

POWER GRID COMPANY OF BANGLADESH LTD.
DISTRIBUTION MATRIX OF DOCUMENTS
 Name of the Office/ Function: **FINANCE**

Sl. No.	Document No.	Title	GM FIN	DGM FIN	M FIN (2)	M ACC (2)	DM/AM A&A
---------	--------------	-------	-----------	------------	-----------------	-----------------	--------------

Type of Documents: Quality Manual

01.	QM-01	Quality manual of PGCB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-----	-------	------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Type of Documents: Document

01	QD-ADT-01	Manual for Internal Financial Audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	QD-CMP-01	Company Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	QD-FIN-01	Financial Rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	QD-FIN-02	Accounts Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05	QD-HRM-01	Company Structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06	QD-HRM-02	Service Rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07	QD-HRM-03	Training Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08	QD-PRO-01	Procurement Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09	QD-TSS-01	Safety Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Type of Documents: Work Instruction

1.	WI-SSO-01	Work Instruction for Preparation Of Wheeling Bill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	WI-TQM-01	Work Instruction for Quality control Circles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	WI-TQM-02	Work Instruction for 5-S techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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: **FINANCE**

Sl. No.	Document No.	Title	GM FIN	DGM FIN	M FIN (2)	M ACC (2)	DM/AM A&A
---------	--------------	-------	-----------	------------	-----------------	-----------------	--------------

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	■					■

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: **FINANCE**

Sl. No.	Document No.	Title	GM FIN	DGM FIN	M FIN (2)	M ACC (2)	DM/AM A&A
---------	--------------	-------	-----------	------------	-----------------	-----------------	--------------

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-INCP-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-IQA-01	Internal Quality Audit Plan	■	■	■	■	■
18	QF-IQA-02	Internal Quality Audit Schedule	■	■	■	■	■
19	QF-IQA-03	Internal Quality Audit Circular	■	■	■	■	■
20	QF-IQA-04	Internal Quality Audit Check List	■	■	■	■	■
21	QF-IQA-05	Nonconformity Report (NCR)	■	■	■	■	■
22	QF-IQA-06	Corrective Action Request (CAR) Log	■	■	■	■	■
23	QF-IQA-07	Internal Quality Audit Report	■	■	■	■	■
24	QF-IQA-08	Functionwise NCR Analysis of IQA	■	■	■	■	■
25	QF-IQA-09	Clausewise NCR Analysis of IQA	■	■	■	■	■
26	QF-IQA-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	■	■	■	■	■

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: **FINANCE**

Sl. No.	Document No.	Title	GM FIN	DGM FIN	M FIN (2)	M ACC (2)	DM/AM A&A
30	QF-FIN-04	Journal Voucher	■	■	■	■	■
31	QF-FIN-05	Statement of Receipts	■	■	■	■	■
32	QF-FIN-06	Statement of Banking	■	■	■	■	■
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			■	■	■	■	■
61			■	■	■	■	■
62	QF-HRM-16	Last Pay Certificate (Lpc)	■	■	■	■	■
63	QF-HRM-20	No Objection Certificate (Noc)	■	■	■	■	■

Legend:
 ■ Document is required to be available

Management Representative :



Managing Director :



POWER GRID COMPANY OF BANGLADESH LTD.

QF-DCL-07

Page 5

DISTRIBUTION MATRIX OF DOCUMENTS

Name of the Office/ Function: FINANCE

Sl. No.	Document No.	Title	GM FIN	DGM FIN	M FIN (2)	M ACC (2)	DM/AM A&A
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	■	■	■	■	■
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 ডাল 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 করমঃ	■	■	■	■	■
96	QF-HRM-78	শিক্ষা বৃত্তির আবেদন ফরমঃ	■	■	■	■	■

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: FINANCE

Sl. No.	Document No.	Title	GM FIN	DGM FIN	M FIN (2)	M ACC (2)	DM/AM A&A
97	QF-HRM-79	শিক্ষাতা সংক্রান্ত শিক্ষার্থী সন্তানদের তথ্য বিবরণী	■	■	■	■	■
98	QF-HRM-80	চিকিৎসা সংক্রান্ত পারিবারিক যোগা 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 WPPP	■	■	■	■	■
104	QF-HRM-97	আন্তঃ বিভাগীয় লিপি	■	■	■	■	■
105	QF-HRM-98	দপ্তর আদেশ	■	■	■	■	■
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-PRO-01	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	■	■	■	■	■

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: **FINANCE**

Sl. No.	Document No.	Title	GM FIN	DGM FIN	M FIN (2)	M ACC (2)	DM/AM A&A
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	■	■	■	■	■
141	QF-STR-11	Material Issue Voucher (MIV)	■	■	■	■	■
142	QF-GMD-11	Billing Statement Of Sub-Station	■	■	■	■	■
143	QF-GMD-12	Electricity Transmission Bill	■	■	■	■	■
144	QF-GMD-13	Statement Of Received Electricity Transmission Bill	■	■	■	■	■
145	QF-CMP-01	Working Paper for Board Meeting	■	■	■	■	■

Legend:

■ Document is required to be available

Management Representative :



Managing Director:

