

BUSINESS AUTOMATION LTD

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

Management Committee Meeting

Meeting No: 180th

Date of Meeting: 18 Jul 2026

Time: 02:30 pm

Venue: Kawran Bazar Office

Agenda

Sl.	Description	Action Required	Remarks
1	Minutes of the meeting no 179.	Confirmation & progress evaluation.	The draft minutes has been distributed earlier. Enclosed in E-01
2	Financial Outlook: a) Cashflow Projection for the period from July'26 to Dec'26	Presented for discussion and decision.	a) The Cash flow is presented in E-02
3	b) Collection Report on budget and actual for the month of June'26	Presented for discussion and decision.	b) The collection report is presented in E-03
4	c) Cost Head wise report on actual payment of June'26 and variance with Budget of June'26	Presented for discussion and decision.	c) The expenditure report is presented in E-04
5	Reports of committees: a) Promotion Board Committee (When Required) CP-Mr. Bazlul Haque Biswas	a) No action is required.	a) No any report is submitted by Promotion Board.
6	b) Product Review & Intellectual Asset Committee (Quarterly) CP-Mr. S. M. Rashidul Hasan	b) No action is required.	b) Report will be submitted by July'26.
7	c) Expenditure Review Committee (Quarterly) CP - Mr. Md. Arif Uddin	c) No action is required.	c) Report was submitted on April'26.
8	d) CSS & Welfare Fund Committee (when required) CP - Mr. Mithu Pramanik	d) No action is required.	d) No any requirement is submitted in this month.
9	e) Document Management Committee (Quarterly) CP-Mr. S. M. Rashidul Hasan	e) No action is required.	e) No any report is submitted.
10	f) Audit Committee (Quarterly) CP-Mr. Md. Ashrafuzzaman	f) No action is required.	f) The committee head told they will submit report within July'26.
11	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.
12	h) Service Quality Assessment Committee (Quarterly) CP-Mr. Md. Khairul Islam	h) No action is required.	h) The software is under development.

Sl.	Description	Action Required	Remarks
13	i) Purchase Review Committee (Quarterly) CP-Mr. Md. Mostafizur Rahman	i) No action is required.	i) Draft ToR is prepared, not yet finalized.



এ কে এম আহসানুল কবির

Member Secretary