




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 **Printing & Publishing Sector- 2021** as hereunder:

<u>COORDINATING DIRECTOR</u>	
<p>Mr. Md. Shahid Hossain Director, DCCI Proprietor M/s. S B Distribution 19/25 Begum Baza Golden Super Market, Dhaka Tel: 7315492, 7315271, Fax: 7321350 Mobile: 01711522911 E-mail: sbdl09@yahoo.com</p>	

CONVENOR	JOINT CONVENOR	
		
<p>Mr. Md. Abdul Hamid Diganta Advertising Paltan Tower, Suite-602 (6th floor), 87 Purana Paltan Line, Dhaka-1000 Ph: 9337908, 01711537051, 01711-563888 E-mail: digantoad@gmail.net, mahamid1954@gmail.com</p>	<p>Mr. Md. Shamim Bhuiyan Proprietor M/s. Heart International 53, Arambag, Motijheel, Dhaka-1000 Ph: 7193425, 7193456, 01729-048071 Fax: 7101456, 7193425 E-mail: heartbit@dhaka.net, shamimheart@gmail.com</p>	<p>Mr. Md. Ikram Dhali Proprietor M/s. Seema Packaging & Accessories 101 Kakrail (Ground floor) Dhaka-1000 Tel: 886293, Cell: 01714-338770, 01822-886293 Fax: 9561973 E-mail: ikramdhali32@gmail.com</p>

Members

<p>1. Mr. Abu Bakr Md. Siddique Proprietor M/s. All-Tech Machinery 37 Zinda Bahar 2nd Lane, Dhaka-1100 Ph: 57392363, 57393876, 01715-060653, 01552-318250 Fax: 57392363 E-mail: alltechmach@agnionline.com</p>		<p>2. Mr. R.H.M. Imran Chowdhury Mg. Director M/s. Marsik Pvt. Limited 49 Arambag (2nd floor), Motijheel C/A, Dhaka-1000 Ph: 7191363, 01811-458401 Fax: 7193814 E-mail: imran@marsikbd.com</p>	
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<p>3. Mr. Azizur Rahman Proprietor M/s. Royal Business Co-Operation Cosmic Tower, Ground Floor, Suite No. G-B, 106/Ka Naya Paltan, Box Culvert Road, Dhaka-1000 Ph: 01711813961, 01740-908077 Fax: E-mail: royalbco@yahoo.com</p>		<p>6. Mr. Raghupati Sen Proprietor M/s. A R Trading 12 K.M. Das Lane (Gr) Tikatuli, Dhaka-1203 Ph: 1817030546 Fax: E-mail: rpsen1972@gmail.com</p>	
<p>4. Mr. Rezviul Ahsan Director M/s. Superior Builders & Engineers Ltd. 416/1, Tejgaon I/A, Dhaka-1208 Ph: 8891764, 01764-609455 Fax: 8823938 E-mail: sbel@agni.com</p>		<p>7. Mr. Moniruzzaman Manager(Admin & Accounts) M/s. Al Hedayet International Real Estate Limited House-27, Road-1, Block-A, Banasree, Rampura, Dhaka-1219 Ph: 1838204827 Fax: E-mail: hedayetrealstate.sob@gmail.com</p>	
<p>5. Mr. Mohammad Delwar Hossain Mg. Director M/s. Tory Credit Reports & Collections Ltd. Synor (7th Floor, 7B), 22 Green Corner, Green Road (Old 201 Khatalbagan), Dhaka-1205 Ph: 7161541, 9515621, 9556949 Fax: 7169161 E-mail: delwar@torycredit.com</p>			

TERMS OF REFERENCE:

1. To prepare DCCI Annual Plan of different Publications by guiding DCCI Publication Wing and submit proposals for upgrading.
2. To undertake any other work in the related sector as and when assigned by the Board of Directors/President.
3. Committee may adopt any other important issue relevant to the subject matter with the consent of the President.
4. In absence of the Convenor the members of the committee will select someone amongst themselves to chair that meeting.

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 **3 (three) 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.

Dealing Officer:

Mr. Md. Abul Hasan Fazle Rabbi
Joint Secretary, PR
01716624345



Syed Abrarul Haque Sami
Senior Officer
Mob:01833-180390

Afsarul Arifeen
Secretary General