (Retd) regarding FWS policy.

8. Brig Gen M Najeeb Hassan, ndc, psc, G (Retd) raised the following points in writing to EC for Decision.

a. Keeping provision to give subscription for 5/10 years in one installment (If anyone desires).

Decision: This point was well appreciated by all the members of the committee and unanimously agreed on the point. Letter will be circulated from Finance Department accordingly. More so, if the beneficiaries desire to donate any amount in this fund will be appreciated/ encouraged.

Secy &
Treasurer

b. Clear system/procedures of generation fund for FWS as requisite amount of Financial Assistance (Para & if FWSP) could not be accumulated just from subscription.

Decision: This point was thoroughly discussed with the participation of majority members as it is badly felt necessary due to poor state of the fund. Members suggested creating a permanent source of fund from the income of the pond, convention centre or Rickshaw Contract. It was agreed on principle that no donation from outsiders will be accepted in the fund. Finally it has been decided to raise this point in the General Meeting/ Annual General Meeting for the final decision and approval.

Secy &
Treasurer

Agenda-9: Procurement of some dustbins to be placed within Lanes (Large size).

9. Brig Gen ASM Mustafa Kamal Khan, ndc, psc (Retd) Member Admin suggested that setting of Dustbins within lane will not be a wise decision. He pointed out that presently we do not allow any huse to place Dustbin outside their houses for obvious reasons. Placing Dustbins in open in the lanes will be misused by pedestrians, saretakers and will attract stray dogs. He suggested that instead more Dustbins may be placed in the public places like canal side walkway (From Lane # 05 to Lane 13) and around the Pond area. EC agreed with his suggestion and the following decision has been taken:

Decision: Previously 28 dustbins were procured and placed in the public places by Admin and new more 09 dustbins will be purchased and placed in between Lane 05 to Lane 13 by the canal side tiled walkway.

Member
Admin

Agenda-10: পরিষদ কর্মচারীদের মাসিক বেতন-ভাতা ব্যাংক থেকে উত্তোলন করার জন্য সেফটি গাড়ী ভাড়া ও সিকিউরিটি গার্ড প্রেরণ নিয়ে আলোচনা। ব্যাংক থেকে যে সকল টাকা উত্তোলন করা হবে তার জন্য নির্ধারিত একজন স্টাফ প্রয়োজন।

10. On Security ground, Finance Department requested for the permission of hiring a Cash Van every month while withdrawing bulk amount for Monthly salary from Bank to Porishod office. Presently spending BDT 3500/- every month for hiring a microbus from the private security company.

Decision: Considering the average amount drawn for salary from the Bank every month, hiring of proper Cash in Transit (CIT) Vehicle will not be cost effective. As such EC approved the existing practice to continue. EC further suggested no separate staff is required to draw money from the Bank. Executive Accounts of Finance department will draw the money on behalf of the Porishod every month.

Treasurer

Agenda-11: পরিষদের জন্য গাড়ী ক্রয়ের ব্যাপারে এজিএম/জিম ও ইসির ১৪ লক্ষ টাকার অনুমোদন রয়েছে। বর্তমানে ফান্ড পজিশন ভালো। (মিটিং/সেমিনার উপস্থিতি নিশ্চিত করার জন্য, ব্যাংকে টাকা জমা/গ্রহণ, মালামাল ক্রয় এবং অফিস বিয়ারাদের প্রয়োজনে লিফট দেয়া ইত্যাদির)। গাড়ীর মডেল ও টাইপ ইসি কর্তৃক নির্ধারিত হবে।

11. To boost up the official activities Previous EC had the approval of General Body to buy a vehicle with BDT 14 Lacs. In course of discussion it was felt that buying a car within BDT 14 Lacs is insufficient. Brig Gen ASM Mustafa Kamal Khan, ndc, psc (Retd), Member Admin & Brig Gen M Najeeb Hassan, ndc, psc, G (Retd), Member advised the EC to buy a double Cabin Pick up instead of Sedan or Microbus. Cost of Double Cabin would cost more than BDT 20 Lacs.

Decision: This point will be again raised in the nest AGM for approval of a double cabin Pick up with tentative cost.

Secy &
Treasurer

Agenda-12: মেম্বার সিকিউরিটি কর্তৃক উত্থাপিত নোটসীটে উল্লেখিত সিকিউরিটি সুপারভাইজার ও গার্ডদের জন্য পোশাকের সাথে অন্যান্য আনুসঙ্গিক সামগ্রী ক্রয়ের অনুমোদন।

12. Lt Col Md. Abdur Rab, Member Security put up a minute for sanctioning BDT 19,000/- needed to decorate the uniforms of Security Personnel of Baridhara DOHS.

Decision: EC approved the expenditures as deemed essential.

Member Sy

Agenda-13: Procurement of 1 x digital DSLR Camera for use of Parishad all events.

13. EC Approved BDT 30,000.00 to buy a digital Camera for using to cover different events of Baridhara Porishod. Lt Col Md. Shafiul Islam (Retd) has been given the responsibility to select & procure a digital camera through Purchase Committee.

Lt Col Md.
Shafiul
Islam
(Retd)

Agenda-14: Procurement of 2 x Printer for Secretariat & Accts Branch

14. Since the work load has increased manifold in the Porishod office as such existing normal printers are found insufficient and sometimes ineffective. EC approved 2 x Laser Printer between the ranges of BDT 27 – 30,000.00 for Secretariat & Acct branch. Both the Printers to be procured through Purchase Committee.

Secy &
Treasurer

Agenda-15: Approval of proposed purchase committee. (Convener : Capt M Omar Faruque, psc, BN, Members : Col Zainul Abedin, Mr Rashid Ahamed Hossaini, Advocate Zerine Kashfi & Member Secy: Mrs Parvin Jobaida)

15. As per the policy, duration of the existing purchase committee expired on Aug 31, 2018. EC approved the new Purchase Committee as under for the next three months:

Convener : Capt M Omar Faruque, psc, BN (Retd)

Members - 1 : Lt Col Md. Shafiul Islam (Retd)

„ - 2 : Mrs Farida Yesmin

„ - 3 : Mrs Parvin Jobaida

Member Secy : Advocate Zerine Kashfi

Secy

Agenda-16 : Approval of Expenditures

16. Detail expenditures of the month of Sep 2018 were circulated to all the members of EC for information. Since there was no observation on the any expenditure as such Secretary requested Members to approve the expenditures. Mrs Parvin Jobaida, Jt Treasurer proposed and Advocate Zerine Kashfi, member seconded it. Details of the expenditures are attached as Anx-A to this Minute.

Treasurer

Agenda- 22:Miscellaneous Points if any permitted by the chair

a. Installation of water fountain (with lighting) in the centre of DOHS pond.

Col Prof. Md. Mosharrof Hossain (Retd) raised this point and requested the EC to re think about his proposal. He suggested that he can arrange a Power Point presentation in the conference room for EC members through a professional company of category of Fountains with varied price.

Decision: EC did not agree with the proposal.

Secy

b. Wearing Helmet by all Motor cyclist including passenger (DOHS Mobile patrol team also).

This Point was discussed and following decisions have been taken:

Decision:

- (1) No Motor Cyclist will be allowed to ride MC inside DOHS without wearing helmet.
- (2) No MC is allowed to carry 3 passengers within DOHS.

Member Sy

c. Application of 2x staffs (Acct Executive & IT Associate) for salary increase.

As per the decision of 6th EC meeting salary of all the staffs of DOHS Porishod were enhanced by 15% less Executive Accts & IT Associate. Salary of these two staffs was enhanced by previous EC before they were due. As such the new decision of enhancement was not effective for them. Concerned Staffs requested the EC in writing to consider their case. They have mentioned that their salary was enhanced after the completion of Provisionary period and which was mentioned in the appointment letter.

Decision : On checking their appointment letters, it was found to be untrue. No where it is mentioned about the salary enhancement after probationary period. As such EC did not be grant their appeal.

Secy &
Treasurer

d. Points Raised by Convener Fitness Center & Sports & Cultural Sub Committee.


- (1) **Point of Fitness Centre.** One Lady member endorsed few observations in the suggestion register kept in the fitness center and requested for fixing few new items (with names) in the ladies side. She also recommended introducing two types of Membership like Premium member and Ordinary member as she observed discrepancy in the usage of exercise instruments & management.

Decision : Considering the paucity of space, request of the Lady member has been regretted by EC.

Jt Secy

<p>(2) <u>Honorarium of Teachers of Lalitakala Academy:</u> Convener Maj Sher Mohammad Khan (Retd) produced a list of Music & Dance teachers and other staffs of Baridhara DOHS Lalitakala Academy and requested for enhancement of Honorarium.</p>	
<p><u>Decision</u> : The after discussion on the subject EC approved BDT 1,000/- to all teachers who has completed more than one year of service with the Academy.</p>	Jt Secy & Treasurer
<p>e. <u>Request for fixing 1 x AC 2 ton in the Dead body wash room.</u> EC unanimously approved the proposal considering it to be essential. Mosjid Sub Committee to do the reedful at the earliest.</p>	Secy & Treasurer
<p>f. <u>Sound system of the Mosjid needs to be changed.</u> Since the existing sound system of the Mosjid still not functioning properly EC suggested changing the entire system and installing a better Sound system for uninterrupted serveice.</p>	Convener, Mosjid Sub-Committee
<p>g. <u>Formation of Baridhara DOHS Cricket Club & Allocation of Fund.</u> Children of Baridhara DOHS residents sought the permission of Porishod to organize a Cricket Club and requested for a donation of BDT 70,000/- from Porishod Fund to start the club. This amount would be spent for Registration Charges : 50,000/- Gears & Kits : 20,000/-</p>	
<p><u>Decision</u> : EC members discussed on the application and felt the necessity of encouraging the children of this society more in games & sports. More so, taking into consideration of their performance in different inter DOHS Cricket competition EC accepted their petition and agreed to donate BDT 70,000.00 (Seventy Thousand) from the Porishod fund.</p>	Convener, Sports & Cultural Sub-Committee & Treasurer
<p>h. <u>Enhancement of Honorarium of Imam, Baridhara DOHS Mosjid and 2 x Doctors of MI Room.</u></p>	
<p><u>Decision</u> : EC approved 15 % enhancement of honorarium of Imam, Baridhara DOHS Central Mosjid and 2 x Doctors function in the MI Room of Baridhara DOHS with effect from July 2018.</p>	Treasurer

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


Col M Abdul Hai (Retd)
President

20 Sep 2018


Brig Gen Shah Md Mohiuddin (Retd)
Secretary

20 Sep 2018

To :

All Members of the Executive Committee
Acct Section
Convention Centre