

BUSINESS AUTOMATION LTD

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

Management Committee Meeting

Meeting No: 170th

Date of Meeting: 20 Sep 2025

Time: 02:30 pm

Venue: Kawran Bazar Office

Agenda

Sl.	Description	Action Required	Remarks
1	Minutes of the meeting no 169.	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 Sep'25 to Feb'26	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 Aug'25	Presented for discussion and decision.	b) The collection report is presented in E-03
5	c) Head wise report on Actual Payment of Aug'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: A statement is prepared on actual dining cost of Mirpur Office.	Decision is required as to dining subsidy.	The report is presented in the 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	b) Product Review & Intellectual Asset Committee (Quarterly) CP-Mr. S. M. Rashidul Hasan	b) For discussion and opinion.	b) Report was submitted on Aug'25.
10	c) Expenditure Review Committee (Quarterly) CP - Mr. Md. Arif Uddin	c) For discussion and opinion.	c) Report was submitted on Aug'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. S. M. Rashidul Hasan	e) No action is required.	e) Report will be submitted on Sep'25.

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13	f) Audit Committee (Quarterly) CP-Mr. Md. Ashrafuzzaman.	f) No action is required.	f) ToR has been finalized and the next report will be submitted within Sep'25.
14	g) Conflict Resolution Committee (when required) CP-Mr. Md. Murad Hossain	g) No action is required.	g) ToR not yet finalized.
15	h) Service Quality Assessment Committee (Quarterly) CP-Mr. Md. Khairul Islam	h) No action is required.	h) ToR will be finalized within Sep'25.
16	i) Purchase Review Committee (Quarterly) CP-Mr. Md. Mostafizur Rahman	i) No action is required.	i) ToR not yet finalized.



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Member Secretary