

BANGLADESH RURAL ELECTRIFICATION BOARD

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

MATERIAL ADMINISTRATION POLICIES AND RESPONSIBILITIES

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

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

SUBJECT: MATERIAL ADMINISTRATION POLICIES AND RESPONSIBILITIES

I. PURPOSE

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

II. GENERAL BREB POLICY

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

1. TYPES OF WAREHOUSE & STORE

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

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

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

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

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

2. ADMINISTRATIVE CONTROL OVER WAREHOUSE/STORE

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

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3. SOURCE OF INVENTORY OF DIFFERENT WAREHOUSE/STORE

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

4. INDENT FOR MATERIAL

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

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

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

5. PROCUREMENT PROCEDURE

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

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- e. **PBS Deposit Work Store Material:** The Senior General Manager/ General Manager of concerned PBS will prepare indent & will send it to concerned lead PBS for procurement or PBS itself will go for procurement. This procurement will be done as per Instruction 100-64.

6. ISSUE OF MATERIAL TO WORK ORDERS

A PBS Construction Store will issue materials to work orders accounted under BREB funded annual development plan of GOB through approved projects. Material will not issue to work orders not accounted under BREB funded ADP.

A PBS O&M Store and Deposit Work Store will issue materials to work orders of PBS O&M works and PBS funded development works only. It will not issue materials on a BREB work order.

7. STORE TICKETS

All store tickets whether a receipt or an issue will show quantities of each item of material transacted. Store ledger will show quantities only.

III. MATERIAL ADMINISTRATION

Within the BREB, following responsibilities are divided among different directorate.

1. MATERIALS PLANNING AND STANDARDIZING SPECIFICATION (MP&SS) DIRECTORATE

MP&SS directorate will have the responsibilities for preparing standard and specification of materials. They will cooperate to Project Director to prepare indents for materials. While establishing the quantities of different items they will pay due attention to the yearly physical

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construction program, stock level of materials in different BREB/PBS warehouses/ stores, the availability of the fund and lead time required for procurement. They will keep liaison with the Project Directors, Procurement Directorate and Clearance, Storage & Movement (CS&M) Directorate for time of procurement and quantities actually received in warehouses. As per demand they will allocate material to different PBS Construction Store, PBS O&M Store and Deposit work Store or to Own Stock Store. Considering the difficulties of storage of material in central warehouses and construction target during the financial year, this directorate may allocate material at its own responsibility, even if there is no formal demand from the PBS Construction Store or PBS O&M Store and Deposit Work Store. Material from one PBS Store to another PBS store may be allocated on loan basis or price reconciliation basis as per requisition of concern Executive Engineer of BREB or Senior General Manager / General Manager of BPBS or MP&SS Directorate itself. If material allocated from one PBS to another PBS of different project, approval from Member(P&D) will be required for allocation.

2. CLEARANCE, STORAGE & MOVEMENT (CS&M) DIRECTORATE

CS&M Directorate shall have the responsibility to establish operate BREB warehousing system as well as material management from the arrival at port or supply by local Manufacturers and suppliers including clearance, receive, storage and movement to transit and PBS store. It will also be responsible for realizing claim for damage and loss of materials in transit. They will shift bulk materials from central warehouse to different BREB/PBS stores throughout the country by Carrying Contractors. For small quantities of allocation they may however request the PBS to arrange transportation of material at PBS cost and initiative. All materials required for emergency O&M purposes and all spare parts will be carried from the central warehouse to the PBS store by the concerned PBS. This directorate will send Monthly Activity Report to Material

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Planning and Standardizing (MP&SS) Directorate for all central warehouses. For slow moving items such as tools, spare parts, Sub-Station materials the MP&SS Directorate shall monitor the activity report, and shall provide plan for utilization of such kind of material, throughout the BREB system.

3. SUPERINTENDING ENGINEER (ZONAL)

- SE(Zonal) will notify the concern Executive Engineer of BREB, Senior General Manager/ General Manager & the store of all work order numbers which are opened for a project.
- He/ She will also notify the Executive Engineer of BREB, Senior General Manager/ General Manager and store with the names and sample signatures of the contractors representative who are authorized to charge out materials against work order.
- For the purpose of construction progress, Superintending Engineer (Zonal) may allocate/ transfer of material from one PBS Construction Store to another PBS Construction Store of same Project within his/ her Zone. In doing so, he/ she will follow instruction & general guide lines issued by BREB from time to time. At the starting of fiscal year, Superintending Engineer (Zonal) will summarize the quantity and price of materials shifted from one PBS to another in the last fiscal year and will send it to MP&SS Directorate and Project Directorate/Accounts Directorate.
- Superintending Engineer (Zonal) will also be responsible for physical movement of material from one PBS Construction Store to another PBS Construction Store. In case of bulk transfer of materials, he/ she may however seek assistance from the CS&M Directorate

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- through concerned Project Director. In case of inter project material transfer, carrying cost against work order will be paid from receiving project
- SE (Zonal) will assist the PBS to establish the different levels of stock of all items of PBS so that PBS construction, operation & maintenance work can be smoothly conducted.
 - He/ She will advise and assist the PBS in preparing indents for construction, operation & maintenance.
 - He/ She will endeavor to develop maintenance & operation spares locally.
 - He/ She will guide PBS in preparing their annual material procurement budget.

4. EXECUTIVE ENGINEER

Executive Engineer himself/herself or through his/her representative not below the rank of AE will:

- Perform General Management function for all PBS Construction Store under his/her control
- For the purpose of construction progress concern Executive Engineer may transfer material from one project to another project as loan of PBS construction store of same PBS. Loan will be refunded to lending project as early as possible.
- Approve requisition of material for work-orders under his control.
- As per direction of or in consultation with SE (Zonal), organize & conduct annual physical inventory and all subsequent actions incidental to or connected with physical inventory as per relevant policy.

5. SENIOR GENERAL MANAGER/GENERAL MANAGER

Senior General Manager/General Manager himself/herself or through his/her

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representative not below the rank of AGM will carry out the following:

- a. Perform general management functions of the PBS store.
- b. Approve requisition of materials for work-order under his/ her control.
- c. As per direction of or in consultation with SE (Zonal), organize & conduct annual physical inventory and all subsequent actions incidental to or connected with physical inventory as per relevant policy.

6. STORE KEEPER

- a. Store Keeper has the responsibility to receive, store & account for all materials of PBS Constriction Store, PBS O&M Store, Deposit work Store & all other stores of that PBS.
- b. He/ She will issue materials from PBS Construction Store to different work orders as per requisition approved by Executive Engineer of BREB or his/ her nominated representative.
- c. He/ She will issue material from PBS O&M Store and Deposit work Store to different Job orders as per requisition approved by Senior General Manager/ General Manager or his/ her nominated representative.
- d. He/ She will be accountable for proper use and filling of all store tickets.
- e. He/ She will keep store ledger always up to date with regularly posting of all materials against all stores.
- f. He/ She will not issue or receive any materials from store without valid document.
- g. He/ She will not issue any materials without getting an approved requisition from competent authority.
- h. He/ She must remember that he/ she has no authority to issue any materials from store

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to anybody for any purpose, unless he/ she is authorized by competent authority to do so.

- i. He/ She will maintain subsidiary account for quantity of materials issued :
 - (1) against each work order
 - (2) to O&M works in each financial year
 - (3) to Deposit works in each financial year.
 - (4) to the other store on transfer.
- j. He/ She will keep all materials in store in a nice orderly manner and in easily and quickest countable position.
- k. As far as practicable he/ she will keep one item of same store in one place only.
- l. He/ She will notify to the competent authority to repair or dispose items lying in store in damaged, unusable or idle condition. He/ She will also notify to the competent authority for any type of Material security issue.
- m. He/ She will dispatch copies of store tickets to relevant officers as per instruction.
Store Assistant will assist store keeper in all his/ her duties.

7. STORE ASSISTANT

Store Assistant will assist store keeper in all his/ her duties.

8. FUNDING OF PBS STORE MATERIALS

Annual Budget practices:

PBSs will establish an annual budget of materials needed for the forth coming fiscal year based on physical plan for construction works and trend of O&M material consumption during last years.

PBS must prepare its physical construction program and fund requirement well in advance preferably by 1st week on June of the previous year and get it approval by Member

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(PBS Management) through SE(Zonal) and CE(P&O) so that it can be incorporated in their upcoming year's budget.

Materials budget will be developed in two categories:

- * Capital budget
- * Operation & Maintenance budget

The annual budget will be against specific items, quantity, budget estimate and delivery schedule. Purchase of items can exceed budgeted line item amount, however, the total purchases for the year cannot exceed the total budget amount.

After the budget has been approved the Senior General Manager/ General Manager of the PBS can purchase for operation & maintenance (O&M) store through BREB or lead PBS or PBS itself as per BREB Guideline within the financial limit of the budget. No further approval is required by the PBS.

BREB approved construction and maintenance materials that will be purchased directly by the PBS from the BREB warehouse or from local market if available as per BREB specification, will have to be funded by the PBS from its own fund. The accounting of these materials will be done by the PBS as per set procedure.

9. STORE ACCOUNTING

- a. Unit price for each item (materials) should be recorded in the store ledger. The unit price of an item should be re-fixed on weighted average basis, as soon as a new consignment of the item is received and the next issues should be made on the basis of the re-fixed unit price. The officer in charge of the store (Senior General Manager or General Manager/Executive Engineer/Deputy Director) will approve the re-fixed

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- price according to the BREB approved price re-fixation policy.
- The price of materials should have to be noted along with the quantity of materials in both the receive and issue vouchers.
 - An allocation number or a work-order number must be noted in all issue and receive vouchers. This work-order number/allocation number will be required to account the materials used in any work/from which project. The work order should be coded in such a way so that materials issued for different purpose can be decoded.
 - Materials issued against a work-order, but remained unused in good condition will be returned to the store with the unit price shown in the ledger at the time of return. In this case, the unused but faulty or incomplete materials will not be taken back to store.
 - Materials once used, not required now but still reusable can be taken back to store with the unit prices shown in the ledger at the time of returns. In these cases also the faulty or incomplete materials will not be taken back to store.
 - Separate quantitative accounts should be maintained for those faulty and incomplete materials which are repairable. These materials should be repaired as soon as possible and should be booked in main account with the unit price as shown in ledger.
 - The irreparable materials should be removed from the store regular intervals following the appropriate procedures/systems.
 - A separate account for each of the utility should be maintained for the unused BPDB, DESA/DPDC, WZPDCO, NESCO, DESCO renovation materials and be returned to those utility as much as possible. If it is not possible, the materials should have to be disposed off following proper rules.
 - The PBS's can sell the materials from a completed/closed project to any other PBS or

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to BREB at its book value. But the PBS will not sell the materials to anywhere else other than the PBS's under the same project.

10. REORDER AND O&M LEVEL COMMITTEE

The Committee to fix up the re-order O&M level in PBS level will be as following:

- (a) Senior General Manager/ General Manager : Convener
(b) Concerned Executive Engineer of BREB : Member
(c) DGM(Tech-HQ) : Member
(d) AGM (O&M) : Member-Secretary

11. REPAIR & MAINTENANCE OF STORE ITEM

- a. BREB & PBS will keep sufficient fund in their annual budget for maintenance of stored items that will be damaged during handling or due to long storage. Director (Loans & Budget) and Director (Finance), BREB will designate appropriate budget head for this purpose.
- b. When at one time the repair cost is within Tk. 15, 000.00 (Fifteen thousand), Executive Engineers/ Deputy Director or Senior General Manager/ General Manager will seek administrative approval from their next higher authority for these repair works. This service shall be procured as per guideline of PPR (Public Procurement Regulations). However in this process maximum annual work will be limited to Tk. 30, 000.00 (thirty thousand) only.
- c. For repair cost between Tk. 15, 000.00 to 1,50,000.00, at one time, work may be done with the approval of Chief Engineer (P&O) or Executive Director (as the case may be). This service shall be procured as per guideline of PPR.
- d. For repair cost between Tk. 1,50, 000.00 to 3,00,000.00 at one time, work may be done with the approval of concerned Member. This service shall be procured as per guideline of PPR.
- e. For repair works above Tk. 3,00,000.00 at one time, work may be done with the approval of Chairman of BREB. This service procurement shall be done as per guideline of PPR.

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