

# BUSINESS AUTOMATION LTD

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

## Management Committee Meeting

Meeting No: 155<sup>th</sup>

Date of Meeting: 22 Jun 2024

Time: 02:30 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 154.	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 June'24 to Aug'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 May'24	Presented for discussion and decision.	b) The collection report is presented in E-03
5	c) Head wise report on Actual Payment of May'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) Proposed Budget for Annual Event 2024-2025.	Presented for discussion and decision.	e) Presented in E - 06
8	Operational Matters: Policy as to Mobile bill.	Opinion is required.	Draft policy on Mobile Bill is presented in E-07 for discussion and opinion.
9	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.
10	b) Product Review & Intellectual Asset Committee (Quarterly) CP-Mr. Rashidul Hasan Liton	b) Notification to honorable members.	b) Report was submitted in April'24.
11	c) Expenditure Review Committee (Quarterly) CP - Mr. Md. Arif Uddin	c) Notification to honorable members.	c) Report was submitted in May'24.
12	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.

Sl.	Description	Action Required	Remarks
13	e) Document Management Committee (Monthly) CP-Mr. Rashidul Hasan Liton	e) Notification to honorable members	e) Report was submitted in Jan'24.
14	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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Member Secretary