



নর্থ-ওয়েস্ট পাওয়ার জেনারেশন কোম্পানী লিমিটেড
NORTH-WEST POWER GENERATION COMPANY LIMITED

ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 Certified

(An Enterprise of Bangladesh Power Development Board)

UTC Building (Level-3&4), 8-Panthapath, Kawranbazar, Dhaka-1215, Bangladesh

Phone : 9145291-92, Fax : 9145427-28, e-mail: info@nwpogl.org.bd, web : www.nwpogl.org.bd

উপ-মহাব্যবস্থাপক (হিসাব), নর্থ-ওয়েস্ট পাওয়ার জেনারেশন কোম্পানী লিমিটেড-এর Key Performance Indicators Target এবং Weight Factors (অর্থ বছর ২০১৯-২০) :

SN	Parameter	Target unit	Weight Factor
1	Supervise preparation of the monthly, quarterly and half yearly consolidated accounts of NWPGL and submit to GM.	13 th of the following month	10
2	Supervise preparation of draft yearly consolidated accounts for submitting to External Auditor.	25 th July of the following FY	15
3	Supervise the preparation of monthly, quarterly and yearly Accounts of Corporate Office and submit to GM.	Monthly and Quarterly: within 7 th of the following month Yearly: 10 th July of the following FY	10
4	Submit annual and quarterly KPI reports as requirement of Ministry.	Due time	05
5	Payment of all establishment, Third Party and other regulatory bills.	1 Working day	05
6	Supervise the preparation of Yearly Contributory Provident Fund (CPF) Accounts for submitting to External Auditor. Provide individual CPF Statement after Annual Audit.	Accounts: Within 30 th July of the following FY. CPF Statements: Within 10 Days after finalization of Audit	10
7	Supervise the preparation of Yearly Employee Welfare Fund Accounts for submitting to External Auditor and related activities .	Within 30 th July of the following FY	05
8	Submit quarterly and yearly accounts to Audit and Finance Committee Meeting and Co-ordinate A & F Committee meeting .	Quarterly : Within 15 th day	05
9	Supervise preparation of working papers and minutes of Audit and Finance Committee Meeting, Board Meeting, CPF & Welfare fund trustee board meeting.	Working paper: 02 days Minutes: 1 day after meeting.	05
10	Provide comments on all procurement related notes of Power Plants, projects and corporate office on budget and financial matters. Give comments on notes regarding final settlements bill payments and others.	Same day	05
11	Supervise deposit Tax and VAT (deducted at source from employees salary, contractors bills etc.) to Govt. treasury as per Income tax Ordinance. Submission of tax and VAT return as per Income Tax and VAT Law.	Due time	05
12	Mandatory Strategic Objectives	100%	20
13	Perform any other activities assigned by the competent authority.	-	-
Total			100

Kalamar

উপ-মহাব্যবস্থাপক (হিসাব)

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S. J. Islam
20.06.19

মহা-ব্যবস্থাপক(হি ও অ)

নর্থ-ওয়েস্ট পাওয়ার জেনারেশন কোম্পানী লিমিটেড