

**RURAL ELECTRIFICATION BOARD
DHAKA, BANGLADESH**

PBS INSTRUCTION : 300-28

**SUBJECT : DAILY ALLOWANCE (D.A) AND TRAVEL ALLOWANCE (T.A.)
FOR PBS EMPLOYEES, PBS BOARD OF DIRECTORS AND LADY
DIRECTORS.**

Date of Approval : 04-10-1979

Last Revision : 19-02-2020

PURPOSE :

To establish and set forth a uniform policy guidelines for implementation by the Palli Bidyut Samity as PBS Daily Allowance and Travel Allowance Rule for its Employees, Board of Directors and Lady Directors.

POLICY :

- 1) Each Palli Bidyut Samity (PBS) shall develop its own Daily Allowance and Travel Allowance Rule in accordance with the guidelines, conditions and stipulations as laid-down in this Policy-Instruction which may revised or amended from time to time with the approval of the Rural Electrification Board.
- 2) When PBS employees are requested to attend REB Training courses or represent the PBS on official Business, Allowances under Rule 'A' or Rule 'C' as the case may be, shall be admissible. Allowances for Samity Board of Directors and Lady Director shall be admissible under the Rule 'B'.

REVISION:				
BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-29 : MEDICAL FACILITIES FOR PBS EMPLOYEES				
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GUIDELINES :

RULE - A

1. DAILY ALLOWANCE (D.A):

- A. Daily Allowance is a uniform allowance for each day/night of absence from headquarters which is intended to cover the ordinary daily charges incurred by an employee in consequence of such absence.

When an employee of the PBS is absent on duty from the PBS Headquarters/ place of posting and when such absence is authorized by the PBS Senior General Manager/ General Manager, Daily Allowance and night haultage allowance will be admissible on the following scale and based on PBS Policy Instruction 300-17 base pay Grade.

Category	D/A Rate Outside PBS Area, Per Night.	D/A Rate within PBS Service Area Per Night.
Senior General Manager/ General Manager	Tk. 1,400.00	Tk. 700.00
Additional General Manager	Tk. 1200.00	Tk. 600.00
D.G.M	Tk. 1050.00	Tk. 500.00
A.G.M	Tk. 900.00	Tk. 450.00
Employees Grade(6-18)	Tk. 700.00	Tk. 300.00
Employees Grade(1-5)	Tk. 600.00	Tk. 250.00

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B Employees overnight stay away from his regular place of official residence with prior approval of PBS Senior General Manager /General Manager shall entitle him/her to receive Daily Allowances. Nevertheless any overnight stay, Daily Allowances at the following rates, may be allowed only in cases, when an employee, in order to discharge his officially assigned duties, stays at least three hours at a place(s) which is outside PBS service Area:

- 1) For one way journey below 32 (thirty two) Kms out-side PBS Service Area - 1/2(half) Daily Allowance;
- 2) For one way journey above 32 (thirty two) Kms out-side PBS Service Area-1 (one) Daily Allowance.

Note : For the purpose of calculating KM lengths, distance from PBS Head-quarters complex/place of posting of the employee shall be counted.

C. When an employee is provided with meals or does not pay for the same, twenty-five percent (25%) of D/A will be admissible. When an employee is provided with Lodging or does not pay for the same seventy-five percent (75%) of D.A. will be admissible. When meals and Lodging are both provided with, incidental allowance @ Tk. 100.00 (One hundred) shall be admissible. If the incumbent arranges his own meals, the same will not be reimbursed.

D. DAILY ALLOWANCES OF PBS EMPLOYEES DURING TRAINING:

The daily allowances (D.A) of PBS employees during the period of training shall be governed as per rate and provisions as provided in para-A of 1. " Rule-A" DAILY ALLOWANCE (D.A) under RULE-'A' of this policy Instruction.

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2. TRAVEL ALLOWANCE (T.A)

A. SENIOR GENERAL MANAGER, GENERAL MANAGER & ADDITIONAL GENERAL MANAGER.

Actual travel expenses of Senior General Manager ,General Manager and Additional General Managers will be reimbursed for Air, Train, Bus/Coach (A/C) Watercraft (highest available class), Taxi-cab, Auto Rickshaw or Rickshaw when such tour is undertaken with the approval of Senior General Manager / General Manager and is Supported by actual mode of Transportation reservation ticket, paid memo or receipt. Taxi cab and Auto rickshaw Fare may be reimbursed as per rate (Tk/Km) approved by the Government from time to time.

B. DEPUTY GENERAL MANAGER AND ASSISTANT GENERAL MANAGER

Deputy General Managers and Assistant General Managers will be reimbursed actual travel expenses for Train Bus/coach (A/C), watercraft (Cabin), Taxi-cab ,Auto Rickshaw or Rickshaw when such tour is under taken with the approval of Senior General Manager /General Manager and is supported by actual mode of Transportation reservation ticket, paid memo or receipt. Taxi Cab and Auto rickshaw fare may be reimbursed as per rate (TK/Km) approved by the Government from time to time.

Under exceptional circumstances, depending on need and emergencies, Deputy General Manager and Assistant General Manager may be authorized to travel by Air Transportation with the approval of PBS Senior General Manager /General Manager.

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C. EMPLOYEES GRADE 1- 18 :

The employees in Grade 1- 18 or else as set forth under PBS policy Instruction 300-17 will be reimbursed actual travel expenses for Bus , watercraft (General Cabin; one Seat/ bed) or Rickshaw when approved by the Senior General Manager / General Manager /Additional General Manager, Travel expenses must be supported by paid memo or receipt and certified by the Senior General Manager / General Manager/Additional General Manager..

Grade 3 to 18 Employees: Second Class Train/Shovan/Shulov .

Grade 1-2 Employees: Second Class Train/Shulov .

For Inter -city trains, shovan and Shulov will be treated as Second class . However, for Grade 1-2 employees , travel by train having Shovan as exclusive class with require certification of the controlling Deputy General Manager/Assistant General Manager in respect of urgency of movement before reimbursement.

NOTE :

- (1) Under no circumstances Travel Allowance will be admissible when using official or PBS Transport.
- (2) Travel expenses as per actual transportation cost but not exceeding the entitlement as stated above, may be reimbursed on prediction of the chronological serial number of the Ticket/paid memo or receipt with date, only when such is taken back by the Transportation authority after the end of the journey.
- (3) (a) Peon-Cum-Messenger, when assigned for delivery of Electric Bills and collection of Bank Statement and Meter Reader cum Messenger

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