

Approved by (DF)

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS			
Document No:	QF-FIN-11	Revision No.: 00	Effective Date: 15/02/07	Page: 1	of 4			

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

Name of the Office :

STATEMENT OF REVENUE BUDGET FOR THE YEAR 20..... - 20.....

SL No.	Head of Items	Months												Total (in Lac)
		Jul'.....	Aug'.....	Sep'.....	Oct'.....	Nov'.....	Dec'.....	Jan'.....	Feb'.....	Mar'.....	Apr'.....	May'.....	Jun'.....	
1	Personnel Cost:													
	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													

[Signature]

[Signature]

Reviewed by (DGMFIN):

Approved by (DF)

Quality Management System		POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS	
Document No:		TITLE: ANNUAL BUDGET 20..... - 20.....					
		06/FIN/11	Revision No.:	00	Effective Date:	15/02/07	
						Page: 2	of 4

POWER GRID COMPANY OF BANGLADESH LTD.

SL. No.	Head Of Items	Months												Total (In Lac)
		Jul'...	Aug'...	Sep'...	Oct'...	Nov'...	Dec'...	Jan'...	Feb'...	Mar'...	Apr'...	May'...	Jun'...	
19	Office Expenses:													
	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													

[Signature]

[Signature]

Reviewed by (DGMFIN):

Approved by (DF)

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS	
	TITLE: ANNUAL BUDGET 20..... - 20.....						
Document No:	00	Revision No.:	00	Effective Date:	15/02/07	Page:	3 of 4

POWER GRID COMPANY OF BANGLADESH LTD.

SL. No.	Head Of Items	Months												Total (in Lac)
		July'	Aug'	Sept'	Oct'	Nov'	Dec'	Jan'	Feb'	Mar'	April'	May'	June'	
39	Office Expenses:													
	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													

[Signature]

Reviewed by (DGM/FIN):

[Signature]

Approved by (DF)

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS	
Document No:	TITLE: ANNUAL BUDGET 20..... - 20.....					
	01	Revision No.:	00	Effective Date:	15/02/07	Page: 4 of 4

POWER GRID COMPANY OF BANGLADESH LTD.

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

SL No.	Head of Items	Month												Total (in Lac)
		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 equipment / Tools													
16	Environment Assessment													
17	Software													
18	Interest during construction													
	Total													

Approved by:

Checked by:

Prepared by:

Designation:

Date:

Designation:

Date:

Designation:

Date:

Approved by (JF)

Reviewed by (DGMFIN):

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: PGCB EMPLOYEES PF TRUST CASH/ BANK PAYMENT/ RECEIPT VOUCHER								
Document No:	QF-FIN-15	Revision No.:	00	Effective Date:	15/05/07	Page:	1	of	1

**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:

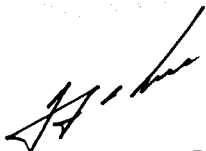
Manager (Finance)
Date:

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	
Document No:	QF-FIN-16	Revision No.:	00	Effective Date: 15/02/07
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MONTHLY CAPITAL EXPENDITURE BUDGET

Financial Year (FY):

Figures in Lac Taka

Office Name :

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
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																
9	Environment Assessment																
10	Store materials																
11	Deposit Works																
12	Transmission Equipment & Tools																
13	Telecom Equipment & Tools																
14	Feasibility Study																
	Total																

To be filed by head office

Approved by:

Checked by:

Prepared by:

Designation:
Date:

Designation:
Date:

Designation:
Date:

Reviewed by (DGMFIN):

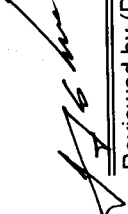
Approved by (DFP)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS		
	TITLE: MONTHLY REVENUE EXPENDITURE BUDGET							
Document No:	QF-FIN-17	Revision No.:	00	Effective Date:	15/02/07	Page:	1	of 3

MONTHLY REVENUE EXPENDITURE BUDGET

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

SL #		Office Name :	Head of Expenses	Figures in Lac Taka											
				Total Budget FY	Related Note Ref. No	Actual Expenses									
						FY (First Six Months)	FY ...	FY							
Months															
		Jul'...	Aug'...	Sep'...	Oct'...	Nov'...	Dec'...	Jan'...	Feb'...	Mar'...	Apr'...	May'...	Jun'...		
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:													

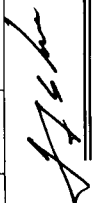

 Reviewed by (DGMFIN):


 Approved by (HOF):

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.	QUALITY FORMS		
Document No:	QF-FIN-17	Revision No.: 00	Effective Date: 15/02/07	Page: 2 of 3

MONTHLY REVENUE EXPENDITURE BUDGET Financial Year (FY):

Office Name :		Months												Figures in Lac Taka		
SL #	Head of Expenses	Actual Expenses												Related Note Ref. No	Actual Expenses	
		Jul'...	Aug'...	Sep'...	Oct'...	Nov'...	Dec'...	Jan'...	Feb'...	Mar'...	Apr'...	May'...	Jun'...		FY (First Six Months)	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															
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	Croceries & cutlaries															
42	Fuel & Lubricant.															
43	Water & sewerage															
44	Honorarium expenses															
45	Software Expenses															
46	AGM Expenses															
47	Advertisement & publicity															
48	Legal Expenses															
49	Fees & Renewals															
50	Security expenses															
51	Vehicle & cash insurance															
52	Transport hire charges															
53	Bank charges															
54	Consultancy															
55	Donation & subscription															
56	TQM Expenses															
57	Audit fee															
58	Miscellaneous															
	Subtotal:															




Reviewed by (DGMFIN):

Approved by (DF)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.		QUALITY FORMS	
	TITLE: MONTHLY REVENUE EXPENDITURE BUDGET			
Document No:	QF-FIN-17	Revision No.: 00	Effective Date: 15/02/07	Page: 3 of 3

MONTHLY REVENUE EXPENDITURE BUDGET

Financial Year (FY):

Office Name :		Months												Figures in Lac Taka				
		Actual Expenses												Actual Expenses				
SL #	Head of Expenses	Jul'...	Aug'...	Sep'...	Oct'...	Nov'...	Dec'...	Jan'...	Feb'...	Mar'...	Apr'...	May'...	Jun'...	Total Budget FY	Related Note Ref. No	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													-				
66	Interest Expense													-				
67	Exchange rate fluctuation loss													-				
	Subtotal:	-	-	-	-	-	-	-	-	-	-	-	-	-			-	-
	Grand Total	-	-	-	-	-	-	-	-	-	-	-	-	-			-	-

To be filed by head office

Prepared by:

Checked by:

Approved by:

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Designation:
Date:

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Designation:
Date:

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Designation:
Date:

[Signature]

Reviewed by (DGMFIN):

[Signature]

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

SI #	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	Total		
		LC	FC	Sub. Total	LC	FC	Sub. 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	
Document No:		TITLE: MONTHLY DEVELOPMENT PROJECT EXPENDITURE BUDGET- ADP PROJECT				
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MONTHLY DEVELOPMENT PROJECT EXPENDITURE BUDGET- ADP PROJECT
Financial Year (FY):

Figures in Lac Taka

Name of the Project	LC	FC	Total	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

Prepared by:

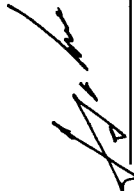
Checked by:

Approved by:

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Designation:
Date:

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Designation:
Date:

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Designation:
Date:


 Reviewed by (DGMFIN):

 Approved by (DF)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS	
	TITLE: DEVELOPMENT PROJECT BUDGET-NON ADP PROJECT					
Document No:	QF-FIN-20	Revision No.:	00	Effective Date:	15/02/07	Page: 1 of 2

DEVELOPMENT PROJECT BUDGET- NON ADP PROJECT

Financial Year (FY):

Figures in Lac Taka

SI #	Heads	Project's Name			Related Note Ref. No	Total Cumulative Actual Expenses of the Project up to Jan'12
		LC	PGCB Own Finance	FC		
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	-	-	-		

[Signature]

Reviewed by (DGM/FIN):

[Signature]

Approved by (DF)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS	
	TITLE: DEVELOPMENT PROJECT BUDGET					
Document No:	QF-FIN-20	Revision No.:	00	Effective Date:	15/02/07	Page: 2 of 2

DEVELOPMENT PROJECT BUDGET- NON ADP PROJECT

Financial Year (FY):

Figures in Lac Taka

SI #	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:

Checked by:

Approved by:

.....
Designation:
Date:

.....
Designation:
Date:

.....
Designation:
Date:

[Signature]

Reviewed by (DGMFIN):

[Signature]

Approved by (DF)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: MONTH END - RECEIPTS AND DISBURSEMENTS RECONCILIATION								
Document No:	QF-FIN-25	Revision No.:	00	Effective Date:		Page:	1	of	1

**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	BDT
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)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: AMENDMENT L/C								
Document No:	QF-FIN-26	Revision No.:	00	Effective Date:		Page:	1	of	1

**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 (DP)

QUALITY MANAGEMENT SYSTEM		POWER GRID COMPANY OF BANGLADESH LTD.		QUALITY FORMS	
Document No:		QF-FIN-27		Revision No.: 00	
Effective Date:				Page: 1 of 1	

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....

Budget (ADP) Year :

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

Foreign
Local
Total

Advance Payment Statement

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

Progressive Payment(Foreign Currency)

SI 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)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: ENDORSEMENT OF L/C								
Document No:	QF-FIN-28	Revision No.:	00	Effective Date:		Page:	1	of	1

**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)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.			QUALITY FORMS	
	TITLE: STATEMENT OF FDR				
Document No:	QF-FIN-29	Revision No.:	00	Effective Date:	
		Page:	1	of	1

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:

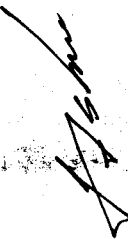
Checked by:

Approved by:

Designation
Date:

Designation
Date:

Designation
Date:





Reviewed by (DGMFIN):

Approved by (DF)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: PROJECT NOTESHEET								
Document No:	QF-FIN-30	Revision No.:	00	Effective Date:		Page:	1	of	1

PROJECT NOTESHEET
POWER GRID COMPANY OF BANGLADESH LTD.

বিষয় :- _____

১। _____

২। _____

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

(-----)

(-----)

(প্রকল্প পরিচালক)

তারিখ:

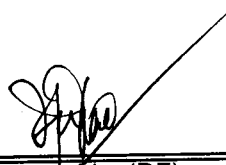
মহাব্যবস্থাপক (প্রকল্প)

তারিখ:

তারিখ:

সংযুক্তি :





Reviewed by (DGMFIN):

Approved by (DF)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: WHEELING CHARGE BILL FORM								
Document No:	QF-FIN-31	Revision No.:	00	Effective Date:		Page:	1	of	1

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. বিজ্ঞাপন/বিঃউঃ-২/পিজিসিবি-২/৯৮/২৫৪ dated 24-03-2004			
Unit measurement(Circle wise) :			
.....Zone			
Total Unit (Kwh) =		0.2291	
Total			Tk.

In Word: (Takaonly.)

Manager (Accounts)

Date:

Reviewed by (DGMFIN):

Approved by (DF)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS		
	TITLE: RECEIVABLE STATEMENT						
Document No:	QF-FIN-32	Revision No.:	00	Effective Date:		Page:	1 of 1

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

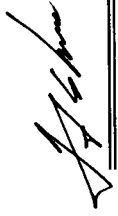
Particulars	Opening Balance	Bill		Total Outstanding	Collection		Total Collection	Closing Balance up to June	Closing Balance up to July	Current Receivable(Excluding 2 month arrear)	Remarks/Disputed Figure
		June	July		June	July					
BPDB											
DESA											
DPDC											
ALL PBS											
RPC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

Assistant Manager
Date:

DM(A/Cs)
Date:

Manager(Accounts)
Date:

GM(Fin)
Date:




Reviewed by (DGMFIN):

Approved by (DF)

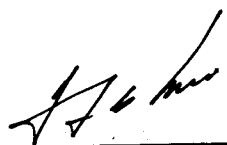
QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: SALARY PAYMENT ADVICE								
Document No:	QF-FIN-36	Revision No.:	00	Effective Date:		Page:	1	of	1

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

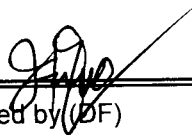
Sl. No.	Name & Designation	Account No.	Bank name	Amount	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
	Total				

Md.Jinnatul Haque
Director (HRM)
Date:

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



Reviewed by (DGMFIN):



Approved by (DF)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: SALARY PAY SLIP								
Document No:	QF-FIN-37	Revision No.:	00	Effective Date:		Page:	1	of	1

SALARY PAY SLIP
POWER GRID COMPANY OF BANGLADESH LTD.

PGCB

Office

Pay
Slip

For the month of :

ID No. :

Employee's Name :

Designation :

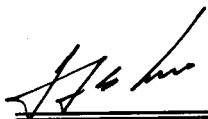
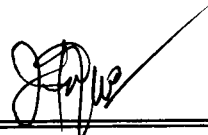
Payments	Amount (Tk.)	Remarks
Basic Pay		
Residential Electricity		
Charge Allowance		
House Rent Allowance		
Medical Allowance		
Dearness		
Allowance		
Festival Bonus		
Conveyance Allowance		
Contribution to		
CPF		
Gross Salary		
Deductions		
CPF		
Revenue Stamp		
CPF		
Loan		
Recovery of Advance against 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)

QUALITY MANAGEMENT SYSTEM		POWER GRID COMPANY OF BANGLADESH LTD.		QUALITY FORMS	
TITLE: FIXED ASSETS SCHEDULE					
Document No:	QF-FIN-38	Revision No.:	00	Effective Date:	
		Page:	1	of	1

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
Land and land development										
Building										
Plant and machinery (substation and transmission line)										
Motor vehicle										
Office equipment										
Signboard										
Furniture and fixture										
Total										

Depreciation allocated to:

- Transmission expenses
- Administrative expenses

Prepared By:

Checked By:

Approved by:

Date:

Date:

Date:





Reviewed by (DGMFIN):

Approved by (DF)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: CD VAT PAYMENT ADVICE								
Document No:	QF-FIN-39	Revision No.:	00	Effective Date:		Page:	1	of	1

**CD VAT PAYMENT ADVICE
POWER GRID COMPANY OF BANGLADESH LTD.**

সূত্র নং-পিজিসিবি/অর্থ/১২/

তাং-

বরাবর
কমিশনার
কাষ্টম হাউজ, চট্টগ্রাম ।

বিষয়: পাওয়ার গ্রীড কোম্পানী অব বাংলাদেশ লি: (পিজিসিবি) কর্তৃক আমদানীকৃত বৈদেশিক মালামালের সিডি, ড্যাট এবং অন্যান্য গুরু পরিশোধ প্রসঙ্গে।

মহোদয়,

আমাদের দ্বারা আমদানীকৃত বৈদেশিক মালামালের গুরু বাবদ, নিম্নে 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):

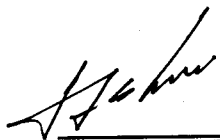
Approved by (DF)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: ANNUAL BUDGET REPORT BOOK								
Document No:	QF-FIN-40	Revision No.:	00	Effective Date:		Page:	1	of	1

**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)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: ANNUAL REPORT BOOK								
Document No:	QF-FIN-41	Revision No.:	00	Effective Date:		Page:	1	of	1

**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)

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: APPLICATION FOR LOAN FORM PF TRUST								
Document No:	QF-FIN-42	Revision No.:	00	Effective Date:	01/01/2016	Page:	1	of	1

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		Signature of Accounts Officer			Signature of Department/Sectional Head				
Date:		Name:			Name:				
		Designation:			Designation:				
		Date:			Date:				
FOR OFFICE USE ONLY									
					Loan Amount	Installment	Interest		
					Tk.	No	%		
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):

[Signature]
17.01.2016

Approved by (MD):

[Signature]
17.01.16