

BANGLADESH RURAL ELECTRIFICATION BOARD

**PBS INSTRUCTION 100-37
BREB INSTRUCTION 500-09**

ELECTRICAL SYSTEM TAKE OVER POLICY AND PROCEDURE

BANGLADESH RURAL ELECTRIFICATION BOARD
PBS INSTRUCTION 100-37/ BREB INSTRUCTION 500-09

Approval Date: 27/10/1981
Revision Date : 19/02/2020

SUBJECT: ELECTRICAL SYSTEM TAKE OVER POLICY AND PROCEDURE

I. PURPOSE

To establish policy and procedure for Electrical System takeover, operation and maintenance of taken over system under renovation process.

II. POLICY

The PBS in consultation with the concerned Executive Engineer of BREB and the Local Consultant shall determine the priorities of the line section to be taken over. They will also take into consideration source of power, availability of materials, availability of contractors, PBS operation and maintenance capability and the overall plan of renovation as detailed by the consultant prior to taking over.

Renovation of taken over electrical system must be renovated at the earliest possible time giving highest priority to this work. Material for this renovation work shall be provided on priority basis.

For policy on renovation of Service/Meter of taken over consumers and renovation of old services installed by the PBS, refer to PBS Instruction 300-44.

Detail procedure for renovation of taken over electrical system/ facilities from other organization/company have been described in PBS Instruction 100-61. So, renovation of

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taken over electrical system should be done as per guideline of PBS Instruction 100-61.

III. PROCEDURE

A. Prior to Actual Take over

1. The consultant will prepare a work plan for renovation to obtain approval of Executive Engineer, which includes, a map showing lines to be renovated, and new lines to build. It shall show the source or sources of power and a schedule of renovation. After approval by Executive Engineer copies will be furnished to Senior General Manager/ General Manager, PBS and the Zonal Superintending Engineer, BREB.
2. Inventory of Electrical system/facility shall be completed by the consultant before finalization of system's work plan.
3. A copy of the inventory and/or approved renovation staking sheets shall be provided in advance to the Senior General Manager/ General Manager of PBS, the concerned Executive Engineer of BREB and the Zonal Superintending Engineer.
4. A list of materials required shall be furnished to DGM (Tech-HQ)/ AGM(E&C/O&M), who will determine if the material is available. Generally no takeover of Electrical system/ any facilities will be effected until such time as material is reasonably available in the PBS Store. (See attached certificate). Priority shall be given to issue material for work on taken over system.
5. The Senior General Manager/ General Manager shall certify that the PBS has BREB trained, qualified supervisory and line personnel, that he/she will agree to post for work with the contractor in order to learn to operate and maintain the system. He/ She must also agree to give outages up to ten (10) hours per day to

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complete the renovation work as quickly as possible.

6. No line shall be taken over unless permission by Senior General Manager/ General Manager has been secured to do all necessary right of way clearing.
7. The consultants work plan shall insure that all existing and signed-up consumers can be served with a maximum voltage drop on the low tension lines of 6.9 volts.
8. A joint reading of the meters by PBS and the organization/company from which electrical system will be taken over Senior General Manager/ General Manager will be made and PBS Member Service department will be responsible to contact all prospective consumers and explain the takeover procedures and PBS policies including the necessity of day-long outages during the renovation work. The process of takeover of electrical system shall be arranged by the PBS. The Executive Engineer of BREB will provide necessary assistance.
9. The attached certificate shall be completed and signed before taking over any electrical system /any facilities requiring renovation.
10. Sequential action as follows shall be checked by Executive Engineer of BREB before taking over of electrical system/ facilities.
 - A. Inventory prepared by the consultant;
 - B. Work plan prepared by the consultant;
 - C. Material availability checked and certified;
 - D. Senior General Manager/ General Manager's certificate in respect of trained personnel and line outage issued;
 - E. Joint Meter Reading carried out;
 - F. Renovation staking completed and approved.
11. If time gap between preparation of inventory and actual take over is quite long

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big, the consultant may be required to prepare a revised inventory. The consultant will not prepare revised inventory unless the organization/company from which facilities will be taken over (such as BPDB/DPDC/WZPDCO/NZPDCO/PGCB etc.) has carried out substantial extension work during this time. Consultant will only prepare inventory for those portions of facilities which has been extended by the organization/company from which facilities will be taken over as reported by Senior General Manager/ General Manager of PBS or Executive Engineer of BREB. Consultant will be paid for extended portion of renovation work.

B. After Take Over

1. All renovation work, up to and including the low tension lines will be completed by the contractor. The PBS lineman will install all new or renovated services after the LT lines have been renovated and handed over to PBS as per BREB form No. 459 of PBS Instruction 100-20. No new services will be installed on the line without the approval of competent authority.
2. The existing procedure for construction, outages will be strictly adhered to.

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Certificate of logistic support

Date :

The section of electrical system to be taken over is as described below:

Type/Name of facility:
Name of Owner of taking over facility:
Substation:
Circuit: Group No.:
From Pole No./Location:
To Pole No./Location:

The materials listed by the consultant or competent authority are available at the PBS Store.

.....
DGM9Tech-HQ)/ AGM(E&C/O&M).

The PBS will accept the responsibility of operating and maintaining the taken over of electrical system/facilities and will post sufficient BREB trained and qualified linemen and supervisory personnel for this purpose. We also agree to give outages up to ten (10) hours per day for renovation/upgrading the taken over system. We certify that permission has been secured to clear all of the necessary right of way clearing.

.....
Senior General Manager/ General Manager

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