

**POWER GRID COMPANY OF BANGLADESH LTD.
DISTRIBUTION MATRIX OF DOCUMENTS**

Name of the Office/ Function: **TRANSMISSION**

Sl. No.	Document No.	Title	TRANSMISSION-1						TRANSMISSION-2											
			GM T-1	DGM GRID DHK-N	DGM GRID DHK-S	DGM GRID CTG	DGM GRID CML	M (12)	AM/DM GSS (56)	DGM RTS	M RTS (2)	GM T-2	DGM GRID KHL	DGM GRID BOG	M GMD (08)	AM/DM GSS (44)				
01.	QM-01	Quality manual of PGCB																		

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-05	Work Instruction for Tripping Management	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
5.	WI-PSO-06	Work Instruction for Power System Restoration From Grid Fail	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
6.	WI-SSO-01	Work Instruction for Preparation Of Wheeling Bill	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
7.	WI-TQM-01	Work Instruction for Quality control Circles	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
8.	WI-TQM-02	Work Instruction for 5-S techniques	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■

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Managing Director

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Type of Documents: Forms

Sl. No.	Document No.	Title	GM T-1	DGM GRID DHK-N	DGM GRID DHK-S	DGM GRID CTG	DGM GRID CML	M GMD (12)	AM/DM GSS (56)	DGM RTS	M RTS (2)	GM T-2	DGM GRID KHL	DGM GRID BOG	M GMD (08)	AM/DM GSS (44)
1	QF-ADT-05	Reply On Internal Financial Audit														
2	QF-ADT-06	Broad Sheet Reply On Internal Financial Audit														
3	QF-CNP-01	Report Of Controlling Nonconforming Product														
4	QF-NCP-01	Report Of Nonconformity, Corrective and Preventive Action														
5	QF-MNG-03	Report For Achievement Of Targets														
6	QF-DCL-01	Master List of Procedures														
7	QF-DCL-02	Master List of Forms														
8	QF-DCL-03	Master List of Work Instructions														
9	QF-DCL-04	Master List of Documents														
10	QF-DCL-05	Initiating Changes in QMS														
11	QF-TQM-01	MONTHLY PROGRESS REPORT OF QUALITY CIRCLE														
12	QF-TQM-02	summary of monthly activity report of quality circles														
13	QF-TQM-03	5-S Check sheet														
14	QF-TQM-04	5-S Audit result sheet														
15	QF-TQM-05	Monthly Quality Circle Statement														
16	QF-TQM-06	QC & Steering Committee activities in PGCB														
17	QF-IQA-01	Internal Quality Audit Plan														
18	QF-IQA-02	Internal Quality Audit Schedule														
19	QF-IQA-03	Internal Quality Audit Circular														
20	QF-IQA-04	Internal Quality Audit Check List														
21	QF-IQA-05	Nonconformity Report (NCR)														
22	QF-IQA-06	Corrective Action Request (CAR) Log														
23	QF-IQA-07	Internal Quality Audit Report														
24	QF-IQA-08	Functionwise NCR Analysis of IQA														
25	QF-IQA-09	Clausewise NCR Analysis of IQA														
26	QF-IQA-10	Auditor's Performance Record														
27	QF-FIN-01	Money Receipt														
28	QF-FIN-02	Cash Payment Voucher														
29	QF-FIN-03	Bank (Cheque) Payment Voucher														
30	QF-FIN-04	Journal Voucher														
31	QF-FIN-05	Statement of Receipts														

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32	QF-FIN-06	Statement of Banking																
33	QF-FIN-07	Statement of Cheques issued																
34	QF-FIN-08	Petty Cash Statement																
35	QF-FIN-09	Journal Voucher Serial Register																
36	QF-FIN-10	Register of Money Receipt Books																
37	QF-FIN-11	Input Document Control Register																
38	QF-FIN-12	Annual Budget for 20..... - 20.....																
39	QF-FIN-14	Monthly Capital Expenditure Budget																
40	QF-FIN-15	Monthly Revenue Expenditure Budget																
41	QF-FIN-22	Budget Control Statement																
42	QF-FIN-23	Month End - Receipts And Disbursements Reconciliation																
43	QF-FIN-25	Contractor Payment Statement																
44	QF-FIN-33	Wheeling Charge Bill Form																
45	QF-FIN-34	Receivable Statement																
46	QF-FIN-35	Payroll																
47	QF-FIN-36	Payroll Statement (Staff)																
48	QF-FIN-37	Payroll Statement (Officer)																
49	QF-FIN-38	Salary Payment Advice																
50	QF-FIN-39	Salary Pay Slip																
51	QF-FIN-40	Fixed Assets Schedule																
52	QF-HRM-03	Personal Record																
53	QF-HRM-04	Application For The Membership Of Contributory Provident Fund																
54	QF-HRM-05	Nomination For The Beneficiary Of Contributory Provident Fund																
55	QF-HRM-06	Employees Office Attendance Record																
56	QF-HRM-07	Employees Attendance Statement																
57	QF-HRM-08	Leave Application																
58	QF-HRM-11	Performance Appraisal Book (Officers Evaluation Report)																
59	QF-HRM-12	Staff Evaluation Report																
60	QF-HRM-15	Transfer Order																
61	QF-HRM-16	Last Pay Certificate (Lpc)																
62	QF-HRM-19	Retirement From Service																
63	QF-HRM-20	No Objection Certificate (Noc)																
64	QF-HRM-22	Tour Order																
65	QF-HRM-23	T.A / D.A Bill																
66	QF-HRM-24	Assessment Of Working Condition																
67	QF-HRM-25	Assessment Of Competence To Perform Tasks																
68	QF-HRM-26	TNA Questionnaire																

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69	QF-HRM-27	Assessment Of Training Need															
70	QF-HRM-28	Curriculum Development															
71	QF-HRM-29	Outlining Training Courses															
72	QF-HRM-31	Annual Training Plan															
73	QF-HRM-35	Training Attendance Sheet															
74	QF-HRM-36	Evaluation Of Training															
75	QF-HRM-39	Log Book For Vehicle Movement															
76	QF-HRM-40	Transportwise Consumption Of Fuel Etc.															
77	QF-HRM-41	Vehicle Repair Work Order															
78	QF-HRM-45	General Notice															
79	QF-HRM-47	Correspondance With Other Organization															
80	QF-HRM-48	Correspondance Within The Organization															
81	QF-HRM-49	Condolance Message															
82	QF-HRM-50	Office Order For The Formation Of A Committee															
83	QF-HRM-51	Committee Meeting Notice															
84	QF-HRM-52	Meeting Attendance Record															
85	QF-HRM-53	Minutes Of The Meeting															
86	QF-HRM-55	Nomination For The Beneficiary Of Contributory Providend Fund, Group Insurance, Gratuity And Others															
87	QF-HRM-56	Release Order															
88	QF-HRM-61	Joining report															
89	QF-HRM-64	Police Verification Report															
90	QF-HRM-66	কর্মকর্তা/কর্মচারীদের ভাল ও বাতিক্রমী কাজের মূল্যায়ন ছক															
91	QF-HRM-70	Release for training															
92	QF-HRM-71	Certificate For Training															
93	QF-HRM-72	Office order for additional charge															
94	QF-HRM-73	Hand over & take over of charge															
95	QF-HRM-77	পরিবারিক জীবন বৃত্তান্ত ফর্মঃ															
96	QF-HRM-78	শিক্ষা বৃত্তির আবেদন ফর্মঃ															
97	QF-HRM-79	শিক্ষাভাতা সংক্রান্ত শিক্ষার্থী সন্তানদের তথ্য বিবরণী															
98	QF-HRM-80	চিকিৎসা সংক্রান্ত পরিবারিক ঘোষণা ফর্ম															
99	QF-HRM-81	বাসা বরাদ্দের আবেদন পত্র															
100	QF-HRM-82	Office Order for Allotment of House															
101	QF-HRM-83	Hand over & Take over of Departmental House															
102	QF-HRM-92	Medical Bill Reimbursement Claim															

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103	QF-HRM-93	Application For Grant From WPPP																	
104	QF-HRM-97	আতঃ বিতরণী লিপি																	
105	QF-HRM-98	দপ্তর আদেশ																	
106	QF-HRM-100	Monthly duty roster of security Guards																	
107	QF-HRM-101	Security Inspection Report Of Grid Substation And Transmission Line																	
108	QF-HRM-102	Visitor Slip																	
109	QF-HRM-103	Gate Pass																	
110	QF-HRM-105	Work and expenditure record for transport																	
111	QF-PRO-01	Purchase Requisition (Pr)																	
112	QF-PRO-02	Purchase Requisition Register																	
113	QF-PRO-03	List Of Local Items																	
114	QF-PRO-04	List Of Imported Items																	
115	QF-PRO-05	List Of Enlisted Suppliers/Contractors For Local Items																	
116	QF-PRO-06	List Of Enlisted Suppliers/ Contractors For Imported Items																	
117	QF-PRO-07	Supplier's/Contractor's Evaluation Record																	
118	QF-PRO-08	Supplier's/Contractor's Performance Record																	
119	QF-PRO-09	Procurement Processing For Proprietary Items																	
120	QF-PRO-10	Enquiry For Purchase By Spot Quotation																	
121	QF-PRO-11	Comparative Statement Of Spot Quotation																	
122	QF-PRO-12	Procurement Progress Register																	
123	QF-PRO-13	Local Purchase Order Register																	
124	QF-PRO-14	Foreign Purchase Contract Register																	
125	QF-PRO-15	Tender Opening Register (Local)																	
126	QF-PRO-16	Application For Enlistment As Supplier/ Contractor																	
127	QF-PRO-17	Procurement Process For Local Goods / Works / Services																	
128	QF-PRO-18	Acceptance of Tender																	
129	QF-PRO-19	Post Landing Inspection Statement																	
130	QF-PRO-20	Work Order																	
131	QF-STR-01	Kardex For Store																	
132	QF-STR-02	Store Ledger Accounts																	
133	QF-STR-03	Bin Card																	
134	QF-STR-04	Goods Received Register																	
135	QF-STR-05	Material Receiving Report (MRR)																	
136	QF-STR-06	Quality Certificate																	
137	QF-STR-07	Usable / Scrap Return Memo																	

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138	QF-STR-08	Store Requisition (SR)	■	■	■	■	■	■	■	■	■	■	■	■	■	■
139	QF-STR-09	Stationary Issue Voucher	■	■	■	■	■	■	■	■	■	■	■	■	■	■
140	QF-STR-10	Requisition For Store Material	■	■	■	■	■	■	■	■	■	■	■	■	■	■
141	QF-STR-11	Material Issue Voucher (MIV)	■	■	■	■	■	■	■	■	■	■	■	■	■	■
142	QF-GMD-01	Log sheet	■	■	■	■	■	■	■	■	■	■	■	■	■	■
143	QF-GMD-02	Outage Statement Of Sub-Station Equipment & Transmission Lines due to tripping / emergency maintenance (Sub-station Report)	■	■	■	■	■	■	■	■	■	■	■	■	■	■
144	QF-GMD-03	Outage Statement Of Sub-Station Equipment & Transmission Lines due to tripping / emergency maintenance (GMD Report)	■	■	■	■	■	■	■	■	■	■	■	■	■	■
145	QF-GMD-04	Outage statement of Sub-Station Equipment & Transmission Lines due to schedule maintenance/ project work (Sub-station Report)	■	■	■	■	■	■	■	■	■	■	■	■	■	■
146	QF-GMD-05	Outage statement of Sub-Station Equipment & Transmission Lines due to schedule maintenance/ project work (GMD Report)	■	■	■	■	■	■	■	■	■	■	■	■	■	■
147	QF-GMD-06	Consolidated Statement Of Sub-Station & Transmission Line Performance (Sub-station Report)	■	■	■	■	■	■	■	■	■	■	■	■	■	■
148	QF-GMD-07	Consolidated Statement Of Sub-Station & Transmission Line Performance (GMD Report)	■	■	■	■	■	■	■	■	■	■	■	■	■	■
149	QF-GMD-08	Under Frequency Relay Tripping Report	■	■	■	■	■	■	■	■	■	■	■	■	■	■
150	QF-GMD-09	Joint Energy Meter Reading	■	■	■	■	■	■	■	■	■	■	■	■	■	■
151	QF-GMD-10	Energy Balance Of Sub-Station	■	■	■	■	■	■	■	■	■	■	■	■	■	■
152	QF-GMD-11	Billing Statement Of Sub-Station	■	■	■	■	■	■	■	■	■	■	■	■	■	■
153	QF-GMD-12	Electricity Transmission Bill	■	■	■	■	■	■	■	■	■	■	■	■	■	■
154	QF-GMD-13	Statement Of Received Electricity Transmission Bill	■	■	■	■	■	■	■	■	■	■	■	■	■	■
155	QF-GMD-14	Monthly Shift Duty Roaster	■	■	■	■	■	■	■	■	■	■	■	■	■	■
156	QF-GMD-15	Shift Diary	■	■	■	■	■	■	■	■	■	■	■	■	■	■
157	QF-GMD-16	Sub-Station Visitor Regter	■	■	■	■	■	■	■	■	■	■	■	■	■	■
158	QF-GMD-17	Surveillance Visit Of Sub-Station	■	■	■	■	■	■	■	■	■	■	■	■	■	■
159	QF-GMD-18	Switching Order Form	■	■	■	■	■	■	■	■	■	■	■	■	■	■
160	QF-GMD-19	Daily Sub-station Check Sheet	■	■	■	■	■	■	■	■	■	■	■	■	■	■
161	QF-GMD-20	Yearly Maintenance Schedule Of Sub-Station Equipment & Transmission Line	■	■	■	■	■	■	■	■	■	■	■	■	■	■
162	QF-GMD-21	Monthly Maintenance Schedule Of Sub-Station Equipment & Transmission Line	■	■	■	■	■	■	■	■	■	■	■	■	■	■
163	QF-GMD-22	Inspection & Maintenance Of Power Transformer	■	■	■	■	■	■	■	■	■	■	■	■	■	■
164	QF-GMD-23	Circuit Breaker Inspection And Maintenance	■	■	■	■	■	■	■	■	■	■	■	■	■	■

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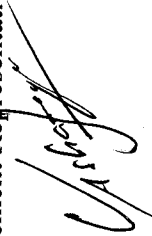
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165	QF-GMD-24	Voltage / Current Transformer Inspection And Maintenance														
166	QF-GMD-25	Lightning Arrester Maintenance														
167	QF-GMD-26	Disconnect Switch / Earth Switch Inspection And Maintenance														
168	QF-GMD-27	Bus-Bar & Structure Inspection And Maintenance														
169	QF-GMD-28	Transmission Line Maintenance														
170	QF-GMD-29	Monthly Tree Trimming Report														
171	QF-GMD-30	Battery Cell Inspection														
172	QF-GMD-31	Battery & Charger Test Report														
173	QF-GMD-32	Battery And Charger Maintenance														
174	QF-GMD-33	History Card														
175	QF-GMD-34	Maintenance Log														
176	QF-GMD-35	Maintenance / Inspection Card														
177	QF-GMD-36	Accident Report														
178	QF-GMD-37	Final Accident Report														
179	QF-GMD-38	Form For Approval Of Line/Equipment Shutdown For Corrective Maintenance / Project Work														
180	QF-GMD-39	Work/Test Permit And Clearance Form														
181	QF-GMD-40	Facility Record Of Grid Sub-Station														
182	QF-RTS-01	Summary Format														
183	QF-RTS-02	Equipment Data Of Grid Substation Power Transformer														
184	QF-RTS-03	Equipment Data Of Grid Substation Transformer Oil														
185	QF-RTS-04	Equipment Data Of Grid Substation C.B														
186	QF-RTS-05	Equipment Data Of Grid Substation D.S														
187	QF-RTS-06	Equipment Data Of Grid Substation V.T														
188	QF-RTS-07	Equipment Data Of Grid Substation C.T.														
189	QF-RTS-08	Equipment Data Of Grid Substation L.A														
190	QF-RTS-09	Equipment Data Of Grid Substation Battery Charger														
191	QF-RTS-10	Equipment Maintenance History														
192	QF-RTS-11	Tan Delta Measurement Test result														
193	QF-RTS-12	Transformer Oil Acidity Test Result														
194	QF-CMP-01	Working Paper for Board Meeting														

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