

POWER GRID COMPANY OF BANGLADESH LTD.

DISTRIBUTION MATRIX OF DOCUMENTS Name of the Office/ Function: PERSONNEL & ADMINISTRATION

QF-DCL-07

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Sl. No.	Document No.	Title	GM P&A	DGM HRM	DGM SER	M HRM	M TR	M SER	M SEC
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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

01	WI-TQM-01	Work Instruction for Quality control Circles	■	■	■	■	■	■	■
02	WI-TQM-02	Work Instruction for 5-S techniques	■	■	■	■	■	■	■

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■ Document is required to be available

Management Representative :



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-ICA-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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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-GNP-01	Report Of Controlling Nonconforming Product	■	■	■	■	■	■	■
4	QF-NCP-01	Report Of Nonconformity, Corrective and Preventive Action	■	■	■	■	■	■	■
5	QF-MNG-02	Deployment Of Objectives	■	■	■	■	■	■	■
6	QF-MNG-03	Report For Achievement Of Targets	■	■	■	■	■	■	■
7	QF-DCL-01	Master List of Procedures	■	■	■	■	■	■	■
8	QF-DCL-02	Master List of Forms	■	■	■	■	■	■	■
9	QF-DCL-03	Master List of Work Instructions	■	■	■	■	■	■	■
10	QF-DCL-04	Master List of Documents	■	■	■	■	■	■	■
11	QF-DCL-05	Initiating Changes in QMS	■	■	■	■	■	■	■
12	QF-DCL-06	Revision History	■	■	■	■	■	■	■
13	QF-DCL-07	Distribution Matrix Of Documents	■	■	■	■	■	■	■
14	QF-IQA-01	Internal Quality Audit Plan	■	■	■	■	■	■	■
15	QF-IQA-02	Internal Quality Audit Schedule	■	■	■	■	■	■	■
16	QF-IQA-03	Internal Quality Audit Circular	■	■	■	■	■	■	■
17	QF-IQA-04	Internal Quality Audit Check List	■	■	■	■	■	■	■
18	QF-IQA-05	Nonconformity Report (NCR)	■	■	■	■	■	■	■
19	QF-IQA-06	Corrective Action Request (CAR) Log	■	■	■	■	■	■	■
20	QF-IQA-07	Internal Quality Audit Report	■	■	■	■	■	■	■
21	QF-IQA-08	Functionwise NCR Analysis of IQA	■	■	■	■	■	■	■
22	QF-IQA-09	Clausewise NCR Analysis of IQA	■	■	■	■	■	■	■
23	QF-IQA-10	Auditor's Performance Record	■	■	■	■	■	■	■
24	QF-TQM-01	MONTHLY PROGRESS REPORT OF QUALITY CIRCLE	■	■	■	■	■	■	■
25	QF-TQM-02	summary of monthly activity report of quality circles	■	■	■	■	■	■	■
26	QF-TQM-03	5-S Check sheet	■	■	■	■	■	■	■
27	QF-TQM-04	5-S Audit result sheet	■	■	■	■	■	■	■
28	QF-TQM-05	Monthly Quality Circle Statement	■	■	■	■	■	■	■
29	QF-TQM-06	QC & Steering Committee activities in PGCB	■	■	■	■	■	■	■
30	QF-FIN-09	Annual Budget 20..... - 20	■	■	■	■	■	■	■
31	QF-FIN-10	Request For Advance	■	■	■	■	■	■	■

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32	QF-FIN-11	Petty Expenditure Reimbursement Claim/Adjustment Of Advance	■	■	■	■	■	■	■
33	QF-FIN-12	Conveyance Bill	■	■	■	■	■	■	■
34	QF-FIN-13	PGCB Employees PF Trust Cash/ Bank Payment/ Receipt Voucher	■	■	■	■	■	■	■
35	QF-FIN-15	Monthly Revenue Expenditure Budget	■	■	■	■	■	■	■
36	QF-HRM-01	Appointment To A Post	■	■	■	■	■	■	■
37	QF-HRM-02	Extension Of Joining Time	■	■	■	■	■	■	■
38	QF-HRM-03	Personal Record	■	■	■	■	■	■	■
39	QF-HRM-04	Application For The Membership Of Contributory Provident Fund	■	■	■	■	■	■	■
40	QF-HRM-05	Nomination For The Beneficiary Of Contributory Provident Fund	■	■	■	■	■	■	■
41	QF-HRM-06	Employees Office Attendance Record	■	■	■	■	■	■	■
42	QF-HRM-07	Employees Attendance Statement	■	■	■	■	■	■	■
43	QF-HRM-08	Leave Application	■	■	■	■	■	■	■
44	QF-HRM-09	Office Order For Approval Of Employment / Encashment Of Earned Leave	■	■	■	■	■	■	■
45	QF-HRM-10	Increment Order	■	■	■	■	■	■	■
46	QF-HRM-11	Performance Appraisal Book (Officers Evaluation Report)	■	■	■	■	■	■	■
47	QF-HRM-12	Staff Evaluation Report	■	■	■	■	■	■	■
48	QF-HRM-13	Promotion Order	■	■	■	■	■	■	■
49	QF-HRM-14	Pay Fixation Order	■	■	■	■	■	■	■
50	QF-HRM-15	Transfer Order	■	■	■	■	■	■	■
51	QF-HRM-16	Last Pay Certificate (LPC)	■	■	■	■	■	■	■
52	QF-HRM-17	Renewal Of Service Contract	■	■	■	■	■	■	■
53	QF-HRM-18	Termination Of Contract	■	■	■	■	■	■	■
54	QF-HRM-19	Retirement From Service	■	■	■	■	■	■	■
55	QF-HRM-20	No Objection Certificate (NOC)	■	■	■	■	■	■	■
56	QF-HRM-21	Final Payment Order	■	■	■	■	■	■	■
57	QF-HRM-22	Tour Order	■	■	■	■	■	■	■
58	QF-HRM-23	T.A / D.A Bill	■	■	■	■	■	■	■
59	QF-HRM-24	Assessment Of Working Condition	■	■	■	■	■	■	■
60	QF-HRM-25	Assessment Of Competence To Perform Tasks	■	■	■	■	■	■	■
61	QF-HRM-26	TNA Questionnaire	■	■	■	■	■	■	■
62	QF-HRM-27	Assessment Of Training Need	■	■	■	■	■	■	■
63	QF-HRM-28	Curriculum Development	■	■	■	■	■	■	■
64	QF-HRM-29	Outlining Training Courses	■	■	■	■	■	■	■

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Sl. No.	Document No.	Title	GM P&A	DGM HRM	DGM SER	M HRM	M TR	M SER	M SEC
65	QF-HRM-30	Long Term Training Plan (5 Years)	■						
66	QF-HRM-31	Annual Training Plan	■						
67	QF-HRM-32	Training Notification	■						
68	QF-HRM-33	Nomination For Training Program	■						
69	QF-HRM-34	Office Order For Training	■						
70	QF-HRM-35	Training Attendance Sheet	■						
71	QF-HRM-36	Evaluation Of Training	■						
72	QF-HRM-37	Order For Transport / Vehicle Allocation	■						
73	QF-HRM-38	Order For Usage Of Transport In Holidays	■						
74	QF-HRM-39	Log Book For Vehicle Movement	■						
75	QF-HRM-40	Transportwise Consumption Of Fuel Etc.	■						
77	QF-HRM-41	Vehicle Repair Work Order	■						
78	QF-HRM-42	Office Order For Engagement Of Ansars	■						
79	QF-HRM-43	Letter Of Approval For Engagement Of Labour	■						
80	QF-HRM-44	Approval For Allocation Of Fixed Phone / Cellular Mobile Phone	■						
81	QF-HRM-45	General Notice	■						
82	QF-HRM-46	Correspondance With The Government / Ministry	■						
83	QF-HRM-47	Correspondance With Other Organization	■						
84	QF-HRM-48	Correspondance Within The Organization	■						
85	QF-HRM-49	Condolance Message	■						
86	QF-HRM-50	Office Order For The Formation Of A Committee	■						
87	QF-HRM-51	Committee Meeting Notice	■						
88	QF-HRM-52	Meeting Attendance Record	■						
89	QF-HRM-53	Minutes Of The Meeting	■						
90	QF-HRM-54	Approval For Change Of Mobile Phone Set	■						
91	QF-HRM-55	Nomination For The Beneficiary Of Contributory Providend Fund, Group Insurance, Gratuity And Others	■						
92	QF-HRM-56	Release Order	■						
93	QF-HRM-57	Lien Order For Ex-Bangladesh Service	■						
94	QF-HRM-58	Office Order For Ex-Bangladesh Study Leave	■						
95	QF-HRM-59	Advertisement For Recruitment	■						
96	QF-HRM-60	Written/ viva test	■						
97	QF-HRM-61	Joining report	■						
98	QF-HRM-62	Posting Order	■						
99	QF-HRM-63	Cancellation of appointment	■						

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100	QF-HRM-64	Police Verification Report	■	■	■	■	■	■	■
101	QF-HRM-65	Confirmation Of Service	■	■	■	■	■	■	■
102	QF-HRM-66	কর্মকর্তা/কর্মচারীদের জাল ও ব্যক্তিগতী কাজের মূল্যায়ন রুট	■	■	■	■	■	■	■
103	QF-HRM-67	Annual increment	■	■	■	■	■	■	■
104	QF-HRM-68	Awarding selection grade	■	■	■	■	■	■	■
105	QF-HRM-69	Time scale	■	■	■	■	■	■	■
106	QF-HRM-70	Release for training	■	■	■	■	■	■	■
107	QF-HRM-71	Certificate For Training	■	■	■	■	■	■	■
108	QF-HRM-72	Office order for additional charge	■	■	■	■	■	■	■
109	QF-HRM-73	Hand over & take over of charge	■	■	■	■	■	■	■
110	QF-HRM-74	Maternity Leave	■	■	■	■	■	■	■
111	QF-HRM-75	বিশেষ অক্ষমতা জনিত ছুটি ভোগ আদেশ (Office order for sanction of extra ordinary disability leave)	■	■	■	■	■	■	■
112	QF-HRM-76	অর্জিত ছুটি (বাঃ বাংলাদেশ) যুক্তী আদেশ (Office Order For sanction of Ex-Bangladesh earned Leave)	■	■	■	■	■	■	■
113	QF-HRM-77	পারিবারিক জীবন বৃত্তান্ত ফর্মঃ	■	■	■	■	■	■	■
114	QF-HRM-78	শিক্ষা বৃত্তির আবেদন ফর্মঃ	■	■	■	■	■	■	■
115	QF-HRM-79	শিক্ষাভাড়া সংক্রান্ত শিক্ষার্থী সন্তানদের তথ্য বিবরণী	■	■	■	■	■	■	■
116	QF-HRM-80	ডিক্রেন্সা সংক্রান্ত পারিবারিক যোগা ফর্ম	■	■	■	■	■	■	■
117	QF-HRM-81	evmv eivt:ii Avfe' b cl	■	■	■	■	■	■	■
118	QF-HRM-82	Office Order for Allotment of House	■	■	■	■	■	■	■
119	QF-HRM-83	Hand over & Take over of Departmental House	■	■	■	■	■	■	■
120	QF-HRM-84	সাময়িক বন্ধান্ত (Suspension) আদেশ	■	■	■	■	■	■	■
121	QF-HRM-85	সৈকিমতনামা/কারণ দর্শনীর নোটশ	■	■	■	■	■	■	■
122	QF-HRM-86	অভিযোগনামা জারী পত্র	■	■	■	■	■	■	■
123	QF-HRM-87	অভিযোগ তদন্ত করার জন্য তদন্ত কর্মকর্তা নিয়োগ	■	■	■	■	■	■	■
124	QF-HRM-88	২য় কারণ দর্শনীর নোটশ	■	■	■	■	■	■	■
125	QF-HRM-89	আগামী আবেদন	■	■	■	■	■	■	■
126	QF-HRM-90	Compulsory Retirement from Service	■	■	■	■	■	■	■
127	QF-HRM-91ই- সালে যে সকল কর্মচারীরা অবসর নিলে তাহাদের তালিকাঃ	■	■	■	■	■	■	■
128	QF-HRM-92	Medical Bill Reimbursement Claim	■	■	■	■	■	■	■
129	QF-HRM-93	Application For Grant From WPPF	■	■	■	■	■	■	■
130	QF-HRM-94	WPPF ট্রাডি নোটশ তম সভার কার্য বিবরণীঃ	■	■	■	■	■	■	■
131	QF-HRM-95	অধীকার নামা	■	■	■	■	■	■	■

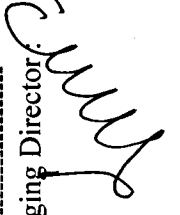
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132	QF-HRM-96	কম্পানি তথ্যিক হতে অনুমতি প্রাপ্তি জন্য প্রাপ্ত আবেদন বাছাই উপ-কমিটির প্রতিবেদন	■	■	■	■	■	■	■
133	QF-HRM-97	আসঙ্গ বিভাগীয় লিপি	■	■	■	■	■	■	■
134	QF-HRM-98	দপ্তর আদেশ	■	■	■	■	■	■	■
135	QF-HRM-99	নিরাপত্তা প্রকৌশলী সরবরাহ	■	■	■	■	■	■	■
136	QF-HRM-100	Monthly duty roster of security Guards	■	■	■	■	■	■	■
137	QF-HRM-101	Security Inspection Report Of Grid Substation And Transmission Line	■	■	■	■	■	■	■
138	QF-HRM-102	Visitor Slip	■	■	■	■	■	■	■
139	QF-HRM-103	Gate Pass	■	■	■	■	■	■	■
140	QF-HRM-104	যানবাহন প্রাপ্ত / পুনঃ প্রাপ্ত আদেশ	■	■	■	■	■	■	■
141	QF-HRM-105	Work and expenditure record for transport	■	■	■	■	■	■	■
142	QF-PRO-09	Procurement Processing For Proprietary Items	■	■	■	■	■	■	■
143	QF-PRO-10	Enquiry For Purchase By Spot Quotation	■	■	■	■	■	■	■
144	QF-PRO-11	Comparative Statement Of Spot Quotation	■	■	■	■	■	■	■
145	QF-PRO-12	Procurement Progress Register	■	■	■	■	■	■	■
146	QF-PRO-16	Application For Enlistment As Supplier/ Contractor	■	■	■	■	■	■	■
147	QF-PRO-17	Procurement Process For Local Goods / Works / Services	■	■	■	■	■	■	■
148	QF-PRO-18	Acceptance of Tender	■	■	■	■	■	■	■
149	QF-PRO-19	Post Landing Inspection Statement	■	■	■	■	■	■	■
150	QF-PRO-20	Work Order	■	■	■	■	■	■	■
151	QF-STR-04	Goods Received Register	■	■	■	■	■	■	■
152	QF-STR-05	Material Receiving Report (MRR)	■	■	■	■	■	■	■
153	QF-STR-07	Usable / Scrap Return Memo	■	■	■	■	■	■	■
154	QF-STR-08	Store Requisition (SR)	■	■	■	■	■	■	■
155	QF-STR-09	Stationary Issue Voucher	■	■	■	■	■	■	■
156	QF-STR-10	Requisition For Store Material	■	■	■	■	■	■	■
157	QF-STR-11	Material Issue Voucher (MIV)	■	■	■	■	■	■	■
158	QF-GMD-36	Accident Report	■	■	■	■	■	■	■
159	QF-GMD-37	Final Accident Report	■	■	■	■	■	■	■
160	QF-CMP-01	Working Paper for Board Meeting	■	■	■	■	■	■	■

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