

**BARIDHARA DOHS PARISHAD
DHAKA CANTONMENT**

**MINUTES OF THE 117th EXECUTIVE COMMITTEE MEETING
HELD ON 11 JAN 2018 AT 1830 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. Lt Col M Abdur Rab (Retd) | - Treasurer |
| 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. Gp Capt M Rafiqul Huq, psc (Retd) | - Member |
| j. Lt Col Md Abdur Rob (Retd) | - 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 members and emphasised once again to complete the works at hand of respective sub-committees. He asked respective convener to prepare ‘handing over notes’ for respective counterparts after the next election.

All EC
members

Agenda -3: To confirm the minutes of 116th EC meeting.

3. The minutes of the 116th EC meeting were discussed. The subject minutes of the meeting have been approved. Lt Col Md Abdur Rob (Retd), Member, proposed to confirm which was seconded by Gp Capt M Rafiqul Huq, psc (Retd), Member.

Secy

Agenda-4: Progress of construction level 5th & 6th of Convention Centre

4. All works of subject construction is likely to be completed by 20th Jan 2018.

Project
Committee

Agenda – 5 : Preparation of budget for the Year 2018.

5. Letter to be given to all sub-committee and as well as other concerned office bearer for the financial requirement of the year 2018 for preparing budget.

Treasurer

Agenda – 6 : Selection the date for AGM 2017 and its preparation.

6. a. AGM will be held at 1500 hrs on 10 Feb 2018.
- b. All sub-committees and concerned office bearer will submit their brief by 20 Jan 2018 to Secretary positively.
- c. A cultural show for one hours followed by dinner to be arranged.

Secy &
All sub-
committee

MSA

Agenda – 7 : To discuss the draft agreement on catering service.

7.a. The subject draft agreement has been vetted and finally approved by Cantt Board. The deed of agreement will be signed in a ceremony at our office in a suitable date and time.

Convener,
Convention
Centre

b. The 1st installment of bidding money & security money to be handed over to Convention Centre by Party & Dinner by 21 Jan 2018.

Agenda – 8 : To discuss the fixing tiles on roof top costing approx Tk. 9,00,000.00 (Nine lacs)

8. The works will be under taken on availability of fund.

Project
Committee

Agenda – 9 : Approval of Expenditures if any.

9. Parishad Fund

1.	Purchase of 1 x Mobile phone for Parishad office	13,800.00	Treasurer
2.	Purchase of electric goods for Parishad Office	12,410.00	„
3.	Donation to Cleaner Md. Kitab Ali from Charity Fund	10,000.00	„

Treasurer

Admin & Security Fund

1.	Garbage clearing charges from garbage point (Truck fear, 14 & 18 Dec'17)	12,000.00	Treasurer
2.	Purchase of k-2, oil etc for Anti mosquito spraying.	18,070.00	„
3.	Refund of Sy Money to Contractor for Dev works (Railing - Pond bank)	28,787.00	Treasurer
4.	Purchase of k-2, oil etc for Anti mosquito spraying.	19,013.00	„
5.	Expenditure for Cleaning of sewerage line in front of Lane # 7, House # 439.	12,625.00	„

6.	Garbage clearing charges from garbage point (Cantt Board & City corporation Truck, from 23 Dec to 30 Dec 2017 and 02 Jan to 08 Jan 2018)	24,000.00	„
7.	Printing charges of various letter, Sticker form & ID card	89,850.00	„
8.	Repairing charges of Gate (Garbage point)	11,500.00	„
9.	Road marking charges from School gate to Anannya gd post (Additional Exp)	9,990.00	
10.	Annaya gate to Baridhra gate of steel fancy for plantation & beautification.	17,000.00	„

Agenda – 10 : Miscellaneous Points if any permitted by the chair.

10. **Library/Recreation Room.** Presently DOHS Parishad has a small Library located on the 1st floor of AB Bank ATM Booth. It is felt that this library is small and not suitable to meet our future requirements Gp Capt M Rafiqul Huq, psc (Retd), proposed that a entertainment corner be established in a suitable space in the DOHS Baridhara Convention Hall in which we should have the following :-

MAS

- a. Library.
- b. Reading room/corner with News Papers and magazines.
- c. DOHS Album.
- d. A small cafeteria.

Decision : EC approved the above proposal.

11. **Additional expenditure on garbage point.** Following expenditure incurred to construct the new garbage shade and garbage area development.

- a. Making the new shade with steel structure Tk. 1,24,650.00
- b. Making of the new RCC floor (2448 sft) Tk. 4,59,560.00
- c. Making of a new gate Tk. 11,500.00
- d. Making of two new wall (northern) Tk. 50,000.00
- e. Additional cost for re-structuring the steel shade Tk. 30,387.00

Treasurer

Decision : Except the works mentioned in para 11(c), (d) & (e) all other works have already been approved in the previous EC meeting. However work services mentioned in para 11(c), (d) & (e) are approved.

12. **Increment for IT Executive:** Md Atiqur Rahman has been employed after publish of TO&E and Pay & Allowances. He has been employed with a basic pay without further detail. Account Executive is allowed to receive yearly increment likewise EC has approved the same rate of increment for him too.

Treasurer

13. বারিধারা ডিওএইচএস মসজিদের কোরআন শিক্ষার ক্লাসের স্টাফদের সম্মানী বৃদ্ধি করা। জানুয়ারী ২০১৮ হতে প্রতি মাসে নিম্নেবর্ণিত স্টাফদের সম্মানী বৃদ্ধি করা হলো।			Treasurer
ক।	সিনিঃ মোয়াজ্জিন হাফেজ নূর আহম্মদ	- ২,০০০.০০ টাকা	
খ।	খাদেম হাফেজ সাদেকুল ইসলাম	- ২,০০০.০০ টাকা	
গ।	খাদেম আব্দুল লতিফ	- ১,০০০.০০ টাকা	

4. 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

16 Jan 2018



Lt Col Md Shamsul Islam (Retd)
Secretary

16 Jan 2018

To :

All Members of the Executive Committee
Acct Section
Convention Centre