

BUSINESS AUTOMATION LTD

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

Management Committee Meeting

Meeting No: 173rd

Date of Meeting: 20 Dec 2025

Time: 02:30 pm

Venue: Kawran Bazar Office

Agenda

Sl.	Description	Action Required	Remarks
1	Minutes of the meeting no 172.	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 Dec'25 to Jun'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 Nov'25	Presented for discussion and decision.	b) The collection report is presented in E-03
5	c) Head wise report on Actual Payment of Nov'25 and variance with Budget	Presented for discussion and decision.	c) The expenditure report is presented in E-04
6	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.
7	b) Product Review & Intellectual Asset Committee (Quarterly) CP-Mr. S. M. Rashidul Hasan	b) For discussion and opinion.	b) Report was submitted up to Sep'25. Next report will be presented within Jan'26.
8	c) Expenditure Review Committee (Quarterly) CP - Mr. Md. Arif Uddin	c) For discussion and opinion.	c) Report was submitted on Aug'25, next report will be within Dec'25.
9	d) CSS & Welfare Fund Committee (when required) CP - Mr. Mithu Pramanik	d) Not action is required.	d) CSS paid to Ms. Sohana Rahman, Mr. Ariful Islam and Mr. Aslam Ali.
10	e) Document Management Committee (Quarterly) CP-Mr. S. M. Rashidul Hasan	e) No action is required.	e) Report was required to be submitted within Oct'25.
11	f) Audit Committee (Quarterly) CP-Mr. Md. Ashrafuzzaman.	f) No action is required.	f) ToR has been finalized and the next report was required to be submitted within Nov'25.

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12	g) Conflict Resolution Committee (when required) CP-Mr. Md. Murad Hossain	g) No action is required.	g) ToR has been finalized in the last month.
13	h) Service Quality Assessment Committee (Quarterly) CP-Mr. Md. Khairul Islam	h) No action is required.	h) ToR not yet finalized.
14	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