



# INTEGRATED MANAGEMENT SYSTEM

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WORK ORDER

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## BANGLADESH POWER DEVELOPMENT BOARD

OFFICE OF THE  
DEPUTY DIRECTOR (CLEARANCE AND MOVEMENT)  
CHITTAGONG/KHULNA

### (WORK ORDER)

Work Order No..... Date.....20.....  
Messer's.....  
P.O./Contract No.....  
Date.....  
S/S.....Arrived on.....  
B/L No.....Date.....  
Head of A/C.....  
.....

Dear Sirs,

Please undertake Handling & Forwarding work, in accordance with terms & conditions of the Agreement earlier between the B.P.D.B. and your firm of the following consignments arriving/lying at.....and dispatch them as per despatch instructions given below:

1. Description of goods.....  
.....
2. No. Package.....Weight.....
3. Despatch instructions.....  
.....  
.....  
.....
4. Documents included:
  - a) Bill of Entry Duplicate.....
  - b) Invoice.....
  - c) Packing List.....
  - d) Transit Pass .....Date.....

DEPUTY DIRECTOR (C&M)  
BANGLADESH POWER DEVELOPMENT BOARD  
DHAKA/CTG/KHULNA

- N.B.-
1. The materials should be cleared/dispatched immediately
  2. The numerical serials of the packages/cases/coils must be mentioned in each Despatch Advice Note/Delivery Chailan without fail.

Prepared By		Approved By	
Reviewed By			