

BUSINESS AUTOMATION LTD

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

Management Committee Meeting

Meeting No: 159th

Date of Meeting: 19 Oct 2024

Time: 12:00 pm

Venue: Kawran Bazar Office

Agenda

Sl.	Description	Action Required	Remarks
1	Minutes of the meeting no 158.	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 Oct'24 to Dec'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 Sep'24	Presented for discussion and decision.	b) The collection report is presented in E-03
5	c) Head wise report on Actual Payment of Sep'24 and variance with Budget	Presented for discussion and decision.	c) The expenditure report is presented in E-04
6	Operational Matters: Dining bill of DOHS Office	Decision is required.	As per decision of last meeting a statement is prepared for each meal cost for the years 2022, 2023 and up to Sep'2024 A report is presented in E-05.
7	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 Sep'24. It is presented when promotion is done.
8	b) Product Review & Intellectual Asset Committee (Quarterly) CP-Mr. Rashidul Hasan Liton	b) Notification to honorable members.	b) Report was submitted in Aug'24.
9	c) Expenditure Review Committee (Quarterly) CP - Mr. Md. Arif Uddin	c) Notification to honorable members.	c) Report was submitted in Aug'24.
10	d) CSS & Welfare Fund Committee (When required) CP - Mr. Mithu Pramanik	d) Notification to honorable members.	d) Report submits when application comes to the Committee.
11	e) Document Management Committee (Quarterly) CP-Mr. Rashidul Hasan Liton	e) Notification to honorable members	e) Report was submitted in Sep'24.

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12	f) Audit Committee (Quarterly) CP- Mr. Md. Ashrafuzzaman.	f) Notification to honorable members.	f) Report was submitted in Aug'24.



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Member Secretary