

DISTRIBUTION MATRIX OF DOCUMENTS
 Name of the Office/ Function: **SYSTEM OPERATION**

Sl. No.	Document No.	Title	GM SO	DGM LDC	DGM COM	DGM SCADA	DGM FOCL	M EMD	M IMD	M TRD (5)	M SCADA	M CNS	M FOCL	NLDC Master (Atiab Ngr. (B. Bhaban)	NLDC Backup	ALDC KHULNA
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Type of Documents: Quality Manual

01.	QM-01	Quality manual of PGCB	■	■	■	■	■	■	■	■	■	■	■	■	■	■
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Type of Documents: Document

1.	QD-ADT-01	Manual for Internal Financial Audit	■	■	■	■	■	■	■	■	■	■	■	■	■	■
2.	QD-CMP-01	Company Policy	■	■	■	■	■	■	■	■	■	■	■	■	■	■
3.	QD-FIN-01	Financial Rules	■	■	■	■	■	■	■	■	■	■	■	■	■	■
4.	QD-FIN-02	Accounts Manual	■	■	■	■	■	■	■	■	■	■	■	■	■	■
5.	QD-HRM-01	Company Structure	■	■	■	■	■	■	■	■	■	■	■	■	■	■
6.	QD-HRM-02	Service Rules	■	■	■	■	■	■	■	■	■	■	■	■	■	■
7.	QD-HRM-03	Training Policy	■	■	■	■	■	■	■	■	■	■	■	■	■	■
8.	QD-PRO-01	Procurement Guidelines	■	■	■	■	■	■	■	■	■	■	■	■	■	■
9.	QD-TSS-01	Safety Manual	■	■	■	■	■	■	■	■	■	■	■	■	■	■

Type of Documents: Work Instruction

1.	WI-PSO-01	Work Instruction for voltage & frequency Control	■	■	■	■	■	■	■	■	■	■	■	■	■	■
2.	WI-PSO-02	Work Instruction for Load Control	■	■	■	■	■	■	■	■	■	■	■	■	■	■
3.	WI-PSO-03	Work Instruction for Outage Management	■	■	■	■	■	■	■	■	■	■	■	■	■	■
4.	WI-PSO-04	Work Instruction for Preparation of generation Schedule	■	■	■	■	■	■	■	■	■	■	■	■	■	■
5.	WI-PSO-05	Work Instruction for Tripping Management	■	■	■	■	■	■	■	■	■	■	■	■	■	■
6.	WI-PSO-06	Work Instruction for Power System Restoration From Grid Fail	■	■	■	■	■	■	■	■	■	■	■	■	■	■
7.	WI-SSO-01	Work Instruction for Preparation Of Wheeling Bill	■	■	■	■	■	■	■	■	■	■	■	■	■	■
8.	WI-TQM-01	Work Instruction for Quality control Circles	■	■	■	■	■	■	■	■	■	■	■	■	■	■
9.	WI-TQM-02	Work Instruction for 5-S techniques	■	■	■	■	■	■	■	■	■	■	■	■	■	■

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Managing Director :



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Type of Documents: Procedures

1	QP-ADT-1	Procedure for Internal Financial Audit	■	■	■	■	■	■	■	■	■	■	■			
2	QP-CMP-1	Procedure for Company Affairs														
3	QP-CNP-1	Procedure for Control of Non-conforming Product	■	■	■	■	■	■	■	■	■	■	■	■	■	■
4	QP-DCL-1	Procedure for Document Control	■	■	■	■	■	■	■	■	■	■	■	■	■	■
5	QP-DCL-2	Procedure for Control of Records	■	■	■	■	■	■	■	■	■	■	■	■	■	■
6	QP-IOA-1	Procedure for Internal Quality Audit	■	■	■	■	■	■	■	■	■	■	■	■	■	■
7	QP-NCP-1	Procedure For Non-Conformance, Corrective And Preventive Action	■	■	■	■	■	■	■	■	■	■	■	■	■	■
8	QP-DGN-1	Procedure for Design Control														
9	QP-HRM-1	Procedure for Human Resource Development	■	■	■	■	■	■	■	■	■	■	■	■	■	■
10	QP-MNG-1	Procedure for Management Review	■	■	■	■	■	■	■	■	■	■	■	■	■	■
11	QP-PRO-1	Procedure for Procurement	■	■	■	■	■	■	■	■	■	■	■	■	■	■
12	QP-PIM-1	Procedure for Project Implementation	■	■	■	■	■	■	■	■	■	■	■	■	■	■
13	QP-PPL-1	Procedure for Project Planning														
14	QP-PSO-1	Procedure for Power System Operation and Control	■	■	■	■	■	■	■	■	■	■	■	■	■	■
15	QP-RTS -1	Procedure for Research and Technical Service														
16	QP-SIS-1	Surveillance inspection of sub-station	■	■	■	■	■	■	■	■	■	■	■	■	■	■
17	QP-SPL-1	Procedure for System Planning	■	■	■	■	■	■	■	■	■	■	■	■	■	■
18	QP-SPM-1	Procedure for System Protection and Metering	■	■	■	■	■	■	■	■	■	■	■	■	■	■
19	QP-SSM-1	Procedure for Sub-Station Maintenance														
20	QP-SSO-1	Procedure for Sub-Station Operation	■	■	■	■	■	■	■	■	■	■	■	■	■	■
21	QP-TLM-1	Procedure for Transmission Line Maintenance														
22	QP-SMD-1	Procedure For Telemetering Equipment Maintenance	■	■	■	■	■	■	■	■	■	■	■	■	■	■
23	QP-STR-1	Procedure for Store	■	■	■	■	■	■	■	■	■	■	■	■	■	■
24	QP-TQM-1	Procedure for Total Quality Management	■	■	■	■	■	■	■	■	■	■	■	■	■	■
25	QP-TRD-1	Procedure For Telecom & RTU Equipment Maintenance	■	■	■	■	■	■	■	■	■	■	■	■	■	■
26	QP-FCL-1	Procedure For Optical Fiber Lease, Bill Calculation And Prepare of Bill For Client	■	■	■	■	■	■	■	■	■	■	■	■	■	■
27	QP-ICT-1	Procedure For Information Technology Activities	■	■	■	■	■	■	■	■	■	■	■	■	■	■
28	QP-CNS-1	Procedure For Communication Network Management System Maintenance	■	■	■	■	■	■	■	■	■	■	■	■	■	■
29	QP-FIN-1	Procedure For Financial Affairs	■	■	■	■	■	■	■	■	■	■	■	■	■	■

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POWER GRID COMPANY OF BANGLADESH LTD.

QF-DCL-07

Page 3

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Type of Documents: Forms

1	QF-ADT-05	Reply On Internal Financial Audit															
2	QF-ADT-06	Broad Sheet Reply On Internal Financial Audit															
3	QF-CNP-01	Report Of Controlling Nonconforming Product															
4	QF-NCP-01	Report Of Nonconformity, Corrective and Preventive Action															
5	QF-MNG-03	Report For Achievement Of Targets															
6	QF-DCL-01	Master List of Procedures															
7	QF-DCL-02	Master List of Forms															
8	QF-DCL-03	Master List of Work Instructions															
9	QF-DCL-04	Master List of Documents															
10	QF-DCL-05	Initiating Changes in QMS															
11	QF-TQM-01	MONTHLY PROGRESS REPORT OF QUALITY CIRCLE															
12	QF-TQM-02	summary of monthly activity report of quality circles															
13	QF-TQM-03	5-S Check sheet															
14	QF-TQM-04	5-S Audit result sheet															
15	QF-TQM-05	Monthly Quality Circle Statement															
16	QF-TQM-06	QC & Steering Committee activities in PGCB															
17	QF-IAA-01	Internal Quality Audit Plan															
18	QF-IAA-02	Internal Quality Audit Schedule															
19	QF-IAA-03	Internal Quality Audit Circular															
20	QF-IAA-04	Internal Quality Audit Check List															
21	QF-IAA-05	Nonconformity Report (NCR)															
22	QF-IAA-06	Corrective Action Request (CAR) Log															
23	QF-IAA-07	Internal Quality Audit Report															
24	QF-IAA-08	Functionwise NCR Analysis of IQA															
25	QF-IAA-09	Clausewise NCR Analysis of IQA															
26	QF-IAA-10	Auditor's Performance Record															
27	QF-FIN-01	Money Receipt															
28	QF-FIN-02	Cash Payment Voucher															
29	QF-FIN-03	Bank (Cheque) Payment Voucher															
30	QF-FIN-04	Journal Voucher															
31	QF-FIN-05	Statement of Receipts															
32	QF-FIN-06	Statement of Banking															

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33	QF-FIN-07	Statement of Cheques issued	■	■	■	■	■	■	■	■	■	■	■			
34	QF-FIN-08	Petty Cash Statement	■	■	■	■	■	■	■	■	■	■	■			
35	QF-FIN-09	Journal Voucher Serial Register	■	■	■	■	■	■	■	■	■	■	■			
36	QF-FIN-10	Register of Money Receipt Books	■	■	■	■	■	■	■	■	■	■	■			
37	QF-FIN-11	Input Document Control Register	■	■	■	■	■	■	■	■	■	■	■			
38	QF-FIN-12	Annual Budget for 20..... - 20.....	■	■	■	■	■	■	■	■	■	■	■			
39	QF-FIN-14	Monthly Capital Expenditure Budget	■	■	■	■	■	■	■	■	■	■	■			
40	QF-FIN-15	Monthly Revenue Expenditure Budget	■	■	■	■	■	■	■	■	■	■	■			
41	QF-FIN-22	Budget Control Statement	■	■	■	■	■	■	■	■	■	■	■			
42	QF-FIN-23	Month End - Receipts And Disbursements Reconciliation	■	■	■	■	■	■	■	■	■	■	■			
43	QF-FIN-25	Contractor Payment Statement	■	■	■	■	■	■	■	■	■	■	■			
44	QF-FIN-33	Wheeling Charge Bill Form	■	■	■	■	■	■	■	■	■	■	■			
45	QF-FIN-34	Receivable Statement	■	■	■	■	■	■	■	■	■	■	■			
46	QF-FIN-35	Payroll	■	■	■	■	■	■	■	■	■	■	■			
47	QF-FIN-36	Payroll Statement (Staff)	■	■	■	■	■	■	■	■	■	■	■			
48	QF-FIN-37	Payroll Statement(Officer)	■	■	■	■	■	■	■	■	■	■	■			
49	QF-FIN-38	Salary Payment Advice	■	■	■	■	■	■	■	■	■	■	■			
50	QF-FIN-39	Salary Pay Slip	■	■	■	■	■	■	■	■	■	■	■			
51	QF-FIN-40	Fixed Assets Schedule	■	■	■	■	■	■	■	■	■	■	■			
52	QF-HRM-03	Personal Record	■	■	■	■	■	■	■	■	■	■	■			
53	QF-HRM-04	Application For The Membership Of Contributory Provident Fund	■	■	■	■	■	■	■	■	■	■	■			
54	QF-HRM-05	Nomination For The Beneficiary Of Contributory Provident Fund	■	■	■	■	■	■	■	■	■	■	■			
55	QF-HRM-06	Employees Office Attendance Record	■	■	■	■	■	■	■	■	■	■	■			
56	QF-HRM-07	Employees Attendance Statement	■	■	■	■	■	■	■	■	■	■	■			
57	QF-HRM-08	Leave Application	■	■	■	■	■	■	■	■	■	■	■			
58	QF-HRM-11	Performance Appraisal Book (Officers Evaluation Report)	■	■	■	■	■	■	■	■	■	■	■			
59	QF-HRM-12	Staff Evaluation Report	■	■	■	■	■	■	■	■	■	■	■			
60	QF-HRM-15	Transfer Order	■	■	■	■	■	■	■	■	■	■	■			
61	QF-HRM-16	Last Pay Certificate (Lpc)	■	■	■	■	■	■	■	■	■	■	■			
62	QF-HRM-19	Retirement Form Service	■	■	■	■	■	■	■	■	■	■	■			
63	QF-HRM-20	No Objection Certificate (Noc)	■	■	■	■	■	■	■	■	■	■	■			
64	QF-HRM-22	Tour Order	■	■	■	■	■	■	■	■	■	■	■			
65	QF-HRM-23	T.A / D.A Bill	■	■	■	■	■	■	■	■	■	■	■			
66	QF-HRM-24	Assessment Of Working Condition	■	■	■	■	■	■	■	■	■	■	■			
67	QF-HRM-25	Assessment Of Competence To Perform Tasks	■	■	■	■	■	■	■	■	■	■	■			
68	QF-HRM-26	TNA Questionnaire	■	■	■	■	■	■	■	■	■	■	■			
69	QF-HRM-27	Assessment Of Training Need	■	■	■	■	■	■	■	■	■	■	■			

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70	QF-HRM-28	Curriculum Development														
71	QF-HRM-29	Outlining Training Courses														
72	QF-HRM-31	Annual Training Plan														
73	QF-HRM-35	Training Attendance Sheet														
74	QF-HRM-36	Evaluation Of Training														
75	QF-HRM-39	Log Book For Vehicle Movement														
76	QF-HRM-40	Transportwise Consumption Of Fuel Etc.														
77	QF-HRM-41	Vehicle Repair Work Order														
78	QF-HRM-45	General Notice														
79	QF-HRM-47	Correspondance With Other Organization														
80	QF-HRM-48	Correspondance Within The Organization														
81	QF-HRM-49	Condolance Message														
82	QF-HRM-50	Office Order For The Formation Of A Committee														
83	QF-HRM-51	Committee Meeting Notice														
84	QF-HRM-52	Meeting Attendance Record														
85	QF-HRM-53	Minutes Of The Meeting														
86	QF-HRM-55	Nomination For The Beneficiary Of Contributory Providend Fund, Group Insurance, Gratuity And Others														
87	QF-HRM-56	Release Order														
88	QF-HRM-61	Joining report														
89	QF-HRM-64	Police Verification Report														
90	QF-HRM-66	কর্মকর্তা/কর্মচারীদের জাল ও ব্যতিক্রমী কাজের মূল্যায়ন ছক														
91	QF-HRM-70	Release for training														
92	QF-HRM-71	Certificate For Training														
93	QF-HRM-72	Office order for additional charge														
94	QF-HRM-73	Hand over & take over of charge														
95	QF-HRM-77	পারিবারিক জীবন বৃত্তান্ত ফরমঃ														
96	QF-HRM-78	শিক্ষা বৃত্তির আবেদন ফরমঃ														
97	QF-HRM-79	শিক্ষাভাড়া সংক্রান্ত শিক্ষার্থী সন্তানদের তথ্য বিবরণী														
98	QF-HRM-80	চিকিৎসা সংক্রান্ত পারিবারিক ঘোষণা ফরম														
99	QF-HRM-81	বাসা বরাদ্দের আবেদন পত্র														
100	QF-HRM-82	Office Order for Allotment of House														
101	QF-HRM-83	Hand over & Take over of Departmental House														
102	QF-HRM-92	Medical Bill Reimbursement Claim														
103	QF-HRM-93	Application For Grant From WPPF														
104	QF-HRM-97	অন্তঃ বিভাগীয় লিপি														

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105	QF-HRM-98	ৱৰ্কাৰ স্মাৰ্ট														
106	QF-HRM-100	Monthly duty roster of security Guards														
107	QF-HRM-101	Security Inspection Report Of Grid Substation And Transmission Line														
108	QF-HRM-102	Visitor Slip														
109	QF-HRM-103	Gate Pass														
110	QF-HRM-105	Work and expenditure record for transport														
111	QF-PRO-01	Purchase Requisition (Pr)														
112	QF-PRO-02	Purchase Requisition Register														
113	QF-PRO-03	List Of Local Items														
114	QF-PRO-04	List Of Imported Items														
115	QF-PRO-05	List Of Enlisted Suppliers/Contractors For Local Items														
116	QF-PRO-06	List Of Enlisted Suppliers/ Contractors For Imported Items														
117	QF-PRO-07	Supplier's/Contractor's Evaluation Record														
118	QF-PRO-08	Supplier's/Contractor's Performance Record														
119	QF-PRO-09	Procurement Processing For Proprietary Items														
120	QF-PRO-10	Enquiry For Purchase By Spot Quotation														
121	QF-PRO-11	Comparative Statement Of Spot Quotation														
122	QF-PRO-12	Procurement Progress Register														
123	QF-PRO-13	Local Purchase Order Register														
124	QF-PRO-14	Foreign Purchase Contract Register														
125	QF-PRO-15	Tender Opening Register (Local)														
126	QF-PRO-16	Application For Enlistment As Supplier/ Contractor														
127	QF-PRO-17	Procurement Process For Local Goods / Works / Services														
128	QF-PRO-18	Acceptance of Tender														
129	QF-PRO-19	Post Landing Inspection Statement														
130	QF-PRO-20	Work Order														
131	QF-STR-01	Kardex For Store														
132	QF-STR-02	Store Ledger Accounts														
133	QF-STR-03	Bin Card														
134	QF-STR-04	Goods Received Register														
135	QF-STR-05	Material Receiving Report (MRR)														
136	QF-STR-06	Quality Certificate														
137	QF-STR-07	Usable / Scrap Return Memo														
138	QF-STR-08	Store Requisition (SR)														
139	QF-STR-09	Stationary Issue Voucher														
140	QF-STR-10	Requisition For Store Material														

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141	QF-S1R-11	Material Issue Voucher (MIV)	■	■	■	■	■	■	■	■	■	■	■			
142	QF-LDC-01	Daily generation log sheet - MW	■	■				■	■					■	■	
143	QF-LDC-02	Daily generation log sheet - MVAR	■	■				■	■					■	■	
144	QF-LDC-03	Daily generation log sheet - Machine Status	■	■				■	■					■	■	
145	QF-LDC-04	Coding of Grid Circle, GMD and Sub-Stations	■	■				■	■					■	■	
146	QF-LDC-05	Demand Register	■	■				■	■					■	■	
147	QF-LDC-06	Shift Register	■	■				■	■					■	■	
148	QF-LDC-07	Summary of daily electricity generation	■	■				■	■					■	■	
149	QF-LDC-08	Daily Report	■	■				■	■					■	■	
150	QF-LDC-09	Peak hour demands (At S/S end) of different area	■	■				■	■					■	■	
151	QF-LDC-10	Max. & Min. voltages of some selected sub-stations	■	■				■	■					■	■	
152	QF-LDC-11	Daily Load Curve	■	■				■	■					■	■	
153	QF-LDC-12	Daily Energy Curve	■	■				■	■					■	■	
154	QF-LDC-13	Load allocation plan	■	■				■	■					■	■	
155	QF-LDC-14	Trip information receiver list	■	■				■	■					■	■	
156	QF-LDC-15	Daily Generation schedule	■	■				■	■					■	■	
157	QF-LDC-16	IPP weekly loading schedule	■	■				■	■					■	■	
158	QF-LDC-17	Gas requirement forecast	■	■				■	■					■	■	
159	QF-LDC-18	Monthly generator outage report	■	■				■	■					■	■	
160	QF-LDC-19	Area Load Despatch Centre log sheet - Generation	■	■				■	■					■	■	
161	QF-LDC-20	Area Load Despatch Centre log sheet - substation demand	■	■				■	■					■	■	
162	QF-LDC-21	Economy order of machines	■	■				■	■					■	■	
163	QF-LDC-22	Report on Transmission system	■	■				■	■					■	■	
164	QF-LDC-23	Outage of Sub-station equipment due to tripping/emergency maintenance	■	■				■	■							
165	QF-LDC-24	Outage of Transmission Lines due to tripping/emergency maintenance	■	■				■	■							
166	QF-LDC-25	Outage of Sub-station equipment due to Schedule maintenance/Project work	■	■				■	■							
167	QF-LDC-26	Outage of Transmission Lines due to Schedule maintenance/Project work	■	■				■	■							
168	QF-LDC-27	Summary of tripping & outage (Emergency/Schedule).	■	■				■	■							
169	QF-LDC-28	Summary of un served energy	■	■				■	■							
170	QF-LDC-29	Consolidated statement of Sub-station performance	■	■				■	■							
171	QF-LDC-30	Consolidated statement of Sub-station performance	■	■				■	■							
172	QF-LDC-31	Power interruption due to trouble Transmission/Generation system	■	■				■	■							
173	QF-LDC-32	Over all power interruption report of the system	■	■				■	■							

Legend:

■ Document is required to be available

Management Representative :



Managing Director :



POWER GRID COMPANY OF BANGLADESH LTD.

DISTRIBUTION MATRIX OF DOCUMENTS

Name of the Office/ Function: SYSTEM OPERATION

Sl. No.	Document No.	Title	GM SO	DGM LDC	DGM COM	DGM SCADA	DGM FOCL	M EMD	M IMD	M TRD (5)	M SCADA	M CNS	M FOCL	NLDC Master (Aftab Ngr. (S.Bhaban)	NLDC Backup (S.Bhaban)	ALDC KHULNA
174	QF-LDC-33	Maximum load recorded at different Sub-station	■	■				■								
175	QF-LDC-34	Area and zone wise maximum load served during peak hour	■	■				■								
176	QF-LDC-35	Maximum voltage at selected Sub-stations	■	■				■								
177	QF-LDC-36	Maximum load of 230/132 KV Auto Transformer	■	■				■								
178	QF-LDC-37	Report on load shedding	■	■				■								
179	QF-LDC-38	Report on Generation system	■	■				■								
180	QF-TRD-01	PLC Link History Card	■		■					■						
181	QF-TRD-02	Optical MUX (SDH, PDH) History Card	■		■					■						
182	QF-TRD-03	OPGW History Card	■		■					■						
183	QF-TRD-04	PABX History Card	■		■					■						
184	QF-TRD-05	Telephone Set History Card	■		■					■						
185	QF-TRD-06	Battery Charger History Card	■		■					■						
186	QF-TRD-07	Battery History Card	■		■					■						
187	QF-TRD-08	RTU History Card	■		■					■						
188	QF-TRD-09	MC Panel History Card	■		■					■						
189	QF-TRD-10	PLC Maintenance Form (ETBA/ET/ETL)	■		■					■						
190	QF-TRD-11	Maintenance Form Of Optical Multiplexer	■		■					■						
191	QF-TRD-12	PABX Maintenance Form	■		■					■						
192	QF-TRD-13	Teleprotection Maintenance Form	■		■					■						
193	QF-TRD-14	RTU Maintenance Form	■		■					■						
194	QF-TRD-15	MC Maintenance Form	■		■					■						
195	QF-TRD-16	Battery Maintenance Form	■		■					■						
196	QF-TRD-17	Battery Charger Maintenance Form	■		■					■						
197	QF-TRD-18	Telephone Maintenance Form	■		■					■						
198	QF-TRD-19	LMU_CVT & WT Maintenance Form	■		■					■						
199	QF-TRD-20	OPGW Maintenance Form	■		■					■						
200	QF-TRD-21	Air Cooler Maintenance Form	■		■					■						
201	QF-TRD-22	Annual Maintenance Plan Of Telecommunication & RTU Equipment	■		■					■						
202	QF-TRD-23	Monthly Maintenance Form	■		■					■						
203	QF-TRD-24	Visit Report Of Telecom & SCADA Equipment In Power Station / Sub-Station	■		■					■						
204	QF-TRD-25	Communication Equipment Inspection Report	■		■					■						
205	QF-TRD-26	Monthly Telecom Equipment Maintenance Report	■		■					■						
206	QF-TRD-27	Monthly SCADA Field Equipment Maintenance Report	■		■					■						
207	QF-CNS-01	Daily System Monitoring Report	■		■								■			
208	QF-CNS-02	Daily System Fault Report	■		■								■			

Legend:

■ Document is required to be available

Management Representative :



Managing Director

