

BUSINESS AUTOMATION LTD

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

Management Committee Meeting

Meeting No: 162nd

Date of Meeting: 18 Jan 2025

Time: 02:30 pm

Venue: Kawran Bazar Office

Agenda

Sl.	Description	Action Required	Remarks
1	Minutes of the meeting no 161.	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 Jan'25 to Mar'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 Dec'24	Presented for discussion and decision.	b) The collection report is presented in E-03
5	c) Head wise report on Actual Payment of Dec'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) Report on Advance Pending more than 2 months but no adjustment was submitted.	Presented for discussion and decision.	e) The report is presented in E-06
8	HR Information: a) A report is prepared on new joiners, leavers and total salary for the month of Oct, Nov and Dec'24.	a) Notification to honorable members.	a) It is presented in E-07.
9	b) A statement is prepared as to late presence and absenteeism.	b) Presented for discussion and decision.	b) The report is shown in E-08.
10	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.
11	b) Product Review & Intellectual Asset Committee (Quarterly) CP-Mr. Rashidul Hasan Liton	b) No action is required.	b) Report due on Jan'25 but not yet submitted.
12	c) Expenditure Review Committee (Quarterly) CP - Mr. Md. Arif Uddin	c) No action is required.	c) Report will be submitted on Feb'25.

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13	d) CSS & Welfare Fund Committee (When required) CP - Mr. Mithu Pramanik	d) Not Applicable.	d) No request is pending.
14	e) Document Management Committee (Quarterly) CP-Mr. Rashidul Hasan Liton	e) No action is required.	e) Report will be submitted on Feb'25.
15	f) Audit Committee (Quarterly) CP-Mr. Md. Ashrafuzzaman.	f) No action is required.	f) Report due on Dec'24 but not yet submitted.
16	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