



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

**PROCEDURE FOR PROGRAM**



# INTEGRATED MANAGEMENT SYSTEM

Document No.:  
BPDB-IMS-PR-060

Revision No.: 00

Effective Date: 01-11-2021

## PROCEDURE FOR PROGRAM

Page 2 of 5

### 1.0 Purpose

- To prepare development projects to fulfill the overall goal of BPDB.
- To liaison with ministry donor agencies and various offices of BPDB ensuring effective fund Management

### 2.0 Scope

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

### 3.0 Terms & Definition

#### Definition

None

#### Abbreviations

BPDB – Bangladesh Power Development Board  
MR - Management Representative  
ADP – Annual Development Program  
RADP - Revised Annual Development Program  
APP - Annual Procurement Plan  
MTBF - Mid Term Budget Frame

### 4.0 Roles and Responsibility

Tasks in Reference Clause nos.	Responsibility
5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8, 5.9	Directorate of Program & Project's officials
5.10	Functional Heads, MR

### 5.0 Procedure

#### 5.1 Plan of the operational procedures

- Directorate of Program plans the Projects (new & old) list with the consultation of Project Planning and Project officials after than the notice send it to the Planning Commission through ministry for approval & include in ADP/ RADP.
- Approved ADP/RADP is received from Planning Commission.

#### 5.2 Preparation of Annual Development Program (ADP) Proposal:

Prepared By		Approved By	
Reviewed By			



## INTEGRATED MANAGEMENT SYSTEM

Document No.:  
BPDB-IMS-PR-060

Revision No.: 00

Effective Date: 01-11-2021

### PROCEDURE FOR PROGRAM

Page 3 of 5

- Directorate of Program prepares the Project lists (on going & new) of approved projects by ECNEC to include in ADP for allocation of Fund and sent to the Planning Commission through Power Division.
- Power ministry and Planning Commission arrange meeting with the executing agency & project personnel to finalize the ADP proposal & make it realistic.
- As per discussion of the meeting final ADP book prepared by Planning Commission & sent it to the Power Ministry & all executing agency.
- Directorate of Program circulates ADP allocation to the individual project offices for submitting item wise allocations.
- After receiving item wise allocation from PD offices, Directorate of Program prepares the ADP book for BPDB and sends to the Ministry of Power, Planning Commission, ERD and PD offices.

#### 5.3 Preparation of Revised Annual Development Program (RADP) Proposal:

- Program maintain the same procedure (Sl. No. 1.1 to 1.5) for RADP on the bash; of actual physical & financial progress of individual project within the time frame of December of the year.

#### 5.4 Preparation of APP & Dated Action plan:

- After circulating ADP/RADP books to all project offices, collect yearly Dated Action Plan with Bar Chart / revised Yearly Dated Action Plan with Bar Chart for all ongoing Projects from projects officials.
- Directorate of Program collect item wise detail Annual Procurement Plan (APP) from ongoing BPDB's project offices and prepare APP book and send to the Power Division.

#### 5.5 Fund Release & Fund Placement

- Program Directorate prepares 'fund release of GOB fund for all ongoing Projects with the consultation of PD offices on progress, DPP & ADP allocations which are send to the Power Division through Directorate of Finance of BPDB.
- After getting the Fund releases from finance ministry it circulates to all project offices.
- During execution of item wise Project works, project offices requests for placement of fund to Directorate of Program. Program directorate check as per ADP/RADP, DPP, APP and certify the said fund and send to the Directorate of Finance for payment.

#### 5.6 Preparation of MTBF (Mid Term Budget Frame)

- Forecast on financial need (project wise) for next three year is prepared and then sent to the Power Division.

Prepared By		Approved By	
Reviewed By			



## INTEGRATED MANAGEMENT SYSTEM

Document No.:  
BPDB-IMS-PR-060

Revision No.: 00

Effective Date: 01-11-2021

### PROCEDURE FOR PROGRAM

Page 4 of 5

#### 5.7 Monitoring of Project works

- Directorate of Program collects monthly progress report from project offices and summaries and prepare monthly progress book, purchase package book, Fund release and expenditure statement. Then circulate these to Power Division, IMED, ERD, and Planning Commission.
- Directorate of Program collect quarterly progress report of purchase packages from project offices and summaries and prepare Book. Then circulate it to Power Division, IMED, ERD, Planning Commission.
- Monthly Progress of ongoing projects Monitoring at Website [www.powerprojects.org](http://www.powerprojects.org) prepared by Power Division. Project's Progress related data is uploaded to the ministry website by ongoing project's official of BPDB.
- Responsibility of Directorate of Program crosses check & evaluates of given data which is upload to the ministry's website by Project's officials.
- Directorate of Program prepares Pre-steering meeting working papers, Power point Presentation.
- Monthly Progress Discussion meeting (Pre-steering meeting) headed by Chairman, BPDB held in presence of all PD's and PDB's respective\* officers which is coordinated by Program Directorate.
- Inspection and monitoring of Project's Physical progresses according to yearly dated action plan, annual procurement plan & progress reports given by the project offices.

#### 5.8 Activities of Foreign Financing

- Correspondence with foreign donor like IDB, ADB, JDCF, CIS (Russia), KFW (Germany), NORAD, JICA etc. for project Aid of development projects.
- Arranging foreign assistance for development ongoing Projects
- Arrange the meeting with donor agencies for pipe line projects under power system master Plan.

#### 5.9 Others

- Preparation of answer of letter from MINISTRY/ ECNEC/Planning Commission /IMED/ Parliament question regarding ongoing and upcoming projects as per requirement.
- Sending month wise PA expenditure for all PA related Projects to the Ministry at the very beginning of the month.
- Besides the above works, other task is performed time to time according to directions of higher Officials.

#### 5.10 Implementation & Internal Audit

Prepared By		Approved By	
Reviewed By			



# INTEGRATED MANAGEMENT SYSTEM

Document No.:  
BPDB-IMS-PR-060

Revision No.: 00

Effective Date: 01-11-2021

## PROCEDURE FOR PROGRAM

Page 5 of 5

- Procedure and its effectiveness after implementation 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

### 6.0 References

- ✓ Chack-Ka
- ✓ Proforma-A Proforma-B
- ✓ APP format (containin 8 18 columns)
- ✓ Sanlagni 4,5 Sonlag-2, Porishisto- 1
- ✓ IMED- 05/2005 (Revised), Chak-1
- ✓ Dated Action Plan with Bar
- ✓ Monthly Fund Release & expenditure statement
- ✓ Distribution Line & sub-station format
- ✓ Purchase Information Chak-2
- ✓ Package Information Chak-4
- ✓ Ministry Format

### 7.0 Appendix

None

### 8.0 Revision History

SI No.	Revision Number	Section	Change Made	Date of Revision

Prepared By		Approved By	
Reviewed By			