

# BUSINESS AUTOMATION LTD

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

## Management Committee Meeting

Meeting No: 163<sup>rd</sup>

Date of Meeting: 22 Feb 2025

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 162.	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 Feb'25 to July'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 Jan'25	Presented for discussion and decision.	b) The collection report is presented in E-03
5	c) Head wise report on Actual Payment of Jan'25 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	HR Information: Report on log hour analysis.	Presented for discussion and decision.	A report is prepared up on the basis of log hours analysis. Mr. Mostafizur Rahman will present the report.
8	Operational Information: A statement is prepared as to Running Projects of BA.	Presented for discussion and decision.	The report is shown in E-06.
9	Organizational Status: Decisions of MCM for the last one year are presented here.	Presented for discussion.	The report is enumerated in E-07.
10	Monthly reports of following committees. a) Promotion Board Committee (Monthly) CP-Mr. Bazlul Haque Biswas	a) No action is required.	a) Report was submitted in last month.
11	b) Product Review & Intellectual Asset Committee (Quarterly) CP-Mr. Rashidul Hasan Liton	b) Presented for discussion.	b) Report is submitted.
12	c) Expenditure Review Committee (Quarterly) CP - Mr. Md. Arif Uddin	c) Presented for discussion.	c) Report is submitted.

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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) Presented for discussion.	f) Report is 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.
17	Miscellaneous: a) Mr. Murad Hossain - Head of Project Operation & AVP was hospitalized for the period from 3 to 5 Dec'2024. He is a member of Hospitalized Insurance. His Total cost was Tk. 243,117/=	a) Decision is required.	a) The terms of Hospitalized Insurance are given below; 1) Maximum Total Payment may be Tk.50k 2) For accommodation maximum may be paid Tk.20k, but daily room rent maximum Tk.1k upon the basis of vo
18	b) Mr. Kazi Mohammad Morade Alam was hospitalized for the period from 13 to 14 Dec'2024. He is a member of Hospitalized Insurance. His Total cost was Tk. 96,000/=	b) Decision is required.	b) As per terms of policy we recommend Tk. 2k for accommodation and Tk. 30k for treatment. Total Tk. 32,000/=



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Member Secretary