

BUSINESS AUTOMATION LTD

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

Management Committee Meeting

Meeting No: 182nd

Date of Meeting: 19 Sep 2026

Time: 02:30 pm

Venue: Kawran Bazar Office

Agenda

Sl.	Description	Action Required	Remarks
1	Minutes of the meeting no 181.	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'26 to Feb'27	Presented for discussion and decision.	a) The Cash flow is presented in E-02
4	b) Collection Variance Report on budget and actual for the month of Aug'26	Presented for discussion and decision.	b) The collection report is presented in E-03
5	c) Cost Head wise report on actual payment of Aug'26 and variance with Budget of Aug'26	Presented for discussion and decision.	c) The expenditure report is presented in E-04
6	Previous Action Review: The pending decision of MCM for the period of last 12 months.	Discussion and decision is required.	A report is prepared on the MCM decision of last 12 months which are still pending.
7	Reports of committees: a) Promotion Board Committee (When Required) CP-Mr. Bazlul Haque Biswas	a) No action is required.	a) ToR will be provided in the MCM of Oct'26
8	b) Product Review & Intellectual Asset Committee (Quarterly) CP-Mr. S. M. Rashidul Hasan	b) Discussion and approval is required.	b) ToR is reviewed and provided for approval.
9	c) Expenditure Review Committee (Quarterly) CP - Mr. Md. Arif Uddin	c) Discussion and approval is required.	c) ToR is reviewed and provided for approval.
10	d) CSS & Welfare Fund Committee (when required) CP - Mr. Mithu Pramanik	d) Discussion and approval is required, and Notification to honorable members.	d) ToR is reviewed and provided for approval. 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 m

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11	e) Document Management Committee (Quarterly) CP-Mr. S. M. Rashidul Hasan	e) No action is required.	e) ToR will be provided in the MCM of Oct'26
12	f) Audit Committee (Quarterly) CP-Mr. Md. Ashrafuzzaman	f) Discussion and approval is required.	f) ToR is reviewed and provided for approval.
13	g) Conflict Resolution Committee (when required) CP-Mr. Md. Murad Hossain	g) Discussion and approval is required.	g) ToR is reviewed and provided for approval.
14	h) Service Quality Assessment Committee (Quarterly) CP-Mr. Md. Khairul Islam	h) No action is required.	h) The software is under development.
15	i) Purchase Review Committee (Quarterly) CP-Mr. Md. Mostafizur Rahman	i) Discussion and approval is required.	i) ToR is reviewed and provided for approval.



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Member Secretary