

# BUSINESS AUTOMATION LTD

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

## Management Committee Meeting

Meeting No: 160<sup>th</sup>

Date of Meeting: 16 Nov 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 159.	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 Nov'24 to Jan'25 b) Collection report on budget and actual for the month of Oct'24 c) Head wise report on Actual Payment of Oct'24 and variance with Budget d) Report on Financial Position of BA	Presented for discussion and decision.	a) The Cash flow 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
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 (Quarterly) CP-Mr. Rash	a) Decision to be taken. b) No action is required. c) Decision is required. d) Not Applicable. e) Decision is required on DMS Development. f) Decision is required for appointing new Member	a) Proposal for promotion has been submitted for 3 employees. b) Report will be submitted in Dec'24. c) Report will be presented. d) No request is pending. e) Report will be presented. f) M



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Member Secretary