

BANGLADESH RURAL ELECTRIFICATION BOARD

**BREB INSTRUCTION 500-17
PBS INSTRUCTION 300-53**

**PRINCIPLE OF INVENTORY IN BREB
CENTRAL WAREHOUSE, BREB PROJECT STORES
AND PBS STORES**

**BANGLADESH RURAL ELECTRIFICATION BOARD
BREB INSTRUCTION 500-17/ PBS INSTRUCTION 300-53**

Approval Date: 28/05/1986

Revision Date : 19/02/2020

**SUBJECT : PRINCIPLE OF INVENTORY IN BREB CENTRAL WAREHOUSES,
BREB PROJECT STORES AND PBS STORES**

I. PURPOSE

This principle is formulated to establish the procedure of Physical Inventory methods and to establish the guidelines of activities before and after the physical inventory is over.

II. POLICY

1. Period of Inventory

(A) 100% Inventory will be done on the basis of actual count of the materials once in a year in all the Central Warehouses, Transit Store (if any), Project Stores & PBS Stores except Central Warehouse, Khulna. In normal cases, Physical Inventory will be taken on the basis of stock as of 31st July.

(B) Inventory in Khulna Warehouse will be conducted from 1st of July through 30th of June, all through the 12(Twelve) months of the year. Inventory will be taken item-wise. Inventory will be taken for a lot of at least 50% items accomplishable in the last 5 consecutive days of every six (06) months, list of which will be fixed by Deputy Director of Khulna Warehouse from time to time. Under no circumstances will be

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elapsing period between cyclic inventories of a single item be less than 6(six) months or more than 1(one) year. In this manner, accuracy of all items will have to be ensured once in a year through physical Inventory.

(C) While Performing Inventory of Central Warehouses, Inventory of respective Transit Stores under the Central Warehouses simultaneously will have to be performed.

2. Constituting Inventory Committee

(A) Respective Zonal Superintending Engineer will constitute a Common Inventory Committee by 15th of July in each year for both Project Stores and PBS Stores. There will be simultaneous inventory of each item of Project Stores and PBS Stores side by side. PBSs where project store does not exist, similar committee will also be constituted for conducting physical inventory of the PBS Store alone. Inventory Committee will comprise of the 5(five) following members:

(i)	One DGM from nearer PBS	-	Convener
(ii)	One Assistant Engineer, BREB	-	Member
(iii)	One AGM of PBS (O&M/E&C)	-	Member
(iv)	One Sub-Assistant Engineer, BREB	-	Member
(v)	Concerned Store Keeper	-	Member

Note : In absence of the Sub-Assistant Engineer, the Inspector of BREB shall be a member (Nominated by concerned Executive Engineer, BREB).

(B) In case of a large store and if found necessary, the Convener of the Committee with the approval of the Zonal SE may co-opt additional required number of member(s) so that 100% counting of materials be effected.

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(C) Director (CS&M) will constitute Inventory Committees for all Central and also transit store under central warehouses (if any).

(a) **Committee for Khulna Warehouse:**

For Khulna Warehouse, 03 (Three) separate committee will be constituted every year for specified items. The said Committees will simultaneously perform inventory for respective selected items time to time. Each Committee will consist of 4(four) following members:

(i)	One Assistant Director/Assistant Secretary/Assistant Engineer/ Assistant Program/ Assistant GIS Specialist from Head Office to be nominated by Secretary, BREB.	Senior most will be the convener and other one will be member.
(ii)	One Assistant Director/ Assistant Engineer from Khulna Warehouse or System Operation (Central Workshop), Khulna	
(iii)	One Store Keeper	Member
(iv)	One Assistant Store Keeper	Member

(b) **Committees for Dhaka and Chattogram Warehouses:**

Once a year (as of 31st July). The Inventory Committee will consist of the following:

(i)	One Assistant Director/Assistant Secretary/Assistant Engineer/ Assistant Program/ Assistant GIS Specialist from Head Office to be nominated by Secretary, BREB.	Senior most will be the convener and other one will be member.
(ii)	One Assistant Director/Assistant Engineer from CS&M Directorate	
(iii)	One Store Keeper	Member
(iv)	One Assistant Store Keeper	Member

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3. PREPARATIONS:

The Store-in-charge Coordinator / Store keeper of the concerned store to be undertaken for inventory will fill in the columns A, B, C, E & G of BREB Form No. 500-17-01/ 300-53-01 and submit it in duplicate to the Convener of Inventory Committee well ahead of the date of commencement of the inventory. The Store Coordinator / Store keeper will submit to the committee (i) receiving report file, (ii) supplementary file of receiving report, (iii) Issue voucher file, (iv) supplementary file of issue voucher, (v) return ticket file, and (vi) supplementary file of return ticket (six transection files) of Store-tickets, all unutilized Store-tickets and all ledgers. He/ She will so arrange all items that the inventory committee can easily count them.

4. FUNCTIONS OF THE INVENTORY COMMITTEE:


(A) In case of Project / PBS stores, the Inventory Committee will engage such number of personnel as may be required to accomplish counting of materials with a maximum of 4 (four) days. Under special circumstances, counting being not possible within the specified time, the period may be extended to a maximum of 3 (three) days, (that is total time will be seven days) on approval of concerned Zonal Superintending Engineer for the stores other than central warehouses.


(B) The Convener along with the members of the Inventory Committee must ensure the proper and 100% counting of materials, without which or any non-conformance to the quantity of materials of the store(s) the responsibility shall lie on the Inventory Committee.

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