

Revised Instructions Under 600 Series (BREB Finance)

Sl. No	Series No	Subject
01	600-02	Imprest (Petty Cash) Fund
02	600-03	Signing and Counter-signing of Bank Cheques and Bank advices
03	600-04	Fidelity Guarantee Requirement for BREB employees
04	600-05	Preparation of BREB Annual Budget
05	600-08	Internal Control of BREB Operation
06	600-09	Accounting Procedures Manual
07	600-14	Equipment Rental Procedures
08	600-15	Depreciation Rates and Procedures
09	600-16	BREB General Accounts Manual
10	600-18	Material Accounting Policies
11	600-19	Sub-station Transformer Insurance
12	600-21	Monitoring Financial Activities of the PBSs
13	600-25	Audit of BREB Borrowers' Accounting Record - A Guide for External Auditors.
14	600-26	Determination of PBSs' Long Term Loan-Moratorium Period
15	600-28	Internal Audit Procedures Manual (Pre-Audit)
16	600-30	Auditing of Bills of Contractors, Consultants, Suppliers and Employees' Service Benefit on retirement (Pre-Audit)
17	600-31	APA/PTA Operational Plan and Agreement between BREB & the PBSs

Newly developed


01	600-33	Operation and Maintenance of Fund for Procurement of O&M Materials for the PBSs.
02	600-34	Cross Subsidy Methodology


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Asst. Secy. (Board), BREB.

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The Following Instructions under 600 Series (BREB Finance) which are now not in effect have been superseded (কার্যকারীতা স্থগিত করা হয়েছে)

Sl. No	Series No	Subject
01	600-01	Uniform System of Accounts Manual
02	600-06	Purchase Orders
03	600-07	Vouchers Approval of time of Payment
04	600-10	Procurement Manual
05	600-11	Establishment of Operating fund for Working Capital Requirements for the PBSs
06	600-12	Cash Disbursement Fund
07	600-13	Wiring Material Credit Sales to PBS Procedures
08	600-17	Release of Contractor Retention
09	600-22	Guideline for Establishing CPRs
10	600-24	Audit Manual (Earlier merged with instruction 600-28)
11	600-27	Monitoring Foreign Currency Utilization
12	600-29	Import Procedure of Materials and Equipment Necessary for Operation and Maintenance of PBSs
13	600-32	Short-term loan to PBSs & its Administration policy

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**BANGLADESH RURAL ELETRIFICATION BOARD
DHAKA, BANGLADESH**

BREB INSTRUCTION: 600-2

SUBJECT: IMPREST (PETTY CASH) FUND FOR BREB.

01. PURPOSE:

This Instruction sets forth the policy guidelines with respect to the establishment, authorizations, use, control, reporting and accounting of the BREB Imprest (Petty Cash) Fund.

02. POLICY:

Imprest Fund for BREB, initially is to be approved by the Board. Establishment, authorizations, use, control, reporting and accounting with respect to the BREB Imprest Fund shall conform with the following guidelines:

A. Fund Custodian:

The Head of the Office will designate an Officer/ Staff as Fund Custodian who will be responsible for overall operation and maintenance of the fund.

B. Bank Account:

A separate Bank account is to be maintained for imprest fund in the name and style of the Head of the Office/ Designated official.

C. The Imprest Fund may be used for cash expenditures that are urgently required as listed below:

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Items authorized to be paid from Imprest Fund.

1. Expenses for Stationary items :

a. For computer stationary (paper, print, ribbon diskettes etc.) up to Tk. 2,000.00 (Two thousand) at a time.

b. For other stationary items up to Tk. 2,000.00 (Two thousand) at a time.

c. For Central Ware House, Khulna :

Expenses for purchase of any kind of materials and stationery items up to Tk.10,000.00 (ten thousand) at a time on 'Spot Quotation' by a Committee, constituted by Deputy Director, Central Ware House Khulna .

2. Miscellaneous expense (such as paint, lumber, materials, tools & plants) up to TK. 1,000.00 (One thousand) at a time.

3. Expense for fuels:

a) Fuels (transport fuel away from Dhaka Area) for general usages up to TK. 1,000.00 (One thousand) at any one time ;

b) Fuels for the Vehicles like Crane, Fork Lift, Lowboy Trailer, Truck & Petrol pick-up up to Tk.1,500.00 (One thousand Five hundred) at any one time ;

c) Expense for purchasing kerosene oil up to limit of 36 Liters/ 12 Tins/8 Gallons for Motor Launch in every month ;

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4. **Repair & maintenance of transports of BREB** will be done in compliance with the provisions of BREB Instruction 700-06. Expenses of repair and maintenance of transports will be paid centrally, through Common Service of Estate & Logistic Supports Directorate, by the Accounts Directorate. If required, expenses of such repair & maintenance of transports can also be reimbursed from the Imprest Fund. However, the total expenditures of repair & maintenance of transports will be limited to the approved budget of the year.
5. Purchase of Tyr/Tube and Battery of Transports, for field offices outside Dhaka, with quotation & work order for approved 'Brand' from Sole Agent or from approved Dealers of BREB ;
6. Expenses for renewal of Blue Book/Tax Token/ Road Tax of Transports ;
7. Expenses for changing seat covers of transport up to Tk.10,000.00 (Ten thousand) after minimum every Seven (07) years and washing of seat cover (once in a month) up to a maximum limit of Tk.500.00 (Five hundred) ;
8. Expenses for maintenance and repairs other than transport up to TK. 1,000.00 (One thousand) at a time.
9. Telephone bills (Office/Residence) as per Board's order or Government circular on usage of Telephone.
10. Installation charges for new official telephone (Duly approved by the competent authority) for out station offices ;

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11. Utility bills (Electricity, Water/Sewerage & Gas) at actual;
12. Advance for Travel & Daily Allowance in the BREB field Offices based on travel authorization approved by duly designated official up to the limit of TK.1,000.00 (One thousand) & TK.500.00 (Five hundred) for officer & staff respectively. This will not be applicable in case of Transfer of the employees ;
13. Payment by Directorate of CS&M and all project offices assigned with warehouse responsibilities for engagement of casual labors for material handling subject to the condition that deployment at any one time shall not exceed 10(ten) labors per day for consecutive three (03) days in compliance with the rate of Daily Wages referred below;
14. **Expenses for entertainment :**

Offices	Amount (Tk) per month.
Chairman	12,000.00 (Twelve thousand)
Full time Members	5,000.00 (Five thousand)
Controller (Accounts & Finance/ Chief Engineer/ Executive Director)	3,000.00 (Three thousand)
Additional Chief Engineers (with independent site office)	2,000.00 (Two thousand)
Secretary and all Directors/ S.E	1,000.00 (One thousand)
Executive Engineer/ Deputy Directors (with independent office/site office)	500.00 (Five hundred)

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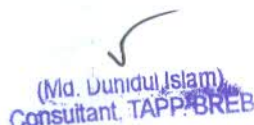
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15. Purchase of crockery & utensils for official use only up to Tk. 2,000.00 (Two thousand) in one financial year. The respective office will ensure maintenance of the purchased crockery ;
16. Maintenance of BREB Rest House up to Tk.5,000.00(Five thousand)at a time ;
17. Purchase of laboratory materials i.e glassware, tools etc. of the offices of Timber Products Specialist up to Tk 1,000.00 (One thousand) per item at a time ;
18. Repairs at Khulna Ware House amounting TK.500.00 (Five hundred) up to the limit of TK.5,000.00 (Five thousand) at a time subject to submission of work order along with supporting quotations ;
19. Expenses for washing of clothes, curtains, Towels etc. for BREB Offices & Rest Houses by the 'Shop(s)' be enlisted for a year ;
20. Expenses for photographs for official use to the employee subject to the office order is issued by Directorate of Personnel;
21. Expenses for making photocopy of official documents of Dhaka offices from the BREB enlisted 'Shop' at the approved rate, if the concerned Office does not have the photocopier machine. For the field offices outside Dhaka, it will be at actual rate per Quantity, duly certified by the Head of the Office ;

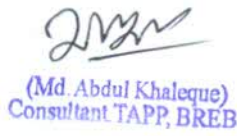
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22. Expenses for purchasing of 02 (Two) Daily news papers ;
23. Expenses for purchase of professional Books, Journals/ Periodicals relating to the job assignment up to Tk. 2,000.00 (Two thousand) in a financial year ;
24. Local conveyance duly certified by the controlling officer within the approved budget;
25. Purchase of calculator machine up to Tk. 750.00 (Seven hundred Fifty) at any one time ;
26. Purchase of Service Stamp/ Franking up to Tk.5,000.00 (Five thousand) at one time ;
27. Purchase of Washing materials up to Tk 2,000.00 (Two thousand) at one time ;
28. In case of any other emergency expense or expense of special type not covered under this Instruction may be reimbursed subject to the approval of the Chairman, BREB.

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29. Daily wages:

Daily wages may be paid to the daily basis labours deployed for various works from the imprest fund at the following Rate as determined by the Ministry of Finance, Finance Division, প্রবিধি অনু বিভাগ, প্রবিধি-৩ অধিশাখা (Memo no: 07.00.0000.173.66.059.15-34, date: 24-05-2016), endorsed by Secretary, BREB vide Memo no: 27.12.2637.030.71.012.22. 16.227, date: 16-06-2016 as per decision of 12th Executive Committee meeting held on 13-06-2016:

SL No.	Location of the Offices/ Working Place	Rate (Taka)
01.	Dhaka and Chattagram City Corporation	500.00 (for regular skilled labors) 475.00 (for temporary unskilled labors)
02.	Divisional Cities and Other City Corporations	500.00 (for regular skilled labors) 450.00 (for temporary unskilled labors)
03.	Districts and Upo-Zilla area	450.00 (for regular skilled labors) 400.00 (for temporary unskilled labors)

Conditions:

01. The number of labors shall be determined and approved by the competent authority.
02. Such labors can't be deployed on monthly basis at the above rates. This rate is subject to revision as per the Govt. Circular to be issued.

30. Wages for casual labor (For not exceeding 3 days).

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D. 1. All disbursements from the fund must be supported by the Petty Cash Voucher (BREB Form 61, Attachment-1) and Imprest Fund Report (BREB Form-62, Attachment-2) together with all supporting documents approved by the Head of the Office/ Designated official.

2. All petty cash vouchers should be :

- i. Each office will maintain serial number fiscal year-wise.
- ii. Signed by payee with his/her seal.
- iii. Executed in ink with amounts in words and figures.
- iv. Vouchers and supporting documents to be stamped by "PAID" seal to prevent subsequent use.

3. Cashing of personal checks and temporary Borrowing (IOUs) from the fund is prohibited .

E. Chronological Coverage of Expenditures :

The expenditures shall be covered in the Imprest Fund Report (Attachment-02) according to the chronological date (first expenditure, first re-imburement). No expenditure before the date of immediate previous re-imburement can be requested for replenishment in the next immediate re-imburement.

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- F. Once in a month or when more than 60% (sixty percent) of Fund is exhausted, the Fund Custodian shall submit the request for fund replenishment to Accounts Directorate, BREB. Accounts Directorate will accordingly reimburse subject to verification of the vouchers and budget provision against the expenditures claimed for.
- G. The mandatory re-imburement shall have to be made at the end of the Financial Year by June 30.
- H. The Imprest Funds established for the Offices/ Directorates of BREB up to June 30,2018 are appended in Schedule-01 and Schedule-02 enclosed herewith.
- I. **Imprest Fund for the office of the Project Director(s) :**
Imprest Fund held by the Office of the Project Director(s) under different on-going development projects of BREB, will be maintained as per the provisions of the respective approved Development Project Pro-forma (DPP).
- J. The Ceiling of the fund mentioned in the attached Schedule-01 and Schedule-02 may be increased or decreased, considering the trend of the expenditures during the last six(6)months , with the approval of the Member (Finance), BREB.
- K. This Instruction is subject to revision from time to time to address the present need.

Enclosed : 1. Schedule-01 & Schedule-02
2. Attachment 01 & 02.

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BREB, Dhaka
Imprest Fund Ceiling of the Offices & Directorates
As on June,2018
A/C NO:1461-01-000-000-00-0

SL.No	ID Code	Name Of the Offices	Amount(Tk.)
1	001	Chairman.	30,000.00
2	002	Member Finance.	10,000.00
3	003	Member Engineering.	12,000.00
4	004	Member PBS and Training.	10,000.00
5	005	Member Administration.	10,000.00
6	006	Member (P &D).	10,000.00
7	011	Chief Engineer (Planning & Operation).	20,000.00
8	012	Chief Engineer (Project).	25,000.00
9	015	Controller (Finance & Accounts).	10,000.00
10	017	Executive Director.	25,000.00
11	020	Directorate of Finance.	25,000.00
12	021	Directorate of Accounts.	50,000.00
13	022	Directorate of PBS Loan & Budget.	25,000.00
14	023	Directorate of Internal Audit.	20,000.00
15	024	Directorate of PBS Audit.	25,000.00
16	025	PBS Financial Monitoring (north).	30,000.00
17	026	PBS Financial monitoring & Civil Audit(South).	20,000.00
18	027	Directorate of Property & Logistics.	30,000.00
19	028	Directorate of PBS Monitoring & Management Operation(West).	30,000.00
20	030	BREB Secretary.	20,000.00
21	031	Directorate of Personnel Administration.	60,000.00
22	032	Directorate of PBS Monitoring, Management & Operation (Central).	25,000.00
23	033	Directorate of PBS Monitoring, Management & Operation (North).	20,000.00
24	034	Directorate of PBS Monitoring, Management & Operation (South).	20,000.00
25	035	Directorate of Public Relation.	15,000.00
26	036	Directorate of Enquiry & Discipline.	25,000.00
27	037	Directorate of Enquiry & Investigation.	20,000.00
28	038	Directorate of Legal Affairs.	20,000.00
29	039	Directorate of PBS Monitoring, Management & Operation (East).	20,000.00
30	040	Directorate of SE&D.	20,000.00

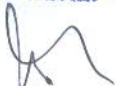

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SL.No	ID Code	Name Of the Offices	Amount(Tk.)
31	041	Directorate of MPSS.	20,000.00
32	042	Directorate of CS&M.	25,000.00
33	043	Directorate of Inspection & Testing.	20,000.00
34	047	PBSs' Human Resource.	20,000.00
35	050	Directorate of Procurement.	25,000.00
36	051	Directorate of Program Planning.	18,000.00
37	052	Directorate of Training.	190,000.00
38	411	Directorate of System Operation (Central).	25,000.00
39	591	Superintendent Engineer(Grid & Sub-Station Cell).	25,000.00
40	620	Superintendent Engineer(Generation).	25,000.00
41	625	Superintendent Engineer(Energy Audit & Tariff).	25,000.00
42	630	Superintendent Engineer(Social Environment & Mgt.).	25,000.00
43	635	Superintendent Engineer(GIS).	25,000.00
44	640	Superintendent Engineer(Research & Development).	25,000.00
45	645	Dte. of Information Communication Technology(ICT).	25,000.00
46	721	Deputy Director, General Administration.	50,000.00
47	723	Deputy Director, Central Warehouse, Khulna.	200,000.00
48	724	Deputy Director, Central Warehouse, Savar, Dhaka.	20,000.00
49	725	Deputy Director, Central Warehouse Chattragram.	65,000.00
50	738	Executive Engineer, Head quarter maintenance Division.	30,000.00
		Total	1,565,000.00

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(Md. Ahsanul Haque)
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(Debasish Chakraborty)
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(Kamrul Ahsan Mollik)
Asst. Secy. (Board), BREP.

বাপবিবোর্ড, ঢাকা।
ঢাকা ও ঢাকার বাহিরের
অফিসসমূহের ইমপ্রেষ্ট ফান্ড সিলিং (৩০ জুন, ২০১৮)
হিসাব নং- ১৪৬১-০১-০০০-০০০-০০-০

ক্রঃ নং	দপ্তর কোড	দপ্তরের নাম	বরাদ্দ (টাকায়)
০১	০১৩	অতিরিক্ত প্রধান প্রকৌশলী	২৫,০০০.০০
০২	০৪৫	নবায়নযোগ্য জ্বালানী পরিদপ্তর	১৫,০০০.০০
০৩	৪১৪	নিঃ প্রঃ সি/ অপারেশন, সাভার (ওয়ার্কসপ)	২০,০০০.০০
০৪	৫০১	এস, ই, ঢাকা জোন, ঢাকা (উত্তর)	২৫,০০০.০০
০৫	৫০২	নির্বাহী প্রকৌশলী, ঢাকা (উত্তর)	৩০,০০০.০০
০৬	৫০৩	নির্বাহী প্রকৌশলী, টাঙ্গাইল	৩০,০০০.০০
০৭	৫০৪	নির্বাহী প্রকৌঃ, নরসিংদী	৩০,০০০.০০
০৮	৫০৫	নির্বাহী প্রকৌঃ, মুন্সিগঞ্জ	৩০,০০০.০০
০৯	৫১১	এস.ই. ময়মনসিংহ জোন	২৫,০০০.০০
১০	৫১২	নির্বাহী প্রকৌশলী, জামালপুর	৩০,০০০.০০
১১	৫১৩	নির্বাহী প্রকৌঃ, ময়মনসিংহ (দক্ষিণ)	৩০,০০০.০০
১২	৫১৪	নির্বাহী প্রকৌশলী, গাজীপুর	৩০,০০০.০০
১৩	৫১৫	নির্বাহী প্রকৌশলী, কিশোরগঞ্জ	৩০,০০০.০০
১৪	৫১৬	নির্বাহী প্রকৌঃ, ময়মনসিংহ (উত্তর)	৩০,০০০.০০
১৫	৫১৭	নির্বাহী প্রকৌশলী, নেত্রকোনা	৩০,০০০.০০
১৬	৫২১	এস, ই রংপুর	২৫,০০০.০০
১৭	৫২৩	নির্বাহী প্রকৌঃ, দিনাজপুর	৩০,০০০.০০
১৮	৫২৪	নির্বাহী প্রকৌশলী, নীলফামারী	৩০,০০০.০০
১৯	৫২৫	নির্বাহী প্রকৌশলী, রংপুর	৩০,০০০.০০
২০	৫২৬	নির্বাহী প্রকৌশলী, কুড়িগ্রাম	৩০,০০০.০০
২১	৫৩১	এস, ই, সিলেট জোন	২৫,০০০.০০
২২	৫৩২	নির্বাহী প্রকৌঃ, সিলেট	৩০,০০০.০০
২৩	৫৩৩	নির্বাহী প্রকৌঃ, সুনামগঞ্জ	৩০,০০০.০০
২৪	৫৩৪	নির্বাহী প্রকৌঃ, বি-বাড়ীয়া	৩০,০০০.০০
২৫	৫৪১	এস, ই, চট্টগ্রাম জোন	২৫,০০০.০০
২৬	৫৪২	নির্বাহী প্রকৌঃ, কুমিল্লা (দক্ষিণ)	৩০,০০০.০০
২৭	৫৪৩	নির্বাহী প্রকৌঃ, নোয়াখালী	৩০,০০০.০০
২৮	৫৪৪	নির্বাহী প্রকৌঃ, চট্টগ্রাম (দক্ষিণ)	৩০,০০০.০০

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পৃষ্ঠা-১/২

ক্রঃ নং	দপ্তর কোড	দপ্তরের নাম	বরাদ্দ (টাকায়)
২৯	৫৪৫	এস, ই, কুমিল্লা জোন	২৫,০০০.০০
৩০	৫৪৬	নির্বাহী প্রকৌঃ, ফেনী	৩০,০০০.০০
৩১	৫৪৭	নির্বাহী প্রকৌঃ, কুমিল্লা (উত্তর)	৩০,০০০.০০
৩২	৫৫১	এস,ই বরিশাল জোন	২৫,০০০.০০
৩৩	৫৫২	নির্বাহী প্রকৌঃ, গোপালগঞ্জ	৩০,০০০.০০
৩৪	৫৫৩	নির্বাহী প্রকৌঃ, ভোলা	৩০,০০০.০০
৩৫	৫৫৪	নির্বাহী প্রকৌঃ, পিরোজপুর	৩০,০০০.০০
৩৬	৫৫৫	নির্বাহী প্রকৌঃ, পটুয়াখালী	৩০,০০০.০০
৩৭	৫৫৮	নির্বাহী প্রকৌঃ, চট্টগ্রাম (উত্তর)	৩০,০০০.০০
৩৮	৫৫৯	নির্বাহী প্রকৌঃ, কক্সবাজার	৩০,০০০.০০
৩৯	৫৬১	এস,ই ফরিদপুর জোন	২৫,০০০.০০
৪০	৫৬২	নির্বাহী প্রকৌঃ গোপালগঞ্জ	৩০,০০০.০০
৪১	৫৬৩	নির্বাহী প্রকৌঃ ফরিদপুর	৩০,০০০.০০
৪২	৫৬৪	নির্বাহী প্রকৌঃ শরিয়তপুর	৩০,০০০.০০
৪৩	৫৬৫	নির্বাহী প্রকৌঃ, বাগেরহাট	৩০,০০০.০০
৪৪	৫৭২	নির্বাহী প্রকৌঃ, কুষ্টিয়া	৩০,০০০.০০
৪৫	৫৭৩	নির্বাহী প্রকৌঃ, খুলনা	৩৫,০০০.০০
৪৬	৫৭৪	নির্বাহী প্রকৌঃ, ঝিনাইদহ	৩০,০০০.০০
৪৭	৫৭৫	নির্বাহী প্রকৌঃ, যশোর	৩০,০০০.০০
৪৮	৫৭৬	এস.ই. যশোর জোন	২৫,০০০.০০
৪৯	৫৮১	এস.ই. রাজশাহী জোন	২৫,০০০.০০
৫০	৫৮২	নির্বাহী প্রকৌঃ, রাজশাহী	৩০,০০০.০০
৫১	৫৮৩	নির্বাহী প্রকৌঃ, পাবনা	৩০,০০০.০০
৫২	৫৮৪	নির্বাহী প্রকৌঃ, বগুড়া	৩০,০০০.০০
৫৩	৫৮৫	এস.ই. বগুড়া জোন	২৫,০০০.০০
৫৪	৫৮৬	নির্বাহী প্রকৌঃ, নাটোর	৩০,০০০.০০
৫৫	৫৮৭	নির্বাহী প্রকৌঃ, নওগাঁ	৩০,০০০.০০
৫৬	৭৩৯	নির্বাহী প্রকৌঃ, সিঃ অঃ (ওয়ার্কশপ), চট্টগ্রাম	৫০,০০০.০০
৫৭	৭৪০	নির্বাহী প্রকৌঃ, সিঃ অঃ (ওয়ার্কশপ), রাজশাহী	৫০,০০০.০০
৫৮	৭৪১	নির্বাহী প্রকৌঃ, সিঃ অঃ (ওয়ার্কশপ), খুলনা	৫০,০০০.০০
৫৯		নিঃ প্রঃ, সিঃ অঃ (ওয়ার্কশপ), সাভার, ঢাকা (বিশেষ ইমপ্রেস্ট)	২,০০,০০০.০০
৬০		নিঃ প্রঃ, সিঃ অঃ (ওয়ার্কশপ), রাজশাহী (বিশেষ ইমপ্রেস্ট)	১,০০,০০০.০০
৬১		নিঃ প্রঃ, সিঃ অঃ (ওয়ার্কশপ), খুলনা (বিশেষ ইমপ্রেস্ট)	১,০০,০০০.০০
৬২		নিঃ প্রঃ, সিঃ অঃ (ওয়ার্কশপ), চট্টগ্রাম (বিশেষ ইমপ্রেস্ট)	৫০,০০০.০০
		মোট	২১,৭০,০০০.০০

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

পৃষ্ঠা-২/২

BREB Form No- 61

----- Office

PETTY CASH VOUCHER

Voucher No

Date-----

Payee-----

Department

It is requested that I be reimbursed for the following expenditure (s) of cash for the purpose (s) stated below. I certify that the expenditure(s) was/ were required for PBS official use.

Explanation of expenditure (s)	Chargeable Account No.	Amount

Amount in word -----

Total reimbursement requested for Tk.....

Payment requested by: Verified By: Payment approved by:

(Payee)

Approved by

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

- Distribution: 1. For voucher
2. Fund Custodian


(Md. Mozibur Rahman)
Consultant TAPP BREB



(Md. Duhidul Islam)
Consultant TAPP BREB


(Md. Mozammel Haque)
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(Debasish Chakraborty)
PD, TAPP BREB.


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

BREB FORM NO. 62

..... Office

IMPREST FUND REPORT

Total Fund Location..... Date of count

FUND POSITION			TRANSACTION SUMMARY				
Currency		Taka	Voucher No.	Date	Payee	Account No.	Amount
Denomination	Nos.						
Note :	1000.00						
	500.00						
	100.00						
	50.00						
	20.00						
	10.00						
	5.00						
	2.00						
Coin :	5.00						
	2.00						
	1.00						
Total							
Bank							
Vouchers							
Advances							
Total Fund							
Difference (If any)							
Difference (If any) Explain :							
Signature of Fund Custodian			Signature: Head of the Office				


Distribution : 1 . Finance for voucher

2 . Fund Custodian


 (Md. Mozibur Rahman)
 Consultant TAPP BREB



 (Md. Duhidul Islam)
 Consultant TAPP BREB


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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০