



**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-2018** as hereunder:

<b><u>COORDINATING DIRECTOR</u></b>	
<p><b>Mr. Hossain A. Sikder</b> Director &amp; Immediate Former Vice President, DCCI Managing Director M/s. HomeTech Developments &amp; Holdings Ltd. 70, Shahid Sayed Nazrul Islam Soroni North South Road (Premier Bank Bhaban) 1st Floor, Dhaka-1100 Tel : 9578696, Cell: 01711523675 Fax : 88-02-7121273 E-mail: hasbdi64@gmail.com</p>	

<b>CONVENOR</b>	<b>JOINT CONVENOR</b>	
		
<p><b>Engr. M. A. Wahab</b> Mg. Director M/s. Accurate Technology Ltd. Flat-5A, Suite-14C, Nakshi Homes, 6/1/A, Topkhana Road, Segun Bagicha, Dhaka-1000 Ph: 9573236, 01711-596377 E-mail: wahab_ca@yahoo.com</p>	<p><b>Engr. Md. Mostafa Kamal</b> Mg. Director M/s. BNF Engineers Ltd. House-595 (2nd &amp; 3rd Floor), Road-09, Mirpur DOHS Dhaka Cantt., Mirpur Dhaka-1216 Ph: 58070854-856, 01711-826182 Fax: 58070863 E-mail: kamalorj@yahoo.com, bnfcon12@gmail.com</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>

**Members**

<p>1. <b>Mr. Hossain Akhtar</b> Former Sr. Vice President, 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: <a href="mailto:mail@anwargroup.com">mail@anwargroup.com</a>, <a href="mailto:agi@agni.com">agi@agni.com</a>, <a href="mailto:ed@anwargroup.com">ed@anwargroup.com</a></p>		<p>2. <b>Mr. Absar Karim Chowdhury</b> Former Vice President, DCCI M/s. Fazal Wire &amp; Metal Industries 41/1 Horycharan Roy Road Faridabad, Dhaka-1204 Ph: 7441328, 7410586 M: 01979-804929, 01710-732054 E-mail: <a href="mailto:dcci@bangla.net">dcci@bangla.net</a></p>	
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<p>3. <b>Mr. M. Abu Hurairah</b> Former Vice President, DCCI M/s. Salman Refrigeration 103, K.P. Ghosh Street, Armanitola, Dhaka- 1100 Tel: 57312252 M: 01711537073 Fax: 57312252 E-mail: <a href="mailto:abuhurairah184@gmail.com">abuhurairah184@gmail.com</a></p>		<p>5. <b>Al-haj Md. Sharfuddin</b> Former Director, DCCI M/s. Ador Enterprise Nao Ratan Garden, 10 New Baily Road, Dhaka 1000 Tel: 7116929, 7124878, 9356152, 9343402, M: 01711-673412, 01912-022956, Fax: 7160316</p>	
<p>4. <b>Mr. M. Anwarul Haque</b> Former Director, DCCI M/s. Tippera Iron &amp; Tin Factory Ltd. 38 Shohid Tajuddin Ahmed Soroni (339/A, Tejgaon I/A), Dhaka-1208 Ph: 8891591, 8891615, 01711-549349 E-mail: <a href="mailto:tipperairon@yahoo.com">tipperairon@yahoo.com</a></p>			

### **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:**

Convenor will convene all meetings. However, in the absence of the Convenor, Joint Convenors will jointly convene the meetings. The agenda of such meetings must be approved by the Convenor. The Coordinating Director, will not convene the meetings unless, prior approval is given by the President, DCCI in absence of the Convenor and Joint Convenors.

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

- (a) Convenor will Chair the meetings and will be assisted by the Joint Convenors.
- (b) Coordinating Director shall support the Committee and be present as an Observer.
- (c) Coordinating Director will report to the Board of any lapse in the performance of committee in terms of TOR and Action Plan. Coordinating Director will also present the recommendation to the Board of Directors of the outcome of the Standing Committee meetings and play the role of liaison between the committee and the Board.
- (d) Joint Convenors shall preside over and conduct all meetings in absence of the Convenor.

**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 subject to a request made by the Convenor of the Committee.

**Terms and Conditions:**

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. And immediately, the vacancy will be fulfilled by adding new members subject to required validation and due process followed by DCCI Secretariat.
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 4 (Four) regular meetings in a year (excluding emergency meetings and meetings on policy issues). One meeting in one quarter will be requested to be held for improved effectiveness of the committee.
6. The Standing Committee can form sub-committee for improved performance and effectiveness, such sub-committees will only report to the respective Standing Committee and can be dissolved as and when required by the Convenor and such sub-committees can only be headed by the Joint Convenors.
7. The Standing Committee will be requested to submit the Budget related recommendation by 30<sup>th</sup> January, 2018. The maximum number of recommendation will be limited to five (5) and will be backed by proper justification and reasoning.
8. The Committee Action Plan (CAP) will need to be submitted by the Convenor and Joint Convenors. The CAP format will be given by the Secretariat.
9. The Standing Committee will be evaluated at the end of the term. The evaluation will be conducted under certain performance criteria set by the DCCI Standing Committee Evaluation Committee and also the CAP performances.
10. The Standing Committee must submit their report on its activities within 15th November, 2018 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