QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: MONEY RECEIPT								
Document No:	QF-FIN-01	Revision No.:	00	Effective Date:	01/12/12	Page:	1	of	1

Office Cost Centre Code

MONEY RECEIPT

Receipt No.:

Source Code: **MR**

Date: / /

Received from: Name & Address

CREDIT A/C Code No.	Description of Accounts/Receipt		Credit Taka
	Total in words:		

Received in **CASH** /Cheque/PO/DD Number .....>

Bank: Branch:

This receipt is valid subject to realization of Cheque/PO/DD

Prepared by: Checked by: Approved by:

Accounts Assistant/JAM
Date:

Asstt. Manager(A/C)/Dy.Manager(A/C)
Date:

Manager(Accounts/Fin)/Head of the Office
Date:

Reviewed by (GM FIN):

Approved by (DF)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: CASH PAYMENT VOUCHER								
Document No:	QF-FIN-02	Revision No.:	00	Effective Date:	15/02/07	Page:	1	of	1

Voucher No :

Office Cost Centre Code

CASH PAYMENT VOUCHER

Source Code: CP

TK----------

Date: / /

Paid to: Name & Address

For :

DEBIT A/C Code No.	Description of Accounts/Expenditure		Debit Taka
	Total:		

Taka (In Words)

CREDIT Cash A/C Code Number .....>

Prepared by:

Checked by:

Approved by:

Accounts Assistant/JAM
Date:

Asstt. Manager(A/C)/Dy. Manager(A/C)
Date:

GM(F) / Head of the Office
Date:

Revenue Stamp

Signature of Recipient

Approved by (DF)

Reviewed by (GM FIN):

Voucher No.:

Office Cost Centre Code

CASH RECEIPT VOUCHER

Source Code: CP

TK----------

Date: / /

Received from:: Name & Address

For :

Credit A/C Code No.	Description of Accounts/Expenditure		Credit Taka
	Total		

Taka (In Words) :

Debit Cash A/C Code Number .....>

Prepared by:

Checked by:

Approved by:

Accounts Assistant/JAM
Date:

Asstt. Manager(A/C)/Dy. Manager(A/C)
Date:

GM(F) / Head of the Office
Date:

Revenue Stamp

Signature of Recipient

Reviewed by (GM FIN):

Approved by (DF)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS		
	TITLE: BANK (CHEQUE) PAYMENT VOUCHER							
Document No:	QF-FIN-04	Revision No.:	00	Effective Date:	15/02/07	Page:	1	of 1

Voucher No.:

Office Cost Centre Code

BANK (CHEQUE) PAYMENT VOUCHER

Source Code: **BP**

---------- Bank
Branch----------
Account No ----------
Cheque No ----------
Advice No----------
TK ----------

Date : / /

Paid to: Name & Address

for

DEBIT A/C Code No.	Description of Accounts/Expenditure		Debit Taka
	Total:		

CREDIT Bank A/C Code Number .....>

Prepared by: Checked by: Countersigned by: Approved by:

Accounts Assistant/JAM/AM
Date:

Dy. Manager/Manager
Date:

DGM/General Manager (Fin)
Date:

Director (Fin)/ Head of the Office
Date:

Revenue Stamp

Signature of Recipient

Reviewed by (GM FIN):

Approved by (DF)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: BANK (CHEQUE) RECEIPT VOUCHER								
Document No:	QF-FIN-05	Revision No.:	00	Effective Date:	15/02/07	Page:	1	of	1

Voucher No.:

Office Cost Centre Code

Source Code: BP

BANK (CHEQUE) RECEIPT VOUCHER

Date: / /

Received from: Name & Address

for

Cheque/PO/DD No---------- Date : ----------
Drawn on---------- Bank : ---------- Branch

CREDIT A/C Code No.	Description of Accounts/Expenditure		Credit Taka
	Total		

Taka (In words)

DEBIT Bank A/C Code Number .....>

Prepared by: Checked by: Countersigned by: Approved by:

Accounts Assistant/JAM/AM
Date:

Dy. Manager/Manager
Date:

DGM/General Manager (Fin)
Date:

Director (Fin)/ Head of the Office
Date:

Revenue Stamp

Signature of Recipient

Reviewed by (GM FIN):

Approved by (DF)

JV No.:

Office Cost Centre Code

Source Code: JV

JOURNAL VOUCHER

Year:

Date: / /

Description of Accounts	Account Code	Amount in Taka	
		Debit	Credit
Total =			

Narration: _____

Prepared by: Accounts Assistant/JAM/AM Date:

Checked by: Dy. Manager/Manager Date:

Countersigned by: DGM/GM(F) Date:

Approved by: Director(Fin)/Head of the Office Date:

Reviewed by (GM FIN):

Approved by (DF)

Office: _____

Register of Money Receipt Books

Date	Received from: / Issued to:	Serial Numbers		Q'ty of Books Received/ issued	Balance MR Books in hand	Signature of Supervisor with date
		From	To			

Reviewed by (DGMFIN):

Approved by (DF)

Office: _____

JOURNAL VOUCHER SERIAL REGISTER

Date of JV Issued	Brief description of Nature of entry	J.V. Number	J.V. prepared by with date	J.V. approved by with date

Reviewed by (GM FIN):

Approved by (DF)

Office: _____

REGISTER OF MONEY RECEIPT BOOKS

Date	Received from: / Issued to:	Serial Numbers		Q'ty of Books Received/ issued	Balance MR Books in hand	Signature of Supervisor with date
		From	To			

Reviewed by (GM FIN):

Approved by (DF)

Office: _____

INPUT DOCUMENT CONTROL REGISTER

Source Code

Input Document: _____

Document Number	Document received from: (office)	Received on	Processed on	Initial of Operator with date	Initial of Supervisor with date	

Note: Separate page should be used for each type of document

Reviewed by (GM FIN):

Approved by (DF)

ANNUAL BUDGET 20..... – 20.....
POWER GRID COMPANY OF BANGLADESH LTD.

Name of the Office : .....

STATEMENT OF REVENUE BUDGET FOR THE YEAR20..... – 20.....

SL No.	Head of Items	Months												Total (in Lac)
	Personnel Cost:	Jul'.....	Aug'.....	Sep'.....	Oct'.....	Nov'.....	Dec'.....	Jan'.....	Feb'.....	Mar'.....	Apr'.....	May'.....	Jun'.....	
1	Basic salary													
2	House rent													
3	Medical allowance													
4	Conveyance allowance													
5	Washing Allowance													
6	Festival Bonus													
7	CPF contribution													
8	Leave encashment													
9	Shift Allowance													
10	Gratuity (provision)													
11	Group insurance													
12	Overtime Allowance													
	Subtotal:													
	Office Expense:													
13	CNG, Fuel Oil & Lubricants.													
14	Printing & Stationery													
15	Electricity													
16	Telephone & Fax													
17	Postage & Courier													
18	Advertisement & publicity													

Reviewed by (DGMFIN): Approved by (DF)

POWER GRID COMPANY OF BANGLADESH LTD.

SL. No.	Head Of Items	Months												Total (in Lac)
	Office Expenses:	Jul'...	Aug'...	Sep'...	Oct'...	Nov'...	Dec'...	Jan'...	Feb'...	Mar'...	Apr'...	May'...	Jun'...	
19	Transport hire charges													
20	Gas charges													
21	Water & sewerage													
22	Traveling expenses													
23	Office rent													
24	Office Furnishing													
25	Rates & Taxes													
26	Directors Utility Charges													
27	Director's honorarium													
28	Training & seminar													
29	Bank charges													
30	Donation & subscription													
31	Liveries & uniforms													
32	Vehicle & cash insurance													
33	Legal fee													
34	Audit fee													
35	Newspaper & magazine													
36	Books & periodicals													
37	Conveyance charges													
38	Cookeries & cutleries													

Reviewed by (DGMFIN):

Approved by (DF)

POWER GRID COMPANY OF BANGLADESH LTD.

SL. No.	Head Of Items	Months												Total (in Lac)
	Office Expenses:	July'....	Aug'....	Sept.'....	Oct.'....	Nov.'....	Dec.'....	Jan.'....	Feb.'....	Mar.'....	April'...	May'....	June'....	
39	Security expenses													
40	Entertainment expenses													
41	Welfare & ceremonial exp.													
42	Sanitation & cleaning exp.													
43	Recruitment expenses													
44	Miscellaneous													
	Subtotal:													
45	Interest on Loan													
46	Exchange rate fluctuation													
47	Depreciation and Amortization													
	Sub Total													
	Repairs & maintenance													
48	R/M (Office Equip& Fur)													
49	R/M (Vehicle)													
50	R/M (Plants and Transmission Line Including Contingency)													
51	R/M (Building)													
	Subtotal:													
	Total													

Reviewed by (DGMFIN):

Approved by (DF)

POWER GRID COMPANY OF BANGLADESH LTD.

MONTHLY CAPITAL EXPENDITURE BUDGET FOR THE YEAR 20..... – 20.....

SL No.	Head of Items	Month												Total (in Lac)
	Capital Expenditure	Jul'...	Aug'...	Sep'...	Oct'...	Nov'...	Dec'...	Jan'...	Feb'...	Mar'...	Apr'...	May'...	Jun'...	
1	Land acquisition													
2	Land development													
3	Route/site survey & soil testing													
4	Right of way & compensation													
5	Furniture & fixture													
6	Office equipment													
7	Tools & plants													
8	Store materials purchase													
9	Transport													
10	Transmission line													
11	Sub Stations													
12	Consultancy													
13	Misc. civil construction													
14	CD/VAT													
15	Contingency - Telecom equpment / Tools													
16	Environment Assessment													
17	Software													
18	Interest during construction													
	Total													

Prepared by:

Designation:
Date:

Checked by:

Designation:
Date:

Approved by:

Designation:
Date:

Reviewed by (DGMFIN):

Approved by (DF)

REQUEST FOR ADVANCE
POWER GRID COMPANY OF BANGLADESH LTD.

Date: .....

Name:.....

Designation:..... Department:.....

Sl No.	Purpose	Estimated Amount (TK.)
	Total Taka.=	

In words:

Certified by: Approved by:

Signature
Date:

Controlling Officer
Date:

Departt. Head/Section Head
Date:

Reviewed by (DGMFIN):

Approved by (DF)

REIMBURSEMENT/ ADJUSTMENT OF ADVANCE
POWER GRID COMPANY OF BANGLADESH LTD.

Name:..... Date: .....

Designation: .....

Department:.....

Sl. No.	Date	Particulars	Bill/Memo No.	Amount (Tk.)
			Total	

In words:

Certified by:

Approved by:

Signature
Date:

Controlling Officer
Date:

Departmental Head/Section Head
Date:

Reviewed by (DGMFIN):

Approved by (DF)

CONVEYANCE BILL
POWER GRID COMPANY OF BANGLADESH LTD.

Name:..... Date: .....

Designation: .....

Section:..... Department:.....

Date	From	To	Purpose	Means of Trans.	Amount(Tk.)
Total Taka.					

In words:

Certified by: Approved by:

Signature
Date:

Controlling Officer
Date:

Departmental Head/Section Head
Date:

Reviewed by (DGMFIN):

Approved by (DF)

PGCB EMPLOYEES PF TRUST
CASH/ BANK PAYMENT/ RECEIPT VOUCHER
POWER GRID COMPANY OF BANGLADESH LTD.

Bank:..... Voucher No.....

Branch: ..... Date: .....

Cheque No.:.....

Advice No. .....

Tk.: .....

Paid to/ Received from Mr./Mrs./Ms. .....

for.....

.....

Account code	Account name	Amount (Tk.)
	Grand Total	

Taka (in words):

Prepared by:

Designation Date:	Manager (Finance) Date:	DGM(Finance) Date:	Director (Finance) Date:

Received Payment

(Payee)
Date:

Reviewed by (DGMFIN):

Approved by (DF)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: MONTHLY CAPITAL EXPENDITURE BUDGET								
Document No:	QF-FIN-16	Revision No.:	00	Effective Date:	15/02/07	Page:	1	of	1

MONTHLY CAPITAL EXPENDITURE BUDGET
Financial Year (FY): .....-.....

Office Name :

Figures in Lac Taka

SL #	Head of Expenses	Months												Total Budget FY .....-.....	Related Note Ref. No	Actual Expenses		
		Jul'...	Aug'...	Sep'...	Oct'...	Nov'...	Dec'...	Jan'...	Feb'...	Mar'...	Apr'...	May'...	Jun'...			FY ....-... (First Six Months)	FY ...-...	FY ...-...
1	**Fixed Assets :**																	
1.1	Land acquisition																	
1.2	Land development																	
1.3	Furniture																	
1.4	Equipment																	
1.5	Light Vehicle																	
1.6	Other Fixed Assets																	
2	Misc. civil construction																	
3	Sub Station Equipment																	
4	Transmission line																	
5	CD/VAT																	
6	Right of way & compensation																	
7	Route/site survey & soil testing																	
8	Exchange Rate Fluctuation Loss	To be filed by head office																
9	Environment Assessment																	
10	Store materials																	
11	Deposit Works																	
12	Transmission Equipment & Tools																	
13	Telecom Equipment & Tools																	
14	Feasibility Study																	
	Total	-	-	-	-	-	-	-	-	-	-	-	-	-				

Prepared by:

.....
Designation:
Date:

Checked by:

.....
Designation:
Date:

Approved by:

.....
Designation:
Date:

Reviewed by (DGMFIN):

Approved by (DF)

MONTHLY REVENUE EXPENDITURE BUDGET
Financial Year (FY): .....-.....

Office Name :

Figures in Lac Taka

SL #	Head of Expenses	Months												Total Budget FY .....-.....	Related Note Ref. No	Actual Expenses		
		Jul'...	Aug'...	Sep'...	Oct'...	Nov'...	Dec'...	Jan'...	Feb'...	Mar'...	Apr'...	May'...	Jun'...			FY ....-... (First Six Months)	FY ...-...	FY ...-...
Salary & Other Employees Benefits																		
1	Basic salary																	
2	House rent (Including compensation)																	
3	Conveyance allowance																	
4	Employees Gas Charge (DGM & above)																	
5	Washing allowance (Staff only)																	
6	Medical allowance																	
7	Servant & sweeper allowance (DGM & above)																	
8	Residential electricity																	
9	Leave encashment																	
10	Gratuity (provision)- 2 months pay	**To be filed by HRM (HO)**																
11	CPF contribution (10% of basic)																	
12	Festival bonus (2 months' basic)																	
13	Overtime allowance (Staff only)																	
14	Welfare expenses																	
15	Group insurance	**To be filed by HRM (HO)**																
16	Liveries & uniforms																	
17	Medical reimbursement																	
18	Residential WASA charge (DGM & above)																	
19	Shift & tiffin allowance																	
20	Wages (daily basis)																	
21	Charge allowance																	
22	Incentive bonus	**To be filed by Head Office**																
23	Education allowance																	
	Subtotal:																	

Reviewed by (DGMFIN): Approved by (DF)

MONTHLY REVENUE EXPENDITURE BUDGET

Financial Year (FY): .....-.....

Office Name :

Figures in Lac Taka

SL #	Head of Expenses	Months												Total Budget FY .....-.....	Related Note Ref. No	Actual Expenses		
		Jul'...	Aug'...	Sep'...	Oct'...	Nov'...	Dec'...	Jan'...	Feb'...	Mar'...	Apr'...	May'...	Jun'...			FY ....-... (First Six Months)	FY ...-...	FY ...-...
Office Expenses:																		
24	Travelling expenses													-				
25	Conveyance charges													-				
26	Ceremonial expenses													-				
27	Entertainment expenses													-				
28	Office rent													-				
29	Rates & taxes													-				
30	Telephone & Internet													-				
31	Postage & Courier													-				
32	Training & seminar	To be filed by HRM (H.O)												-				
33	Recruitment expenses													-				
34	Electricity													-				
35	Gas charges													-				
36	Printing & Stationery													-				
37	Office furnishing													-				
38	Newspaper & magazine													-				
39	Books & periodicals													-				
40	Sanitation & cleaning exp.													-				
41	Crokeries & cutlaries													-				
42	Fuel & Lubricant.													-				
43	Water & sewerage													-				
44	Honorarium expenses	To be filed by Company Secretary Dept. (H.O)												-				
45	Software Expenses	To be filed by ICT Dept. (H.O)												-				
46	AGM Expenses	To be filed by Company Secretary Dept. (H.O)												-		-		
47	Advertisement & publicity	To be filed by Company Secretary Dept. (H.O)												-				
48	Legal Expenses													-				
49	Fees & Renewals													-				
50	Security expenses													-				
51	Vehicle & cash insurance													-				
52	Transport hire charges													-				
53	Bank charges													-				
54	Consultancy	To be filed by head office												-				
55	Donation & subscription													-				
56	TQM Expenses													-				
57	Audit fee	To be filed by head office												-				
58	Miscellaneous		-											-				
	Subtotal:	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Reviewed by (DGMFIN): Approved by (DF)

MONTHLY REVENUE EXPENDITURE BUDGET

Financial Year (FY): .....-.....

Office Name :

Figures in Lac Taka

SL #	Head of Expenses	Months												Total Budget FY .....-.....	Related Note Ref. No	Actual Expenses		
		Jul'...	Aug'...	Sep'...	Oct'...	Nov'...	Dec'...	Jan'...	Feb'...	Mar'...	Apr'...	May'...	Jun'...			FY ....-... (First Six Months)	FY ...-...	FY ...-...
Repair and Maintenance:																		
59	R/M (Office Equip& Furniture)													-				
60	R/M (Substation Equipment)													-				
61	R/M (Vehicle)													-				
62	R/M (Plants and Trans.Line)													-				
63	R/M (Civil)													-				
	Subtotal:	-	-	-	-	-	-	-	-	-	-	-	-	-				
65	Depreciation and Amortization	**To be filed by head office**												-				
66	Interest Expense													-				
67	Exchange rate fluctuation loss													-		-		
	Subtotal:	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Grand Total	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Prepared by:

.....
Designation:
Date:

Checked by:

.....
Designation:
Date:

Approved by:

.....
Designation:
Date:

Reviewed by (DGMFIN):

Approved by (DF)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: DEVELOPMENT PROJECT BUDGET-ADP PROJECT								
Document No:	QF-FIN-18	Revision No.:	00	Effective Date:	15/02/07	Page:	1	of	1

DEVELOPMENT PROJECT BUDGET- ADP PROJECT

Financial Year (FY): ……..-……..

Figures in Lac Taka

Sl #	Heads	Project's Name						Total			Note Ref. No	Total Cumulative Actual Expenses of the Project up to Jan'12
		PGCB Own Finance			Govt Finance							
		LC	FC	Sub. Total	LC	FC	Sub. Total	LC	FC	Total		
1	**Fixed Assets :**											
1.1	Land acquisition/Purchase			-			-	-	-	-		
1.2	Land development			-			-	-	-	-		
1.3	Furniture & fixture			-			-	-	-	-		
1.4	Office equipment			-			-	-	-	-		
1.5	Light Vehicle			-			-	-	-	-		
1.6	Other Fixed Assets			-			-	-	-	-		
2	Misc. civil construction			-			-	-	-	-		
3	Sub Stations Construction (Including IT/VAT if required)			-			-	-	-	-		
4	Transmission line construction (Including IT/VAT if required)			-			-	-	-	-		
5	CD/VAT			-			-	-	-	-		
6	Right of way & compensation			-			-	-	-	-		
7	Route/site survey & soil testing			-			-	-	-	-		
8	Exchange rate Fluctuation Loss			-			-	-	-	-		
9	Environment Assessment			-			-	-	-	-		
10	Consumable Store materials			-			-	-	-	-		
11	Deposit & Prepayments			-			-	-	-	-		
12	Tools & plants/ Machinery/Equipment			-			-	-	-	-		
13	Consultancy			-			-	-	-	-		
14	Feasibility Study			-			-	-	-	-		
15	IDC			-			-	-	-	-		
	Total	-	-	-	-	-	-	-	-	-		
16	**Overhead**	-	-	-			-	-	-	-		
16.1	Basic Salary			-			-	-	-	-		
16.2	Allowances			-			-	-	-	-		
16.3	Supply & Services			-			-	-	-	-		
16.4	Repair, Maintenance & Rehabilitation			-			-	-	-	-		
	Project Total	-	-	-	-	-	-	-	-	-		
17	Total Cumulative Actual Expenses of the Project up to Jan'12			-			-	-	-	-		
18	PP Provision			-			-	-	-	-		
19	**Sources**											

……..
Date:

……..
Date:

……..
Date:

Reviewed by (DGMFIN):

Approved by (DF)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: MONTHLY DEVELOPMENT PROJECT EXPENDITURE BUDGET- ADP PROJECT								
Document No:	QF-FIN-19	Revision No.:	00	Effective Date:	15/02/07	Page:	1	of	1

MONTHLY DEVELOPMENT PROJECT EXPENDITURE BUDGET- ADP PROJECT

Financial Year (FY): .....-.....

Figures in Lac Taka

Name of the Project		Jul'...	Aug'...	Sep'...	Oct'...	Nov'...	Dec'...	Jan'...	Feb'...	Mar'...	Apr'...	May'...	Jun'...	Total	Total Cumulative Actual Expenses of the Project up to Jan'...	PP Provision	Source
	LC													-			
	FC													-			
	Total	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Prepared by:

.....
Designation:
Date:

Checked by:

.....
Designation:
Date:

Approved by:

.....
Designation:
Date:

Reviewed by (DGMFIN):

Approved by (DF)

DEVELOPMENT PROJECT BUDGET- NON ADP PROJECT

Financial Year (FY): .....-.....

Figures in Lac Taka

Sl #	Heads	Project's Name			Related Note Ref. No	Total Cumulative Actual Expenses of the Project up to Jan'12
		PGCB Own Finance				
		LC	FC	Total		
1	**Fixed Assets :**					
1.1	Land acquisition/Purchase			-		
1.2	Land development			-		
1.3	Furniture & fixture			-		
1.4	Office equipment			-		
1.5	Light Vehicle			-		
1.6	Other Fixed Assets			-		
2	Misc. civil construction			-		
3	Sub Stations Construction (Including IT/VAT if required)			-		
4	Transmission line construction (Including IT/VAT if required)			-		
5	CD/VAT			-		
6	Right of way & compensation			-		
7	Route/site survey & soil testing			-		
8	Exchange rate Fluctuation Loss					
9	Environment Assessment			-		
10	Consumable Store materials			-		
11	Deposit & Prepayments			-		
12	Tools & plants/ Machinery/Equipment			-		
13	Consultancy			-		
14	Feasibility Study			-		
15	IDC			-		
	Total	-	-	-		

Reviewed by (DGMFIN):

Approved by (DF)

DEVELOPMENT PROJECT BUDGET- NON ADP PROJECT
Financial Year (FY): .....-.....

Figures in Lac Taka

Sl #	Heads	Project's Name			Related Note Ref. No	Total Cumulative Actual Expenses of the Project up to Jan'12
16	**Overhead**	-	-	-		
16.1	Basic Salary			-		
16.2	Allowances			-		
16.3	Supply & Services			-		
16.4	Repair , Maintenance & Rehabilitation			-		
	Project Total	-	-	-		
17	Total Cumulative Actual Expenses of the Project up to Jan'12			-		
18	PP Provision			-		
19	**Sources**					

Prepared by:

.....
Designation:
Date:

Checked by:

.....
Designation:
Date:

Approved by:

.....
Designation:
Date:

Reviewed by (DGMFIN):

Approved by (DF)

MONTHLY DEVELOPMENT PROJECT EXPENDITURE BUDGET- NON ADP PROJECT

Financial Year (FY): .....-.....

Figures in Lac Taka

Name of the Project		Jul'...	Aug'...	Sep'...	Oct'...	Nov'...	Dec'...	Jan'...	Feb'...	Mar'...	Apr'...	May'...	Jun'...	Total	Total Cumulative Actual Expenses of the Project up to Jan'...	PP Provision	Source
	LC													-			
	FC													-			
	Total	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Prepared by:

.....
Designation:
Date:

Checked by:

.....
Designation:
Date:

Approved by:

.....
Designation:
Date:

Reviewed by (DGMFIN):

Approved by (DF)

STATEMENT OF PROJECTED EXPENDITURE
POWER GRID COMPANY OF BANGLADESH LTD.

Fin/Control Form - 01

Period :
Financial Year :
Office Name :

Sl. No.	Account Code	Account Head (Budgeted)	Basis of Estimation	Variable Factor	Total Amount (Tk.)	Remarks
1	2	3	4	5	6=2X5	7
	TOTAL					

(Signature)
Accounts Officer
Date:

(Signature)
Head of the Office
Date:

Reviewed by (DGMFIN):

Approved by (DF)

STATEMENT OF ACTUAL EXPENDITURE AGAINST PROVIDED FUND
POWER GRID COMPANY OF BANGLADESH LTD.

Fin/Control Form - 02

Period :
Financial Year :
Office Name :

Sl. No.	Year End Closing Balance		Fund Received During the Year with Mentioning Sources				Total Fund Available Amount (Tk.)	* Cumulative Total Cash Expenditure	Present Bank Balance	Required Fund (As per projected expenditure statement)	Net Fund Required after Adjusting Bank Balance
	Bank Account No./ Cash in Hand	Balance (Tk.)	Date	Descriptions	Head Office Amount (Tk.)	Other Source Amount (Tk.)					
1	2	3	4	5	6	7	8=(3+6+7)	9	10	11	12
	TOTAL										

- Annexure -1 (According to the Month End - Receipts and Disbursements Reconciliation)

(Signature)
Accounts Officer
Date:

(Signature)
Head of the Office
Date:

Reviewed by (DGMFIN):

Approved by (DF)

BUDGET CONTROL STATEMENT
POWER GRID COMPANY OF BANGLADESH LTD.

Fin/Control Form - 03

Period :
Financial Year :
Office Name :

Sl. No.	Account Code	Account Head (Budgeted)	Budgeted Amount (Tk.)	Cumulative Total Expenditure (As per trial balance) Amount (Tk.)	Remaining Budget Amount (Tk.)	Remarks
1	2	3	4	5	6	7
	TOTAL					

(Signature)
Accounts Officer
Date:

(Signature)
Head of the Office
Date:

Reviewed by (DGMFIN):

Approved by (DF)

MONTH END - RECEIPTS AND DISBURSEMENTS RECONCILIATION
POWER GRID COMPANY OF BANGLADESH LTD.

Annexure - 1

MONTH: December 2009
Office Name :

Total received this month			BDT 0.00
Add: Received to previous month		BDT	
Received from PGCB-H/O	BDT		
Received from sale of scrap	BDT		
Bank Interest- December 2009		BDT	
Total received to date		**BDT**	

Total expenditure this month			
Add: Expenditure upto previous month		BDT	
Total expenditure to date		BDT	
Less: Sundries Expenses Payable:			
PF Trust			
VAT Payable			
AIT Yayable			
Income Tax Withheald			
Revenue Stamp			
Union Subscriptions		BDT	
Net cash expenditure to date		**BDT**	
Bank balance:			
STD-	BDT		
CD-	BDT		
Total bank balance		BDT	
Petty cash balance		BDT	
Advance for expenses		BDT	
CD VAT Control			BDT 0.00
Total		BDT	
Difference			**BDT 0.00**

(Signature)
Accounts Officer
Date:

(Signature)
Head of the Office
Date:

Reviewed by (DGMFIN):

Approved by (DF)

AMENDMENT L/C
POWER GRID COMPANY OF BANGLADESH LTD.

No. 02-PGCB/Fin/ / Date: .....

The Name of Head of Bank Branch Manager
Bank name/Adress.
Branch

Subject: Amendment of L/C No. ..... dated ..... in favor of Company Name.

Dear Sir,

Please amend the aforesaid L/C as follows:

1. Credit validity will be date instead of date.

All the other terms and conditions of the L/C will be remained unchanged. Amendment cost will be charged on beneficiary's account.

We look forward to hearing from you at your earliest convenience.

Thanking you,

Yours faithfully,

General Manager (Finance) /Director (Finance)
Date:

Managing Director
Date:

Copy to:

1. Director (P&D), PGCB.
2. General Manager- Projects, PGCB.
3. Project Director, Project -2.PGCB.
4. Company Name
5. Office Copy.

Reviewed by (DGMFIN):

Approved by (DF)

CONTRACTOR PAYMENT STATEMENT
POWER GRID COMPANY OF BANGLADESH LTD.

Contractor Payment Statement
As On……

Name of the Project :
Name of the Contract :

Name of the Contractor :
Value of Contract: (a) Local Currency Tk……..
(b)Foreign Currency:……

Loan No……
Signings Dated….

Contract Signing Date :
Contract Effective Date :
Contract Completion date :
L/C No……
L/C Expiry date……

Budget (ADP) Year :

Foreign -
Local -
Total ----------

Advance Payment Statement

Sl No	Invoice & date	particulars	Contract Amount		10% Advance Payment		Date of Payment	Conversion Rate	Equivalent Taka
			Local	Foreign	Local	Foreign			

Progressive Payment(Foreign Currency)

Sl No	Invoice & date	Certified Amount in FC	Deduction Amount in FC		Net Payment in FC	Date of Payment	Payment Certificate No	Total Job Cost in FC	Conversion Rate	Total Job Cost in Tk	Upto date physical progress
			Advance	Retention							

DM/AM(A/C)
Project
Date:

Project Director
Project
Date:

Reviewed by (DGMFIN):

Approved by (DF)

ENDORSEMENT OF L/C
POWER GRID COMPANY OF BANGLADESH LTD.

No. 02-PGCB/Fin/ / Date:

The Head of Office
Bank Details,
Br Office

Subject: **Endorsement of documents under L/C No. ---------**

Dear Sir,

We have received the documents against partial shipment from the beneficiary as per Contract. We are sending herewith the following documents for your endorsement at the earliest.

1. Invoice for USD-------
2. Bill of Lading/ Invoice (copy)

Please return us the documents after your endorsement.

Thanking you,

Yours truly,

Director (Finance)
Date:

Reviewed by (DGMFIN): Approved by (DF)

STATEMENT OF FDR
POWER GRID COMPANY OF BANGLADESH LTD.

Statement of FDR as on -----

SL No	Name of Bank	FDR No	Original Date of Issue	Last Renew Date	Date of Maturity	Amount(Tk)	Last Renewal Rate & Duration
	Sub Total/Grand Total						

Prepared by:

Designation
Date:

Checked by:

Designation
Date:

Approved by:

Designation
Date:

Reviewed by (DGMFIN):

Approved by (DF)

PROJECT NOTESHEET
POWER GRID COMPANY OF BANGLADESH LTD.

বিষয় ঃ- ----------

১। ----------

২। ----------

Invoice No.	Invoice date	Certified amount/Endorse amount(100% value)

৩। ----------

৪। ----------

৫। ----------

(----------) (----------) (প্রকল্প পরিচালক)
তারিখঃ

মহাব্যবস্থাপক (প্রকল্প) তারিখঃ
তারিখঃ

সংযুক্তি ঃ

Reviewed by (DGMFIN): Approved by (DF)

WHEELING CHARGE BILL FORM
POWER GRID COMPANY OF BANGLADESH LTD.

To

.....

ELECTRICITY TRANSMISSION BILL
Bill for the Month: .....

Bill No. P155
Date:--------
Payable by: --------

Description	Unit (Kwh)	Unit rate (Taka)	Bill Amount (Taka)
Electricity transmission charge for transmission of electricity through PGCB installations as per MPEMR, Power Division's Notification No.বিদ্যুৎখস/বিঃউঃ-২/পিজিসিবি-২/৯৮/২৫৪ dated 24-03-2004 **Unit measurement(Circle wise) :**			
.....Zone			
Total Unit (Kwh) =		0.2291	
Total			Tk.

In Word: (Taka .....only.)

Manager (Accounts)
Date:

Reviewed by (DGMFIN):

Approved by (DF)

RECEIVABLE STATEMENT
POWER GRID COMPANY OF BANGLADESH LTD.
FY------

Particulars	Opening Balance	Bill		Total Outstanding	Collection		Total Collection	Closing Balance up to June	Closing Balance up to July	Current Receivable(Excluding 2 month arrear)	Remarks/Disputed Figure
		June	July		June	July					
BPDB											
DESA											
DPDC											
ALL PBS											
RPC											
WZPDC											
Total											

Assistant Manager
Date:

DM(A/Cs)
Date:

Manager(Accounts)
Date:

GM(Fin)
Date:

Reviewed by (DGMFIN):

Approved by (DF)

JOURNAL VOUCHER-PAYROLL
POWER GRID COMPANY OF BANGLADESH LTD.

Date

Year: ---------

JV No.

Amount in Taka

Account Name	Account Code	Debit	Credit
Officer's basic salary	401001001		
Officers dearness allowance			
Staff basic salary	401001002		
Staff dearness allowance			
Officer's house rent allowance	401001003		
Staff house rent allowance	401001004		
Officer's medical allowance	401001011		
Staff medical allowance	401001012		
Officer's conveyance allowance	401001005		
Staff conveyance allowance	401001006		
Residential Electricity	401001016		
Charge allowance	401001035		
Staff washing allowance	401001010		
CPF contribution	401001020		
Officers festival bonus	401001021		
Staff festival bonus	401001022		
Leave encashment	401001017		
Staff Shift allowance	401001031		
Staff Overtime allowance	401001025		
Education allowance	401001042		
Advance against expense	106001020		
Advance against TA/DA	106001025		
Salary payable	206001001		
Union subscriptions payable	207011001		
Revenue stamp	207005001		
Office telephone	401005001		
PGCB's employees PF trust	207001001		
Tax deducted at source	Statement Enclosed		
Account Current With WPPF			
Staff Incentive Bonus			
Total			

The amount recorded for payment of salary for the month of ...,
to the officers and staff of head office, as per statement enclosed.

Prepared by: Checked by:

Designation
Date:

Designation
Date:

Manager/DGM(Finance)
Date:

GM(Finance)
Date:

Director(Finance)
Date:

Reviewed by (DGMFIN):

Approved by (DF)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: PAYROLL STATEMENT-STAFF								
Document No:	QF-FIN-34	Revision No.:	00	Effective Date:		Page:	1	of	1

PAYROLL STATEMENT-STAFF
POWER GRID COMPANY OF BANGLADESH LTD.
Name of Office

PAYROLL REGISTER
MONTH:
Staff

Sl	Days	AMOUNT MUST EQUAL GROSS CLAIM AMOUNT (a)															Deductions from Gross Claim							CONTROL COLUMNS		
		of Office	Allowances																							
		Name of Employees	Basic	Leave Encashment	Charge Allowance	House Rent	Arrear House Rent	Medical	Festival	Residential Electricity	Conveyance	Shift 10%	Education Allowance	Washing	Contribution CPF	Amount of Gross Claim (a)	CPF	Revenue Stamp	CPF Loan	Recovery of Advance Against Expenses	Recovery of Advance Against TA/DA	Mobile Bill Recover	Income Tax	Total Deductions (b)	Net Payment (a-b)=c	Gross (b+c)
	Total																									

Prepared by:

Designation
Date:

Checked by:

Designation
Date:

Manager/DGM(Finance)
Date:

Reviewed by (DGMFIN):

Approved by (ED)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: PAYROLL STATEMENT-OFFICER								
Document No:	QF-FIN-35	Revision No.:	00	Effective Date:		Page:	1	of	1

PAYROLL STATEMENT-OFFICER
POWER GRID COMPANY OF BANGLADESH LTD.
Name of Office

PAYROLL REGISTER
MONTH:
Officer

Sl	Days	AMOUNT MUST EQUAL GROSS CLAIM AMOUNT (a)															Deductions from Gross Claim								CONTROL COLUMNS		
		of Office	Allowances																								
		Name of Employees	Basic	Leave Encashment	Charge Allowance	House Rent	Arrear House Rent	Medical	Festival	Residential Electricity	Conveyance	Shift 10%	Education Allowance	Washing	Contribution CPF	Amount of Gross Claim (a)	CPF	Revenue Stamp	CPF Loan	Recovery of Advance Against Expenses	Recovery of Advance Against TA/DA	Mobile Bill Recover	Income Tax	Total Deductions (b)	Net Payment (a-b)=c	Gross (b+c)
	Total																										

Prepared by:

Designation
Date:

Checked by:

Designation
Date:

Manager/DGM(Finance)
Date:

Reviewed by (DGMFIN):

Approved by (DF)

SALARY PAYMENT ADVICE
POWER GRID COMPANY OF BANGLADESH LTD.
Salary for the month of -------

Sl. No.	Name & Designation	Account No.	Bank name	Amount	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
	Total				

Md.Jinnatul Haque
Director (HRM)
Date:

Sukhendra Kumar Das Gupta, Director (P & D)
Date:

Reviewed by (DGMFIN):

Approved by (DF)

SALARY PAY SLIP
POWER GRID COMPANY OF BANGLADESH LTD.

PGCB
Office

Pay Slip
For the month of :
ID No. :

Employee's Name :
Designation :

Payments	Amount (Tk.)	Remarks
Basic Pay		
Residential Electricity		
Charge Allowance		
House Rent Allowance		
Medical Allowance		
Dearness		
Allowance		
Festival Bonus		
Conveyance Allowance		
Contribution to		
CPF		
Gross Salary		

Deductions	
CPF	
Revenue Stamp	
CPF	
Loan	
Recovery of Advance against Expense	
Mobile	
bill	
Income Tax	
Total Deductions	

Net Payment

Prepared on:
NB. Any discrepancy should be notified to accounts department immediately.

Computer Generated.

Reviewed by (GM FIN): Approved by (DF)

FIXED ASSETS SCHEDULE
POWER GRID COMPANY OF BANGLADESH LTD.

Property, plant and equipment

Figures in Taka

Particulars	Cost						Depreciation						Written down value	
	Balance as at 01 July	Prior Years Adjustment	Restated Balance as at 01 July	Addition during the year	Disposal/ Adjustment for the year	Balance as at 30 June	Rate %	Balance as at 01 July	Prior Year Adjustment	Restated Balance as at 01 July	Charged for the year	Balance as at 30 June	As at 30 June	As at 30 June
Land and land development														
Building														
Plant and machinery (substation and transmission line)														
Motor vehicle														
Office equipment														
Signboard														
Furniture and fixture														
Total														

Depreciation allocated to:

	Yr	Yr
Transmission expenses	----------	----------
Administrative expenses	_____	_____

Prepared By:

.....
Date:

Checked By:

.....
Date:

Approved by:

.....
Date:

Reviewed by (DGMFIN):

Approved by (DF)

CD VAT PAYMENT ADVICE
POWER GRID COMPANY OF BANGLADESH LTD.

সূত্র নং-পিজিসিবি/অর্থ/১২/ তাং-

বরাবর
কমিশনার
কাষ্টম হাউজ, চট্রগ্রাম ।

বিষয়: পাওয়ার গ্রীড কোম্পানী অব বাংলাদেশ লিঃ (পিজিসিবি) কর্তৃক আমদানীকৃত বৈদেশিক মালামালের সিডি, ভ্যাট এবং অন্যান্য শুল্ক পরিশোধ প্রসংগে।

মহোদয়,

আমাদের দ্বারা আমদানীকৃত বৈদেশিক মালামালের শুল্ক বাবদ, নিম্মে বর্ণিত তথ্যাদির ভিত্তিতে সর্বমোট টাকা------( ) মাত্র, পিজিসিবি'র হিসাব চলতি নং------ হইতে সমন্বয় করার জন্য অনুরোধ করা হইল ।

SL No.	Items	Description
01.	Project/Work	Design, Supply, Erection, Testing and Commissioning on Turnkey Basis for 33kv Capacitor Bank & Associated Switchgear at 33kv of 132/33 kv Grid Substation. If any other
02.	Contract No.	PGCB/...../; dated :
03.	Invoice No.	
04.	CIF Value	
05.	Bill of Entry No.	
06.	Amount for Adjustment	

আপনার অনুগত,

মহাব্যবস্থাপক (অর্থ)
তারিখ:

ব্যবস্থাপনা পরিচালক
তারিখ:

অনুলিপি:
১. ব্যবস্থাপনা পরিচালক, পিজিসিবি, ঢাকা ।
২. পরিচালক (অর্থ) / (ও এ্যান্ড এম)/ (পি এ্যান্ড ডি), পিজিসিবি, ঢাকা ।
৩. প্রকল্প পরিচালক, টি ই আই প্রকল্প, পিজিসিবি, ঢাকা ।
৪. ডিজিএম (প্রকিউরমেন্ট), পিজিসিবি,ঢাকা ।
৫. সহকারী ব্যবস্থাপক (অর্থ), প্রধান কার্যালয়, পিজিসিবি, ঢাকা।
৬. M/s. Energypac Engineering Ltd.
৭. অফিস কপি ।

Reviewed by (DGMFIN):

Approved by (DF)

Annual Budget Report Book

POWER GRID COMPANY OF BANGLADESH LTD.

This report must includes the following documents.

1. QF-FIN-10
2. QF-FIN-11
3. QF-FIN-16
4. QF-FIN-17
5. QF-Fin-18
6. QF-FIN-19
7. QF-FIN-20
8. QF-FIN-21

Reviewed by (DGMFIN):

Approved by (DF)

Annual Report Book

POWER GRID COMPANY OF BANGLADESH LTD.

This Report Book must includes the following Statements:

1. Balance Sheet
2. Profit & Loss Account
3. Cash Flow Statements
4. Statement of Changes in Equity
5. Notes to the Accounts

Reviewed by (DGMFIN):

Approved by (DF)

POWER GRID COMPANY OF BANGLADESH LTD
EMPLOYEES PROVIDENT FUND TRUST

APPLICATION FOR LOAN

Membership No	:	
Name	:	
Designation	:	
Department/Section	:	
Amount of Loan Required	:	
Purpose	:	
Repayment Installments No	:	
Number of Times Loan Taken	:	
Previous Loan Settlement Month	:	
Recommendation of Accounts Section	:	

Signature of Applicant Date:	Signature of Accounts Officer Name: Designation: Date:	Signature of Department/Sectional Head Name: Designation: Date:

FOR OFFICE USE ONLY

				Loan Amount Tk.	Installment No	Interest %
Certified that loan applied as per provision of the CPF Rules						
as per provision of the :						
Allowable as per CPF Rules :						
Requested :						
	Own	Interest	Total			
Balance as on						
Previous Loan if any, taken on:		Previous Loan settlement month :				
Number of Times Loan Taken :						
May be considered on special ground :						
Ground for consideration :						

JAM(CPF)	AM(CPF)	DM(CPF)	Manager(Finance)	Departmental Head

Approved the loan to the applicant as follows

Total Loan Amount	:
Total monthly installment for repayment	:
Annual interest rate	:

Secretary, CPF Trust	Member, CPF Trust	Member, CPF Trust
		Chairman, CPF Trust

Reviewed by (ED-F): 17.01.2016

Approved by (MD): 17.01.16.