

BANGLADESH RURAL ELECTRIFICATION BOARD

PBS INSTRUCTION 100-15

STORE OPERATION MANUAL

**BANGLADESH RURAL ELECTRIFICATION BOARD
PBS INSTRUCTION 100-15**

Approval Date: 29/08/1979

Revision Date: 19/02/2020

SUBJECT: STORE OPERATION MANUAL

1.0 INTRODUCTION

At the beginning of this manual concern all personnel should know the material transaction system of a store / warehouse. For material transaction purpose three types of store tickets and six types of material transaction files are maintained. Filing procedure of BREB/ PBS Store Tickets are given below-

1.1 Issue Voucher File

Issue vouchers to be filed in this file against the materials issued from the respective store. Issue vouchers will be filed chronologically in order of serials printed on the issue vouchers. No other procedure should be followed in this respect, e.g. in order of dates or any other convention. Care should be taken in order to avoid filing in this file any other issue vouchers prepared by other stores. No other papers, documents or tickets, e.g. requisition slip, allocation letter, etc. but only the issue vouchers of the respective warehouse/store will be filed. Invalid issue vouchers, if any, should also be kept in this file in continuity, with stamping "INVALID" on it. Index should be shown in the inside cover page.

1.2 Receiving Voucher (Report) File

Receiving vouchers to be filed in this file against the materials received at the respective store. Receiving vouchers will be filed chronologically in order of serials

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(Md. Mozibur Rahman)
Consultant TAPP BREB

(Md. Duhidul Islam)
Consultant TAPP BREB

(Md. Mozammel Haq)
Consultant, TAPP, BREB

(Md. Abdul Khaleque)
Consultant TAPP BREB

(Md. Ahsanul Haque)
Consultant TAPP BREB

(Debasish Chakraborty)
PD, TAPP, BREB

(Kamrul Ahsan Mollik)
Asst. Secy. (Board), BREB.

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printed on the receiving vouchers. No other procedure should be followed in this respect, e.g. in order of dates or any other convention. Care should be taken in order to avoid filing in this file any other receiving vouchers prepared by other stores. No other papers, documents or tickets, e.g. requisition slip, allocation letter, etc. but only the receiving vouchers of the respective warehouse/store will be filed. Invalid receiving vouchers, if any, should also be kept in this file in continuity, with stamping "INVALID" on it. Index should be shown in the inside cover page.

1.3 Return Voucher (Ticket) File

Return vouchers to be filed in this file against the materials issued in the past or removed materials from takeover line or removed materials from existing line but returned at the respective store. Return vouchers will be filed chronologically in order of serials printed on the return vouchers. No other procedure should be followed in this respect, e.g. in order of dates or any other convention. Care should be taken in order to avoid filing in this file any other return vouchers prepared by other stores. No other papers, documents or tickets, e.g. requisition slip, allocation letter, etc. but only the return vouchers of the respective warehouse/store will be filed. Invalid return vouchers, if any, should also be kept in this file in continuity, with stamping "INVALID" on it. Index should be shown in the inside cover page.

1.4 Supplementary File of Issue Voucher File: Three more supplementary files, will be maintained against the three above mentioned original store voucher files (one for each). The supplementary files against the File of Issue Voucher will contain the respective requisition slip/allocation letters and related documents, or any others against which material(s) is (are) issued. Every document of this file will bear the cross reference of Issue Vouchers prepared. This file will be called "Supplementary File of Issue Voucher File"

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(Md. Mozibur Rahman)
Consultant, TAPP, BREB

(Md. Duhidul Islam)
Consultant, TAPP, BREB

(Md. Mozammel Haq)
Consultant, TAPP, BREB

(Md. Abdul Khaleque)
Consultant, TAPP, BREB

(Md. Ansanul Haque)
Consultant, TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

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(Kamrul Ahsan Mollik)
Asst. Secy. (Board), BREB.

1.5 Supplementary File of Receiving Voucher File: The supplementary file to be called “Papers relating to pertaining RR file” against the supporting document of Original Receiving Voucher (Report) File will contain the Issue Vouchers of the Issuing warehouse, delivery challan /Invoice in case of new procurement and related documents. All these documents will bear the cross reference of receiving reports prepared under. This file will be called “**Supplementary File of Receiving Voucher File**”.

1.6 Supplementary File of Return Voucher File: Third supplementary file will be maintained against the supporting documents of return voucher. This file will be called “**Supplementary File of Return Voucher File**”.

All these six (6) files with a number will be opened and closed financial year wise.

2.0 GENERAL

The materials and equipment incorporated in the construction of an electric network system represent a major portion of the capital investment in the system. Since the security of BREB loans is based on the value of the physical property of PBSs systems and the capability of the systems to deliver the power and energy required by the PBSs consumer members, it is essential that adequate procedures be established adopted by BREB and its PBSs to ensure that shipments of materials and equipment are promptly and efficiently cleared through customs when necessary, inspected to ensure that deliveries correspond with orders, received into and stored in adequate warehouses with appropriate stock controls and records, and moved to their point of use as needed to meet construction schedules.

The STORES OPERATION MANUAL has been prepared to provide the necessary directions and procedures for BREB and PBS personnel entrusted with this important phase of work. The

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(Md. Mozibur Rahman)
Consultant, TAPP, BREB

(Md. Zahidul Islam)
Consultant, TAPP, BREB

(Md. Mozammel Haq)
Consultant, TAPP, BREB

(Md. Abdul Khaleque)
Consultant, TAPP, BREB

(Md. Ahsanul Haque)
Consultant TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

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(Kamrul Ahsan Mollik)
Asst. Secy. (Board), BREB.

Director, Clearance, Storage & Movement (CS&M) is responsible for its implementation.

3.0 STORE MANAGEMENT

Proper operation of store is important in the execution of a project which is both efficient and economical. The main component of the project is in the form of materials. So, the control of materials, right from its procurement up to its ultimate use, is of vital importance.

Electrical line construction material is stored in the BREB & PBSs Warehouses. BREB procures materials through national and international bidding process, where as PBSs procure materials mainly through national bidding process. The Project Director of concerned project & the Material Planning & standardizing Specification (MPSS) Directorate jointly assess the materials and prepare the bidding document. In case of procurement of PBS, material assesment is done by specific committee & bidding document is prepared by the concerned PBS(PE). A Tender Evaluation Committee formed by HOPE is responsible for evaluation. The Directorate of Clearance, Storage & Movement (CS&M) deals with the receiving, controlling, warehousing, shipping and carrying of materials.

The Warehouse physically receives the materials from the Suppliers/Agents/Carriers; checks materials for visual quality and quantity against shipping documents; prepares warehouse-mans report indicating any shortage or damage. A post landing inspection is done by Inspection & Testing (I&T) Directorate, Warehouse finalizes receiving report and stores materials both for BREB & PBS procurement.

Allocation and issuance of materials from Central Warehouses of BREB to the users, i.e., to the PBSs, are conducted by the MPSS & CS&M Directorates respectively. The Warehouse will issue/shift the allocated materials to the destinations/PBSs and report of issuance/shipment status will send to the MPSS/CS&M on regular(monthly) basis against allocations. After receiving the materials by the designated store of PBSs, the concerned

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(Md. Masudur Rahman)
Consultant TAPP BREB

(Md. Ahsanul Haque)
Consultant TAPP BREB

(Md. Duhidul Islam)
Consultant TAPP BREB

(Debasish Chakraborty)
PD TAPP BREB

(Md. Mozammel Haq)
Consultant TAPP BREB

(Md. Abdul Khaleque)
Consultant TAPP BREB

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(Kamrul Ahsan Mollik)
Asst. Secy (Board), BREB

BREB office or PBS will provide the materials to the Contractors or Work Force (PBS) for construction/installation. The project material handling process can be represented as follows:

(1) Supplier (2) BREB (3) PBS (4) Contractor (5) Project

At steps 2, 3 & 5, the receipts are checked against inventory and flow-out of materials. As staking takes place, an "as built" staking sheet is checked against the materials issued to Contractor/Workforce. Thus, any pilferage, damage, etc. are properly accounted for and can also be easily traced back on the BREB receipts.

Warehousing is an important part of store management. Warehousing or Storekeeping is the physical handling of materials and the application of effective control for their economic handling. The responsibilities of stores and warehouse management are:

1. Receive materials perfectly and timely.
2. Protect the materials from damage or unauthorized removal/theft.
3. Issue materials
 - in the right quantities
 - at the right time
 - to the right place
4. Provide these services promptly at the least cost.
5. Conduct the annual physical inventory of stores/ Warehouses. This activity will be conducted according to the BREB Instruction 500-17 & PBS Instruction 300-53 (Principle of inventory in BREB Central Warehouse, BREB project stores & PBS stores).

Modern warehousing function includes the followings-

1. Requisition of needed materials

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(Md. Mozibur Rahman)
Consultant TAPP BREB

(Md. Duhidul Islam)
Consultant TAPP BREB

(Md. Mozibur Rahman)
Consultant TAPP BREB

(Md. Abul Khaleque)
Consultant TAPP BREB

(Md. Ahsanul Haque)
Consultant TAPP BREB

(Debasish Chakraborty)
PD, TAPP, BREB

(Kamrul Ahsan Mollik)
Asst. Secy. (Board) BREB

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2. Physical handling of incoming supplies
3. Materials control related to them

Physical handling covers:

1. Receiving and checking materials purchases
2. Systematic storage and protection of stocks
3. Dispensing materials to direct operations personnel.

A program on safety for the prevention of property loss and damage is a prime requisite of a sound and efficient warehouse operation. Personnel safety, proper house keeping should be applied to most Warehousing Operations.

4.0 WAREHOUSING PRACTICES

4.1: Purposes

The warehouses are set up to supply the planned case lot or whole unit major issue for the departments of the BREB. The warehouses will normally receive the orders one day in advance and prepare the orders for pick up and delivery by the Transportation Branch. The warehouses should be pallet and full case storage or large lot storage. The people in the warehousing area should be held to a minimum. The items should be arranged in usable and easily countable full case standard packs, not in loose storage.

The items for storage in the warehouses will be delivered from the clearance section to the Receiving Section by the Transportation Section. On the receipt of these items the warehouses should spot check the orders to ensure that counts and descriptions and part numbers are correct.

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(Md. Mazibur Rahman)
Consultant, TAPP, BREB

(Md. Ahsanul Haque)
Consultant, TAPP, BREB

(Md. Duhidul Islam)
Consultant, TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

(Md. Abdul Khaleque)
Consultant, TAPP, BREB

(Kamrul Ahsan Mollik)
Asst. Secy. (Board), BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

NOTE:

All boxes should clearly be marked with the contents by part number and amount/quantity. In the warehouses,, packages received with counts or weights on them should not be broken. If the issues typically run in smaller packages, the major, packages should be broken and repackaged in small containers which more accurately fit the needs of the using departments. Counting/ weighing should be used during packing the materials.

The specific layouts and practices of the individual warehouses will be entirely dependent upon the nature of the goods. However, the following points should be considered, and it is the warehouse Deputy Director's job to ensure that his/her people follow these practices.

4.1.1: MATERIAL HANDLING PRACTICE

1. All material handling should be eliminated whenever possible.
2. The warehouse should have a grid or location system available so that items can be traced and found in the warehousing area. Like/Similar items should be stored in relatively the same areas of the warehouse.
3. Provide aisles wide enough to accomodate safely the latest types of mobile materials handling equipment. This should take into consideration both the largest loads anticipated and pedestrian traffic.
4. Provide space to set down temporarily unit loads of work in such a pre-position manner as to eliminate the need to rehandle them.
5. Never set materials directly on the floor unless it is absolutely necessary.
6. Eliminate isolated fenced in store rooms whenever possible unless one of the following conditions prevails which makes it mandatory.
 - a. Stores must be kept in strict inventory.
 - b. Materials are easily lost, damaged, or pilferaged.
 - c. For safety problems,, such as explosives.

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(Md. Mozibur Rahman)
Consultant TAPP BREB

(Md. Duhidul Islam)
Consultant TAPP BREB

(Md. Mozammel Haq)
Consultant TAPP BREB

(Md. Abdul Khaleque)
Consultant TAPP BREB

(Md. Ahsanul Haque)
Consultant TAPP BREB

(Debasish Chakraborty)
PD TAPP BREB

(Kamrul Ahsan Mollik)
Asst. Secy (Board) BREB

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7. Plan to place high/fast-moving items as near the point of issuing as possible.
8. Determine whether or not materials can be received in a manner of container which does not require re-handling between receipt and issue.
9. When handling stores, keep materials flowing from one station to the next without intermediate set downs.
10. To conserve floor space, utilize overhead storage high stacks, and pallet racks.
11. Handle materials in unit loads when they must be handled and stored.
12. Avoid repacking and rehandling of items on movements, provide for handling in standardized containers and avoid packaging whenever possible.
13. In planning, receiving, and loading areas provide for easy access to trucks and equipment.
14. Receive and ship in unit loads whenever possible,
15. Use yard storage when materials do not require protection from weather to save valuable indoor space.
16. Plan the storage so that the trucks and fork lifts can handle the storage of unit loads without rehandling.
17. Materials requiring protection can be stored outdoors with temporary protection such as tarpaulins, weather proof wrapping or covering in plastic.
18. Plan operations in such a manner that undue paper work is not necessary.
19. Consider mechanical aids when workmen must:
 - a. Lift more than sixty pounds.
 - b. Handle the same kind of material more than an hour and one-half each day.
 - c. Move materials more than fifty feet or are exposed to safety hazards,
20. In planning the layout of the warehouse, consideration should be given to the utilization of the following types of handling equipment, skids and pallets, the use of pallet racks, the use of hand trucks, warehouse carts and wheelbarrows.
21. When materials follow a fixed route repeatedly conveyors should be considered.

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(Md. Mozibur Rahman)
Consultant, TAPP, BREB

(Md. Juhurul Islam)
Consultant, TAPP, BREB

(Md. Mozammel Haque)
Consultant, TAPP, BREB

(Md. Abdul Khaleque)
Consultant, TAPP, BREB

(Md. Abasul Haque)
Consultant, TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

(Kamrul Ahsan Mollik)
Asst. Secy. (Board), BREB.

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22. When large quantities of materials are used constantly and purchased and handled in small containers, study the possibility of unit containers.
23. In planning the layouts and equipment, provide for maintenance and service.
24. The use of standardized pallets and standard pallet packing patterns greatly facilitates the inventoring and counting of the units.
25. Stack all items in such a manner that piles will be firm and not subject to falling or damage.
26. Don not stack so high as to cause lower containers in the stack to be damaged or broken.
27. Always try to have space open in the storage areas so that replenish stocks can be put in the same location to ease the finding of items.
28. When replacing stocks, remove the old stocks and place the new stock behind the older stocks so that the older are always used first.
29. Do not bury items in the stacks. Each row or stack should contain only one item. When it is not possible to stack in such a manner, the use of pallet racks and pigeon holes palletizing should be considered.
30. Whenever it is necessary to stack items behind other items, a tag should be placed on the front of the stack or pallet row, indicating the items stored behind the front items.
31. Constantly review the stacks in the warehouses for signs of pilferage and open boxes within the stacks. Remove the open boxes from the stacks and replace them with a complete box and issue open or damaged boxes first,
32. Inform to proper authority about damage or loss continually & keep inventory checks correct.
33. Deteriorated or damaged items should be promptly reported for material disposals.
34. Promptly report any leaks or potential hazards which can cause water damage or weather damage.
35. The minimum working aisles for the BREB should be fifteen feet wide, The aisles (walk way) should lead directly to doors whenever practical. Every block of material

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(Md. Mozibur Rahman) Consultant, TAPP, BREB
 (Md. Duhidul Islam) Consultant, TAPP, BREB
 (Md. Ansanul Haque) Consultant, TAPP, BREB
 (Md. Mozammei Huq) Consultant, TAPP, BREB
 (Md. Abdul Khaleque) Consultant, TAPP, BREB
 (Debasish Chakraborty) PD, TAPP, BREB
 (Kamrul Ahsan Mollik) Asst. Secy. (P)
 ৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

or pallet racks should be on an aisle or stored so that it can be removed without moving other items.

36. If many pallet racks are used to store small lots of case of goods, the aisle will be excessive. If you continue to use the forklift, the packages may need to be removed and placed in storage manually. This system will require more time for handling, but will save much space.
37. All stock locations should be kept consistent and like/same items stored continually in the same spot. The row, bin, or bay should be marked with a sign indicating the stock numbers in that spot.
38. Always store from the back of a storage area toward the aisle; fill one row completely before proceeding to another row with like/same items; also empty one row completely before proceeding to another row of the same item.
39. A system must be devised for assigning a particular item to a specific location within the Warehouse. Lack of such a system results in confusion on the parts of the operators, poor space utilization, and inefficient material handling. The system recommended for normal use for BREB is to stack the standard stock number items in the same area in the warehouse at all times, and a particular class of goods in one area; that is, all hardware supplies in one area of the warehouse, transformers in another.
40. The standard pallet for the BREB should be a forty-eight inch square pallet. Non-standard pallets should be used only for the storing of the special items. Box pallets and U-frame pallets should be used for special loads, for instance, the U-frame use to hold items such as acetylene cylinders or long articles which you can't normally stack well.
41. Mechanical equipment in the warehouses must be kept in a state of good repair and there should be a schedule for regular service of the equipment.
42. Only trained and qualified persons who are certified should operate mechanical equipment, such as forklift.

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(Md. Mozibur Rahman)
Consultant TAPP BREB

Consultant, TAPP, BREB

(Md. Abdul Khaieque)
Consultant, TAPP, BREB

(Md. Mozammel Hujj)
Consultant, TAPP, BREB

(Md. Ahsanul Haque)
Consultant, TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

(Kamrul Ahsan Mollah)
Asst. Comm. (P)

43. No one should ride on a load, on a forklift or sit on a forklift while it is operating other than the driver.

In practice it is rarely possible to follow one of the recommended practices without violating one of the other practices. Controlling officer of warehouse must make decisions utilizing and compromising these principles based on his/ her experience and the individual needs of his/ her particular warehouse.

4.1.2: WAREHOUSE ISSUES, RETURNS, RETIREMENT PROCEDURE

4.1.2.1: Purpose

- The Warehouse system will provide both Warehouse personnel and Directorate of Accounts personnel with the capability for accounting and calculating of warehouse transactions. In addition, it will provide the Directorate of Accounts and Warehouse personnel with the necessary techniques for control of the system and related files.
- There are four basic input documents that are used to affect the Warehouse stock records. Those documents are the Warehouse Issue Ticket, warehouse Return Ticket, Receiving Report and Stock adjustment Ticket.

4.1.2.2: Warehouse Issue & Warehouse Returns.

(a) The Warehouse Material Issue and Warehouse Return Tickets are used when items are issued or returned from the Warehouse inventory that have stock item numbers assigned to them. With the exception of material returned for retirement, and Warehouse Issue and Warehouse Return Tickets must always affect an item of stock and is always a debit or credit to the various inventory accounts under the general ledger account number. These forms are prepared in (5) five or required copies.

(b) The following information is required to be entered on the Warehouse Issue or Return

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(Md. Mozibur Rahman) Consultant, TAPP, BREB

(Md. Duniul Islam) Consultant, TAPP, BREB

(Md. Mozammel Haque) Consultant, TAPP, BREB

(Md. Abdul Khaleque) Consultant, TAPP, BREB

(Md. Ahsanul Haque) Consultant, TAPP, BREB

(Debasish Chakraborty) PD, TAPP, BREB

(Kamrul Ahsan Mollah) Acct. Secy (Board), BREB.

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

Ticket. The information/elements of these Store Tickets are given below and an analysis of main information/elements will be discussed later.

Issue Voucher/Ticket		Return Voucher/Ticket	
Sl No.	Information/ Element	Sl No.	Information/ Element
01	Store Name	01	Store Name
02	Issue Voucher(IV) No.	02	Return Voucher No.
03	Project Name & Code No	03	Project Name & Code No.
04	Authorized by	04	Ordered by
05	Contractor's name or carried by	05	Sent by
06	Field store name	06	Return Date
07	Field store ID	07	Return Voucher No.
08	Work order/Account No.	08	Work order/Account No.
09	Memo/Reference No.	09	Carried by
10	Purpose of issue	10	Purpose of Return
11	Issued to	11	Receiving Store
12	Date of issue	12	Transport Name & No.
13	Allocation & Requisition No.	13	Document No.
14	Transport Name & No.	14	Gate pass No.& Date
15	Sl. No. of Items	15	Sl. No. of Items
16	Item/Stock No	16	Item/Stock No.
17	Description of Items	17	Description of Items
18	Unit/Unit of measure	18	Unit/Unit of measure
19	Quantity	19	Quantity
20	Unit Price	20	Unit Price
21	Value/Amount	21	Value/Amount
22	Issued by	22	Returned by
23	Approved by	23	Received by
24	Total Nos. of Items	24	Total Nos. of Items
25	Issue Type		

(c) Store Name

As the Warehouse Issue and Warehouse Return Tickets are used by both the Accounting and Warehouse personnel for recording warehouse transactions, you should always write down the name of Store at where the stock is being issued/returned.

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(Md. Mozibur Rahman)
Consultant, TAPP, BREB

(Md. Ahsanul Haque)
Consultant, TAPP, BREB

(Md. Duhidul Islam)
Consultant, TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

(Md. Mozammel Haq)
Consultant, TAPP, BREB

(Md. Abdul Khaleque)
Consultant TAPP BREB

(Kamrul Ahsan Moflik)

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(d) Purpose of Issue/Return

The space provided for purpose or use is to be filled in every time a ticket is prepared for the reason which is help to identify what account number is to be charged or if account charged is correct.

(e) Issued To, Sent by/Returned by:

“Issued To” is used when the materials is transferred from one store to another. “Sent by/Returned by” is used the materials sent from which office and returned through whom.

(f) Date of Issue / Return.

The date that has been mentioned so far with the exception of the 'Warehouse Issue and Warehouse Return Ticket Numbers are to be included on the forms for information to both the person who is preparing the ticket and for those who will be checking it later to determine if the account number charged is correct, The date of issue and return must be entered on every Issue and Return Ticket and all the figures entered must be numeric; that is 27-11-18.

(g) Work Order/Account Number

The Work Order Number must be entered against which the work is executed; the Issue and Return Tickets are prepared.

(h) Field Store Name

The Store Name refers to the Store of PBSs to or from which materials/items were issued and returned from or to Central Warehouses respectively.

(i) Item/Stock No. (Number)

Item/Stock No. is the code number of issue/returned materials and must be entered in the Store Tickets. CS&M Directorate is responsible to provide the Item No. of a new

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(Md. Mozibur Rahman)
Consultant, TAPP, BREB

(Md. Duhidul Islam)
Consultant, TAPP, BREB

(Md. Mozammel Haq)
Consultant, TAPP, BREB

(Md. Aboul Khaleque)
Consultant, TAPP, BREB

(Md. Ahsanul Haque)
Consultant, TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

৬২১ তম বোর্ড সভার অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

(Kamrul Ahsan Mollik)
Asst. Secy. (Board), BREB,

materials consultation with the MPSS Directorates.

(j) Description of Items:

A description of each item that has been Issued/Returned must be entered on the Issue/Return ticket. The description should be the same as the description listed in the stock ledger. Never leave this space blank. Abbreviations are accepted.

(k) Issue Type Codes:

1. On the Warehouse Issue Tickets there is a space entitled "Code". This code refers to the type of issue that is being made and must be entered on the each Issue Ticket. In the lower left hand corner of the Warehouse Issue Tickets are used for the type of issue with codes.
2. The important point to make here is that this code must be entered for each and every issue ticket. There are seven (&) codes used for the types of issue that can be made on the Warehouse Issue Tickets. In this section we will discuss the information that must be presented and the coding necessary for each type or issue code. These Issue Type Codes are given below.

- | | |
|---------------------------|----------|
| (i) Regular issue- | Code -R; |
| (ii) Warehouse Transfer | Code-T; |
| (iii) Credit Sale to PBS- | Code-L; |
| (iv) Cash Sale to PBS- | Code-C; |
| (v) Project Transfer- | Code-P; |
| (vi) Transfer as loan- | Code-B; |
| (vii) Adjustment- | Code-A; |

(l) Quantity

The exact quantity of Item/stock Issued/Returned for each stock item must be entered every time. The quantity Issued/Returned is very important. The quantity

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(Md. Mozibur Rahman)
Consultant, TAPP, BREB

(Md. Duhidul Islam)
Consultant, TAPP, BREB

(Md. Mozammel Haque)
Consultant, TAPP, BREB

(Md. Abdul Khaleque)
Consultant TAPP, BREB

(Md. Ansanul Haque)
Consultant, TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

(Kamrul Ahsan Mollik)
Asst. Secy. (Board), BREB.

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Issued/Returned must always be entered for each item/stock and in whole numbers. Do not write down fractions or decimals .

(m) Unit/Unit of Measure

The column headed "unit" is the unit or measure for the type of stock item being Issued/Returned on the Issue/Return Ticket. Examples of the some units and their abbreviations are shown below. You should note that the abbreviations are only 2 or 3 characters.

Unit of Measure	Abbreviation
Kilometer	Km
Meter	Mtr.
Feet	Ft.
Weight	Wt.
Pound	Lb.
Kilogram	Kg.
Each	Ea.
Quantity	Qty.
Pair	Pr.
Set	St.
Numbers	Nos.
Liter	Ltr.

(n) Value Amount:

The value will be calculated and entered by the Accounts Directorate.

(o) 'Issued By', 'Received By' and 'Approved by'

The person who actually issued the stock/item from the Warehouse and the person who received the stock/item as return must sign the warehouse Issue/Return Tickets with date. Similarly, the concerned issuing and approving officials must sign with seal

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(Md. Mozibur Rahman)
Consultant TAPP BREB

(Md. Duhidul Islam)
Consultant TAPP BREB

(Md. Mozammel Haq)
Consultant TAPP BREB

(Md. Abdul Khaieque)
Consultant TAPP BREB

(Md. Ahsanul Haque)
Consultant TAPP BREB

(Debasish Chakraborty)
PD, TAPP BREB

(Kamrul Ahsan Mollik)
Asst. Comm. (Stores) BREB

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and date by those the issuance was made as "Issued by" and "Approved by" on the Issue Voucher. The reason for this is that in case there is any need for questions or follow-up by other warehouse personnel or accounting personnel or any other office.

(p) Preparation of the Warehouse Issue/Return Ticket

As was stated earlier in the section on Codes, there are seven (7) codes used for the types of issues that can be made on a Warehouse Issue Ticket. In this section, we will discuss the information that must be presented and the coding necessary for each type of issue code. In the final section of the warehouse Issue/Return Ticket procedure, the routing of the various copies for each type of issue will be discussed.

i) Regular Issue-Code-R

This type of issue is usually issued the material/item to a particular job or order and is always coded as R. This type issue is not frequently used in BREB Central Warehouses. It is rarely used in Central warehouses but frequently used in PBSs Warehouses.

ii) Warehouse Transfer-Code-T

When a stock item is transferred from one Warehouse to another, the Warehouse Issue Ticket is prepared and coded as a type of issue Code T- Warehouse transfer. The important point to remember on a Warehouse transfer is the coding of the Warehouse to which the stock has been transferred and is located in the lower left hand corner of Warehouse Issue Ticket.

iii) Credit Sale to PBS's - Code (L)

Credit sales to PBS's code-L will be entered on a warehouse Issue Ticket when a stock item in BREB inventory is "charged" to a PBS account. When we say "charged", we mean that the PBS will be billed by Accounts Directorate of BREB

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(Md. Masibur Rahman)
Consultant TAPP BREB

(Md. Duhidul Islam)
Consultant TAPP BREB

(Md. Mazammel Haq)
Consultant TAPP BREB

(Md. Abdul Khaleque)
Consultant TAPP BREB

(Md. Ahsanul Haque)
Consultant TAPP BREB

(Debasish Chakraborty)
PD TAPP BREB

(Kamrul Ahsan Mollik)
Asst. Secy. (Board), BREB,

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

for the material.

iv) Cash sales to PBS's-Code-C

Cash sales to PBS's code-"C" will be entered on a warehouse Issue Ticket when a stock item/material in BREB inventory is issued to PBS on cash payment the value of the item/material. When we say cash sale to PBS, we mean that the PBS is made cash payment to BREB for the item/material.

v) Project Transfer-code-P

Project Transfer code-"P" will be entered on a warehouse Issue Ticket when a stock item is transferred from a closed Project to another running Project or any other store.

vi) Transfer as loan-code-B

This type of Issue Voucher will be made by the Warehouse issuing the stock from one store to another store as loan; these transactions will be made by the Warehouse when the items/materials will require transferring in between two stores as loan. This type of Issue Voucher is also known as "Barter Voucher".

vii) Adjustment- Code-A

After completion of the annual physical inventory the stock ledger must be in agreement with the physical inventory. Therefore, Issue Voucher of item/material must be prepared based on the adjustments indicated on the inventory as short from the stock ledger balance. The code "A" will be entered on the prepared Issue Ticket by the Warehouse and duly signed by the convenor of the inventory committee, store officer and concerned store keeper.

(q) Return - Warehouse Return Ticket-code-RE;

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(Md. Mozibur Rahman)
Consultant, TAPP, BREB

(Md. Duhidul Islam)
Consultant, TAPP, BREB

(Md. Mozammer Haq)
Consultant, TAPP, BREB

(Md. Abul Khaleque)
Consultant, TAPP, BREB

(Md. Ahsanul Haque)
Consultant, TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০
(Kamrul Ahsan Mollik)
Asst. Secy. (Board), BREB.

When an item is returned to the Warehouse after it was charged out on a Warehouse Issue Ticket, a Warehouse Return is made up showing what items and quantities were returned and entering code number RE. In this situation there are several important points. The first is that the purpose or use portion of the ticket should state that it is a return & refers to the ticket number upon which the items were issued. The next important point to note is the account number. The account number on this ticket is the same account number that was charged on the issue ticket. The Stores Control Section knows that, this returned stock item is being returned to stock inventory and will credit the account number that was originally charged.

(r) Retirement on Warehouse Return Ticket Code RT;

1. When plant that is in service is removed or replaced, the officer in charge of the work is to notify the warehouse personnel and a Material Return Ticket is prepared, The ticket will be filled out showing the directorate who did the work, the date it was removed or replaced, a notation as to the location of the plant and the description of each item removed and the quantity.
2. The account number charged will be the appropriate retirement work order associated with the work.
3. It should also be noted that even though the property may be left, in place (abandoned) a return ticket retiring that plant must still be made.
4. Do not retire plant on a receiving report. Use warehouse issue and return forms only for this purpose.

(s) Void – of Issue Ticket and Return Ticket- Code V.

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(Md. Mozibur Rahman)
Consultant, TAPP, BREB

(Md. Duhidul Islam),
Consultant, TAPP, BREB

(Md. Md. Zamirul Haq),
Consultant, TAPP, BREB

(Md. Abul Khaleque)
Consultant, TAPP, BREB

(Md. Ahsanul Haque)
Consultant, TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

(Kamrul Ahsan Mollik)
Asst. Secy. (Board), BREB.

If the manually prepared Store Tickets of Warehouse those have incorrect date, are unable to be read or for some other reason Store Ticket must be voided. All Warehouse Store Ticket numbers are accounted for. Therefore, you must process the original copy of the Store Ticket even though it has been voided. The word "Void" has been written across the face of the ticket and is coded as "V". It should be approved by Deputy Director, Warehouse(in case of Central Warehouses of BREB) and concerned XEN of BREB or Sr. GM/GM(in case of PBS store) and should be distributed to the concerned offices. In the case of Store Ticket prepared through computer by using software a Store Ticket may be missed due to failure of electricity or malfunction of computer, though it is not frequent. If it is occurred the situation must be recorded and duly approved by Deputy Director, Warehouse(in case of Central Warehouses of BREB) and concerned Executive Engineer of BREB or Senior General Manager/ General Manager (in case of PBS store).

4.1.3: RECEIVING PROCEDURES AND PRACTICES

4.1.3.1: Purpose

- (a) All purchased items/materials delivered to BREB must go through the receiving function. The receiving branch is responsible for inspecting, counting, and preparing a receiving report for all goods.
- (b) When the goods/items/materials arrive at receiving, the receiving section will check and take the steps as follows:
 - (i) The bill of lading, invoice and packing list versus the number of containers, boxes, packages, cartoons, drums, coils, bundles etc. and customs clearance for the imported items. The delivery documents versus the number of boxes, packages, cartoons, drums, coils, bundles etc. for the local supplied materials/items.

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(Md. Mozibur Rahman)
Consultant TAPP, BREB

(Md. Duhidul Isiani)
Consultant TAPP, BREB

(Md. Mozammel Haq)
Consultant TAPP, BREB

(Md. Abdul Khaleque)
Consultant TAPP, BREB

(Md. Ahsanul Haque)
Consultant TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

(Kamrul Ahsan Moina)
Asst. Secy (Roads) BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

- (ii) The specific count in each container, box, package, cartoon, drum, coil, bundle etc. versus the purchase order, and post the actual count on the appropriate receiving report. The receiving section will also note damage or shortage and fill out the preliminary claim for damage on a delivery/cargo report.
- (iii) When all of the items/materials of the Delivery documents are in the receiving area, the receiving section will request the inspection section, Inspection and Testing Directorate and Timber Products Specialist (for wooden products) to conduct the Post Landing Inspection. The receiving section will also send the sample of arrived materials/items to Inspection and Testing (IT) Directorate as required.

4.1.3.2: Procedure

- (a) The Delivery documents/and Purchase Orders are pulled in advance for specific shipment/delivery arriving at receiving point. These are reviewed for planning of space in the receiving warehouse to sort and store goods/materials by Delivery documents.
- (b) When the cargo is released by Customs & Clearance (for the imported items only), the Receiving Section will receive the goods/materials and sort and store by Delivery documents in the receiving area.
- (c) When all of the goods/materials of the Delivery documents are in the receiving area, the receiving section will count the number of boxes, packages, cartoons, drums, coils, bundles etc. against Delivery documents. The receiving section will also count the quantity of items inside the packages as random basis and verify it with the quantity marked on the packages as well as Delivery documents.

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(Md. Mozibur Rahman)
Consultant, TAPP, BREB

(Md. Ansanul Haque)
Consultant, TAPP, BREB

(Md. Duhidul Islam)
Consultant, TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

(Md. Mozammel Haq)
Consultant, TAPP, BREB

(Md. Abdul Khaleque)
Consultant, TAPP, BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

(Kamrul Ahsan Mohtak)
Asst. Secy. (Board), BREB

(d) All exceptions found on the Delivery documents are noted and then signed. All exceptions are listed on the delivery/cargo report. Also, all shortage items are noted on the delivery/cargo report. All delivery/cargo reports must be completed within seven days from delivery or after receipt from customs clearance for the imported items.

(e) When all the items/materials of the Delivery documents are in the receiving area, the receiving section will request the inspection section, Inspection and Testing (IT) Directorate and Timber Products Specialist (for wooden products) to conduct the Post Landing Inspection. The receiving section will also send the sample of arrived materials/items to Inspection and Testing (IT) Directorate as required.

4.1.3.3: Receiving Practices

- (a) Purchase Orders that have been in the active file for six months should be checked with Procurement Directorate/ Office of PE(Procuring Entity)/ Authority to see if the order has been cancelled.
- (b) Receiving Reports must be filled in completely and must be readable. No erasing is allowed if the manual voucher is used.. Line out all incorrect information and enter correct information on the next line.
- (c) The Receiving Section can only receive items against written purchase orders. If a purchase order is not in the file, receiving section must contact the Procurement Directorate/Office of PE/ Authority for information and obtain a written purchase order to enable receiving to officially receive the goods/materials.
- (d) Items in the receiving area cannot be released to the directorate concerned or warehouse without the proper purchasing/receiving report documents being made out and posted by the receiving section.

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(Md. Mozibur Rahman)
Consultant, TAPP, BREB

(Md. Duhidul Islam)
Consultant, TAPP, BREB

Consultant, TAPP, BREB

(Md. Mozammel Haq)
Consultant, TAPP, BREB

(Md. Abdul Khaleque)
Consultant, TAPP, BREB

(Md. Ansanul Haque)
Consultant, TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

(Kamrul Ansan Mollik)
Asst. Secy. (Board), BREB.

- (e) Damaged material must be held in the receiving area until the Procurement Directorate/Office of PE/ Authority officially releases the items. Official action will be one of the following ;
- Return to vendor/Supplier
 - Use as it is
 - Condemn and Disposal
 - Other special instructions.
- (f) The Receiving Section is not a storage area. After getting the inspection clearance from the Inspection and Testing (IT) Directorate or Timber Product Specialist(for Wooden Products) and Customs clearance for imported materials/items, Materials/Items should be checked and receiving reports written within two days. Materials/Items that have been checked in and awaiting transportation to warehouse areas must be delivered within three days after receipt(if required).
- (g) The Receiving section must mark or post all containers of stock items with the BREB stock number. This is part of the receiving process and must be done before stock items are delivered to the warehouse. This is important and necessary to maintain identification of stock items.
- (h) All items received by BREB/ PBS must come to the receiving area and pass through the receiving process. A receiving report must be posted and distributed before an invoice payment can be made. It is essential that receiving section counts be accurate as the actual counts on receiving reports are the official verification used to pay invoices and authorize the payment to the vendor/supplier.
- (i) The receiving area must be neat and orderly. Segregation and identification of receipts is important for efficient and accurate receiving reports.

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(Md. Mozibur Rahman)
Consultant, TAPP, BREB

(Md. Duhidul Islam)
Consultant, TAPP BRF

(Md. Mozammel Haq)
Consultant, TAPP BRF

(Md. Abul Khaleque)
Consultant TAPP BRF

(Md. Ahsanul Haque)
Consultant, TAPP, BREB

(Debasish Chakraborty)
PD, TAPP BRF

(Kamrul Ahsan Mollik)
Asst. Secy. (Board), BREB.

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- (j) All items must be protected from pilferage while in the receiving area. The Receiving Section is responsible for all differences in count from the time materials/goods are dropped in the receiving area until the delivery release is signed off by the warehouse.
- (k) All exceptions to information typed on the purchase order versus the items received must be written on the receiving report. This includes the following.
- Different item stock number or descriptions.
 - Substitutions.
 - Wrong purchase order numbers.
 - Item not shown on purchase order section of the receiving reports.
 - All items in excess or less of the quantity specified on the purchase order.

For these exceptions the receiving section will indicate exception with a square around the item number. If the item is not shown on the purchase order, a square is placed in the item column, and the exception information is written in the description section of the purchase order.

4.1.3.4. Description

Damages claimable against Supplier or Carrier or Insurance Authority:

- On shipments where damages are detected, a Receiving Report shall be prepared for quantities which are physically received in good condition.
- The difference or quantities damaged are to be promptly reported on Delivery/Cargo Report.

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(Md. Mozibur Rahman)
Consultant TAPP BREB

(Md. Duhidul Islam)
Consultant TAPP BREB

(Md. Mozibur Rahman)
Consultant TAPP BREB

(Md. Abdul Khaleque)
Consultant TAPP BREB

(Md. Ahsanul Haque)
Consultant TAPP BREB

(Debasish Chakraborty)
PD, TAPP, BREB

(Kamrul Ahsan Mollik)
Asst. Secy. (Board) BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

- (c) Adequate authenticated copies of a Delivery/Cargo Report shall be attached to applicable Receiving Report with copies to Accounts Payment Section, Store Control (if stock item), Procurement Directorate/Office of PE/ Authority and File. The Delivery/Cargo Report must state as much as possible all information on damage. Concealed damage or busted containers must be stated opposite each item on the Report. Clearance and Insurance section of CS&M Directorate should prepare the claim to the Insurance Authority Company as Survey Report of Surveyor.
- (e) The Accounts Payment Section upon receipt of the Receiving Report shall process the applicable invoice for payment charging the appropriate account for material actually received and to establish an Accounts Receivable for the damaged material. Simultaneously, a Claim is prepared and forwarded to the liable party i.e. Supplier or Carrier or the Insurer as the case may be. If possible a deduction will be made from the invoice for the damaged items prior to payment.
- (f) The Procurement Directorate/ Office of PE/ Authority, may at their discretion and provided the quantities of an order damaged are significant or to the extent that placing a new order for replacement would cause unnecessary delays, may ask the supplier for replacement under the same purchase order number or if the quantities damaged are insignificant inform all concerned that the order(s) is complete, so the records of all concerned are adjusted accordingly.

4.1.3.5. Receiving Report

- (a) After a Purchase Order has been issued to a Supplier/Vendor, the next step is to provide for receiving of the shipment, The receiving report is a very important document for two reasons:
- (i) It is the document that records the receipt of a shipment and
- (ii) the payment made to Supplier/Vendor by accounts payment section will be

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(Md. Mozibur Rahman)
Consultant TAPP BREB

(Md. Duaidul Islam)
Consultant TAPP BREB

(Md. Mozammel Haq)
Consultant TAPP BREB

(Md. Abdul Khaleque)
Consultant TAPP BREB

(Md. Ahsanul Haque)
Consultant TAPP BREB

(Debasish Chakraborty)
PD, TAPP BREB

(Kamrul Ahsan Mollik)
Asst. Secy. (Board), BREB.

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made only upon receipt of a receiving report.

- (b) The receiving report is not like the Warehouse Issue/Return Ticket in that not all transactions will affect the warehouse inventory. This form has the capability of being able to charge direct to specific accounts and not be processed through the warehouse. The form will be prepared in five (5)/required copies.
- (c) The following information is required to be entered on the receiving report:

Receiving Report(RR)			
Sl. No	Information/Element	Sl. No	Information/Element
01	Store Name	16	Quantity
02	Receiving Report(RR) No.	17	Document No.
03	Project Name with Code No.	18	Shipment No.
04	IFB/ Package/ Sub-Package No.	19	Quality/Condition
05	Vessel/Vehicle/Shipped Via	20	Sl. No. Items
06	Custom Clearance Date	21	Item No.
07	Surveyor	22	Description
08	Bill of Lading No. & Date	23	Unit/Unit of measure
09	Invoice No. & Date	24	Unit Price
10	Contract No./Purchase Order No.	25	Value
11	Carried by/Shipped by	26	Received by
12	Supplier/Received from & address	27	Approved by
13	Procurement Sl. No.	28	Total No. of Items
14	Arrival Date	29	Receipt Type/Code
15	Receipt Date		

- (d) Receiving Report Number(RR No.): The receiving report number is numerical and used in sequence. The manual receiving report number is pre-printed on the form and should be kept in numerical order and used in sequence.
- (e) Supplier/Received From (vendor), and address: In this section, enter the name of the supplier/vendor to whom the purchase order was issued and the

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(Md. Mozibur Rahman)
Consultant, TAPP, BREB

(Md. Yunusul Islam)
Consultant, TAPP, BREB

(Md. Mozammel Haq)
Consultant, TAPP, BREB

(Md. Abdul Khaleque)
Consultant, TAPP, BREB

(Md. Ahsanul Haque)
Consultant, TAPP, BREB

(Debasish Chakraborty)
D. TAPP, BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

(Kamrul Ahsan Mollik)

supplier's/vendor's location or address in short. This name must agree with purchase order.

- (f) Bill of lading No./Shipped by/ Via: This section should show the name of the freight carrier and the bill of lading number. If the freight charges are not included in the cost of the purchase, these charges should be allocated to the various items that were received according to their currency.
- (g) Quantity and Quality/Condition: Enter in the square the number of packages, cartons or pieces that was received in the shipment. Also, make special note of the condition of these packages, especially if the package are damaged.
- (h) Store Name: Indicate in this section the name of the receiving store where the materials were delivered and received.
- (i) Contract No./purchase order No.: In this section enter the contract number or purchase order number.
- (j) Shipment No.: In this section enter the shipment number whether it is partial or complete. Always check whether the shipment received includes all of the items that were ordered or only a part of the order. If a receiving report is marked "complete" and later another receiving report is processed against the same purchase order, the accounts payment section will return the receiving report to you as two (2) receiving reports marked "complete" and charged against the same purchase order will not be paid.
- (k) IFB/ Package/Sub-package No. and Procurement Sl. No.: In this section, enter the IFB Number and Procurement SL. Number to ensure the proper record about

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(Md. Mozibur Rahman)
Consultant, TAPP, BREB

(Md. Duhidul Islam)
Consultant, TAPP, BREB

(Md. Mohammed Riaz)
Consultant, TAPP, BREB

(Md. Abdul Khaleque)
Consultant, TAPP, BREB

(Md. Ansanul Haque)
Consultant, TAPP, BREB

(Debashish Chakraborty)
PD, TAPP, BREB

(Kamrul Ahsan Mollik)
Asst. Secy. (Board), BREB

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received materials.

(l) Project Name with Code No.: In this section enter the Name of the project with code under which the materials were procured and received.

(m) Item number: The Item number is the materials identification number that has been assigned to each item that is included in inventory.

(n) Description: The description of an item can be obtained from the stock catalog. A brief but accurate description must be entered and abbreviations of words will be allowed.

(o) Surveyor: In this section enter the Name of the Surveyor engaged to conduct the "On Board" and "Warehouse" survey of the imported materials under a Purchase Order.

(p) Receipt Type Code: There is a space at the bottom on the Receiving Report that refers to the Type of Receipt Code that is being made must be entered for every item that is received. The codes for each type of receipt is located in the lower left hand corner of the Receiving Report,

The 5 (five) Types of Receipt Codes are:

- (1) P = Purchase, Regular
- (2) T = Transfer, Warehouse
- (3) R = Return
- (4) L = Project Transfer
- (5) A = Adjustment

(q) Quantity: The quantity entered must be the exact the same as the quantity actually

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(Md. Mozibur Rahman)
Consultant, TAPP, BREB

(Md. Duhidul Islam)
Consultant, TAPP, BREB

(Md. Mozammel Haq)
Consultant, TAPP, BREB

(Md. Abidul Khaleque)
Consultant, TAPP, BREB

(Md. Ansanul Haque)
Consultant, TAPP, BREB

Debasish Chakravorty
PD, TAPP, BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

(Kamrul Ansan Mollik)
Asst. Secy. (Board), BREB.

received against shown on Purchase Order, round the quantities off to the nearest whole number, do not include decimals or fractions. There must be a quantity for every item that has been received.

- (r) Unit of Measure: The column headed "Unit" is the Unit of Measure for each item that is received on the Receiving Report. Examples of some units and their abbreviations are shown below. You should note that the abbreviations are only 2 or 3 characters:

Unit of Measure	Abbreviation
Kilometer	Km
Meter	Mtr.
Feet	Ft.
Weight	Wt.
Pound	Lb.
Kilogram	Kg.
Each	Ea.
Quantity	Qty.
Pair	Pr.
Set	St.
Numbers	Nos.
Liter	Ltr.

- (s) Unit Price: The column headed "Unit Price" is the unit cost of each item. If freight charges are not prepaid, this cost should be included in the unit price and allocated to each item received based on the price of each item to the total price. The unit price should be entered even though there are instances where the quantity received multiplied by the unit price will not equal the amount.

- (t) Value: The value column is the total value that is to be paid to the vendor/supplier by the accounts payment section. The Store Control Section will be responsible for entering this value and verifying that it agrees to vendor's/supplier's invoice.

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(Md. Mozibur Rahman)
Consultant, TAPP, BREB

(Md. Duhidul Islam)
Consultant, TAPP, BREB

(Md. Mozammel Haque)
Consultant, TAPP, BREB

(Md. Abdul Khaleque)
Consultant, TAPP, BREB

(Md. Ahsanul Haque)
Consultant, TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

(Kamrul Ahsan Mollik)
Asst. Secy. (Board), BREB.

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After the values have been entered for each item received, these values must be totaled at the bottom of the value column in the appropriate.

- (u) Received by and Approved by: The concerned receiving and approving officials must be signed with seal and date by those the receipt was made as "Received by" and "Approved by" on the receiving Report.

4.1.3.6. Preparation of Receiving Reports

As it was stated earlier in the section on Codes, there are five (5) Codes used for the types of receipt that can be made on a Warehouse Receive Ticket. A Receiving Report with code is to be used any time one of the following situations occurs:

Purchase, Regular code-P: The most frequent type of receipt is the regular purchase and is coded in the code column as a "P". This would be for indent made on purchase orders.

Transfer, Warehouse-Code-T: When an item in one warehouse is transferred to another warehouse, a Receiving report will be made by the Warehouse receiving the stock. The important point to remember on a transfer is that an issue ticket number must be entered as well as a stores account number (if any).

Return-Code-R:

- (i) This type of Receiving Report to be discussed is a return of an item of stock that was previously received by BREB warehouse. This definition is very important because the item had to have been received before it could be returned. The Vendor should issue a credit memo if BREB has already been invoiced for the items/goods.

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(Md. Mozibur Rahman) Consultant, TAPP, BREB
 (Md. Durdul Islam) Consultant, TAPP, BREB
 (Md. Abdul Khaleque) Consultant, TAPP, BREB
 (Md. Ahsanul Haque) Consultant, TAPP, BREB
 (Debasish Chakraborty) PD, TAPP, BREB
 (Kamrul Ahsan Mollik) Asst. Secy. (Board), BREB
 ৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

- (ii) The return should state in the remarks section why the items/goods were returned to Warehouse. The Receiving Report should also show the name of the vendor or returned by in the received from section, how the items were returned.

Project Transfer-Code-L: At the closing of a Project remaining materials are transferred to another running Project, a Receiving Report will be made by the Warehouse receiving the stock in the running Project. The important point to remember on a transfer is that an issue ticket number of closed Project must be entered as well as a stores account number (if any).

Adjustment-Code-A: After completion of the physical inventory the stock ledger must be in agreement with the physical inventory. Therefore, a Receiving Report for the excess quantity must be prepared based on the adjustments indicated on the inventory as excess from the stock ledger.

4.1.3.7: Routing of Receiving Reports.

- (a) Purchase-When an item has been received by Receiving Section they will check the packing slip to the contents actually received to be sure that all items were received. They will then check contents to Purchase Order to see if all parts of the order were shipped. If only a part of the shipment was received, Receiving Report will be marked as a partial shipment.
- (b) 1st & 2nd copy of the Receiving Reports to be sent to Accounts Directorate/ Office of PE. The payment section of Accounts Directorate/ Office of PE will check the receiving report with the Supplier's/Vendor's invoice and Purchase Order for accuracy. If errors are found, the accounts payment section will notify the Receiving section immediately.

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(Md. Mozibur Rahman)
Consultant, TAPP, BREB

(Md. Debasish Chakraborty)
PD, TAPP, BREB

(Md. Mozammel Haq)
Consultant, TAPP, BREB

(Md. Abdul Khaleque)
Consultant, TAPP, BREB

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(Kamrul Ahsan Moflik)
Asst. Secy. (Board)

(c) On a Receiving Report that is marked "complete" the accounts section will attach the Purchase Order to the Receiving Report and prepare a voucher Jacket for payment. If the Receiving Report is marked "partial", They will prepare a voucher for payment of the items received provided the invoice is for the partial shipment.

(d) The third copy will be forwarded to the CS&M Directorate. The fourth copy will be kept by Warehouse for office record. The fifth copy will be forwarded to the Supplier/Vendor/Carrier.

4.1.3.8: Void of Receiving Report - Code-V

If the manually prepared Store Tickets of Warehouse those have incorrect date, are unable to be read or for some other reason Store Ticket must be voided. All Warehouse Store Ticket numbers are accounted for. Therefore, you must process the original copy of the Store Ticket even though it has been voided. The word "void" has been written across the face of the ticket and is coded as "V". It should be approved by Deputy Director/ Executive Engineer, Warehouse and should be distributed to the concerned offices. In the case of Store Ticket prepared through computer by using software a Store Ticket may be missed due to failure of electricity or malfunction of computer, though it is not frequent. If it is occurred the situation must be recorded and duly approved by Deputy Director/ Executive Engineer, Warehouse.

5.0 PHYSICAL INVENTORY METHODS

5.1: INTRODUCTION

5.1.1.1: It is absolutely essential to the control and efficient operation of material management that the inventory be taken. The following are purposes of taking stock inventories .

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(Md. Mozibur Rahman)
Consultant, TAPP, BREB

(Md. Ahimamul Hossain)
Consultant, TAPP, BREB

(Md. Duhidul Islam)
Consultant, TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

(Md. Mozammel Haque)
Consultant, TAPP, BREB

(Md. Abdul Khaleque)
Consultant, TAPP, BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

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- (a) To verify that the balance on hand on the stock record cards agrees with the actual bin count and to determine the differences between actual account and stock record balance..
- (b) To provide data for corrective action.
- (c) To prepare a correct statement of values of current inventories.
- (d) To conduct the annual physical inventory of stores of all Warehouses. This activity will be conducted according to the BREB Instruction 500-17 & PBS Instruction 300-53 (Principle of inventory in BREB Central Warehouses, BREB project stores & PBS stores).
- (e) To review, modify/update the BREB Instruction 500-17 & PBS Instruction 300-53 (Principle of inventory in BREB Central Warehouses, BREB project stores & PBS stores) and store control policies time to time and distributes it to the concerned offices.

5.1.1.2: In taking inventories, the actual amount of planning and work required is influenced by a wide range of factors, including the amount of previous experience in inventory taking, the size and diversity of the inventory, the degree of orderliness in the warehouse, the number of different types of items in the warehouse, the packaging of the items in the warehouse.

5.1.1.3: There are few activities that require more planning and preparation in relation to actual performance of the job than a physical inventory, This is true because the inventory period must be short and because large numbers of employees untrained in the inventory taking routines must do the job, no compromise can be made with the

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(Md. Mozibur Rahman)
Consultant, TAPP, BREB

(Md. Dulfaiul Islam)
Consultant, TAPP, BREB

(Md. Mohammed Hujj)
Consultant, TAPP, BREB

(Md. Abdul Khaleque)
Consultant, TAPP, BREB

(Md. Ahsanul Haque)
Consultant, TAPP, BREB

(Debasish Chakraborty)
TAPP, BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১০৭০০

(Kamrul Ahsan Mollik)
Asst. Consultant, TAPP, BREB

requirement that the counts obtained must be complete and accurate.

5.1.1.4: The primary requirements for a good physical inventory are:

- (a) That the stocks are neatly and systematically arranged, and the like items grouped together.
- (b) That the inventory is taken quickly and that all activities cease during the inventory period.
- (c) Physical inventory can be improved immensely by making sure that very few and only an absolute minimum of items are in opened containers, and that if these are open, they should be counted, and the counts of the contents marked on the container in advance of inventory taking.
- (d) Stacks and piles should be neatly arranged and should be accessible on all sides so that the physical contents of the stacks can be determined accurately.

5.1.2: PROCEDURE FOR PHYSICAL COUNT

5.1.2.1: Purpose

- (a) This procedure applies to all annual physical inventories and to quarterly inventory of warehouses, or any other group of items designated to be inventoried,
- (b) The only practical way to inventory is to close the stockroom during the time of the physical inventory.
- (c) Each warehouse and each class of goods will have its own particular problem of inventory taking. However, it is normally practical to define the inventory area into a grid structure and assign a particular group of checkers to a particular grid. For the Bangladesh Rural Electrification Board this grid structure shall be laid out for the area to be physically inventoried as follows:

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(Md. Mozibur Rahman)
Consultant, TAPP, BREB

(Md. Duhidul Islam)
Consultant, TAPP, BREB

(Md. Mozammel Haque)
Consultant, TAPP, BREB

(Md. Abdul Khatique)
Consultant, TAPP, BREB

(Md. Ansanul Haque)
Consultant, TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

(Kamrul Ansan Mollik)
Asst. Secy. (Board), BREB

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5.1.2.2: Procedures

- (a) The Deputy Director/ Executive Engineer, Warehouse with store section personnel will mark areas of the warehouse with chalk, tape, or string in such a way to include approximately 100 or suitable quantity of items in a grid area, starting from one corner and continuing around the warehouse until all items have been placed in a grid location. The grids shall be numbered consecutively from 1(one) until all are numbered. The grid layout should be completed one week before starting date of the physical inventory.
- (b) As the grids are designated, each grid area is to be surveyed for items which need rearranging for ease of inventory, and all broken containers should have precounts taken. The items needing rearranging and precounting are listed on a worksheet.
- (c) This list is kept by store section of Warehouse and the work must be completed minimum two days prior to physical inventory starting date.
- (d) Based on the number of grid locations containing 100 or suitable quantity of items each, numbers of inventory counters to be calculated based on the average counting capability of each counter.
- (e) Based on the calculated number of counts needed, the Deputy Director/ Executive Engineer, Warehouse and the store section of warehouse will borrow counters from the other section of warehouse if needed. This planning must be done four working days prior to the starting date of the physical inventory.
- (f) For each group of counters store section will check the counter's bin counts on a sampling basis. The store section will random sample or spot check around fifteen items in each grid location.
- (g) Two days prior to the starting date of the physical inventory, all counters will be briefed on the physical inventory process and visit through the warehouse being physically inventoried.
- (h) The starting point is to be Grid No. 1. The first counter will be assigned to Grid Location No. 1, the second counter to Location No. 2, etc., until all have a starting

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(Md. M. Nur Rahman)
Consultant, TAPP, BREB

(Md. Duniul Islam)
Consultant, TAPP, BREB

(Md. Mozammel Haque)
Consultant, TAPP, BREB

(Md. Abdul Khaleque)
Consultant, TAPP, BREB

(Md. Ansanul Haque)
Consultant, TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

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(Kamrul Ahsan Mollik)
Asst. Consultant, TAPP, BREB

grid location. When a counter finishes an area, they are assigned to the next unassigned grid location.

- (i) If two or more items are different by more than 3%, the entire grid location will be assigned to a counter to complete the second count of the grid location. This redundant count is necessary to ensure the entire inventory will be less than 2.5% in error. (2.5% average quality level).
- (j) No issues or receipts are made between the count and reconciliation of the stock records. If for emergency reason, a transaction occurs it should be recorded.
- (k) The following guides and practices are to be adhered to in order to improve the efficiency and accounting of the physical inventory process.
 - (1) A physical inventory statistical sheet and all forms as BREB Instruction 500-17 & PBS Instruction 300-53 (Principle of inventory in BREB Central Warehouses, BREB project stores & PBS stores) must be filled out in ink. No erasures can be made to the physical inventory statistical sheet and all forms.
 - (2) If a box is not broken or open, the count recorded on the outside of the box or the bag is an acceptable figure for inventories. The supplier's counts and weights are acceptable for physical inventory purposes.
 - (3) Small and inexpensive items should be weigh counted rather than individually hand counted. Every warehouse should have a weigh count scale as standard equipment.
 - (4) In counting number, it is essential that items be checked with tape and ruler to ensure that the sizes are correct. All lumbars need to have identification of type on the stacks.
 - (5) Counters should be careful to check pallets and bundles thoroughly to ensure that all items grouped together are actually the same.
 - (6) Stacks of thin, cheap material, such as sheaves of paper, may be counted by the inch and the inch converted to units.
 - (7) During the physical inventory it is absolutely essential that there be no transaction in or out of the warehouse. No people should be permitted in the warehouse area

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(Md. Mozibur Rahman) Consultant, TAPP, BREB

(Md. Duhidul Islam) Consultant, TAPP, BREB

(Md. Mozibur Rahman) Consultant, TAPP, BREB

(Md. Abdul Khaleque) Consultant, TAPP, BREB

(Kamrul Ahsan Mollik) Asst. Secy. (Board), BREB.

(Md. Ahsanul Haque) Consultant, TAPP, BREB

(Debasish Chakraborty) PD, TAPP, BREB.

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other than those actively participating in the physical inventory. During a physical inventory the minimum number of persons should be used consistent with completing the inventory in the shortest required time.

- (8) The cut-off for receipts and issues will be up to working hour on the prior day on which the physical inventory is to start.
- (9) Directorates and Offices concerned should be notified five days prior to the cut-off time to enable the directorates and offices to requisition materials in advance of the time the warehouse is to be closed up. This is essential to stop all receipts and issues during the inventory period.

Note: If there any conflict arises regarding inventory procedure laid down in PBS Instruction 100-15 with BREB Instruction 500-17 and PBS instruction 300-53 (Principle of inventory in BREB Central Warehouses, BREB Project Stores and PBS Stores) in that case BREB Instruction 500-17 and PBS instruction 300-53 will prevail.

5.1.3: INVENTORY RECONCILIATION PROCEDURE

5.1.3.1: Purpose

The stock records ledger must be adjusted to agree with the physical counts to ensure proper stock reordering and discover possible areas of loss.


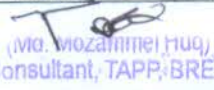




5.1.3.2: Procedure

Procedure to be followed as BREB Instruction 500-17 & PBS Instruction 300-53 (Principle of inventory in BREB Central Warehouses, BREB project stores & PBS stores)

6.0 SECURITY

6.01: Introduction

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 (Md. Mozibur Rahman) Consultant, TAPP, BREB
 (Md. Duhiul Islam) Consultant, TAPP, BREB
 (Md. Abdul Khaleque) Consultant, TAPP, BREB
 (Md. Ahsanul Haque) Consultant, TAPP, BREB
 (Debasish Chakraborty) PD, TAPP, BREB
 (Kamrul Ahsan Moflik) Asst. Serv. (Rep.)
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The object of Security is to protect the Bangladesh Rural Electrification Board stores and materials from theft, pilferage, sabotage, fire and such other means of losses.

6.02: Security

Security means protection of stores and materials, personnel and officials, warehouses and buildings, etc. and this can only be attained as a result of daily observance of routine safeguard by all concerned. Keen observations, constant alertness, and inquisitive frame of mind and strict compliance of the orders by all concerned will go a long way in achieving the desired goal i.e. Security.

6.03: Identity Cards/gate Passes

Warehouse premises have been secured by a surrounding perimeter wall with a gate for admission and exit. No one will be admitted without a valid identity card/gate pass issued by the competent authority. Casual Visitors may be allowed but prior permission will be obtained from the Officers/employees concerned whom the Visitors want to meet. Particulars of all such Casual Visitors will be recorded in the Visitor's Book/Register maintained at the gate. Absolutely No Stores will be passed through the exit gate without a Stores Gate Pass meant for that purpose.

6.04: Vehicles

No vehicle will be allowed admission or exit without challenging the purpose. The details of all vehicles together with their time in and out will be recorded in the vehicle Register. All existing vehicles will be checked to ensure that they are not carrying unauthorized stores.

6.05: Key Cupboard

There is a key Cupboard in the gate office/guard room where the keys of the warehouse and offices will be deposited at the closing hours. In addition to the above, there will be a

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(Md. Mozibur Rahman)
Consultant TAPP, BREB

(Md. Ahsanul Haque)
Consultant, TAPP, BREB

(Md. Duhidul Islam)
Consultant TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB.

(Md. Mozammel Haq)
Consultant TAPP, BREB

(Md. Abdul Khaleque)
Consultant TAPP, BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

(Kamrul Ahsan Molla)

Master Key Cupboard in the office of the Deputy Director/ Executive Engineer, Warehouse where all the duplicate keys will be deposited. The Key Cupboard will be kept locked & sealed at all times and will be under the direct control of the Deputy Director/ Executive Engineer, Warehouse and will only be opened by him/ her and keeping duly record inside the Key Cupboard.

Only the authorized individuals will be allowed to draw and deposit the warehouse and office keys after Signing the Register of Keys meant for that purpose. The names of the individuals who will deposit and draw the keys from the gate office/guard room cupboard will be mentioned in the office Orders.

On Receipt of all the keys at the closing hours, the Security Supervisor or Security Guard (on duty) will check the keys and lock and seal the Cupboard in the presence of the individuals detailed to deposit the keys. The Cupboard key will be kept under the Safe Custody of the Security Officer or Deputy Director/ Executive Engineer, Warehouse.

6.06: Duties of Security Guards

Security Guards will perform their duties in 3 (three) shifts in the place and time as detailed by the Security Supervisor and Security Officer.

Security Guards will be detailed by the Security Supervisor by name and date in the duty Roster Register for Security Guards. Daily attendance of Security Guards will also be maintained separately in the attendance register.

All Security Guards will report to their respective places of duty at least 10 minutes early and before taking over their duties they must ensure that all records, keys, locks, seals etc. are intact.

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(Md. Mozibur Rahman)
Consultant, TAPP, BREB

(Md. Duhidul Islam)
Consultant, TAPP, BREB

(Md. Mozammel Haque)
Consultant, TAPP, BREB

(Md. Abdul Khaleque)
Consultant, TAPP, BREB

(Md. Ansarul Haque)
Consultant, TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

৬২ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

(Kamrul Ahsen Mollik)
Asst. Secy. (Board), BREB

The senior Security Guards of different shifts will be made In-charge of shift and will be detailed by name in the duty roster as such. He/ She will exercise control over the other Security Guards on duty in addition to looking after his own duty. He/ She will report any unusual happening to the Security Supervisor and Security Officer. Irregularities or discrepancies, if any; will be properly recorded and will be immediately reported to Security Supervisor and Security Officer or Assistant Director/ Assistant Engineer/ AGM(Admin/HR).

6.07: Duties of Security Guards at the Gates

- (a) The Security Guards at the main gate will ensure that nobody is admitted without a valid Identity Card.
- (b) No Stores or Materials will pass through the gate without Stores Gate Pass signed by the authorized officers.
- (c) He will check the Stores against gate passes and other relevant documents before the Stores are passed out.
- (d) He/ She will search the outgoing vehicle to ensure that no Stores are going out without valid pass.
- (e) He/ She will not allow any Visitor without gate pass or permission of the Officer with whom the Visitor wants to meet.
- (f) He/ She will stop all vehicles at the gate either to, note down details in the vehicle Register or to receive the vehicle authorization slip.
- (g) He/ She will ensure that all keys are deposited and withdrawn properly and by the authorized personnel.
- (h) He/ She will ensure that all records and materials at the gate guard room are Safeguarded and held in proper order.
- (i) Security Guard at the Warehouse gate will ensure that the laborers, peons and sweepers are properly searched before entry and exit so that no unauthorized articles

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(Md. Mostafizur Rahman)
Consultant TAPP BREB

(Md. Duhrul Islam)
Consultant TAPP BREB

(Md. Mozammel Haq)
Consultant TAPP BREB

(Md. Abdul Khatique)
Consultant TAPP BREB

(Md. Ahsanul Haque)
Consultant TAPP BREB

(Debasish Chakraborty)
PD, TAPP BREB

(Kamrul Ahsan Mollik)
Asst. Secy (Board) BREB

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are carried by them.

- (j) He/ She will keep watchful eye so that no stores and materials are taken out without valid documents/ passes.
- (k) He/ She will report any incidence of pilferage, theft, sabotage, violation of orders, negligence, misconduct etc, to the Senior Supervisor who in turn will report it to the Assistant Director/ Assistant Engineer/ AGM (Admin/ HR).
- (l) He/ She will stop anybody smoking in and around the Warehouse and close to the stores.

6.08: Duties of Patrolling Security Guard

Patrolling Security Guard of different shifts will always be detailed by name in the duty roster. He/She will normally act as In-charge of shift and will look after the whole of the area by patrolling in different points, where other Security Guards and Ansars are placed on duty. He/She will check other Security Guard and Ansar duties and will ensure that everybody is performing his/her duty properly. Any discrepancy/ irregularity observed by him/ her will be immediately reported to the Security Supervisor or Assistant Director/ Assistant Engineer/ AGM(Admin/HR) whichever the case may be.

In case of fire, he/she will immediately ring up to local Fire Brigade (Telephone No. of which should be prominently displayed) from the nearest telephone available. At present in any similar type of emergency case help can be shout dialing 999, 102, 02-9555555 from any where over the country. In such emergency the telephone placed in the office of Deputy Director/ Executive Engineer, Warehouse/ complain center/ Senior General Manager/ General Manager may be used. Cell phone can also be used. Contact number of local emergency service numbers also be saved in cell phone to meet crises.

6.09: Duties of security Supervisor

Security Supervisor will be In-charge of security and will assist the Assistant Director/

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(Md. Mozibur Rahman)
Consultant, TAPP, BREB

(Md. Ahsanul Haque)
Consultant, TAPP, BREB

(Md. Junaidul Islam)
Consultant, TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

(Md. Mozammel Haq)
Consultant, TAPP, BREB

(Md. Abdul Khaleque)
Consultant, TAPP, BREB

(Kamrul Ahsan Mollik)
Asst. Secy. (Board), BREB

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Assistant Engineer/ AGM(Admin/HR) in exercising control over the Security and fire fighting arrangements of the Stores and Warehouses under BREB and PBS. He/ She will be responsible for:

- (a) Efficient supervision of functions at tile main gates of all Stores/Warehouses.
- (b) Ensuring that no Stores and Materials are passed out without proper and authentic documents/gate passes,
- (c) Ensuring that no unauthorized persons are allowed to enter the premises and that everyone admitted hold valid identity Cards/ Gate passes.
- (d) Checking the duties of Security Guards in different shifts to ensure that they are commanding the posts perfectly and are performing their duties properly.
- (e) Carrying out check during the night often to ensure that Security arrangements are adequate and the Security Guards are alert.
- (f) Ensuring that cases of pilferage, theft, neglect, sabotage and other irregularities are immediately checked and brought to the attention of the Assistant Director/ Assistant Engineer/ AGM(Admin/HR).
- (g) Making suitable arrangement for training of fire fighting parties with a view to fight the fire in a quick and efficient manner.
- (h) Carrying out intensive search daily of certain percentage of laborers, peons and sweepers while passing through the gate to check against expert pilferage.
- (i) Maintaining and safeguarding the various records, documents, registers, gate passes, etc., held at the gate guard room.

6.10: Duties of Security Officer

The Assistant Director/ Assistant Engineer/ AGM(Admin/ HR) in addition to his/her normal duties will act as Security Officer and will perform the duties of Security Officer, where there is no such officer under them. He/ She will be responsible to the Deputy Director/ Executive Engineer, Warehouse/Senior General Manager/ General Manager of PBS for efficient organization and adequate arrangement of security and fire fighting.

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(Md. Mozibur Rahman)
Consultant TAPP, BREB

(Md. Dunidul Islam)
Consultant TAPP, BREB

(Md. Mozammel Haq)
Consultant TAPP, BREB

(Md. Abdul Khaleque)
Consultant TAPP, BREB

(Kamrul Ahsan Mollik)
Asst. Secy. (Board), BREB

(Md. Ansanul Haque)
Consultant TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

He/She will ensure that:

- (a) Deployment of Security Supervisor and Security Guards are made to the best interest of Bangladesh Rural Electrification Board and PBS.
- (b) The duties of Security Supervisor and Security Guards as laid down in the orders are carried out properly.
- (c) That normal searches of certain percentage of Stores personnel whom he/ she considers suspicious are carried out.
- (d) Periodic visits to the gate guard room and Security Guards Posts to ensure that the individuals on duty are alert and carrying out the job properly.
- (e) That periodic general fire practices are carried out in the vicinity of Stores premises. In case of actual fire he/ she will take control of fire fighting arrangements immediately on receipt of information regarding fire.
- (f) He/ She will take suitable measures to stop theft, pilferage, sabotage, subversion etc.

6.11: Search

In each and every Store organization, it is essential that a certain percentage of staff working in Warehouse and Store Sheds be searched while going out of the gate, under the supervision of the Security Supervisor. But anyone who is found suspicious can be searched by an individual of his/her equivalent status under the orders of Superior Officer in the best interest of the BREB and PBS. All such search considered necessary will be carried out under the direct supervision of the Deputy Director/ Executive Engineer/ Assistant Director/ Assistant Engineer of Central Warehouse and AGM(Admin/ HR) of PBSs.

All vehicles while being admitted in or passing out will be regularly searched by the Security Guard at the Warehouse gate. Places under and around the driver's seat, body of vehicle and the tool boxes will normally be searched to ensure that no Stores and Materials

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(Md. Mozibur Rahman)
Consultant TAPP BREB

(Md. Duhidul Islam)
Consultant TAPP BREB

(Md. Abdul Khaleque)
Consultant TAPP BREB

(Md. Ahsanul Haque)
Consultant TAPP BREB

(Debasish Chakraborty)
PD, TAPP, BREB

(Kamrul Ahsan Mollik)
Asst. Secy. (Board), BREB.

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are carried out in an unauthorized manner.

6.12: Smoking

Smoking is strictly prohibited in and around the Stores/ Warehouses and open storage area. Prohibition Board will be fixed in all such important places to warn the people to that effect. Smoking will only be allowed in selected places away from Stores. These places will be specified in a separate security directive or office order. Sufficient water and sand buckets will be provided at such Smoking Area/ Zone.

6.13: Fire Fighting

Fire fighting arrangement is an integral part of Security. Efficient and adequate fire fighting arrangement is essential to prevent the outbreak of fire.

Individuals detecting any fire will shout "Fire, Fire, Fire" and will immediately rush along with others to fight against fire with all available fire fighting appliances. The Senior most present at the scene of fire will must immediately take control and at the same time he/ she will convey the message of fire to the local Fire Brigade Limited and Civil Defence (FBLCD) from the nearest available telephone or cell phone with him/her. Immediately on receiving the information about the fire, the Assistant Director/ Assistant Engineer/ AGM(Admin/ HR) should notify the Deputy Director/ Executive Engineer of warehouse/ Senior General Manager/ General Manager of PBS, Director (CS&M) and concerned authority of BREB by fastest possible means.

A separate 'Directive' fixing the areas of fire points and responsibilities of fire fighting parties and individuals will be issued in details, by Assistant Director/ Assistant Engineer/ AGM(Admin/ HR). Individuals will be trained in the use of available fire fighting appliances and responsibilities. The Assistant Director/ Assistant Engineer/ AGM(Admin/HR) or Security Supervisor will arrange to provide necessary fire fighting

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(Md. Mozibur Rahman)
Consultant, TAPP, BREB

(Md. Ahsanul Haque)
Consultant, TAPP, BREB

(Md. Duhidul Islam)
Consultant, TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

(Md. Mozammel Haq)
Consultant, TAPP, BREB

(Md. Abdul Khaleque)
Consultant, TAPP, BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

(Kamrul Ahsan Mollik)
Asst. Secy (Board), BREB

appliances. Chemicals of fire fighting appliances must be replaced just after expiry date from authorized dealers. For this purpose 50 (fifty)% appliances should be repacked in one day and next 50 (fifty)% on the following day so that there will be no vacancy for any moment to meet emergency and crisis.

Frequent practices on fire fighting and rescue will be held by the Security Supervisor in consultation with the Assistant Director/ Assistant Engineer/ AGM(Admin/ HR) and 'Register of Fire Practice' will be maintained and kept up-to-date.

A general fire practice will be arranged once a month by the Assistant Director/ Assistant Engineer/ AGM(Admin/ HR) under the order of the Deputy Director/ Executive Engineer of Warehouse/ Senior General Manager/ General Manager of PBS to which all officers and employees will participate. This will provide sufficient change to impart training in fire fighting.

6.14: Passing out of Stores and Materials

Absolutely no Stores or Materials will be allowed outside the premises without a proper Gate Pass. A Register of Gate Pass will be maintained and frequently checked by the Assistant Director/ Assistant Engineer/ AGM(Admin/ HR). In case of store materials being issued from the Store/ Warehouses and meant for an outside agency, it is the duty of the Assistant Director/ Assistant Engineer/ AGM(Admin/ HR) to ensure that proper Gate Pass is prepared. A Gate Pass Register will also be maintained in the Store/ Warehouses in which the signature of the persons taking out the Stores along with the Gate Pass number will be recorded.

6.15: Visitors

No unauthorized visitor will be allowed inside the Store/ Warehouse premises. All those who wish to meet any officer/employee of Store/ Warehouse will be politely asked to wait

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(Md. Mozibur Rahman)
Consultant, TAPP, BREB

(Md. Ahsanul Haque)
Consultant, TAPP, BREB

(Md. Duhidul Islam)
Consultant, TAPP, BREB

(Debasish Chakrabarty)
PD, TAPP, BREB

(Md. Ibrahimul Haque)
Consultant, TAPP, BREB

(Md. Abdul Khaleque)
Consultant, TAPP, BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

(Kamrul Ahsan Mollik)
Asst. Secy. (Board), BREB

and the Security Supervisor will send the Visitor's Slip to the officer/employee concerned. A visitor will only be allowed to meet the desired employee/ officer after the officer/employee whom he/she wishes to visit has given his/her approval.

7.0: FIRE ORDERS

7.01: Introduction

These Fire Orders are applicable to all Stores/Warehouses under the Bangladesh Rural Electrification Board and PBSs. These orders lay down the policy and procedure for dealing with the cases of fires/accidents in the areas mentioned above. All personnel of all Categories and Grades irrespective of their status and position bear responsibility for the prevention of fires/accidents. This can be accomplished by acting wisely, carefully and vigilantly in the different spheres of activities to all personnel.


7.02: Causes of fire Accidents


Accidents and fires do not originate on their own. These destructive occurrences owe their origin to carelessness, willful negligence and acts of sabotage on the part of employees and outside agencies. It is, therefore, the duty of all officers and staffs to guard against these factors. Careless throwing away of live cigarette butts, unplanned disposal of paper waste, rubbish and careless custody of fuel and lubricant constitute some of the potential sources of fire. Similarly, careless handling of heavy equipment, cranes, forklifts and heavy packages lead to accidents.


7.03: Order of Responsibility


It is duty of the Assistant Director/ Assistant Engineer/ AGM(Admin/ HR) of the concerning stores to ensure and check overall working arrangements for preventing fire and accidents in and around the Warehouses and stores premises.

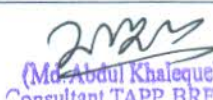
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 (Md. Mozibur Rahman)
 Consultant, TAPP, BREB


 (Md. Ansanul Haque)
 Consultant, TAPP, BREB


 (Md. Duhidul Islam)
 Consultant, TAPP, BREB


 (Debasish Chakraborty)
 PD, TAPP, BREB


 (Md. Abdul Khaleque)
 Consultant, TAPP, BREB


 (Kamrul Ahsan Mollik)
 Asst. Secy. (Board), BREB

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It is his/ her responsibility to make adequate arrangements for fire fighting in this area. He/ She should issue detailed orders on the subject to implement this policy along with PBS Instruction 100-75.

7.04: General Precautions

The following precautions will be observed for prevention of fire/accidents:

- (a) All rubbish and waste papers will be crushed by schrader machine or by hand so that no information can be leaked out and than deposited in a safe area to be sold at repacking or paper molding factory by the following committee on regular basis. Sales money must be deposited in departmental account in authorized manner. If the deposited rubbish has no sale value, they can be destroyed without disturbing environment and maintaining proper record in ledger and file by the following same committee-
- (i) Store Officer - Convenor
(ii) Senior most Store Keeper/ Store assistant - member
(iii) Security supervisor/Security Guard - member.
- (b) All Officers In charge, will ensure that waste papers etc. are deposited in waste paper baskets which are removed to fixed areas as described in section- 7.04(a) above under planned arrangements.
- (c) Smoking is Strictly **PROHIBITED** in the Stores/ Warehouses. The Assistant Engineer/Assistant Director/AGM(Admin/HR) will fix specific smoking area where the workers can go and smoke.
- (d) Safe arrangements for the storage of all kinds of fuel/oil (petrol, octane, dised, transformer oil, etc.), lubricant, chemicals, wood will be made.
- (e) Fire points with first aid and fire fighting equipment will be determined for each area by the Assistant Director/ Assistant Engineer/ AGM(Admin/ HR). For this purpose suggestion can be taken from nearest Fire Brigade Limited and Civil

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(Md. Masrour Rahman)
Consultant, TAPP, BREB

(Md. Duhidul Islam)
Consultant, TAPP, BREB

(Md. Mohammed Haq)
Consultant, TAPP, BREB

(Md. Abdul Khaleque)
Consultant, TAPP, BREB

(Md. Ansanul Haque)
Consultant, TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB.

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(Kamrul Ahsan Mojid)
Asst. Secy. (Board), BREB.

Defense (FBLCD) Office. The maintenance of these fire points will be the responsibility of the officers concerned.

- (f) No trash or waste will be allowed near the Stores/Warehouses and the areas where Stores and Materials are deposited.
- (g) Frequent Fire Fighting and Rescue Practices will be arranged by the Deputy Director/ Executive Engineer of Warehouse in respective warehouses and AGM(Admin/ HR) of PBS in respective store under his/ her control. Such practices will be carried at other Offices and Stores by the officer in-charge
- (h) Offices, work areas, etc. will be cleaned and made free from all fire risks before closing hours every day.
- (i) It is the duty of the Assistant Director/ Assistant Engineer/ AGM(Admin/ HR)/ Concern Officer to have all the electrical wirings, connections and appliances checked every 6(six) months to Prevent Electrical Fires. For this purpose he/ she can take help from expert engineer. He/ She will fill out Checking sheet BREB Form No. 100-75-02 (enclosed) and maintain record in file.
- (J) Wooden Scraps and Oily rags etc. will be deposited away from Stores/ Warehouses and the areas meant for Serviceable Materials.
- (k) Every Store keeper is personally responsible to ensure that his/her work area is clean, tidy and free from all actual and potential fire risks.

8.0: CLEARANCE PROCEDURES

8.1: KHULNA/CHATTOGRAM

8.1.01: Introduction

It is a matter of extreme importance that all Stores and materials arriving at Khulna and Chattogram are cleared from Customs and are despatched with a minimum of delay. The

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(Md. Mozibur Rahman)
Consultant TAPP BREB

(Md. Duhidul Islam)
Consultant TAPP BREB

(Md. Abdul Khaleque)
Consultant TAPP BREB

(Md. Abdul Khaleque)
Consultant TAPP BREB

(Md. Ahsanul Haque)
Consultant TAPP BREB

(Debasish Chakaborty)
PD, TAPP, BREB

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(Kamrul Ahsan Mollah)
Asst. Secy. (Board), BREB.

Stores and equipment arriving at these ports are urgently needed by projects and any delay in their clearance and dispatch will have an adverse effect on overall development programs.

It is the primary responsibility of the Assistant Director, Clearance, at Khulna and Assistant Engineer, Stores at Chattogram to ensure that Stores and equipment arriving are cleared and dispatched with maximum efficiency and speed. All cases of delay due to Shipping Documents or any other cause will be reported to the Deputy Director (Clearance and Insurance) of CS&M Directorate, Dhaka through Deputy Director/ Executive Engineer of Warehouse for further remedial action and Stores for further remedial action.

Assistant Director, Clearance at Khulna and Assistant Engineer, Stores, Chattogram will be in-charge of the Clearing and Forwarding (C&F) Agent at these ports and will be responsible for its efficient functioning in the various fields of their assigned objective. They will be responsible to the Deputy Director/ Executive Engineer, Warehouse and also responsible to the Deputy Director (Clearance and Insurance) and Director(CS&M), BREB, Dhaka.

8.1.02: Procedure

This procedure is aimed as 'Guide Lines' for the concerned Officers at Khulna and Chattogram to perform the functions of Clearing and Forwarding. This procedure does not in any way affect the present Customs rules and regulations which we are required to observe, Assistant Directors of Clearance will ensure that these rules are rigidly observed.

Our Clearing and Forwarding (C&F) Agent at Khulna and Chattogram will be responsible for self clearance, handling and dispatch of equipment and Stores may be

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(Md. Mozibur Rahman)
Consultant TAPP BREB

(Md. Duhidul Islam)
Consultant TAPP BREB

(Md. Mozammel Haq)
Consultant TAPP BREB

(Md. Abdul Khaleque)
Consultant TAPP BREB

(Kamrul Ahsan Mollik)
Asst. Secy. (Board), BREB

(Md. Ahsanul Haque)
Consultant TAPP BREB

(Debasish Chakraborty)
PD, TAPP BREB

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carried out by Clearing and Forwarding Agents. Assistant Engineer/Assistant Director of Clearance at Khulna and Chattogram will be responsible to ensure that the Clearing and Forwarding Agent's work is accomplished in accordance with the terms of their Contract.

8.1.03: Operations

Operations of Clearing and Forwarding (C&F) Agent involve a good deal of financial complications. Starting from Customs Clearance to the dispatch of equipment, there are various degrees of financial angles at all Stages. Assistant Director of Clearance will be responsible to ensure that all operations are performed in accordance with existing regulations and in the best interest of the BREB. They will see that a proper work order is always issued for every operation.

8.1.04: Shipping Documents

Clearance of a consignment involves a good deal of co-ordination and documentation work. Assistant Director of Clearance will ensure that as soon as Purchase Order is received, immediate action is taken to obtain necessary shipping documents.

8.1.05: Salient Points

- No work should be given to the Clearing and Forwarding(C&F) Agent without a proper work order.
- Clearing and Forwarding(C&F) Agent's bills should be checked thoroughly in accordance with the existing agreement,
- All consignments should be handled and dispatched under the Supervision of the Assistant Director who will sign the completion certificate,
- Deputy Director (Clearance and Insurance) of CS&M Directorate, BREB, Dhaka will lay down the duties and responsibilities of all members of the staff.

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(Md. Mozibur Rahman)
Consultant TAPP BREB

(Md. Duhidul Islam)
Consultant TAPP BREB

(Md. Mozammar Haq)
Consultant TAPP BREB

(Md. Abdul Khaleque)
Consultant TAPP BREB

(Md. Ahsanul Haque)
Consultant TAPP BREB

(Jepasish Chakraborty)
PD, TAPP, BREB

(Kamrul Ahsan Mollik)
Asst. Secy. (Board), BREB.

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8.1.06: Clearance Documents

(a) Document for Clearance of Foreign Imports and Source of Receipt of Documents

SL No.	List of Document	Source of Documents
1	Bill of Lading in original duly endorsed	Director (Procurement)/ Project Director, BREB
2	Invoices	-do-
3	Import License for Project Cargo	-do-
4	Import Permits for Loan & aided materials	-do-
5	Insurance Policy/Premium Receipt	Director (CS&M), BREB
6	Freight in case Invoice (does not indicate Freight amount)	-do-
7	Bank Draft	-do-
8	Packing List	Director (Procurement)/ Project Director, BREB
9	Certificate of Origin	-do-

(b) List of Documents for clearance of coastal consignments:

- i) Bill of Lading in Original duly endorsed
- ii) Invoice
- iii) Packing List

(c) For Clearance of Personal Effects Consultants:

- i) Bill of Lading in original duly endorsed
- ii) Invoice
- iii) Baggage list showing value of each item
- iv) Form "A"
- v) Passport
- vi) T.R. Forms for used household goods

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(Md. Mozibur Rahman)
Consultant, TAPP, BREB

(Md. Daulat Islam)
Consultant, TAPP, BREB

(Md. Mozammel Haq)
Consultant, TAPP, BREB

(Md. Abdul Khaleque)
Consultant, TAPP, BREB

(Md. Ahsanul Haque)
Consultant, TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

(Kamrul Ahsan Mollik)
Asst. Secy. (Board), BREB

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(d) For Clearance of Car as unaccompanied Baggage for personal use Consultants

- i) Bill of Lading original duly endorsed
- ii) Invoice
- iii) Form "A"
- iv) Passport
- v) Insurance Policy
- vi) Packing, Specifications
- vii) Dealers Price List
- viii) Registration Certificate in case of used and old Car.
- ix) Cash Receipt of supplier that price has been paid abroad.
- x) Import Permit is obtained by CS&M, Directorate on behalf of consultants

(e) For Personal Effects or Car of Privileged persons.

- i) Bill of Lading in original duly endorsed
- ii) Invoice.
- iii) Baggage list, showing value for each item separately and whether new or old
- iv) Form "A"
- v) Passport
- vi) Privileged Person Passbook.

8.1.07: Prior permission

Prior permission is to be obtained for those consignments which are imported by Authority or Consultants and does not involve any foreign exchange on the part of BREB or the Government of Bangladesh. This permission is to be obtained from Customs Import and Excise before the shipment is effected, otherwise import comes under the Contravention Clause of Import Tariff Regulations subject to penalty clauses from 50% to 100% on C & F value or confiscation of the stores at the discretion of the Customs Authority.

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(Md. Mazibur Rahman)
Consultant, TAPP, BREB

(Md. Ahsanul Haque)
Consultant, TAPP, BREB

(Md. Duhidul Islam)
Consultant, TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

(Md. Mozammel Haq)
Consultant, TAPP, BREB

(Md. Abdul Khaleque)
Consultant, TAPP, BREB

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(Kamrul Ahsan Mollik)
Asst. Secy. (Board), BREB.

8.1.08: Documentation:

After receipt the shipping documents the clearing and Forwarding Officer shall ensure that the documents received are in order (original) and duly endorsed and enter them in the Receipt Register and Clearance Shipping Register.

After the documentation and scrutinizing of the documents received, the Clearing and Forwarding Officer shall forward complete set of shipping documents, namely negotiable/non-negotiable Bill of Lading, Invoice, Packing List, Import Permit/License, Indemnity Bond/Guarantee/ General Average Bonds as required to the official concerned for necessary action.

Commissioner of Customs, Khulna and Chattogram in all such cases where there is an inordinate delay in receipt of Shipping Documents and the Cargo has been discharged incurring Demurrage. He/ She will use his own discretion and after furnishing such Indemnity request the Procurement Director/ Project Director/ Authority/ Deputy Director(CS&M) by message and Confirmatory letters under intimations to all concerned to send the Shipping Documents required to redeem the Indemnity Bond furnished by him/her to Customs. But in cases which are urgent and Customs do not accept the Indemnity Bond under Section 87-A of the Sea Customs Act, the Clearing and Forwarding Officer shall use his/ her own discretion in the best interest of BREB and get the paper passed under revenue deposit paying customs duty and loading charges as per rule to be refunded later after receipt of the Shipping Documents informing Procurement Directorate/ Project Director/ Authority/ Deputy Director(CS&M) requesting them to send the documents for adjustment of extra duty paid for claim within prescribed limitation of time so that the claim may not be time barred.

In the event of any objection raised by the Customs in passing the Bill of Entry, the Clearing and Forwarding Officer shall make all efforts to meet the objections as far as

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(Md. Mozibur Rahman)
Consultant TAPP BREB

(Md. Duhidul Islam)
Consultant TAPP BREB

(Md. Muzibur Rahman)
Consultant TAPP BREB

(Md. Abdul Khaleque)
Consultant TAPP BREB

(Md. Ahsanul Haque)
Consultant TAPP BREB

(Debasish Chakraborty)
PD, TAPP BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

(Kamrul Ahsan Mollik)
Asst Secy (Board) BREB

possible and when the occasion arises and in accordance with Sea Customs etc. shall arrange for Customs examination Shed Classification before the final assessment. It shall be the responsibility of the Clearing and Forwarding Officer thereafter to get the paper assessed.

8.1.09: Declaration of General Averages

In cases of declaration of general average by the Shipping Agents, the Clearing and Forwarding Officer shall furnish guarantee on behalf of BREB or cause to furnish Counter guarantee endorsed by bank or insurance company in case of insured consignment for the said purpose. In all such cases of general averages, notifications are to be made to the respective Procuring Entity(PE) / Procurement Director/ Authority/ Director(Finance). In the case of Insurance Companies guarantee, the said general average bond is to be sent to the Insurance Officer, Procurement Office of PE/ Directorate/ Authority for obtaining Counter guarantee. The receipt for payment of general averages; if made in cash; will be kept in safe custody to claim refund after the decision is received from the International Adjustor for general averages. In all such cases of guarantee/Indemnity/General Average Bonds or Revenue deposits, a record shall be maintained in plain register with full particulars to regularise the issue.

The Clearing and Forwarding Officer shall be responsible for presenting the assessed Bill of Entry; with one additional copy; with other documents for payment of Customs duty, Sales Tax through the approved Bank on Pay Order.

The Clearing and Forwarding Officer shall examine carefully the assessed Bill of Entry with the help of Customs Tariff and shall ensure the correctness of the assessment under specified rules in order to avoid excess payment before issue of pay order. After examination, he shall prepare the demand note in triplicate giving full particulars.

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(Md. Mozibur Rahman)
Consultant, TAPP, BREB

(Md. Ahsanul Haque)
Consultant, TAPP, BREB

(Md. Duhidul Islam)
Consultant, TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

(Md. Mozammel Haq)
Consultant, TAPP, BREB

(Md. Abdul Khaleque)
Consultant, TAPP, BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

(Kamrul Ahsan Molliky)
Asst. Com. (TAPP, BREB)

The Demand Note shall also be issued in respect of Import Permit fees or any other concerning tax as the case may be.

After the receipt of the Bank Pay Order, the Clearing Officer shall enter in the green copy of the Demand Note the details of the Pay Order. He/ She shall then present the assessed Bill of Entry with the bank Pay Order to the Customs for payment of duties.

The Clearing and Forwarding Officer shall submit a Statement of Expenditure including payment of Customs duty, Sales Tax Jetty Charges, etc. incurred by his/ her office for the clearance of consignments from Port with copies endorsed to the Director, CS&M and Director of Finance/Authority, BREB.

8.1.10. Work Procedure for Clearing and Forwarding(C&F) Agents

The Clearing and Forwarding (C&F) Agent shall refer their clearing and forwarding or other bills to the Director, CS&M, BREB, Dhaka within 15 days after completion of the work in accordance with, the schedule rates supported by relevant Vouchers in the following manner:

- The Deputy Director, Clearance and Insurance shall issue a letter to the C&F Agents for each consignment detailing operations as per Work Order/Contract.
- After the completion of work, the Asst. Director, Clearance will issue a completion certificates indicating each operation for double handling/ removal/storage/stacking etc: jointly to be signed by the C&F Agents representative with a certificate that the operations were made in the best interest of BREB.
- The C&F Agent shall be responsible for Clearance and Dispatch of all BREB Stores from the date of the receipt of documents until the final dispatch of the consignment to the respective consignee either by rail or by inland river routes or by any other means of communication whichever is in the best interest of BREB.

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(Md. Mozibur Rahman) Consultant, TAPP, BREB
(Md. Duhidul Islam) Consultant, TAPP, BREB
(Md. Mozammel Haque) Consultant, TAPP, BREB
(Md. Abdul Khaleque) Consultant, TAPP, BREB
(Md. Ahsanul Haque) Consultant, TAPP, BREB
(Debasish Chakraborty) PD, TAPP, BREB
(Kamrul Ahsan Mollik) Asst. Secy. (Board), BREB
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- (d) That the C&F Agent shall send a message/SMS/MMS to consignee as soon as a consignment is dispatched to them by Rail/Reverine route giving particulars of consignment and Railway/Ship receipt and endorse copies to Assistant Director, Clearance, Clearance & Insurance officer, CS&M/Authority of Procurement, Dhaka followed by Railway/Ship Receipt under notice of Dispatch in a registered cover.
- (e) In the event of non-availability of Jetty equipment i.e. Crane/Forklift, etc. they will apply to Deputy Director/ Executive Engineer, Warehouse for lending them on hire the BREB equipment and pay the charges in advance later on as rules.
- (f) In case of any objection or observation, the Assistant Director, Clearance shall note in a forwarding letter and return the same bill without approval to C&F Agent for clarification. After receipt of clarification he/ she will, if satisfied, certify the bill, enclosing also the C&F agent's clarification, ensuring that it has been checked and verified for contents and will arrange to forward the bills with enclosures duly certified to Accounts Directorate/Authority for effecting payment.
- (g) The Assistant Director, Clearance shall maintain a consolidated Register for all expenditure incurred as per bill submitted by the C&F Agent and thereafter shall render a Statement for expenditure for Clearance to the ultimate consignee with copies to Director, CS&M, Director, Accounts/Authority, BREB.

8.2: PROCEDURE FOR RECEIPT OF STORES AT DHAKA

8.2.01: Introduction

This procedure deals with the receipt of Stores by Air, Post, Road, Train services and Ship at Narayanganj or any suitable and allowed Jetty by the Clearing Officer at Dhaka.

8.2.02: Receipt of Stores by Air/Post/River/Road/Rail

- (a) Following documents are in the nature of "MUST" before Clearing officer at Dhaka can

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(Md. Mozibur Rahman)
Consultant, TAPP, BREB

(Md. Junaidul Islam)
Consultant, TAPP, BREB

(Md. Mozammel Haq)
Consultant, TAPP, BREB

(Md. Abdul Khaleque)
Consultant, TAPP, BREB

(Md. Ansanul Haque)
Consultant, TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

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(Kamrul Ansan Mollik)
Asst. Secy. (Board), BREB.

effects the Clearance of Consignments by Air/Post/River/Road/Rail:

i) Import License/Import Permit	-	1 Set
ii) Invoice	-	4 Sets
iii) Packing List	-	1 Set
iv) Bank Memo	-	1 Set
v) Bill of Exchange	-	1 Set
vi) Airway Bill	-	2 Sets
vii) Copy of Purchase Order	-	1 Set
viii) Insurance Policy or premium Receipt	-	1 Set
ix) Certificate of Origin	-	1 Set
x) L/C Copy	-	1 Set

(b) In cases of consignments from within Bangladesh by Air:

- i) Airway Bill in original, duly endorsed
- ii) Invoice
- iii) Packing List
- iv) Purchase Order

The documents mentioned in 2(a) and 2(b) above have to be furnished by the Procurement Directorate/ Office of PE/ Authority, BREB in time for the expeditious clearance of consignment.

The documents mentioned in 4, 5, 6, 7, 8, and 10 below have to be furnished by Procurement Directorate/ Office of PE/ Authority, BREB in time for the expeditious clearance of consignment.

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(Md. Mozibur Rahman)
Consultant TAPP, BREB

(Md. Ahsanul Haque)
Consultant TAPP, BREB

(Md. Duhidul Islam)
Consultant TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

(Md. Mozammel Haq)
Consultant, TAPP, BREB

(Md. Abul Khaleque)
Consultant, TAPP, BREB

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(Kamrul Ahsan Mollik)
Asst. Secy. (Board), BREB.

The documents mentioned in 3 & 9 will be furnished by the importers (concerned parties).

8.2.03: Receipt Personal Effects by Air

The following documents must be provided to the Clearance Officer, BREB before the expeditious clearance, of personal effects can be accomplished:

- i) Airway Bill in original duly endorsed - 3 Sets
- ii) Invoice - 3 Sets
- iii) Packing List - 3 Sets
- iv) Form "A" & Passport
- v) Air Passage Ticket No. and date of arrival.

8.2.04: Documents required for Consignment imported on "No Charge" basis by Air

- i) Import Permit - 3 Sets
- ii) Invoice - 3 Sets
- iii) Packing List - 3 Sets
- iv) Airway Bill - 2 Sets

8.2.05: Documents required for Aided Import

- i) Airway Bill - 3 Sets
- ii) Invoice - 3 Sets
- iii) Packing List
- iv) Agreement Copy (between Govt. of Bangladesh and Aid giving Country)

8.2.06: Documents required for Clearance of Foreign Import through Foreign Post Offices

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(Md. Mozibur Rahman)
Consultant TAPP BREB

(Md. Ahsanul Haque)
Consultant TAPP BREB

(Md. Dufhidul Islam)
Consultant TAPP BREB

(Debasish Chakraborty)
PD TAPP BREB

(Md. Mozammel Haq)
Consultant TAPP BREB

(Md. Abdul Khaleque)
Consultant TAPP BREB

(Kamrul Ahsan Mollik)
Asst. Secy. (Board), BREB

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- i) Import License - 3 Sets
- ii) Invoice - 3 Sets
- iii) Packing List - 1 Set
- iv) Bank Memo - 1 Set
- v) Bill Of Exchange
- vi) Insurance Policy or Premium Receipt
- vii) Postal Intimation D.A. No. in Original.
- Viii) Purchase Order

8.2.07: Documents required for Import through foreign Post Office on 'No Change Basis'

- i) Postal Intimation (D.A. No) in original
- ii) Import Permit
- iii) Invoice - 3 Sets
- iv) Packing List - 3 Sets
- v) Purchase Order

8.2.08: Documents required for Clearance of Aided Consignments through Foreign Post Office

- i) Postal Intimation (DA No.) in Original
- ii) Invoice - 3 Sets
- iii) Packing Lists - 3 Sets
- iv) Agreement copy (between Govt. of Bangladesh and Aid giving Country)

8.2.09: Documents required for Clearance of Personal Effects imported through Foreign

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(Md. Mozibur Rahman)
Consultant TAPP, BREB

(Md. Ahsanul Haque)
Consultant TAPP, BREB

(Md. Duhidul Islam)
Consultant TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

(Md. Mozammel Haq)
Consultant TAPP, BREB

(Md. Abdul Khaleque)
Consultant, TAPP, BREB

(Kamrul Ahsan Mollik)
Asst. Secy. (Board), BREB

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Post Office

- i) Postal Intimation (D.A.No.) in Original
- ii) Invoice - 3 Sets
- iii) Packing List - 3 Sets
- iv) Passport
- v) Passage Ticket No. and date of arrival

8.2.10: Documents required for Clearance through Land Customs at Dhaka

- i) Railway/Ship/Steamer receipt daily endorsed
- ii) Invoice - 4 Sets
- iii) Packing List - 4 Sets
- iv) Bank Memo
- v) Bill of Exchange
- vi) Insurance Policy or Premium Receipt
- vii) Import License
- vii) Purchase Order

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 100-15: STORE OPERATION MANUAL				
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(Md. Mozibur Rahman)
Consultant TAPP, BREB

(Md. Duhidul Islam)
Consultant, TAPP, BREB

(Md. Mozammel Haque)
Consultant, TAPP, BREB

(Md. Abul Khaleque)
Consultant, TAPP, BREB

(Md. Ahsanul Haque)
Consultant TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

(Kamrul Ahsan Mollik)
Asst. Secy. (Board), BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

BANGLADESH RURAL ELECTRIFICATION BOARD

BREB Form No. 100-75-02 (Version-1)

Electrical Wiring, Connections and appliances Check List

Name of Building/Store/ Warehouse: -----

Date of Checking: ----- Date of Replace(if needed): -----

SI No.	Description of Wirings/ Connections/ Appliances/ Switches	Qty.	Condition/ Quality (Put ✓/ X)			Installed Location	Remarks
			Good	Need Repair	Need replace		

Checked by: -----

Counter Signed by: -----

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(Md. Mozibur Rahman) Consultant, TAPP, BREB
 (Md. Danidul Islam) Consultant, TAPP, BREB
 (Md. Abdur Khaleque) Consultant, TAPP, BREB
 (Kamrul Ahsan Mollik) Asst. Secy. (Board), BREB
 (Md. Ahsanul Haque) Consultant TAPP, BREB
 (Debasish Chakraborty) PD, TAPP, BREB
 ৬২১ ভম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০