

POWER GRID COMPANY OF BANGLADESH LIMITED

DISTRIBUTION MATRIX OF DOCUMENTS

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

QF-DCL-07

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													

Management Representative :

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Managing Director :



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DISTRIBUTION MATRIX OF DOCUMENTS

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QF-DCL-07

Page 2

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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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Page 3

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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	■						■	■			■	■	■

Management Representative :

Managing Director :

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QF-DCL-07

Page 4

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35	QF-TQM-06	QC & Steering Committee activities in PGCBL													
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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DISTRIBUTION MATRIX OF DOCUMENTS

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

QF-DCL-07

Page 5

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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-41	Extension Of Joining Time													
81	QF-FIN-41	Personal Record													
82	QF-FIN-41	Application For The Membership Of Contributory Provident Fund													
83	QF-FIN-41	Nomination For The Beneficiary Of Contributory Provident Fund													
84	QF-FIN-41	Employees Office Attendance Record													
85	QF-FIN-41	Employees Attendance Statement													
86	QF-FIN-41	Leave Application													
87	QF-FIN-41	Office Order For Approval Of Employment / Encashment Of Earned Leave													
88	QF-FIN-41	Increment Order													
89	QF-FIN-41	Performance Appraisal Book (Officers Evaluation Report)													
90	QF-FIN-41	Staff Evaluation Report													
91	QF-FIN-41	Promotion Order													
92	QF-FIN-41	Pay Fixation Order													
93	QF-FIN-41	Transfer Order													
94	QF-FIN-41	Last Pay Certificate (LPC)													
95	QF-FIN-41	Renewal Of Service Contract													
96	QF-FIN-41	Termination Of Contract													
97	QF-FIN-41	Retirement From Service													
98	QF-FIN-41	No Objection Certificate (NOC)													
99	QF-FIN-41	Final Payment Order													
100	QF-FIN-41	Tour Order													
101	QF-FIN-41	T.A / DA Bill													
102	QF-FIN-41	Assessment Of Working Condition													
103	QF-FIN-41	Assessment Of Competence To Perform Tasks													
104	QF-FIN-41	TNA Questionnaire													
105	QF-FIN-41	Assessment Of Training Need													
106	QF-FIN-41	Curriculum Development													
107	QF-FIN-41	Outlining Training Courses													
108	QF-FIN-41	Long Term Training Plan (5 Years)													
109	QF-FIN-41														

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DISTRIBUTION MATRIX OF DOCUMENTS

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QF-DCL-07

Page 6

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
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 ভাল ও যত্নসহকারী কাজের সুযোগসমূহ													
146	QF-HRM-67	Annual increment													

Management Representative :

Managing Director :

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QF-DCL-07

Page 7

Sl. No.	Document No.	Title	MD	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
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 ভোগ আদেশ (Office order for sanction of extra ordinary disability leave)	■				■								■
155	QF-HRM-76	অভিভূট (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	শিক্ষাভ্যাস সংক্রান্ত শিক্ষার্থী সন্তানদের তথ্য বিবরণী	■	■	■	■	■	■	■	■	■	■	■	■	■
159	QF-HRM-80	চিকিৎসা সংক্রান্ত পারিবারিক যোগা ফর্ম	■	■	■	■	■	■	■	■	■	■	■	■	■
160	QF-HRM-81	emv eivzll 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 দশহিবার নোটিশ	■				■								■
165	QF-HRM-86	অভিযোগনামা জারী পত্র	■				■								■
166	QF-HRM-87	অভিযোগ তদন্ত করার জন্য তদন্ত কর্মকর্তা নিয়োগ	■				■								■
167	QF-HRM-88	২য় কারণ দশহিবার নোটিশ	■				■								■
168	QF-HRM-89	আপীল আবেদন	■				■								■
169	QF-HRM-90	Compulsory Retirement from Service	■				■								■
170	QF-HRM-91	ইং সালে 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 বোর্ডের তম সভার কার্য বিবরণীঃ	■				■								■
174	QF-HRM-95	অঙ্গীকার নামা	■	■	■	■	■	■	■	■	■	■	■	■	■
175	QF-HRM-96	কম্পাণ তহবিল হতে অনুদান প্রাপ্তির জন্য প্রাপ্ত আবেদন বাছাই উপ-কমিটি প্রতিবেদন	■				■								■
176	QF-HRM-97	আন্তঃ বিভাগীয় লিপি	■	■	■	■	■	■	■	■	■	■	■	■	■
177	QF-HRM-98	দপ্তর আদেশ	■	■	■	■	■	■	■	■	■	■	■	■	■

Management Representative :

Managing Director

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Page 8

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178	QF-HRM-99	নিরাপত্তা গ্রহণী 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 / পুনঃ বরাদ্দ আদেশ	■				■	■	■	■	■	■	■	■	■
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	■	■	■	■	■	■	■	■	■	■	■	■	■

Managing Director

Management Representative :

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POWER GRID COMPANY OF BANGLADESH LIMITED

DISTRIBUTION MATRIX OF DOCUMENTS

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

QF-DCL-07

Page 9

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 SPMC (6)	M MTR
215	QF-STR-11	Material Issue Voucher (MIV)	■	■	■								■	■	■
216	QF-SPM-01	Annual Maintenance Program		■	■								■	■	■
217	QF-SPM-02	Distance Relay Test Report		■	■								■	■	■
218	QF-SPM-03	Over Current Relay Test Report		■	■								■	■	■
219	QF-SPM-04	Energy Meter Test Report		■	■								■	■	■
220	QF-SPM-05	Monthly Under Frequency Status Report		■	■								■	■	■
221	QF-SPM-06	Present Status Of Auto Load Shedding Scheme By Under Frequency Relay For Load Generation Balance Of Large Generation Short Fall (Monthly Status)		■	■								■	■	■
222	QF-SPM-07	Analysis of the Fault Report		■	■								■	■	■
223	QF-SPM-08	Relay Settings		■	■								■	■	■
224	QF-SPM-09	Equipment Data for SPM		■	■								■	■	■
225	QF-SPM-10	Energy Meter Data Sheet		■	■								■	■	■
226	QF-SPM-11	Indicating Panel Meter Test Report		■	■								■	■	■
227	QF-SPM-12	Relay Availability Report		■	■								■	■	■
228	QF-SPM-13	Transformer Protection Setting		■	■								■	■	■
229	QF-SPM-14	Transformer Protection Setting		■	■								■	■	■
230	QF-SPM-15	Transformer Test Report		■	■								■	■	■
231	QF-SPM-16	Current Transformer Test Report		■	■								■	■	■
232	QF-SPM-17	Differential Relay Test Report		■	■								■	■	■
233	QF-SPM-18	Feeder Protection Setting		■	■								■	■	■
234	QF-SPM-19	Line Feeder Test Report		■	■								■	■	■
235	QF-SPL-01	List Of Grid Sub-Stations	■												
236	QF-SPL-02	List Of Transmission Lines	■												
237	QF-SPL-03	Capacitor Bank In Operation Connected To 33 Kv Bus At 132/33 Kv Substations	■												
238	QF-SPL-04	List Of Existing Power Stations	■												
239	QF-SPL-05	Circle Wise Sub-Stations Capacity (Mva)	■												
240	QF-SPL-06	In-House Study Report	■												
241	QF-SPL-07	List Of Grid Sub-Stations In Target Area	■												
242	QF-SPL-08	Existing Transmission Lines In Target Area	■												
243	QF-SPL-09	List Of Existing Power Stations Of Target Area	■												
244	QF-SPL-10	Load Forecast Of Substation In Target Area	■												
245	QF-SPL-11	Sub-Station Status In Target Area	■												
246	QF-SPL-12	Enhancement Statement Of Grid Sub-Stations	■												
247	QF-SPL-13	Generation Addition Program In Target Area	■												
248	QF-SPL-14	Network Of National Grid	■												
249	QF-SPL-15	Load Flow Study Report	■												

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DISTRIBUTION MATRIX OF DOCUMENTS

QF-DCL-07

Page 10

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

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
250	QF-SPL-16	Proposed Single Line Diagram of target area	■		■										
251	QF-SPL-17	Single Line Diagram of substation	■		■										
252	QF-SPL-18	Generator Data	■		■										
253	QF-SPL-19	Line Protection Data	■		■										
254	QF-SPL-20	Transformer Protection Data	■		■										
255	QF-SPL-21	Busbar Protection Data	■		■										
256	QF-SPL-22	Transmission Line Route Selection Form	■		■										
257	QF-SPL-23	Substation Site Selection Form	■		■										
258	QF-SPL-24	Circuit Breaker Ratings	■		■										
259	QF-PPL-01	Development Project Proposal (DPP)	■		■										
260	QF-PPL-02	Development Project Proposal (Revised)	■		■										
261	QF-PPL-03	Technical Assistance Project Proforma / Proposal (TPP)	■		■										
262	QF-PPL-04	Information Collected for DPP Preparation	■		■										
263	QF-PPL-05	Annual Development Program	■		■										
264	QF-PPL-06	Implementation of Road map	■		■										
265	QF-PPL-07	Monthly Progress Report	■		■										
266	QF-PPL-08	Quarterly Progress Report	■		■										
267	QF-PPL-09	Three Year Rolling Investment Program	■		■										
268	QF-PPL-10	Report on Fund Allocation & Expenditure of Development Program	■		■										
269	QF-PPL-11	DPA and RPA Report	■		■										
270	QF-PPL-12	Project Brief	■		■										
271	QF-LDC-01	Daily generation log sheet - MW		■											
272	QF-LDC-02	Daily generation log sheet - MVAR		■											
273	QF-LDC-03	Daily generation log sheet - Machine Status		■											
274	QF-LDC-04	Coding of Grid Circle, GMD and Sub-Stations		■											
275	QF-LDC-05	Demand Register		■											
276	QF-LDC-06	Shift Register		■											
277	QF-LDC-07	Summary of daily electricity generation		■											
278	QF-LDC-08	Daily Report		■											
279	QF-LDC-09	Peak hour demands (At S/S end) of different area		■											
280	QF-LDC-10	Max. & Min. voltages of some selected sub-stations		■											
281	QF-LDC-11	Daily Load Curve		■											
282	QF-LDC-12	Daily Energy Curve		■											
283	QF-LDC-13	Load allocation plan		■											
284	QF-LDC-14	Trip information receiver list		■											
285	QF-LDC-15	Daily Generation schedule		■											
286	QF-LDC-16	IPP weekly loading schedule		■											

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DISTRIBUTION MATRIX OF DOCUMENTS

QF-DCL-07

Page 11

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

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
287	QF-LDC-17	Gas requirement forecast		■											
288	QF-LDC-18	Monthly generator outage report		■											
289	QF-LDC-19	Area Load Despatch Centre log sheet - Generation		■											
290	QF-LDC-20	Area Load Despatch Centre log sheet – substation demand		■											
291	QF-LDC-21	Economy order of machines		■											
292	QF-LDC-22	Report on Transmission system		■											
293	QF-LDC-23	Outage of Sub-station equipment due to tripping/emergency maintenance		■											
294	QF-LDC-24	Outage of Transmission Lines due to tripping/emergency maintenance		■											
295	QF-LDC-25	Outage of Sub-station equipment due to Schedule maintenance/Project work		■											
296	QF-LDC-26	Outage of Transmission Lines due to Schedule maintenance/Project work		■											
297	QF-LDC-27	Summary of tripping & outage (Emergency/Schedule).		■											
298	QF-LDC-28	Summary of un served energy		■											
299	QF-LDC-29	Consolidated statement of Sub-station performance		■											
300	QF-LDC-30	Consolidated statement of Sub-station performance		■											
301	QF-LDC-31	Power interruption due to trouble Transmission/Generation system		■											
302	QF-LDC-32	Over all power interruption report of the system		■											
303	QF-LDC-33	Maximum load recorded at different Sub-station		■											
304	QF-LDC-34	Area and zone wise maximum load served during peak hour		■											
305	QF-LDC-35	Maximum voltage at selected Sub-stations		■											
306	QF-LDC-36	Maximum load of 230/132 kV Auto Transformer		■											
307	QF-LDC-37	Report on load shedding		■											
308	QF-LDC-38	Report on Generation system		■											
309	QF-TRD-01	PLC Link History Card		■											
310	QF-TRD-02	Optical MUX (SDH, PDH) History Card		■											
311	QF-TRD-03	OPGW History Card		■											
312	QF-TRD-04	PABX History Card		■											
313	QF-TRD-05	Telephone Set History Card		■											
314	QF-TRD-06	Battery Charger History Card		■											
315	QF-TRD-07	Battery History Card		■											
316	QF-TRD-08	RTU History Card		■											
317	QF-TRD-09	MC Panel History Card		■											
318	QF-TRD-10	PLC Maintenance Form (ETBA/ETI/ETL)		■											
319	QF-TRD-11	Maintenance Form Of Optical Multiplexer		■											

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DISTRIBUTION MATRIX OF DOCUMENTS

QF-DCL-07

Page 12

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

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
320	QF-TRD-12	PABX Maintenance Form		■											
321	QF-TRD-13	Teleprotection Maintenance Form		■											
322	QF-TRD-14	RTU Maintenance Form		■											
323	QF-TRD-15	MC Maintenance Form		■											
324	QF-TRD-16	Battery Maintenance Form		■											
325	QF-TRD-17	Battery Charger Maintenance Form		■											
326	QF-TRD-18	Telephone Maintenance Form		■											
327	QF-TRD-19	LMU, CVT & WT Maintenance Form		■											
328	QF-TRD-20	OPGW Maintenance Form		■											
329	QF-TRD-21	Air Cooler Maintenance Form		■											
330	QF-TRD-22	Annual Maintenance Plan Of Telecommunication & RTU Equipment		■											
331	QF-TRD-23	Monthly Maintenance Form		■											
332	QF-TRD-24	Visit Report Of Telecom & SCADA Equipment in Power Station / Sub-Station		■											
333	QF-TRD-25	Communication Equipment Inspection Report		■											
334	QF-TRD-26	Monthly Telecom Equipment Maintenance Report		■											
335	QF-TRD-27	Monthly SCADA Field Equipment Maintenance Report		■											
336	QF-GMD-01	Log sheet		■											
337	QF-GMD-02	Outage Statement Of Sub-Station Equipment & Transmission Lines due to tripping / emergency maintenance (Sub-station Report)		■											
338	QF-GMD-03	Outage Statement Of Sub-Station Equipment & Transmission Lines due to tripping / emergency maintenance (GMD Report)		■											
339	QF-GMD-04	Outage statement of Sub-Station Equipment & Transmission Lines due to schedule maintenance/ project work (Sub-station Report)		■											
340	QF-GMD-05	Outage statement of Sub-Station Equipment & Transmission Lines due to schedule maintenance/ project work (GMD Report)		■											
341	QF-GMD-06	Consolidated Statement Of Sub-Station & Transmission Line Performance (Sub-station Report)		■											
342	QF-GMD-07	Consolidated Statement Of Sub-Station & Transmission Line Performance (GMD Report)		■											
343	QF-GMD-08	Under Frequency Relay Tripping Report		■											
344	QF-GMD-09	Joint Energy Meter Reading		■											
345	QF-GMD-10	Energy Balance Of Sub-Station		■											
346	QF-GMD-11	Billing Statement Of Sub-Station		■											
347	QF-GMD-12	Electricity Transmission Bill		■											
348	QF-GMD-13	Statement Of Received Electricity Transmission Bill		■											

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DISTRIBUTION MATRIX OF DOCUMENTS

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

QF-DCL-07

Page 13

Sl. No.	Document No.	Title	MD	D O&M	D P&D	D FIN	D HRM	CS	DGM ADT	M ADT	M AMID	M MIS	DGM SPMC	M SPMD (6)	M MTR
349	QF-GMD-14	Monthly Shift Duty Roaster		■											
350	QF-GMD-15	Shift Diary		■											
351	QF-GMD-16	Sub-Station Visitor Regter		■											
352	QF-GMD-17	Surveillance Visit Of Sub-Station		■											
353	QF-GMD-18	Switching Order Form		■											
354	QF-GMD-19	Daily Sub-station Check Sheet		■											
355	QF-GMD-20	Yearly Maintenance Schedule Of Sub-Station Equipment & Transmission Line		■											
356	QF-GMD-21	Monthly Maintenance Schedule Of Sub-Station Equipment & Transmission Line		■											
357	QF-GMD-22	Inspection & Maintenance Of Power Transformer		■											
358	QF-GMD-23	Circuit Breaker Inspection And Maintenance		■											
359	QF-GMD-24	Voltage / Current Transformer Inspection And Maintenance		■											
360	QF-GMD-25	Lightning Arrester Maintenance		■											
361	QF-GMD-26	Disconnector Switch / Earth Switch Inspection And Maintenance		■											
362	QF-GMD-27	Bus-Bar & Structure Inspection And Maintenance		■											
363	QF-GMD-28	Transmission Line Maintenance		■											
364	QF-GMD-29	Monthly Tree Trimming Report		■											
365	QF-GMD-30	Battery Cell Inspection		■											
366	QF-GMD-31	Battery & Charger Test Report		■											
367	QF-GMD-32	Battery And Charger Maintenance		■											
368	QF-GMD-33	History Card		■											
369	QF-GMD-34	Maintenance Log		■											
370	QF-GMD-35	Maintenance / Inspection Card		■											
371	QF-GMD-36	Accident Report		■											
372	QF-GMD-37	Final Accident Report		■											
373	QF-GMD-38	Form For Approval Of Line/Equipment Shutdown For Corrective Maintenance / Project Work		■											
374	QF-GMD-39	Work/Test Permit And Clearance Form		■											
375	QF-GMD-40	Facility Record Of Grid Sub-Station		■											
376	QF-ICT-01	List Of Personnel To Update Website		■											
377	QF-ICT-02	List Of E-Mail Accounts		■											
378	QF-ICT-03	LAN Gateway Information		■											
379	QF-ICT-04	LAN Details		■											
380	QF-ICT-05	Bandwidth Information		■											
381	QF-ICT-06	Requisition For Repair Hardware/Software		■											
382	QF-ICT-07	Requisition For LAN / Internet Connectivity		■											

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DISTRIBUTION MATRIX OF DOCUMENTS

QF-DCL-07

Page 14

Name of the Office/ Function: HEAD OFFICE

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
383	QF-PIM-01	Allocation Of Function Weightage For Sub-Station Construction	■		■										
384	QF-PIM-02	Progress Report On Transmission Line Construction	■		■										
385	QF-PIM-03	Progress Report Of Construction Of Transmission Line	■		■										
386	QF-PIM-04	Progress Report On Construction Of Sub-Station	■		■										
387	QF-PIM-05	Inspection Report Form	■		■										
388	QF-PIM-06	Quality Assurance Form	■		■										
389	QF-PIM-07	Taking Over Certificate – Transmission Line	■		■										
390	QF-PIM-08	Taking Over Certificate – Substation	■		■										
391	QF-PIM-09	Final Acceptance Certificate	■		■										
392	QF-PIM-10	Approval Status Design, Drawing And Documents	■		■										
393	QF-PIM-11	Testing And Commissioning Form	■		■										
394	QF-MIS-01	landmark events	■	■	■	■	■					■			
395	QF-MIS-02	key performance indicators	■	■	■	■	■					■			
396	QF-MIS-03	system operation data	■	■	■	■	■					■			
397	QF-MIS-04	generation data	■	■	■	■	■					■			
398	QF-MIS-05	transmission system data	■	■	■	■	■					■			
399	QF-MIS-06	sub-station equipment availability	■	■	■	■	■					■			
400	QF-MIS-07	Transmission Line Availability	■	■	■	■	■					■			
401	QF-MIS-08	Transmission Loss	■	■	■	■	■					■			
402	QF-MIS-09	Sub-Station Wise Energy Transmitted	■	■	■	■	■					■			
403	QF-MIS-10	Organization Wise Energy Transmitted	■	■	■	■	■					■			
404	QF-MIS-11	Sub-Station Maximum Load	■	■	■	■	■					■			
405	QF-MIS-12	Description Of Implementation Of Development Projects	■	■	■	■	■					■			
406	QF-MIS-13	Progress Of Development Project Included In ADP (ADP Period :20..... --- 20.....)	■		■							■			
407	QF-MIS-14	Implementation Status Of Development Projects Included In ADP (ADP Period :20..... --- 20.....)	■		■							■			
408	QF-MIS-15	Audit Objection	■									■			
409	QF-MIS-16	Income Statement	■						■			■			
410	QF-MIS-17	Wheeling Charge Statement	■	■			■					■			
411	QF-MIS-18	Wheeling Charge And Other Income Statement	■	■			■					■			
412	QF-MIS-19	Receivable Accounts Statement	■	■			■					■			
413	QF-MIS-20		■	■			■					■			
414	QF-MIS-21		■	■			■					■			
415	QF-MIS-22		■	■			■					■			
416	QF-MIS-23	Monthly Defect And Constraint Report Of Substation Equipment / Transmission Lines	■	■								■			

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DISTRIBUTION MATRIX OF DOCUMENTS

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

QF-DCL-07

Page 15

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
417	QF-RTS-01	Summary Format		■											
418	QF-RTS-02	Equipment Data Of Grid Substation Power Transformer		■											
419	QF-RTS-03	Equipment Data Of Grid Substation Transformer Oil		■											
420	QF-RTS-04	Equipment Data Of Grid Substation C.B		■											
421	QF-RTS-05	Equipment Data Of Grid Substation D.S		■											
422	QF-RTS-06	Equipment Data Of Grid Substation V.T		■											
423	QF-RTS-07	Equipment Data Of Grid Substation C.T.		■											
424	QF-RTS-08	Equipment Data Of Grid Substation L.A		■											
425	QF-RTS-09	Equipment Data Of Grid Substation Battery Charger		■											
426	QF-RTS-10	Equipment Maintenance History		■											
427	QF-RTS-11	Tan Delta Measurement Test result		■											
428	QF-RTS-12	Transformer Oil Acidity Test Result		■											
429	QF-CNS-01	Daily System Monitoring Report		■											
430	QF-CNS-02	Daily System Fault Report		■											
431	QF-CNS-03	Shift Register		■											
432	QF-CNS-04	Weekly Progress Reports		■											
433	QF-CNS-05	Annual Maintenance Schedule		■											
434	QF-CNS-06	Schedule Maintenance Report		■											
435	QF-CNS-07	Breakdown Maintenance Report		■											
436	QF-CNS-08	Integration & Development Work Record		■											
437	QF-SMD-01			■											
438	QF-SMD-02	Monthly O & M Schedule		■											
439	QF-SMD-03			■											
440	QF-SMD-04	Annual Maintenance Schedule		■											
441	QF-SMD-05	Check-Sheet for Data Archiving		■											
442	QF-SMD-06	Daily Check Sheet For Non Reporting RTU		■											
443	QF-SMD-07	Weekly Check-Sheet For Computer Performance Of Office & ACC Consoles		■											
444	QF-SMD-08	Check Sheet For Battery		■											
445	QF-SMD-09	Check Sheet For Diesel Generator		■											
446	QF-SMD-10	Log Sheet For Electrical Equipment		■											
447	QF-SMD-11	Log Sheet For Air Cooler System		■											
448	QF-SMD-12	Log Sheet For Lift Operation		■											
449	QF-SMD-13	Incident Report		■											
450	QF-SMD-14	Schedule Maintenance Report		■											
451	QF-SMD-15	Breakdown Maintenance Report		■											
452	QF-SMD-16	Daily Fault Report		■											

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DISTRIBUTION MATRIX OF DOCUMENTS

QF-DCL-07

Name of the Office/ Function: **HEAD OFFICE** Page 16

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
453	QF-SMD-17	Check Sheet For Data Verification													
454	QF-FCL-01	Daily Traffic Report		■											
455	QF-FCL-02	Monthly Traffic Status Of The Client NMS		■											
456	QF-FCL-03	Calculation Of VLR (Variable Lease Rental)		■											
457	QF-FCL-04	Invoice For Lease Rental		■											
458	QF-FCL-05	Traffic (Data) Verification/ Inspection Of The Client MUX At Site		■											
459	QF-CMP-01	Working Paper for Board Meeting													
460	QF-CMP-02	Notice for Annual General Meeting													

Management Representative :

Managing Director :

Legend:

■ Document is required to be available

Upendra