

**POWER GRID COMPANY OF BANGLADESH LTD.**

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

| Sl. No. | Document No. | Title | GM<br>P | DGM<br>P<br>(10) | M<br>P<br>(20) |
|---------|--------------|-------|---------|------------------|----------------|
|---------|--------------|-------|---------|------------------|----------------|

Type of Documents: Quality Manual

|     |       |                        |   |   |   |
|-----|-------|------------------------|---|---|---|
| 01. | QM-01 | Quality manual of PGCB | ■ | ■ | ■ |
|-----|-------|------------------------|---|---|---|

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-03 | Work Instruction for Outage Management       | ■ | ■ | ■ |
| 2 | WI-TQM-01 | Work Instruction for Quality control Circles | ■ | ■ | ■ |
| 3 | WI-TQM-02 | Work Instruction for 5-S techniques          | ■ | ■ | ■ |

Legend:

- Document is required to be available

Management Representative :

Managing Director :




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

| Sl. No. | Document No. | Title  | GM P | DGM P (10) | M P (20) |
|---------|--------------|--|------|------------|----------|
| 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-IQA-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  | ■    | ■          | ■        |

Type of Documents: Procedures

Management Representative :



Legend:  
■ Document is required to be available

Managing Director



# POWER GRID COMPANY OF BANGLADESH LTD.

## DISTRIBUTION MATRIX OF DOCUMENTS Name of the Office/ Function: PROJECTS

| Sl. No. | Document No. | Title   | GM P | DGM P (10) | M P (20) |
|---------|--------------|---|------|------------|----------|
| 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-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                             | ■    | ■          | ■        |
| 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                               | ■    | ■          | ■        |

Type of Documents: Forms

Management Representative :



Legend:  
■ Document is required to be available

Managing Director 

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

| Sl. No. | Document No. | Title   | GM P | DGM P (10) | M P (20) |
|---------|--------------|---|------|------------|----------|
| 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-16    | Last Pay Certificate (LPC)                                    | ■    | ■          |          |
| 61      | QF-HRM-20    | No Objection Certificate (NOC)                                | ■    | ■          |          |
| 62      | QF-HRM-22    | Tour Order  | ■    | ■          | ■        |
| 63      | QF-HRM-23    | T.A / D.A Bill  | ■    | ■          | ■        |
| 64      | QF-HRM-24    | Assessment Of Working Condition                               | ■    | ■          | ■        |
| 65      | QF-HRM-25    | Assessment Of Competence To Perform Tasks                     | ■    | ■          |          |
| 66      | QF-HRM-26    | TNA Questionnaire   | ■    | ■          |          |
| 67      | QF-HRM-27    | Assessment Of Training Need                                   | ■    | ■          |          |
| 68      | QF-HRM-28    | Curriculum Development  | ■    | ■          |          |
| 69      | QF-HRM-29    | Outlining Training Courses                                    | ■    | ■          |          |

Legend:

■ Document is required to be available

Management Representative :



Managing Director



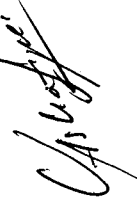
**DISTRIBUTION MATRIX OF DOCUMENTS**  
Name of the Office/ Function: **PROJECTS**

| Sl. No. | Document No. | Title   | GMP | DGMP (10) | MP (20) |
|---------|--------------|---|-----|-----------|---------|
| 70      | QF-HRM-31    | Annual Training Plan  | ■   | ■         |         |
| 71      | QF-HRM-35    | Training Attendance Sheet   | ■   | ■         | ■       |
| 72      | QF-HRM-36    | Evaluation Of Training  | ■   | ■         | ■       |
| 73      | QF-HRM-39    | Log Book For Vehicle Movement   | ■   | ■         | ■       |
| 74      | QF-HRM-40    | Transportwise Consumption Of Fuel Etc.  | ■   | ■         | ■       |
| 75      | QF-HRM-41    | Vehicle Repair Work Order   | ■   | ■         | ■       |
| 76      | QF-HRM-45    | General Notice  | ■   | ■         | ■       |
| 77      | QF-HRM-47    | Correspondance With Other Organization  | ■   | ■         | ■       |
| 78      | QF-HRM-48    | Correspondance Within The Organization  | ■   | ■         | ■       |
| 79      | QF-HRM-49    | Condolance Message  | ■   | ■         | ■       |
| 80      | QF-HRM-50    | Office Order For The Formation Of A Committee   | ■   | ■         | ■       |
| 81      | QF-HRM-51    | Committee Meeting Notice  | ■   | ■         | ■       |
| 82      | QF-HRM-52    | Meeting Attendance Record   | ■   | ■         | ■       |
| 83      | QF-HRM-53    | Minutes Of The Meeting  | ■   | ■         | ■       |
| 84      | QF-HRM-55    | Nomination For The Beneficiary Of Contributory Providend Fund, Group Insurance, Gratuity And Others | ■   | ■         | ■       |
| 85      | QF-HRM-56    | Release Order   | ■   | ■         | ■       |
| 86      | QF-HRM-61    | Joining report  | ■   | ■         | ■       |
| 87      | QF-HRM-64    | Police Verification Report  | ■   | ■         | ■       |
| 88      | QF-HRM-66    | কর্মকর্তা/কর্মচারীদের ভাল ও ব্যতিক্রমী কাজের মূল্যায়ন ছক   | ■   | ■         | ■       |
| 89      | QF-HRM-70    | Release for training  | ■   | ■         | ■       |
| 90      | QF-HRM-71    | Certificate For Training  | ■   | ■         | ■       |
| 91      | QF-HRM-72    | Office order for additional charge  | ■   | ■         | ■       |
| 92      | QF-HRM-73    | Hand over & take over of charge   | ■   | ■         | ■       |
| 93      | QF-HRM-77    | পারিবারিক জীবন বৃত্তান্ত ফর্মঃ  | ■   | ■         | ■       |
| 94      | QF-HRM-78    | শিক্ষা বৃত্তির আবেদন ফর্মঃ  | ■   | ■         | ■       |
| 95      | QF-HRM-79    | শিক্ষাতা সংক্রান্ত শিক্ষার্থী সন্তানদের তথ্য বিবরণী   | ■   | ■         | ■       |
| 96      | QF-HRM-80    | চিকিৎসা সংক্রান্ত পারিবারিক খোষণা ফর্ম  | ■   | ■         | ■       |
| 97      | QF-HRM-81    | বাসা বরাদ্দের আবেদন পত্র  | ■   | ■         | ■       |
| 98      | QF-HRM-82    | Office Order for Allotment of House   | ■   | ■         | ■       |
| 99      | QF-HRM-83    | Hand over & Take over of Departmental House   | ■   | ■         | ■       |
| 100     | QF-HRM-92    | Medical Bill Reimbursement Claim  | ■   | ■         | ■       |
| 101     | QF-HRM-93    | Application For Grant From WPPF   | ■   | ■         | ■       |
| 102     | QF-HRM-97    | আতঃ বিভাগীয় লিপি   | ■   | ■         | ■       |

Legend:

■ Document is required to be available

Management Representative :



Managing Director



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

| Sl. No. | Document No. | Title   | GM P | DGM P (10) | M P (20) |
|---------|--------------|---|------|------------|----------|
| 103     | QF-HRM-98    | দক্ষতা তালিকা   |      |            |          |
| 104     | QF-HRM-100   | Monthly duty roster of security Guards                              |      |            |          |
| 105     | QF-HRM-101   | Security Inspection Report Of Grid Substation And Transmission Line |      |            |          |
| 106     | QF-HRM-102   | Visitor Slip  |      |            |          |
| 107     | QF-HRM-103   | Gate Pass   |      |            |          |
| 108     | QF-HRM-105   | Work and expenditure record for transport                           |      |            |          |
| 109     | QF-PRO-01    | Purchase Requisition (Pr)   |      |            |          |
| 110     | QF-PRO-02    | Purchase Requisition Register                                       |      |            |          |
| 111     | QF-PRO-03    | List Of Local Items   |      |            |          |
| 112     | QF-PRO-04    | List Of Imported Items  |      |            |          |
| 113     | QF-PRO-05    | List Of Enlisted Suppliers/Contractors For Local Items              |      |            |          |
| 114     | QF-PRO-06    | List Of Enlisted Suppliers/ Contractors For Imported Items          |      |            |          |
| 115     | QF-PRO-07    | Supplier's/Contractor's Evaluation Record                           |      |            |          |
| 116     | QF-PRO-08    | Supplier's/Contractor's Performance Record                          |      |            |          |
| 117     | QF-PRO-09    | Procurement Processing For Proprietary Items                        |      |            |          |
| 118     | QF-PRO-10    | Enquiry For Purchase By Spot Quotation                              |      |            |          |
| 119     | QF-PRO-11    | Comparative Statement Of Spot Quotation                             |      |            |          |
| 120     | QF-PRO-12    | Procurement Progress Register                                       |      |            |          |
| 121     | QF-PRO-13    | Local Purchase Order Register                                       |      |            |          |
| 122     | QF-PRO-14    | Foreign Purchase Contract Register                                  |      |            |          |
| 123     | QF-PRO-15    | Tender Opening Register (Local)                                     |      |            |          |
| 124     | QF-PRO-16    | Application For Enlistment As Supplier/ Contractor                  |      |            |          |
| 125     | QF-PRO-17    | Procurement Process For Local Goods / Works / Services              |      |            |          |
| 126     | QF-PRO-18    | Acceptance of Tender  |      |            |          |
| 127     | QF-PRO-19    | Post Landing Inspection Statement                                   |      |            |          |
| 128     | QF-PRO-20    | Work Order  |      |            |          |
| 129     | QF-STR-01    | Kardex For Store  |      |            |          |
| 130     | QF-STR-02    | Store Ledger Accounts   |      |            |          |
| 131     | QF-STR-03    | Bin Card  |      |            |          |
| 132     | QF-STR-04    | Goods Received Register   |      |            |          |
| 133     | QF-STR-05    | Material Receiving Report (MRR)                                     |      |            |          |
| 134     | QF-STR-06    | Quality Certificate   |      |            |          |
| 135     | QF-STR-07    | Usable / Scrap Return Memo  |      |            |          |
| 136     | QF-STR-08    | Store Requisition (SR)  |      |            |          |
| 137     | QF-STR-09    | Stationary Issue 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: PROJECTS

| Sl. No. | Document No. | Title  | GM P | DGM P (10) | M P (20) |
|---------|--------------|--|------|------------|----------|
| 138     | QF-STR-10    | Requisition For Store Material                                 | ■    | ■          | ■        |
| 139     | QF-STR-11    | Material Issue Voucher (MIV)                                   | ■    | ■          | ■        |
| 140     | QF-PIM-01    | Allocation Of Function Weightage For Sub-Station Construction  | ■    | ■          | ■        |
| 141     | QF-PIM-02    | Progress Report On Transmission Line Construction              | ■    | ■          | ■        |
| 142     | QF-PIM-03    | Progress Report Of Construction Of Transmission Line           | ■    | ■          | ■        |
| 143     | QF-PIM-04    | Progress Report On Construction Of Sub-Station                 | ■    | ■          | ■        |
| 144     | QF-PIM-05    | Inspection Report Form   | ■    | ■          | ■        |
| 145     | QF-PIM-06    | Quality Assurance Form   | ■    | ■          | ■        |
| 146     | QF-PIM-07    | Taking Over Certificate – Transmission Line                    | ■    | ■          | ■        |
| 147     | QF-PIM-08    | Taking Over Certificate – Substation                           | ■    | ■          | ■        |
| 148     | QF-PIM-09    | Final Acceptance Certificate                                   | ■    | ■          | ■        |
| 149     | QF-PIM-10    | Approval Status Design, Drawing And Documents                  | ■    | ■          | ■        |
| 150     | QF-PIM-11    | Testing And Commissioning Form                                 | ■    | ■          | ■        |
| 151     | QF-PPL-01    | Development Project Proposal (DPP)                             | ■    | ■          | ■        |
| 152     | QF-PPL-02    | Development Project Proposal (Revised)                         | ■    | ■          | ■        |
| 153     | QF-PPL-03    | Technical Assistance Project Proforma / Proposal (TPP)         | ■    | ■          | ■        |
| 154     | QF-PPL-04    | Information Collected for DPP Preparation                      | ■    | ■          | ■        |
| 155     | QF-PPL-05    | Annual Development Program                                     | ■    | ■          | ■        |
| 156     | QF-PPL-06    | Implementation of Road map                                     | ■    | ■          | ■        |
| 157     | QF-PPL-07    | Monthly Progress Report  | ■    | ■          | ■        |
| 158     | QF-PPL-08    | Quarterly Progress Report                                      | ■    | ■          | ■        |
| 159     | QF-PPL-09    | Three Year Rolling Investment Program                          | ■    | ■          | ■        |
| 160     | QF-PPL-10    | Report on Fund Allocation & Expenditure of Development Program | ■    | ■          | ■        |
| 161     | QF-PPL-11    | DPA and RPA Report   | ■    | ■          | ■        |
| 162     | QF-PPL-12    | Project Brief  | ■    | ■          | ■        |
| 163     | QF-CMP-01    | Working Paper for Board Meeting                                | ■    | ■          | ■        |

Legend:

- Document is required to be available

Management Representative :



Managing Director :

