

BUSINESS AUTOMATION LTD

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

Management Committee Meeting

Meeting No: 181st
Date of Meeting: 15 Aug 2026
Time: 02:30 pm
Venue: Kawran Bazar Office

Agenda

Sl.	Description	Action Required	Remarks
1	Minutes of the meeting no 180.	Confirmation & progress evaluation.	The draft minutes has been distributed earlier. Enclosed in E-01
2	Financial Outlook: a) Cashflow Projection for the period from Aug'26 to Jan'27	Presented for discussion and decision.	a) The Cash flow is presented in E-02
3	b) Collection Variance Report on budget and actual for the month of July'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 July'26 and variance with Budget of July'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 was submitted up to Jun'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) Notification to honorable members.	d) i)Ms. Sharmin Akter applied for a loan of Tk.50,000/= from welfare fund and the committee recommended the loan along with loan adjustment Tk.4000/= per month from her salary. ii) Tk. 7,400/= and
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) No any report is submitted.
11	g) Conflict Resolution Committee (when required) CP-Mr. Md. Murad Hossain	g) No action is required.	g) No any report is submitted.

Sl.	Description	Action Required	Remarks
12	h) Service Quality Assessment Committee (Quarterly) CP-Mr. Md. Khairul Islam	h) No action is required.	h) The software is under development.
13	i) Purchase Review Committee (Quarterly) CP-Mr. Md. Mostafizur Rahman	i) No action is required.	i) Draft ToR is prepared, not yet finalized.



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Member Secretary