

BUSINESS AUTOMATION LTD

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

Management Committee Meeting

Meeting No: 165th

Date of Meeting: 19 Apr 2025

Time: 02:30 pm

Venue: Kawran Bazar Office

Agenda

Sl.	Description	Action Required	Remarks
1	Minutes of the meeting no 164.	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 on the the overall status.
3	Financial Outlook: a) Cashflow Projection for the period from April'25 to Sep'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 Mar'25	Presented for discussion and decision.	b) The collection report is presented in E-03
5	c) Head wise report on Actual Payment of Mar'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	Operational Information: To form a Trusty Board for management of WPPF.	Presented for discussion and decision.	The terms for management of WPPF are shown in E-06.
8	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 Feb'25.
9	b) Product Review & Intellectual Asset Committee (Quarterly) CP-Mr. Rashidul Hasan Liton	b) No action is required.	b) Next report will be submitted on April'25.
10	c) Expenditure Review Committee (Quarterly) CP - Mr. Md. Arif Uddin	c) No action is required.	c) Next report will be submitted on May'25.
11	d) CSS & Welfare Fund Committee (When required) CP - Mr. Mithu Pramanik	d) Not Applicable.	d) No request is pending.
12	e) Document Management Committee (Quarterly) CP-Mr. Rashidul Hasan Liton	e) No action is required.	e) Report will be submitted on April'25.

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13	f) Audit Committee (Quarterly) CP-Mr. Md. Ashrafuzzaman.	f) No action is required.	f) Next report will be submitted on May'25.



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Member Secretary