

BUSINESS AUTOMATION LTD

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

Management Committee Meeting

Meeting No: 158th

Date of Meeting: 21 Sep 2024

Time: 02:30 pm

Venue: Kawran Bazar Office

Agenda

Sl.	Description	Action Required	Remarks
1	Minutes of the meeting no 157.	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 Sep'24 to Nov'24	Presented for discussion and decision.	a) The Cash flow is presented in E-02
4	b) Collection report on budget and actual for the month of Aug'24	Presented for discussion and decision.	b) The collection report is presented in E-03
5	c) Head wise report on Actual Payment of Aug'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: Dining bill of DOHS Office	Decision is required.	During the Employee Meeting in DOHS Office, all employees requested among others to increase the percentage of Dining Subsidy. A 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. 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 is under process.
10	c) Expenditure Review Committee (Quarterly) CP - Mr. Md. Arif Uddin	c) Notification to honorable members.	c) Report was submitted in Aug'24.
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.

Sl.	Description	Action Required	Remarks
12	e) Document Management Committee (Quarterly) CP-Mr. Rashidul Hasan Liton	e) Notification to honorable members.	e) Report is submitted.
13	f) Audit Committee (Quarterly) CP-Mr. Md. Ashrafuzzaman.	f) Notification to honorable members.	f) Report was submitted in Aug'24.



এ কে এম আহসানুল কবির

Member Secretary