




# **Bangladesh Power Development Board**

**INTEGRATED MANAGEMENT SYSTEM  
(BASED ON ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018  
STANDARDS)**

**PROCEDURE FOR STORAGE FACILITY**

	<b>INTEGRATED MANAGEMENT SYSTEM</b>	Document No.: BPDB-IMS-PR-043
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### 1. Purpose:

This procedure covers all the aspects which are included into storage facility of BPDB. In short:-

- a. Ensuring that the purchased product conforms to specified requirements
- b. Maintaining quality and contents of receipts as per purchase orders
- c. Taking care of goods in the store against damage, fire, loss, theft
- d. Issuing goods on demands without delay

As an important function of Bangladesh Power Development Board (BPDB), Central Store is covering the following activities:

- a. Goods Receiving
- b. Stores Locating
- c. Goods issue of Stores
- d. Replenishment of stocks
- e. physical stock verification
- f. Adjustment of losses
- g. Holding of formal investigation
- h. Stores accounting system
- i. Consolidated account
- j. Store maintenance
- k. Store security

### 2.0 Scope:

Applies to whole of Integrated Management System of Bangladesh Power Development Board (BPDB).

The Board of Directors of BPDB may change or amend the content of this document from time to time as it may deem fit.

### 3.0 Terms & Definition


#### Definition

None

#### Abbreviations

BPDB – Bangladesh Power Development Board  
 MR – Management Representative  
 SO – Store Officer  
 SK – Store Keeper

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CE – Chief Engineer

#### 4.0 Roles and Responsibilities

Tasks in Reference Clause Nos.	Responsibility
5.1, 5.4, 5.5, 5.6, 5.7, 5.8, 5.9, 5.10, 5.12, 5.15, 5.17,	Director (Electrical Equipment)
5.1, 5.2., 5.3, 5.10	Store Keeper (SK)
5.1, 5.3, 5.4, 5.5, 5.6, 5.16, 5.7, 5.10, 5.12	Store Officer (SO)
5.1	Store In charge
5.1, 5.2. 5.3 5.4, 5.5 5.6. 5.7, 5.8, 5.9, 5.10, 5.11, 5.13. 5.14. 5.15, 5.16, 5.17	DD-CSD
5.1, 5.3., 5.4, 5.6,	In charge (Receipt area/Warehouse)
5.7	CE Service, Board
5.8, 5.9	DD-RAO
5.18 – 5.20	MR

#### 5. Procedure

##### 5.1 Goods Receiving

- Source of Receipts: Stores in the Warehouse may be received from the following:
  - Local purchase carried out under the delegated authority of the Project Directors / Superintending Engineers / Executive Engineers etc.
  - Purchase made by the Director of Purchase through indigenous sources in the country.
  - Foreign Purchases made by Directorate of Purchase and cleared through Directorate of Clearance & Movement of BPDB at Dhaka/Chittagong/Khulna.
  - Transfer of Stores from one Warehouse to another or from one Project to the other.
  - Stores returned to the Warehouse on completion of Project/Works either in surplus serviceable or unserviceable condition.
  - Stores manufactured in Departmental Workshop.
- A copy of Purchase Order (as delivery order) and NOA from directorate o? purchase is received by the concerning officer of Central/Divisional Warehouse.
- Delivery order is then sent to the in charge of warehouse for approval. A copy of approved delivery order is sent to gate.
- As soon as the purchase orders are received in Central/Divisional Warehouses the first requirement is to scrutinize the operation clauses of these purchase orders and refer to the Directorate of Purchase if there are

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- In cases where bulk purchases have been made, immediate action should be taken to ask Director, Electrical Equipment for the allocation orders.
- All purchase orders on receipt will be recorded in the Register of Purchase Order.
- An application of truck entry and crane (if necessary for heavy materials) is sent for approval to the in charge of the store.
- After approval, delivery challan is received according to truck.
- Temporary receipt is done by responsible personnel of the store
- It is the duty of the Stores Officer/Stores Officer-in charge, Warehouse to ensure that all consignments are received both in Specification and quantity in accordance with the Purchase Order and allied documents.
- In case of any damage to the consignment or shortage in the contents, it is the duty of the In charge, Warehouse to deal with the consignments immediately as laid down in this procedure.
- An independent case will be opened for each purchase order containing all relevant documents in the receipt section of every Warehouse.
- The Officer-in- charge, Warehouse will appoint experienced Store-keepers by name as in charge Receipt Area to ensure that all Stores are received and checked by experienced hands.
- All consignments will be kept separately in accordance with Purchase Order.
- Receipt of Packages
  - As a first step towards checking the consignment the Store-keeper-in-charge of the Receipt Area will first check the consignment for the correctness of the number and condition of the packages
  - In case of any discrepancy in the number of packages, the Store-Keeper (Receipt) will immediately report the matter to the in charge. Warehouse through Stores Officer/ Stores Officer-in charge who will inform the sender by telegram with post copy to all concerned and will open a separate file to deal with the discrepancy in the normal manner.
  - In case of breakage and damage of the packages arrangement for survey should be made immediately in consultation with the PDB'S Insurance Office to assess actual loss/damage.
- Checking of Contents
  - After the number of packages in the consignment have been checked these will be carefully opened in the Receipt Area and their contents will be checked In accordance with the Purchase Order and the allied documents.
  - A separate case will be opened by the in charge Receipt for each consignment with a Movement Sheet which will show all stages of the checking of the consignment.
  - A post inspection committee is formed by PDB to perform pre-delivery and post landing inspection.

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- After the consignment has been thoroughly checked, in charge Receipt will take immediate action to prepare Receipt and Inspection Report in accordance with the Purchase Order and allied documents including Pre-delivery & Post Landing Inspection Report.
- On completion of checking of stores and preparation of Receipt and Inspection Report, it is distributed to relevant functions.
- Consignment will be transferred to the Storekeeper responsible for the physical custody of the stores and materials in the Warehouse.
- As and when each item in a consignment is checked, identification label will be attached with each item to establish its identity as per Purchase Order.
- No unauthorized person will be allowed in the Receipt Area. Stores Officer/Stores Officer-in charge, Warehouse will detail by name and checked by the Security-in charge, suitable laborers who will continuously be employed in the Receipt Area.
- Discrepancy in the contents of receipt
  - In case of discrepancy both in specification and quantities of the consignments as per purchase orders and allied documents, it should be immediately reported to the In charge, Warehouse and also prepare Excess/Short and Damage Report
  - A Receipt and Inspection Report for the actual quantities of stores received by in charge, receipt will be prepared and will cross-reference it with Excess/Short and Damage Report Stores and materials received in damaged condition will be dealt with expeditiously and
  - it should be immediately informed to in charge Warehouse who will arrange survey | in consultation with insurance Officer of BPDB.
  - Damaged Stores and materials will be kept segregated in a safe place in the Warehouse.
  - It should be dealt promptly with all cases in which Excess/Short and Damage Report have been prepared or Survey Committee has been arranged.
  - It should be ensured that all consignments in respect of which Excess/Short and Damage Report have been prepared are taken on charge on the basis of the exact quantities as recorded in Receipt and Inspection Report
- Period of checking receipts
  - All receipts will be handled immediately as these are received in the Warehouse.
  - All receipts must be completely handled within a week.
  - Suitable Store Keepers will be assigned with the full responsibility for the custody and maintenance of Stores and materials
  - Stores and materials will be kept in proper bins/racks in accordance with the store location system

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- All storekeepers responsible for the physical custody of stores will maintain Bin Card,
- All physical transactions of the stores will be reflected in Bin Card and each posting will be initialed by the Storekeeper
- Since technical inspection is important, this should be done by a technically qualified officer not below the rank of Assistant Engineer who will after inspection, furnish the certificate
- Receipt and Inspection Reports being the basis of payment for stores as such it should be ensured that, all consignments are properly and thoroughly checked in all respects according to Purchase Order and allied documents before these are prepared
- In order to ensure that a consolidated record of all receipts is maintained in the Receipt Area, a Register of Receipt and Inspection Report will be maintained. This Register will be used also for the purpose of allotting control number to the Receipt and inspection' Report
- Accounting of Stores
  - The stores and materials will be accounted for on Power Development Board Stores Ledger. All new receipts will be taken on charge on the basis of Receipt and Inspection Reports sent to stock Record Section by Storekeeper, i. e. physical Stock. This Receipt and Inspection Report will carry the endorsement that stores have been received in the stock, checked and binned and will be signed by the Storekeeper, i.e., stocks.
  - In charge Stock Record Section will receive 2 copies of Receipt and Inspection Report, one from In charge Receipt and other one from In charge stocks
  - As soon as he receives the copy from In charge, Receipt Area, it is his duty to keep a vigilant watch on the return of other copy from In charge, Stocks.
  - As a general rule In charge, Stock should return the copy of Receipt and Inspection Report duly endorsed to Stock Record Section within 3(three) days of the receipt of stores from Receipt Area
  - At the time new receipts are posted in the Stores Ledger, it should be compared both the copies of Receipt and Inspection Reports to eliminate any chance of error
- Monthly Statement of Receipts
  - It is essential that all receipts are consolidated on Monthly Statement of Receipts. This will be submitted to Officer-in-charge, stock Record Section.
  - All the statement will be dispatched to stock Record Section and others concerned under standard Printed note
  - In order to have consolidated picture of all receipts of stores for a month, a monthly statement of Receipts Materials will be prepared by the 10th of each month starting from the 1 of July each year, covering the transactions of the past calendar month

## 5.2 Stores Locating

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- All Warehouses are required to maintain a location record to facilitate the binning of stores and selection of stores for issue. All bays and racks shall be numbered or coded in a systematic way so that ease of storage and retrieval can be maintained.
- Due to shortage of accommodation in the Warehouse, it will often be found unavoidable to store many heavy items in the open. As a general rule, attractive and delicate items will not be stored in the open.
- Maintenance of store location cards (Bin Cards)
  - It is the duty of storekeepers, who are holding physical charge of stores to maintain Bin Cards, which, apart from showing locations also carry a number of other essential details.
  - On receipt of requisitions from Indentors, the Storekeeper in charge of issue after controlling the demands will pass them on to the Storekeepers who have the physical custody of stores.
  - A regular checkup the location and quantities available from these Bin Cards shall be carried out to ensure correct maintenance of location system.

#### 5.3 Goods issue of Stores

- Allotment letter will come from GM, Electrical Equipment mentioning allotted items with details to specific function or person to central store.
- Relevant person from relevant function will come with approved authorization letter
- A requisition form will be used for demanding stores materials from the warehouse against proper authority and work.
- It is a fundamental principle of store Management that nothing will be issued from any Warehouse/Go down without a proper requisition duly signed by the persons or their representatives, who are authorized to draw and consume stores in the interest of Power Development Board's work.
- Issue voucher will be prepared according to allotment letter
- All issues must be made in right quantity and quality and in right time against proper requisitions
- It should be ensured that all issues of stores against proper requisitions duly signed are made promptly and expeditiously
- A register should be used to allot issue control numbers on all issue vouchers.
- Three copies of gate pass of issue copy will be prepared and approved by proper authority.
- Issue Voucher and Gate Pass must be countersigned
- A copy of. gate pass will be sent to the AD, Security for item passing correctly
- Application of truck and crane (if necessary) entry will be received and should be approved by in charge, warehouse.
- Items will be delivered according to gate pass
- Loaded truck/vehicle should be inspected and verified according to gate pass
- Issue ledger should be updated after every transaction including issuing number.

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- A monthly Statement of issued materials should be prepared accordingly

**5.4 Replenishment of stocks in the warehouse will be conducted as follows:**


- For replenishment followings are to be considered: a) Stock in hand b) Lead Time c) Availability of Funds d) Past Issue Experience
- Replenishment of stocks are to be done on a planned and systematic way to ensure that stores and materials required by projects/ schemes/works are supplied to them in time.
- Stores and materials are received through a) Local Purchase b) Foreign Purchase
- Project Director/Superintending Engineer/Executive Engineer at different Projects/Divisions will prepare indent and send it to Director, Electrical equipment
- In case of Power Station, Local Purchase of Stores accomplished under the delegated powers of the manager/ Project Directors/ Superintending/Engineer/Executive Engineers/Dy. Directors

**5.5 A physical stock verification should be conducted to ensure that- ground balances and stock ledger balances are identical, serviceable stock are in serviceable status.**

- To ensure their 100% accuracy as per Ledger balance physical stock verification is carried out with following records,
  - (a) Power Development Board Stock Verification Slip,
  - (b) Power Development Board Physical Stock Verification Report.
- Aim of Stock Taking:
  - (a) To check all items of stores once a year to ensure that ground balances and Stock Ledger balances are identical,
  - (b) To make sure that all serviceable stocks are in serviceable status.
  - (c) To take adjustment action in cases where ground balances and stock record figures do not agree.
  - (d) Cases of negligence in handling the stores are highlighted and investigated
- Stock verification will be continuous cycle spread over the whole year commencing from 1st July to 30th June. Every items of the stock will be counted/checked every year in this process. This process will ensure that physical stock verification does not interfere with the normal working of the Warehouses.
- Physical stock verification is to be carried out to ensure that stores and materials are correctly received, maintained and issued and the balances on the stock Ledger are in conformity with the ground balances
- Depending upon its size and activities in every warehouse/project duties of stock verification will be assigned to a specific individual/section designated as stock Verifier, this individual will continuously remain engaged in physical stock verification work and will also be responsible for adjustment action following any discrepancies discovered in physical checking of the store.

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- Physical stock verification process
  - All items of stores and materials in a Warehouse will be recorded on 12 separate list, each list representing a month in which physical stock verification of those items will be completed.
  - Individual made responsible for physical stock verification will go around the warehouse, physically check/measure/count the items on the list and will complete Power Development Board Stock Verification Slip. This check will be at the site and without any reference to the Stores Ledger. Different stock verification Slip will be made of the same items if it is physically located at different places/locations.
  - After stock verification slips have been prepared in respect of each item these will be put in a file cover and the particulars of these slips will be transferred to physical stock verification Report. It will be seen that physical stock Verification Report if correctly prepared, will show the physical balances of all items of stores both in the warehouse, in open storage area and in other places. The stage is 'now set for comparing the physical stock balances as physically checked with the balances shown in the Stores Ledger maintained by the stock Record Section.
  - The Storekeeper / Stock Verifier who has carried out the physical stock verification and has completed the physical stock verification Report will now record the balances as he finds in the Stores Ledger, on the physical stock verification Report. This will show the differences, if any, between the Stores record figures and the physical balance.
  - If the ground and Stores record balances agree, the storekeeper will draw a red line in the Stores Ledger and will endorse the following remarks on it. "Checked and found correct" Name of the Storekeeper/Stock verifier Date.....
  - in case the physical Stock Verification Report shows differences between the ground and record balances, the matter will be referred to the Director, Electrical Equipment / Project Director / Superintending Engineer / Executive Engineer/Dy. Director for investigation and follow up action. In such case, the Storekeeper/Stock Verifier will draw a red line and enter the actual ground balance on the Stores Ledger leaving three-line space for adjustment etc., and initial the entry.

**5.6 Adjustment of losses, discrepancies and survey and disposal of stores will be conducted as per rule of BPDB regularly.**

- Losses of stores and materials due to any conceivable reason amount to a financial loss and must be regarded and treated as such. Similarly, any damage to stores resulting in their becoming unserviceable or repairable due to any reason is also a financial loss and has to be treated as such. Shortage and discrepancies in new


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consignments at the time of their receipt in warehouses etc., is also a class of financial loss and has to be dealt with as such.


- All Storekeepers/Stores Officers shall ensure that at all time, physical stock balances are in conformity with the stock record balances. Any difference between these two must be immediately investigated and adjustment action promptly taken. Such variations and differences in balances of stores will be regarded as financial losses till these are investigated and adjusted in a prescribed manner.
- All dispatches of stores, materials and equipment are carried out from Dhaka Air Port /Kamapur ICD / Chittagong & Khulna Sea - Port / Benapole Land Port and all other Ports if any under insurance cover to avoid losses /damages in transit. It is the duty of all consignees to obtain compensation for all such losses / damages by raising insurance claims well in time.
- Except losses / damages due to circumstances beyond human control (commonly referred to as acts of God like natural calamities) all other types of losses etc. are finally attributable to acts of man whose acts of commission and omission have to be investigated and appropriate action taken against them in the prescribed Manner, No losses will be written off unless responsibility for such losses has been fixed and write off action approved in writing by the Officers authorized by the Power Development Board to do so. Any further queries with regard to raising of claims, insurance etc. may be processed with the Insurance officer and actions taken in accordance with latest instructions in this regard.
- All Departmental Enquires/Investigations with regard to losses/damages of stores etc. will be convened and conducted in the manner as prescribed by Power Development Board. A Stores Officer or Storekeeper is not competent to convene a Departmental Enquiry on his own. It is, however, their duty to carry out on the spot investigation as soon as any losses etc., are discovered or reported to them. Such investigations will be reduced to writing and will include the statements of all concerned.
- All those who bear immediate responsibility for the safe custody and security of stores etc. have absolutely no authority to hold Departmental Enquires regarding losses etc., prepare survey reports and then write off lost materials. They must report in writing all such losses with complete facts to their Controlling Officer for further action.
- All serious losses/damages of stores etc. must be reported to the Power Development Board through proper channels.
- As soon as any loss of or serious damage to stores and materials is discovered, immediate action will be taken by Stores Officer/Storekeeper to prepare "Survey Report of Unserviceable or Lost/Damaged Stores." At this stage, survey report will be in manuscript form, as an indication of fact that certain loss etc. have occurred in the Warehouse. The corresponding Stores record will be cross referenced with this Survey Report. Regular survey report, as a step towards write off action will be prepared after investigation etc. has been completed and orders of competent officers obtained.

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- The fundamental rule is that the Stores Officers/Storekeeper dealing with the stores and materials are responsible for their correctness safety and security at all times. It is their duty to prevent losses of Stores by observing the store accounting and management procedures. Losses of stores can occur due to thefts, fire, mismanagement and such other reasons and it is the duty of all Stores Officer / Storekeeper to take adequate measure against all such eventualities. Adequate security arrangement to prevent theft, pilferage or fire should, however, be taken, by the respective Executive Engineer/Deputy Director.
- Losses and Discrepancies in Stock/Transit and their Adjustment
  - Damage to the stores and materials which detract from their value/ utility (change in condition) is a type of loss to the Authority. Occasion may arise when stores and materials may be received either in damaged condition or deficient according to R.R/Invoices/purchase orders etc. Following action will be immediately taken by Stores Officer/Storekeepers and other concerned and by Clearing and Forwarding Officers where such separate officers exist for clearing and forwarding of stores.
    - (a) Exact condition of stores / materials, showing the nature and extent of damage should be recorded in the Railway Register. A written report will also be sent to railway authorities and others concerned, regarding all such damages.
    - (b) A written report should be lodged with the railway authorities regarding shortages in number of packages and this fact also recorded in the Railway Register.
    - (c) In all cases of serious losses in transit, a report by signal should be made to all concerned.
    - (d) All consignments are dispatched from Dhaka Air Port /Kamlapur ICD/ Chittagong & Khulna Sea Port/Benapole Land-Port and all other Ports if any under insurance cover. Immediate action will be taken to arrange survey of stores through authorized surveyors of the Insurance Corporations appointed by the Finance (Insurance) of BPDB.
    - (e) Insurance claims should be immediately sent to Insurance Officer, PDB.
    - (f) Damaged stores should be kept segregated and in a safe place to avoid further damage.
    - (g) Excess/Short and Damage Report should be initiated if shortages in contents of the packages are discovered.
    - (h) Obtain full particular about the consignments (if no documents by them have been received) from Directorate of Purchase/ Clearing & Forwarding Organizations at Dhaka /Chittagong / Khulna, Also obtain full particulars regarding insurance policy from Insurance Officer.
    - (i) Submit a full written report covering all aspects of the matters to Project Director/Superintending Engineer / Executive Engineer / Director of Purchase, (Addresses will! Vary depending of merits of each case).

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(j) In case of serious damage/shortage initiate immediate action for holding a Board of Officers. This board will record all facts holding about the consignment in the form of proceedings.

- Return of unserviceable materials by division/power station workshops
  - All unserviceable materials will be received from Division/Power Station Workshops on Survey Report of Unserviceable or Lost/Damaged Stores duly signed by the Executive Engineer-in-charge of the Workshops/Division. He will also endorse a certificate on Survey Reports to the effect that the stores and materials being returned are unserviceable and of no further use to Divisions/Power Stations Workshops. Unless such a certificate is endorsed on the survey report, Stores Officer/Storekeeper will not accept the unserviceable stores from the Division! Power Station Workshops, "Unserviceable materials will be deposited to Stores once in a week after sufficient accumulation instead of piecemeal deposits every now and then."
- Losses due to theft, fraud, neglect or natural calamities Losses of stores and materials due to theft, fraud, fires, acts of sabotage, neglect or any other reasons will be dealt with as follows:-
  - Make an immediate oral and then written report to next superiors, i. e., Storekeepers to Stores Officers, Dy. Director/Executive Engineers/Directors / Project Directors/Superintending Engineers.
  - Police should also be informed of all cases of thefts etc.
  - Initiate action for departmental enquiry in cases of serious losses. (In fact, exact line and nature of action will be intimated by next Senior Officers).
  - Stores Officers will carry out their own preliminary investigation recording the statement of all relevant personnel of the Warehouses.
  - Preparation of survey report of Unserviceable or Lost/Damaged stores. Full investigation report will be attached to survey report.
  - TO write off action will be taken till survey report has been approved by competent person as prescribed by the Power Development Board.
  - Loss of stores is a serious matter and all Storekeepers/Stores Officers will ensure that these are dealt with promptly and in accordance with the Power Development Board's rules and orders. It is their personal responsibility to make sure that all losses are properly looked into in the prescribed manner and write off action is taken only after full investigations have been carried out and specific orders of competent and authorized officers have been obtained on the subject.
- Survey and Disposal of Surplus Stores
  - It is uneconomical to keep stores and materials and spares in the Warehouses which have not been consumed for a long time (approximate period 3 years) and there is no future requirement for them in the next two years. Reference will be made to the Executive Engineers/competent Authority in the first instance to obtain their opinion on "Report of Surplus Stores". This report will

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- then be submitted to the Project Director/ Superintending Engineer/Competent Authority for further necessary action.
- On receipt of "Report of Surplus stores," the Director/Project Director/Superintending Engineer/Competent Authority will scrutinize each item and will assess the reasons for such stores having been purchased when there was no requirement for them. He will submit all report of surplus stores to respective Chief Engineer with his recommendation for further action. Report of surplus stores will then be forwarded to the Director, Electrical Equipment, PDB Dhaka.
  - A Committee headed by the Director of Electrical Equipment as Chairman has been constituted by the Power Development Board vide para 21 (Survey and Disposal of unserviceable Stores). This Committee will carry out survey of the surplus stores and will recommend for disposal or otherwise. On the basis of the recommendation of this Committee the Power Development Board Officers authorized to dispose off the materials by auction as per delegation of Powers will arrange disposal. Before actual disposal of surplus stores, officers empowered for disposal will circulate the list of materials to all Chief Engineers and Director, Electrical Equipment who should immediately see whether surplus stores will be necessary for any other works. In that case the materials will be utilized accordingly.
  - In case no demand is received within three months from the date of circulation of the list to the concerned offices, the surplus materials will be disposed off by auction to the highest bidder under intimation to the Chairman and Members or the Power Development Board and Controller (Finance & Accounts).
  - It is the duty of the Storekeeper/Stores Officer to keep a vigilant watch on such inactive stocks to ensure that costly storage space is not unnecessarily occupied and Power Development Board funds are not locked up in the stocks which are not required. All such surplus stores will be reported to the Executive Engineer / Project Director/Superintending Engineer/Manager/ Director on the form "Report of Surplus Stores" for further action. Before this list is prepared, Storekeeper/Stores Officer will satisfy himself by all means at his disposal that such stores and materials are not required in the foreseeable future. Disposal of surplus stores will be carried out by the officer as per delegation of power at the current book value or at the cost approved by the approval authority. The approval for disposal will be given in form Report of surplus stores with due regard to the original Book Value and the current market rate
  - Survey and Disposal of unserviceable stores
  - All Power Development Board Organizations where the unserviceable materials are held, will arrange to prepare Survey Report of Unserviceable or Lost/Damaged Stores and List of unserviceable Stores for disposal both in triplicate through the Stores Officers/Officer in-charge of Stores as a first step towards initiating for disposal of unserviceable Stores.

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- Stores Officer/Officer in-charge of Stores while preparing the Survey Reports and tile Report of unserviceable Stores for disposal, will take particular care to fill-in the condition of Stores, quantity/weight, Book Value and Reserve value/current market value of the scraps etc., so that the full details are accurately checked prior to preparation of the above reports. Reserve value of each type of scraps will represent the current market value and this will be ascertained time to time from the local markets or central places where the scrap materials are regularly transacted.
- Approximate market value as Reserve value for the scrap materials for auction will be invariably quoted in the "List of unserviceable Stores" for disposal as a guide for disposal of Stores. While fixing the reserve value a margin will be left for misc. charges which may be incurred by the bidders for lifting/removal, transportation charges, VAT & other Taxes, etc., Project Director/ Superintending Engineer/Divisional Officers concerned will then forward the Survey Reports duly signed through the Chief Engineer (Services) to the Director of Electrical Equipment [or arrangement of Survey and to recommend for disposal alter declaration of the materials as unserviceable or otherwise.
- A committee consisting of the following officers has been constituted to examine and recommend for disposal of unserviceable/ surplus stores held under Power Development Board Organizations:-
- Director of Electrical Equipment for Central Stores/Chief Engineer for his jurisdiction/ Chief Engineer/Manager for Power Stations... Chairman Members
  - a) Superintending Engineer/Manager Concerned
  - b) Deputy Director (Accounts), RAO.
  - c) Dy. Director (Audit) to be nominated by the Director of Audit.

Dy. Director of Electrical Equipment from HQ for Central Stores/XEN Concerned. Member Secretary This Committee will go round to places where the unserviceable/ surplus materials are held, will examine the stores thoroughly and declare the same as unserviceable or otherwise. Thereafter the officers of the Power Development Board who have the financial Powers for disposal of unserviceable stores as per delegation of power will arrange for disposal of stores accordingly

- Power Development Board Officers authorized for disposal of stores as per 'Delegation of Powers' to be approved from the Competent Authority will arrange for adequate prior publicity through News Papers/ Tender Bulletin of BPDB/ Website etc. to give wide circulation of the notice for auction. Auction sale will normally be made to the highest bidders with due regard to the Reserve value/Market value of scrap as far as practicable. Necessary terms and conditions of auction will be laid down for acceptance of bids as per existing Government rules and practices.
- Deposit of earnest money will be fixed as per existing Government rules and deposited in advance with the offer in the form of Bank Drafts/Pay Orders and the rest of the full bid money will be obtained in all cases within a reasonable period of time (as mentioned in the Tender Schedule) before delivery order is issued. In case the highest bid quoted does not cover the 'Reserve Value' or nearest amount, the case will be

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referred to the approval authority/Power Development Board for decision and order. Delivery of auctioned materials will be made on a fixed date and within the working time. The materials must be lifted by the bidders at his own cost on the same date as fixed. The auctioned materials must be segregated away from other Stores and the delivery will be made under close supervision by the following constituted delivery committee of BPDB:

- Director of Electrical Equipment for Central Stores/Superintending Engineer/ Manager Concerned..... Chairman Dy. Director, Electrical Equipment from IQ for Central Stores/XEN Concerned....
- Member Secretary Members:
  - a) Dy. Director (Accounts), RAO.
  - b) One Dy. Director of the Directorate of Audit to be nominated by the Director of Audit
  - c) Dy. Director (Security).
  - d) One Dy. Director of the Directorate of E&D to be nominated by the Director (E&D).
  - e) Stores Officer/Stores Officer-in-Charge Concerned

Date of disposal and the date of actual lining of material will be intimated to the Director of Security and Director of Audit for information and necessary action as deemed fit by them. It would be ensured that prior payment has been made before delivery of the auctioned materials.

- Unserviceable Stores
  - When stores of any kind become unserviceable due to any cause or reason, the following action will be immediately taken by the Stores Officer/Stores Officer-in-charge/ Storekeeper concerned.
    - (a) Preparation of Survey Report of Stores in respect of all unserviceable stores and. materials
    - (b) A Proper investigation report of Unserviceable stores for Disposal (SD-23) duly filled in will be attached to each Survey Report of Stores which will be countersigned by the Executive Engineer/ Dy. Director concerned.
- Damage to Stores in Stock
  - Stores, materials and equipment damaged in stock be rough handling at the time of issue, receipt, etc., will be subject to immediate investigation and fixation of responsibility. Before the damages are repaired, responsibility will be fixed for the person responsible for causing such damages. Depending upon the result of investigation and findings, person responsible for causing damages will pay for the repair cost. In all such cases survey report of stores will be prepare.

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**5.7 Standard procedure for automatic holding of a formal investigation or board of enquiry in the event of loss or damage to power development property should be maintained**

- Instructions for automatic holding of a formal Investigation or Board of Enquiry in the event of loss or damage to Power Development Board property.
  1. General.
    - (a) These instructions are based on the following rules which must be taken as fundamental guides on the subject
      - (i) Bangladesh Financial Rules.
      - (ii) General Financial Rules - Vol. I & II
      - (iii) BPOB's Financial Rules.
      - (iv) C.P.W.D. Code.
      - (v) Orders of Power Development Board.
      - (vi) PPR-2008 may be followed, if necessary.
    - b) This procedure lays down a standard and uniform course of action to be adopted at all levels to secure prompt and automatic investigation of loss to Board development be operative with immediate effect.
- Definition of loss:
  - "Loss" means actual loss of money or materials belonging to the Power Development Board or any damage to its stores, equipment, plants, building, structures including those under construction and any other assets, etc. through acts of man or nature. Any loss of and damage to the stores, materials, buildings and structures, irrespective of its extent or monetary implications, will be treated as a loss if such damage detracts from their value or utility.
- The following are illustrative, but not necessarily exhaustive, examples of loss.
  - (a) Theft, loss, misappropriation or defalcation of the Power Development Board money.
  - (b) Theft or loss of stores, materials and equipment due to any reasons:
  - (c) Damage to stores, equipment, structures, buildings, Power Plants, transmission lines, etc. and failure of structures, buildings, Power plants, transmission lines, etc. involving financial loss to the Power Development Board.
  - d) Loss or damage to property caused by fire, flood, cyclone and other natural calamity;
  - (e) Loss due to accidents involving life or serious Injury or damage to an Employee and property of Power Development Board.
  - (f) Loss of secret and confidential files ;
  - (g) Losses due to strikes or riots involving Power Development Board and their employees;
- It is the basic duty of all Power Development Board employees to ensure that loss of the Power Development Board's money, materials, stores, equipment, plants,

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structures, building and all other movable or immovable properties of the Power Development Board is avoided under all circumstances. It is also their responsibility to report without delay any loss of such property to their immediate superiors as soon as either it is discovered by them or they become aware of such loss through any source.

- Investigation and Reporting of losses
  - All losses will be the subject of automatic and immediate investigation. Similarly, all occurrences involving losses will be reported to the next superior officer and the Director of Audit without delay.
  - It is of the greatest importance that all losses be reported immediately not only for the purpose of investigation but also for the information of superior officers. All losses through any cause exceeding Tk. 25,000= (Twenty Five Thousand) will be reported to the Power Development Board through proper channel.
  - In the event of any loss of Power Development Board's money, receipts, stores or other property caused by theft, misappropriation or defalcation a first information report should be lodged with the police by the officer concerned at the earliest possible moment. This step should not be delayed for initiation or completion of departmental proceedings against the individual or individuals, concerned. It should be taken as soon as it is decided by the officer concerned in consultation with his immediate superior officer, that a criminal investigation, with a view to prosecutions, ought to be instituted.
  - The decision whether a first information report is to be lodged or not will rest with the Executive Engineer or an officer of equivalent rank.
  - The fact of lodging a first information report should be communicated to the Head of the Department and the Power Development Board.
  - If An officer lodging a first information report will:-(i) Request the Superintendent of Police to arrange for the investigation, (ii) Arrange that all witnesses and documents are made available to the investigating officer, (iii) Associate with the Investigating Officer an officer of the department who is not personally concerned with the issues leading to the lodging of the first information report.
  - If on completion to the Police investigation, it is decided to prosecute, the Power Development Board representative will ascertain from the prosecuting officer, whether it is necessary to move the District Magistrate to make special arrangements for a speedy trial and will request the prosecuting officer to make any application that he may think necessary.
  - In case it is decided to prosecute, sanction of the Government under Section 197 cr. P.C. will have to be obtained, only in respect of the transferred personnel and any other Government Servant on deputation. The application should be made by the Executive Engineer or any officer of equivalent rank concerned through the proper channel. In the case of direct recruits or others no such sanction will be necessary.

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- The departmental investigation into the loss as required under these instructions shall, however, proceed, irrespective of the fact of lodging first information report or of prosecution.
- When the case is put into court by the police, the officer who lodged the first information report or if he is transferred, his successor will see that all witnesses serving in Power Development Board and all documentary evidence in the control of Power Development Board are punctually produced and will either personally attend or appoint an officer to attend the proceedings in the court and assist the prosecuting officer.
- If any prosecution results in the discharge or acquittal of any person or in the imposition of a sentence which appears to be inadequate, the Executive Engineer or similar officer of the area shall contact his Superintending Engineer, Project Director and the Lawyer and submit his recommendation to the Power Development Board through the proper channel for orders. Appeals against acquittals can be made only under the orders of the Government.
- Object and necessity of investigation
- The primary object of any investigation is to establish and record full facts relevant to the matter under inquiry. All investigation must be produced in writing and presented in the form of regular proceedings. The proceedings will form the basis for fixation of responsibility, disciplinary action and approval to the write off of the losses.
- Formal Investigation/Board of Enquiry.
  - Each case of loss will be dealt with by either formal investigation or a Board of Enquiry under the orders of the competent officer as defined in sl.no.7.8 of this page.
  - A formal investigation will be held in simple cases of loss not exceeding Tk. 10,000/- Provided that the loss is not due to theft, fraud or negligence, and will be conducted by an investigating officer not below the rank of Assistant Engineer 1 Stores Officer or equivalent rank. Cases involving theft, fraud or negligence may, if the loss does not exceed Tk. 5,000/- be disposed of by formal investigation at the discretion of the competent.
  - A board of Enquiry shall consist of at least 2 officers of whom one should be a class-J officer and should act as the Chairman and shall investigate all cases other than those mentioned in the proceeding sub-para(ii).
- The competent officers, their categories and Power to order an enquiry.
  - The following are the officers who are competent to order formal investigation and to appoint a Board of Enquiry in respect of the case noted against each:-
  - Competency to order formal investigation or to appoint a Board of Enquiry:-

Losses due to theft, or negligence.  
Losses not due to theft, fraud or negligence.

(1) Chairman- Tk. 10,00,000/- Tk.20,00,000/-

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- (2) Member- Tk. 5,00,000/- Tk. 10,00 000/-
- (3) Chief Engineer-Tk. 2,50,000/- Tk. 5,00000/-
- (4) Director/Project-Tk. 10,00,000/-Tk. 2,00,000/-

Director/Super intending Engineer


Note: - Cases above those limits should be referred to the Power Development Board for orders.

- These Power to order formal investigation or to appoint a Board of Enquiry have as their object the expeditious disposal of cases of loss with reference to fixing responsibility therefore. This in no way affects the powers of write-off which are governed by the relevant delegations of powers of the Power Development Board, as amended from time to time, read with serial 7.10 of this procedure. However, the officers empowered to write-off losses will be guided in the exercise of their powers by the evidence, findings, and recommendations of the formal investigation or Board of Enquiry. Note:- Cases above those limit should be referred to the Power Development Board for orders.
- Formal investigation/Board of Enquiry Process
  - (a) The investigating officer or Board of: Enquiry should commence the enquiry immediately on receipt of an appointment order under serial no. 7.8.2 of this procedure.
  - (b) All investigations and enquiries must be completed with minimum delay and without interruption.
  - (c) All persons in a position to testify to the relevant facts will be called as witnesses.
  - (d) The Investigating officer shall record a brief memorandum of evidence embodying the gist of statements made by the witnesses.
  - (e) The Board of Enquiry shall examine witnesses serially and record their statements and cross examination if any. The statement of each witness will be signed by him and a certificate given by the Chairman of the Board of Enquiry that the statement was read out to the witness in a language which he understood and admitted to be correct.
  - (f) No witness, who is an employee of Power Development Board, will be allowed to proceed on leave before the completion of the enquiry.
  - (g) The Investigating Officer or the Board of Enquiry, after completion of the proceedings shall draw up and submit to the competent officer a report embodying the detailed findings and definite recommendation.
- Recovery of Losses
  - (a) The competent officer shall, after due consideration whether write-off is justified, in which case he should the orders of delegation of powers in that behalf.
  - (b) The powers to write-off losses within the delegated limits are subject to the conditions -
    - (1) that the loss does not disclose a defect in the system the amendment of which requires the orders of the Power Dev. Board,

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- (2) that there has not been any serious negligence on the part of any individual officer or officers employed in the Power Dev. Board, which might call for disciplinary action requiring orders of a superior officer and
- (3) that the irrecoverable value of those losses which are due to fraud or the negligence of individuals may be finally written off by the Power Development Board.

Note 1: The question of write-off will arise only when the value of stores or public money lost by fraud or negligence of individuals etc. is found ultimately to be irrecoverable. The first step will always be to fix responsibility for the loss as laid down in these rules, with a view to recovering from persons responsible, the value of such loss.


Note 2:- The expression "value of such loss" should be interpreted as meaning" replacement value ", except in cases of monetary losses.

- c) All sanctions to write-off losses should be communicated to the Director of Accounts concerned, and the Director of Audit for scrutiny of each case and for bringing to notice Director of Audit for scrutiny of each any defect in the system which may require attention.
- (d) Irrespective of whether or not write-off is found to be justified, the competent officer must, if the loss has occurred Through theft or misappropriation ensure every endeavor to recover the whole amount lost from the guilty person or, if a fraud was facilitated by laxity of supervision or a loss has occurred through negligence, decide whether steps should be taken to penalise the employee at fault either directly by requiring him to make good a sufficient proportion of the loss or indirectly by reduction or stoppage of his increment of pay. provided however, that this instruction should not be interpreted as precluding recourse to any major penalty which may be imposed under the disciplinary rules, if the circumstances of the case justify it.
- Register of losses:
  - All Drawing and Disbursing Officers including Divisional Officers will maintain a Register known as "Register of Losses ". This will be maintained in the form SD-32. All survey reports / formal investigation / Board of Enquiry proceedings which form the basis of write-off of losses will be recorded in this Register, which will be regards as an auditable document.

### 5.8 Stores Accounting System


- The purpose of the Stores Accounting system is to ensure that every stock item held in the various stores of the organization of the organization can be- properly valued using the weighted average cost.
- The purpose of the General Ledger Stock Control Accounts is to identify key stock balances at summary level ill the balance sheet and of the Goods in Transit accounts to identify stock, which has been delivered, but not yet received at the store

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- The Stores Accounting System will assist management of the receipt, issue and storage of all stores items including spares and consumables. The system will provide full inventory and audit trail controls. Detail for information given below.
  - Requisitions generated from various unit offices.
  - Material issued against requisitions.
  - Item stock at various locations.
  - Materials returned from project sites.
  - Materials brought back into the inventory stock for reuse.
  - Stock reconciliation and stock adjustment.
  - Receipt of the materials against the purchase orders after proper checking and inspection.
- The Stores Accounting caters to the following requirements:-
  - Update and monitor quantity on hand, quantity allocated to current work, quantity on back order and quantity on order of each line item.
  - Proved Bin Car for all items at all store's locations.
  - Maintain Stock at three different levels in a stores location viz, Section, Rack & Bin.
  - Handle items in transit from one store to another.
  - Support perpetual stock-taking.
  - Maintains stock valuation by weighted average method.
  - Maximize stores turnover.
  - Minimize capital blockage in stores.
  - Improve stores availability.
  - Reduce stock Investment. Manage stores received.
- Responsibility of the concerned Store Section of RAO will be maintained a Register with the following preformed for clearance of suspense account Outstanding against materials received against L.C. operated in foreign currency.
- To fill up in Proforma of Item Cost as given in page of this document all necessary documents & information related with cost should be submitted to the RAO (Store Section).
- Characteristics of Stores Accounting System:
  - (1) For proper controlling or stock items Perpetual inventory System can be introduced.
  - (2) In this system two copies of the stock Items of all receipt issue transfer & return should be maintained. Stores Ledger and Bin Card should Ledger and Bin Card should be maintained by the Store, but Stores Accounts will be prepared by the RAO (Store Section) on the basis of documents & information submitted by the Store,
  - (3 ) All receipt of stores should be accounted for Code No. J5J, J 52, 153, 159 (if necessary new chart of account can be introduced) will be debited and all issues or stores will be credited through using Weighted Average Method.

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(4) Central purchase of materials both foreign and local through the Directorate of Purchase kept into the Central Stores of BPD8, the cost of these procured materials should be calculated by the CPAA Cell of the Directorate of Accounts, In case of locally procured materials, the cost will be calculated by the concerned RAO.

(5) Total cost & unit cost should be calculated on the basis of Invoice Price (excluding discount) and adding other procurement costs for Inventory Stock Cost, Delivery cost will not be added with the Inventory Stock Cost, it should be treated as direct expenditure, (6) In view of avoiding un-necessary purchase. Materials Procurement Requisition should to be certified until getting "NONAVAILABILITY

CERTIFICATE " from Central ores through the Director, Electrical Equipment and Local Store of requisitioned materials,

(7) Valuation of issued items should be calculated through Weighted Average Method. Formula of Weighted Average Method:

## 5.9 Consolidated Accounts

### Introduction

- This procedure is intended to provide guide- lines for the institution.and maintenance of consolidated accounts of stores, materials and equipment on our charge.
- The object is to have accounts which at a glance give the financial picture of stores and materials being handled by us
- These consolidated accounts will also serve as a check on the accuracy of numerical accounts. The numerical accounts and the consolidated accounts will both be checked and balanced after the physical stock verification.

### Nature of Consolidated Accounts.

- The consolidated accounts will be maintained to indicate the value of the stores and materials. It is not intended the detailed description of stores and materials should be included in such accounts he consolidated accounts will only indicate the broad categories of stores. To accomplish this objective, the categories of stores and materials being handled by the Power Development Board have been classified into the broad groups under sub-heads and sections. This classification is shown in Annexure 'A' to this procedure.

### Consolidated Accounts:

- The consolidated accounts will be maintained III the Register of Consolidated Accounts of Stores. The Register of Consolidated Accounts will be maintained in accordance with the following instructions:-

(a) All receipts will be posted in the Register every month through Monthly Statement or Receipt materials which will only show the reference to Receipt and Inspection Reports prepared during the month. The Monthly

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Statement of Receipts materials will be prepared on 1st of each month and posted immediately in the Register of consolidated Accounts of Stores.

b) Receipt and Inspection Reports will be prepared in accordance with the categories and sub heads of stores as mentioned in Annexure 'A' to this procedure.

c) Monthly Statement of Receipts materials will be given a serial number starting from 1s July, each year.

d) Under column this will be the invoice value of the "Total Value of Stores ", materials, as given in the purchase order, etc. plus incidental charges i. e. handling/transportation/custom s/sale tax charges, VAT, etc.

e) If the actual cost of incidental charges is not known at the time of receipt of materials, the following formula will be used to work out these figures:-

i) Foreign..... 100% of the invoice value.

ii) Indigenous materials transported to the go downs from Khulna, Chittagong and other stations. 42% of the invoice Value.

(iii) Local purchase where our own transportation facilities are used 1.0% of the invoice value.

#### Issues:

- All issues will be posted on the Register of Consolidated Accounts on 1st of each month through Monthly Statement of Issued Materials Vouchers. This statement will give a reference to the issue made during the month. Following action will be taken to operate the new procedure:-

(a) The Register of Consolidated Accounts of Stores will be started with effect from 1st July, each year.

(b) All the value of the existing stocks, as on 1st July, will be posted in the Register through one Consolidated Statement of Receipts. Similarly, all issues made since 1st July, will also be posted in this Register. This process should be completed by the end of November each year.

(c) With effect from 1st December, each year all transactions both issues and receipts will be reflected regularly through Statement of Issues and Receipts

- Maintenance of Register of Consolidated Accounts of Stores: It is of utmost importance that these documents will be maintained with maximum care. To be able to know the exact value of the stock of different categories, this Register will be maintained sub-head wise. A separate page will be used of each sub-head leaving a number of blank pages for one heading. There will be a proper index showing the page number of each sub- head. Each page will be serially numbered is realised that in certain cases relevant documents showing the value of stores etc. are not available. All stores Organizations have already been instructed that in all such cases approximate value will be shown but on no account evaluation of stocks will be delayed because of lack of documents.
- Monthly Summary of Consolidated Accounts of Stores.

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- In order to enable the Directorate of Electrical Equipment to have the Central consolidated Accounts all Stores Organizations will submit to him a Monthly Summary of Consolidated Accounts of Stores on Form given in the Book of Forms. This form will include consolidated receipts and issues for the complete calendar month and will be sent to concerned RAO by the 10th of each following month. Deputy Director/Stores Officers holding independent assignment are responsible for the correct and up-to-date maintenance of Register of Consolidated Accounts of Stores and submission of 'Monthly Summary of Consolidated Accounts of Stores.

#### 5.10 Tools and Plant

- Basic Principle: It is fundamental rule that all stores and materials including tools and plant must be supported by proper documents.
- Tools and Plants:

Tools and Plants are of two kinds:-

- (a) General or ordinary Tools and Plant i.e., those required for general use.
- (b) Special Tools and Plant for a special work.

#### Classification of Tools and Plant:

For the purpose of easy reference and accounting, Tools and Plant may be grouped as follows, each group being indicated by a single capital letter shown against each.

- (a) Scientific Instrument and Drawing materials (S)
- (b) Plants and machinery (P)
- (c) Tools (T)
- (d) Navigation. Plants (N)
- (e) Office furniture including type-writers etc. (O).
- (f) Vehicles (V)

#### Receipts:

All items when received should be examined and checked for quantity and quality against Purchase Order/Invoice. If receipts are found correct as per specification etc., immediate action should be taken to prepare R & I Reports. Separate R & I Report will be prepared for each group, showing the capital letter denoting each group.


These R&I Reports will clearly indicate if the necessary payments have been made or not. R & I Reports after completion will be checked by Stores Officer for their correctness and countersigned by the Dy. Director /Executive Engineer. After the checking by Stores Officer and countersignature of the Dy. Director/ Executive Engineer the R & I Report will be posted in the Bin Card/ Ledger of Tools & Plants.

#### Issues:

(a) All issues will be made against proper requisitions, duly signed by authorized indentors or their authorized representative. These requisitions must show the full designation of the articles (showing the group also) and of the work-scheme for which required. Issues will be

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made on issue Voucher and the signature of the person collecting the stores, will be obtained before he is allowed to remove the articles from go down etc.

(b) Gale Passes will invariably be prepared for each issue. All Issue Vouchers, will be immediately posted in the Ledger of Tools & Plants. Each issue transaction will be signed by Store-Keeper as catered for in this Ledger.

(c) Separate Issue Vouchers will be made for each group.

### Temporary Issue:

a) Occasions may arise when temporary issues may have to be made in the interest of works. All such issue will be made against proper requisitions, showing among other things, the duration of temporary issue and the purpose for which required.

b) All requisitions and issue vouchers [or temporary issue will be clearly endorsed in red in "temporary issue ".

c) All such issues will be posted in the Ledger of Tools & Plant in red ink.

d) It is the duty of Storekeepers/Stores Officers making such temporary issues to ensure that articles are returned to the stocks with in stipulated period. All such receipts will be thoroughly examined and checked for quantity and condition with the original issue voucher to ensure that articles have been returned in good condition as issued. Items received back as repairable or unserviceable will be shown as such in the Ledger of Tools & Plant.

### Ledgers of Tools and Plant

(a) This Ledger represents the consolidated accounts of all issues, receipts and balances of Tools & Plant. The Ledger serially numbered with a certificate fixed inside of left hand cover, showing the number of pages. This certificate will invariably be signed by Stores Officer. It will be kept under safe custody of concerned Store Keeper at ail time. Loss of this Ledger will be immediately reported to the Director of Electrical Equipment/Project Director/Superintending Engineer.


(b) All transactions with regard to tools and plant will be promptly reflected in the Ledger. All entries will be made in ink and duly supported by Issue Vouchers/R & I Reports. It is the duty of the Store- keepers to ensure that the stock balance shown in the Ledger are in line with ground balance of all items. Discrepancies, if any will be promptly adjusted in the prescribed manner.

(c) There will be an index in each Ledger, showing the designation of articles and the page numbers of the Ledger in which these are accounted. The index of tools & plant will be considered part of the Ledger and signed by the Storekeeper.

(d) On completion of a Ledger, the last entry all it will be transferred to the new Ledger. These entries will be made in red ink, with the words "Opening balance from Ledger number and Page number". The completed Ledger will be preserved permanently for reference and audit. All Ledgers will be serially numbered, starting from each financial year.

### Physical Stock Verification.

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All items of tools and plant will be subjected to physical stock verification after every 6 months. The periods of stock verification will extend from 1st January to 30th June and 1st July to 31st December. All stock verification will be denoted by red line in the Ledger.

### **Yearly Abstract of Stock Return of Tools and Plant.**

Yearly Abstract of stock return covering the periods from 1st -July to 30th June will be prepared. Utmost care will be taken in the correct preparation of these returns, These returns consist of 3 parts.

- (i) Part 'A'
- (ii) Part 'B'
- (iii) Part 'C'

Part - 'A' will show total receipts /issues during the period of the review. Part- 'B' will show the items issued on loan, such item will, however, be reflected in total issues in Part 'A'. Part - 'C' will indicate the items lost/stolen etc., during the period and the action taken to adjust them.

### **Losses/discrepancies and Shortages**

All losses and shortages of tools and plant will be promptly investigated and suitable adjustment action taken in accordance with the procedure.

### **Value Accounting**

It is essential that all receipts of tools and plant Stores pass through monthly accounts. To accomplish this objective all Warehouses, will prepare the following statements of monthly accounts.

(a) Monthly Statement of receipts of tools and plant


(b) Monthly Statement of issue of tools and plant. These statements will be completed by the 1st week of each month for the transactions pertaining the previous month. As these statements form the basis of payments/adjustments, utmost care will be taken in their correct and timely preparation under payment details. It will be clearly shown if payment has been made or not. In case payment have been made full reference will be quoted. Foreign purchases will always be shown in foreign as well as local currencies. Under column source of receipts, Purchase order Number, etc., will also be shown.

In case of issue accounts it will be clearly shown whether the payments have been made or not. These statements will be submitted to the Deputy Director (Accounts), RAO, PDB by the 1st week of each month to I which it relates including transactions pertaining the previous month.

### **Maintenance and Preservation**

It is the duty of all stock holders to ensure that all items of tools and plant are regularly and systematically maintained and preserved. Any damage or deterioration from lack of proper care will-be subject of formal previous month.

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### Record of personal issue items of Tools, Equipment, etc.

This Record will be maintained in the Tools and plant Stores to show the record of issues of all Tools, Equipment, Measuring instruments, etc. to individuals for works. These 'tools and equipment are returnable to stock after use through advice of returned Stores.

### 5.11 Civil stores

#### Introduction:


- This procedure is primarily designed to meet the stores accounting requirements of the Division holding Civil Stores for constructional purposes. The implementation of this procedure is the responsibility of Stores Officers and Store - keepers posted in the Division under the Power Development Board. Executive Engineer /Dy. Director will exercise over - all administrative control on the performances of the Storekeepers/Stores Officers.
- This procedure is based on the following principles ;-
  - (a) There are no stocks reserve in the Division and whatever stores are purchased through different sources are meant for specific works/ schemes,
  - (b) All stores and materials will be maintained at the Divisions by the Store Officer/ Storekeeper under the over-all administrative control of the Executive Engineers/Dy. Directors. These Stores Officers/Store - keepers will maintain regular accounts as discussed in this procedure,
  - (c) Asst. Engineer/Contractors will draw the requirements of Stores and materials from the Divisional Warehouses,
  - (d) Asst. Engineer will only maintain numerical site accounts for the Stores and materials received by them.
- This procedure is divided into the following sections
  - (a) 'Receipt of Stores'
  - (b) 'Issue of Stores'
  - (c) 'Statement of Issue and Receipt'
  - (d) 'Physical Stock Verification of Stores'
  - (e) local Purchase of Stores'
  - (f) 'Disposal of Unserviceable Stores'
  - (g) 'Number' of Forms used in this Procedure'

### Receipt of Stores

#### Introduction:

- It is the duty of Stores Officer/Storekeepers So ensure that all stores are received correctly both in specification and quantity in accordance with- procurement documents like the basic rule is that whatever is received in the Warehouse must be taken on charge immediately. If all relevant accounting documents like purchase orders invoices, bill of lading, packing lists, etc., are stores will be immediately taken


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on charge on Power Dev. Board Stores Ledger. In case, some of these documents are not available at the time when they arrive in the Warehouse, a temporary Receipt and Inspection Report will be issued by Store-keeper in token of having received the materials. Under no circumstances will the Storekeepers/ Stores Officers in-charge of the Warehouse receive any Stores /equipment without preparing a receiving report for them.

- Stores in the Divisional Warehouse may be received from the following sources:-
  - (a) Local purchase carried out under the delegated power of the Superintending Engineers/Project Directors/Executive Engineers.
  - (b) Procurement made by the Director of Purchase either from local or foreign sources.
  - (c) Stores returned to the Warehouses on completion of Projects/Works.
  - (d) Transfer of Stores from one Division to another under the orders of Superintending Engineers/Project Directors.
- On receipt of stores following actions will be taken by the Stores Officer/ Storekeeper
  - (a) All available documents like purchase, order, bill of lading, packing list, invoices, etc. will be put in a file cover and the consignments thoroughly checked in accordance with the contents.
  - (b) After thorough check and inspection of the contents of the packages all stores and materials will be recorded on "Receipt and Inspection Report". This form is a basic document in the Warehouse in support of the fact that the stores have been received, checked for both quality and quantity in accordance with the requisition / purchase order and allied documents.
  - (c) Quantity of stores and materials received in the Warehouse and recorded on "Receipt and Inspection Report" will be immediately transferred to Power Development Board Stores Ledger. This Stores Ledger and "Receipt and Inspection Report" will both be signed by the Stores Officer/Storekeeper in charge of the Warehouse.
  - (d) "Receipt and Inspection Report" after completion will be distributed as under:-
    - (i) Director, Electrical Equipment -one copy.
    - (ii) Director of Purchase(In case of Foreign/Local Purchases by Director of Purchase).-one copy.
    - (iii) Project Director/Superintending Engineer.-One copy.
    - (iv) Dy. Director (Accounts), conceded RAO. - One copy.
    - (v) Stores Officer.-One copy.
    - (vi) Stock Record Section.-One copy.
  - (e) "Receipt and Inspection Report" will be accepted by the concerned RAO as a valid document for the clearance of Suppliers' bills. The number and date of Receipt and Inspection Report may be recorded by the Engineer-in charge in the Measurement Book in support of payments.
- Shortage and Discrepancies in the Stores

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It may be happened that consignments received in the Warehouse may not be in accordance the purchase orders/ requisitions/invoices either in quality/ specification or in quantity. In all such cases Stores Discrepancy Report will be prepared and signed by Store- Keeper / Stores Officer. A copy of this discrepancy report will be furnished to:-

- (a) Executive Engineer/ Dy. Director/Director/Superintending Engineer/Manager/Project Director.
  - (b) Director of Purchase (In case of local/foreign purchases made by Director of Purchase).
  - (c) Director of Accounts/Dy. Director (Accounts), RAO.
  - (d) Chief Engineer/Director, Electrical Equipment, in case of foreign, Bulk purchases.
  - (e) insurance Officer of insured Insurance Company/Dy. Director, Finance (Insurance), BPDB. it will be the duty of Stores Officer. Storekeeper to process further action on form.
- Maintenance of Documents.
    - All supplier's bills, invoices etc. will be sent to the unit Accountants. All correspondence regarding Stores etc., will be carried out by the Stores Officer from his office. Letters of Policy will be signed by the Executive Engineer/Dy. Director.

### Issue of Stores

**Introduction:** The fundamental principle is that nothing will be issued from the Warehouse without receiving proper requisition duly signed by the Indentors. This principle will be rigidly followed by all stores in charges stores and materials in the Division. In case of emergency, Stores and materials may be issued on the verbal order of the Executive Engineers but formal requisition must be obtained immediately as soon as the normal conditions arc restored.

### Checking of Requisitions/Authorizations:


All Executive Engineers will Issue regular office order authorizing persons by names and designations who are competent to draw stores and materials file the Divisional Warehouses. Their signatures will also be sent to the Storekeepers. Stores Requisition form will be used by all Indentors to obtain Stores from the Warehouse. These forms will be submitted in triplicate.

On receipt of Requisitions, Storekeeper will check these thoroughly and pay particular attention to the information regarding the nature of work and head of account. Storekeeper before handing over the stores will obtain signatures of the authorized representatives.

After stores have been issued on the basis of Store Requisition Form Storekeeper will make out regular Issue Vouchers which will be considered as basic documents for charging off the issued material from the Ledgers. These Issue Vouchers will also be the basis of Stores Requisition Form.

**Abstract of Issue and Receipt:** In order to have correct and accurate picture of all issues and receipts together with their financial effects every Storekeeper/Stores Officer will prepare

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monthly statement of Receipts and Issues. The Statement will be sent to concerned RAO by the first week of the month following the one in which these - transactions had taken place.

**Physical Stock Verification:** It is the duty of every Store keeper to ensure that all stocks consigned to his custody are correct at all times in all respects. This means the Stores Ledgers should be -to-date at all times. This object can be accomplished by ensuring that all sales and Receipts are posted on the Ledger as soon as these transactions occur. Every Storekeeper In the Division will prepare "Physical Stock verification report" on the last day of March, June, September and December each year (Quarterly) and submit it to the Executive Engineer for his scrutiny and verification. This report will be sent by the Storekeeper with a certificate that he has himself Checked, accounted/measured all stores and materials as borne on the Ledger. Apart from this check Stores Officer posted to the Projects/ Directorate will carry out periodical physical stock verification of the stores.


**Local Purchase of Stores:** It is the duty of Storekeeper, in charge of Divisional Stores to take advance action the timely supply of stores and materials. It is his duty to review all items and to take immediate action to submit stock return to the XEN in case where the stocks are showing downward trends so as to arrange purchase, etc.

**Disposal of Unserviceable Stores:** It is fundamental rule that all stores, materials, tools and plants etc. Should be kept in serviceable condition at all times and if they become unserviceable due to lack of care or act of negligence the matter should be investigated and responsibility fixed. Similarly, all losses must be investigated and responsibility fixed on the individuals concerned with the care and custody of stores. If physical stock verification is carried out regularly, incidence of losses, etc. will be discovered automatically. It is, however, the duty of Stores Officer/ Storekeeper in-charge of Divisional Warehouse concerned to report losses, damage, etc. of stores to their immediate superiors. Similarly all cases of stores becoming unserviceable due to any cause must also be reported to their immediate superiors. Whenever stores of any kind become unserviceable due to any cause or reason a report should be made on Forms. This should be done at once discovery of the fact.

All losses of stock should be immediately investigated and steps should be taken to obtain the sanction of competent authority to their write-off if necessary and accordingly to write-off action be endorsed to the concerned RAO. In case of serious losses there will be a departmental enquiry which will record the evidence, give proper findings regarding the responsibility and capability of the persons concerned. Attention is, invited for the action in connection with the write off of the stores to " Delegation of Financial Powers" issued by the Power Development Board.

Stores Officer/store-keeper in charge of Divisional Stores will take meticulous care regard to preparation of the Survey Report of Stores in all respects. Before the Form is completed full investigation will be carried out and recorded in separate sheet of paper which will then become part of the Survey report of Stores. The competent authority before recording its decision on the form will carefully go through and analyze the written report attached to the

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Form. Explanatory note will be recorded in respect of each item mentioned in Survey Report. These notes will indicate full reasons for the Stores and equipment becoming unserviceable.

#### 5.11.4 Forms used in this Procedure

##### Introduction:

The forms mentioned in this Section are the instruments through which this procedure will be implemented. It is very essential that these forms are correctly prepared and maintained in a proper manner, as regular records relating to entries made there-in. All these Forms are auditable documents and will be treated as such for their maintenance and preservation by all concerned. All Storekeepers/Stores Officers posted in the Divisions are personally responsible for the correctness and safe-custody of these Forms. Loss of any of these Forms will be immediately reported to Executive Engineer / Project Director / Power Development Board for further action.

##### Use of Forms:

The following Forms are required to be used for implementation of this procedure:

(a) Receipt and Inspection Report.

This form will be used immediately on completion of checking lie a consignment received in order to record the receipt details. This will be basic document to show the actual receipt and will form the basis for clearance of suppliers' bill. These will be bound in standard book form. Each set of Forms will have different colours.

(b) Excess/ Short and Damage Report.

This Form will be used in cases where requisitioned stores are received in excess short or damaged condition. These Forms will also be bound in Books. This will form the discrepancy report.

(c) Power Development Board Stores Ledger.


This Ledger will be used to maintain regular accounts of all transactions in order of their occurrence. This is a vital document subject to audit checks and will, therefore, be maintained up-to-date. All entries will be made in ink and with utmost regard for their correctness and accuracy. All pages of the Ledger will be serially numbered and initialed by the Stores Officer/.Store Keeper. No erasing and over-writing will be allowed in the Ledger.

(d) Issue Voucher.

The Form will be used for the purpose of charging off stores and materials from the Stores Ledger. This is a auditable document and will be treated as such. It is the duty of Storekeeper to ensure that it is prepared timely, correctly and maintained in proper manner.

'e) Stores Requisition. This Form will be used by Asst. Engineer/Contractors and other Indenters for demanding stores from the Warehouse. These Forms will be bound in standard Book form having the serial numbers on each Book. As this document is an authority for issue of stores, it is absolutely essential that these are

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carefully prepared by the Indentors will all respects. This is an auditable document and will be treated as such by all concerned.

f) Site Accounts Register. This will be used by Asst. Engineers to maintain a simple numerical site accounts for day to day transactions. This will also be bound in Book Forms. The pages of the site Account Register will be serially numbered and initially examined and checked by Executive Engineer/Project Director.

(g) Physical Stock Verification Report. This will be used to record the details of stock verification by the Stores Officer/Storekeeper in-charge, Warehouse as required in the procedure.

(h) Survey Report of Stores. This Form will be used to record the unserviceable Stores after survey for managing their disposal informal manner.

(i) Statement of Issues.

This Form is used to consolidate the issues made during a month and prepare Statement thereof at the close of the month for submission to the Concerned RAO.

(j) List of Unserviceable Stores.

This Form will be used to show a consolidated list of unserviceable stores for disposal.

### 5.12 Maintenance, Care & Preservation of Stores

- The aim of this procedure is to impart broad idea regarding care and preservation of stores and materials which remain and will remain in custody and unless constant attention is paid for their correct and systematic preservation, these stores will deteriorate and all energies spent in their procurement or methodical storage will be of no use. Power Development Board will suffer a loss for which you will not only be answerable to the organisation who pays you but you will do positive harm to the state.
- In view of a large number of stores of different categories are stored in our Warehouses the method of their preservation under different changed circumstances in different climate presents us with a very complex problem. In advanced countries like Europe, America, Japan and Malaysia, they have mostly got suitable storage facilities, enough finance at their disposal and facilities of preservation plant with facilities for advanced technical training that tends to minimize the storage losses there.
- There are many facts for which we are unable to put into operation latest technique in stores preservation. The main problems are;
  - a. Lack of adequate storage facilities i.e., correct type of Warehouses suitable for different categories of stores,
  - b. Lack of advanced technical training for our Storekeepers.
- Whatever may be the case, under the present circumstances, it may not be possible at this stage to use all the advanced method or stores preservation and mostly have to depend upon Cleaning and preservation by hand. However, it may be remembered that the losses to our stores are due to various causes i.e. –
  - (a) Losses due to attack from insect,

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- (b) Losses through deterioration,
- (c) Losses through poor or inadequate storage,
- (d) Losses for not affecting a turnover of stock.

- To avoid or minimize these losses, stores may be stored by dates of manufacture where possible or enforcement of system that first in first out (FIFO), constant careful watch and inspection and undertaking of timely preservation operation. The main problems for losses which are face as follows
  - a. Non-availability of adequate preservation plants,
  - b. Inadequate finance for procuring the correct preservation plants and chemicals and constructing correct type of Warehouses,
  - c. Lack of availability in sufficient number of technically trained Store-keepers,
  - d. Crude type of Warehouse-especially in rural area.

BPDB's Warehouse in most cases mainly holds the following type of stores,

- a. Metallic stores i.e. mechanical stores, technical plants, etc.
  - b. Non-metallic stores i.e. textile stores, wooden goods, rubber goods leather goods, etc.
  - c. Inflammable goods, i.e. petrol, oil and lubricants, paints, acids, etc.
- Before undertaking preservation, a programme for preservation and cleaning should be drawn up and layout of the area where preservation and cleaning operation are to be undertaken. Since this operation should be constant, a programme should be drawn up in such a way that the operation may cover the entire period of year Whenever necessary.
  - Regarding preservation and cleaning of metallic stores, the main aim is to protect them from corrosion and other deterioration and the agents responsible for the deterioration of these stores are mainly deposit of foreign materials on metal, such as:-
    - (a) Sweat from handling,
    - (b) Contamination from containers, bins, floors of Warehouse,
    - (c) Dust,
    - (d) Chemical deposit from corrosive atmosphere, e) Scale and rust.
    - (e) Humidity.
  - The area marked for preservation operation of metallic store be divided into:-
    - a) An area where stores are received and checked for identity and quality of stores,
      - (a) All area where the stores will be stored,
      - (b) Area where different preservative operation should be undertaken.
  - Then the preservative operation should be carried out by phase:-
    - (a) **Degreasing-** This operation must be carried out even though may not be on the metal. This degreasing operation may Following:-
      - I. Hand method using abrasive and
      - II. By vapor degreasing process.
      - III. Alkaline or spray operation,
    - (b) **De-rusting-** - Remove dust and scale by the following:-

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- I. By hand method \_using abrasive and white spirit.
- II. By emersion in acid prickly solution.

(c) **Drying**: - All traces of moisture to be removed and the item thoroughly dried. This can be accomplished by the following:-

- (i) Use of clean rag,
- (ii) Drying in oven.
- (iii) Compressed air, etc.

- It is important that in this operation hand gloves must be worn to avoid corrosion by band print

**a) inspection**: - After degreasing, de-rusting and drying, the metal should be inspected to see whether the pre- preservation process is completed or not. Inspection is done after application of preservative process. The choice of preservative depends upon the type of stores which is elaborate and is a matter of details. But normally two types of preservative are applied:-

- (i) Permanent - by paint and varnish.
- (ii) Temporary - by oil and grease.

(b) What type of coating of oil and grease to be applied on metals depend upon the nature of stores on which following types of coating may be applied.

- (i) **Thin hard** - This may be applied to stores of simple construction i.e, spanner, screw driver, etc.
- (ii) **Thick soft** - This is applied on stores which have moving parts i.e., cycle chains, etc.
- (iii) **Thin soft** - used for internal preservation such as Cylinder ware, tin ware, etc.
- (iv) **Oily** - used for delicate mechanism i.e. carburetor etc. After these processes are accomplished the materials after the packing where necessary will be properly labeled and stored in cool dry place marked for the respective store.

### On Metallic Stores


- In non-metallic generally no rigid cleaning operations are involved even though most of them are open to infestation and in most cases appliance of different type of preventive solutions, powder together with correct storage system are only needed. We may summaries the treatment as follows:-

(a) These types of stores are mostly subjected to attack by fungi and bacteria, wooly bear, cloth moth, etc.

(b) As a preventive against this infestation, the textile goods should always be stored ill dry shady place with Naphthalene ball @ J oz per sq inch. There are other preventive measures such as crystal form but these may not always be readily available.

(c) When infestation is detected, the infested textile must immediately be separated from the good ones and may be subjected to any of the under mentioned disinfestations process: -

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- (i) The infested cloth must be exposed to sun at least for 6 hours and if possible, this should be followed by ironing specially in case of garments and blankets.
- (ii) Boiling in hot water and to make it more effective 1% normal soap may be added to it.
- (iii) If available, hot air treatment in preservative plant.

### Wooden and Bamboo Materials

- When infestation is detected, the infested woods should be separated and these not suitable or economical for subjecting them to disinfestations process, should be destroyed by fire or salvaged for other purpose i. e. fuel, etc. For disinfestations of wooden/bamboo materials, the following measures should be taken:-
  - (a) Immersion in a mixture of creosote and mustard oil @ 20% to 80% for about half an hour and then dip in cold water for 10 minutes and then drying.
  - (b) Immersion for about 20 days in cold water and then drying
- In storing timber, this should be thinly applied with wood preventive solution or varnish or creosote or mustard oil soaked with solution of copper Napthenate - in white spirit will prevent development of mildew or bacteria. Timber must be stored in dry and cool place from contact of earth.

### Rubber Goods

This generally should be stored in cool and shady place-preferably in damp places with liberal appliance of french chalk and contact with other stores such as Iron, Steel, Oil protective or grease should be avoided'. Endeavour must be made to restrict storage of rubber goods for short period and be stored if there is arrangement, in air tight G.I. tanks.

### Leather Goods


The store house where these types of goods are stored should be dry and well ventilated and during hot weather doors of such house may remain closed as these goods deteriorates in excessive draught or light and particular care in storage should be taken so that these do not deteriorate. Appliance and preservation materials on leather goods differ as per different type of leather. For tanned butt a paste or soap yellow is applied by brush or clear rug to the grin side to prevent cracking of leather and in case of tanned leather mineral jelly or grease composed of cod oil or tallow may be applied.

### Sheet Water Proof

Soiled sheets may be well brushed on fabric side and proofed surface- wiped with damp cloth. It should be stored in original packages and flat in stack not exceeding 20' to 25' at the most.

### Cover Water Proof

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The best way is to hang them from a beam other-wise store flat in layer of about 10' to 15' and each layer separated by bottoms for air circulation and should be turned over once in a week in hot weather and once in a month in cold weather must be avoided.

### **Petrol, Oil, Lubricants, Paints & Varnishes**

As per gazette notifications, these types of stores mostly are declared inflammable and must not be stored along with the other normal stores. As regards petrol-special storage, preferably underground is necessary and at a distance of about 200 yds. from any place where inflammable articles are kept.

As regards grease and lubricants- separate sheds with concrete floor is necessary. The ids of drums should always be airtight Similarly paint also should be kept in separate buildings and each item separately. The floors of these go downs must be periodically washed and no open fire should be allowed near these go downs, which should be a dry place.

### **5.13 Standing Orders Security**

#### **Introduction:**

The object of the Security Orders is to protect the Power Development Board's Stores and materials from then, pilferage, sabotage fire and such other means of losses.

#### **Security:**

Security in our case means protection of stores and materials, Warehouses and buildings, etc. and this can only be attained as a result of daily observance of routine safe-guard 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 end i.e. Security.


#### **Vehicles:**

No vehicle will be allowed admission or exit without challenging the purposes. The details of all vehicles together with their lime in and out will be recorded in the Vehicle Register.

#### **Key Cup-Board**

There are two key cup-boards in the gate office, one is important key cup- board where the keys of the warehouses and the other is office key cup-board where all the keys of the offices will be deposited at the closing hours. In addition to the above, there will be a Master-Key Cup-Board in the office of the Dy. Director/XEN where all the duplicate keys will be deposited. This Cup-Board will be kept locked and sealed permanently. In case this is required to be opened, it will be done by the Dy. Director/XEN. Only the authorized individuals will be allowed to draw and deposit the keys after signing the Register of keys meant for the purpose. The names of the individuals, who will deposit and draw the keys from the gate office Key Cup-Board, will be mentioned in the weekly office orders. On receipt of all the Keys at the closing hours, the Security Supervisor will check up the keys and get them scaled in the

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respective cup-boards in presence of the individuals who is detailed to deposit the keys. The seal will be kept under the safe custody of the Stores Officer and the key of the Gate Office Key Cup-Board will be under the custody of the Storekeeper detailed for the purpose by rotation.

### 5.13.6 Duties of Security Guards.

Security Guards will perform their duties in 3 shifts in place and time as detailed by the Assistant Director (Security)/Security-in charge.


5.13.7 Security Guards will be detailed by the Security Supervisor by name and Duty Roaster will be maintained date wise in the Duty Roaster Register for Security Guards meant for the purpose. 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 earlier and before taking over duties they must ensure that all records, keys, locks etc are in tact.

The Senior Security Guards of Different shifts will be made in-charge of shift and will be detailed by name in the duty - roaster as such, He will exercise control over the other Security Guards on duty in addition to looking after his own duty. He will report any untoward happening to the Security in charge and handing and taking over of duties between Security Guards will be recorded in the handing/ taking over Register designed for the purpose. This Register will be; kept in a central place at the Gate office. Security Guard in charge of shifts will complete the handing/taking over Register immediately on assuming duty after careful checking of all relevant items detailed in handing/taking over Register. Irregularities or discrepancies if any and will be properly recorded will be immediately reported to the Security In charge and Dy. Director/XEN.

### The following are the detailed duties of Security Guards:-

- (a) The Security Guards at the main gate will ensure that nobody is admitted without a valid Identity Card.
- (b) No stores and materials will pass out without Stores Gate Pass (SD-19) 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 will search the: outgoing vehicle (O) ensure that no stores are going out without valid gate passes.
- (e) He will not allow any visitor without gate pass or permission of the Officer with whom the visitor wants to meet.
- (f) He will stop all vehicle at the gate either to, note down the details in the vehicle Register or to receive the vehicle authorisation slip.
- (g) He will ensure that all keys are deposited and withdrawn properly and by the authorized personnel.
- (h) He will ensure that all records and materials at the gate office are safe-guarded and held in proper order.

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- (i) Security Guard at the Warehouse gate will ensure that the labourers, Peons and Sweepers are properly searched before entry and exit so that no unauthorized articles are carried by them.
- (j) He will keep watchful eye so that no stores and materials are taken out without valid documents/gate passes.
- (k) He will report any incidence of pilferage, theft, sabotage, violation of orders, negligence, misconduct, etc., to the Security in charge and Dy. Director/XEN
- (l) He will stop anybody smoking in and around the Warehouse and close to the stores.
- (m) In case of fire he will shout "fire, fire, fire" and will immediately rush to extinguish the fire by first aid appliances available at different fire points and at the same time report the matter to the patrolling Security Guard for ringing up to local Fire Brigade, Telephone No..... Number of which should be broadly written in a prominent place.

**Duties of Patrolling Security Guard:**

Patrolling Security Guard of different shifts will always be detailed by name in the duty Roaster from amongst the Senior Security Guards who should be very alert, smart and dutiful. He will normally act as in-charge of shift and will look after the whole of the area by patrolling in different points where either


Security Guards are placed on duty. He will check other Security Guards duties and will ensure that everybody is performing his duty properly. Any discrepancy/irregularity observed by him will be immediately reported to the Security in charge and Dy. Director/ XEN. In case of fire, he will immediately ring up to local fire Brigade (Telephone no. of which should be prominently displayed) from the nearest telephone available. In such emergency the telephone placed in the office of Dy. Director/XEN may be used.

Duties of Security Supervisor.

Security Supervisor will be in charge of Security Shift and will assist the Asst. Director (Security/Security-in charge /Dy. Director/XEN in exercising control over the security and firefighting arrangements of the stores under Power Dev. Board. He will be responsible for:-

- (a) Efficient supervision of functions at the main gates of all the 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 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 notice of the Asst. Director (Security) Security-in charge /Dy. Director/XEN for necessary action.

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- (g) Making suitable arrangement for firefighting and training firefighting parties with a view to fight the fire in quick and efficient manner.
- (h) Carrying out rigorous search daily of certain percentage of laborers, Peons and Sweepers while Passing out of the gate to check expert pilferage.
- (i) Maintaining and safe-guarding the various records, documents, Registers, Gate Passes, etc. held in the gate office.

### Duties of Assistant Director

(Security/Security-Incharge

Dy, Director/XEN.in addition to their normal duties will act as Security Officer and will perform the duties of Security Officer where there is no such officer under them. He will be responsible to his Controlling Officer for efficient Organisation and adequate arrangement of security and firefighting. He will ensure that:-

- (a) Deployment of Security Supervisor and Security Guards are made to the best interest of Power Development Board.
- (b) Ensuring that the duties of Security Supervisor and Security Guards as laid down in the order are carried out properly.
- (c) Carrying out a normal search of certain percentage of stores personnel whom consider suspicious character.
- (d) Visiting the gate office and Security Posts at least once a day to ensure that the individuals on duty are alert and carrying out the job properly.
- (e) Carrying out a general fire practice once in a month in the vicinity of stores premises, in case of actual fire lie will take control of the firefighting arrangements immediately or receipt of information regarding fire.
- (f) Taking suitable measures to stop theft, pilferage, subversion etc.


### Search

In every Stores Organization, it is essential that staff of class-IV working in Warehouse and stores sheds should be searched, while going out of the gate, under the supervision of Secretary Supervisor. But anyone who is found suspicious can be searched by an individual of his equivalent status under the orders of Superior Officer in the bestinterest of Power Dev. Board. All such search if considered necessary will be carried out under the direct supervision of the Dy. Director/XEN. All vehicles while admittin in or passing out will be regularly searched by the Security Guards at the gate. Place under and around the Drivers seat, body of vehicle and the tools boxes will normally be searched to ensure that no stores and materials are carried out in an unauthorized manner.

### Smoking

Smoking is strictly prohibited in and around the 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 the stores. These places will be

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specified in a separate security Directive or office order. Sufficient water and sand buckets will be provided at such smoking area

**Firefighting:**

- Firefighting arrangement is an integral part of security. Efficient and adequate Firefighting arrangement is essential to prevent the outbreak of fire as it is said that Prevention is better than cure".
- Individuals detecting any fire will shout "Fire, Fire, Fire" and will immediately rush along with others to fight the fire with all available first-aid Firefighting appliances. Senior most present at the scene of fire will immediately take control of Firefighting and at the same time detail a runner to ring up to the local Fire Brigade from the nearest telephone available. Security Staff will also rush to the scene of fire immediately on receiving the information about fire, Assistant Director (Security)/ Dy. Director/-XEN/Director/SE/Project Director will be informed about the fire by fastest possible means.
- A separate 'Directive' fixing the areas of fire points and responsibilities of firefighting parties and individuals will be issued in details, by Dy. Director/XEN. Individuals will be trained in the use of fire lighting appliances by parties such as "Extinguisher Party, Water and Stirrup Pump Party, Sand Bucket Party, Demolition Party, Cordon Party and a Runner Party with two or three Peons to act as informer, etc. Dy. Director / XEN/Security in charge will arrange to provide necessary firefighting appliances.
- Frequent practices at least once a week will be held by the Security in charge in Consultation with the officer in charge, Warehouses and a "Register of Fire practice designed for the purpose will be maintained by the Security in charge.
- A general fire practice will be arranged once in a month by the Assist. Director (Security)/ Dy. Director/XEN under the order of the Director/ Project Director/ superintending Engineer to which all officers and employees will participate. This will provide sufficient chance to impart training in the Firefighting.

**Passing out of stores and materials**


No stores 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 (Security)/Dy. Director/XEN. In case of stores being issued from the Warehouse and meant for outside Agency it is the duty of the Assistant Director (Security)/Dy. Director/XEN to ensure that proper gate passes are Warehouse and meant for outside Agency it is the duty of the Assistant Director (Security)/Dy. Director/XEN to ensure that proper gate passes are invariably prepared. A Gate Pass Register will also be maintained in the Warehouses in which the signatures of the persons taking out the stores along with the number of the Gate pass will be recorded.

**Visitors:**

No unauthorized visitor will be allowed inside the premises. All those who wish to see any officer of stores will be politely asked to sit in the waiting room and the Security Supervisor

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will send the Visitors slip to the Officers concerned. A visitor will only be allowed III after the officer whom he wishes to visit has given his concurrence.

5.13.21 It is the duty of every employee of Stores to safe-guard the stores and materials in the premises. It is also their duty to make immediate report to the Assistant Director (Security)/Security-in charge in case they have any knowledge of any irregularity.

**Character Verification:**

It is the duty of Dy. Director/XEN. to ensure that the character of all employees is duly verified in the prescribed manner. No one is allowed to work in the Stores either in the Office or in the Warehouses unless his character particulars have been verified.

**Identity Cards:**

All employees will be issued proper Identity Card to enable the Security staff at the Gate to accomplish satisfactory checks.

**Reporting of Un-usual Occurrences**

An un-usual occurrence means something out of normal course of things which means all cases of thefts, fire, sabotage, riots or other disturbance, etc. All such cases will be immediately reported to Director/Project Director/ Superintending Engineer or in his absence to Dy. Director/XEN first verbally and then in writing. Channel of reporting of such happenings would be:-

- (a) Security staff to Assistant Director (Security)/Dy. Director/XEN if he is present otherwise directly to Director/Project Director/SE,
- (b) Dy. Director/XEN to report to Director/ Project Director/Superintending Engineer.

**Disposal or Salvage Materials:**


Un-planned and haphazard disposal of waste papers/materials, etc. is a potential source of fire It is, therefore necessary that such materials particularly of inflammable nature like oily rag, etc. we disposed off under strict supervision. This responsibility will be assumed and consummated as under:-

- (a) Security Officer will specify the area where all such materials will be deposited. Such area will be fully protected against all incidences of fire, etc.
- (b) Dy. Director/XEN will enforce rigid arrangement for the safe disposal of all such materials for Warehouse.

**Promulgation:**

The procedures are in effect and will be available at the gate office, Warehouses and at all other relevant places for the information of all concerned. Officers in charge of Warehouses will be responsible to read out the gist of these orders and explain the same in vernacular to the Class IV employees. Security Supervisor will explain the gist of these procedures in

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vernacular to the Security Staff. Assistant Director (Security) / Security - in charge is responsible for the implementation of these procedures.

## 5.14 FIRE PROCEDURES

### Introduction:

- (a) These fire orders are applicable to all the Stores/warehouses under Power Development Board,
- (b) These orders lay down the policy and procedure for dealing with the cases of fires/accidents in the areas mentioned in para (a) above. All personnel of all categories and grades irrespective of their status and position bear responsibility or the prevention or fires/accidents. This can be accomplished by acting wisely, carefully and vigilantly in the different spheres of activities assigned or assigned to all personnel.

### Causes of Fire:

Accidents and fires do not occur on their own. These destructive occurrences owe their origin to carelessness, willful negligence and of acts of sabotage on the parts of employees and outsiders agencies. It is, therefore the duty of all officers and staff to guard against these factors. Careless throwing away of life cigarette ends, unplanned disposal of paper waste, rubbish and carries custody to of fuel and lubricant constitute some of the potential source of fire Similarly, careless handing of heavy equipment like cranes and heavy packages lead to accidents.

### Chain of Responsibility:

It is the duty of the Dy. Director/XEN of the concerning stores to ensure and check overall working arrangements for preventing fire and accidents in and around the warehouses and stores premises. It-is his responsibility to make adequate arrangements for fire-fighting in this area. He should issue detailed orders on the subject to implement this policy.

### General Precautions:

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

- (a) All rubbish and waste papers will be deposited in a safe area to be fixed by the XEN/Dy. Director. These areas will be serially numbered.
- (b) All Officers in-charge, Offices and Warehouses will ensure that waste papers etc. are deposited in waste paper baskets which are removed to fix areas vide Para (a) above under planned arrangements.
- (c) Smoking' is strictly prohibited in the Warehouses. Dy. Director/XEN and the officer detailed by the Director /Project... Director/Superintending Engineer will fix specific smoking area where the workers can go and smoke.
- (d) Safe arrangements for the storage of petrol, oil and lubricants will be made by all concerned.

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- (e) Fire points with first aid fire-fighting equipment will be determined for each area by the Dy. Director/XEN. The maintenance of these fire points will be the responsibility of officers concerned.
- (f) No fire will be allowed anywhere near the Stores/Warehouses and the areas where stores and materials are deposited.
- (g) Character verification of all employees will be accomplished by the respective Dy. Director/XEN. This will prevent entry of undesirable persons in stores area.
- (h) Frequent fire practice will be arranged by the Dy. Director/ XEN in respective Warehouses under his control. Such fire practices will be carried out by other officers holding charges of Warehouses.
- (i) Offices etc. will be cleaned and made free from all fire risks before closing hours every day.
- (j) Prevention of Electric Fires: It is the duty of the Dy. Director/XEN to have all the electric connections regularly checked by Asstt. Engineer.
- (k) Wooden scraps and oily rags etc. will be deposited away from Warehouses and the areas meant for serviceable materials.
- (l) Every Storekeeper is personally responsible to ensure that the area of his working is clean, tidy and free from all actual and potential fire risks.

#### Action on break of fire:

As soon as any case of fire breaks out the following sequences of action will take place

- (a) Person who observes fire will shout fire, fire, fire, at the top of his voice and will try to extinguish it.
- (b) All persons hearing the shout will leave their place of work immediately and proceed to the scene of fire.
- (c) The Senior Officer at the spot will assume the control of operation for fighting the fire.
- (d) All Warehouses etc. will be closed and guarded.
- (e) The senior officer/staff/Security personnel present will immediately ring
- (f) Call up local Fire Brigade for help.

#### 5.15 Typical warehouse construction for storage of cement

##### How to store port land cement:

Cement is a very finely ground material and as such it is highly hygroscopic, that is to say, it readily absorbs moisture-not only in the form of free water but also moisture from the air. It is necessary therefore to protect it from dampness before it is used to fulfill its function. Every year and particularly in the monsoon, large quantities of cement are spoiled due to neglect in keeping the cement bags absolutely dry. The method of correct storage outlined below therefore merits careful consideration.

##### Necessity for a weatherproof Warehouse:

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The first requisite for storing bagged cement is a building or a shed which is completely weatherproof. It should be a typical storage building, the salient features of which may be noted as follows:-


1. The walls should be of water proof concrete masonry construction. If concrete locks are not available or cannot be made brick masonry plastered with cement plaster on both faces may be used.
2. The roof should be is of reinforced concrete construction overlaid with a waterproofing course.
3. The windows should be few and small and kept tightly shut. This is to prevent moisture from the outside atmosphere to enter the building.
4. The floor needs to be 6" concrete slab laid on a dry course of soiling and should be 4' ft. above ground level. The ground is to be drained away from the building to prevent accumulation of rainwater in its vicinity. All these precautions ensure that floor will be absolutely dry.
5. The plinth shall be fairly high so that a truck can back conveniently to the door so that the chassis and building floors are almost at the same level, thus making loading and unloading of bags very easy.

#### Precautions in storing:

Having made sure of a good weatherproof building certain precautions must then be observed in storing the bags with a view to prevent them from any possible contact with moisture and to ensure systematic working of the Ware-house.

- (1) If the Warehouse is to be newly put into service, make sure that sufficient time has been allowed for the interior to dry thoroughly.
- (2) Do not pile bags against the wall. A space of 1' ft. all round should be left between the exterior walls and the piles.
- (3) Similarly, bags should be piled off the floor on wooden planks if, however, the floor is a well-constructed dry concrete floor.
- (4) Place bags close together in the pile to reduce circulation of air as much as possible.
- (5) Do not pile bags more than about 15 bags high, otherwise it becomes cumbersome to stack or remove them. The maximum width of pile should also be not more than about 10 feet.
- (6) If the pile is to be more than 7 or 8 bags high, arrange the bags in header and stretcher fashion, that is, alternately lengthwise and cross-wise so as to tie the piles together and lessen the danger of toppling over.
- (7) Owing to pressure on the lower layer of bags what is known as "Warehouse pack" sometimes develops in the bags. This can be removed by rolling the bag when the cement is taken out for use.
- (8) When removing bags from storage some bags should be removed from two three tiers back rather than nil from one tier. If the piles are thus stepped back, there is less chance of overturning them.

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(9) When removing bags for use apply the "first in, first out" rule that is, taken the oldest cement out first. For this purpose, each consignment as it comes should be stacked separately and a placard bearing the date of arrival should be pinned into the pile

**Temporary storage at site:**

Very often bags of cement have to be stored out on the works site in the open for use on work for one or more days. In such cases the bags must be laid on a dry platform made of wooden planks resting on a brick masonry concrete or dry sand or aggregate platform about 6" inch above the ground.

The number of bags should be kept to a minimum, preferably just sufficient for the day's consumption.

Care should be taken to see that every point in the pile is well covered by tarpaulins and protected against the moisture in the air. The Tarpaulins must overlap each other properly. This method of temporary storage should not be adopted in wet weather.

**SUMMARY:**


To sum up the precautions that must be taken in the storage of cement in a series of don'ts:

- (1) Don't store bags in a building the walls, roof, and floor of which are not completely weatherproof.
- (2) Don't store bags in a new Warehouse until it has made sure that the interior has thoroughly dried out.
- (3) Don't be content with ball fitting windows and doors and see that they are kept shut.
- (4) Don't stack the bags against the wall. Similarly, piles off the floor on wooden planks except in the case of a dry concrete floor.
- (5) Don't forget to pile bags close together.
- (6) Don't pile more than 15 bags high and arrange the bags in header and stretcher fashion.
- (7) Don't disturb stored cement until it is to be taken out for use.
- (8) Don't take out bags from one tier only Step back two or three tiers.
- (9) Don't keep dead storage that is a stack which remains in a place or a long time while other consignments of cement come in and go out.
- (10) Don't stack bags on the ground for temporary storage at works site. Pile up on a raised dry platform and cover with tarpaulins. If these few simple precautions are taken in the storage of cement, then it will stay as fresh when taken out for use as when it arrived from the Works.

**Determining capacity of a warehouse:**

The capacity of a cement storage will depend upon its floor area and that height to which bags are piled. The size of cement bags often varies but "for practical purposes, each bag may be counted as measuring 7 inch depth and as occupying 1.7/8 cu. ft, of space and not

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less than 3 4/1 sq. ft of floor area. A ton of cement will therefore require between 35 and 40 cu. ft. of space. Usually piles about 15 bags high are the maximum that can be laid up economically. As it has already seen, it is not advisable to stack bags against for easy ingress and egress they should not be less than 3 ft. wide.

### 5.16 Clearance and Documentation of Stores at Chittagong & Khulna Sea Port

1. It is a matter of extreme importance that all stores and materials arriving at Chittagong and Khulna are cleared from the customs and are dispatched without any delay. The stores and equipment arrived at Chittagong are urgently needed by our Projects and any delay in their Clearance and dispatch will have adverse effect on our over-all development programmes.
2. It is the primary responsibility of the Dy. Director, Clearance and Movement at Chittagong and Khulna to ensure that our stores and equipment arriving at Chittagong and Khulna 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 Director of Clearance and Movement [or further remedial action.
3. Deputy Directors of Clearance and Movement at Chittagong and Khulna will be in charge of the Clearing and Forwarding Organisation at Chittagong and Khulna and will be personally responsible for its' efficient functioning in that various fields of his assigned objective.

They will be directly responsible to (the Director of Clearance and movement, BPDB Director/Dy. Directors, Clearance and movement may suggest any amendment or improvement of the Procedure as and when necessary.


### Purpose

1. This procedure is aimed at providing "Guide Lines" for the functions of Clearing and Forwarding Officers at Chittagong and Khulna. This procedure does not in any way affect the present customs rules and regulations which we are required to observe. Deputy Directors of Clearance and Movement will ensure that these rules are rigidly observed.
2. Our Clearing and Forwarding Organizations at Chittagong and Khulna will be responsible for self-clearance. Handling and dispatch of equipments and stores may be carried out by the Agents. Deputy Directors of Clearance and Movement will be responsible to ensure that the Handling Contractor's work arc accomplished in accordance with the terms of his contract.

### Operations

Operations of Clearing and Forwarding Organisation involve a good deal of financial complications. Starting from customs clearance to the dispatch of equipments, there are various degrees of financial angles at all stages. Deputy Director of Clearance and movement will be responsible to ensure that all operations are performed in accordance with existing

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regulations and in the best interest of the BPDB. He will see that a proper work-order is always issued for every operation.

### Shipping Documents:

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

### Salient Points:

- (a) No work should be given to the Handling Contractor without a proper work order.
- (b) Contractor's bills should be scrutinized in accordance with (he existing agreement.
- (c) All consignments should be handled and dispatched under the super-vision of the representative of Deputy Directors of Clearance and Movement who will sign the completion certificate,
- (d) Director of Clearance and Movement will lay down duties and functions of all members of (the staff.

### Clearance Documents:


The following documents will be required for clearance of stores:

(a)	Documents for Clearance of Foreign Imports	Source of receipt of documents
i	Bill of Lading in original duly endorsed	Directorate of Purchase, Power Dev. Board
ii	invoice	-do-
iii	import License for Project Cargo	-do-
iv	Import permits for loan & aided materials	This will be obtained from Customs (Import & Export), Dhaka by Directorate of Purchase, BPDB
v	Insurance Policy/Premium receipt	Directorate of Purchase, Power Dev. Board
vi	Freight in case Invoice does not indicate freight amount.	-do-
vii	Bank Draft	-do-
viii	Packing List	-do-
ix	Certificate of origin	-do-

### (b) Document for clearance of coastal consignments

- (i) Bill of lading in original duly endorsed.
- (ii) Invoice.
- (iii) Packing list.

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(c) Documents For clearance of Personal Effects

- I. Bill of lading in original duly endorsed.
- II. Invoice.
- III. Baggage list showing value of each item, separately whether new or old.
- IV. Form 'A'.
- V. Passport,
- VI. T.R. Forms for used house-hold goods (This form will be obtained from Consultant.)
- VII. Gun License in case of Arms & Ammunition

(d) Documents for clearance of Car as unaccompanied Baggage for personal use:

- I. Bill of lading in original duly endorsed.
- II. Invoice.
- III. Form 'A'.
- IV. Passport.
- V. Insurance Policy will be obtained from Consultant.
- VI. Packing specifications.
- VII. Dealer's price list.
- VIII. Registration certificate in case of used and old cur.
- IX. Cash receipt of supplier that price has been paid abroad.
- X. Import Permit will be obtained from Customs (Import & Export), Dhaka by the Directorate of C&M, BPDB on behalf of Consultant.

(e) Documents for personal effects or Car of Privileged Persons

- i. Bill of Lading in original endorsed.
- ii. Invoice.
- iii. Baggage list, showing value for each item Separately and whether new or old.
- iv. Form 'A'.
- v. Passport.
- vi. Exemption certificate from respective embassies ill Bangladesh to the effect that they are Privileged person.

**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 BPDB or Government of Bangladesh. This permission is to be obtained from the Customs (Import & Export), Chittagong before the Shipment is affected otherwise import comes under the contravention clause of import Tariff Regulations subject to penalty clauses from 50% to 100% on C. I. F. value or confiscation of the stores at the discretion of the Customs Authority.

**Documentation**

(a) After receipt of 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 as per Proforma of Stores Manual, BPDB.

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(b) After the entries have been made in the Receipt Register, the documents will be forwarded simultaneously for entries in clearance shipping Register in order to keep up - to - date receipt of complete disposal of the consignment as per proforma of Stores, BPDB.

(c) After the documentation and scrutiny 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 from time to time to the Official concerned for necessary action.

(d) The Clearing and Forwarding Officer shall be responsible to demand further requisite documents from the Directorate of Purchase, BPDB notifying the ultimate consignee in case any essential documents as mentioned above are not received in time on a specified Proforma of Stores, BPDB,

(e) On receipt of shipment arrival notice from the shipping agents or non-negotiable documents, the Clearing and Forwarding Officer shall demand the documents required for clearance in Proforma of Stores, BPDB.


#### Boards:

(a) The Clearing and Forwarding Organisation shall be responsible for preparing bill of entry after receipt of complete set of shipping documents and to process them through customs and port and pursue till it is finally out-passed and cleared, In case of delay in receipt of negotiable bill of lading, the Clearing and Forwarding Officer shall furnish a guarantee on behalf of PDB with counter guarantee from the Bank, to be furnished to the shipping Agents for delivery order. After receipt of the original bill of lading or guarantee from the Directorate of Purchase, it will be exclusive responsibility of the Clearing and Forwarding Officer to obtain delivery order or redeem the guarantee furnished by him on behalf of PDB to the Shipping Agent concerned.

(b) The Clearing and Forwarding Officer shall be responsible to see that all Indemnity Bond under Section 87-A of the Sea- Customs Act is furnished to the Collector of Customs, Chittagong and Khulna in all such cases where there is an inordinate delay in receipt of shipping documents and the cargo has been discharged incurring Wharfrent/demurrage. He will use his own discretion and after furnishing such Indemnity, request the Directorate of Purchase/Directorate of Clearance and Movement by Telegrams and confirmatory letters under intimations to all concerned to send the shipping Documents required to redeem the indemnity Bond furnished by him to customs.

But in cases which are urgent and important and the customs do not accept the Indemnity Bond under Sect/on 87-A of the Sea-Customs Act, the Clearing and Forwarding Officer shall use his own discretion in the best interest of the Authority and get the paper passed under revenue deposit paying Customs Duty and Loading Charges as per rule to be refunded later on after receipt of the shipping

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documents informing Directorate of Purchase/Directorate of Clearance and Movement, 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.

**Insurance of Demand notes and pay orders in Respect of Assessed Bill of Entries:**

- In the event of any objection raised by the Customs in passing Bill of Entry the Clearing and Forwarding Officer shall make all efforts to meet the objections as far as possible as 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. Declaration of General Averages
  - In cases of declaration of general averages by the shipping Agents, the Clearing and Forwarding Officer shall furnish guarantee on behalf of PDB or cause to furnish counter guarantee endorsed by Bank or by Insurance company in case of insured consignments for the said purpose. In all such cases of general averages, notifications be made to the respective P.D./SoE/Director of Accounts, in case of 'Insurance Companies guarantee, the said general average bond be sent to the Insurance Officer, Directorate of Purchase for obtaining counter guarantee.
- The receipt for payment of general averages if made in cash be kept in safe custody to claim refund after the decision received from the International adjuster for general averages. In all such cases of guarantee/indemnify/general average bonds or revenue deposits, a record shall be maintained in plain register with full particulars to regularize the issue.
- The Clearing and Forwarding Officer shall be responsible for presenting assessed oil of entry with one additional copy of bill of entry with other documents for payment of customs duty, sales tax through the approved Bank on pay order.
- The Clearing and Forwarding Officer shall scrutinize 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 scrutiny, he shall prepare demand note in triplicate giving full particulars.
- That after the receipt of the Bank Pay Order, the Clearing & Forwarding Officer, PDB, Chittagong and Khulna shall enter in green copy of the Demand Note the details of the pay order. He shall then present the assessed Bill of entry with the Bank pay order to Customs for payment of duties.
- (e) After the payment of duties effected in customs House and endorsement taken on the assessed Bills of Entry the Clearing & Forwarding Officer, Chittagong and Khulna shall enter the full particulars of payment of duties and sales tax or other taxes, etc. Import Permit fees into import cargo, Account Register to be maintained by him. The Clearing and Forwarding Officer shall Clearing consolidated statement of expenditure

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as per proforma to consignee with copies endorsed to Directorate of Clearance and Movement and Director of Accounts, BPDB.

- (f) The Clearing and Forwarding Officer shall submit a statement of Expenditure including payment of customs duty, sales tax, Jetty charges and Handling expenditure incurred by his office for the clearance of consignments from Khulna / Chittagong Sea-Port with copies endorsed to the Director of Clearance and Movement and Director of Accounts, BPDB.

#### **5.16.11 List of BPDB forms to be used by Dy. Directors, Clearance and Movement, Chittagong and Khulna**

- Shipping Document Register of Power Development Board. Clearance Statement of Power Development Board, consignments at Chittagong/Khulna Sea-Port. Letter for obtaining Shipping documents Shipping Arrival Notice. Work Order, Completion Certificate. Statement of Expenditure for Clearance of consignments from Chittagong/Khulna Jetty.
- Work Procedure and Preferring of bills by Handling Agents of Chittagong/Khulna Sea-Port.
- The Handling Agent at Chittagong/Khulna Sea-Port shall prefer their handling; and forwarding or other bills to the Dy. Director (C & M), Khulna/Chittagong within 15 days after completion of the work in accordance with the schedule rates supported by relevant vouchers in the following manner:-
  - (a) The Dy. Director (C & M) shall issue a Work Order to the Handling Agents for each consignment detailing operations as per work order proforma.
  - (b) That the work order will be issued after completing all customs and jetty formalities and payment of all jetty charges except hoisting charges till the date of handing over of the del/very documents by Clearing and Forwarding Officer to the Handling Agent. After the completion of work, Clearing and „ Forwarding Officer will issue a completion certificate as per Proforma indicating each operation for double handling/removal, storage/stacking etc., jointly to be signed by the Handling Agents representative with certificate that the operations were made in the interest of BPDB and correct as per proforma.
  - (c) That the Handling agents shall be responsible for clearance and dispatch of all PDB 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 the best in the interest of PDB.
  - (d) That the Handling Agent shall send a telegram /Fax/E-mail to consignee as soon as a consignment is dispatched to them by Rail! Reverie route giving particulars of consignment and Railway/ Steamer receipt and endorse copies to Deputy Director, Clearance and Movement, BPDB, Chittagong /Khulna and Director of Purchase, BPDB, Dhaka followed by Railway/ Steamer Receipt under Notice of Dispatch along with a separate registered cover.

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e) That in the event of non-availability of jetty equipment, i.e. Crane/Hoister etc. they will apply to Deputy. Director (Stores) for lending them on hire the PDB equipment on tonnage / daily basis and pay the charges in advance.

(f) That in case of any objection or observation, the Dy. Director (C&M) shall note in a forwarding letter and return the same bill without approval to Handling agent for clarification. After the receipt/ clarification from the Handling Agents, the Dy. Director (C&M) if satisfied shall approve the bill enclosing also the Handling Agents clarification and then forward the bills with enclosures duly approved to the Deputy Director (Accounts) of concerned RAO for effecting payment.

(g) If there is any objection during the course of scrutiny the Dy. Director (A/Cs), RAO shall return the bills to the Dy. Director (C&M) with objection for rectification. The Dy. Director (C&M) thereafter again shall call for explanation from the Handling Agents through the Clearing & Forwarding Officer and then shall submit his report with recommendation or rejection as the case may be.

(h) The Clearing and Forwarding Officer shall maintain a consolidated Register for all expenditure incurred as per bill submitted by the Handling Agent and thereafter shall render a statement for expenditure for clearance as per proforma to the ultimate consignee with copies to Directorate of Clearance and Movement and Directorate of Accounts, BPDB.

(i) Before submitting Handling Agents Bills to the Dy. Director (C&M) will ensure that these are checked and verified for its contents.

(j) That all port charges (except the Hoisting charges) shall be paid by the PDB to the Port Authorities. Wharfrent shall be paid by the PDB as per delivery documents by Clearance and Movement Office to the Handling Agents.

(k) That any wharfrent, space rent, etc., occurring for whatever reasons, after handling over of the documents to the Handling Agents, shall be borne by the Handling Agents as per terms of contract.

## 5.17 Procedure for receipt and distribution of stores at Dhaka

### Introduction:

This procedure deals with receipt of stores by Air, Post, Train services and Steamer at Narayanganj by the Clearing and Forwarding Officer at Dhaka and its subsequent distribution to all concerned.

### Receipt of Stores by Air:

(a) Following documents are in the nature of MUST before Clearing and Forwarding Officer at Dhaka can effect the clearance of consignments by Air/Post/Train/ River.

- (i) Import License/Import Permit.
- (ii) Commercial Invoice
- (iii) Packing List.

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- (iv) Sank Memo/Letter of Authority/Bank
- (v) Bill of Exchange.
- (vi) Airway Bill(MAWB/HAWB).
- (vii) Copy of Purchase Order (Contract Do
- (viii) Insurance Policy or Premium Receipt
- (ix) Certificate of Origin.
- (x) L.C Copy.
- (xi) L.CA Copy.
- (xii) LC Amendment Copy.
- (xiii) Warranty Certificate.
- (xiv) Beneficiary Certificate.
- (xv) Freight Memo.
- (xvi) Pre-Delivery Inspection Report.

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

(i) Airway bill in original duly endorsed in favour of In charge, Clearing and Forwarding Section.

(ii) Invoice

(iii) Packing list.

(iv) Purchase Order:

- The documents mentioned at 2(a) and (b) above have to be furnished by the Directorate of Purchase, PDB in time for the expeditious clearance of consignment.
- The documents mentioned at para 17.4,5,6,7.3,10 below have to be furnished by Directorate of Purchase, PDB well in time for the expeditious clearance of consignments.
- The documents against para 17.3 & 9 will be furnished by the importers (concerned parties).

### Receipt of Personal Effects by Air.

The following documents must be provided to the Directorate of Clearance and Movement, PDB before the expeditious clearance of personal effects can be accomplished,

(i) Airway bill in original- duly endorsed

(ii) Invoice - 3 sets,

(iii) Packing list - 3

(iv) Form 'A' Pass Port

(v) Air Passage Ticket No. and date of arrival,

Documents Required for Consignment imported on "No Charge Basis" (By Air):

(i) Import Pe 111 lit - 3 sets.

(ii) Invoice - 3

(iii) Packing List - 2

(iv) Airway Bill

Document Required for Aided Import:-

(i) Airway bill

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(ii) Invoice - 3 Sets

(iii) Packing List - 3

(iv) Agreement copy (between Government of Bangladesh and Aid-giving country).

Document Required for Clearance of Foreign Import Through Foreign Post Offices

(i) Import License - 3 sets,

(ii) Invoice - 3 sets,

(iii) Packing Lists - 1

(iv) Bank Memo - 1

(v) Bill of exchange

(vi) Insurance policy or Premium bill

(vii) Postal Intimation (D.A. No.) in original. Purchase order.

Documents Required for Import Through Foreign Post, Dhaka Office No Charge Basis:-

(i) Postal intimation (D.A. No) in original.

(ii) Import Permit,

(iii) Invoice - 3 sets

(iv) Packing list - 3 sets

(v) Purchase Order.

Documents Required for Clearance of Aided Consignments Through Foreign Post, Dhaka:

(i) Postal intimation (D.A. No) 111 original

(ii) Invoice - 3 sets.

(iii) Packing lists - 3 sets.

(iv) Agreement copy (between Government of Bangladesh and Aid-giving Country).

Documents Required for Clearance of Personal Effects Imported Through Foreign Post, Dhaka:-

(i) Postal Intimation (D.A. No) in original.

(ii) Invoice.

(iii) Packing List.

(iv) Passport.

(v) Passage Ticket No. and date of arrival.

Documents Required for Clearance Through Land Customer (Through Railway) at Dhaka:-

(i) Railway receipt duly endorsed.

(ii) Invoice.

(iii) Packing list

(iv) Bank Memo

(v) Bill of Exchange

(vi) Insurance Policy and premium bill

(vii) Import License

(viii) Purchase order.

**Action by Clearing and Forwarding Office at Chittagong/Khulna.**

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As soon as the wagons are dispatched, the Clearing and Forwarding Organization, Chittagong/Khulna must dispatch the following documents by name to the Clearing and Forwarding Officer, Dhaka or consignee.

- (a) Rail receipt.
- (b) Invoices.
- (c) Packing list.
- (d) Insurance Policy
- (e) Bill of lading.

**Action by 'Deputy Director of Stores, CSD, PDB, Tongi.**

- Deputy Director of Stores, CSD, PDB, Tongi must take the following action or the expeditious receipt and storage of stores and materials:-
- Detail persons by name and designation with the assigned responsibility for accepting stores and materials from Clearing and Forwarding Officer. One of these persons should be responsible for receiving stores and materials consigned to Central Warehouse.
- In very many cases, Stores Officer of CSD/ Clearing and Forwarding Officer of C&M Office, receives stores and materials for the consignees outside the Headquarter. Such stores and materials have to be kept in transit till the consignees come and collect the stores or dispatched to the consignees. It is the responsibility of the Deputy Director of Stores to take care of such stores in transit which will be handed over to the Stores Officer of the Consignees on a proper Transfer Slip

**Maintenance of Account and Submission of Bills.**


- To enable the Clearing and Forwarding Officer to make cash payment for handling charges, hiring of private transport when unavoidably necessary, payment of demurrage to Customs Department, he is to have advance from the Dy. Director (Accounts), CPAA Cell, PDB, Dhaka, who receive all vouchers, check them and then
- Adjust the amount against the advances. The Dy. Director (Accounts), CPAA Cell, PDB, Dhaka will keep watch on all such advances with a view to ensuring that adjustment action is completed as early as possible. He will immediately report to PD/SF/XEN/DD in writing if there is any avoidable delay in the adjustment against such advances. The Procedure for Clearing imported materials from Dhaka Airport. (Cargo Section) as shown in ANNEXTURE-'C'.

**5.18** Procedure for Storage Facility and its effectiveness after implementation of its decisions will be checked and reviewed during internal audits.

**5.19** Review consideration will be raised in MRC Meeting for decision

**5.20** Corrective actions will be taken to improve the system on the basis of review

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### 5.21 Environmental Aspect, Impact & Controls

Any activity at the plant, whether it is carried out for ensuring quality of service or meeting requirement of the interested parties, there will be some environmental aspects associated with it. It is a requirement of the IMS of BPDB to identify those environmental aspects, evaluate their impact and determine necessary controls.

While carrying out the activities and operation, the employees of BPDB need to exercise appropriate and predetermined controls so as to prevent or mitigate any adverse impact that may be associated with the activity or the process.

Some examples of environmental aspects associated with the Procedure for Storage Facility are as below:

SI Nos.	Aspect	Impact	Controls
1.	Storage of solid wastes	Improper storage of waste	Good Housekeeping
2.	Storage of empty chemical containers	Potential leakage of residual chemicals into the ground	Good Housekeeping
3.	Storage of Waste	Disposal of wastes to third party	Waste management by the third party
4.	Recruitment of incompetent people	Inadequate knowledge on operation and environmental management may lead to unnecessary environmental pollution	1. Awareness training given periodically to relevant staffs on environmental management issues 2. On-job training related to environmental awareness given to staffs and workers.

The table above provides examples only. The IMS team of each site needs to identify the aspect impact and controls related to specific activities and ensures that the environmental performance of the organization is effectively maintained. For this purpose, the procedure “Environmental Aspect Impact Assessment Procedure” is to be followed and forms “Environmental Aspect Impact Register” is to be filled up by the IMS team.

### 5.22 OHS Hazard, Risk & Controls

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Any activity at the plant, whether it is carried out for ensuring quality of service or meeting requirement of the interested parties, there will be some occupational hazards with it related to the occupational health and safety (OHS) to the workers and employees. It is a requirement of the IMS of BPDB to identify those OHS hazards and determine necessary controls.

While carrying out the activities and operation, the employees of BPDB need to exercise appropriate and predetermined controls so as to prevent or mitigate any adverse consequence that may be associated with the activity or the process.

Some examples of OHS hazards and with the Procedure for Storage Facility are as below:

SI Nos.	OHS Hazard	Controls
1.	Chemical - Storage without segregation	1. Good Housekeeping
2.	Chemical - Bad Smell	Proper Ventilation Good Housekeeping
3.	Chemical - Insufficient Lighting	Good Housekeeping
4.	Chemical - Wet and Dirty Floor	Good Housekeeping
5.	Chemical - Rainwater Entrance	Good Housekeeping
6.	Fuel - Fuel fume may catch fire if it comes in contact with spark of an electrical component	Seal the fuel tank tightly Ensure Proper Ventilation in Store
7.	Improper Lighting of the Store	Good Housekeeping
8.	Congested Spacing	Marked the Ailse Keep Spacing for
9.	Unavailability of Fire Detection/Suppression System	Ensure Adequate Fire Extinguisher is Provided in the store
10.	Exterior-ward Objects	Cover the edge with something soft as cloth/foam
11.	Sharp Edged objects	Cover the edge with something soft as cloth/foam

The table above provides examples only. The IMS team of each site needs to identify the OHS hazards and necessary controls related to specific activities and ensures that the environmental performance of the organization is effectively maintained. For this, the procedure Hazard Identification and Risk Assessment Procedure is to be followed and Hazard Identification and Risk Assessment Register is to be filled up by the IMS team.

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#### 6. References

- a) ISO 9001: 2015, ISO 14001: 2015 and ISO 45001: 2018

#### 7. Appendix

None

#### 8. Revision History

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