

# BUSINESS AUTOMATION LTD

BDBL Bhaban (9th floor)  
12 Kawran Bazar, Dhaka-1215

## Management Committee Meeting

Meeting No: 144<sup>th</sup>

Date of Meeting: 15 Jul 2023

Time: 02:30 pm

Venue: Kawran Bazar Office

### **Agenda**

| <b>Sl.</b> | <b>Description</b>   | <b>Action Required</b>                | <b>Remarks</b>  |
|------------|--|---------------------------------------|---|
| 1          | Minutes of the meeting no 143.   | Confirmation & progress evaluation.   | The draft minutes has been distributed earlier. Enclosed in E-01  |
| 2          | Business development & project development outlook.  | Notification to honorable members.    | It will be presented by honorable Director Mr. Shoeb Ahmed Masud. |
| 3          | Financial Outlook: a) Report on budgeted & actual cost and budgeted & Cash collection cum fund arrangement for the period from April'23 to June'23 | Presented for discussion.             | a) The report is presented in E-02                                |
| 4          | b) Expenditure & collection budget for the month of July'2023  | Presented for discussion.             | b) The budget is presented in E-03                                |
| 5          | c) Client wise report on collection as to budget & actual  | Presented for discussion.             | c) The report is presented in E-04                                |
| 6          | d) Head wise report on expenditure as to budget & actual   | Presented for discussion.             | d) The report is presented in e-05                                |
| 7          | Operational Matter: HR Report  | Notification to honorable members.    | Report is presented in E-06                                       |
| 8          | Monthly reports of following committees. a) Promotion Board Committee (Monthly) CP-Mr. Bazlul Haque Biswas   | a) Presents for review.               | Submitted reports are presented. a) Last reviewed in April'23.    |
| 9          | b) Product Review & Intellectual Asset Committee (Quarterly)   | b) Presents for review.               | b) Last reviewed in April'23.                                     |
| 10         | c) Expenditure Review Committee (Quarterly) CP - Mr. Md. Arif Uddin  | c) Presents for opinion.              | c) Report was submitted in April'23.                              |
| 11         | d) CSS & Welfare Fund Committee (When Required) CP-Mr. Md. Mithu Pramanik  | d) Presents for opinion.              | d) Report was submitted in May'23.                                |
| 12         | e) Document Management Committee (Monthly) CP-Mr. Rashidul Hasan Liton   | e) Notification to honorable members. | e) Report was submitted in April'23.                              |
| 13         | f) Audit Committee (Quarterly) CP-Mr. Md. Ashrafuzzaman.   | f) Presents for review.               | f) Report was submitted in May'23.                                |



এ কে এম আহসানুল কবির  
Member Secretary