

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: WORKING PAPER FOR BOARD MEETING								
Document No:	QF-CMP-01	Revision No.:	00	Effective Date:	11/11/12	Page:	1	of	1

পাওয়ার গ্রীড কোম্পানী অব বাংলাদেশ লিঃ

বোর্ডেরইং তারিখের তম সভারনং অনুচ্ছেদের আলোচনাপত্র

আলোচ্য বিষয়ের শিরোনাম :	
ক) আলোচ্য বিষয় উপস্থাপনকারী কর্মকর্তা :, পিজিসিবি, ঢাকা।
খ) আলোচ্য বিষয়ের সার সংক্ষেপ :	
গ) বোর্ড সভায় উত্থাপনের যৌক্তিকতা :	
ঘ) আলোচ্য বিষয়ের আর্থিক সংশ্লিষ্টতা :	
ঙ) বোর্ড কর্তৃক আলোচ্য বিষয়ের উপর প্রস্তাব / সুপারিশঃ	
চ) প্রস্তাবিত সিদ্ধান্তের শ্রেণিতে সম্ভাব্য প্রতিক্রিয়া :	

প্রস্তাব উত্থাপনকারী কর্মকর্তা

(.....)

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Reviewed by (CS):

Approved by (MD)

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: WORKING PAPER FOR BOARD MEETING								
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Ref: 01/PGCB/Sec/

Date: -----

Notice of the ----- Annual General Meeting

Notice is hereby given to all concerned that the ---- Annual General Meeting (AGM) of shareholders of Power Grid Company of Bangladesh Ltd. will be held on ----- at ----- am at ----- to transact the following business and adopt necessary resolutions:

Agenda:-

1. To receive, consider and adopt audited accounts for the year ended 30 June ----- and Directors & Auditors Reports;
2. To approve recommended ----- dividend out of the profits for the year ended June 30, -----;
3. To elect/re-elect Directors of the Company;
4. To appoint External Auditor(s) of the Company for the year end 30 June ----- until conclusion of the next Annual General Meeting and to fix their remuneration.

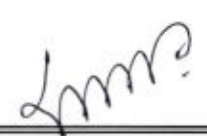
By order of the Board

(-----)
Company Secretary

Notes:

- 1) The "Record Date" was on ----- The Shareholders' names appeared in the Register of Members of the Company including in the CDBL on the record date are eligible to attend the AGM and receive the dividend if approved.
- 2) Any member of the company eligible to attend and vote at the general meeting may appoint a proxy to attend and vote in his/her behalf. The proxy form duly filled in and signed by the shareholders and Tk. 10.00 revenue stamped must be submitted at the Corporate Office, IEB Bhaban (New), 4th Floor, 8/A, Ramna, Dhaka-1000 of the Company at least 48 hours before the AGM.
- 3) Admission to the meeting room will be on production of the attendance slip (sent with the Annual Report).
- 4) No gift or food for attending the AGM will be served.


Reviewed by (CS):


Approved by (MD)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS				
	TITLE: NON-CONFOMANCE, CORRECTIVE AND PREVENTIVE ACTION								
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NON-CONFOMANCE, CORRECTIVE AND PREVENTIVE ACTION

Statement of nonconformity:		_____
Date:		Designation:
Reasons for nonconformity:		_____
Date:		Designation:
Root Cause Determination:		_____
Date:		Designation:
Corrective actions to be taken:		
Target Date:		_____
Assigned to:		Designation:
Date:		
Corrective actions taken on:		
Results of action taken:		
_____		_____
Analysed by:		Head of the Function
Date:		Date:
Preventive suggested:		
Target Date:		_____
Assigned to:		Designation:
Date:		NCR closed on:
Review of Action Taken:		
Corrective Action Effective: Yes/No		
If NO, reasons:		
_____	_____	_____
Date:	Date:	Management Representative
		Date:

Note: A copy of this report is required to be sent to concerned Department Head who will compile all the reports in a summary report, to be sent to MR, which is to be placed before the next Management Review meeting

Reviewed by (MR):



Approved by (MD):

