

# BUSINESS AUTOMATION LTD

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

## Management Committee Meeting

Meeting No: 150<sup>th</sup>

Date of Meeting: 20 Jan 2024

Time: 02:00 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 150.	Confirmation & progress evaluation.	The draft minutes has been distributed earlier. Enclosed in E-01
2	Business Status: a) Business Development & Project Development outlook.	Notification to honorable members.	Honorable Director Mr. Shoeb Ahmed Masud will brief the status.
3	b) Sales status for the period from Oct'23 to Dec'23.	Notification to honorable members.	Sales status is presented in E-02.
4	Financial Outlook: a) Cashflow Projection for the period from Jan'24 to April'24	Presented for discussion and decision.	a) The Cashflow is presented in E-03
5	b) Client wise report on budgeted collection and actual collection of Dec'23	Presented for discussion and decision.	b) The collection report is presented in E-04
6	c) Head wise report on Actual Payment of Dec'23 and variance with Budget	Presented for discussion and decision.	c) The expenditure report is presented in E-05
7	d) Report on Financial Position of BA	Presented for discussion and decision.	d) The report is presented in E-06
8	Operational Matters: Draft Policy on Overtime	Discussion & Decision is required.	The policy is presented in E - 07.
9	Monthly reports of following committees. a) Promotion Board Committee (Monthly) CP-Mr. Bazlul Haque Biswas	Notification.	a) Report was submitted on Nov'23. Due when promotion is done.
10	b) Product Review & Intellectual Asset Committee (Quarterly) CP-Mr. Rashidul Hasan Liton	Notification.	b) Report was submitted in Sep'2023. Due on Jan'24
11	c) Expenditure Review Committee (Quarterly) CP - Mr. Md. Arif Uddin	Notification.	c) Report was submitted on Aug'2023. Due on Jan'24
12	d) CSS & Welfare Fund Committee (When required) CP - Mr. Mithu Pramanik	d) Notification.	d) Report was submitted on Nov'23. Due when application comes to the Committee.
13	e) Document Management Committee (Monthly) CP-Mr. Rashidul Hasan Liton	e) Notification.	e) Report is submitted.

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14	f) Audit Committee (Quarterly) CP- Mr. Md. Ashrafuzzaman.	f) Notification.	f) Report was submitted in May'23. Mr. Ashrafuzzaman told he will submit the report on Jan'2024.
15	Miscellaneous: Participation in workshop.	Notification to honorable members.	The honorable Managing Director Mr. Jahidul Hasan has attended in a Workshop. He got the honorarium of Tk. 9,000/= and as per policy he returned Tk. 6,300/= which is accounted for in the Training Fund



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Member Secretary