

Baridhara DOHS Family Welfare Scheme Policy

1. References :

- A. The subject Scheme is proposed and approved in the General Meeting held on 13 May 2017 and also reviewed in the General Meeting held on 29 June 2018 with relevant changes of the Existing Policy signed by the then President of Baridhara DOHS Porishod on 16 June 2018.
- B. Baridhara DOHS Porishod Ltr No: DOHS-B/164/QMG dated 14 Mar' 2018.
- C. AHQ, QMG's Br (M&Q Dte) Ltr 23.01.901.044.02.071.39.03.04.18 dated 11 April 2018.
- D. Baridhara DOHS Porishod Ltr No: DOHS-B/164/QMG dated 18 April 2018.

2. **General Background :** Pursuant to the clause 5 of the chapter 2 of the Constitution of DOHS Porishod, a decision was taken in the General Meeting held on 13 May 2017 which was approved in the 109 EC Meeting (held on 11 April 2017) to introduce Baridhara DOHS Family Welfare Scheme to be effective from 01 June 2017. The scheme is undertaken in order to provide financial support to the nominee/nominees of the deceased Member. Members of DOHS will subscribe a decided amount as 'Subscription' to become a member of this scheme. This amount will be considered as some kind of Premium to make him/her eligible to get an amount of Tk 1,00,000.00 (Taka One lac only) as and when he/she expires. This amount has to be paid to the Account Section of DOHS Porishod Family Welfare Scheme Fund by 31 December of each year for getting the money for the following year. For example, a member is paying Tk 1,000.00 (Taka one thousand only) as premium by 31 December 2017, nominee (s) will be entitled to receive the money amounting Tk 1,00,000.00 (Taka one lac) if the subscriber expires in between 01 January 2018 and 31 December 2018. To make it more clear, those who will deposit the premium in between 01 January 2018 and 31 December 2018, their nominee(s) will be eligible to receive the money if the subscriber expires in between 01 January 2019 and 31 December 2019. Details of this policy are enumerated in the subsequent paragraphs.

3. **Membership:** All Regular Members (DOHS constitution-chapter 3, clause 7 (3)) of Baridhara DOHS Porishod shall be eligible to be Member of Baridhara DOHS Family Welfare Scheme (BDFWS). Members who all will subscribe the Premium shall only be covered by the Scheme. Membership is optional.

4. **Subscription:** Yearly subscription of Tk. 1,000.00 (Taka One Thousand only) to be paid on or before 31 December of each year. Subscription shall be paid to "Baridhara DOHS Family Welfare Scheme" either in cash or in the form of pay-order. Proper receipt to be collected from the Acct Section and may be retained for future reference. Tk 1,000.00 (Taka one thousand) deposited will be non-refundable and will not be accrued against any Member and will not be carried forward to next year. It means, Tk 1,000.00 (Taka one thousand) has to be deposited for next year again if anyone desires to continue his/her membership.

5. **Nominee:** One or more person may be nominated showing percentage against each nominee. Nominee (s) should be family members of the subscriber. (wife, children, grandchildren and parents).

6. **Criteria to be a Member:** To become a member of the scheme one must be a Regular Member of Baridhara DOHS Porishod.

7. **Financial Assistance:** An amount of Tk 1,00,000.00 (Taka One lac) shall be paid to the nominee (s) of the deceased subscriber in cash from the Baridhara DOHS Family Welfare Scheme Fund. Vice President/ Treasurer of the welfare scheme Management Committee will deliver the money to the nominee (s) within 2/3 working days after the death of a subscriber member.

8. **Management:**

a. Baridhara DOHS Family Welfare Scheme Fund will be managed and handled by the following Committee :

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|-----|-----------------------------|--------------------|
| (1) | Vice President of Porishod | - President |
| (2) | Joint Secretary of Porishod | - Member |
| (3) | Treasurer of Porishod | - Member Secretary |

b. Records of all members of Baridhara DOHS Family Welfare Scheme with details of nominee(s) shall be maintained in a file as well as in database.

c. A prescribed form is available with the Acct Section of the DOHS Porishod for the purpose of becoming a member of the Scheme.

9. **Accounting.**

a. Treasurer, DOHS Porishod shall be responsible for the maintenance of accounts of Baridhara DOHS Family Welfare Scheme Fund. He/She shall be assisted by the Account Executives of the Office.

b. Subscription shall be received by Account Executive and an official receipt with Serial Number and Seal of DOHS shall be given to the Subscriber.

c. Serial Number of the receipt shall be endorsed on the application form and also on the Accounts Book. Entry on the Account Book shall also bear the name of the Subscriber.

d. All completed application forms shall be filed in an alphabetical order and keep a proper record of Members subscribing in an orderly fashion.

e. A Savings Account shall be opened in a Schedule Bank in the name of "Baridhara DOHS Family Welfare Scheme." The Account will be operated by any two of the following EC Members jointly :

- (1) Sr Vice President
- (2) Vice President
- (3) Treasurer/Jt Treasurer

f. Amount collected from the members may be kept in the form of Fixed Deposit Receipt in the Bank where other Accounts of the Porishod are being operated.

g. There shall be an annual audit by the same designated auditors as for other Accounts of the DOHS Porishod.

h. An annual report prepared by Baridhara DOHS Family Welfare Scheme Management Committee shall be submitted to the Executive Committee of the DOHS for further placement before the Annual General Meeting (AGM) of the DOHS.

10. Any change in the policies of the Baridhara DOHS Family Welfare Scheme may be made by the Executive Committee of DOHS if necessary as per DOHS Constitution and final approval to be obtained from the General Body.

**Signed by the Members of the
Executive Committee**

1.  Lt Col Akram Hossain (Retd)
Sr Vice President
2.  Maj AHM Monowar Hossain (Retd)
Vice President
3.  Brig Gen Shah Md Mohiuddin (Retd)
Secretary
4.  Maj Sher Mohammad Khan (Retd)
Jt Secretary
5.  Lt Col M. Abdur Rab (Retd)
Treasurer
6.  Mrs Parvin Jobaida
Jt Treasurer
7.  Lt Col Md Abdur Rob (Retd)
Member Security
8.  Brig Gen ASM Mustafa Kamal
Khan, ndc, psc (Retd)
Member Admin
9.  Brig Gen M Najeeb Hassan, ndc, psc, G (Retd)
Member
10.  Col Mohsin Ahmed Choudhury, psc
Member
11.  Col Prof. Md. Mosharrof Hossain (Retd)
Member
12.  Lt Col Md. Shafiq Islam (Retd)
Member
13.  Capt M Omar Faruque (G) psc, BN (Retd)
Member
14.  Mr Rashid Wahmed Hossaini
Member
15.  Mrs Farida Yasmin
Member
16.  Advocate Zerine Kashfi
Member

Counter signed by the President


Col M Abdul Halim (Retd)
President
Baridhara DOHS Parishad
29/07/2018



Col M Abdul Halim (Retd)
President
Baridhara DOHS Parishad