

BANGLADESH RURAL ELECTRIFICATION BOARD  
DHAKA, BANGLADESH

PBS INSTRUCTION 300-26

**SUBJECT: STANDARD TRANSPORT REQUIREMENTS FOR PBSs.**

Date of approval : 29-07-1979  
Last Revision : 19-02-2020

PURPOSE: TO establish and set forth a Policy in order to specify a standard for determining the number of transport to be supplied/purchased to/by each PBS.

POLICY: Standard transport requirement for PBS's will be determined by the number of consumer-member served, Initially there will be four categories which are as follows.

1. STANDARAD TRANSPORT REQUIREMENTS FOR PBS HEADQUARTER

A	Transport Pool:		
(1)	Passenger jeep	:	01
(2)	Pick-up (Double Cab)	:	01*
(3)	Pick-up (Double Cab/Single cab)	:	01
(4)	Pick-up (Single cab)	:	01
(5)	Motor cycle	:	02**
*For Category "A" PBS only:			
** Reserved for Administration Department:			
DISTRIBUTION FOR USE OF TRANSPORT UNDER TRANSPORT POOL			
(i)	Senior General Manager/General Manager	➤ Passenger jeep	01
(ii)	Additional General Manager:	➤ Pick-up (Double Cab)	01*

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(ii)	Deputy General Manager (HQ-Tech)	> Pick-up (Double Cab)	01
(iv)	O&M/E&C/P&M Departments	> Pick-up (Single cab)	01

B.	Administration Department:		
	AGM Administration	> Motor Cycle	01
	EC/AEC	> Motor Cycle	01

C.	Human Resource Department:		
	AGM HR	> Motor Cycle	01
	EC/ AEC	> Motor Cycle	01

D.	Finance Department:	> Motor Cycle	+03
	Distribution:		
	i) AGM (Fin-Account)	01	
	ii) AGM (Fin-Revenue)	01	
	ii) DNP	01	
	Note: Another 01 (one) Motor Cycle for Revenue Section may be provided when the number of line crew for DNP exceeds 03 (three).		

E.	Member Service Department	> Motor Cycle	03
	Distribution:		
	i) AGM (MS)	01	
	ii) PUC/MS Coordinator	01	
	iii) Wiring Inspector	01 for each	

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F.	Operation & Maintenance (O&M) Department		
		➤ Pick-up	01
		➤ Motor Cycle	05
	Distribution:		
	i)AGM (O&M)	Motor Cycle	01
	ii) JE/AJE	Motor Cycle	01
	iii)Complain Center	Motor Cycle	03

G.	Engineering & Construction (E&C) Department		
		➤ Motor Cycle	03
	Distribution:		
	i)AGM (E&C)		01
	ii) JE/AJE (Staking)		01
	iii) Stakers		01

H.	Power Management Department		
		➤ Motor Cycle	01

I.	Information Technology (IT) Department		
	AGM (IT)-1, JE/AJE (Hardware/Software)	➤ Motor Cycle	01

J.	Geografic Information System (GIS) Department		
	AGM (GIS), JE/AJE (GIS)	➤ Motor Cycle	01

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2. STANDARD TRANSPORT REQUIREMENTS FOR PBS ZONAL OFFICE:

A	PBS Zonal Office (For Administration Activities):	
	➤ Double cab pick-up	01
	➤ Motor Cycle	01

B	PBS Zonal Office (For Revenue Activities):	
	➤ Motor Cycle	01

C	PBS Zonal Office (For Member Service Activities):	
	➤ Motor Cycle (01 for each WI)	01

D	PBS Zonal Office (For O&M Activities) Motor Cycle Distribution:	
	➤ AGM (O&M)	01
	➤ JE/AJE/Complain Center	02

3. STANDARD TRANSPORT REQUIREMENTS FOR PBS SUB- ZONAL OFFICE:

D	➤ Motor Cycle	05
	Distribution:	
	i) AGM	01
	ii) JE/AJE/Complain Center	02
	iii) WI	01
	iv) DNP	01

4. STANDARD TRANSPORT REQUIREMENTS FOR PBS AREA OFFICE:

	➤ Motor Cycle	03
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## 5. STANDARD TRANSPORT REQUIREMENTS FOR PBS COMPLAIN CENTER

➤ Motor Cycle	01+
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- + 01 (One) Additional motor cycle may be allocated when the number of consumer exceeds 8000 subject to proper justification and with the approval of the PBS Board & BREB as stated in PBS Instruction 300-01.

### NOTE :

- 1) Transports (Automobiles only) will be procured by the Bangladesh Rural Electrification Board and handed over to each PBS from time to time as per its requirement to meet the development, operations and maintenance works. BREB may also authorize individual PBS to purchase required number of Transports(s) by using its own fund from time to time. All Transports will be covered by a first mortgage execute by the PBS in favor of BREB.
- 2) Additional number/quantity of Transports/Automobiles as per requirements and with proper justification may be purchased by the individual PBSs by utilizing its own fund (with the exception of Depreciation fund) who has crossed the moratorium period and paying both BREB loan interest and the principal loan amounts instalment regularly subject to prior approval of BREB and Samity Board.
- 3) Each PBS will purchase required number of Bi-cycles from time to time as per recommendation of the PBS Board of Directors subject to prior approval of BREB.

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