




# Dhaka Chamber of Commerce and Industry

65-66, Motijheel Commercial Area, Dhaka-1000





## Memorandum

In supersession of the Standing Committee constituted earlier, the authority of Dhaka Chamber of Commerce and Industry is pleased to reconstitute Standing Committee on **Publishing, Printing and Library Development-2017** as hereunder:




<b><u>COORDINATING DIRECTOR</u></b>	
<p><b>Mr. Osman Gani</b>            Director, DCCI            Agamee Prakashani            36 Bangla Bazar,            Dhaka-1100            Ph: 7192159,9591185, 9533083,            01819-219024, 01619-219024            E-mail: <a href="mailto:info@agameeprakashani-bd.com">info@agameeprakashani-bd.com</a>  <a href="mailto:agameebookbd@gmail.com">agameebookbd@gmail.com</a></p>	

<b>CONVENOR</b>	<b>JOINT CONVENOR</b>	
 <p><b>Mr. Nasir Hossain</b>            Former Vice President, DCCI            M/s. Nahrin Corporation            Road-99, House-15B            Gulshan-2,            Dhaka            Tel: 8881386, 01711-524074</p>	 <p><b>Ms. Samsun Nahar</b>            Proprietor            M/s. Abdur Rahman            House-01, Road-15            Sector-11, Uttara            Dhaka-1230            Tel: 8991821            Cell: 01711-534305            Fax: 9562574            E-mail: <a href="mailto:snahar7@hotmail.com">snahar7@hotmail.com</a></p>	 <p><b>Mr. Md. Mehedi Hasan</b>            Managing Director            M/s. Lecture Publications Ltd.            37 North Brook Hall Road            Bangla Bazar            Dhaka-1100            Ph: 7170909, 7125223,            95145685, 01711-560085            E-mail: <a href="mailto:info@lecturepublication.com">info@lecturepublication.com</a></p>

## Members

1.	<p><b>Capt. Md. Nurul Haque (Retd)</b>            Shelter Constructions Ltd.            House No. 16 (1st Floor),            Road No.02, Sector-07,            Uttara, Dhaka-1230            Ph: 8932206, 01711-535608            Fax: 8955386            E-mail: <a href="mailto:noorcapt@yahoo.com">noorcapt@yahoo.com</a></p>		3.	<p><b>Mr. Md. Abdul Hamid</b>            Diganta Advertising            Paltan Tower, Suite-602            (6th floor), 87 Purana            Paltan Line, Dhaka-1000            Ph: 9337908, 01711537051,            01711-563888            E-mail: <a href="mailto:digantoad@gmail.net">digantoad@gmail.net</a>,  <a href="mailto:mahamid1954@gmail.com">mahamid1954@gmail.com</a></p>	
2.	<p><b>Mr. Md. Habib Ullah Tuhin</b>            Nice Trade Liners            12/4, Purana Paltan Line,            Dhaka-1000            Ph: 9346212, 01711-666776,            01611-666776            E-mail: <a href="mailto:nicetrade11@yahoo.com">nicetrade11@yahoo.com</a>,  <a href="mailto:nicegroupbd@gmail.com">nicegroupbd@gmail.com</a></p>		4.	<p><b>Mr. M. S. Siddiqui</b>            Bangla Chemical            15 New Baily Road, Bldg.4, 1st            floor,            (5/2 Siddeswari Circular Road),            Dhaka-1000            Ph: 9346780-1,            01711-520138            Fax: 9341044            E-mail:  <a href="mailto:shah@banglachemical.com">shah@banglachemical.com</a></p>	

5.	<p><b>Mr. Rabbani Jabbar</b> Proprietor Ananda Printers 291, Fakirapool, Jomidar Bari, 5<sup>th</sup> floor, Dhaka-1000 Ph : 7192180, 7192529 Cell: 01711-68729, 01790-116633 E-mail : rabbanijabbar@gmail.com</p>	
6.	<p><b>Engr. Shamsuzzoha Chowdhury</b> Chairman M/s. Unique Living Ltd. 117/1 Shantinagar, Padma House, Ground floor, Dhaka-1217 Ph: 9331386, 9351413, 01713-026414, 01711-523216 Fax: 9351413, E-mail: <a href="mailto:uniquelivingbd@yahoo.com">uniquelivingbd@yahoo.com</a></p>	
7.	<p><b>Mr. Md. Shariful Alam</b> Proprietor M/s. Sharif Enterprise 8 Paribag, Motalib Plaza, Room-311, 2nd Floor, Hatirpool, Dhaka-1205 Ph: 01613-204867 E-mail: sharif.jess@yahoo.com</p>	
8.	<p><b>Mr. Md. Mazharul Islam</b> Anyaprokash 69/F, Green Road, Panthapath, Dhaka Tel: 8623244, 01711-565865 E-mail : anyaprokash38@gmail.com</p>	
9.	<p><b>Mr. Md. Shariful Alam</b> Proprietor S R P Trading 39 Purana Paltan, Majumder Complex (5<sup>th</sup> floor), Dhaka-1000 Tel: 7170909 Fax : 7170909, 9514569 E-mail : srptrading@hotmail.com</p>	
10.	<p><b>Dr. Khalilur Rahman</b> Madani Trade International 230 Dr. Kudrat-E-Khuda Road (New Elephant Road), Dhaka-1205 Ph: 8625958, 8631560, 9661424, 01711-280236 Fax: 8631560 E-mail:khalilmadani07@yahoo.com</p>	

11.	<p><b>Mr. Kamrul Hasan Shayok</b> Panjeree Publications Limited 43, Shilpacharya Zainul Abedin Sarak (Old: 16, Shantinagar), Dhaka-1217 Tel: 9335826, 01919-244828 Fax: 8318526 E-mail:shayok71@gmail.com</p>	
12.	<p><b>Mrs. Lily Haque</b> Chayan Prokashan 12-A, Nakshi Tower, 6/D Segun Bagicha, Dhaka-1000 Ph: 9561863, 01911-362848 E-mail: lily-haque@yahoo.com, <a href="mailto:lily.chayan@gmail.com">lily.chayan@gmail.com</a></p>	
13.	<p><b>Mr. Mahbubur Rahman Sohel</b> Noor Trade International 80/14/A, Mymansingh Road, Plot-12, Sonartori Tower, Bangla Motor, Dhaka-1000 Ph: 01713-032937, 01678-115797 E-mail: <a href="mailto:dcl.bd.rsk@gmail.com">dcl.bd.rsk@gmail.com</a>, <a href="mailto:noortradeexport@gmail.com">noortradeexport@gmail.com</a></p>	
14.	<p><b>Mr. Raghupati Sen</b> Adhesion Products (Pvt.) Ltd. 8/6 Segun Bagicha, Dhaka-1000 Ph: 9553728, 9565273, 01817-030546 E-mail: <a href="mailto:rpsen1972@gmail.com">rpsen1972@gmail.com</a></p>	
15.	<p><b>Muhammad Rafiqul Islam</b> M/s. Federal Inspection Services Ltd. 67 Dilkusha C/A, 4th fl., Dhaka-1000 Ph: 9558120, 9585627 01819-221545 Fax: 9574192 E-mail: <a href="mailto:fetex@dhaka.net">fetex@dhaka.net</a></p>	

#### **TERMS OF REFERENCE:**

1. To prepare DCCI annual plan of different Publications;
2. To guide DCCI Publication Wing;

3. To submit proposals for upgrading printing quality and contents of DCCI Review and other publications;
4. To monitor DCCI events, prepare policy/ guideline in respect to PR matter, monitor implementation as per annual plan;
5. To perform any other task that may be assigned by the Board of Directors/President;

**MEETINGS:**

In the absence of the Convenor the Coordinating Director shall call upon one of the Joint Convenors to convene the meetings in consultation with the Coordinating Director and the agenda of such meetings must be approved by the President.

**ROLES AND RESPONSIBILITIES OF COORDINATING DIRECTOR, CONVENOR, JOINT CONVENORS:**

- (a) Coordinating Director shall inform the Board of Directors of the outcome of the Standing Committee meetings and play the role of liaison between the committee and the Board.
- (b) Convenor and in his absence any of the Joint Convenors shall preside over and conduct all meetings in consultation with the Coordinating Director with an objective to develop entrepreneurship and strengthen leadership qualities with special emphasis to young, educated and talented members.

**QUORUM:**

The presence of **5 (five) members** in the meeting shall form the quorum.

**CO-OPTION:**

For better functioning of the Standing Committee, if any co-option is necessary, the Coordinating Director shall bring such case to the notice of the President for necessary action.

**NOTE:**

1. The Standing Committee shall submit its suggestions / recommendations to the Board of Directors for approval.
2. Besides the nominated members, all members of the Board of Directors are entitled to attend meetings of the Standing Committee. DCCI Secretariat shall ensure sending notices of the meeting to the Directors.
3. Members remaining absent in 3 (three) consecutive meetings of the Committee without prior notice shall be deemed to have vacated their membership of the Standing Committee.
4. The term of office of the Standing Committee shall be one year, if not otherwise decided by the Board of Directors.
5. The Standing Committee shall convene at least 3 (three) regular meetings in a year (excluding emergency meetings and meetings on policy issues).
6. The Standing Committee must submit their report on its activities within 30th September, 2017 in order to incorporate the same in the Annual Report, failing which the Standing Committee's report will not be included in the Annual Report.



**AHM Rezaul Kabir**  
Secretary General