



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

**PROCEDURE FOR ORGANIZATION AND METHOD**



# INTEGRATED MANAGEMENT SYSTEM

Document No.:  
BPDB-IMS-PR-046

Revision No.: 00

## PROCEDURE FOR ORGANIZATION AND METHOD

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### 1.0 Purpose

To assess and develop organizational system, method and manpower for development project

### 2.0 Scope

Applies to the whole of Bangladesh Power Development Board Integrated Management System.

### 3.0 Terms & Definition

#### Definition

None

#### Abbreviations

BPDB – Bangladesh Power Development Board  
MR – Management Representative

### 4.0 Roles and Responsibility

Tasks in Reference Clause nos.	Responsibility
5.0, 5.1, 5.2, 5.3, 5.4,	Director, O&M
5.5	Secretary BPDB, MR/DMR

### 5.0 Procedure

#### Plan

Planning of horizontal & vertical complexity, hierarchy in development projects. Assessment of work volume and manpower needs

#### 5.1 Set-up/ Creation of Posts

- As per approved Development Project Plan (DPP), concern Project Director Proposed Project implementation Setup/Posts creation authority ie; Chief Engineer, Member and Member (Administration) to Director (O&M} for next course of action.
- Director (O&M) after finishing formal official task forward the proposal to Chairman through Member(Administration) for approval to forward it to Power Division, Ministry of Power, Energy and Mineral Resources for creation of posts/set-up.

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- Power Division, Ministry of Power, Energy and Mineral Resources having approval from Ministry of Public Administration and Ministry of Finance forwarded the letters of approval to the Chairman, BPDB, Chairman, BPDB forward it through Member (Administration) to Director(O&M) for issuance of formal letter of Post creation/Set-up infamous of BPDB to inform all concern including Project Director.

### 5.2 Preparation BPDB's Organization Chart

After issuance of letter of creation of Posts/Set-up Director (O&M) perform the task of incaution of posts in the BPDB's Organ gram

### 5.3 Transfer Rule

- Director (O&M), prepare Transfer rule of BPD8 and after formal approval of Board Proposal forwarded to *Ministry* of Power, Energy and Mineral Resources. After approval of ministry, ministry sent a letter of approval to Chairman, BPDB, then through Member (Administration) to Director (O&M) for issuance of formal letter infamous of BPDB
- Director (O&M), prepare Transfer Rule of BPDB and after formal approval of Board Proposal forwarded to Ministry of Power Energy and Mineral Resources after approval of ministry, ministry sent a letter of approval to Chairman, BPDB, then through Member (Administration) to Director(O&M) for issuance of formal letter in favor of BPDB.

### 5.4 Service Rule

- Director (O&M) prepare Service Rule of BPDB and sent it to the Board for approval.

### 5.5 Implementation and Review

- Any formal letter/forwarding letter forwarded to Ministry of Power, Energy and Mineral Resources be prepared by Directorate of O&M, then taken prior approval of Member (Administration) Chairman, BPDB and as per rule it must be signed by Secretary, 8PDB
- Procedure for Organization and Method and its effectiveness after implementation of its decisions will be checked and reviewed during internal audits
- Review consideration will be raised in MRC Meeting for decision
- Corrective actions will be taken to improve the system on the basis of review

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### 6.0 References

None

### 7.0 Appendix

None

### 8.0 Revision History

SI No.	Revision Number	Section	Change Made	Date of Revision

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