

BANGLADESH RURAL ELECTRIFICATION BOARD

PBS INSTRUCTION: 100-47

INTER PROJECT MATERIAL TRANSACTION POLICY

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Approval Date: 30/01/1989
Revision Date : 19/02/2020

SUBJECT: INTER PROJECT MATERIAL TRANSACTION POLICY

PURPOSE: To help and solve some shortage material problem for implementing project within predetermined project period.

I. INTRODUCTION

During project implementation some materials and equipment may be needed, which may not be available for one Project, but may be available in other project (s). These materials and equipment may be excess for that project (s) or as per requirement but at present they are not required for that project(s). It is to be mentioned that most of the items required for construction of electric system, sub-stations and switching stations are not readily available in local market within Bangladesh.

Many of these shortage materials and equipment problem may be eliminated if they are transferred from other project(s) where available to the crises project(s) on loan or barter basis

II. POLICY

It is BREB's policy to transfer materials or equipment to one project, where needed, from another project, where available. All such exchanges or loans/barter or both must be pre-approved by Member(P&D) with the consent of respective PD(Project Directors). Each Project loan/barter account must be settled and closed before the end of the Project.

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 100-47: INTER PROJECT MATERIAL TRANSACTION POLICY				
Date of Origin	Revised by	Approved by	Page No.	Revision No.
30/01/1989	BREB	BREB Board	Page 1 of 4	4
Revision Date: 31/10/95, 14/11/1996, 01/09/2013 & 19/02/2020				



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III. PROCEDURE

1. When Material Planning and Standardizing Specification (MP&SS) Directorate determines that material(s) or equipment(s) shortage in any project exists or will exist to such an extent that construction of the project will be hampered and face trouble, in that situation MP&SS Directorate shall examine the availability of materials and/ or equipment of similar kind at another projects. If there is sufficient materials or equipment available at another project(s), which do not needed at present, MP&SS Directorate shall prepare a list of the needed material(s) and equipment(s) that is to be loaned or bartered for the crisis project(s).
2. If the proposal is approved by the competent authority of BREB, MP&SS Directorate will issue an allocation letter for transfer of material(s) and/ or equipment(s).
3. The concerned store shall prepare issue vouchers according to the allocation letter.
4. Copies of these issue vouchers shall be sent to the concerned Project Director, Material Accounting Section of Accounts Directorate and to the Material Planning and Standardizing Specification (MP&SS) Directorate Copies .
5. The Project Director's office shall set up a separate subsidiary ledger in both electric and physical format, in which the issue voucher(s) shall be posted for all material(s) and equipment issued through this method.
6. The prices used to determine the value of items being transferred shall be published by Project Director for running project and by Material Accounting Section of Accounts Directorate for all other materials except running project at least quarterly of the average price of all items.

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 100-47: INTER PROJECT MATERIAL TRANSACTION POLICY				
Date of Origin	Revised by	Approved by	Page No.	Revision No.
30/01/1989	BREB	BREB Board	Page 2 of 4	4
Revision Date: 31/10/95, 14/11/1996, 01/09/2013 & 19/02/2020				

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IV. RECONCILIATION OF LOAN

Normally at the end of each fiscal year Inter Project loan should be reconciled. But before closing a project, material(s) and equipment(s) lent from other running project must be refunded. The settlement shall be made by either transferring similar material, back to original project or other material(s) or equipment with same value. For upcoming closing project(s) reconciliation procedures are mentioned as below-

1. Concerned Executive Engineer of BREB will arrange to refund the material(s) and equipment(s) to lending project from received project within the same PBS. It may happen that 100% loan may not be adjusted due to shortage of material(s) and equipment(s) of upcoming closing project. On the other hand there may be excess material(s) and equipment(s) after adjustment of loan. Concerned Executive Engineer of BREB will refund loan as much as possible and prepare a statement regarding loan adjustment & stock level of each item of upcoming closing project after loan adjustment and will send it to the Zonal Superintending Engineer (SE).
2. Zonal SE will exert his/ her best efforts to reconcile loan within his/her Zone by material(s) and/ or equipment(s) stocked in different PBSs of upcoming closing project (after reconciliation loan of same PBS) of that Zone.
3. After reconciliation of loans of upcoming closing project with other running project(s), all zonal SE will send a statement to the Director, Material Planning and Standardizing Specification (MP&SS). There may be situation like that, particular SE Zone may have excess material after adjustment of loan and in another zone it may not be possible to refund the material(s) and/ or equipment(s) by adjustment loan due to shortage of material(s) and equipment(s).
4. By accumulating the reports of all SE(s), MP&SS Directorate will give decision regarding unadjusted loan of upcoming closing project with another running project(s). After adjustment there may be some material(s) and equipment(s) in stock, which will be transferred to PBS (Own stock) store.

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 100-47: INTER PROJECT MATERIAL TRANSACTION POLICY				
Date of Origin	Revised by	Approved by	Page No.	Revision No.
30/01/1989	BREB	BREB Board	Page 3 of 4	4
Revision Date: 31/10/95, 14/11/1996, 01/09/2013 & 19/02/2020				

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

5. In case of Central Warehouses and Transit stores, Officer in charge of each Central Warehouse and Transit store, will try to return materials of upcoming closing project which were taken from other running project(s) as loan. In one Central Warehouse/Transit store there may be more stock after loan adjustment and in another Central/Transit store there may be shortfall of material(s) and equipment(s) for which it may not be possible to adjust the loan. After loan refund, each Central Warehouse/ Transit Store will prepare a statement regarding loan refund and present stock level of each item of upcoming closing project and will send the both the statement to MP&SS and CS&M Directorate. After receiving all statements MP&SS Directorate with the help of CS&M Directorate will try to adjust the unadjusted loan.
6. If adjustment of loan taken by upcoming closing project in PBSs or Central Warehouses/Transit stores is not possible with the present stock of materials and equipment, unadjusted loan may be adjusted with the materials and equipment stocked in PBS (Own Stock). It is noted that materials and equipment of PBS (Own Stock) are accumulated from other project(s), which was closed earlier.

V. RESPONSIBILITY

The Member (P&D), BREB shall be responsible for the execution, implementation and adherence to this Policy Instruction.

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 100-47: INTER PROJECT MATERIAL TRANSACTION POLICY				
Date of Origin	Revised by	Approved by	Page No.	Revision No.
30/01/1989	BREB	BREB Board	Page 4 of 4	4
Revision Date: 31/10/95, 14/11/1996, 01/09/2013 & 19/02/2020				

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