

BUSINESS AUTOMATION LTD

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

Management Committee Meeting

Meeting No: 153rd

Date of Meeting: 20 Apr 2024

Time: 02:30 pm

Venue: Kawran Bazar Office

Agenda

Sl.	Description	Action Required	Remarks
1	Minutes of the meeting no 152.	Confirmation & progress evaluation.	The draft minutes has been distributed earlier. Enclosed in E-01
2	Business Status: Quarterly Report on 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 March'24 to May'24 b) Collection report on budget and actual for the month of Feb'24 c) Head wise report on Actual Payment of Feb'24 and variance with Budget d) Report on Financial Position of BA e) Review of 5 Years Plan	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) The plan is presented in E-0
4	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. Mithu Pramanik e) Document Management Committee (Monthly) CP-Mr. Rashi	a) Notification to honorable members. b) Notification to honorable members. c) Notification to honorable members. d) Notification to honorable members. e) Notification to honorable members	a) Report was submitted on Nov'23. It is presented when promotion is done. b) Report is submitted. c) Report was submitted on Feb'24. d) Report was submitted on Feb'24. Due when application co



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Member Secretary