

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY PROCEDURES			
	TITLE: PROCEDURE FOR MANAGEMENT INFORMATION SYSTEM (MIS)								
Document No:	QP-MIS-1	Revision No:	01	Effective Date:	01.02.17	Page:	1	of	6

1. Scope: Applies to the whole of Power Grid Company of Bangladesh Ltd.

2. Purpose: To ensure continuous monitoring of the activities and achievement of different discipline by proper reporting to the Management and to uphold the adequacy and effectiveness of QMS in PGCB.

SL No.	Activity (including check points)	Ref. Doc.	Responsibility	Freq./ Time	Output		
1.0	Preparing Monthly MIS Report.						
1.1	Monthly Management Information System (MIS) is a report which is prepared once in a month for a month (month means current month minus 2 month).	QF-MIS-01 to QF-MIS-21	All Functional Head, Xen (MIS)	Once in a month	Management Information System (MIS) Report.		
1.2	Receive data/information on each item of the MIS report from the concerned field offices in their respective Quality Forms.						
1.2.1	<u>Land Mark Events of the company :</u> Land mark events mean achievement in any activity of the company which has some significance. Energization of new Transmission Line(s), Sub-station(s), any action which successfully performed the system from any catastrophe, extraordinary performance of an employee etc.						
1.2.2	Key Performance Indicators & Operational data of Transmission System.					QF-GMD-02 to QF-GMD-11 QF-LDC-22 to QF-LDC-37	CE, T-1 & T-2 CE, SO Xen (MIS)
1.2.3	Project Activity (ADP & Non ADP)					QF-MIS-09 to QF-MIS-12	PD, Concerned Project.
1.2.4	Financial Activity					QF-MIS-14 to QF-MIS-16	DGM, Finance
1.2.5	Activity on Personnel & Administration Functional Unit					QF-MIS-17 to QF-MIS-20	GM, P&A
1.2.6	Audit Information (Financial)	QF-MIS-13	DGM Audit				
1.2.7	Share Trading at Dhaka Stock Exchange (DSE)	QF-MIS-21	Company Secretary				
1.3	MIS report submitted in QF-MIS-01 to QF-MIS-21 forms is checked for any data/information error before compiling it. The current month data is compared with that of previous month data for checking. If the data remains within reasonable range compared to previous month figure without any abnormal difference then clause 1.4 is followed. Otherwise concerned office is informed over telephone to verify /cross check the report to ensure the authenticity of the MIS report.		All Functional Head, Xen(MIS), AE/SAE (MIS)		Authenticity of MIS report shall be ensured.		
1.4	Compile the data / information to make the final MIS report.		AE/SAE (MIS)		Compilation of Report		
1.5	The final MIS report thus prepared under step 1.4 is distributed to all concerned as per distribution list.		AE/SAE (MIS)		Report shall be distributed		

Reviewed by (MR):

Approved by (MD):

