

BUSINESS AUTOMATION LTD

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

Management Committee Meeting

Meeting No: 161st

Date of Meeting: 21 Dec 2024

Time: 02:30 pm

Venue: Kawran Bazar Office

Agenda

Sl.	Description	Action Required	Remarks
1	Minutes of the meeting no 160.	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 Dec'24 to Feb'25	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 Nov'24	Presented for discussion and decision.	b) The collection report is presented in E-03
5	c) Head wise report on Actual Payment of Nov'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	Monthly reports of following committees. a) Promotion Board Committee (Monthly) CP-Mr. Bazlul Haque Biswas	a) No action is required.	a) No report is submitted.
8	b) Product Review & Intellectual Asset Committee (Quarterly) CP-Mr. Rashidul Hasan Liton	b) No action is required.	b) Report due on Dec'24 and will be submitted by 31st Dec'24.
9	c) Expenditure Review Committee (Quarterly) CP - Mr. Md. Arif Uddin	c) No action is required.	c) Report will be submitted on Feb'25.
10	d) CSS & Welfare Fund Committee (When required) CP - Mr. Mithu Pramanik	d) Not Applicable.	d) No request is pending.
11	e) Document Management Committee (Quarterly) CP-Mr. Rashidul Hasan Liton	e) No action is required.	e) Report will be submitted on Feb'25.
12	f) Audit Committee (Quarterly) CP-Mr. Md. Ashrafuzzaman.	f) No action is required.	f) Report due on Dec'24 but will be submitted on Jan'25.

Sl.	Description	Action Required	Remarks
13	g) Formation of new Committees	g) Decision is required.	g) It was discussed that 2 Committee may be formed as to Service Quality Assessment and Conflict Resolution, but not formed yet.



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Member Secretary