

BANGLADESH RURAL ELECTRIFICATION BOARD

**PBS INSTRUCTION 100-33
/BREB INSTRUCTION 500-06**

MATERIAL ADMINISTRATION POLICIES AND RESPONSIBILITIES

BANGLADESH RURAL ELECTRIFICATION BOARD
PBS INSTRUCTION 100-33/BREB ISTRUCTION 500-06

Approval Date: 06/08/1980
Revision Date : 19/02/2020

SUBJECT: MATERIAL ADMINISTRATION POLICIES AND RESPONSIBILITIES

I. PURPOSE

This instruction establishes the policies and responsibilities for procuring, allocation, issuing and controlling of materials by BREB and the PBS for construction, operation and maintenance purposes. The procedures, work methods and accounting requirements for materials are defined in detail in other BREB/PBS instructions and procedures.

II. GENERAL BREB POLICY

It will be the policy of BREB to act as the purchasing agent and supplier of all materials used in the initial major construction phase, for subsequent construction work as well as for the operation and maintenance of the PBS electric system. PBS may also procure materials directly from market from BREB approved manufacturer/supplier. For proper, smoother and better control on the material, following procedures shall be followed:

1. TYPES OF WAREHOUSE & STORE

There will be following types of Store/Warehouse in BREB/PBS system

- a. BREB Central Warehouse (CW) at Dhaka, Chattogram & Khulna for
- i) BREB Project Materials
 - ii) Central Controlling Store for balance material of closed project

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- iii) Operation & Maintenance (O&M) Stores at Central Warehouses of BREB for supply of O&M material to PBS O&M Store.
- iv) Deposit work Stores at Central Warehouses of BREB for supply of Deposit work material to PBS Deposit Store.

b. PBS Store one at each PBS comprises of four sub-store as below:

- i) PBS Construction Store where ongoing Project materials are stored.
- ii) PBS Own Stock Store where balance materials of closed project stored.
- iii) PBS O&M Store &
- iv) PBS deposit Work Store

2. ADMINISTRATIVE CONTROL OVER WAREHOUSE/STORE

- a) All Central Warehouses will be under administrative control of Clearance, Storage & Movement (CS&M) directorate of BREB.
- b) PBS Construction Store and Own Stock Store will be under concerned Executive Engineer of BREB;
- c) PBS O&M Stores and Deposit Work Store will be under Senior General Manager/ General Manager of PBS;
- d) Requisition of material issue and return of Project Construction Store and Own Stock Store of PBS will be approved by the concern Executive Engineer of BREB or his/ her authorized officer (not below the rank of Assistant Engineer);
- e) Requisition of material issue and return of O&M Store of PBS will be approved by AGM(O&M);
- f) Requisition of material issue and return of Deposit Work Store of PBS will be approved by AGM(E&C).

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3. SOURCE OF INVENTORY OF DIFFERENT WAREHOUSE/STORE

- a) Central Warehouse: Inventory procured against different projects under ADP/Revenue Budget or any fund.
- b) PBS Construction Store:
 - i) By long term credit transfer from Central Warehouse against different on going Projects.
 - ii) From another Project store of another PBS with price reconciliation/cash Purchase
- c) PBS Own Stock Store:
 - i) Balanced material of closed projects of same PBS.
 - ii) From another Own stock store of another PBS with price reconciliation/cash purchase
- d) i) O&M Store and Deposit Work Store: Procurement by concerned PBS through Lead PBS/BREB or by PBS itself.
 - ii) From another O&M and Deposit store of another PBS with price reconciliation/cash purchase.

4. INDENT FOR MATERIAL

Responsibility and authority to raise and approve indents for material will be on different offices in the following manner.

- a. **For BREB Central Warehouses:** Project Director with the help of Director (MP&SS) of respective project will raise indent for purchase of materials of concerned project.
- b. **Operation & Maintenance (O&M) Stores at Central Warehouses of BREB:** Concerned Senior General Manager/ General Manager will raise indent to MP&SS Directorate. In addition MP&SS Directorate itself may raise indent also.
- c. **Deposit work Stores at Central Warehouses of BREB:** Concerned Senior General Manager/ General Manager will raise indent to MP&SS Directorate. In addition MP&SS Directorate itself may raise indent also.

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- d. **PBS Construction Store:** Concerned Executive Engineer of BREB will raise indent for allocation of material & Director MP&SS will allocate. In addition MP&SS Directorate itself may raise indent also. Before material allocation, construction target, type of electric line to be constructed, previous material allocation amount and present stock level will be considered by the MP&SS Directorate.
- e. **PBS O&M Store:** Concerned Senior General Manager/ General Manager will raise indent to Lead PBS who will act as procuring entity for this procurement. Procurement may be done by individual PBS also. In that case, indent will be processed by PBS itself.
- f. **PBS Deposit Store:** Concerned Senior General Manager/ General Manager will raise indent to lead PBS who will act as procuring entity to procure material for this store. Procurement may be done by individual PBS also. In that case, indent will be processed by PBS itself.

5. PROCUREMENT PROCEDURE

- a. **Project Material:** Project Director will prepare procurement list with the help of Director(MP&SS) to obtain approval of HOPE through Member(P&D) and forward the list to the concerned Project Director for purchase as per relevant Policy.
- b. **Operation & Maintenance Stores material of Central Warehouses:** As per indent of Sr. GM/GM or Director (MP&SS) Director (Procurement) is responsible for purchase of these type of materials as per PBS Instruction 100-68.
- c. **Deposit work stores material of Central Warehouses:** As per indent of Senior General Manager/ General Manager or Director (MP&SS), Director (Procurement) is responsible for purchase of these type of materials as per PBS Instruction 100-68
- d. **PBS O&M Store Material:** The Senior General Manager/ General Manager of concerned PBS will prepare indent & will send it to concerned lead PBS for procurement or PBS itself will go for procurement. This procurement will be done as per Instruction 100-58.

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