

**BANGLADESH RURAL ELECTRIFICATION BOARD**

**PBS INSTRUCTION: 100-51  
BREB INSTRUCTION 700-13**

**FIRST IN FIRST OUT MATERIAL ISSUE**

**BANGLADESH RURAL ELECTRIFICATION BOARD**  
**PBS INSTRUCTION: 100-51/ BREB INSTRUCTION: 700-13**

Approval Date: 25/10/1990  
Revision Date : 19/02/2020

**SUBJECT: FIRST IN FIRST OUT MATERIAL ISSUE**

**I. PURPOSE**

The First In First Out (FIFO) material issue procedure is designed to ensure that all Commodity and Equipment within the Rural Electrification Program of Bangladesh is used to the maximum benefit of the consumer members of the RE (Rural Electric) Project and in the best interest of the Development Partners.

**II. POLICY**

The instruction shall apply to BREB Central Warehouses, Transit Stores, BREB Project Stores and PBS Stores within the RE Project.

**A. Responsibility**

- i. The Deputy Directors concerned are responsible for Implementation and Compliance of this Instruction at the Central Warehouses and Transit Stores facilities of the Bangladesh Rural Electrification Board.
- ii. The Executive Engineers are responsible for Implementation and Compliance of this Instruction at all Project Stores within their area of authority of the Bangladesh Rural Electrification Board & Own stock store of PBSs within their area.

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iii. The respective Senior General Managers/ General Managers are responsible for Implementation and Compliance of this Instruction at all PBS (O&M) and PBS (Deposit) Stores.

## B. General

- i. Because of the climatic conditions experienced in a country like Bangladesh and the magnitude of the RE Project, it shall be the policy of the Bangladesh Rural Electrification Board to issue and install all commodity and equipment in their care on a First In First Out (FIFO) basis.
- ii. A large element of the RE Project's operating cost is commodity and equipment. These costs provide all personnel involved in any commodity and equipment control activities an excellent opportunity for cost reduction and control.
- iii. The fundamental requirements are to ensure that all commodities and equipment will be available at the proper time, in the proper place, in the proper quantity and of the proper quality to support the needs of the RE Project. The issuance of this Instruction is intended to support these requirements. All of the RE Project employees and contractors are expected to effectively use and support these instructions to promote the stated goals and objectives of the RE Project as a whole.
- iv. In case of special necessity, however, exceptions may be made subject to approval of competent authority.

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### III. PROCEDURE

When there is an allocation of materials to be issued from Central Warehouse and Transit Store issue will be made from the stock received first. Same procedure will also be followed in case of project and PBS Stores.

In order to ensure issuance of materials on the First In First out basis, care should be taken to stock the materials in order i.e., materials stocked earlier should not be over stocked by the materials receiving later dates.

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