




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 **DCCI Estate, Construction and Maintenance-2017** as hereunder:


COORDINATING DIRECTOR	
<p>Mr. Hossain Akhtar Director, DCCI M/s. Anwar Export And Import Co. Baitul Hossain Building 27, Dilkusha C/A Dhaka-1000 Tel: 9564033,9557735(O), 8627190, 9675467(R), 01713-037286(M), Fax: 9564020 E-mail: mail@anwargroup.com, agi@agni.com ed@anwargroup.com</p>	

CONVENOR	JOINT CONVENOR	
		
<p>Engr. Md. Al Amin M/s. Paradise Development & Constructions Ltd. 1 Chamelibagh, Paradise Bhuiyan Center, 7th floor, Shantinagar Dhaka-1217 Ph: 9347871, 9336668, 9350112, 01552-375729 Fax: 9347871 Extn.107 E-mail: pdcl2005@yahoo.com, pdcl1998@gmail.com</p>	<p>Engr. Md. Mostafa Kamal Mg. Director M/s. BNF Engineers Ltd. House-595 (2nd & 3rd Floor), Road-09, Mirpur DOHS Dhaka Cantt., Mirpur Dhaka-1216 Ph: 58070854-856, 01711-826182 Fax: 58070863 E-mail: kamajorj@yahoo.com, bnfcon12@gmail.com</p>	<p>Mr. Mohammad Bashiruddin Proprietor M/s. Capital Biscuits Co. 90 H.K. Das Road Dhaka Ph: 7160316, 9343402, 7116939, 01711-560437 Fax: 7124878</p>

Members

Sl. No.	Name	Photo
1.	<p>Mr. M. Abu Hurairah Former Vice President, DCCI M/s. Salman Refrigeration 103, K.P. Ghosh Street, Armanitola, Dhaka- 1100 Tel: 57312252 M: 01711537073 Fax: 57312252 E-mail: abuhurairah184@gmail.com</p>	
2.	<p>Mr. M. Anwarul Haque Former Director, DCCI M/s. Tippera Iron & Tin Factory Ltd. 38 Shohid Tajuddin Ahmed Soroni (339/A, Tejgaon I/A), Dhaka-1208 Ph: 8891591, 8891615, 01711-549349 E-mail: tipperairon@yahoo.com, tippera@intechworld.net</p>	
3.	<p>Mr. A.K. Md. Shamsuddin Advisor M/s. Wares Corporation Limited Ka-85/3, 2nd Floor, Shahajadpur, Pragati Sarani, Gulshan, Dhaka-1212 Ph: 8401018, 01715000647 E-mail: wzsalim@yahoo.com</p>	
4.	<p>Engr. M. A. Wahab Mg. Director M/s. Accurate Technology Ltd. Flat-5A, Suite-14C, Nakshi Homes, 6/1/A, Topkhana Road, Segun Bagicha, Dhaka-1000 Ph: 9573236 E-mail: wahab_ca@yahoo.com</p>	

5.	Mr. S.K. Badal Mg. Director M/s. Minar Housing Ltd. 8, Wiseghat Road, Dhaka-1100 Ph: 57393413 E-mail: minarbuilders09@yahoo.com		
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6.	Engr. Md. Abdul Waresh Director Monico Limited Monico Bhaban Plot No.26-27, Ring Road, Adarsha Chayaneer, Adabar, Dhaka-1207 9145261, 9134439, 8152910, 8159761 Fax : 58151210 E-mail : monico@bdonline.com , info@monicold.com		
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TERMS OF REFERENCE

1. To take necessary steps for further development of the Chamber Building as per budgetary provision in accordance with the direction of the Board of Directors / President.
2. To prepare suggestions on procurement of building materials and expenditure in compliance with purchase formalities subject to approval of the President.
3. To scrutinize the modality of payment of all bills of the contractors.
4. To review periodically the progress of the development work / and devise ways and means for effective control in the quality and quantum of work by the contractors / suppliers.
5. To monitor and arrange collection of house-rents regularly on monthly basis.
6. To look after maintenance of the Chamber Building, handle the problems of the tenants and to suggest remedies. To ensure proper cleanliness of DCCI building.
7. To perform any other task and duties that may be assigned by the Board / 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