

**BARIDHARA DOHS PARISHAD  
DHAKA CANTONMENT**

**MINUTES OF THE 105<sup>th</sup> EXECUTIVE COMMITTEE MEETING  
HELD ON 03 DEC 2016 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. Maj Ashraf Kamal (Retd)                         | - Jt Secretary         |
| f. Lt Col M Abdur Rab (Retd)                       | - Treasurer            |
| g. Lt Col Bazlur Rahman (Retd)                     | - Member Sy<br>& Admin |
| h. Air Cdre M Murad Hussain, ndc, acsc, psc (Retd) | - Member               |
| i. Col Muhammad Golam Mustafa, psc (Retd)          | - Member               |
| j. Gp Capt M Rafiqul Huq, psc (Retd)               | - Member               |
| k. Lt Col Md Abdur Rob (Retd)                      | - Member               |
| l. Dr Parveen Hoque Chowdhury                      | - Member               |

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

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

<p><b><u>Agenda – 1: Tilawat - E Quran:</u></b></p> <p>1. Col Muhammad Golam Mustafa, psc (Retd) recited the verses from the Holy Quran at the beginning of the meeting.</p> <p><b><u>Agenda – 2: Welcome address by the President</u></b></p> <p>2. The President reminded all EC members to assess their respective assignments during the last one and half years. He highlighted that during next 6 months of our tenure we must complete the unfinished tasks.</p> <p><b><u>Agenda -3: To confirm the minutes of 104<sup>th</sup> EC meeting.</u></b></p> <p>3. The minutes of the 104<sup>th</sup> EC meeting were discussed. Since there was no observation from any member, Lt Col Akram Hossain (Retd), VP proposed to confirm which was seconded by Dr. Parveen Hoque Chowdhury, Member.</p> <p><b><u>Agenda – 4: To purchase laptop for IT Executive.</u></b></p> <p>4. A laptop may be purchased within cost of Tk. 50,000.00 (fifty thousand) by purchase committee.</p>	<p>All EC members</p> <p>Secy</p> <p>Purchase Committee</p>
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**Agenda – 5: To purchase account software.**

5. Acct software will be procured on getting detail informations from acct section after one week. Fund for the procurement of subject software has been approved in principle.

Treasurer

**Agenda – 6: To approve amount required for construction of level 5<sup>th</sup> & 6<sup>th</sup> of Convention Centre.**

6. The cost of subject construction has been sanctioned in General Meeting on 05 Nov 2016. EC has also approved the required cost of subject constructions. EC has approved to encash Parishad FDRs (as required) and transfer the money to the account of Convention Centre as interest free loan.

Treasurer

**Agenda – 7: To discuss the no of rickshaw required to ply in DOHS area.**

7. EC has approved 300 (three hundred) rickshaw to ply between Transit camp to Baridhara gate and within DOHS. The rate has also been fixed as udder :

MSA

- |    |  |           |
|----|--|-----------|
| a. | From DOHS area to Baridhara gate or Transit camp | Tk. 10.00 |
| b. | From Transit camp to Baridhara DOHS              | Tk. 10.00 |
| c. | From Anannay Shopping Complex to DOHS            | Tk. 10.00 |
| d. | From Transit camp to Anannya Shopping Complex    | Tk. 15.00 |
| e. | From Transit camp to Baridhara gate              | Tk. 20.00 |
| f. | From Baridhara gate to school and vica-vice      | Tk. 15.00 |

**Agenda – 8: To discuss about giving financial benefit as incentive to acct executive/any other key personalities on confirmation of appointment.**

8. EC has agreed to give 20% of initial pay as incentive while appointed as permanent staff after provationary period, and the amount so increased will be adjusted as regular pay.

Treasurer

**Agenda – 9: To discuss the celebration of victory day (Bijoy Dibash).**

9. EC has sanctioned Tk. 1,50,000.00 (one lac fifty thousand) for Bijoy Dibash and Programme of the day will be issued separately by Convener, Sports & Cultural Sub-Committee.

Convener,  
Sports &  
Cultural Sub-  
Committee

**Agenda – 10: To discuss about yearly picnic of ladies club.**

10. EC has approved Tk. 35,000.00 (Thirty five thousand) for the subject yearly picnic.

Convener,  
Ladies Club

**Agenda – 11: To discuss about probable date for AGM 2016.**

11. The tentative date for Annual General Meeting 2016 is scheduled to be held on 18 February 2017. Concerned office bearers should be prepared accordingly and put up their points by end of January 2017.

Secy

**Agenda – 12: To discuss about the set up work-station/cubicles.**

12. EC has agreed to set up work station with modern facilities for the office staffs like RAWOA. Secy

**Agenda – 13 : Approval of Expenditures if any :**

13. The fol exp may please be approved in EC Meeting. Treasurer

**Parishad Fund**

SL.	Project	Expenses Involved Tk	Action
1.	Exp for GM (printing, light refreshment & others)	25,266.00	Treasurer
2.	a. Labour charges of pond bank landscaping	19,200.00	”
	b. Labour charges of pond bank landscaping	29,000.00	
	Total Tk :	48,200.00	
3.	Labour charges of pond bank landscaping	24,000.00	”

**Admin & Sy Fund**

SL.	Project	Expenses Involved Tk	Action
1.	1 x Gate for garbage point	54,000.00	Treasurer
2.	315 x Koti for rickshaw pooler	70,875.00	”
3.	Garbage clearing charges from garbage point (4 Trips)	12,000.00	”
4.	a. Repair & Maint charges (Road marking, labour etc)	27,900.00	”
	b. Repair & Maint charges (Lane 8,9,10 Repair)	10,810.00	
5.	Garbage clearing charges from garbage point (3	15,000.00	”

**Convention Center**

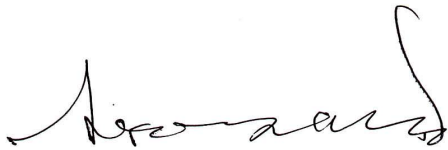
SL.	Project	Expenses Involved Tk	Action
1.	a. Flower bed with tiles fitting	25,000.00	Treasurer
	b. Flower bed with tiles fitting	30,000.00	
	c. Purchase various kind of flower plants	10,970.00	
	Total Tk :	65,970.00	
2.	a. Purchase eqpt for generator	19,000.00	”
	b. Purchase oil for generator (200ltr)	13,200.00	
	Total Tk :	32,200.00	
3.	4 x Metal light set (400w)	30,000.00	”
4.	5 x Thai glass door repair of Convention hall	12,000.00	”
5.	Purchase Cable & Hard disk for CC Camera	12,000.00	”
6.	a. SS railing made of around the flower bed	26,813.00	”

**Agenda – 14: : Miscellaneous point :**

14. Extention of Illumination contract. EC has approved one year extention without changing other clauses of the deed of agreement.
15. CA firm may be approached for the audit of Parishad funds for the year 2016 and it must be completed by 20 January 2017.
16. As there was no other point, the meeting ended with a vote of thanks to the chair.

Convene  
Convention  
Centre Sub-  
Committee

Treasurer



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

10 Dec 2016



Lt Col Md Shamsul Islam (Retd)  
Secretary

10 Dec 2016

To :

All Members of the Executive Committee  
Acct Section  
Convention Centre