



**Guide Lines
To
Sub-committees**

November 2015

BARIDHARA DOHS PARISHAD

Table of Contents

1. Mosque Sub-Committee.....	2
2. Utility Sub-Committee	4
3. Admin, Security & Traffic Management Sub-Committee	5
4. Arbitration Sub Committee	7
5. Games, Sports & Cultural Sub Committee	9
6. Environment, Heath, Hygiene & Waste Management Sub Committee.....	10
7. Construction & Maintenance Sub Committee (C & M).....	11
8. Library & Publication Sub-Committee (L & P)	13
9. HR Sub-Committee (Select Sub-Committee)	14
10. Purchase Sub-Committee	14
11. Plantation & Garden Sub-Committee.....	15
12. Convention Centre Sub-Committee	16
13. IT & Communication Sub-Committee (IT&C)	17
14. Ladies Sub-Committee	19



hr

FORMATION OF SUBCOMMITTEES

Undermentioned Subcommittees have been constituted for discharging various responsibilities of the EC Committee. Policy planning and financial aspects will be decided centrally at the EC Committee but execution will be decentralized through 14 Subcommittees so formed. Detail Guidelines are as enumerated herewith. For executing the Guidelines each Subcommittee may bring out further detail instruction/orders/procedures respectively. These Guidelines supersedes all previous SOPs/ Policies / Guidelines on the subject.

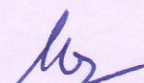
1. Mosque Sub-Committee

	Name and Address	Tel No	Appointment	Remarks
1.	Maj Mohd Serajul Arefin (Retd) House # 433, Road # 7	8410092 01712509681	Convener	EC Member
2.	Col M Golam Mustafa,psc (Retd) House # 366/10, Road # 06	8411342 01673568207	Member	EC Member
3.	Capt Amzad Hussain,ndc,psc,BN (Retd) House # 537, Road # 11	8418619 01717097396	Member	Co-opt
4.	Gp Capt M Khalilur Rahman (Retd) House # 487/B, Road # 08/C	8419779 01715067118	Member	Co-opt
5.	Maj Mohammad Rezaul Karim (Retd) House # 189, Road # 02	8411345 01713047310	Member	Co-opt
6.	Md. Iqbal Hossain House # 381, Road # 06	8411166 01713008830	Member	Co-opt
7.	Mr Emdadul Hoque House # 201, Road # 02	01711561138	Member	Co-opt
8.	Col Muhammad Wali Ullah House # 470, Road # 08	8412362 01766679715	Member Secretary	Co-opt

Mosque is one of the center of activities not only for religious affairs but is a center for interaction and networking among the honorable members, tenants and visitors of this DOHS. The location of our mosque and surrounding facilities offer an excellent ambiance and opportunities for relaxation, peaceful and harmonious living. The mosque Sub-Committee is required to undertake following;

- Repair, maintain & development of the mosque, including keeping entire Mosque area neat, clean and tidy.
- Utility services like water and electricity, IP and standby generator are always to be kept functional.
- Technical personnel from Admin Branch should be made available at shortest notice to repair / maintain technical items of Mosque & other repairs works.
- Required number of security personnel to be deployed by Member Secutiry in coordination with this committee, during prayer times and Special Congregations.

- e. Mosque are to be fitted with enough security light and necessary CC TV Camera to be fitted in Mosque after security threat analysis by Admin & Security Committee.
- f. Organize religious functions and activities in befitting manners.
- g. Organize religious education, teaching of Holy Quran for the Members and the Children free of cost. Fees may be charged if teachers are outsourced.
- h. Discussion on religion must be based on Holy Quran & Sunnah to avoid any controversial discussion etc within the Mosque.
- i. Policy regarding Tablig Jamat to be followed. For local Jamat coming to our DOHS, list of the person & mobile number to be listed in the register to be put-up by Tablig Jamat for permission of Mosque Subcommittee. For Jamat with foreign national, prior security clearance to be taken from Member Admin & Security with intimation to Mosque Sub Committee. In both cases Member Admin & Security must be informed.
- j. Efforts to be taken to accommodate surge of devotees during certain occasions like Eid etc outside the mosque area and arrange comfort during inclement weather conditions.
- k. Air conditioners/fans are to be kept always functional. Sound system to be appropriately amplified for proper sound inside and outside of the mosque.
- l. Mosque library is to be properly organized within General Library.
- m. Contributions/donations and weekly collections etc to be properly recorded and accounted for.
- n. Imams, Moazzins, Khadems etc are to be briefed from time to time (if needed) on their conduct on the devotees and mosque related aspects.
- o. Dead-body washroom to be kept functional. List of persons with contact numbers (male & female) who usually offer services to wash 'dead-body' to be kept updated. Necessary Kafon Cloths and other items related to washing and preparing for Janaja to be kept reserve in the store.
- p. Mosque subcommittee to maintain inventory for mosque related items.
- q. A web page on information, related to the Mosque may be opened to digitalize the information system.
- r. Mosque parking area to be used for devotees coming to Mosque for Prayer during prayer times. For CSD & Gymnasium visit, cars are to be parked in the CSD or Gen Car Parking area. This to be ensured through Security Guard in coordination with Member Security & Admin.



2. Utility Sub-Committee

	Name and Address	Tel No	Appointment	Remarks
1.	Capt (BN) MM Aziz, psc (Retd) House # 540, Road #12	8417353 01819250097	Convener	EC Member
2.	Col S M Faisal (Retd) House # 492/4, Road # 09	8412490 01711403369	Member	Sr Vice President
3.	Lt Col Akram Hossain (Retd) House # 508, Road # 09	8412380 01713009434	Member	Vice President
4.	Lt Col Md Abdur Rob (Retd) House # 407/2, Road # 07	8411341 01712222886	Member Secretary	EC Member

This is the lifeline for modern living and especially for our DOHS where there are thousands of inmates including Foreign Nationals and additional thousands of office staffs. The enormous utility facilities consumed by these community needs no emphasis. Any kind of disruption in the utility services may cause crisis and untold discomforts. It is therefore, very important that this Sub-Committee remains ever vigilant regarding the service. Their responsibilities are:

- Since we are fully dependent on the various agencies for the utility services, the first thing is to maintain appropriate liaison with all tiers of officials of the service providers like Desco, Wasa, Titas Gas, etc. Visit them from time to time to improve the utility services like less load-shedding, adequate water supply, ensuring good drinking water and maintaining sufficient high gas pressure.
- The single person to contact (SPC) of these agencies should be well known to our responsible persons (Service Centre) So that we can contact them in case of emergency.
- The 'Service Centre' of the DOHS should have contact number of readily available technical hands outsourced for solving immediate problems of any of our members / tenants.
- In case of scheduled disruption of any of the utility service the residents should be notified through SMS/Email and through miking.
- As a part of austerity drive and to conserve the utility facilities, the Sub-Committee may from time to time notify various measures through SMS/ Email and miking.
- For efficient and better functioning and also to avoid any utility service related accidents, this subcommittee from time to time may alert / send notifications making residents aware of utility service related audit/ inspections of the residences by the owners themselves.

3. Admin, Security & Traffic Management Sub-Committee

	Name and Address	Tel No	Appointment	Remarks
1.	Lt Col Bazlur Rahman (Retd) House # 229, Road # 02	8412699 01712076116	Convener	Member Sy & Admin
2.	Bri Gen ASM Mustafa Kamal Khan, ndc, psc (Retd) House # 184, Road # 02	8412651 01711430848	Member	Co-opt
3.	Lt Col Mohammad Shamsul Alam (Retd) House # 289, Road # 04	8419752 01711563833	Member	Co-opt
4.	Brig Gen Shah Md Mohiuddin (Retd) House # 129, Road # 01	8416833 01730452466	Member Secretary	Co-opt

The most challenging tasks of this Sub Committee is to render service to the community where tasks remain undefined with no parameters, too difficult to satisfy the residents, it calls for patience and constant vigilance, it needs to work against many odds and there is no time frame. The responsibilities are A to Z. However, following are few guidelines.

Security

- Prepare Security plan of this DOHS and rehearse / revise it from time to time.
- Employ Security guards to provide physical Security against unwanted elements within the DOHS.
- Provide Security to residents against theft/burglary, high handedness of miscreants, criminals, extortionist, trespassers etc.
- Direct Security guards to deny entry to the unwanted people inside DOHS, patrol security perimeters during day and night and challenge movement of unwanted, unidentified, doubtful people within the premises of DOHS.
- Arrange "intelligence" to find out antisocial and anti-state elements residing within the DOHS.
- Coordinate with other local law enforcing agencies like Cantonment, Gulshan police station and nearby RAB to legally apprehend any criminals (including foreigners) residing within our DOHS.
- Prepare SOP for marshalling Security guards (equipt with non-lethal equipment) at any particular location in case of any security related emergency / Fire-fighting. This should be rehearsed.
- Deploy elaborate CC Camera along with monitoring and recording facilities. Additionally there should be appropriate number of Waki-Talki sets / Mobile Phone and motorcycles for quick transmission of message and movement respectively.

- i. This Sub Committee to prepare detail SOP for Security guards and supervisors on their respective duties & responsibilities. Existing one to be updated.
- j. Advise individual residents to have electronic Sy system deployed in respective houses.
- k. This Sub-committee holds maximum Number & types of items / equipments and as such appropriate inventory to be maintained and updated from time to time.

Traffic management

The location of this DOHS is as such that it is simply not possible to deny thoroughfare to outsiders. Only one major road takes the load of thousands of vehicles plying every day. There are over 4000 vehicles in our DOHS itself. There are hundreds of vehicles belong to numbers of offices in this DOHS moving every now & then multiplying the problems. Innumerable rikshaws, thousands of pedestrians, Public transports have really compounded the problems. Yet we have to make efforts to ease the problems. Following to be implemented;

- a. Existing vehicular movements and traffic system to be fully enforced.
- b. Direct thoroughfare to be denied, discouraged. Security guards have to be very firm in dealings.
- c. Employ more Sy and traffic people to control the move of vehicles, rickshaws etc. during rush hours.
- d. Multiple methods to be tried to motivate the 'Horn blowers' to regard this area as 'Silence Zone'.
- e. Consultants may be engaged to find out solution to the traffic management problem. Seminar may be held in the DOHS inviting experts to find some recommendations on the issue.

Administration

Due to formation of other Sub Committees the administrative responsibilities of this Sub Committee have been offloaded to some extents. Yet some important tasks are still to be executed by this Sub Committee:-

- a. Coordination with other Sub Committees like environment, health, hygiene & waste management Sub Committee to keep the area neat & clean, insect / pest, mosquito free.
- b. Use prudent method to defuse minor tensions/ irritants between neighbors, house owner/tenants etc.
- c. Strictly enforce policies and rules for the employees and ensure effective administration of the personnel under this Sub Committee.

- d. Coordinate with local Fire Service Stations (Cantonment & Gulshan) to face any fire related accidents.
- e. Coordinate with utility Sub Committee and Wasa to deal with any over-flooding of the DOHS area.
- f. Provide manpower to any Sub Committee if requires.
- g. Arrange appropriate provisioning/logistic facilities for the personnel employed under the Sub Committee.
- h. Bring public spaces like children park/playground /pond areas/ Mosque area, School areas, Annanaya Shopping Complex, CSD areas entrance exit gates, Convention Center, Y-Junction areas under CC camera control and Surveillance.
- i. Prepare SOP for each category of Employees, maintain HR related files and enforce discipline and code of conduct as per policy.

4. Arbitration Sub Committee

	Name and Address	Tel No	Appointment	Remarks
1.	Air Cdre M Murad Hussain, ndc,acsc,psc (Retd) House # 532/4 , Road # 11	8411790 01827699543	Convener	EC Member
2.	Brig Gen Ibne Fazle Saiduzzaman (Retd) House # 143, Road # 01	8416687 01745798143	Legal Advisor	Co-opt
3.	Col Mohsin Ahmed Choudhury (Retd) House # 387, Road # 06	8413222 01777650922	Member	Co-opt
4.	Capt (BN) MM Aziz, psc (Retd) House # 540, Road #12	8417353 01819250097	Member	EC Member
5.	Advocate Zerin Kashfi House # 183, Road #02	01718161168	Member	Co-opt
6.	Abu. Md Zahurul Islam, ndc, BCS House # 324, Road # 05	8416828 01716136315	Member	Co-opt
7.	Brig Gen Md Sayeedur Rahman, BP (Retd) House # 489/B, Road # 08/C	8413322 01713095330	Member Secretary	EC Member
8.	Col Mia Mashiuzzaman, G, psc retd. House # 449/3, Road # 8	8413022 01713021439	Member	Co-opt

The responsibilities of this Sub Committee is tedious, lengthy, time consuming and not always satisfying. The members of this Sub Committee needs to act based on justice and fair play. Needs Cooperation from the contending parties. All Arbitrations must be conducted within the legal frame work of law of the land. Guidelines are:

- a. Efforts should be made to make result of Arbitration win-win for both contending parties.

- b. Resolve all disputes amicably and within reasonable time among the plot owners / flat buyers, flat owners/tenants, developers/contractors and residents of the DOHS.
- c. Once decision of Arbitration has been agreed upon by the complainants and respondents it must be implemented if needed with the intervention from the DOHS authority.
- d. If this sub-committee fails to resolve any dispute; cases to be referred to the President of the Parishad and on his advice case (s) may be referred to AHQ-QMG's Branch.

Handwritten signature



5. Games, Sports & Cultural Sub Committee

	Name and Address	Tel No	Appointment	Remarks
1.	Col S M Faisal (Retd) House # 492/4, Road # 09	8412490 01711403369	Convener	Sr Vice President
2.	Brig Gen Shah Md Mohiuddin (Retd) House # 129, Road # 01	8416833 01730452466	Member	Co-opt
3.	Capt (BN) MM Aziz, psc (Retd) House # 540, Road #12	8417353 01819250097	Member	EC Member
4.	Lt Col Khandkar Obaidul Anwar (Retd) House # 216, Road # 02	8414205 01714420002	Member	Co-opt
5.	Mrs Shahida Rafiq House # 455, Road # 08	8418582	Member	Co-opt
6.	Sabiha Rahman Jeetu House # 229, Road # 03	01712246208	Member	Co-opt
7.	Dr. Parveen Hoque Chowdhury House # 321, Road #05	8410549 01712281597	Member Secretary	EC Member

This Sub Committee is responsible for events, activities, functions, programs which will bind us all in a happy environment of fun, joy, entertainment and recreation especially for the younger generation and the children. Some of the programs must conform to national and Socio-Cultural Calendar of the nation. Games & Sports events should be organized spreading over the whole year. This Sub Committee to send proposal of events and budgets to EC for policy decision / fund allotment. This Sub Committee may at times outsource/invite performers of various events for the entertainment of DOHS residents.

Responsibilities are:

- a. Organize following games/sports related competition within our DOHS.
 - 1) Six-a-side football
 - 2) Basket ball
 - 3) Badminton
 - 4) Cricket
 - 5) Athletics (below 12 years of age)
 - 6) Table Tennis Competition
 - 7) Cyber game competition
 - 8) Select Baridhara DOHS Team to participate in various inter DOHS Sports Competition.
 - 9) Organize events like Victory day, Independence Day, Pohela Baihakh, Nazrul-Rabindra Sangeet, Modern/pop music events.
 - 10) Organize – Annual Picnic in coordination with Ladies Club.
 - 11) Organize Monthly Tambola.
 - 12) Organize screening movies Monthly through projector- (Home theatre)
 - 13) Organize Children Art, music competition in coordination with DOHS Lalitokola center.

- 14) Look after and maintain children parks and other games & Sports facilities in coordination with other concerned Sub Committees.
- 15) Administer, Maintain and operate Fitness Center in a cost effective manner. Efforts should be made to expand membership base.
- 16) Prepare detail SOPs and Policies on Membership, Maintenance and Operation of the Fitness Centre.

6. Environment, Heath, Hygiene & Waste Management Sub Committee

	Name and Address	Tel No	Appoint ment	Remarks
1.	Air Cdre M Murad Hussain, ndc,acsc,psc (Retd) House # 532/4, Road # 11	8411790 01827699543	Convener	EC Member
2	Lt Col Syed Md Delwar Hossain (Retd) House # 290, Road # 04	8412131 01726332407	Member	Co-opt
3	Lt Col Bazlur Rahman (Retd) House # 229, Road # 02	8412699 01712076116	Member	Member Sy & Admin
4	Dr. Parveen Hoque Chowdhury House # 321, Lane #05	8410549 01712281597	Member	EC Member
5.	Maj Ashraf Kamal (Retd) House # 160, Road # 01	8414440 01711592721	Member Secretary	Jt Secretary

Healthy and pollution free environment is vital for comfortable, healthy, peaceful, enjoyable living and thus a separate Sub Committee has been constituted. They are assigned to attend the following:

- a. Arrange to spray insecticides, make other anti-mosquito drives in the DOHS as and when required.
- b. Periodically circulate letters / notices etc to the residents to dispose of kitchen and other domestic wastes packed in disposable bags.
- c. Appraise the residents from time to time to keep the surroundings of respective house neat and clean; plants /flower beds, lawn to be meticulously maintained.
- d. Coordinate with Member Security and Admin to keep public spaces of the DOHS cleaned, well-maintained and free from sight-pollution.
- e. Cleaners are to be well trained, briefed and supervised so that entire DOHS looks very clean and beautiful at any time of the day or night and in all seasons.
- f. In coordination with Member Sy and Admin ensure that lanes /by lanes/roads/ walkway are properly swept and cleaned by the cleaners.

- g. Manage to operate and maintain charitable medical center in the DOHS. Arrange to provide health checkup services (free blood-sugar, blood pressure checkup etc.) and any health related consultation to the residents. Provide free medicine and medical treatment including First Aid (whenever possible) to domestic helps, drivers, Sy guards etc.
- h. In coordination with member Sy & Admin take measurers, guide concerned agencies to keep the DOHS free from bad odour of wastes. The waste dump to be well administered regularly.
- i. Take some measures so that there is no water logging within our DOHS and manage to get the drainage systems cleaned at least once in a year.
- j. Facilitate Govt agencies as and when necessary during polio vaccination/prevention drive programs or alike.
- k. Prepare SOP for personnel employed under this sub-committee.

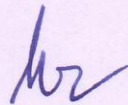
7. Construction & Maintenance Sub Committee (C & M)

	Name and Address	Tel No	Appointment	Remarks
1.	Maj Ashraf Kamal (Retd) House # 160, Road # 01	8414440 01711592721	Convener	Jt Secretary
2.	Col S M Faisal (Retd) House # 492/4, Road # 09	8412490 01711403369	Member	Sr Vice President
3.	Maj A K M Nurul Alam (Retd) House # 426, Road # 7	8415426 01673908551	Member	Co-opt
4.	Capt (BN) MM Aziz, psc (Retd) House # 540, Road #12	8417353 01819250097	Member Secretary	EC Member

There are good number of public infrastructures facilities in our DOHS constructed over a period of time with large sums of money subscribed / donated by our honorable members. These are our assets. There will be many more constructions to come-up. All these may need to be either re-constructed, maintained or newly constructed. All constructions major or minor falls within the responsibility of this committee. Major construction though will be done through project committee. This Sub Committee will undertake following:

- a. Identify list of major constructions to be done during next two years through project.
- b. Identify the list of minor works needed to be done through this committee.
- c. Identify maintenance works of the existing constructions.
- d. Carry out minor repairs of roads/lanes, pot-hole as and when needed.

- e. All expenses related to construction /maintenance to be through quotations/tender and within the financial powers of the concerned office bearer.
- f. Before undertaking works for mosque, convention centre, fitness centre, Sy barracks, children play grounds, children parks, roads, lanes etc. this Sub Committee is required to coordinate with convener of concerned Sub-Committee.
- g. Proper records of Architectural plan, designs, photographs, expenses, payment (including sponsorship) etc. to be maintained in the office by this Sub Committee including construction coming up from the initial stage of the DOHS till current date. The records of this Sub - Committee must be preserved so that it speaks history to our posterity.
- h. Carry on regular inspection of the constructed infrastructure and record findings in the log book maintained for each establishments separately. Such log books to be periodically produced before the EC meeting and the President if needed.
- i. Coordinate with Cantt Board as and when needed for Cantt Board related constructions.
- j. Coordinate with agencies like Wasa, DESCO, City Corporation etc for their project in our DOHS area.
- k. Coordinate with other sub-committees if and when any concerned sub-committee requires any C & M related supports.
- l. Before undertaking any C & M works coordinate with Treasurer for availability of fund and its formal approval.



8. Library & Publication Sub-Committee (L & P)

	Name and Address	Tel No	Appointment	Remarks
1.	Col M Golam Mustafa, psc (Retd) House # 366/10, Road # 06	8411342 01673568207	Convener	EC Member
2.	Lt Col SM Mesbahuddin Ahmed (Retd) House # 321/3, Road # 05	8411466 01711565872	Member	Co-opt
3.	Lt Col Khandkar Obaidul Anwar (Retd) House # 216, Road # 02	8414205 01714420002	Member	Co-opt
4.	Muhammad Saadat Ali House # 323, Road # 05	8415256 01678055025	Member	Co-opt
5.	Maj Ashraf Kamal (Retd) House # 160, Road # 01	8414440 01711592721	Member Secretary	Jt Secretary

It is an age old tradition of each and every association, organization, cooperate body, clubs, institution to project periodically various literary aspects/information of its society. It focuses on various experience of the veteran's as well as younger generation of the society. Publications need platform which is a window for the literary / cultural genius of various age groups living in society to express and communicate.

Library in one sense is the archive of knowledge. Its importance knows no bounds. Library is a wealth in a society. Its usefulness is fathomless. It must be maintained and managed appropriately. The function of the L & P Sub-Committee is following but not limited to:

- Publish two editions of the DOHS Magazine (দীপশিখা) in a year.
- Encourage all age group of residents to write on any selected subject.
- Reward the best writer.
- Encourage literary competition on selected items like short story, poems, travelogue and essays on any selected topics including debate competition.
- Setup library in proper way and get new publications from various sources.
- Send information to residents on new arrivals of books or any publications. Encourage residents to become member of the library.
- Update Members Directory as required.
- Computerize/digitize the cataloging of books/magazines etc. of the library.
- Organize a 'Readers Club' in our DOHS if possible.
- Organize Annual poetry recitation and 'Story telling' event.

9. HR Sub-Committee (Select Sub-Committee)

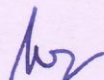
	Name and Address	Tel No	Appointment	Remarks
1.	Brig Gen Mustafizur Rahman, ndu, psc (Retd) House # 300, Road # 04	8412830 01755500628	Convener	President
2.	Lt Col M Abdur Rab (Retd) House # 303, Road # 04	8411359 01711434952	Member	Treasurer
3.	Lt Col Bazlur Rahman (Retd) House # 229, Road # 02	8412699 01712076116	Member	Member Sy & Admin
4.	Lt Col Md Shamsul Islam (Retd) House # 492/3, Road # 09	841115 01713040049	Member Secretary	Secretary

This Sub-Committee will deal with the whole gamut of the HR and HRD activities of the employees of the DOHS. That includes Security personnel, Office staffs, Care and Cleaning personnel, Gardner & Planters. There must be dossier/files for each and every employees where all HR aspects to be maintained. There are exhaustive HR formats from recruitment to appraisals, discipline records, leave records, punishment records etc. Employees to be recruited based on proper interview & performance and as per the requisition of different departments and TO&E. Member Security & Admin, Secretary and other users are to devise the relevant software based HR file on their personnel. There must be exhaustive service rules and SOPs to guide their respective personnel.

10. Purchase Sub-Committee

	Name and Address	Tel No	Appointment	Remarks
1.	Lt Col Akram Hossain (Retd) House # 508, Road # 09	8412380 01713009434	Convener	Vice President
2.	Maj Mohd Serajul Arefin (Retd) House # 433, Road # 7	8410092 01712509681	Member	Member
3.	Lt Col Md Abdur Rob (Retd) House # 407/2, Road # 07	8411341 01712222886	Member Secretary	Member

All purchases to be executed based on the purchase policy / procedures, financial rules and powers. There have been various financial and purchase decisions taken, policy made through EC meeting and AGM. All these to be analyzed and the latest one to be practiced. There will be total transparency and implementation/exercise of rules. We accept zero tolerance in any kind of deviations from rules. Purchase Sub-Committee to write the SOP on purchase and get approval though EC. It may be mentioned that anything purchased will be subject to OBI (open box inspection) and entry to the relevant records (Ledger & Computer) instantly.

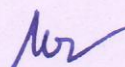


11. Plantation & Garden Sub-Committee

	Name and Address	Tel No	Appointment	Remarks
1.	Brig Gen Mustafizur Rahman, ndu, psc (Retd) House # 300, Road # 04	8412830 01755500628	Convener	President
2.	Lt Col Nasir Ahmed (Retd) House # 489, Lane # 08	8410598 01712199298	Member	Co-opt
3.	Dr M.D. Aslam Bhuiyan House # 157, Road # 01	8415296 01716037508	Member	Co-opt
4.	Col Md Siddiqur Rahman (Retd) House # 421, Road # 07	8411289 01552319484	Member Secretary	Co-opt

This Sub-Committee is responsible for 'vibrant looks' of the DOHS. Members of this Sub-Committee to remain involved round the year. Their responsibilities will involve following:

1. Carry out plantation, landscaping & beatification as and where necessary.
2. Gardeners are to be prompted to ensure that some kind of flowers are visible round the year commensurating with seasons.
3. This sub-committee to work in coordination with environment sub-committee so that efforts are not duplicated.
4. Gardeners are to be trained if required by the experts of this sub-committee.
5. This Sub-Committee may advise the members of the DOHS to maintain their individual house gardens/plot plants.
6. Encourage plot owners to develop roof top garden. At any time of the year this committee may select appropriate number of roof top gardens and nominate them for winning prize from DOHS Parishad.
7. Carryout pruning / trimming of the plants as and when required.
8. Cutting tree brunches as the situation arises.



12. Convention Centre Sub-Committee

	Name and Address	Tel No	Appointment	Remarks
1.	Lt Col Akram Hossain (Retd) House # 508, Road # 09	8412380 01713009434	Convener	Vice President
2.	Capt (BN) MM Aziz, psc (Retd) House # 540, Road #12	8417353 01819250097	Member	EC Member
3.	Lt Col Bazlur Rahman (Retd) House # 229, Road # 02	8412699 01712076116	Member	Member Sy & Admin
4.	Lt Col Md Abdul Khaleq, psc (Retd) House # 304, Road # 04	8419020 01712994431	Member	Co-opt
5.	Maj Ashraf Kamal (Retd) House # 160, Road # 01	8414440 01711592721	Member Secretary	Jt Secretary

This is for the first time that we have formed Convention Centre Sub-Committee. Activities involving Convention Centre has become a major aspect of the activities of the parishad. It is a major source of income for the DOHS and is also supposed to be centre of activities of our community. Therefore the centre has to be appropriately developed, utilized and taken care of. No less than Vice President of the parishad and other experienced members have been included in the Convention Centre Sub-Committee. Some of the major responsibilities of this Sub-Committee are:

- Ensure that the entire complex is properly maintained and all facilities (roof top to basement) are on best functional conditions.
- Since the commercial part is joint asset of Cantt Board (65%) and DOHS (35%) hence all expenses and earning to be proportionally distributed.
- For any major/minor repairs works, development works or further construction Cantt Board to be involved in terms of approval of the any proposed works and expenses. They may render technical advice as well and minor/major reconstruction to be closely monitored by this sub-committee.
- This centre accommodates two parts: - one is dedicated to DOHS Parishad office and the other part is a commercial part (the convention centre). This sub-committee will be responsible for utilization of the commercial spaces like convention centre of 1st and 2nd floor kitchen, wash rooms, pantry etc.
- DOHS Parishad (under Secretary & Joint Secretary) will be responsible for utilization of its official spaces at the ground, 1st, 2nd and 3rd floor.
- For any commercial utilization the entire complex excluding just office (internal) spaces of the DOHS Parishad will go under the authority of the Convention Centre who will rent out for revenue earning.
- This sub-committee will deal with all aspect of engaging various category of contractors, hall booking and account keeping. This subcommittee will

maintain separate accounts. However, will be responsible to treasurer for profit distribution.

- h. The subcommittee will formulate SOPs and policy for various category of users of convention centre for various types of events.
- i. The sub-committee will be responsible for maintenance, beautification and decoration of the entire complex.
- j. This sub-committee with the assistance of 'select sub-committee' may recruit account executive, bookings staff, maintenance NCO / staff including cleaners, security personnel, electrician, plumber, personnel to handle sound system and any other technical / non-technical staff. The salary of the employees of the convention centre will be paid exclusively from earnings of the convention centre.
- k. This sub-committee will make all promotional efforts through electronic, print and social media to maximize the occupancy of the convention centre.
- l. Convention centre is to maintain its own inventory of all items separately.

13. IT & Communication Sub-Committee (IT&C)

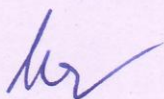
	Name and Address	Tel No	Appoint ment	Remarks
1.	Gp Capt M Rafiqul Huq, psc (Retd) House # 455, Road # 8	8418582 01711430590	Convener	EC Member
2.	Lt Col Md Masudul Huq Khan (Retd) House # 491, Road # 08/c	8413988 01199800101	Member	Co-opt
3.	Maj Mosharraf Hussain (Retd) House # 192, Road # 02	8416871 01714081274	Member	Co-opt
4.	Brig Gen Abdul Mannan Mia, ndu, psc, (Retd) House # 243, Road # 03	01673994786	Member	Co-opt
5.	Col M Golam Mustafa, psc (Retd) House # 366/10, Road # 06	8411342 01673568207	Member Secretary	EC Member

This sub-committee is the electronic eyes & ears of the Parishad. This sub-committee plays a major role in efficient administration of the Parishad as well as for providing IT & communication facilities to the entire community whether for modern living or for business activities for the tenants / members of this DOHS. A number of ISP companies and cable TV net-works providers are doing business within our DOHS whose activities are to be closely monitored and supervised to give satisfactory service to the residents. Overhanging cables should not give shabby looks and become a security hazard. This sub-committee will therefore undertake following;

- a. Minimum no. of cable (not more than three-one for internet, one for cable TV and the other one for redundancy) will be allowed. The backbone infrastructure to be shared by the operators paying appropriate price as decided by the

Association to the backbone infrastructure provider. This has to be an arrangement within the ISP & cable TV service provider and the infrastructure provider. IT&C will mediate in case of requirement.

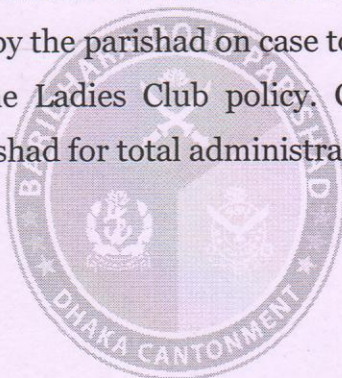
- b. IT&C will arrange with ISP service providers that there are adequate dedicated bandwidth given to each client and speed of internet is satisfactory. The operators who fail to provide appropriate service they will be asked to wind up their business from the DOHS. The operators have to provide client database to IT&C. Sub-committee if needed will conduct survey among clients as to the quality of service of the providers. Likewise the IT&C will ensure quality of service of cable TV provider. They must have repeaters to ensure good signal strength. They have to offer numbers of channels as prescribed by the IT&C.
- c. IT&C will coordinate with some ISP service provider to get free Wi-Fi service at Parishad area and mosque / park area with adequate coverage.
- d. IT&C will be responsible for digitalization of office, administration, HRM, develop webpage with all possible information as per the requirement. All sub-committee to be advised by IT&C to maintain their respective database. This is going to be a colossal task and time consuming but achievable.
- e. IT&C may recruit an IT qualified personnel to take care of IT&C related activities of the Parishad.
- f. IT&C will extend all possible assistance to Member Sy & Admin (MSA) to operate the CC Camera along with recording. The IT personnel under convener IT&C be made responsible to MSA for technical functions of the CC Camera.
- g. IT&C Sub-committee will coordinate with all other sub-committee for continuous update of their IT related activities / performance.
- h. For technical maintenance all computers and related equipment of the Parishad will come under IT&C.



14. Ladies Sub-Committee

	Name and Address	Tel No	Appointment	Remarks
1.	Dr. Parveen Hoque Chowdhury House # 321, Road #05	8410549 01712281597	Convener	EC Member
2.	Brig Gen Md Sayeedur Rahman, BP House # 489/B, Road # 08/C	8413322 01713095330	Member	EC Member
3.	Capt (BN) MM Aziz, psc (Retd) House # 540, Road #12	8417353 01819250097	Member	EC Member
4.	Mrs Reeta Abid House # 350, Road # 05	8412835 01836555777	Member Secretary	Secretary Ladies Club

The ladies Sub-committee in other words, "Ladies Club" is the organization of the 'better half' of our society. Their main objects would be to create a congenial & happy environment in our DOHS through their activities. They will work in close co-ordination with games, sports & cultural sub-committee to promote socio-cultural activities in DOHS. They will raise their own fund to run their routine administration. Some expenses will be borne by the parishad on case to case basis. All activities of the Club will be governed by the Ladies Club policy. Convener, Ladies club will be responsible to the DOHS Parishad for total administration of the Club.



22-11-2015

Brig General Mustafizur Rahman, ndu, psc (retd)

President

Baridhara DOHS Parishad

To:

Conveners

All subcommittees.