

# BUSINESS AUTOMATION LTD

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

## Management Committee Meeting

Meeting No: 146<sup>th</sup>

Date of Meeting: 02 Sep 2023

Time: 10:00 am

Venue: Kawran Bazar Office

### **Agenda**

<b>Sl.</b>	<b>Description</b>	<b>Action Required</b>	<b>Remarks</b>
1	Minutes of the meeting no 145.	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) Expenditure & collection budget for the period from Sep'23 to Nov'2023	Presented for discussion.	a) The budget is presented in E-02
4	b) Client wise report on budgeted collection and actual collection of Aug'23	Presented for discussion.	b) The collection report is presented in E-03
5	c) Head wise report on Actual Payment of Aug'23 and variance with Budget	Presented for discussion.	c) The expenditure report is presented in E-04
6	d) Report on Debtors, Creditors and Loan Balances	Presented for discussion.	d) The report is presented in E-05
7	e) Budget of Annual Event	Presented for discussion.	e) The budget of Annual Event is presented in E-06
8	Operational Matters: HR Report	Notification to honorable members.	Report is presented in E -07
9	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.
10	b) Product Review & Intellectual Asset Committee (Quarterly) CP-Mr. Rashidul Hasan Liton	b) Presents for review.	b) Report is submitted.
11	c) Expenditure Review Committee (Quarterly) CP - Mr. Md. Arif Uddin	c) Presents for opinion.	c) Report was submitted on Aug'2023.
12	d) CSS & Welfare Fund Committee (When required) CP-Mr. Md. Mithu Pramanik	d) Presents for opinion.	d) Report was submitted in May'23.
13	e) Document Management Committee (Monthly) CP-Mr. Rashidul Hasan Liton	e) Notification to honorable members.	e) Report is submitted

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14	f) Audit Committee (Quarterly) CP-Mr. Md. Ashrafuzzaman.	f) Presents for review.	f) Report was submitted in May'23.
15	Miscellaneous: Newly procured vehicle related issue.	Decision is required about Lifetime and O&M Cost.	As per the terms of Transport Policy i) Life time of a car will be 7-12 years and ii) O&M Cost will be 20k to 40K



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Member Secretary