

POWER GRID COMPANY OF BANGLADESH LTD.

QF-DCL-07

Page 1

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
---------	--------------	-------	----------	------------	------------	--------------	-------------	----------	----------	-----------------	------------	----------	-----------	---	----------------	----------------

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-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	■	■	■	■	■	■	■	■	■	■	■	■	■	■

Legend:

■ Document is required to be available

Management Representative :



Managing Director :



POWER GRID COMPANY OF BANGLADESH LTD.

QF-DCL-07

Page 2

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 (B.Bhaban)	ALDC KHULNA
---------	--------------	-------	----------	------------	------------	--------------	-------------	----------	----------	-----------------	------------	----------	-----------	--	------------------------------	----------------

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-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														

Management Representative :

[Signature]

Legend:
■ Document is required to be available

Managing Director :

[Signature]

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 (B. Bhaban)	ALDC KHULNA
---------	--------------	-------	----------	------------	------------	--------------	-------------	----------	----------	-----------------	------------	----------	-----------	---	-------------------------------	----------------

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-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														

Legend:

■ Document is required to be available

Management Representative :

Managing Director :

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. (B. Bhaban)	NLDC Backup	ALDC KHULNA
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	■	■	■	■	■	■	■	■	■	■	■	■	■	■

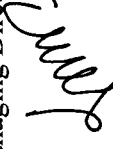
Legend:

■ Document is required to be available

Management Representative :



Managing Director :



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. (B.Bhaban)	NLDC Backup	ALDC KHULNA
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	Correspondence With Other Organization	■	■	■	■	■	■	■	■	■	■	■	■	■	■
80	QF-HRM-48	Correspondence 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 ভাল 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	পরিবারিক জীবন বৃত্তান্ত ফরমঃ	■	■	■	■	■	■	■	■	■	■	■	■	■	■
96	QF-HRM-78	শিক্ষা বৃত্তির আবেদন ফরমঃ	■	■	■	■	■	■	■	■	■	■	■	■	■	■
97	QF-HRM-79	শিক্ষাভ্যাস 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	আন্তঃ বিভাগীয় লিপি	■	■	■	■	■	■	■	■	■	■	■	■	■	■

Legend:

■ Document is required to be available

Management Representative :



Managing Director :



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. / B. Bhawan)	NLDC Backup	ALDC KHULNA
105	QF-HRM-98	মাসিক তালিকা	■	■	■	■	■	■	■	■	■	■	■			
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	■	■	■	■	■	■	■	■	■	■	■			

Legend:

■ Document is required to be available

Management Representative :

Managing Director :

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. (B.Bhaban)	NLDC Backup	ALDC KHULNA
141	QF-STR-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 :

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. (B. Bhaban)	NLDC Backup (B. 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

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.)	NLDC Backup (B. Bhaban)	ALDC KHULNA
209	QF-CNS-03	Shift Register	■									■				
210	QF-CNS-04	Weekly Progress Reports	■									■				
211	QF-CNS-05	Annual Maintenance Schedule	■									■				
212	QF-CNS-06	Schedule Maintenance Report	■									■				
213	QF-CNS-07	Breakdown Maintenance Report	■									■				
214	QF-CNS-08	Integration & Development Work Record	■									■				
215	QF-SMD-01		■													
216	QF-SMD-02	Monthly O & M Schedule	■								■					
217	QF-SMD-03		■								■					
218	QF-SMD-04	Annual Maintenance Schedule	■								■					
219	QF-SMD-05	Check-Sheet for Data Archiving	■								■					
220	QF-SMD-06	Daily Check Sheet For Non Reporting RTU	■								■					
221	QF-SMD-07	Weekly Check-Sheet For Computer Performance Of Office & ACC Consoles	■								■					
222	QF-SMD-08	Check Sheet For Battery	■								■					
223	QF-SMD-09	Check Sheet For Diesel Generator	■								■					
224	QF-SMD-10	Log Sheet For Electrical Equipment	■								■					
225	QF-SMD-11	Log Sheet For Air Cooler System	■								■					
226	QF-SMD-12	Log Sheet For Lift Operation	■								■					
227	QF-SMD-13	Incident Report	■								■					
228	QF-SMD-14	Schedule Maintenance Report	■								■					
229	QF-SMD-15	Breakdown Maintenance Report	■								■					
230	QF-SMD-16	Daily Fault Report	■								■					
231	QF-SMD-17	Check Sheet For Data Verification	■								■					
232	QF-FCL-01	Daily Traffic Report	■				■						■			
233	QF-FCL-02	Monthly Traffic Status Of The Client NMS	■				■						■			
234	QF-FCL-03	Calculation Of VLR (Variable Lease Rental)	■				■						■			
235	QF-FCL-04	Invoice For Lease Rental	■				■						■			
236	QF-FCL-05	Traffic (Data) Verification/ Inspection Of The Client MUX At Site	■				■						■			
237	QF-ICT-01	List Of Personnel To Update Website	■							■		■				
238	QF-ICT-02	List Of E-Mail Accounts	■							■		■				
239	QF-ICT-03	LAN Gateway Information	■							■		■				
240	QF-ICT-04	LAN Details	■							■		■				
241	QF-ICT-05	Bandwidth Information	■							■		■				
242	QF-ICT-06	Requisition For Repair Hardware/Software	■	■	■		■	■		■	■	■	■			
243	QF-ICT-07	Requisition For LAN / Internet Connectivity	■	■	■		■	■		■	■	■	■			
244	QF-CMP-01	Working Paper for Board Meeting	■	■	■		■	■		■	■	■	■			

Legend:

■ Document is required to be available

Management Representative :

Managing Director:

