

BANGLADESH RURAL ELECTRIFICATION BOARD
DHAKA, BANGLADESH
PBS INSTRUCTION 300-51/700-09

Date of Approval : 29-02-1988

Date of Last Revision : 19-02-2020

SUBJECT:

Establishing Training requirement of PBS Personnel for the purpose of Confirmation/Regularization, Promotion and Career Development.

BACKGROUND:

The systematic approach of training and human resource development has been considered as one of the key factors in the success of rural electrification program in Bangladesh. Training is the process of enhancing the skills, attitude, capabilities and knowledge of employees for performing a specific job. Training process moulds the thinking of employees and leads to quality performance of employees. It is continuous and never ending in nature. So that training is crucial for organizational development and success. It is fruitful to both employers and employees of an organization. An employee will become more efficient and productive if he/she is trained well, Considering the above, necessary training has been linked with the confirmation, promotion and career development for the employees of BREB/PBSs.

Thus, Training tries to improve employee's performance in current job and prepares them for future job. The crucial consequence of training is learning. Training is given on four basic grounds.

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Ins. 300-51: Establishing Training Criteria of PBS Personnel for the purpose of Confirmation/Regularization, Promotion, Selection Grade and Career Development.				
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1. New candidates who join and organization are given training. This training familiarizes them with the organizational mission, vision, rules and regulation and the working conditions.
2. The existing employees are trained to refresh and enhance their knowledge.
3. If any update and amendment take place in technology, training is given to cope up with those changes.
4. When promotion and career growth becomes important, training is given so that employees are prepared to share the responsibilities of the higher level job.

PURPOSE:

To establish and set forth a uniform policy guideline and procedure to be followed and implemented by each Palli Bidyut Samity as well as by the Bangladesh Rural Electrification Board (BREB) in respect to;

- (1) Selection of qualified and potential personnel of the Palli Bidyut Samities for subsequent appointment to the positions of respective Departmental Head and the Departmental need to the next higher position in different Palli Bidyut Samities as per recommendations and nomination of the Bangladesh Rural Electrification Board.
- (2) Establishing Training requirement for all levels of PBS employees for Confirmation/ Regularization and for the purpose of promotion and career Development (as applicable).

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1. POLICY:

A) **Assistant General Manager:**

It will be the general policy of each Palli Bidyut Samity as well as the BREB that a certain percentages (to be decided by the BREB from time-to-time depending on the total number of the posts and the availability of suitable, qualified and potential PBS personnel) of the positions of Departmental Head(s) that are lying in different Palli Bidyut Samities shall be filled in with prospective and qualified personnel serving in different Palli Bidyut Samity.

The PBS personnel with requisite qualifications, on-job PBS service experience, and proper aptitude, subject to securing the qualifying marks in the Departmental examination arranged and conducted by the Training Directorate, BREB, shall qualify to be nominated for appointment to the position of respective Departmental Head of a Palli Bidyut Samity as per recommendations of the Bangladesh Rural Electrification Board.

On completion of mandatory training courses as outlined later along with requisite experience and others the Assistant General Manager may be entitled for the Selection Grade under the PBS Instruction 300-18.

B) Deputy General Manager : This will be the policy of each Palli Bidyut Samity as well the Bangladesh Rural Electrification Board that the position of the Deputy General Manager shall generally be filled up by the Departmental Heads with requisite qualifications, on-job PBS service experience and proper aptitude subject to securing the qualifying marks in all the PARTS of the Departmental Examination to be arranged and conducted by the Training Directorate, RREB, shall qualify to be nominated for appointment to the position of Deputy General Manager

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- C) No training is required for selection grade or personal pay but the incumbent must have required experience and academic qualification.
- D) The Course Curriculum/Syllabus for the above purposes shall be prepared and updated following BREB Instruction 700-14.
- E) In order to implement the policy as stipulated above, the following procedures for selection of PBS personnel for nomination and appointment to the respective positions in a Palli Bidyut Samity Shall be followed.

II. Selection Procedure for Departmental Head:

Selection of prospective and potential personnel for subsequent nomination and appointment to the positions of respective Departmental Head of a PBS shall be made by the Bangladesh Rural Electrification Board in the following manner;

A. Written and Oral Test Exams/Departmental Exams

At least once in every year, BREB Training Directorate shall arrange written and oral Test Examinations for PBS employees.

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The course-contents (Syllabus of the written and oral Test Examinations (Departmental Exam.) is attached at;

- | | |
|------------------------|--|
| a. ANNEXURE-A, Page-1 | (PART-I common for employees of all departments); |
| b. ANNEXURE-A, Page -2 | (PART-II for Accountants & Plant accountants); |
| c. ANNEXURE-A, Page-3 | (PART-II for Power use Coordinators, Member Service Coordinators); |
| d. ANNEXURE-A Page -4 | (PART-II for Junior Engineer-O&M/E&C/P&M/ERU); |
| e. ANNEXURE-A, Page -5 | (PART-II for Junior Engineers, IT/GIS) |
| f. ANNEXURE-A, Page -6 | (PART-II for Enforcement Coordinators);
and |
| g. ANNEXURE-A, Page -7 | (viva-voce Examinations) |
| h. ANNEXURE-B, Page -1 | (Section-A of PART-I common for all AGMs); |
| i. ANNEXURE-B, Page -2 | (PART-II for common for all AGMs); |
| j. ANNEXURE-B, Page -3 | (PART- III for AGM, Administration/HR); |
| k. ANNEXURE-B, Page -4 | (PART-III for AGM, O&M/E&C/P&M); |
| l. ANNEXURE-B, Page -5 | (PART-III for AGM MS); |
| m. ANNEXURE-B, Page -6 | (PART-III for AGM, Fin-Acc/Fin-Rev); |
| n. ANNEXURE-B, Page -7 | (PART-III for AG, IT/GIS); |
| o. ANNEXURE-B, Page -8 | (Section-B of PART-1 common for all AGM); |

BREB training Directorate will circulate a letter to all PBSs minimum three month ahead for departmental examination including syllabus as mentioned in this instruction and it will be published on BREB website as well. The employees completing mandatory training course are eligible to appear before the departmental examination. No training or coaching class will be conducted for PBS employees.

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