

BUSINESS AUTOMATION LTD

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

Management Committee Meeting

Meeting No: 177th

Date of Meeting: 18 Apr 2026

Time: 02:30 pm

Venue: Kawran Bazar Office

Agenda

Sl.	Description	Action Required	Remarks
1	Minutes of the meeting no 176.	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 April'26 to Sep'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 Mar'26	Presented for discussion and decision.	b) The collection report is presented in E-03
5	c) Head wise report on Actual Payment of Mar'26 and variance with Budget	Presented for discussion and decision.	c) The expenditure report is presented in E-04
6	Operational Matter: A draft policy on lunch subsidy for the offices other than Pallabi, Kaliakoir and Rajshahi office.	Presented for discussion and decision.	The draft policy is presented in E-05
7	Monthly reports of following committees: a) Promotion Board Committee (Monthly) CP-Mr. Bazlul Haque Biswas	a) No action is required.	a) No any report is submitted by Promotion Board.
8	b) Product Review & Intellectual Asset Committee (Quarterly) CP-Mr. S. M. Rashidul Hasan	b) No action is required.	b) Report was submitted up to Sep'25. Next Report will be submitted within Apl'26.
9	c) Expenditure Review Committee (Quarterly) CP - Mr. Md. Arif Uddin	c) Presented for notification to members.	c) Report is submitted.
10	d) CSS & Welfare Fund Committee (when required) CP - Mr. Mithu Pramanik	d) No action is required.	d) Not Applicable in this month.
11	e) Document Management Committee (Quarterly) CP-Mr. S. M. Rashidul Hasan	e) No action is required.	e) No any report is submitted.

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12	f) Audit Committee (Quarterly) CP-Mr. Md. Ashrafuzzaman.	f) No action is required.	f) ToR has been finalized, no any report is submitted.
13	g) Conflict Resolution Committee (when required) CP-Mr. Md. Murad Hossain	g) No action is required.	g) ToR has been finalized, no any report is submitted.
14	h) Service Quality Assessment Committee (Quarterly) CP-Mr. Md. Khairul Islam	h) No action is required.	h) Draft ToR is submitted.
15	i) Purchase Review Committee (Quarterly) CP-Mr. Md. Mostafizur Rahman	i) Presented for discussion and decision.	i) ToR will be submitted by Mr. Md. Mostafizur Rahman - Chairperson of the Committee.



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Member Secretary