

POWER GRID COMPANY OF BANGLADESH LIMITED

DISTRIBUTION MATRIX OF DOCUMENTS

QF-DCL-07

Name of the Office/ Function: **HEAD OFFICE** Page 1

Sl. No.	Document No.	Title	MD	D O&M	D P&D	D FIN	D HRM	CS	DGM ADT	M ADT	M AMD	M MIS	DGM SPMC	M SPMD (6)	M MTR
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Type of Documents: Quality Manual

01.	QM-01	Quality manual of PGCB	■	■	■	■	■	■	■	■	■	■	■	■	■
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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	■	■	■	■	■	■	■	■	■	■	■	■	■

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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				■			■		■		■		■

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Type of Documents: Forms


1	QF-ADT-01	Internal Financial Audit Plan	■						■						
2	QF-ADT-02	Office Order for Internal Financial Audit Team	■						■						
3	QF-ADT-03	Auditors' Checklist on Internal Financial Audit	■						■						
4	QF-ADT-04	Auditors' Report on Internal Financial Audit	■						■						
5	QF-ADT-05	Reply On Internal Financial Audit	■						■						■
6	QF-ADT-06	Broad Sheet Reply On Internal Financial Audit	■						■						■
7	QF-ADT-07	Reply On Internal Project Audit	■						■						■
8	QF-CNP-01	Report Of Controlling Nonconforming Product	■						■						■
9	QF-NCP-01	Report Of Nonconformity, Corrective and Preventive Action	■						■						■
10	QF-MNG-01	Minutes of Management Review Committee meeting	■						■						■
11	QF-MNG-02	Deployment Of Objectives	■						■						■
12	QF-MNG-03	Report For Achievement Of Targets	■						■						■
13	QF-DCL-01	Master List of Procedures	■						■						■
14	QF-DCL-02	Master List of Forms	■						■						■
15	QF-DCL-03	Master List of Work Instructions	■						■						■
16	QF-DCL-04	Master List of Documents	■						■						■
17	QF-DCL-05	Initiating Changes in QMS	■						■						■
18	QF-DCL-06	Revision History	■						■						■
19	QF-DCL-07	Distribution Matrix Of Documents	■						■						■
20	QF-IOA-01	Internal Quality Audit Plan	■						■						■
21	QF-IOA-02	Internal Quality Audit Schedule	■						■						■
22	QF-IOA-03	Internal Quality Audit Circular	■						■						■
23	QF-IOA-04	Internal Quality Audit Check List	■						■						■
24	QF-IOA-05	Nonconformity Report (NCR)	■						■						■
25	QF-IOA-06	Corrective Action Request (CAR) Log	■						■						■
26	QF-IOA-07	Internal Quality Audit Report	■						■						■
27	QF-IOA-08	Functionwise NCR Analysis of IQA	■						■						■
28	QF-IOA-09	Clausewise NCR Analysis of IQA	■						■						■
29	QF-IOA-10	Auditor's Performance Record	■						■						■
30	QF-TQM-01	MONTHLY PROGRESS REPORT OF QUALITY CIRCLE	■						■						■
31	QF-TQM-02	summary of monthly activity report of quality circles	■						■						■
32	QF-TQM-03	5-S Check sheet	■						■						■
33	QF-TQM-04	5-S Audit result sheet	■						■						■
34	QF-TQM-05	Monthly Quality Circle Statement	■						■						■

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35	QF-TQM-06	QC & Steering Committee activities in PGCB													
36	QF-FIN-01	Money Receipt													
37	QF-FIN-02	Cash Payment Voucher													
38	QF-FIN-02A	Cash Receipt Voucher													
39	QF-FIN-03	Bank (Cheque) Payment Voucher													
40	QF-FIN-03A	Bank (Cheque) Receipt Voucher													
41	QF-FIN-04	Journal Voucher													
42	QF-FIN-05	Petty Cash Statement													
43	QF-FIN-06	Journal Voucher Serial Register													
44	QF-FIN-07	Register Of Money Receipt Books													
45	QF-FIN-08	Input Document Control Register													
46	QF-FIN-09	Annual Budget 20..... - 20.....													
47	QF-FIN-10	Request For Advance													
48	QF-FIN-11	Petty Expenditure Reimbursement Claim/Adjustment Of Advance													
49	QF-FIN-12	Conveyance Bill													
50	QF-FIN-13	PGCB Employees PF Trust Cash/ Bank Payment/ Receipt Voucher													
51	QF-FIN-14	Monthly Capital Expenditure Budget													
52	QF-FIN-15	Monthly Revenue Expenditure Budget													
53	QF-FIN-16	Development Project Budget													
54	QF-FIN-17	Monthly Development Project Expenditure Budget													
55	QF-FIN-18	Development Project Budget													
56	QF-FIN-19	Monthly Development Project Expenditure Budget													
57	QF-FIN-20	Statement Of Projected Expenditure													
58	QF-FIN-21	Statement Of Actual Expenditure Against Provided Fund													
59	QF-FIN-22	Budget Control Statement													
60	QF-FIN-23	Month End - Receipts And Disbursements Reconciliation													
61	QF-FIN-24	Amendment L/C													
62	QF-FIN-25	Contractor Payment Statement													
63	QF-FIN-26	Endorsement of L/C													
64	QF-FIN-27	Statement of FDR													
65	QF-FIN-28	Project Notesheet													
66	QF-FIN-29	Project Notesheet													
67	QF-FIN-30	Project Notesheet													
68	QF-FIN-31	Project Notesheet													
69	QF-FIN-32	Project Notesheet													
70	QF-FIN-33	Wheeling Charge Bill Form													
71	QF-FIN-34	Receivable Statement													

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72	QF-FIN-35	Payroll													
73	QF-FIN-36	Payroll Statement (Staff)													
74	QF-FIN-37	Payroll Statement (Officer)													
75	QF-FIN-38	Salary Payment Advice													
76	QF-FIN-39	Salary Pay Slip													
77	QF-FIN-40	Fixed Assets Schedule													
78	QF-FIN-41	CD VAT Payment Advice													
79	QF-FIN-41	Appointment To A Post													
80	QF-FIN-01	Extension Of Joining Time													
81	QF-FIN-02	Personal Record													
82	QF-FIN-03	Application For The Membership Of Contributory Provident Fund													
83	QF-FIN-04	Nomination For The Beneficiary Of Contributory Provident Fund													
84	QF-FIN-05	Employees Office Attendance Record													
85	QF-FIN-06	Employees Attendance Statement													
86	QF-FIN-07	Leave Application													
87	QF-FIN-08	Office Order For Approval Of Employment / Encashment Of Earned Leave													
88	QF-FIN-09	Increment Order													
89	QF-FIN-10	Performance Appraisal Book (Officers Evaluation Report)													
90	QF-FIN-11	Staff Evaluation Report													
91	QF-FIN-12	Promotion Order													
92	QF-FIN-13	Pay Fixation Order													
93	QF-FIN-14	Transfer Order													
94	QF-FIN-15	Last Pay Certificate (LPC)													
95	QF-FIN-16	Renewal Of Service Contract													
96	QF-FIN-17	Termination Of Contract													
97	QF-FIN-18	Retirement From Service													
98	QF-FIN-19	No Objection Certificate (NOC)													
99	QF-FIN-20	Final Payment Order													
100	QF-FIN-21	Tour Order													
101	QF-FIN-22	T.A / D.A Bill													
102	QF-FIN-23	Assessment Of Working Condition													
103	QF-FIN-24	Assessment Of Competence To Perform Tasks													
104	QF-FIN-25	TNA Questionnaire													
105	QF-FIN-26	Assessment Of Training Need													
106	QF-FIN-27	Curriculum Development													
107	QF-FIN-28	Outlining Training Courses													
108	QF-FIN-29	Long Term Training Plan (5 Years)													
109	QF-FIN-30														

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110	QF-HRM-31	Annual Training Plan													
111	QF-HRM-32	Training Notification													
112	QF-HRM-33	Nomination For Training Program													
113	QF-HRM-34	Office Order For Training													
114	QF-HRM-35	Training Attendance Sheet													
115	QF-HRM-36	Evaluation Of Training													
116	QF-HRM-37	Order For Transport / Vehicle Allocation													
117	QF-HRM-38	Order For Usage Of Transport In Holidays													
118	QF-HRM-39	Log Book For Vehicle Movement													
119	QF-HRM-40	Transportwise Consumption Of Fuel Etc.													
120	QF-HRM-41	Vehicle Repair Work Order													
121	QF-HRM-42	Office Order For Engagement Of Ansars													
122	QF-HRM-43	Letter Of Approval For Engagement Of Labour													
123	QF-HRM-44	Approval For Allocation Of Fixed Phone / Cellular Mobile Phone													
124	QF-HRM-45	General Notice													
125	QF-HRM-46	Correspondance With The Government / Ministry													
126	QF-HRM-47	Correspondance With Other Organization													
127	QF-HRM-48	Correspondance Within The Organization													
128	QF-HRM-49	Condolance Message													
129	QF-HRM-50	Office Order For The Formation Of A Committee													
130	QF-HRM-51	Committee Meeting Notice													
131	QF-HRM-52	Meeting Attendance Record													
132	QF-HRM-53	Minutes Of The Meeting													
133	QF-HRM-54	Approval For Change Of Mobile Phone Set													
134	QF-HRM-55	Nomination For The Beneficiary Of Contributory Providend Fund, Group Insurance, Gratuity And Others													
135	QF-HRM-56	Release Order													
136	QF-HRM-57	Lien Order For Ex-Bangladesh Service													
137	QF-HRM-58	Office Order For Ex-Bangladesh Study Leave													
138	QF-HRM-59	Advertisement For Recruitment													
139	QF-HRM-60	Written/ viva test													
140	QF-HRM-61	Joining report													
141	QF-HRM-62	Posting Order													
142	QF-HRM-63	Cancellation of appointment													
143	QF-HRM-64	Police Verification Report													
144	QF-HRM-65	Confirmation Of Service													
145	QF-HRM-66	কর্মকর্তা/কর্মচারীদের ভাগ ও ব্যতিক্রমী কাজের সুপারান ছক													
146	QF-HRM-67	Annual increment													

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147	QF-HRM-68	Awarding selection grade	■				■								■
148	QF-HRM-69	Time scale	■				■								■
149	QF-HRM-70	Release for training	■				■	■	■	■				■	■
150	QF-HRM-71	Certificate For Training	■				■								■
151	QF-HRM-72	Office order for additional charge	■				■							■	■
152	QF-HRM-73	Hand over & take over of charge	■				■							■	■
153	QF-HRM-74	Maternity Leave	■				■								■
154	QF-HRM-75	বিশেষ অক্ষমতা জনিত ছুটি জোগ আদেশ (Office order for sanction of extra ordinary disability leave)	■				■								
155	QF-HRM-76	অতিরিক্ত ছুটি (বহিঃ বাংলাদেশ) মঞ্জুরী আদেশ (Office Order For sanction of Ex-Bangladesh earned Leave)	■				■								
156	QF-HRM-77	পারিবারিক জীবন বৃত্তান্ত ফর্মঃ	■	■			■							■	■
157	QF-HRM-78	শিক্ষা বৃত্তির আবেদন ফর্মঃ	■	■			■							■	■
158	QF-HRM-79	শিক্ষাভিত্তিক সংক্রান্ত শিক্ষার্থী সন্তানদের তথ্য বিবরণী	■	■			■							■	■
159	QF-HRM-80	চিকিৎসা সংক্রান্ত পরিবারিক যোগা ফর্ম	■	■			■							■	■
160	QF-HRM-81	emv eiv:ii Avte b cl	■	■			■							■	■
161	QF-HRM-82	Office Order for Allotment of House	■				■								■
162	QF-HRM-83	Hand over & Take over of Departmental House	■				■								■
163	QF-HRM-84	সাময়িক বরখাস্ত (Suspension) আদেশ	■				■								■
164	QF-HRM-85	কৈশিকতামা/কারণ দর্শনবিবরণী	■				■								■
165	QF-HRM-86	অভিযোগনামা জারী পত্র	■				■								■
166	QF-HRM-87	অভিযোগ তদন্ত করার জন্য তদন্ত কর্মকর্তা নিয়োগ	■				■								■
167	QF-HRM-88	২য় কার্য দর্শনবিবরণী	■				■								■
168	QF-HRM-89	আপীল আবেদন	■				■								■
169	QF-HRM-90	Compulsory Retirement from Service	■				■								■
170	QF-HRM-91ইং শালে যে সকল কর্মচারীগণ অবসর নিবেন তাহাদের তালিকাঃ	■				■								■
171	QF-HRM-92	Medical Bill Reimbursement Claim	■				■								■
172	QF-HRM-93	Application For Grant From WPPF	■				■								■
173	QF-HRM-94	WPPF ট্রাষ্ট বেজেরে তম সভার কার্য বিবরণীঃ	■				■								■
174	QF-HRM-95	অধীকার নামা	■				■								■
175	QF-HRM-96	কম্পানি তহবিল হতে অনুদান প্রাপ্তির জন্য প্রাপ্ত আবেদন বাছাই উপ-কমিটি প্রতিবেদন	■				■								■
176	QF-HRM-97	আন্তঃ বিভাগীয় লিপি	■				■								■
177	QF-HRM-98	দপ্তর আদেশ	■				■								■

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178	QF-HRM-99	নিরাপত্তা প্রদর্শনী সরবরাহ	■												■
179	QF-HRM-100	Monthly duty roster of security Guards	■				■								■
180	QF-HRM-101	Security Inspection Report Of Grid Substation And Transmission Line	■				■								■
181	QF-HRM-102	Visitor Slip	■	■	■	■	■	■	■	■	■	■	■	■	■
182	QF-HRM-103	Gate Pass	■	■	■	■	■	■	■	■	■	■	■	■	■
183	QF-HRM-104	যানবাহন বরাদ্দ / পরিঃ বরাদ্দ আবেদন	■				■	■	■	■	■	■	■	■	■
184	QF-HRM-105	Work and expenditure record for transport	■				■	■	■	■	■	■	■	■	■
185	QF-PRO-01	Purchase Requisition (Pr)	■	■	■	■	■	■	■	■	■	■	■	■	■
186	QF-PRO-02	Purchase Requisition Register	■	■	■	■	■	■	■	■	■	■	■	■	■
187	QF-PRO-03	List Of Local Items	■	■	■	■	■	■	■	■	■	■	■	■	■
188	QF-PRO-04	List Of Imported Items	■	■	■	■	■	■	■	■	■	■	■	■	■
189	QF-PRO-05	List Of Enlisted Suppliers/Contractors For Local Items	■	■	■	■	■	■	■	■	■	■	■	■	■
190	QF-PRO-06	List Of Enlisted Suppliers/ Contractors For Imported Items	■	■	■	■	■	■	■	■	■	■	■	■	■
191	QF-PRO-07	Supplier's/Contractor's Evaluation Record	■	■	■	■	■	■	■	■	■	■	■	■	■
192	QF-PRO-08	Supplier's/Contractor's Performance Record	■	■	■	■	■	■	■	■	■	■	■	■	■
193	QF-PRO-09	Procurement Processing For Proprietary Items	■	■	■	■	■	■	■	■	■	■	■	■	■
194	QF-PRO-10	Enquiry For Purchase By Spot Quotation	■	■	■	■	■	■	■	■	■	■	■	■	■
195	QF-PRO-11	Comparative Statement Of Spot Quotation	■	■	■	■	■	■	■	■	■	■	■	■	■
196	QF-PRO-12	Procurement Progress Register	■	■	■	■	■	■	■	■	■	■	■	■	■
197	QF-PRO-13	Local Purchase Order Register	■	■	■	■	■	■	■	■	■	■	■	■	■
198	QF-PRO-14	Foreign Purchase Contract Register	■	■	■	■	■	■	■	■	■	■	■	■	■
199	QF-PRO-15	Tender Opening Register (Local)	■	■	■	■	■	■	■	■	■	■	■	■	■
200	QF-PRO-16	Application For Enlistment As Supplier/ Contractor	■	■	■	■	■	■	■	■	■	■	■	■	■
201	QF-PRO-17	Procurement Process For Local Goods / Works / Services	■	■	■	■	■	■	■	■	■	■	■	■	■
202	QF-PRO-18	Acceptance of Tender	■	■	■	■	■	■	■	■	■	■	■	■	■
203	QF-PRO-19	Post Landing Inspection Statement	■	■	■	■	■	■	■	■	■	■	■	■	■
204	QF-PRO-20	Work Order	■	■	■	■	■	■	■	■	■	■	■	■	■
205	QF-STR-01	Kardex For Store	■	■	■	■	■	■	■	■	■	■	■	■	■
206	QF-STR-02	Store Ledger Accounts	■	■	■	■	■	■	■	■	■	■	■	■	■
207	QF-STR-03	Bin Card	■	■	■	■	■	■	■	■	■	■	■	■	■
208	QF-STR-04	Goods Received Register	■	■	■	■	■	■	■	■	■	■	■	■	■
209	QF-STR-05	Material Receiving Report (MRR)	■	■	■	■	■	■	■	■	■	■	■	■	■
210	QF-STR-06	Quality Certificate	■	■	■	■	■	■	■	■	■	■	■	■	■
211	QF-STR-07	Usable / Scrap Return Memo	■	■	■	■	■	■	■	■	■	■	■	■	■
212	QF-STR-08	Store Requisition (SR)	■	■	■	■	■	■	■	■	■	■	■	■	■
213	QF-STR-09	Stationary Issue Voucher	■	■	■	■	■	■	■	■	■	■	■	■	■
214	QF-STR-10	Requisition For Store Material	■	■	■	■	■	■	■	■	■	■	■	■	■

Legend:

■ Document is required to be available

Management Representative :

Managing Director

[Signature]