

**BANGLADESH RURAL ELECTRIFICATION BOARD
DHAKA, BANGLADESH**

PBS POLICY INSTRUCTION 300-10

SUBJECT: OUTLINE OF ACTIVITIES REQUIRED AND STEPS TO BE TAKEN FOLLOWING NOMINATION OF PBS BOARD OF DIRECTORS/ LADY DIRECTORS AND ONWARD DURING SYSTEM ENERGIZATION OF EACH PALLI BIDYUT SAMITY.

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PURPOSE : To provide guidelines for activities required and steps to be taken to materialize the corporate objectives of a Palli Bidyut Samity following nominations of PBS Board of Directors/Lady Advisors and onward during system energization.

POLICY : Each Palli Bidyut Samity shall be adequately staffed with properly trained personnel for proper implementation of PBS functions to achieve its corporate goals and objectives. The sequence of hiring of staffs is to be co-ordinated with the needs of work-load of PBS Departments on the basis of sound management and operational principles.

PBS General Manager shall ensure that the work-activities as stipulated in Annexure: 1 to 6 are properly implemented in due course so that the corporate goals and objectives of the PBS is achieved.

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IMPLEMENTATION

A. PROPOSED GUIDELINES FOR NEW PBSs TO FOLLOW (ANNEXURE-1)

Proposed outline of activities required and steps to be taken following nomination of PBS Board of Directors/Lady Advisors and up to the time of system energization is shown in Annexure-1. This chart breaks down the functions and responsibilities assigned to various authorities for implementation in order to ensure the preliminary system development of all new Palli Bidyut Samity.

B. ACTIVITY LIST OF PBS DEPARTMENTS (ANNEXURE 2-6)

These chart break down the functions of the organization into departments such as the Finance-Accounts Department (Annexure-2) the Operation and Maintenance Department (Annexure-3), the extension and Member-Service Department (Annexure-4, the Administration Department (Annexure-5) and the Engineering and Construction Department (Annexure-6). These are the functional areas that the Departments are required to implement with system energization of the PBS.

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ANNEXURE-1


Outline of activities required and steps to be taken following Board of Directors/ Lady Directors orientation course and submission of application for REB registration up to time of system energization.


Time Schedule	Responsible Authority	Action to be taken and/ or work to be accomplished.
1st Month	Executive Director, REB. PBS Board- PBS Sr.GM/GM	1. Select and Post- Sr.GM/GM/AGM Finance, Steno-typist/ Typist. Driver, Peon, Security Guard.
1st Month	Director, PBS Human Resource Director, Management Operation, Director Loan & Audit, Director Finance, REB PBS Board, PBS Sr.GM/GM	2. Secure temporary office accommodations, procure minimum basic office equipment and furniture. Request Allocation of operating fund.
1st Month	Director, PBS Human Resource Director, Management Operation, Director Finance, REB PBS Sr.GM/GM	3. Setup books of accounts and control procedure as outlined in Accounting Procedure Manual and PBS Policy Instructions (Series 200); Establish filing system.
1st Month	Director, PBS Human Resource Director, Management Operation, Director Loan & Audit, REB PBS Board, PBS Sr.GM/GM	4. Establish Board Meeting schedules Board Standing Committee; Select banks for membership and general Fund deposits.
1st Month	Director, PBS Human Resource Director, Management Operation, Director CS&M, REB PBS GM	5. Requisition of Transportation vehicles and equipment (2 Motor cycle, Jeep, Farm Tractor, Farm Trailer).


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Time Schedule	Responsible Authority	Action to be taken and/ or work to be accomplished.
1st Month	Director, PBS Human Resource Director, Management Operation, Secretary, REB PBS Sr.GM/GM	6. Secure copies of Policy Instructions, Series 100, 200 and 300 including all amendments, revisions, circular, etc. (Minimum of 2 copies).
2nd Month	Director, SE&D, REB	7. Selection of Consultant.
2nd Month	PBS Sr.GM/GM, Project Division, REB	8. Establish weekly coordination meeting; executive Engineer. Consultant, S.E and PBS GM.
2nd Month	Executive Director, REB Director, PBS Human Resource PBS Director, PBS Human Resource	9. Recruitment of Store Keeper and Store Assistant
3rd Month	PBS GM	10. Place tender for PBS stationeries, membership forms, daily collection forms.
3rd Month	Executive Director, REB Director, PBS Human Resource Director Training, REB PBS Board, PBS Sr.GM/GM	11. Recruitment, Posting, Training of AGM (MS), MS Coordinator, Wiring Inspector, Select Village Advisors, AGM, MS to ensure effective use of Village Advisors).
4th-5th Month	PBS Board, PBS Sr.GM/GM	12. Formulate plan for Membership Drive.
4th-6th Month	PBS Sr.GM/GM	13. Procure small amount of House wiring material, mater test bench.
4th-7th Month	Director, SE&D, REB PBS Board, PBS Sr.GM/GM	14. Complete Basic Line Design and prepare Key Map for REB Approval.

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Time Schedule	Responsible Authority	Action to be taken and/ or work to be accomplished.
4th-6th Month	Executive Director, REB Director, PBS Human Resource Director Finance, REB PBS Sr.GM/GM	15. Recruitment, Posting, Training of Accountant, Plant Accounts Assistant, Cashier, Typist and Meter Tester.
6th-8th Month	Director Management Operation Director Training, REB PBS Sr.GM/GM	16. Train Village Electricians, Organize house-wiring classes.
6th-9th Month	PBS Board, PBS Sr.GM/GM	17. Conduct Membership Drive based on Approved Key Map, Establish membership records by serial number and elaka.
7th-9th Month	Executive Director, REB Director, Director, PBS Human Resource, Director Training, REB PBS Sr.GM/GM	18. Recruit, Posting, Training of AGM (O&M), Asstt. Junior Engineer and Lineman
7th-9th Month	PBS Board, PBS Sr.GM/GM Consultant.	19. Establish areas for construction priorities.
7th-9th Month	PBS Board, PBS Sr.GM/GM	20. Establish plans and methods necessary to verify industrial applications, rice mills, irrigation pump locations. etc.
8th-9th Month	PBS Sr.GM/GM	21. Secure PBS Office Telephone.
8th-10th Month	PBS Sr.GM/GM	22. Place tender for required PBS form, bills, contracts, meter reading sheets, REB Form 550, etc.

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Time Schedule	Responsible Authority	Action to be taken and/ or work to be accomplished.
9th-10th Month	Executive Director, REB Director, PBS Human Resource Director Finance, REB PBS Sr.GM/GM	23. Recruitment, Posting, Training of Billing Supervisor, Billing Assistant, Meter Readers.
10th-11th Month	Director, Finance, REB PBS Board, PBS GM	24. Adopt Retail Rate Schedule.
11th-12th Month	Director Management Operation, Director Finance, REB PBS Sr.GM/GM	25. Established billing procedures meter reading routes.
11th-12th Month	Director Management Operation, Director Finance, REB PBS Board, PBS Sr.GM/GM	26. Adopt PBS Service Code, PBS Rules and Regulations and PBS Employee Conduct Code
12th-14th Month	Director Management Operation, Director System Operation, Director Finance, REB, Project Division, REB PBS Board, PBS Sr.GM/GM	27. Test Energize sub-station and lines, take over completed construction-being PBS operation of System

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ANNEXURE-2

ACTIVITY LIST OF PBS FINANCE DEPARTMENT

A. Accounting Section

1. Plant Records

- a) Continuing Property Records.
 - b) Meter Record Cards.
 - c) House-wiring material records.
 - d) Work Order Records.
2. Cash Receipt Records.
 3. Voucher Check Records.
 4. Payroll Records.
 5. Preparation and Control of Budget.
 6. Preparation of Financial statements and Reports.

B. Cash Section

1. Collection of Receipts.
2. Daily Collection Records.
3. Bank Deposit Records.
4. Petty Cash Fund Records.

C. Bill Section

1. Ensure due preparation & execution of Customer Meter Order.
2. Ensure proper Meter Reading.
3. Supervision and Review of the preparation of electric bill.
4. Ensure proper maintenance of Customer Records.

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ANNEXURE-3

ACTIVITY LIST OF CONSTRUCTION OPERATION AND MAINTENANCE DEPARTMENT1. Line Maintenance

- a) - Right-of-way.
- b) - Structures and Devices.
- Voltage Regulators.
- Reclosers.
- Poles.

2. Sub-station and Apparatus Maintenance

- Transformers and Regulators.
- Circuit Breakers and Oil Circuit Reclosers.
- Light, Arrestors, Air-Break Sw., Disconnect Sw.
- High Voltage Fuses.
- Metering.
- Grounding.
- Communications Equipment Maintenance.
- Warehousing.

3. PBS Construction

- System Operation.
- Line Extensions.
- New Service connections.
- System Improvements and Replacements.
- System Operating Logs and Records.

4. Misc. Engineering Analysis/Troubleshooting

- a) - Preventive Maintenance Program.
- b) - Outages
- Outage Records.
- Interruption Log.
- Consumer complaints.
- Natural Disaster Contingency.

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5. Metering

- Records.
- Testing.
- Storage.
- Selection and Application.
- Installation.
- Meter Protection and Grounding.

6. Metering

- Selection and Application.
- Single phase Installation.
- Three phase Installation.

7. Consumer Wiring

- Materials Available at PBS (1).
- Materials Available on the local Market.
- Installation.
- Inspection.
- PBS Service Drops.

8. Village electrician Programme

- Number of Trained Electricians.
- Number of Certified Electricians.
- Number of Working Electricians.
- Village Electrician Meetings.
- Attendance at Meetings.

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ANNEXURE-4

ACTIVITY LIST OF MEMBER SERVICE AND POWER USE DEPARTMENT

1. Membership Drive

- Planning of Membership drive.
- Printing of necessary forms.
- Distribution of hand bill for membership.
- Arrange meeting with potential people.
- Selection of volunteers and their training.

2. Member Education

- Distribution of News letters.
- Seminar on safe and effective use of electricity.
- Co-ordination meeting with different development agencies.
- Elaka meeting.
- Village advisors selection and their training.
- Village advisor's training programme.

3. House and Industrial Wiring

- Estimate for wiring.
- Ensure material quality and requirements.
- Ensure availability of materials.
- Inspection of wiring.
- Submission of wiring inspection reports for consumers.
- Implementation of 300-19 instruction.

4. Training Programme

- Selection of village electricians and arrange basic house-wiring training for electricians and time to time refresher course.
- Advance wiring training for Industrial and Irrigation wiring.
- Village electrician quarterly meeting.

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5. Consumers' Connection

- Receive application for new electric connection.
- Responsibility study for new connection.
- Follow-up to connection for new application.
- Inform the applicant about PBS decision of Power connection.

6. Feasibility Study for Extension of line application

- Consumer load study.
- Consumer power factor study.
- Voltage drop study.
- Identification of motor horse power.
- Technical data for single phase or three phase connection.
- Contact local consultant for feasibility study and staking.
- Conduct power use exhibition.

7. Promote Effective Use of Electricity

- Research on diversive use of electricity for employment and Production.
- Single phase motor use up to 10 Hp load.
- Proposal send to Samity Board for offering membership of connected consumers.
- Industrial, Irrigation Meter Reading.
- Arrange Seminar for effective use of electricity in the fields of industry, agriculture, small and cottage industry.
- Contact entrepreneur and advise for use of electricity.
- Contact financial and other development agencies to integrate all development programme for PBS consumers.

8. Preparation of Annual General Meeting of the PBS

- Preparation of voter list.
- Printing of Election & Annual General Meeting Notice.
- Preparation of Annual Report.

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ACTIVITY LIST OF PBS GENERAL SERVICES DEPARTMENT1. General Administration

- Development and maintenance of General filing system for the PBS.
- Maintenance of personnel files of all PBS employees.
- Development & implementation of personnel management methods & procedures to deal with position descriptions, personnel recruitment, service code, wages & salary plan, employees performance appraisal date & salary enhancement.
- Application of internal Audit principles to all Management functions of the PBS.
- Ensures procurement of supplies as per PBS Policy Instruction 300-36, maintains issue/Stock Register of supplies.
- Ensures Repair & Maintenance of PBS Transports as per PBS Policy Instruction 300-22.
- Keeps Transport documents (Tax token, Insurance, Registration & etc.) up-dated.
- Ensures proper Maintenance of PBS Head-quarter Buildings & Rest House including its security.
- Prepare Regular notice of Samity Board meetings, compiles and assembles final draft of all information needed at the Directors meeting.
- Prepares final copy of Samity Board Meetings Minutes for Minute Books.
- Records & Keeps minutes of all staff meetings.
- Keeps informed Samity policies and procedures.
- Maintenance of up-dated PBS Model-Bye-Laws & REB-PBS Regulations.
- Keeps updated mailing addresses of all relevant persons/offices related to PBS activities.
- Performs any other duty as may be assigned by the General Manager.

2. Store Management

- Placement for Requisition for construction, operation and maintenance material and equipment
- Record keeping of store issues and receipts
- Check inventory of stores
- Supervise storing, record keeping etc of the stores.

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ACTIVITY LIST OF ENGINEERING DEPARTMENT1. System Review and Analysis

- Voltage Drop.
- Transformer loading.
- Conductor Loading.
- Outage Reports

2. Standard and Specifications

- Constructions, Operations and Maintenance materials
- Transportation equipment and heavy equipment
- Preparation of bid forms

3. Arrangement for Maintenance

- Mobile and stationary radio communication equipment

4. Recommendation for purchase of

- Meters
- Transformers

5. Assistance in safe keeping of

- Transformers
- Meters
- Reclosers
- Sectionalizers
- Regulator records

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