

BUSINESS AUTOMATION LTD

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

Management Committee Meeting

Meeting No: 147th

Date of Meeting: 28 Oct 2023

Time: 02:30 pm

Venue: Kawran Bazar Office

Agenda

Sl.	Description	Action Required	Remarks
1	Minutes of the meeting no 146.	Confirmation & progress evaluation.	The draft minutes has been distributed earlier. Enclosed in E-01
2	Business Status: a) Business Development & Project Development outlook. b) Sales status for the period from July'23 to Sep'23	Notification to honorable members.	These will be presented by honorable Director Mr. Shoeb Ahmed Masud.
3	Financial Outlook: a) Cashflow Projection for the period from Oct'23 to Dec'2023 b) Client wise report on budgeted collection and actual collection of Sep'23 c) Head wise report on Actual Payment of Sep'23 and variance with Budget d) Report on Financial Position of BA e) Report on CSS status.	Presented for discussion and decision.	a) The Cashflow is presented in E-02 b) The collection report is presented in E-03 c) The expenditure report is presented in E-04 d) The report is presented in E-05 e) A report on CSS status as o
4	Operational Matters: HR Report	Notification to honorable members.	Report is presented in E -07
5	Monthly reports of following committees. a) Promotion Board Committee (Monthly) CP-Mr. Bazlul Haque Biswas	a) Presents for opinion.	Submitted reports are presented. a) Report is submitted.
6	b) Product Review & Intellectual Asset Committee (Quarterly) CP-Mr. Rashidul Hasan Liton	N/A	b) Report was submitted in Sep'2023.
7	c) Expenditure Review Committee (Quarterly) CP - Mr. Md. Arif Uddin	N/A	c) Report was submitted on Aug'2023.
8	d) CSS & Welfare Fund Committee (When required) CP-Mr. Md. Mithu Pramanik	d) Presents for opinion.	d) Report is submitted.
9	e) Document Management Committee (Monthly) CP-Mr. Rashidul Hasan Liton	e) Presents for opinion.	e) Report is submitted.
10	f) Audit Committee (Quarterly) CP-Mr. Md. Ashrafuzzaman.	N/A	f) Report was submitted in May'23.

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11	Miscellaneous: Mr. Forhad Islam, Driver of honorable Managing Director applied for a loan.	Notification to members.	The CSS & Welfare Fund Committee recommend for the amount of Tk. 80,000/= as per loan policy and paid also.



এ কে এম আহসানুল কবির

Member Secretary