

# BUSINESS AUTOMATION LTD

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

## Management Committee Meeting

Meeting No: 149<sup>th</sup>

Date of Meeting: 30 Dec 2023

Time: 12:01 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 147.	Confirmation & progress evaluation.	The draft minutes has been distributed earlier. Enclosed in E-01
2	Business Status: Business Development & Project Development outlook.	Notification to honorable members.	Honorable Director Mr. Shoeb Ahmed Masud will brief the status.
3	Financial Outlook: a) Cashflow Projection for the period from Dec'23 to Mar'24 b) Client wise report on budgeted collection and actual collection of Nov'23 c) Head wise report on Actual Payment of Nov'23 and variance with Budget d) Report on Financial Position of BA e) Status of CSS Fund.	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 as to CSS Fund is
4	Operational Matters: a) HR Report b) Draft Policy on Overtime c) Two proposals have been submitted by 2 Teams to change the Team Name.	a) Notification to honorable members. b) Discussion & Decision is required. c) Decision is required.	a) Report is presented in E - 07 b) The policy is presented in E - 08. c) The proposal is disclosed in E - 09.
5	Monthly reports of following committees. a) Promotion Board Committee (Monthly) CP-Mr. Bazlul Haque Biswas b) Product Review & Intellectual Asset Committee (Quarterly) CP-Mr. Rashidul Hasan Liton c) Expenditure Review Committee (Quarterly) CP - Mr. Md. Arif Uddin d) CSS & Welfare Fund Committee (When required) CP-Mr. Md. Mithu Pramanik e) Document Management Committee (Monthly) CP-Mr. Rash	Discussion.	Submitted reports are presented. a) Report was submitted on Nov'23. b) Report was submitted in Sep'2023. c) Report was submitted on Aug'2023. d) Report was submitted on Nov'23. e) Report w
6	Report on Inventory as on 02.12.2023	Discussion and decision is required.	The report is presented in E - 10.



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Member Secretary