

BUSINESS AUTOMATION LTD

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

Management Committee Meeting

Meeting No: 154th

Date of Meeting: 18 May 2024

Time: 02:30 pm

Venue: Kawran Bazar Office

Agenda

Sl.	Description	Action Required	Remarks
1	Minutes of the meeting no 153.	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 May'24 to July'24	Presented for discussion and decision.	a) The Cashflow is presented in E-02
4	b) Collection report on budget and actual for the month of April'24	Presented for discussion and decision.	b) The collection report is presented in E-03
5	c) Head wise report on Actual Payment of April'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	e) Analysis of Haj Project Cost and Revenue.	Presented for discussion and decision.	e) 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. It is presented 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 April'24.
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 Feb'24. 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.
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 provide the report but not yet provided.

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14	Miscellaneous: To discuss on CSS Payment Issue.	Decision is required on CSS Payment Issue.	Statement of CSS is presented in E - 07



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Member Secretary