

BARIDHARA  
100

**BARIDHARA DOHS PARISHAD  
DHAKA CANTONMENT**

**MINUTES OF THE 92 EXECUTIVE COMMITTEE MEETING  
HELD ON 07<sup>th</sup> NOV 2015 AT 1000 HRS.  
AT THE DOHS OFFICE**

1. Brig Gen Mustafizur Rahman, nud, psc (Retd), the President of Baridhara DOHS Parishad, presided over the meeting. The following Members were present:

- |  |                        |
|--|------------------------|
| a. Brig Gen Mustafizur Rahman, ndu, psc (Retd)     | - President            |
| b. Col S M Faisal (Retd)                           | - Sr VP                |
| c. Lt Col Akram Hossain (Retd)                     | - Vice President       |
| 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. Brig Gen Md Sayeedur Rahman, BP (Retd)          | - Member               |
| i. Air Cdre M Murad Hussain, ndc, acsc, psc (Retd) | - Member               |
| j. Col Mohammad Golam Mustafa, psc (Retd)          | - Member               |
| k. Capt (BN) M M Aziz, psc (Retd)                  | - Member               |
| l. Gp Capt M Rafiqul Huq, psc (Retd)               | - Member               |
| m. Lt Col Md Abdur Rob (Retd)                      | - Member               |
| n. Dr Parveen Hoque Chowdhury                      | - 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 :

Events	Action By
<p><b><u>Agenda – 1: Tilawat - E Quran:</u></b></p> <p>1. Air Cdre M Murad Hussain, ndc, acsc, 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. President congratulated all members of the EC and the Staffs of the Parishad for successfully holding the AGM. There may have been some high pitch deliberations by the General Members but it ended well with expectation to have a better understanding amongst all. President once again emphasised on the 'Service' that all elected members are to deliver to the residents. He expected better coordination and understandings among various sub committees of the Parishad.</p>	All Concern

**Agenda -3: To confirm the minutes of 91<sup>th</sup> EC meeting held on 29<sup>th</sup> Oct 2015.**

3. The minutes of the 91<sup>th</sup> EC meeting were discussed. Since there was no observation from any member, Lt Col Md Abdur Rob (Retd), Member, proposed to confirm which was seconded by Gp Capt M Rafiqul Huq, psc (Retd).

Secretary

**Agenda – 4: To discuss the board proceedings of Catering, Decorator and Floral Decorator and approval of the proposed deed of Agreement**

4. Decision : The subject was discussed in details and all the members present took part in discussion and finally agreed upon the following :

Convention  
Centre

- a. Proceeding regarding catering and floral decorator have been approved by EC.
- b. Decorator regarding furniture, crockeries, cutleries etc should be reviewed and given to more than one contractor, minimum five decorator firms if the decorators agree as such numbers. Convention Centre Sub Committee to sit again with all the tender participating decorators.
- c. At present all the approved contractors are paying donation amounting Tk. 1,00,000.00 (One Hundred Thousand) per year. The same should continue and as such necessary discussion to be floated and agreed by contractors.

**Agenda – 5: To discuss Guide lines for Sub-Committee**

5. President gave a brief on the issue and asked those Conveners who have not submitted their comments as yet, to be submitted the same by 20 Nov 2015 positively for finalization. This will help us to work systematically in future.

All  
members

**Agenda- 6: To discuss on incentive policy for employees for their best performances**

6. **Decision** Following decisions have been taken.

a. Concerned office bearer/sub-committee will select the best performer quarterly based on some guidelines prepared by them. The following categories of employees have been selected for the subject.

All  
members

- |    |                          |   |    |
|----|--------------------------|---|----|
| a. | Best Security supervisor | - | 01 |
| b. | Best Security guards     | - | 03 |
| c. | Best Collector           | - | 01 |
| d. | Best Mosque Staff        | - | 01 |
| e. | Best Office Staff        | - | 01 |
| f. | Best Gardener            | - | 01 |
| g. | Best Cleaner             | - | 01 |

- b. The award for the best performer is decided to present 'prize bond' of Tk. 1000.00 in each category.
- c. This will be effective from January 2016.
- d. Concerned office bearer will prepare the policy on the subject and submit by 20 Nov 2015 for approval in next EC.
- e. Treasurer has confirmed that fund for the above will be available.

99

**Agenda -7 : Financial Approval by EC**

7. The EC approved the following expenditures :

SL	Date	Particular	Amount	Remarks
		Complete repairing of outdoor unit of 2 x Ac,s (Split) including supply of capacitor, tan blade and rewiring of Magnetic coil of Hall No - 2	15,000.00	

Treasurer

**Agenda -8 : Miscellaneous**

8. The following decision have been taken after a lot of deliberation on each subject.

- a. **Brick works at approach pavement.** The Construction Sub-Committee will carry out the work in Consultation with Mosque Sub-Committee.
- b. **Decision on contract of pond.** This will be dealt separately.
- c. **To appoint Acting Convener.** Col Muhammad Golam Mustafa, psc (Retd) will perform the duties as Acting Convener of mosque sub-committee till arrival of Major Mohd Serajul Arefin (Retd).
- d. **Purchase of Desk Top Computer .** 5 x Desk Top computer to be purchased through purchase committee and as per distribution shown as under :
- (1) 1 x Computer - Account Branch
  - (2) 1 x ,, - Convention Centre Branch
  - (3) 1 x ,, - Service Centre Branch
  - (4) 1 x ,, - Office Branch (Admin)
  - (5) 1 x ,, - Fitness Centre

Specifications have been worked out, purchase Sub-Committee to do the needful.

e. **Sanction of Expenditure.** All kinds of expenditures to be placed before EC for approval prior to execute the work except in emergency cases. All kinds of 'post sanction' are discouraged.

*Mr*

- f. **Donation to Ladies Club.** EC has sanctioned Tk. 30,000/- as donation for the Annual picnic of Ladies Club.
- g. **Application of Security Supervisor - Md Ripon Mia.** Md Ripon Mia will be reinstated in service wef January 2016 but not in same appointment.
- h. **Disposal of Garbage.** EC has sanctioned Tk. 20,000/- per month to dispose of the garbage from Garbage dump.
- j. **Employment of Temporary Imam of Convention Centre.** Mowlana Md Naheem Khan may be employed as Imam and honorium to be paid Tk 5,000/- per month from Convention Centre.
- k. **Personal Protection Gears.** Personal protection gears such as gum boot, hand gloves, mask to be issued to the Cleaners from Parishad.
- l. **Purchase of paper & fitting charge.** EC has approved to use white frosted paper on the glasses at the eastern side of Convention Centre to make it opaque.

9. 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

14 Nov 2015

To :

\_\_\_\_\_  
All Members of the Executive Committee