

BUSINESS AUTOMATION LTD

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

Management Committee Meeting

Meeting No: 151st

Date of Meeting: 24 Feb 2024

Time: 02:30 pm

Venue: Kawran Bazar Office

Agenda

Sl.	Description	Action Required	Remarks
1	Minutes of the meeting no 150.	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.	Mr. Shoeb Ahmed Masud - Director will brief the status.
3	Financial Outlook: a) Cashflow Projection for the period from Feb'24 to April'24	Presented for discussion and decision.	a) The Cashflow is presented in E-02
4	b) Client wise report on budgeted collection and actual collection of Jan'24	Presented for discussion and decision.	b) The collection report is presented in E-03
5	c) Head wise report on Actual Payment of Jan'24 and variance with Budget	Presented for discussion and decision.	c) The expenditure report is presented in E-04
6	d) Report on Financial Position of BA	Presented for discussion and decision.	d) The report is presented in E-05
7	Operational Matters: HR Report	Notification to honorable members.	The regularization report is presented in E-06.
8	Monthly reports of following committees. a) Promotion Board Committee (Monthly) CP-Mr. Bazlul Haque Biswas	a) Notification to honorable members.	a) Report was submitted on Nov'23. Due when promotion is done.
9	b) Product Review & Intellectual Asset Committee (Quarterly) CP-Mr. Rashidul Hasan Liton	b) Notification to honorable members.	b) Report was submitted in Sep'2023. Due on Jan'24. Not yet provided.
10	c) Expenditure Review Committee (Quarterly) CP - Mr. Md. Arif Uddin	c) Notification to honorable members.	c) Report is submitted.
11	d) CSS & Welfare Fund Committee (When required) CP - Mr. Mithu Pramanik	d) Notification to honorable members.	d) Report was submitted on Nov'23. Due when application comes to the Committee.
12	e) Document Management Committee (Monthly) CP-Mr. Rashidul Hasan Liton	e) Notification to honorable members	e) Report was submitted in Jan'24.

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13	f) Audit Committee (Quarterly) CP- Mr. Md. Ashrafuzzaman.	f) Notification to honorable members.	f) Report was submitted in May'23. Mr. Ashrafuzzaman told he will submit the report on Jan'2024. Not yet provided.
14	Miscellaneous: a) An application is submitted by Ms. Sharmin Akter - Office Assistant, for donation from Welfare Fund.	a) Notification to honorable members.	a) The CSS and Welfare fund Committee recommended as per request of Tk.2,120/= as per policy.
15	b) An application is submitted by Mr. Zia - Office Assistant, for loan from CSS & Welfare Fund.	b) Notification to honorable members.	b) The committee has recommended the required amount of Tk. 10,000/= as per policy.



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Member Secretary