QUALITY	POWER	GRID COMPA	NY (OF BANGLADES	SH LTD.	
MANAGEMENT SYSTEM	TITLE: L	IST OF PERSO	NNE	L TO UPDATE WE	EBSITE	QUALITY FORMS
Document No:	QF-ICT-01	Revision No.:	00	Effective Date:	11/11/12	Page: 1 of 1

LIST OF PERSONNEL TO UPDATE WEBSITE

Reviewed by (GM P&D):

Approved by (D P&D)

Sejupta

QUALITY	POWER	GRID COMPA	YNA	OF BANGLADE:	SH LTD.	
MANAGEMENT SYSTEM		TITLE: LIST C	F E-N	MAIL ACCOUNTS		QUALITY FORMS
Document No:	QF-ICT-02	Revision No.:	00	Effective Date:	11/11/12	Page: 1 of 1

LIST OF E-MAIL ACCOUNTS

			Date:
SI. No.	Designation	Name of office	E-mail Address
repared by:		Checked by:	Approved by:
anagor ICT		DCM Planning	CM DVD
anager, ICT ate:		DGM, Planning Date:	GM, P&D Date:

Approved by (D P&D):

QUALITY	POWER	GRID COMPA	NY	OF BANGLADE	SH LTD.					
MANAGEMENT SYSTEM		TITLE: ISI	P INF	ORMATION		QUAL	ITY	FOR	MS	
Document No:	QF-ICT-03	Revision No.:	00	Effective Date:	11/11/12	Page:	1	of	1	

ISP INFORMATION

Date: **ISP Name** Work order Bandwidth Real IP Gateway DNS₁ DNS₂ Remarks & Address details

Prepared by:	Checked by:	Approved by:
Junior Assistant Manager Date:	Assistant Manager Date:	Manager, ICT Date:

Reviewed by (GMP&D):

Approved by (DP&D)

QUALITY	POWER	GRID COMPA	NY	OF BANGLADES	SH LTD.	
MANAGEMENT SYSTEM		TITLE:	LAN	DETAILS		QUALITY FORMS
Document No:	QF-ICT-04	Revision No.:	00	Effective Date:	11/11/12	Page: 1 of 1

LAN DETAILS

Location of LAN:

SI. No.	Name	Designation	Office	Switch Name	LAN IP Address	Subnet Mask	MAC Address	Remarks
							11001000	
				-				
		-		-				
				-			-	

Prepared by:	Checked by:	Approved by:
Junior Assistant Manager	Assistant Manager	Manager
Date:	Date:	Date:

Reviewed by (GMP&D)

Approved by (DP&D)

QUALITY	POWER	GRID COMPA	NY	OF BANGLADES	SH LTD.				
MANAGEMENT SYSTEM		TITLE: PA	YME	NT DETAILS		QUAL	TY	FORI	MS
Document No:	QF-ICT-05	Revision No.:	00	Effective Date:	11/11/12	Page:	1	of	1

PAYMENT DETAILS

Name of Organization:

Date	Description	Amount	Month/Year	Signature
-			-	<u> </u>

Reviewed by (GM P&D):

Approved by (D P&D)

Scriptor

QUALITY	POWER	GRID COMPA	NY	OF BANGLADES	SH LTD.				
MANAGEMENT SYSTEM	_	_		R MAINTENANCE ARE / SOFTWARI	_	QUAL	ITY I	FORM	MS
Document No:	QF-ICT-06	Revision No.:	00	Effective Date:	11/11/12	Page:	1	of	1

POWER GRID COMPANY OF BANGLADESH LTD. REQUISITION FOR MAINTENANCE OF COMPUTER HARDWARE / SOFTWARE

Location:				Date	
Name & designation					
Name of department					
Complain					
			AM/JAN For n	<u>∄</u> ecessary action.	
Date: Date:		concerned office		anager, ICT	
Maintenance work to be done					
Require	ments	Hardw	are/Softwa	are Supplied by:	
		Concerned office		ICT division	
Hardware					
Software					
Others					
Work done / Remarks			,		
Attended by	Name	Sign	nature	Date	
Complaint	Head of the concerned	office AM,	СТ	Manager, ICT	
Date.	Date:	Date		Date:	

Reviewed by (GMP&D)

Approved by (DP&D)

Sympto

QUALITY MANAGEMENT SYSTEM Document No: QF-ICT-07 Revision No.: 00 Effective Date: 11/11/12 Page: 1 of 1

POWER GRID COMPANY OF BANGLADESH LTD.

REQUISITION FOR LAN / INTERNET CONNECTIVITY

1. Office/Location:		
2. Put 'V' only where applicable		
3. Name and designation to be connected in the LAN and/or to	n nrovide intern	et connectivity :
(i) LAN conne		Internet connectivity
(ii) LAN conne		Internet connectivity
(iii) LAN conne	•	Internet connectivity
4. Brief Justification: workstations are being used to be connected	die the LAN ee	d/an manifela fata and
connectivity (as necessary and applicable) f		
Deputy Manager/ Assistant Manager		Manager
Signature: S	ignature:	
Date:	ate:	
5. Recommendation of DGM (if applicable):		
nt back to initiating office with query (if any):		Signature:
		Data
Reply to Query (Use separate paper if necessary):		Date:
Recommended for Approval		Initial with date
		Signature:
		Date:
6 Approved by CM DOD:		
6. Approval by GM P&D: Sent to DGM, Planning for query (if any):		Signature:
		o gratato.
		Date:
Reply to Query (Use separate paper if necessary):		
		Initial with date
Approved the REQUISITION FOR LAN / INTERNET CONNECTIVITY		Signature:
		Date:
		- Date.
7. DGM Planning		
Provide/arrange the implementation of LAN/internet connectivity as approved against the requisition.		Signature
against the requisition.		Date:
9 Manager Computer Section (ICT):		to not the control of
8. Manager, Computer Section (ICT):		Signature & Date
Approval received on: / /		Signature & Date
Workstations connected in LAN and provided internet connectivity:		IP Address
(i)		
(ii) (iii)		
Implementation completed on: / /		Signature:
		Date:

Reviewed by (GM P&D):

Approved by (D P&D)

Sejupto