



MINUTES
OF
14TH ANNUAL GENERAL MEETING - 2017

HELD - 10 FEB 2018

BARIDHARA DOHS PORISHOD

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BARIDHARA DOHS PORISHOD
DHAKA CANTONMENT
MINUTES OF THE 14TH ANNUAL GENERAL MEETING
HELD ON 10 FEB 2018 (SATURDAY) AT 1500 HRS
AT BARIDHARA CONVENTION CENTRE

1. **Attendance** : 195 members as recorded in the attendance list were present in the meeting.
2. Brig Gen Mustafizur Rahman, ndu, psc (Retd), President of Baridhara DOHS Parishad presided over the meeting.
3. As the quorum was complete the President called the meeting to order.
4. Meeting started with recitation of verses from the Holy Quran by Mowlana Md. Delwar Hossain.

Agenda – a : Obituary Motion

5. Respected Members,

Assalamualaikum, On behalf of Executive Committee it is my great pleasure to welcome you all to 14th AGM of Baridhara DOHS Parishad.

6. At the very outset I would like to convey my profound grief and condolence for the following members who have passed away in the Year 2017. Now I request our Imam to offer Doa for the departed souls. May Allah bless them all.

S.1	Rank	Name	Date of Birth	Date of Demise
1.	Maj	Alauddin Choudhury	31-12-1942	22-01-2017
2.	Cdr	Mohd Mahbubul Bashar	-	16-02-2017
3.	Col	Mahammad Mazharul Haq	15-10-1946	01-03-2017
4.	Lt Col	Ahmed Ali	01-01-1947	12-03-2017
5.	Maj	Mohammad Abdullah	01-09-1950	22-04-2017
6.	Lt Col	Khan Golap	03-02-1947	13-06-2017
7.	Lt Col	Abdus Samad	15-01-1943	05-07-2017
8.	Lt Col	M Lutfur Rahman	20-08-1946	12-07-2017
9.	Brig Gen	Fahim Ahmed Choudhury	31-10-1946	12-08-2017
10.	Lt Col	Muhammad Anwar Hussain Khan	-	25-08-2017
11.	Lt Col	Md. Abul Qasem	05-01-1941	07-10-2017
12.	Col	F H M Nazrul Islam, psc	10-04-1952	06-12-2017

Agenda – b : Welcome address by the President

7. Bismillahir Rahmanir Rahim.

Dear, Honorable Members, Ladies and gentleman, Assalamualaikum. On behalf of myself and all EC members I like to extend a very warm welcome to you all. At the very outset of this meeting let us all pray for the salvation of the departed souls of our brother military officers and other honorable members. May the Almighty Allah bless them all and grant them the best place in Jannat.

8 Ladies & gentlemen, with your support, cooperation and blessings I am holding the 4th AGM during my tenure. I sincerely thought of calling it 'Quit' after the Third. The tenure of this particular EC has been the longest and thus, all EC the members could contribute to their best for our beloved DOHS. We have never been indifferent or inhibited a feeling of haughtiness in us, All the members including the co-opt members worked relentlessly to serve our community. I like to congratulate them and applaud them for good job done. Jobs those done have been listed by Secretary General and you must have also seen some pictures. List says about 119 activities during last 33 months. I will not go into those. Development activities of the DOHS is a continuous process. All previous committees have done very well and contributed to a great extent. We had longer time and thus we had chance to contribute most. I strongly believe next committee will contribute even more and will finish our unfinished tasks. It is and will always be a collective and continuous effort.

9. Other than the visible works that you know and have seen around that we have done, there are something else not so much visible that I like to talk about. This is the digital world, digital Bangladesh and digital environment, you will be LOB (Left out of battle) if you don't become digital yourself. Importance & requirement of digital world is now infinity. Our digital world is our website-dohsbaridhara.com, for you to explore, find out what you need. Next I like to talk about Policy aspects of the DOHS: First thing we did is formulating elaborate guidelines/policy for the sub committees. I did this first in 2005 and there have been couple of improvement in between but then we re-wrote the whole thing in 2015. All 14 sub committees I formed know there dos and don'ts' and other policies. In addition to these we have account policy, DBCC policy, Ladies club policy, car sticker policy, policy on family welfare scheme (First time in our DOHS), policy on gym, policy on ISP etc. It you go through the annual reports of each subcommittee you will come to know in greater details.

10. If I remember correctly that I mentioned in my address in my first AGM in 2015 that I see four challenges for me: stopping traffic thoroughfare, protection of banks of the pond, construction of roads and garbage management; addition was construction of 5th & 6th floor of our convention centre.

With your support & co-operation today I stand tall and feel very complacent to say Alhamdulillah-that we have been able to address and overcome the challenges. Last was the garbage dump, I lost hope but then finally it has been done to a certain extent. Only strength that I have is the confidence and trust that I have in my team.

All my team members are marvelous in their respective thoughts & actions. Whether it is Senior Vice President in games & sports and cultural activities or convener of

convention centre lead by Vice President, the Secretary General;- the prime mover, or the dedicated, sincere, the vanguard, effective, innovative, thoughtful, resourceful Member Sy & Admin or the honest and uncompromising Treasurer, the effective Arbitrator and the environment champion Air Cdre Murad, or the workaholic and effective mediator Capt Aziz, a quite but intelligent digital GP Capt Rafiq, hard working Lt Col Rob, the pious and officers of principle like Col Mustafa & Maj Arefin, Then the contribution of Maj Kamal in all minor constructions of the DOHS cannot go unnoticed, and finally comes in mind Dr Parveen, a symbol of dedication towards social and cultural life of the DOHS. She infused live and brought in colours in our DOHS.

Additionally I was fortunate to have a group of advisers like Rear Admiral Mohammad Nurul Islam,psc, Air Vice Marshal M Rafiqul Islam, ndu, psc Idmc, Brig Gen Enayet Hussain,psc, Lt Col M. Shamsuddin Ahmed, Lt Gen Md Jahangir Alam Choudhury, ndc, psc, General Muhammad Abdul Mubeen, SPB, ndc, psc & Mr Shafique Alam Mehdi, Ex Secretary of the govt, whose contributions & advice were invaluable in running my administration.

Last & not the least, the names I remember are the co-opt members: all of them though delivered very appropriately but many members often speak about Col Siddique & Lt Col Nasir for showing us colour of flowers & ornamental plants in the DOHS. Nevertheless I am grateful to all of them who I have not mentioned here.

11. I like to specially mention here about the charity works of the DOHS. In 2017 for the first time we carried out important charity works with the donations from the General Body Members, Even someone came from Malaysia to donate Tk. half a million for the help of the Rohingya refugees in Teknuf. For Flood Victims and Rohigaya refugees we distributed goods and cash worth of total Tk. 4.5 millions. All received from general members and residents of Baridhara DOHS. Ladies & Gentlemen so far out of all DOHS your efforts have been the best & most. That speaks about the generosity and kindness of the residents of our DOHS.

The comfortable place that we are sitting here today is the result of the decision you took in 2007 to have a convention centre and today with your support, wish and cooperation we have given it a final shape. You approved to construct 5th & 6th floor through GM on 05 Nov 2016 and approved by AHQ, QMG's Branch letter no 23.01.901.044.02.071.16.07.16 dated 16 July 2016 and then by the DOHS Central Committee meeting no 54 (Ltr no.23.22.0000.014.37.288.17-296 dated 10 Jan 2018). You approved the Project Committee for construction of 5th & 6th floor in GM on 13 May 2017 and approved the cost Tk 1,86,47,250.00 So far we have spent Tk.1,67,33,850.00 (upto 16 Jan 2018) with our own money (interest free loan given from DOHS Porishod fund). We will need an addition amount of 2.5 crore to arrange Lifts, ACs, Generators, Substation, extention of kitchen and providing other infrastructure facilities. AHQ vide DOHS Central Committee meeting no 54 and Cantt Board approved for 5 years exclusive renting out so that we can generate sufficient found to meet our requirement. Tender process done and we have selected the contractors. Highest bidder offered Tk 7 crore we hope to complete the deal shortly.

Dear Brothers & Sisters - Having said all above, it is time now for me to say `sorry` and `thank you`. While performing my duties & responsibilities as President I have tried to be perfect but you know I am not, so omissions were there. I may have committed many unintentional mistakes- thus feel sorry. And `thank you` that despite my shortcoming you have accepted me and continued to support me for two & half years as President of the DOHS. The General Body Members like you all are un-parable in kindness and in considerations. I am indeed grateful to you all. And finally let us pray best for the next Executive Committee. As an individual I am ever available for any contribution, that I can make either as planter of a sappling or to come to social help to anyone. Trust me - I am there.

Thank you.

May the Almighty Allah bless us all.

Agenda – c: Confirmation of the minutes of the 13th AGM-2016 held on 24 Feb 2017 & minutes of the GM-held on 13 May 2017

12. The minutes of 13th AGM- 2016 held on 24 Feb 2017 & minutes of the GM-held on 13 May 2017 has been confirmed by general body. Lt Col Bazlul Karim (Retd), House # 292, Lane # 04 proposed to confirm the minutes which was seconded by Commodore Shahid Sarwar Nizam, BN (Retd), House # 163, Road # 01.

Agenda – d: Presentation and Adoption of Annual Report 2017

13. The present committee started their Journey wef 18 Jun 2015 with your full support and co-operation the EC could bring up some remarkable standard of works to their utmost satisfaction and made all efforts to place this DOHS to an highest standard of living in the city by taking care of security, cleanliness, traffic management, beautifications and other allied administrative measures. Further to note that we made lot of efforts to develop the social bondage among the inhabitants specially for the youths & kids through cultural programmes, arranging Sports & games, Art competitions, seminars, symposium etc.

14. The present EC conducted the following AGM and GM during their tenure in a befitting manner at a calm and comfortable situation. Most of the points were addressed properly and action taken at the earliest.

- | | |
|-----------|----------------|
| a. AGM-11 | on 31 Oct 2015 |
| b. GM | on 15 Jan 2016 |
| c. AGM-12 | on 12 Mar 2016 |
| d. GM | on 05 Nov 2016 |
| e. AGM-13 | on 24 Feb 2017 |
| f. GM | on 13 May 2017 |

15. The Committee is working with their best of ability for the interest of our residents living here. To maintain the continuity of development works other allied activities are in progress. Now I shall chronologically present the activities carried out by our Parishad during the year 2017. These are as under :

- a. Construction of 5th & 6th floor of Convention Center has been completed.
- b. Construction of Semi-pacca accommodation (Barrack) for employees at Sy Barrack has been completed.
- c. Construction of shade at mosque has been completed.
- d. Construction of toilet at Mosque has been completed.
- e. Extention of 'Azu' Khana at Mosque has been completed.
- f. Construction of toilets at park area has been completed.
- g. Construction of accommodation for office staff at Convention Centre.
- h. Construction of Retention wall of Imam House.
- i. "Work Stations" for office assistances have been completed.
- j. Introduction of 'Family Welfare Scheme' (FWS).
- k. Member's directory 2018 has been published & distributed.
- l. C C cameras in different places of the DOHS have been placed.
- m. Lighting, railing, landscaping and beautification of the pond site have been completed.
- n. Tiles works on walkway near children park (Behind the Fountain point of pond corner) completed.
- o. Tiles works on walkway near at Anannya guard post completed.
- p. 4 x 5 ton ACs @ Convention Centre have been installed.
- q. Repair of solar system at Convention Centre completed.
- r. Installation of Auto Transfer Switch (ATS) 600 Amps at Convention Centre has been carried out.
- s. Servicing & Gas filling of 12 x AC for Convention Centre completed.
- t. Development of children parks at road no 09 & 10 have been completed.
- u. Vertical extension of boundary wall between Anannya Market and Baridhara gate has been completed.
- v. Renovation of all toilets of Gd rooms have been completed.
- w. Asphalt carpeting of main road between BSI School and Anannya gate has been completed.
- x. Lighting arrangements on bypass road between Anannya Market and sapper's corner have been completed.
- y. 'Fountain' at Anannya gate has been completed.

- z. 2x paddle boat (পঞ্জিৰাজ) for boat club have been procured.
- aa. Distribution of relief for flood affected general area Tangail & Jamalpur was done.
- ab. Distribution of relief for Rohingya Muslims Refugees carried out by us.
- ac. Distribution of Raincoat to the rickshaw puller in collaboration with the Lions club.
- ad. Provision has been made for CDM and ATM at Kiosk of AB Bank.
- ae. Distributing of Eid Gift to the Rickshaw pullers & under privilege groups was undertaken.
- af. Over head electric lines in staff to bypass road completed.
- ag. Looking glass for Lalitkola Academy purchased.
- ah. Installation of LED street light along the bank of canal.
- aj. Installation of LED Lights on Main Road & Eastern road
- ak. Garbage point repair & maintenance.
- al. Lighting arrangement at foot path opposite to BSI School.
- am. Plantation along the wall of COD.
- an. Purchase of various equipments for Fitness Centre.
- ao. Arranged the followings :
 - a. Inter DOHS Basketball Competition - 2017.
 - b. Inter DOHS Badminton Competition - 2017.
 - c. Celebration of International Mother Language Day 21 Feb 2017.
 - d. Celebration of Independence day 26 March 2017.
 - e. Musical programmes arranged on 31 March 2017.
 - f. Celebration of Bangla Nababarsho (Pahela Baishakh).
 - g. Celebration of Victory Day 16 Dec 2017.
 - h. Organised of Badminton Practice for the residence from 15 November 2017.
 - i. Introduction of children Football, Basketball & Taekwondo Coaching & practicing.

16. Gentlemen I would like to further add some more information for you that the present committee completed many more activities for better living from the day they started their journey are appended below in addition to activities shown in para 15 above.

- a. Palisade construction around the pond.
- b. Cleaning of sewerage & pipe net works inside the DOHS.
- c. Removing the 'Cable -Jungle' on the main road of the DOHS(Major work).

- d. Procuring various children rides at the park.
- e. Construction of foot path opposite to BSI school.
- f. Over hauling electricity supply system in the Convention Centre, including replacement of Aluminum cable by copper cable, replacing compressors of AC's.
- g. Repairing the water sippage at the basement and through outer walls of the entire Convention Centre building.
- h. Improvement in entire office automation system including digitalizing the account & finance system of the DOHS.
- i. Making the DOHS website dynamic having mobile version.
- j. Setting up 24/7 Service Centre of the DOHS for the residents.
- k. Security system/personnel has been revitalized including induction of female /security guards.
- l. New pay scale has been introduced.
- m. New TO&E has been worked out.
- n. DOHS clinic (Niramay) is now better organized along with improvement of the Ambulance service.
- o. New professional key-board has been procured for our Lalitakola Academy. A policy has been rewritten and is now fully organized.
- p. The decades old menace of `Thoroughfare` through our DOHS has been stopped paving the way for better traffic movement in our DOHS.
- q. Years-old garbage/rubbish have been removed and ornamental plants have been placed over there along the boundary wall south of garbage dumping pt.
- r. A flower-shop has been allowed near Baridhara gate for the DOHS residents.
- s. Bank-wall of the mosque decorated with Islamic scriptures and decorative tiles.
- t. For Security check `Arch-way's have been procured and also few hand held metal detectors.
- u. A multimedia projector has been procured.
- v. Carpeting for Road from school gate to railway gate, School gate to `Y` junction & bypass road beautifully done.
- x. Seminar on Meditation arranged by Quantum Foundation.
- y. Seminar on Significance Quran and Human Life arranged by Lt Col Md Shahidulla (Retd).
- z. Seminar on Awareness program arranged by Incepta Pharmaceutical Ltd.
- aa. Seminar on disaster management awareness arranged by Parishad.

- ab. Seminar of workshop on Income Tax and filling up the forms arranged by the Parishad.
- ac. Ladies Club arranged Seminar, Boutique Mela, Cultural Programmes.
- ad. Baridhara DOHS General Library and Baridhara DOHS Jam-e- Mosque Library have been set up.
- ae. The earning proportion of the Convention Centre was reviewed and refixed at 60 % for DOHS 40 % for Cantt Board in place of 35 % for DOHS and 65 % for Cantt Board from Feb 2016 at a Central Committee meeting.
- af. Constructed boundary wall behind the Imam house.
- ag. Security wall of park area in Rd # 08 constructed.
- ah. All the roads Baridhara DOHS have been cleared of garbage, debris, tree branches/leaves and all other dirty items kept in and around the plots/houses.
- ai. Unauthorised shops near rail-crossing at transit camp removed.
- ak. Second edition of 'Dipshikha' magazine has been published.

17. **Arbitration.** Arbitration Committee did a splendid job. You all know that Arbitration is very important task for the Porishod as it deals with cases of different nature of disputes and amicably solve. During the last one and half years our Arbitration Committee has been able to resolve 51 cases out of 61 cases through mutual understanding of the parties. Nine cases have been sent to AHQ for decisions and one case is pending in the judicial Magistrate court. Congratulations to all member of the Arbitration Committee.

18. **Security.** We are working with the same number of guards as of the previous committee but with much more volume of work. All the security lights are fully functional now. We have been able to raise our security standard to an envious level. There has not been any breach of security since this committee took over. We have replaced the old tube lights on the main road from school gate to Baridhara gate and canal road with high power LED street lights at our arrangement. Area now remains illuminated. We have also put high power security lights on the eastern side. We have three mobile patrols who are patrolling our residential area round the clock on Motor Cycle in addition to the normal guards. We have trained our security persons to respond quickly to any adverse situation. We have installed CCTVs on some important areas and intend to bring the entire area under CCTV watch. Any incident when reported is attended with speed. As a part of our awareness programme our security team took classes and trained the caretakers and brought them under our integrated security system. For the first time we included 'Female security guard' check any suspicious move of any woman is within DOHS. We intend to extend this training programme to all the house workers as well. We have a good working relationship with local police. They respond quickly to our call and carry out patrolling inside DOHS as and when we request them.

19. **Traffic System.** The volume of traffic has increased many folds. There are more than 4000 vehicles of the house owners and tenants and more than 12,000 vehicles enter/exit DOHS area every day. We are handling them efficiently. But we face problems when there is a traffic jam in Kalachandpur-Norda-Gulshan road or in the national Highway and vehicles take by-pass through DOHS which is a uphill task to control. We have taken serious view of blowing horn inside DOHS area and it has reduced substantially. We have put reflecting signs on the entrance of all the roads asking not to blow horns. Now the vehicles are more disciplined. We are trying to stop the by-passing of vehicles through DOHS and stop unauthorized entry of vehicles from the Y Junction as well as from the Annanya gate. Sometime this causes temporary traffic congestion. We have put convex mirror at the entrance of all the lanes.

20. **Shops in DOHS.** A good number of Flexi load shops have been set up in garage area of many houses. There are other unauthorized shops also running inside DOHS area. These shops are a big security threat for the area as lot of unauthorized people are entering in the shops. From time to time we raided the shops with help of Cantt Board. Now number of these unauthorized shops have reduced. But is not possible to resolve this problem without your support. Your co-operation is highly required. Please help yourself and help others for peaceful living.

21. **Anti Social Activity.** We detected some anti social activities in four houses where few tenants used to carry out immoral activities. With the help of local police we managed to arrest and uproot them. But it is not to be taken granted that the area is free from such activities. We are alert, yet your help is essential.

22. **Rickshaws.** 300 Rickshaws divided amongst 5 contractors are allowed to ply inside our area. Railway gate to Baridhara gate. They wear reflecting cross. We have not raised the rickshaw fare. Rickshaw pullers are not affected as they pay the same amount of money as used to pay earlier-ensuring the middlemen and the contractors make less profit.

23. **Cleanliness of DOHS Area.** 24 Cleaners are working relentlessly to keep DOHS clean and tidy. During last Eid-Ul-Azha they did a commendable job by cleaning Qurbani waste and by next day DOHS gave a clean look. It's everyone's responsibility to keep the entire DOHS environment friendly.

Development works in progress

24. The following works are in progress.

- a. Passenger and service lift for Convention Centre.
- b. Renting out the catering service of the Convention Centre
- c. Procurement of a utility vehicle for the DOHS.
- d. Vertical extension of CSD.
- e. Recover of space from WASA.
- f. Construction of extention work of cook house of Convention Centre.

- g. Gymnasium is yet to be approved by concerned authority and likely to be approved in near future. All necessary papers have been submitted.

Development works proposed and to be approved for Financial Year -2018

25. Following projects are placed before the general body for approval.
- a. Members multipurpose utility halls including cafeteria, pool table, Card room etc, at level-4 of Convention Centre.
 - b. Turf to be placed at play ground at park area.
 - c. To Construct a Minar at Mosque
 - d. To Construct a reasonable wide gate at (Shawra Bazar) eastern side of Convention Centre for free movement of guest vehicles.
 - e. To Construct a Squash Court.
 - f. To Construct swimming pool.
 - g. To replace the existing DOHS gates at school end Baridhara end with iconic military structures.

Activities of Sub-Committees

24. The 14 (Fourteen) Sub-Committees have been formed and their works have been remarkable and listed in our activities.

Agenda – e: Presentation and Adoption of Balance Sheet, Statement of Account- 2017 and Audit Report - 2017.

25. Respected Members, Assalamu Alaikum. During the last two and a half years this Committee has taken up and completed many Development works which have been mentioned by the Secretary in his report. The detailed financial statements has been given to you. We have tried to fulfill our commitment to ensure total sincerity and accuracy while expending the Porishod money as per laid down policy. The funds of the Porishod was audited by a Audit firm “A Wahab & Company” as well as local DOHS Audit Committee. Observation / objections / suggestion of the Audit Committee along with our replies have been circulated to you through DOHS Baridhara website. Hard copies are available in Porishod office. Any respected member is welcome to receive copies if desires. I may mention here that inspite of our sincerity there might have been small procedural mistake / lapses here and there due to urgency of work but I can assure you that there was no intentional mistake or shortage of sincerity anywhere.

26. Since this AGM is for the year 2017, the financial statement along with the fund position for the year ended 31st December 2017 are attached herewith for your kind information :

a. Balance Sheets:

- | | | |
|-------------------------------|---|---------|
| (1) Parishad, Admin & Sy Fund | } | Anx – A |
| (2) Masjid Fund | | |
| (3) Convention Center Fund | | |

b. Receipt and Payment statements:

- | | | |
|-------------------------------|---|---------|
| (1) Parishad, Admin & Sy Fund | } | Anx - B |
| (2) Masjid Fund | | |
| (3) Convention Center Fund | | |

c. The audit report and it's reply are given as Anx- C

27. The major Expenditure beyond financial power of EC but within the provision approved budget wef of Jan 2017 to 31 December 2017 is placed as Anx-D for your perusal and acceptance please.

Agenda – f : Presentation and Adoption of Budget for - 2018.

28. The Parishad maintains three funds i.e Parishad, Admin & Sy fund, Masjid fund and Convention Center fund separately. As such the separate budget has been prepared for better understanding from last year. The heads of proposed budgets are being changed every year on the basis of need and understanding. The proposed budget for 2018 has been prepared keeping all the past activities and considering future requirements. While executing the budget the next Committee may have to undertake some projects for the greater interest of the community which will subsequently be approved in AGM/GM. The proposed budget for 2018 is placed as under for your discussion and acceptance:

- a. Proposed Budgets 2018 - Parishad and Admin & Sy, Masjid and Convention Center fund Anx - E

BARIDHARA DOHS PARISHAD
BALANCE SHEET
AS AT DECEMBER 31, 2017
PARISHAD FUND

Anx - A

Fund & Liabilities	Notes	31/12/2017	31/12/2016	Property & Assets	Notes	31/12/2017	31/12/2016
Fund :		57,121,475	46,224,047	Fixed Assets		35,500,209	26,671,362
Parishad	9	35,624,259	28,351,656	Equipment	1	5,916,441	4,762,671
Admin & Security		21,497,216	17,872,391	Rowing Boat (DBBC)	5	386,190	246,190
				Furniture	3	1,241,466	1,015,366
Current Liabilities :		3,584,097	2,074,227	Development Works	4	17,747,695	13,954,384
Retention from staff salary	10	539,097	561,697	Construction Works	2	10,208,417	6,692,751
Retention from ISI/Cable TV/Hawker	12	130,000	140,000	Fixed Deposit	6	9,100,000	20,100,000
Retention from Rickshaw contractor	11	2,565,000	1,146,030	Current Assets :		16,105,363	1,526,912
Retention from consy contractor	13	350,000	210,000	Loan to Convention Hall	7	13,000,000	-
CSR Fund	14	-	16,500	Cash in Hand	8	105,549	195,945
				Cash at Bank		2,999,814	1,330,967
Total Fund & Liabilities :		60,705,572	48,298,274	Total Assets & Property :		60,705,572	48,298,274

BARIDHARA DOHS PARISHAD
Balance Sheet
As at December 31, 2017
Masjid Fund

Anx - A

Fund & Liabilities	Notes	31/12/2017	31/12/2016	Property & Assets	Notes	31/12/2017	31/12/2016
Fund :		16,342,933	14,936,382	Fixed Assets		14,352,987	13,669,734
Liabilities :		58,500	183,500	Equipment	6	2,275,555	2,159,955
Retention from Staff Salary	13	34,500	5,500	Furniture	7	501,730	501,730
Loan from Parishad & Conv. Center		-	-	Development Works	8	11,067,894	10,916,049
House Rent (Cant. Board)	14	24,000	178,000	Construction	9	507,808	92,000
Total Fund & Liabilities :		16,401,433	15,119,882	Current Assets :		2,048,446	1,450,148
				Cash in Hand	10	11,649	54,021
				Cash at Bank	11	2,036,797	1,396,127
Total Fund & Liabilities :		16,401,433	15,119,882	Total Assets & Property :		16,401,433	15,119,882

BARIDHARA DOHS PARISHAD
BALANCE SHEET
AS AT DECEMBER 31, 2017
CONVENTION CENTER

Anx - A

Fund & Liabilities :	31-12-2017	Notes	31-12-2016	Property & Assets	Notes	31-12-2017	31-12-2016
Fund :	17,631,797	6.00	13,581,645	Fixed Assets		24,638,126	5,472,530
Hall	4,569,729		3,938,284	Equipment	1.00	1,608,856	837,456
Utility Charges	2,323,977		2,386,473	Furniture	2.00	388,564	348,864
Govt VAT	483,982		483,982	Development Works	3.00	22,640,706	4,286,210
SyMoney	5,600,000		5,600,000				
Illumination	1,228,095		774,778				
Sound System	81,000		59,500				
Service Provider	1,962,928		866,203				
Misc.	1,382,086		(527,575)				
	15,613,931		1,960,531	Current Assets :		8,607,602	10,069,646
Current Liabilities :				Cash & Cash Equivalent	4.00	3,202,602	1,369,646
VAT Payable	(329,069)	7.00	(382,469)	Fixed Deposit	5.00	5,400,000	8,700,000
Fund for Convention Center	2,890,000	8.00	2,290,000	Staff Loan		5,000	-
Account Payable	3,000		3,000				
Loan From Parishad	13,000,000	9.00	-				
Sy Money (Contractor)	50,000		50,000				
Total Fund & Liabilities :	33,245,728		15,542,176	Total Assets & Property :		33,245,728	15,542,176

Anx - B

BARIDHARA DOHS PARISHAD
RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED DECEMBER 31,2017
PARISHAD FUND

SL	Receipt			Total Taka	SL	Payment			Total
	Particulars	Parishad	Admin & Sy			Particulars	Parishad	Admin & Sy	
	Opening Balance			1,526,912	1	Staff Salary & Allowances	3,364,275	15,015,375	18,379,650
1	Cash in hand			195,945	2	Internal Audit Fee	41,599	-	41,599
	Cash at Bank			1,330,967	3	Festival Bonus	135,365	1,319,628	1,454,993
2	Subs from Members	1,593,490	3,239,640	4,833,130	4	Payment to released staff	-	131,600	131,600
3	Subs from ISP/Cable TV	389,200	-	389,200	5	Utility Exp (Elec,Wasa, Gas & Tel bill)	21,705	269,156	290,861
4	Family Welfare Scheme Fund	140,000	-	140,000	6	Mobile phone Expenses	24,778	81,371	106,149
5	Sales Proceed of Stickers	-	2,807,700	2,807,700	7	Printing Stationary & Photocopy	85,141	119,094	204,235
6	Subs from Water Supplier	152,000	-	152,000	8	Entertainment	90,229	66,797	157,026
7	Subs from Hawker (Old paper)	1,250,000	-	1,250,000	9	Meeting (AGM/GM/EC)	54,026	28,496	82,522
8	Advertisement - Dipshikha	107,000	-	107,000	10	Conservancy	-	666,145	666,145
9	Sales Proceed of store or garden	36,950	34,520	71,470	11	Conveyance	16,362	10,418	26,780
10	Bank interest	91,086	45,343	136,429	12	Plantation & Beautification	448,421	13,075	461,496
11	Sponsor Money	261,500	-	261,500	13	Development works	669,713	3,123,598	3,793,311
12	Stall Sales	235,900	-	235,900	14	Eqt large (Parishad & Admin & Sy)	333,300	354,000	687,300
13	Ambulance Svc	19,820	-	19,820	15	Fitness Center Expenses	402,217	-	402,217
14	Fitness Center	1,028,900	-	1,028,900	16	Donation	16,500	-	16,500
15	Hall profit money	871,673	-	871,673	17	Repair & Maintenance	15,220	489,568	504,788
16	Boat Club (DBBC)	71,075	-	71,075	18	Postage & Courier	700	1,130	1,830
17	DBCC	771,180	-	771,180	19	Motor bike	-	119,586	119,586
18	Retention of Staff Sy.Money	81,000	28,000	109,000	20	Electric Expenses	40,900	209,362	250,262
19	Sub. From Rickshaw	-	10,040,100	10,040,100	21	Cultural & Recreational Expenses	272,610	91,122	363,732
20	CSD Shop	14,300	-	14,300	22	Family Welfare Scheme expenses	12,830	-	12,830
21	Arbitration Fee	10,000	-	10,000	23	Communication exp (SMS)	72,500	-	72,500
22	Hall Charge	130,500	-	130,500	24	MI Room (Despensery)	207,442	-	207,442
23	Sub From Flower Shop	28,500	-	28,500	25	Traffic Control Expenses	-	524,765	524,765
24	Non Exp. Of Balance	256,966	39,507	296,473	26	Labour Charge	-	17,550	17,550
25	Poly Bag	219,710	-	219,710	27	Religious Expense	-	505,362	505,362
26	Miscellaneous	-	5,120	5,120	28	Games & Sports Expenses	390,649	144,208	534,857
27	Charity Fund	379,980	-	379,980	29	Honourium	9,000	35,000	44,000
28	Donation	1,000	-	1,000	30	DBCC	699,530	-	699,530
29	Consery Contractor (Sy. Money)	-	140,000	140,000	31	Boat Club (DBBC)	21,000	-	21,000
30	ID card Servant	72,350	-	72,350	32	Ladies Club	251,596	-	251,596
31	Rickshaw SY Money	-	2,565,000	2,565,000	33	Ambulance Svc	163,370	-	163,370
32	Sticker Form	-	42,850	42,850	34	Books & Publications	324,800	782,000	1,106,800
33	Sub. From Tenant	-	3,656,480	3,656,480	35	Bank Svc Charges	20,119	15,368	35,487
34	Sub. From BTS	613,212	-	613,212	36	Daily Newspaper	10,680	-	10,680
	Sub. From office - Half unit	-	2,061,200	2,061,200	37	Poly bag	266,880	-	266,880
	Sub. From office - Full unit	-	4,300,200	4,300,200	38	Construction Work (Pond Bank)	2,400,000	1,115,666	3,515,666
	Bank interest FDR	5,937,086	144,994	6,082,080	39	Staff Service Benefit Expenses	-	375,646	375,646
	FDR Withdraw	13,000,000	-	13,000,000	40	Donation to CSR Fund	15,000	404,000	419,000
	Charity Fund (Flood)	1,167,450	-	1,167,450	41	Hygiene and Sanitation	1,912	54,610	56,522
	Charity Fund (Rohinga)	3,256,850	-	3,256,850	42	IT & Development	147,150	319,320	466,470

SL	Receipt			Total Taka	SL	Payment			Total
	Particulars	Parishad	Admin & Sy			Particulars	Parishad	Admin & Sy	
				-	43	Miscellaneous	13,335	7,861	21,196
			-		44	Contingency Expense	107,298	122,160	229,458
			-		45	Liveries	-	153,825	153,825
			-		46	Refund Sy Money (ISP/TV & Rickshaw)	10,000	1,146,030	1,156,030
			-		47	Rohinga Donation	3,056,669	-	3,056,669
						Flood Donation	1,050,000	-	1,050,000
						Office sub.Refund	-	278,000	278,000
						New FDR	-	2,000,000	2,000,000
						Pay & Allowance (Overtime)	128,917	128,547	255,464
						Loan to Convention Hall	13,000,000	-	13,000,000
						Health & Hygiene Expense	-	271,434	271,434
						Excess Riskshaw Sub. Payments		472,170	472,170
						Rowing Boat purchased	131,000	9,000	140,000
						Furniture & Fixture Purchased	8,400	217,700	226,100
				-		Total Payment	28,551,138	31,209,743	59,760,881
				-		Closing Balance			3,105,363
				-		Cash in Hand			105,549
				-		Cash at Bank			2,999,814
	G. Total :	32,188,678	29,150,654	62,866,244					62,866,244

BARIDHARA DOHS PARISHAD

RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED DECEMBER 31, 2017

MASJID FUND

Anx - B

Receipts	Amount	Payments	Total
Opening Balance	1,450,148	Staff Salary & Allowances	969,289
Cash in Hand	54,021	Bonus-Staff	88,650
Cash at Bank	1,396,127	Utility Exp (Elec, Wasa, Gas & Tel bill)	884,278
Subs from Members	1,374,920	Development works	151,845
Sales Proceed of store or garden (Pond Fish)	20,580	Religious Expenses	35,212
Office Rent (AB Bank)	188,100	Equipment Large / Small	115,600
Electric Bill - Sy BK/AB Bank	135,185	Generator Maint	24,500
Friday Collection	1,968,980	Repair & Maintenance	209,808
Fixed Box Collection	184,700	Electric Expenses	106,113
Eid Day Collection	76,600	Health & Hygiene	2,430
Donation/Grants	71,000	Labour/Daily basis Expenses	49,230
Non Exp. Money	67,980	Plantation & Beautification	18,000
House Rent (Cantt. Board - Muazzin)	48,000	Bank Svc Charges	4,644
Electric Bill - Pond	19,227	Mobile Bill	2,600
Retainion of Staffs Sy.Money	29,000	Office Contingency Expenses	72,665
		IT & Development	65,460
		Honorium	100,000
		Construction	415,808
		House Rent (Cantt. Board - Muazzin)	202,000
		Hygiene & Sanitation	67,842
		Total :	3,585,974
		Closing Balance	2,048,446
		Cash in Hand	11,649
		Cash at Bank	2,036,797
G.Total :	5,634,420	G.Total :	5,634,420

BARIDHARA DOHS PARISHAD
AUDIT OBSERVATIONS
PERIOD FROM 01 JANUARY 2017 TO 30 JUNE 2017

Anx - C

Introduction

The Audit committee carried out a random check and examined the related/connected documents of Baridhara DOHS Parishad Funds for the period between 1st January to 30th June 2017 and found some shortfalls/anomalies/irrationalities in expenditures which are narrated separately under existing Fund Headings along with suggestions/opinions for action as and where necessary:

SL	Observations	Replies of DOHS Parishad	Remarks
1.	<p><u>PARISHAD AND ADMIN FUND</u></p> <p><u>Manufacture of railing and Construction of boundary wall around Children Park situated at road no-09</u></p> <p>Voucher no 318/17, dt 27-04-2017, Taka 87,298.00 (49,896+37,402)</p> <p>Tk 87,298.00 was paid for manufacture of railing and construction of boundary wall around Children Park at road no 09.</p> <p><u>Observation</u></p> <p>While auditing the payment voucher it was observed that two note sheets containing approval of Tk 49,898.00 for manufacture of 396 sft railing and Tk 37,402.00 for Construction of boundary wall around the Children Park. Both the approval were given on the same date on 22-04-2017. It is clearly understood a single work was divided into 2 (Two) parts to keep the amount within the sanctioning power of EC.</p> <p>Though sanction (approval) was given for both the work on 22-04-2017 but bill for Tk 49,898.00 was submitted on 15-04-2017. The total work was done by the same Contractor before sanctioning the amount by the authority.</p> <p><u>Suggestion</u></p> <p>Division of work to keep this expenditure within the sanctioning limit of EC should be avoided.</p> <p>All the payment was made in cash which is against financial rule. As the total cost of the work Tk 87,298.00 has crossed the sanctioning limit of EC this should be placed in the next AGM for approval.</p>	<p>The work was infact done separately. Initially the rail was erected at the height of 2$\frac{1}{2}$ feet for which the note sheet was initiated on 4/4/2017 and payment was made on 15/4/2017. Since the Treasurer was on leave, he could not sign the note sheet on time. He however, signed it on 22/4/2017 and the scy and the President signed on the same date. The payment was made on verbal sanction of the President since the work was very urgent in nature and the contractor was unable to work without payment. Later the height was raised by one foot through a separate note sheet initiated on 22/4/2017 and payment was made after approval of the President on the same date. Thus both the note sheet was shown as same date.</p> <p>The suppliers were petty contractor and did not have bank accounts thus we had to pay in cash.</p>	

<p>2.</p>	<p><u>Construction of wall between basketball ground and security barrack. Voucher no 85/17, dated 09-02-2017, Tk 1,70,000.00</u></p> <p>Boundary wall was constructed costing Tk 1,70,000.00. Ohid enterprise being the lowest bidder work was given to him by the authority on 12-02-2017.</p> <p><u>Observation</u></p> <p>Ohid enterprise submitted the bill amounting to taka 1,70,000.00. A seal on the bill indicates paid but no date was mentioned.</p> <p>Total 3 note sheet were attached with the voucher these are as below.</p> <p>a) For the approval of Tk 42,632.00 for part payment of 30 feet constructed wall (Total 120') dated 02-02-2017.</p> <p>b) Photo copy of the same note sheet along different remarks of Treasurer/Secretary and President.</p> <p>c) Photo copy of the same note sheet along with remarks of the same EC members. This note sheet was sealed as "paid". In this note sheet taka 50,000.00 and Tk 1,20,000.00 on 08-02-2017 and 09-02-2017 respectively received by one staff of Parishad (Received in cash).</p> <p>Excepting the above mention bill by Ohid Enterprise and the 3 (three) copies of note sheet no voucher were attached with the bill. Total submission of bill for payment of Taka 1,70,000.00 was irregular. Amount for the bill received by Parishad staff is irregular. Paid amount Taka 1,70,000.00 has exceeded the financial power of EC.</p> <p><u>Suggestion</u></p> <p>All expenses are to be supported by proper vouchers duly signed by the person incurring expenditure. Proposal for payment should be clearly defined and duly signed and approved by the authority. This matter should be put up in next AGM for approval. Audit opines that enhance of financial expenditure could be done after the amendment of Constitution. No payment should be paid in cash.</p>	<ol style="list-style-type: none"> 1. The work was given to Ohid Enterprise being the lowest bidder. Part payment was given to him only for the portion he had completed. The amount spent for the construction of the wall falls within the budget on development and construction passed in the last AGM. 2. Bill/Vouchers are ofcourse maintained. 3. Once the budget is passed in AGM further approval appears not necessary. However, point is noted. 	
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<p>3.</p>	<p><u>Re-Construction of damaged southern portion of palasiding around the pond.</u></p> <p>a) Voucher no 341/17, dt 04-05-2017 Tk 3,00,000.00</p> <p>b) Voucher no 342/17, dt 07-05-2017 Tk 1,00,000.00</p> <p>c) Voucher no 362/17, dt 11-05-2017 Tk 3,00,000.00</p> <p>Due to heavy rain palasiding around DOHS`s pond was partially damaged. Being lowest bidder Bulbul Enterprise was given work order at Tk 7,50,000.00</p> <p><u>Observation</u></p> <p>The following irregularities were observed during auditing the above mention bills and vouchers.</p> <p>a) Voucher no 341/17, dt 04-05-2017 Tk 3,00,000.00. From the note sheet attached with the bill it was observed that President approved Tk 3,00,000.00 on 29-04-2017. Only a photo copy of a pad of Bulbul Enterprise was submitted as a bill for Tk 7,50,000.00 dt 01-06-2017. No other bill voucher was seen. A cash requisition form dated 31-04-2017 of Parishad indicated that Tk 3,00,000.00 was given to a member of Executive Committee.</p> <p>b) Voucher 342/17, dt 07-05-2017 Tk 1,00,000.00. Attached note sheet indicates that proposal of Tk 4,50,000.00 was submitted but Tk 1,00,000.00 was approved by the President on 04-05-2017 cash was received by the same member signed on the note sheet. No bills excepting a photo copy of pad was submitted by Bulbul Enterprise.</p> <p>c) Voucher no 362/17, dt 11-05-2017. Note sheet indicates approval of Tk 3,50,000.00 for final payment was initiated Tk 3,00,000.00 was approved on 11-05-2017. Taka was received by the same EC member. Bulbul Enterprise submitted a bill of Tk 7,50,000.00 as usual on a pad of Enterprise. No other vouchers were attached.</p> <p>Accounting procedure written in Constitution of Parishad reveals that :-</p>	<p>During the last monsoon in the month of April/May 2017 the whole country experienced a heavy rainfall than the normal. The Palasiding towards the southern part of the pond was partially damaged (about 50 feet) due to the continuous rain. On emergency basis this job was undertaken to repair the damaged portion to avoid further damage.</p> <p>The repair work was done through a bidding process and the lowest bidder Bulbul Enterprise was engaged to complete the work as early as possible to retain the remaining Palasiding portion intact. Maximum number of men and material were made available within shortest possible time to complete the work on emergency basis, as such procedure such as issuing account payee cheque could not be followed. Wooden piles had to be purchased through cash payment. Thereby, some lapses may have occurred in the procedure. The exigency of service was given priority. The lapse shown in the audit observation is well noted & would be kept in mind for future, It may be mentioned that no payment to anyone has been made without any papers.</p>	
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	<p>“All expenses/receipts are to be supported by proper vouchers signed by the person incurring the expenditure and counter signed by competent authority”.</p> <p>The above mentioned vouchers have clearly violated the rule stated above. Received money from approved bill of the contractor by EC member is highly irregular. No vouchers were submitted by contractor. Bill passed and paid on attached note sheet.</p> <p><u>Suggestion</u></p> <p>Bill should be approved (Passed) after submitted with proper vouchers as stated in the Constitution. In future money received by any member of EC should be avoided. Official note sheet should not be treated as voucher. The mater should be placed in the next AGM for approval.</p>		
<p>4.</p>	<p><u>Additional protection of the southern portion of palasiding and Linton work</u></p> <p>a) Voucher no 375/17, dt 17-05-2017 Tk 4,00,000.00</p> <p>b) Voucher no 378/17, dt 20-05-2017 Tk 45,560.00</p> <p>c) Voucher no 391/17, dt 20-05-2017 Tk 3,00,000.00</p> <p>d) Voucher no 428/17, dt 11-06-2017 Tk 54,440.00</p> <p>The following irregularities were observed during auditing the above mention bill and voucher.</p> <p>a) Voucher no 375/17, dt 17-05-2017 Tk 4,00,000.00. Attached note sheet with the bill shows that the President on 16-05-2017 approved Tk 4,00,000.00 cheque was given in the name of member of executive committee and money was received by him also. A photo pad of Bulbul Enterprise was attached as a bill for Taka 7,50,000.00 dt 10-06-2017. No other voucher were attached.</p> <p>b) Voucher no 378/17, dt 20-05-2017 Tk 45,560.00 was approved on 13-05-2017. Money received by one Mihir. No voucher attach by Bulbul Enterprise excepting a photo copy pad as bill for Taka 7,50,000.00 signed by Bachhu Mia dt 10-06-2017.</p>	<p>Due to continious heavy rain fall the Palasiding walls were falling down and everyone was fearing that the total work would be damaged. An emergency meeting of the pond protection Committee was held and it was decided that the work must be under taken and completed by the Committee immediately by any means. Tender was invited and among the participants, Bulbul Enterprise was given the work order as lowest Bidder. Bulbul Enterprise did not have any Bank account and was not financially very solvent to complete the work with his own money. In fact at that time no experienced / financially solvent contractor was willing to undertake the work. As such it was decided that the contractor will be paid partial bills for the work on daily basis. As such bills were paid in cash through the Members of the pond protection Committee to ensure transparency. Thus work was completed with utmost care and</p>	

<p>c) Voucher no 391/17, dt 20-05-2017 Tk 3,00,000.00 was approved on 20-05-2017 and money was received by the member of EC on the note sheet. No voucher was submitted by Bulbul Enterprise excepting a photo copy bill of Tk 75,000.00 dt 10-06-2017.</p> <p>d) Voucher no 428/17, dt 11-06-2017 Tk 54,440.00. Attached note sheet shows that Taka 54,440.00 was submitted in the note for approval money was on 06-06-2017. Money was received by Mihir signed on the note sheet. No voucher was submitted by Bulbul Enterprise except a bill for Taka 7,50,000.00 dt 10-06-2017.</p> <p>The above mention attached vouchers have completely violated the rule laid down in schedule-1 of Parishad's Constitution. Receiving money from approved bill by the EC member is highly irregular. No vouchers were submitted by the contractor. Bill is passed on note sheet and also payment is made.</p> <p><u>Suggestion</u> Bill should be approved after submission of proper voucher as stated in the schedule-1 of the Constitution. Receiving money in the approved note sheet should be avoided. Money received by EC member or any staff should be avoided. The money should be placed in AGM for approval. Cheque should be paid in favor of the Constitution.</p> <p><u>Over all observation</u></p> <p>During audit it was observed the total work for repairing the palasiding work was done in two parts :</p> <p>a) Re-Construction of the damaged portion Tk 7,50,000.00 and b) Additional protection of damaged portion Tk 7,50,000.00</p> <p>Two part of work was given to the same contractor. Being the lowest bidder Bulbul Enterprise given the work order. It was observed from the submitted bills voucher that this Enterprise does not have any bank account as the passed amount was always received by a member of EC. Audit also thinks that they may not have any trade license or IT number. No security money was</p>	<p>sincerity by the Committee and was appreciated by all members of the DOHS Baridhara at that time.</p>	
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	<p>taken from this Enterprise. Even the contractor never submitted any vouchers for expenditure for materials.</p> <p><u>Suggestion</u></p> <p>Audit suggests that work should be given to bonafied contractors. Payment should be made through cross cheque. Parishad should have enlisted bonafied contractors. All bill submitted by the contractor/supplier should be well supported voucher.</p> <p>During discussion with the President, treasurer and other member of EC audit Committee came to know that the above mentioned works had been done on emergency basis. In future EC will take care to avoid such type of deviations</p>		
<p>5.</p>	<p><u>Eid Gift for 300 Rickshaw puller</u></p> <p>Voucher no 483/17, dt 24-06-2017 Tk 1,50,000.00</p> <p>300 Lungi, Gamcha and Fatua was purchased for giving Eid gifts to 300 (Three hundred) rickshaw pullar wearing DOHS Kotti.</p> <p><u>Observation</u></p> <p>It was observed from the above mentioned voucher that 300 lungi, gamcha and fatua was purchased as gift items for 300 rickshaw pullar wearing DOHS Kotti. From the attached note sheet it was observed that these gift items were purchased on the basis of request/recommendation of few senior officers. No prior approval was taken in AGM or the matter was not even discussed in EC meeting. The money Tk 1,50,000.00 was spent from allotted budget head “Religious expenses” .</p> <p><u>Suggestion</u></p> <p>Audit suggests that if at all Parishad member decide to give gifts to any person/persons it should be discussed in AGM. List should be prepared to whom gifts can be given. As this expenditure does no relates to religious expenditure a separate budget head “ Gift expenses” should be opened. This expenditure should be placed in AGM for approved.</p>	<p>Gifts were given to the Rickshaw pullers as part of our CSR activity. That too for the first time with an honest intention. However, the point is noted and necessary approval will be taken in the next AGM.</p>	

CONVENTION CENTER FUND

6. Purchase of Lift

Pv-113/17 dated 22-06-2017

- a. Initial cost with 6 landing station was Tk 19,25,000.00
- b. With raise of one landing station ie 7 landing station cost is Tk 21,95,000.00
- c. Payment as per work order issued on 20 June 2017 is
 - i) 40% on opening l/c
 - ii) 40% on shipment by manufacturer
 - iii) 10% on site delivery
 - iv) 10% on commissioning and hand over
- d. Free repair maintenance support for 1 year to be provided.

Observation

- 1. Since cost of lift is approx Tk 22,00,000.00, necessary advertisement in the daily news papers should have been given prior to selecting genuine suppliers.
- 2. Decision to raise 1step further is appreciable. But after raising of 1 landing station we are almost forced to pay additional Tk 2,70,000.00. If initial planning was for 7 landing stations, probably the tender participants could also plan and submit their quotations accordingly. Thus the total cost could have been little less.
- 3. On commissioning and handing over we are paying 100% money to the firm.
- 4. As per agreement the supplier is supposed to give free repair maintenance support for 1 year after commissioning but there is no security money left with us.

Suggestion

- 1. At least 10 or 5% money should be kept as security, so that the firm carries out repair maintenance of the lift as per agreement.

a. A tender was circulated in the notice board of DOHS Baridhara, Cantt Board and Station Head Quarter.

b. The contract for lift was concluded before the construction of 5th & 6th floor started, Authority felt that the roof of the fifth floor can be used for various purposes as such the decision was taken to increase one stoppage, thus 7 stoppage in place of 6 stoppage. Having 7 stoppage was plan-B, having flexibility in planning. In case of simple math :
for 6 stoppage cost is Tk 19,25000/- ie per stoppage 3.20 lac for one additional stoppage 2.70 Lac is not over spending. However point is noted.

c. Earnest money 30,000.00 (Thirty thousand) taka has been kept with DOHS Parishad as security money.

<p>7.</p>	<p><u>Purchase of AC, Compressor and Air cutter</u></p> <p>a. Pv 83/17 Tk 3,80,000.00 b. Pv 92/17 Tk 2,44,000.00 Total Tk 6,26,000.00</p> <p><u>Observation</u></p> <p>1. Ranguli Electronics supplied subject items to Convention Center and accordingly send bills and money receipts in their pad. But immediately after sending the bill and money receipts Ranguli Electronics send a request letter to issue cheques in the name of Isha Enterprise mentioning some difficulties in operating their (Ranguli) own accounts.</p> <p>2. Convention Center issued 2 cheques in favour of Isha Enterprise amounting Tk 6,26,000.00 accordingly on Ranguli Electronics's bill and money receipt. There are no bill vouchers or papers of Isha Enterprise available with accounts branch of Convention Center.</p> <p>3. It is assumed that Ranguli Electronics is not a genuine firm.</p> <p><u>Suggestion</u></p> <p>1. The above payment is highly irregular. Concerned responsible persons should be asked to take necessary steps to regularize the papers immediately.</p> <p>2. Ranguli Electronics might have done this to evade VAT Tax etc.</p>	<p>Ranguli Enterprise requested to issue cheques in favor of Isha Enterprise since they had some problem with their Bank account. The job was completed by Ranguli and payment was made as such. However, the point is noted and will be ensured in future.</p>	
<p>8.</p>	<p><u>Construction of 5th and 6th Floor</u></p> <p>Pv 91/17 Tk 23,50,000.00 Pv 93/17 Tk 1,00,000.00 Pv 106/17 Tk 3,00,000.00 Pv 111/17 Tk 2,00,000.00 Pv 112/17 Tk 5,00,000.00 Pv 127/17 Tk 7,70,000.00</p> <p><u>Observation</u></p> <p>1. The project is approved by AHQ and Cantt Board. General body also approved the proposal at GM held on 13 May 2017.</p>	<p>1. The cost of the project was initially calculated @ approximately Tk 2,200.00 per square feet by Cantt Board and the total amount required for the project to be handed over to them by Parishad. The subject project was discussed in detail at EC and was subsequently placed before QMG. AHQ, QMG's br finally consented the project costing approximately Tk 1,300.00 per square feet to ensure quality of works.</p>	

	<p>2. The general body nominated a project committee with senior officers of armed forces and from among the civil members to supervise and get the entire work done smoothly. The estimated amount for the construction is approx Tk 1,86,00,000.00.</p> <p>3. As per policy in practice for expending public money beyond Tk 5 lac, necessary advertisement to be given to widely circulated national dailies. In this case though the amount is Tk 1,86,00,000.00 no such move taken before starting the construction work and selecting the contractors and suppliers.</p> <p>4. The present modus operandi for executing the works ie calling local tenders, selecting contractors purchasing various items from local market in cash is not spelled out anywhere in any AGM/GM/EC meeting.</p> <p>5. Up to 30th June 2017 approx a sum of Tk 40,00,000.00 (Forty lac) spent. In some cases cash in hand raises to Tk 3/4 lac. As per decision of project committee dated 23 May 2017 a maximum of Tk 1 lac cash can be kept in hand.</p> <p><u>Suggestion</u></p> <p>1. Present modus operandi of expenditure/construction works of the 5th and 6th floor needs to be approved at the next AGM/GM.</p> <p>2. All payments to various parties should be made through crossed cheques.</p> <p>3. Handling of cash by the concerned personnel should be kept within the approved limit of Tk 1 lac.</p>	<p>2. The broad Terms of References / guidelines regarding the subject construction have been spelt out vide our Parishad letter DOHS-B/110/Admin dt 27 November 2017. Amount to be incurred from the Private Fund of the Parishad as loan to convention centre. Parishad followed all the norms of Private Fund. The project Committee went in detail to select various contractors. Anyone is welcome to see the transparency of the procedure.</p> <p>3. The amount was drawn few days before Eid-ul fitr while President of the Parishad was out of the country. So there was deviation of our own policy, keeping cash in hand for a few days was unavoidable. This was done for the best interest of the DOHS. However, point is noted for future.</p>	
<p>9.</p>	<p><u>General observation / Opinion</u></p> <p>1. Installation of archway for convention center is appreciable. But charging Tk 3,000.00 is very high. By now the convention center has earned almost same amount they spent on archway. Convention Center users opined that charge for archway should be reduced and concession should be there for plot/flat owners of DOHS like other facilities ie hall rent, use of gymnasium etc.</p> <p>2. Annual stock taking of items should be done to ensure proper accountability/conditioning of valuable items</p>	<p>Archway will be charged Tk 2,000.00 from 1st January 2018.</p> <p>Other than ACs fixed fans, lights, generator, substation, bathrooms fitting, we have no other items in the convention centre. These items are always visible and constantly under vigilant eyes.</p> <p>Reduced rate of Convention</p>	

<p>held in stock of convention center.</p> <p>3. During holly Ramadan the requirement of convention halls reduces, therefore hall rent and other charges may be reduced at a reasonable rate and it should be widely circulated well ahead of the holly Ramadan.</p> <p>4. Old bill vouchers and connected documents if available with Cantt Board, may be brought back, at times these are required for references.</p> <p>5. Service providers in convention center should be asked to submit all necessary papers relating to customs excise and VAT timely to concerned person of Convention Center. On queries it has been learned that the monthly returns to customs and VAT authorities for the month of June 2017 could not be submitted till 13 August 2017, which was due by 15 July 2017.</p>	<p>Center during Ramadan will be widely circulated before next Ramadan starts.</p> <p>VAT is paid to the authority in time and will be ensured in future also.</p> <p>Point is however, noted.</p>	
<p><u>MASJID FUND</u></p> <p>To improve the security system inside and outside the Mosque area, fifteen (8 pcs + 7 pcs) CC Camera have been installed at the cost of Tk 65,000.00 (Sixty Five Thousand). Convenor IT & Communication Sub-Committee proposed to fix 15 such CC Camera through a Note Sheet which was also supported by Convenor Mosque Sub-Committee on 17-04-2017. After physical verification by the member audit committee, it has been found that the Camera has the capability to record 12 days Pictures in the HDD. But, due to the distance of the Camera from the object of which pictures are recorded, the size of the recorded pictures are too small to identify. So it is very difficult and illegible to identify the recorded pictures in the DVR of the Camera.</p> <p><u>Observation</u></p> <p>1. The Mosque Sub-Committee did not place the demand of the camera after proper feasibility study for which CC Camera is required for the security of the Mosque.</p> <p>2. The purpose of installation of CC Camera inside the Mosque area have not been served. Spending Tk 65,000.00 (Taka sixty five thousand) for such a project is not justified.</p>	<p>The CC Cameras were installed as per decision taken in the EC meeting and now paying dividends. We have by this time been able to identify a number of theft cases in the mosque. Picture size has been verified to be ok. The installation is justified.</p>	

BARIDHARA DOHS PARISHAD
AUDIT OBSERVATIONS
PERIOD FROM 01 JULY 2017 TO 31 December 2017

Introduction

The Audit committee carried out a random check and examined the related/connected documents of Baridhara DOHS Parishad Funds for the period between 1st July to 31th December 2017 and found some shortfalls/anomalies/irrationalities in expenditures which are narrated separately under existing Fund Headings along with suggestions/opinions for action as and where necessary:

SL	Observations	Replies of DOHS Parishad	Remarks
	<p style="text-align: center;"><u>PARISHAD AND ADMIN FUND</u></p> <p><u>1. Repair and Maintenance (Carpeting) of different lanes within Baridhara DOHS area.</u></p> <p>Pv-826/17, dt 12-11-2017, Tk. 1,60,000.00</p> <p>While auditing the payment voucher it was observed that a total of Taka 1,60,000.00 was spent for repair and maintenance (Carpeting of several roads within DOHS Baridhara area). From the attached note sheet it was observed that M/s. Dhaka Rice Agency, Rajanigandha Super Market, submitted an estimate of Tk. 3,10,000.00 which includes materials, labour cost and other misc expenditure. Three quotations were submitted and Dhaka Rice Agency being the lowest was awarded the work order. In the submitted quotation and bill by Dhaka Rice Agency there was no mention of the quantity or quality and even the price of the used materials. The bill indicates only that total amount of Tk. 3,10,000.00 was spent for repairing and carpeting of the roads. As the Member Security & Admin has requested to the contractor he (M/s. Dhaka Rice Agency) has reduced the expended amount to Tk. 1,60,000.00. Bill was passed and Tk 1,60,000.00 was paid to the Contractor.</p> <p><u>Observation</u></p> <p>The nature of the quotation and bills create a scope to think that all the quotations were fictitious. The estimate submitted by Rice Agency (Tk. 3,10,000.00) was not well calculated rather highly inflated. If Tk</p>	<p>While the main road was being constructed we requested the contractors to save some construction materials and we added some, thus the cost was reduced. It should be appreciated that because of the initiative of the Member Sy and Admin that in one hand roads have been repaired (not planned earlier) and on the other he also saved some money of the DOHS. All done for the best interest of our DOHS.</p> <p style="text-align: center;">Audit Committee probably forgot that if it is mentioned in its object clause of Memorandum of Article a 'Rice Company/agency' can even qualify to send satellite to orbit let alone 'road repair works'. However, point is noted.</p>	

<p>1,50,000.00 is reduced (Tk.3,10,000.00-Tk.1,60,000.00) by a single request from Member Security & Admin what would be happened if another request would come from another member? No details of the materials were submitted and it is understood that the estimate was done very much carelessly and excessively.</p> <p><u>Suggestion</u></p> <p>Audit suggests that before carrying out the repair and maintenance of road of Baridhara DOHS area the detail estimate of the requirements of materials should have been made along with price and quantity. More over genuine contractors should be engaged to do the job (Not firms like Rice Agency for road repair)</p>		
<p><u>2. Purchase of Mobile Set Nokia-N3</u></p> <p>Pv-911/17, dt 28-12-2017, Tk 13,800.00</p> <p>While auditing the above mentioned payment voucher it was found that a total expenditure of Tk 13,800.00 was spent for purchasing a Nokia-N3 mobile set. The said mobile set is given to the Secretary of the Baridhara DOHS Parishad.</p> <p><u>Observation</u></p> <p>It was observed from the voucher mentioned above that only one note sheet is attached along with three quotations. The note sheet stated that on 23rd October, 2017 the previous mobile set was stolen/lost and could not found after long search. No mention of the place of occurrence. It is understood from the note sheet that the mobile set was purchased from Parishad fund. No GD was registered in the local police station and no committee was formed to write-off the set. President of the Parishad has ordered to purchase a new mobile set.</p> <p><u>Suggestion</u></p> <p>Audit suggests that as the mobile set is an important instrument and contains many secret and essential information of the user local police should have immediately been informed about and a GD should have been registered. As the mobile set is the Properly</p>	<p>There was no secret or essential information in the mobile set except some mobile numbers. Proper process was initiated to replace the mobile including approval in EC.</p>	

<p>of Parishad a committee should be constituted to ascertain how and when it was stolen. And finally this stolen mobile set should be write-off from the inventory register.</p>		
<p>3. Removal of Garbage</p> <ol style="list-style-type: none"> 1. Pv-542/17, dt 27-7-2017, 2 Trip 5,000.00 x 2 = 10,000.00 2. Pv-518/17, dt 16-7-2017, 2 Trip 5,000.00 x 2 = 10,000.00 3. Pv-489/17, dt 03-7-2017, 4 Trip 5,000.00 x 4 = 20,000.00 4. Pv-621/17, dt 27-8-2017, 4 Trip 1,600.00 x 4 = 6,400.00 5. Pv-600/17, dt 20-8-2017, 2 Trip 5,000.00 x 2 = 10,000.00 6. Pv-563/17, dt 02-8-2017, 2 Trip 5,000.00 x 2 = 10,000.00 7. Pv-917/17, dt 28-12-2017, " " 3,000.00 x 2 = 6,000.00 " " 3,000.00 x 2 = 6,000.00 8. Pv-894/17, dt 10-12-2017, " " 3,000.00 x 3 = 9,000.00 " " 3,000.00 x 3 = 9,000.00 9. Pv-871/17, dt 04-12-2017, " " 3,000.00 x 2 = 6,000.00 " " 3,000.00 x 2 = 6,000.00 <hr/> <p style="text-align: center;">Total Tk = 1,08,400.00</p> <p>It is observed from the above mentioned vouchers for the month of July 2017, August 2017 and December 2017 that total Tk 1,08,400.00 was spent for removal of garbage from DOHS area. It may be mentioned that amount Tk 1,08,400.00 does not include the regular payment to the driver of Cantonment Board and two labours engaged in this removal of garbage. More over the above mentioned voucher were not include the registration number of the trucks used.</p> <p>The three month expenditure for this purpose is calculated Tk 1,08,400.00 which means average Tk 36,000.00 is usually spent in every month. Thus yearly expenditure is almost Tk 4,32,000.00</p> <p><u>Suggestion</u></p> <p>Audit suggest that a public truck may be contracted yearly basis to remove the extra garbage which may reduce the expenditure as well as keep the area clean.</p>	<p>In the latest meeting with QMG it has been opined that garbage disposal will have to be managed by DOHS themselves, no more Cantt Board support. Infuture the cost will be even more than whatever we have spent. Garbage disposal is a necessary Nuisance and is being given top priority.</p> <p>Only few public truck agree to carry the garbage. Intention is to dispose the garbage at a lower cost, what shall we do with truck registration number? It is further mentioned that the expenditure in the mentioned head during last July, August and December 2017 were much less than the expenditure during the period in previous years. The work was carried out under direct supervision of an Officer of the rank of Air Commodore. It is also mentioned that the volume of Garbage is increasing day by day. Even after so much expenditure, the Parishad is earning Taka 4/5 lacs from the Garbage removing contractor.</p>	

<p><u>4. Purchase of Essential Commodities from local Market</u></p> <p>Pv-634, dt 17-08-2017</p> <p>Essential commodities such as sugar, rice, beef etc were purchased from Madaripur general store, joarsahara Bazar amounting to Tk 18,375.00 for “Pritivoge” in security mess of Baridhara DOHS. Audit opines that their essential items should be purchased from local CSD shop which could save money as well as secured quality of the commodities and conveyance. It may be mentioned that the above voucher is mentioned here as an example of the regular practice of DOHS Parishad. In every year huge amount usually spent for purchasing essential commodities from local market.</p>	<p>These food ingredient items were of higher prices in CSD than open market and thus was purchased from open market and it should continue as such.</p>	
<p><u>CONVENTION CENTER FUND</u></p> <p><u>Purchase of Van</u></p> <p>Ref. A. PV - 242/17 Date 13.12.2017.</p> <p><u>Observation</u></p> <p>A van was purchased from M/S Chan Mia Engr. wksp at a cost of Tk 25,000.00. A single party submitted the quotation, which was accepted. No note sheet was initiated. Payment was made on M/S Chan Mia Engr. wksp's bill/quotation. No money receipt/ack from the firm is available in the file.</p> <p><u>Suggestion:</u></p> <ol style="list-style-type: none"> 1. Minimum 3 quotations from different firms should have been sought before finalizing the offer. 2. Necessary note sheet should have been initiated and approved by all concerned before payment. 3. All withdrawal of cash from Bank should be supported by requisition and sanction by the president/vice president of EC. 	<p>Minimum 3 quotations are now an antiquated term. We must look for the best quality and price. When an EC member himself gives time to judge and get the best offer from market that should be acceptable.</p> <p>Transparency was ensured.</p>	
<p><u>Repair of solar panel</u></p> <p>Ref.</p> <p>A. Baridhara DOHS Parishad latter no DOHS/bha/200/conv Date02/10/2017</p> <p>B. PV -188/17 Date 26.10.2-17</p>	<p>Damage to solar panel was accidental and yet we imposed 50% charge to contractor. The</p>	

<p><u>Observation</u></p> <ol style="list-style-type: none"> 1. Solar Panel of convention center was damaged by the workers of M/S Shakir Construction as informed vide ref A. An amount of Tk 80,000.00 (Eighty thousand) was estimated to repair the damaged panel. As per decision of EC, DOHS Parishad paid 50% of the cost of repair ie Tk 40,000.00 (Forty thousand) vide ref B. Remaining 50% of the cost of repair to be borne by M/S Shakir Construction. No papers in favour of payment by M/S Shakir Construction is available with accounts branch. 2. Supplier of solar panel M/S Tecnicon has assessed the damage and repaired the solar panel. <p><u>Suggestion:</u></p> <ol style="list-style-type: none"> 1. Technical sub-committee of EC/a board of officers should have been constituted to ascertain damage of said solar panel and apportion blame. 2. Instead of supplier repairing the solar panel, quotation from other parties should have been also asked. May be in the process the repair cost of solar panel could have been minimized. 	<p>work was given to company who initially installed the panel. It was cost effective and best interest of DOHS was served.</p>									
<p><u>Payment to parties in cash/bearer cheques</u></p> <p>Ref.</p> <table border="0"> <tr> <td>A. PV - 127/17</td> <td>Tk 2,50,000.00</td> </tr> <tr> <td>B. PV - 141/17</td> <td>Tk 3,50,000.00</td> </tr> <tr> <td>C. PV - 144/17</td> <td>Tk 5,36,000.00</td> </tr> <tr> <td>D. PV - 190/17</td> <td>Tk 4,00,000.00</td> </tr> </table> <p><u>Observation</u></p> <ol style="list-style-type: none"> 1. While auditing the accounts it has been seen that payments to various contractors/suppliers are mostly made in cash/bearer cheques which is as good as cash. 	A. PV - 127/17	Tk 2,50,000.00	B. PV - 141/17	Tk 3,50,000.00	C. PV - 144/17	Tk 5,36,000.00	D. PV - 190/17	Tk 4,00,000.00	<p>Payment to contractors are mostly made through crossed cheques in their respective firm's name. Four cheques mentioned in the observation were paid through crossed cheques but since their Bank account was in their personal names, they were given cheques by name. It may be mentioned here that the contractors participate in minor works of DOHS are petty contractor and mostly do not have account in their firms name. It is further mentioned that the payments were ensured to the</p>	
A. PV - 127/17	Tk 2,50,000.00									
B. PV - 141/17	Tk 3,50,000.00									
C. PV - 144/17	Tk 5,36,000.00									
D. PV - 190/17	Tk 4,00,000.00									

	<p><u>Suggestion:</u></p> <ol style="list-style-type: none"> 1. Cash payment to parties should be avoided. 2. Payment to contractors/suppliers should be made in crossed cheques in their respective firm's name. 	<p>concerned contractors only. However, the point is noted for future.</p>	
	<p><u>Holding of cash by Accts Branch</u></p> <p>Ref.</p> <p>A. T-978 Tk 2,07,930.00 collected between 09-16 July2017 and deposited in Bank on 16 July 2017.</p> <p>B. T-716 Tk 1,90,250.00 collected between 21-26 July2017 and deposited in Bank on 26 July 2017.</p> <p>C. T-001162 Tk 2,56,125.00 collected between 13-20 August 2017 and deposited in Bank on 20 August 2017.</p> <p>D. T-1022 Tk 1,66,225.00 collected between 04-14 December 2017 and deposited in Bank on 14 December 2017.</p> <p><u>Observation</u></p> <ol style="list-style-type: none"> 1. While auditing the accounts it has been found that hall booking money received from various parties are not deposited to the Bank as per para 30 of the constitution of Baridhara DOHS. At times money is kept with the accts branch for 7 - 10 day's which is highly irregular. <p><u>Suggestion:</u></p> <ol style="list-style-type: none"> 1. Hall booking money collected from various parties should be deposited in the bank on the same day/next banking day as per existed policy. 	<p>These were charity donations. We could not go to bank every now then to deposit small amount. When the donated amount became reasonable we deposited to bank. We are sure audit team could not find any misappropriation or malpractice. However, point is noted.</p>	
	<p><u>Construction of 5th and 6th floor of convention center</u></p> <ol style="list-style-type: none"> 1. The audit team scrutinized the bill vouchers of convention center up to 31stDecember 2017. It has been seen that the observations made on anomalies in the last biannual audit (01 	<p>There will be a joint team of Cantt Board & DOHS to audit the construction of 5th & 6th floor & all other transaction of the convention centre as per decision of AHQ.</p>	

	<p>Jan - 30 Jun 2017) are being continued.</p> <ol style="list-style-type: none"> 2. Up to 31st Dec 2017 a sum of Tk 1,56,41,000.00 spent in construction of 5th and 6th floor of convention center and approx 90% of the work is done. The completion of the work may take some more time. 3. Since it is an ongoing project and completion of construction work may take some more time, the audit team is of opinion that, on completion of construction a separate audit team may be constituted to carry out audit of construction of 5th and 6th floor of convention center. 	<p>However, it can be very candidly said that the project committee comprising officers from 3 services and Cantt Board headed by a senior officer has done a splendid job, going into minute details of constructions and cost cutting. They saved at least to the tune of 40% of the cost. Inshallah convention centre is going to be an asset of our beloved DOHS.</p>	
	<p><u>MASJID FUND</u></p> <p><u>Income Source:</u></p> <ol style="list-style-type: none"> 1. Subscription from members. 2. Donation from Members. 3. Friday collection from box. 4. Rent from AB Bank. <p><u>Expenditure:</u></p> <ol style="list-style-type: none"> 1. Staff Salary 2. Regular Maintenance. <p><u>Observation - Masjid Fund</u></p> <ol style="list-style-type: none"> 1. All the income and expenditure of Masjid fund from 01 July 2017 to 31 December 2017 have been checked and fund correct. 2. Cash book of the Masjid fund have also been checked and fund correct for the period 01 July 2017 to 31 December 2017. It has been well maintained as per accounts rule. 		

At the end we thank the audit team for painstakingly going into detail of all transactions and vouchers/papers pointing out our mistakes. The observations will be of immense value for maintenance of accounts of the DOHS.

EXPENDITURE TO BE APPROVED IN AGM
(Major Exp from 01 January 2017 to 31 January 2018)

Anx - D

Parishad Fund

SL.	Project	Expenditure Involved Tk	PV No	Remarks
	<u>Games & Sports</u>			
1.	a. Exp for Intra DOHS Football tournament-2017 b. Exp for Basket ball Tournament-2017	72,879.00 1,04,500.00	Pv-043/17 Pv-078/17	
	<u>Books & Publication</u>			
2.	a. Printing Charges of Magagine - Dipshikha b. Printing charges of Members Directory-2018	2,76,000.00 7,80,000.00	Pv-124/17 Pv-849 & 902/17	(Tk 11,15,800.00 Received from Advertisement)
	<u>Development Works</u>			
3.	a. Office Decoration exp	2,40,000.00	Pv-233,261 & 285/17	
	<u>Cultural Recreation</u>			
4.	a. Exp for Boyshakhi Mela-1424 b. Exp for Victory day 2017	89,000.00 1,80,000.00	Pv-260/17 Pv-859/17	(Tk 1,65,500.00 Received from stall sales)
	<u>IT & Development</u>			
5.	a. Purchase of Acct Softwere	65,000.00	Pv-469 & 807/17	
	<u>Loan</u>			
6.	a. Loan to Convention Center for Construction of 5 th & 6 th floor	1,30,00,000.00	Pv-528 & 929/17	(Budget passed in last AGM)
	<u>Fitness Center Exp</u>			
7.	a. Purchase of various equipment for Fitness Center	2,85,000.00	Pv-541 & 701/17	
	<u>Boat Club</u>			
8.	Purchase of 1x Padle Boat	1,31,000.00	Pv-754/17	
	<u>Ladies Club</u>			
9.	a. Exp for Picnic of Ladies Club - 2017 (with winter Mela)	75,600.00	Pv-864/17	(Tk 71,900.00 Received from stall sales)
	<u>Printing & Stationery</u>			
10.	a. Printing charges of Money receipt 1000 copies	88,000.00		

Admin & Sy Fund

Anx - D

1.	<u>Eqpt</u> a. Purchase of 2 x Fogger machine b. Purchase of 1 x Projector	1,50,000.00 50,000.00	Pv-013 & 034/17 Pv-019/17	
2.	<u>Development Work</u> a. Constriction of 1 x bdry wall near the Sy bk b. Installation of pipe light for around the pond bank c. Repairing charges of gds toilet - Anannya gate	1,70,000.00 80,000.00 69,980.00	Pv-085/17 Pv-120/17 Pv-206/17	
3.	<u>Repair & Maintenance</u> a. Repairing charges of walk way near west side of pond bank (with tiles fitting) b. Repairing charges of roads (Pot holes)	50,930.00 1,60,000.00	Pv-117/17 Pv-826/17	
4.	<u>IT & Development</u> a. Purchase of 8 x CC Camera b. Purchase of Dynamic Website for Parishad c. Purchase of elec cable for CC Camera	77,900.00 60,000.00 1,03,172.00	Pv-143/17 Pv-283/17 Pv-409/17	
5.	<u>Liveries</u> a. Purchase of liveries for gds	54,410.00	Pv-197/17	
6.	<u>Cultural & Recreation</u> a. Exp for Cultural night - 31 March 2017 (Sonali diner Gann)	60,000.00	Pv-216/17	
7.	<u>Construction Work</u> a. Accommodation room for & cleaner	5,67,446.00	Pv-253,277,293 & 330/17	
8.	<u>Games & Sports</u> a. Construction of bdry wall & railing at children park - Road 9	87,298.00	Pv-318/17	
9.	<u>Conservancy</u> a. Making of 2 x garbage Van for garbage removal b. Repairing charges of garbage point shed c. Repairing charges of garbage point (RCC carpeting)	60,000.00 1,55,037.00 2,00,000.00	Pv-395/17 Pv-884/17 & 26/18 Pv-048/18	
10.	<u>Religious Exp</u> a. Ifter for gds/staff (during Ramadan)	1,31,400.00	Pv-400/17	
11.	<u>Traffic Control</u> a. Purchase of Street Light (from Anannya to Baridhara gate & Lake side)	3,49,600.00	Pv-401 & 857/17	
12.	<u>Donation</u> a. Donation to Chittagong DOHS Mosque b. Donation to Saver DOHS Porishad c. Gift for Rickshaw poolers	2,00,000.00 2,00,000.00 1,50,000.00	Pv-529/17 Pv-852/17 Pv-483/17	
13.	<u>Construction of Public Toilet</u> a. Construction of a Public Toilet near Children park	4,87,216.00	Pv-444 & 532/17	
14.	<u>Printing & Stationery</u> a. Printing charges of veh sticker & sticker form	89,850.00	Pv-025/18	(Tk 28,50,550.00 Received from sales of veh sticker & form)

Masjid Fund**Anx - D**

1.	<u>Development Work</u> a. Repairing charges of Cantilever shed in front of Mosque	80,000.00	Pv-29/17	
2.	<u>Construction Work</u> a. Construction of 2 x Toilet (Ground Floor & 1 st floor) b. Construction of 1x Azukhana	2,52,828.00 1,37,980.00	Pv-36 & 65/17 Pv-52/17	
3.	<u>IT & Development</u> Purchase of 8 x CC Camera for Mosque	65,460.00	Pv-44/17	

Convention Center Fund

1.	<u>Development Work</u> a. Repairing charges of elec sub-station b. Installation of auto change over switch for generator c. Repairing charges of Solar Panel	3,15,040.00 1,85,000.00 2,08,080.00	Pv-40/17 Pv-73/17 Pv-84/17	
2.	<u>Construction Work</u> a. Construction of 1 x Toilet for staff (Ground floor) b. Construction of a Tin roof accommodation for office staff (Extra charges)	62,300.00 72,140.00	Pv-034/17 Pv-002/17	
3.	<u>Equipment</u> a. Purchase of 2 x Archway b. Purchase of 2 x AC c. Purchase of 5 x Compressor	1,96,000.00 3,80,000.00 3,50,000.00	Pv-19 & 217/17 Pv-083/17 Pv-91&168/17	
4.	<u>Lift Installation</u> a. Purchase of Lift for Convention Center	19,75,500.00	Pv-113,182/17 & 05/18	
5.	<u>Repair & Maintenance</u> a. White washing charges inside of 2 convention halls	90,000.00	Pv-15/17	
6.	<u>Plantation & Beautification</u> a. Expenditure for plantation and Beautification	1,30,434.00		

PROJECTED INCOME - 2018
BARIDHARA DOHS PARISHAD
PARISHAD FUND

Anx -E

Sl. No	Source Of Income	Actual Income 2017	Projected Income 2018	Remarks
1	Advertisement (Members Directory & Others)	107,000.00	800,000.00	
2	Arbitration Fee	10,000.00	10,000.00	
3	Ambulance Service	19,820.00	25,000.00	
4	Bank Interest (Profit)	136,429.00	100,000.00	
5	Bank Interest (From FDR)	6,082,080.00	-	
6	Boat Club	71,075.00	75,000.00	
7	Cultural Club (DBCC)	771,180.00	800,000.00	
8	C S D Shop	14,300.00	15,600.00	
9	Convention Hall Profit Money	871,673.00	-	
10	Charity Fund	379,980.00	20,000.00	
11	Conservancy (Sy Money Adjusted)	140,000.00	-	
12	Charity Fund (Flood)	1,167,450.00	-	
13	Charity Fund (Rohingya)	3,256,850.00	-	
14	Donation	1,000.00	5,000.00	
15	Fitness Center	1,028,900.00	1,100,000.00	
16	Family Welfare Scheme	140,000.00	200,000.00	
17	F D R Withdrawn	13,000,000.00	-	
18	Donation (Hall Service Charges)	130,500.00	150,000.00	
19	ID Card Sales	72,350.00	75,000.00	
20	Non Exp Money	296,473.00	200,000.00	
21	Miscellaneous	5,120.00	10,000.00	
22	Poly Bag Sales	219,710.00	250,000.00	
23	Rickshaw Garage (Subs)	10,040,100.00	10,260,000.00	
24	Rickshaw Garage (Sy. Money)	2,565,000.00	-	
25	Security Money kept from new employees	109,000.00	110,000.00	
26	Subs from Members (Plot/Flat Owner)	4,833,130.00	4,850,000.00	
27	Subs from Tenant	3,656,480.00	3,700,000.00	
28	Subs from Office (Half Unit)	2,061,200.00	1,100,000.00	
29	Subs from Office (Full Unit)	4,300,200.00	2,100,000.00	
30	Subs from ISP/ Cable TV	389,200.00	396,000.00	
31	Subs from BTS	613,212.00	620,000.00	
32	Subs from Water Supplier	152,000.00	168,000.00	
33	Subs from Flower Shop	28,500.00	30,000.00	
34	Subs from Old Paper Contractor	1,250,000.00	960,000.00	
35	Stall Sales	235,900.00	250,000.00	
36	Sponsor Money (Income from Advertisement)	261,500.00	300,000.00	
37	Sale Proceed of Stickers	2,807,700.00	2,850,000.00	
38	Sticker Form	42,850.00	45,000.00	
39	Sale Proceed of Garden	71,470.00	80,000.00	
TOTAL		61,339,332.00	31,654,600.00	

PROPOSED BUDGET FOR - 2018
BARIDHARA DOHS PARISHAD
PARISHAD FUND

Anx -E

SI No	Heads of Expenditure	Budget For - 2017	Actual Exp - 2017	Budget For - 2018	Remarks
1	Advertisement	3,000	-	10,000	
2	Audit (Local & CA Firm)	50,000	41,599	45,000	
3	Ambulance Service	1,400,000	163,370	170,000	
4	Bank Service	-	35,487	40,000	
5	Boat Club (DBBC)	20,000	161,000	25,000	
6	Books & Publication	620,000	1,106,800	820,000	
7	Construction Works	700,000	3,515,666	1,000,000	
8	Conveyance	20,000	26,780	30,000	
9	Cultural & Recreational Expenses	400,000	363,732	400,000	
10	Cultural Club (DBCC)	700,000	699,530	700,000	
11	Crockery, Cutlery & Utensils	5,000	-	-	
12	Communication Exp (SMS)	100,000	72,500	75,000	
13	Conservancy (Garbage Removal)	650,000	666,145	800,000	
14	Development works - Parishad	500,000	3,793,311	1,000,000	
15	Development works - Fitness	250,000	-	200,000	
16	Donation (Flood+Rohingya+etc)	-	4,542,169	-	
17	Electrical Goods Expenses	100,000	250,262	200,000	
18	Entertainment	120,000	157,026	200,000	
19	Excise duty/ VAT/ Bank Svc charges	2,000	-	-	
20	Equipment - Large	200,000	687,300	200,000	
21	Festival Allowance	1,500,000	1,454,993	1,500,000	
22	Festival Allowance - Fitness	20,000	-	-	
23	Furniture & Fixture	20,000	226,100	-	
24	Fitness Center Admin. Exp.	400,000	402,217	400,000	
25	FDR Opening Exp	-	2,000,000	-	
26	Family Welfare Exp	-	12,830	15,000	
27	Games & Sports	150,000	534,857	500,000	
28	Sanitation	100,000	56,522	600,000	
29	Health & Hygiene	-	271,434	250,000	
30	Honorarium (Staffs)	100,000	44,000	45,000	
31	It & Development	350,000	466,470	500,000	
32	Labour /Daily basis Expenses	20,000	17,550	20,000	
33	Ladies Club Expenses	100,000	251,596	250,000	
34	Liveries Expenses	200,000	153,825	160,000	
35	Library Expenses	20,000	-	20,000	
36	Loan to Convention Hall	-	13,000,000	-	
37	MI Room Expenses	120,000	207,442	200,000	
38	Meeting (AGM/GM) Exp.	100,000	82,522	100,000	
39	Mobile Phone Bill Expenses	100,000	106,149	100,000	
40	Motor Bike (POL & Repair)	150,000	119,586	120,000	

41	Koty Expenses	200,000	21,196	30,000	
42	News Paper Bill	15,000	10,680	12,000	
43	Office Contigencies	80,000	229,458	150,000	
44	Pay & Allowances - Overtime	-	255,464	300,000	
45	Payment to Released Staff/Sy. M.	20,000	131,600	150,000	
46	Plumbing Expenses	20,000	-	25,000	
47	PA Equipment Exp	20,000	-	-	
48	Pay & Allowances - Salary	21,000,000	18,379,650	20,000,000	
49	Plantation & Beautification	200,000	461,496	400,000	
50	Postage & Courier	3,000	1,830	2,000	
51	Printing, Stay. & Photocopy	420,000	204,235	200,000	
52	Poly Bag Purchase	-	266,880	200,000	
53	Repair & Maintenance	650,000	504,788	500,000	
54	Refund of Sy Money (Rickshaw)	500,000	1,156,030	-	
55	Refund of Office Subs	-	278,000	-	
56	Religious Exp. - Welfare	150,000	505,362	500,000	
57	Service Center Exp	3,000	-	10,000	
58	Staff Service Benefit -Released pers	-	375,646	400,000	
59	Traffic Control & Admin. Exp.	100,000	524,765	300,000	
60	Utility - (Elec+Wasa+ Gas+Tel)	300,000	290,861	500,000	
TOTAL		32,971,000	59,288,711	34,374,000	

PROJECTED INCOME - 2018
BARIDHARA DOHS PARISHAD
MASJID FUND

Anx -E

Sl. No.	Source of Income	Actual Income 2017	Projected Income 2018	Remarks
1	Donation/Grants	71,000	75,000	
2	Elec bill from AB Bank	135,185	150,000	
3	Elec bill from Pond	19,227	-	
4	Eid day Collection	76,600	90,000	
5	Friday Collection	1,968,980	2,010,000	
6	Fixed Box Collection	184,700	200,000	
7	House Rent of Muazzin	48,000	48,000	
8	None Exp Money	67,980	50,000	
9	Office rent AB Bank	188,100	300,000	
10	Retaintion of Staff Sy Money	29,000	-	
11	Subs from Members	1,374,920	1,400,000	
12	Sales Perceeds of Garden/Store	20,580	25,000	
TOTAL		4,184,272	4,348,000	

PROPOSED BUDGET FOR - 2017
BARIDHARA DOHS PARISHAD
MASJID FUND

Anx -E

Sl No	Heads of Expenditure	Budget For 2017	Actual Exp 2017	Budget For 2018	Remarks
1	Bank Svc	7,500	4,644	5,000	
2	Constructions works	600,000	415,808	500,000	
3	Conservancy Stores/items	8,000	-	8,000	
4	Conveyance	2,000	-	2,000	
5	Development works	100,000	151,845	500,000	
6	Entertainment	2,000	-	2,000	
7	Electric Expenses (Stores/items)	100,000	106,113	150,000	
8	Equipment Large	50,000	115,600	100,000	
9	Festival Allowance	100,000	88,650	100,000	
10	Furniture & Fixture	170,000	-	100,000	
11	Generator Maint. / Fuel etc	125,000	24,500	100,000	
12	Honerariun to Imam	2,000	100,000	100,000	
13	Hygine & Sanitation	30,000	70,272	90,000	
14	House Rent of Muazzin (Cantt Board)		202,000	48,000	
15	It & Communication (CC Camera)		65,460	160,000	
16	Labour /Daily basis Expenses	100,000	49,230	50,000	
17	Library	100,000	-	50,000	
18	Mobile Bill	3,000	2,600	3,000	
19	Mat / Carpet / Jainamaj	50,000	-	50,000	
20	Misc Expenses	50,000	-	50,000	
21	Office equipment/Contigencies	100,000	72,665	100,000	
22	Payment to Released Staff	10,000	-	20,000	
23	Printing & Stationery	2,000	-	5,000	
24	Plantation & Beautification	10,000	18,000	20,000	
25	Pay & Allowances - Salary	1,060,000	969,289	1,100,000	
26	Plumbing Expenses	30,000	-	25,000	
27	Religious Expenses	250,000	35,212	100,000	
28	Repair & Maintenance	250,000	209,808	300,000	
29	Utility Exp (Elec, WASA bill)	1,000,000	884,278	1,000,000	
TOTAL		4,311,500	3,585,974	4,838,000	

Projected Income for - 2018
Baridhara DOHS Convention Centre

Anx -E

SI No.	Heads of Income	Actual Income 2017	Projected Income - 2018	Remarks
1	Bank Profit	85,405	100,000	
2	FDR transfer	5,160,684	-	
3	Loan from Parishad (For 5th & 6th floor)	13,000,000	-	
4	Members/ Customers	8,802,860	10,000,000	
5	Non Exp Money	24,181	30,000	
6	SVC Providers (Sy Money)	600,000	-	At Actual
7	Tender Schdule sale	91,000	-	
TOTAL		27,764,130	10,030,000	

Proposed Budget For - 2018
Baridhara DOHS Convention Center

SI No	Heads Of Expenditure	Budget 2017	Actual Exp. 2017	Budget For 2018	Remarks
1	Advertisement Expenses	50,000	90,020	200,000	
2	Bank Charge	20,000	26,309	30,000	
3	Conservancy	10,000	11,690	15,000	
4	Courier & postage	2,000	60	2,000	
5	Conveyance	3,000	4,225	5,000	
6	Construction Works (5th & 6th)	-	15,665,936	20,000,000	
7	Daily Labour Bill	30,000	9,500	10,000	
8	Development works	5,000,000	932,560	1,000,000	
9	Entertainment Expenses	7,500	5,958	7,500	
10	Electrical Expenses	150,000	47,208	150,000	
11	Equipment	1,300,000	771,400	1,000,000	
12	Furniture & Fixture	25,000	39,700	100,000	
13	Fastival Allowance	120,000	114,950	120,000	
14	Genarator Maintenance	50,000	68,350	100,000	
15	Hall Profit Money-Cant. Board		581,115		At Actual
16	Hall Profit Money-Parishad		871,673		At Actual
17	Illumination Share Money	600,000	471,593		At Actual
18	Liveries Guards	15,000	5,400	10,000	
19	Lift Instalation		1,756,000		At Actual

20	Loan to Staff		5,000	-	
21	Mobile Bill	6,000	-	5,000	
22	Misc	20,000		20,000	
23	Over Time Allowance	-	-	-	
24	Office contingency	15,000	16,226	20,000	
25	Plantation and Beautification	60,000	25,230	50,000	
26	Payment to Released Staff	22,500	-	20,000	
27	Printing & Stationery	50,000	23,055	50,000	
28	Pay & Allowance - Salary	1,350,000	1,386,657	2,000,000	
29	Return of Hall Money	150,000	137,400		At Actual
30	Return of Illumination Money		5,750		At Actual
31	Refund of Sound System Money	10,000			At Actual
32	Repair & Maintenance	250,000	279,298	300,000	
33	Refund of Sy. Money	-	-		At Actual
34	SVC Provider Share Money	600,000	590,000		At Actual
35	Utility Expenses	1,200,000	1,402,861	1,500,000	
36	VAT/Tax-Govt Treasury	900,000	586,050	1,000,000	
TOTAL		12,016,000	25,931,174	27,714,500	

Agenda – g: Appointment of Auditor for the year 2018

29. The General body approved the Local Audit Committee and AHQ will be approached for external Audit for Auditing Funds for the year 2018. The local Audit Committee will be composed as under :

- President - Brig Gen Khondokar Kamaluzzaman, ndc,psc (Retd)
House # 136, Lane # 01
- Member - 1 : Col Mia Moshuazzaman, psc (Retd)
House # 449/3, Lane # 08
- Member - 2 : Capt Amzad Hussain, ndc,psc, BN (Retd)
House # 537, Lane # 11
- Member - 3 : Capt Kazi Mahbub Hasan,ndc,psc, BN (Retd)
House # 483, Lane # 08

Agenda – h : To discuss the points received from members:

30. The following points and suggestions are received from Association Members.

a. Point : Maj Gen M. G Rabbani (Retd) , House # 408/1, Lane # 07

- (1) **Proposal :** Establishment of a roof top restaurant at our convention centre.
- (2) **Reason:** Senior Citizens like us need nutritious healthy food and exposure to sun light for enjoying pain free aged life. Both of these i.e. good food and fifty percent uncovered roof top restaurant.
- (3) **Equipments/Utensils needed will be as follows:**
 - a. Freeze/Deep Freeze.
 - b. Micro oven/oven.
 - c. Tea/Coffee maker.
- (4) **Management/Finance** by DOHS Parishad in a principle of no profit no loss basis.
- (5) **Food timing**
 - a. Breakfast - 0800 hours to 1000 hours
 - b. Lunch - 1200 hours to 1500 hours
 - c. Dinner - 1900 hours to 2100 hours
- (6) **Menu**
 1. **Breakfast-**
 - Chapati/Paratha
 - Mixed Vegetables
 - Egg/Dal
 - Milk with cornflakes
 - Coffee/Tea
 2. **Lunch-**
 - Plain Rice
 - Fish

Mixed Vegetable/Dal
Sour Card/Raita/Salad
Fruit e.g Banana/Orange/Apple

3. Dinner-

Plain Rice/Chapati
Chicken/Meat
Dal/Mixed Vegetable
Dessert/ Sweets e.g Pudding/Rosh Golla/Chamcham

b. Entitlement-Initially only the members of the DOHS Baridhara and their family members will be allowed to avail this service.

c. Discipline – Strict food timing should be maintained which will be beneficial both for clients and the staff.

Clients will be benefited by proper digestion and assimilation of food if they take meal daily in same time. On the other hand the staff will be benefited by getting enough time for rest before preparation of next meal.

Reply of EC : The roof top has been designed as such to make a ‘SKY restaurant’ or it can be used for multipurpose. The members in the AGM approved his us such.

b. Point : Brig Gen Md Abul Hashim Khan, ndc, psc (Retd), House # 408/3, Lane # 07

বারিধারা ডিওএইচএস মসজিদের উত্তর পার্শ্বে মুসল্লিদের উঠা নামার সুবিধার্থে একটি লোহার সিঁড়ি তৈরী করা হয়েছে। রমজান মাসে ইতেকাফে বসা মুসল্লিদের এবং জুম্মায় আগত ২য় ও ৩য় তলার মুসল্লিদের ওয়ু ও টয়লেট করতে অসুবিধা হয়। এমতাবস্থায়, মসজিদের উত্তর পার্শ্বে ২য় ও ৩য় তলায় আগত মুসল্লিদের জন্য ওয়ুখানা ও টয়লেট নির্মাণের বিষয়টি বিবেচনা করা যেতে পারে।

Reply of EC : বিবেচনা সাপেক্ষে ব্যবস্থা নেয়া যেতে পারে। This was approved by the members in the AGM.

Agenda confirmation and approval the agendas and decisions.

1. The working paper for AGM-14 were uploaded in our website: dohsbaridhara.com and given hard copy to all the members well before the due date of AGM. Participants were equipped with the knowledge of our activities given in detail in our working paper. As such there was no major point raised by members rather they were more supportive and encouraged us for the activities carried out during our tenure, proposed works and ongoing developments projects.

2. There were few suggestions given by members which was noted for the future to follow the procedural work specially to maintain the accounts. There were no major mistakes but some minor omissions were there during our activities which have been accepted by all in good grace. Everyone felt happy to note that there was no major irregularity in incurring DOHS expenses rather everything was very transparent and acceptable.

3. The following works were not included in our proposed works. However, we have included these works without any estimated cost but expecting to complete by

approximate cost of Tk. 2.5 crore or the works may be under taken by next EC on the basis of actual cost through a board of officer which will be required to get approval of General Body.

- a. 26 x Air conditioners for convention centre.
- b. 1 x Generator 350 KVA for convention centre.
- c. 1 x Substation 500 KVA for convention centre.
- d. 1 x Cook House for convention centre.
- e. 1 x store for the convention centre

Agenda – k : To transact any other points with permission of President.

1. **Points & decision :**

a. **Provision of Sadaka/allow Beggars :** Col Md Aminul Islam (Retd), House # 256, Lane # 03 took the floor and gave the details regarding ‘Sadaka’ referring verses of Quran and also quoted from ‘Hadit’. He asked the house to allow the beggars/ destitute people specially on Friday in our area.

Decision : The house unanimously rejected the proposal.

b. **Leasing of Pond:** Col Kazi Ashraf Uddin Ahmed, psc (Retd), House # 220, Lane # 02 took the floor and appraised his difficulties facing for lifting fish from the pond due to depth of water. He requested the floor to allow him for one year extension or to allow him to pump out the water for collection of fish.

Decision : The General Body rejected both the proposal.

c. **Installation of 15 men passenger and one service lifts, procuring Generator, Substations & Air Conditioners.**

(1). A committee has been composed as under to complete above works :

- a. Convener : Col Abdul Fazal Mohammad Khaled (Retd)
House # 400, Lane # 06
- b. Member -1 : Gp Capt M Rafiqul Huq, psc (Retd)
House # 455, Lane # 08
- Member -2 : Mr Mahamudul Hassan
Asst Engineer
Cantt Board, Dhaka Cantt
- c. Member Secy : Maj Ashraf Kamal (Retd)
House # 160, Lane # 01

(2). The committee will carry out the followings:

- a. Arrange publication and opening tender & selecting contractors.
- b. Ensure quality items for long time use.
- c. Ensure proper installation including civil works.

- (3). The above committee will remain in charge till the completion of the work even after the change of Executive Committee. The house unanimously accepted the proposal about the convener. Rests may be selected by the new EC.

Decision/Approval

The GB members confirmed that the project committee for Constructions of the 5th & 6th floor to continue till completion of all related constructions of the convention centre. The above all agenda of the AGM along with its reply given by EC on expenditures incurred, beyond financial power of EC including decision taken in questions/answer secession; balance sheet, statement of account -2017, Audit report- 2017, Projected income for 2018, proposed budget for 2018, all have been approved by General Body. Formally it was proposed by Col Md Aminul Islam (Retd), House # 256, Lane # 03, to accept above proceedings which was seconded by Maj Gen (Prof) Md. Golam Rabbani (Retd), House # 408/1, Lane # 07.

Agenda – 1 : Closing address by the President.

31. President thanked all the members for their participation, suggestion and recommendations on various aspects of the discussion points and the agendas.
32. There being no other points the meeting ended with vote of thanks to the chair.



Brig Gen Mustafizur Rahman, ndu, psc (Retd)
President
Feb 2018



Lt Col Md Shamsul Islam (Retd)
Secretary
Feb 2018

To :

All Members DOHS Baridhara Association.

Info :

AHQ
QMG's Branch (M & Q Dte)
Dhaka Cantt

CEO
Cantt Board, Dhaka Cantt