

# BUSINESS AUTOMATION LTD

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

## Management Committee Meeting

Meeting No: 167<sup>th</sup>

Date of Meeting: 21 Jun 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 166.	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 and also opinion is required.	Mr. Md. Khairul Islam – AVP & Head of Business Development will present the report.
3	Financial Outlook: a) Cashflow Projection for the period from June'25 to Nov'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 May'25	Presented for discussion and decision.	b) The collection report is presented in E-03
5	c) Head wise report on Actual Payment of May'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 Matter: Draft revised policy on “Participation in Workshop & Training”.	Policy is revised as per present requirements. Decision is required.	The draft revised policy is presented 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 on April'25.
9	Monthly reports of following committees. a) Promotion Board Committee (Monthly) CP-Mr. Bazlul Haque Biswas	a) No action is required.	a) Report was submitted on April'25.
10	b) Product Review & Intellectual Asset Committee (Quarterly) CP-Mr. S. M. Rashidul Hasan	b) No action is required.	b) Report was submitted on May'25.
11	c) Expenditure Review Committee (Quarterly) CP - Mr. Md. Arif Uddin	c) No action is required.	c) Report was submitted on May'25.
12	d) CSS & Welfare Fund Committee (when required) CP - Mr. Mithu Pramanik	d) Not Applicable.	d) No request is pending.

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13	e) Document Management Committee (Quarterly) CP-Mr. S. M. Rashidul Hasan	e) No action is required.	e) Report will be submitted on Jun'25.
14	f) Audit Committee (Quarterly) CP-Mr. Md. Ashrafuzzaman.	f) No action is required.	f) Next report will be submitted on Jun'25.
15	g) Conflict Resolution Committee (when required) CP-Mr. Md. Murad Hossain	g) No action is required.	g) Report will be submitted on Jun'25.
16	h) Service Quality Assessment Committee (Quarterly) CP-Mr. Md. Khairul Islam	h) No action is required.	h) Report will be submitted on Jun'25.
17	i) Purchase Review Committee (Quarterly) CP-Mr. Md. Mostafizur Rahman	i) No action is required.	i) Report will be submitted on Jun'25.



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Member Secretary