

BANGLADESH RURAL ELECTRIFICATION BOARD
BANGLADESH, DHAKA

PBS INSTRUCTION 300-18

**SUBJECT: SALARY PLAN & PAY ADMINISTRATION OF ASSISTANT
GENERAL MANAGER, DEPUTY GENERAL MANAGER,
ADDITIONAL GENERAL MANAGER, GENERAL MANAGER
AND SENIOR GENERAL MANAGER OF THE PBS.**

Date of Approval : 28-10-1984.
Date of Last Revision : 19-02-2020.

PURPOSE:

To establish and set forth the basis and guidelines for salary administration including fringe benefits & admissible allowances for the Assistant General Manager, Deputy General Manager, Additional General Manager, General Manager and Senior General Manager of the Palli Bidyut Samity.

POLICY:

The Pay and admissible allowances on the base pay of PBS Senior General Manager, General manager, Additional General Manager, Deputy General Manager and Assistant General Managers shall be governed under separate Salary Plans as per chart of PBS Salary Structure 2016 enclosed here with (Annexure – A). This is subject to Revision as per BREB's decision be taken from time to time.

B. SALARY ADMINISTRATION

1. SENIOR GENERAL MANAGER

Revision:				
BANGLADESH RURAL ELECTRIFICATION BOARD				
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The Salary Plan as attached at Annexure-A under the caption "Salary Plan for PBS Senior General Manager". The pay of the Senior General Managers shall be administered as per following principles:

- PBS General Manager appointed/promoted as PBS Senior General Manager shall continue to receive pay and allowances of his /her present position of Senior General Manager.
- The salary of the Senior General Manager will be fixed at the initial salary step of respective grade or at the step set forth on the basis of his/her last basic pay. The subsequent increment of the incumbent shall be effective on the anniversary date of his/her appointment/promotion.
- The salary of the Senior General Manager appointed/promoted shall be fixed at the respective salary step that matches his /her last pay of General Manager, in the applicable Pay Grade of Senior General Manager.
- The incumbent on the anniversary date of his /her appointment/promotion to the position of Senior General Manager, shall qualify for pay enhancement to the next higher salary step within in the relevant pay grade on the basis of his /her approved Annual Performance Appraisal Report, provided that he /she scores a minimum average rating of 3.50 (three point five) in the immediate preceding Annual Performance Appraisal.

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2. GENERAL MANAGER

The Salary Plan as attached at Annexure-A under the caption "Salary Plan for PBS General Manager". The pay of the General Managers shall be administered as per following principles:

- (a) PBS General Managers appointed on contract basis shall receive pay and allowances as per the terms and conditions as will be incorporated in the Contractual Agreement signed between the incumbent & the BREB.
- (b) The salary of the General Manager appointed on contract basis, when absorbed in the PBS, will be fixed at the initial salary step of respective grade. The effective date of such absorption will be the date on which the proposal of the PBS Board is approved by BREB. The subsequent increment of the incumbent shall be effective on the anniversary date of his/her absorption.
- (c) PBS Additional General Manager/ Deputy General Manager appointed as General Manager on current-charge basis shall continue to receive pay and allowances of his /her previous position of Additional General Manager/ Deputy General Manager during the period of such assignment. In addition, he /she shall also receive a monthly charge allowance of Taka 1,500.00 (one thousand five hundred) He /She shall however receive normal yearly increment during the period of his / her current-charge as against his/ her previous position of Additional General Manager/ Deputy General Manager.

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- (d) The provision for the monthly current-charge allowance shall however cease to exist upon his/ her regularization. The effective date of such regularization will be the date on which the proposal of the PBS Board is approved by BREB. The subsequent increment of the incumbent shall be effective on the anniversary date of his /her regularization.
- (e) The salary of the General Manager appointed on current-charge, when regularize, shall be fixed at the respective salary step that matches his/ her last pay (or at the next higher step if not matched) of Additional General Manager/ Deputy General Manager, in the applicable Pay Grade of General Manager. The effective date of such regularization will be the date on which the proposal of the PBS Board is approved by BREB. The subsequent increment of the incumbent shall be effective on the anniversary date of his /her regularization.
- (f) The incumbent, on the anniversary date of his /her regularization/absorption to the position of General Manager, shall qualify for pay enhancement to the next higher salary step within in the relevant pay grade on the basis of his /her approved Annual Performance Appraisal Report, provided that he /she scores a minimum average rating of 3.50 (three point five) in the immediate preceding Annual Performance Appraisal.

3. ADDITIONAL GENERAL MANAGER

The Salary Plan as attached at Annexure-A under the caption "Salary Plan for PBS Additional General Manager". The pay of the Additional General Managers shall be administered as per following principles:

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- (a) PBS Deputy General Manager appointed as Additional General Manager on current-charge basis shall continue to receive pay and allowances of his /her previous position of Deputy General Manager during the period of such assignment. In addition, he /she shall also receive a monthly charge allowance of Taka 1,200.00 (one thousand & two hundred). He /She shall however receive normal yearly increment during the period of his /her current charge as against his/her previous position of Deputy General Manager. The provision for the monthly current-charge allowance shall however cease to exist up on his /her regularization.
- (b) The effective date of such regularization will be the date on which the proposal of the PBS is approved by BREB. The subsequent increment of the incumbent shall be effective on the anniversary date of his /her regularization.
- (c) The salary of the Additional General Manager appointed on current-charge, when regularize, shall be fixed at the respective salary step that matches his /her last pay of Deputy General Manager, in the applicable Pay Grade of Additional General Manager. The effective date of such regularization will be the date on which the proposal of the PBS is approved by BREB. The subsequent increment of the incumbent shall be effective on the anniversary date of his /her regularization.
- (d) The incumbent, on the anniversary date of his /her regularization to the position of Additional General Manager, shall qualify for pay enhancement to the next higher salary step within in the relevant pay grade on the basis of his /her approved Annual Performance Appraisal Report, provided that he /she score a minimum average.

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4. DEPUTY GENERAL MANAGER:

The Salary Plan as attached at Annexure-A under the caption "Salary Plan for PBS Deputy General Manager. The pay of the Deputy General Managers shall be administered as per following principles:

- (a) PBS Assistant General Manager appointed as Deputy General Manager on current-charge basis shall continue to receive pay and allowances of his/her previous position of Assistant General Manager during the period of such assignment. In addition, he /she shall also receive a monthly charge allowance of Taka 1,000.00 (one thousand). He /She shall however receive normal yearly increment during the period of his /her current charge as against his /her previous position of Assistant General Manager. The provision for the monthly current-charge allowance shall however cease to exist upon his /her regularization.
- (b) The effective date of such regularization will be the date on which the proposal of the PBS is approved by BREB. The subsequent increment of the incumbent shall be effective on the anniversary date of his /her regularization.
- (c) The salary of the Deputy General Manager appointed on current-charge, when regularize, shall be fixed at the respective salary step that matches his /her last pay of Assistant General Manager, in the applicable Pay Grade of Deputy General Manager. The effective date of such regularization will be the date on which the proposal of the PBS is approved by BREB. The subsequent increment of the incumbent shall be effective on the anniversary date of his / her regularization.

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- (d) The incumbent, on the anniversary date of his /her regularization to the position of Deputy General Manager, shall qualify for pay enhancement to the next higher salary step within the relevant pay grade on the basis of his /her approved Annual Performance Appraisal Report, provided that he /she score a minimum average rating of 3.50 (three point five) in the immediate preceding Annual Performance Appraisal.

5. ASSISTANT GENERAL MANAGER.

The Salary Plan as attached at Annexure-A under the caption "Salary Plan for PBS Assistant General Manager". The pay of the Assistant General Managers shall be administered as per following principles:

- (a) PBS Assistant General Managers appointed on contract basis shall receive pay and allowances as per the terms and conditions as will be incorporated in the Contractual Agreement signed between the incumbent & the BREB.
- (b) The salary of the Assistant General Manager appointed on contract basis, when absorbed in he PBS, will be fixed at the initial salary step of respective pay grade of Assistant General Manager. The effective date of such absorption will be the date on which the proposal of the PBS is approved by BREB. The subsequent increment of the incumbent shall be effective on the anniversary date of his /her absorption.
- (c) PBS Departmental candidates from feeder post promoted/appointed as Assistant General Manager on current-charge basis shall continue to receive pay and allowances of his /her previous position against PBS employment during the period of such assignment. In addition, he /she shall also receive a monthly charge allowance of Taka 1,000.00 (one thousand). He /She shall however receive normal yearly increment during the period of his /her current charge as against his /her previous position of the PBS employment.

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The provision for the monthly current-charge allowance shall however cease to exist upon his/her regularization.

- (d) The effective date of such regularization will be the date on which the proposal of the PBS is approved by BREB. The subsequent increment of the incumbent shall be effective on the anniversary date of his /her regularization.
- (e) The salary of the Assistant General Manager appointed on current-charge, when regularize, shall be fixed in the respective salary step that matches his /her last pay of PBS employment, in the applicable Pay Grade of Assistant General Manager. The effective date of such regularization will be the date on which the proposal of the PBS is approved by BREB. The subsequent increment of the incumbent shall be effective on the anniversary date of his /her regularization.
- (f) The incumbent, on the anniversary date of his/her regularization/absorption to the position of Assistant General Manager, shall qualify for pay enhancement to the next higher salary step within the relevant pay grade on the basis of his/her approved Annual Performance Appraisal Report, provided that he /she score a minimum average rating of 3.25 (three point two five) in the immediate preceding Annual Performance Appraisal.

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- (g) The incumbent, on completion of 5 (five) years of regular service to the position of Assistant General Manager, will be entitled once in the service life to get a Selection Grade as up gradation of pay Grade (at initial salary step) provided fulfillment of other conditions as per PBS Instruction 300-24.
- (h) For the other incumbent [than the incumbents mentioned at clause-(g)] to upgrade the salary Grade, Performance Appraisal Rating for the immediate preceding calendar year shall be at least 3.50 (three point five zero) with average Rating of 3.50 (three point five zero) for the previous consecutive 3 (three) years.

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C. FRINGE BENEFITS & OTHER ALLOWANCES.

PBS Senior General Manager, General Manager, Additional General Manager, Deputy General Manager and Assistant General Manager shall in addition to their basic pay, be entitled to receive the following allowances and benefits:

1. HOUSE RENT ALLOWANCE

- The incumbent not residing in the PBS Residential accommodations shall receive a monthly house-rent allowance at the rate of 40% of his /her basic pay per month.
- The incumbent authorized to reside in a PBS single-occupation apartment-shall each have 25% of his/her basic pay credited as house-rent allowance per month. This provision shall also be applicable for the incumbent residing in such residential accommodation that is below his /her entitlement.
- Incumbents authorized to reside in PBS family accommodation commensurate to his /her entitlement no allowance as house rent shall be admissible.

2. CHARGE ALLOWANCES FOR ADDITIONAL DUTY.

PBS Additional General Manager, Deputy General Manager or Assistant General Manager, if and when, for the greater interest of the PBS, is assigned with the responsibility to hold additional charge of a lateral or higher position for a minimum period of consecutive 21 (twenty one) days,

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shall be entitled for a charge allowance at the rate of 10% (ten percent) of the incumbent's basic pay for lateral position or higher position.

NOTE:

1. No charge allowance shall be admissible for holding charges of a lower post.
2. The incumbent shall receive only one charge allowance while he/she discharges more than one (lateral or higher) charge.

3. STATION DUTY ALLOWANCE

- (a) Incumbents whose constant physical presence of redressing crucial and emergent PBS operational, management & maintenance hazards of electric distribution system in exigencies is deemed essential and indispensable, and are required under compulsion, to reside in side the premises of PBS Headquarters/PBS Zonal Office Complex in designated housing family accommodation, shall be entitled to receive a Station Duty allowance at the rate of 20% of his /her basic pay per month.
- (b) This provision of Station Duty Allowances shall only be applicable for the incumbents whose presence in the Headquarters Complex / PBS Zonal Office Complex is deemed essential and mandatory as per PBS Policy Instruction 300-35.

4. GROUP INSURANCE & BENEVOLENT FUND

PBS Senior General Managers, General Managers, Additional General Managers, Deputy General Managers and Assistant General Managers maybe allowed for the Group Insurance & Benevolent Fund benefit as per Policy Instruction 300-34.

5. Contributory Provident Fund:

A PBS Officers may be allowed Contributory Provident Fund as per Existing PBS Pay Structure, approved by BREB. The investment of the Fund in such cased will be made

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(Md. Duhidul Islam)
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(Debasish Chakraborty)
D. TAPP BREB

(Kamrul Ahsan Mollah)
Asst. Secy. (Board), BREB.

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as per Instruction 200-29. The rate of interest will be 13% (thirteen percent) and the interest accrued there to shall be credited in favor of the employee.

6. Gratuity:

Gratuity Fund benefit shall be allowed as per provisions stated in the respective PBS Employee Service Rule approved by BREB. The amount of Gratuity will be calculated at the rate of **2.50 (two point five)** months current base pay or the rate determined by BREB time to time for 01 (one) complete year or for any part there of Having at least one hundred twenty (120) working days of continuous Service Excluding Extraordinary leaves, any unauthorized leave or leave without pay will deducted for counting the above mentioned one hundred twenty (120) working days. The amount so received as gratuity is to be kept in a separate Fixed Deposit Account.

7. ENTERTAINMENT ALLOWANCE:

The following PBS officials will be entitle to a monthly entertainment allowance as per Existing PBS Salary structure, approved by BREB:

- (a) PBS Senior General Manager/ General Manager;
- (b) PBS Additional General Manager;
- (c) PBS Deputy General Manager;
- (d) PBS Assistant General Manager serving in a PBS Sub-Zonal office.

8. INCENTIVE BONUS AND PENALTY.

Provisions for sanction of incentive bonus/penalty to PBS Senior General Manager/ General Manager, Additional General Manager, Deputy General Manager & Assistant General Manager shall be determined as per principle and stipulations as laid down in performance Target Operational Plan (PBS Policy Instruction 200-32).

Revision:				
BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS INSTRUCTION 300-18: SALARY PLAN & PAY ADMINISTRATION OF ASSISTANT GENERAL MANAGER, DEPUTY GENERAL MANAGER, Addl. GM, GENERAL MANAGER & Sr. GM OF THE PBS.				
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(Kamrul Ahsan Mollah)
Asst. Secy. (Board), BREB

9. FESTIVAL BONUS.

Festival bonus equivalent to incumbent's two months basic salary shall be admissible on major religious festivals (one festival bonus against each major two religious festivals for Muslims and two festival bonuses against major religious festival for other religions) to PBS Senior General Manager, General Manager, Additional General Manager, Deputy General Manager and Assistant General Manager as per Existing PBS Salary structure, approved by BREB.

10. EDUCATIONAL AND HIGHER QUALIFICATION ALLOWANCE.

PBS officers will get monthly educational allowance at the rate Existing PBS Salary structure, approved by BREB.

11. TECHNICAL ALLOWANCE/PAY.

PBS Assistant General Manager (Operation & Maintenance / Engineering & Construction/Power Management) shall be entitled to receive a Technical Allowance as per Existing PBS Salary structure, approved by BREB.

12. EDUCATION ALLOWANCE FOR CHILDREN.

The incumbent shall be entitled to get Children's Education Allowance as per Existing PBS Salary structure, approved by BREB.

13. MEDICAL ALLOWANCE.

Each Officers of PBS shall receive a monthly medical allowance of taka 1,000.00 (One thousand) and full hospital and surgical coverage for self, spouse and children as per provisions of PBS Instruction 300- 29.

Revision:				
BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS INSTRUCTION 300-18: SALARY PLAN & PAY ADMINISTRATION OF ASSISTANT GENERAL MANAGER, DEPUTY GENERAL MANAGER, Addl. GM, GENERAL MANAGER & Sr. GM OF THE PBS.				
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Revision Dates: 28-10-1984, 28-05-1986, 31-08-1987, 17-09-1990, 02-10-1991, 04-02-1992, 28-11-1992, 08-06-1993, 11-07-1993, 23-10-1994, 31-10-1996, 06-06-2002, 24-04-2012, 01-08-2012, 29-10-2013, 29-04-2014, 04-05-2014, 19-02-2020.				

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(Ranrul Ansan Mollik)
Asst. Secy. (Board), BREB.

ANNEXURE-A**PBS Salary Structure 2016**

Salary Grade					
AGM	AGM(S/G)	DGM	Adi GM	GM	Sr. GM
75,800	84,650	92,750	100,100	122,850	154,050
74,100	82,800	90,800	98,000	120,500	151,100
72,400	80,950	88,850	95,900	118,150	148,150
70,700	79,100	86,900	93,800	115,800	145,200
69,000	77,250	84,950	91,700	113,450	142,250
67,300	75,400	83,000	89,600	111,100	139,300
65,600	73,550	81,050	87,500	108,750	136,350
63,900	71,700	79,100	85,400	106,400	133,400
62,200	69,850	77,150	83,300	104,050	130,450
60,500	68,000	75,200	81,200	101,700	127,500
58,800	66,150	73,250	79,100	99,350	124,550
57,100	64,300	71,300	77,000	97,000	121,600
55,400	62,450	69,350	74,900	94,650	118,650
53,700	60,600	67,400	72,800	92,300	115,700
52,000	58,750	65,450	70,700	89,950	112,750
50,300	56,900	63,500	68,600	87,600	109,800
48,600	55,050	61,550	66,500	85,250	106,850
46,900	53,200	59,600	64,400	82,900	103,900
45,200	51,350	57,650	62,300	80,550	100,950
43,500	49,500	55,700	60,200	78,200	98,000

Increment	1,700	1,850	1,950	2,100	2,350	2,950
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Revision:				
BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS INSTRUCTION 300-18: SALARY PLAN & PAY ADMINISTRATION OF ASSISTANT GENERAL MANAGER, DEPUTY GENERAL MANAGER, Addl. GM, GENERAL MANAGER & Sr. GM OF THE PBS.				
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(Kamrul Ahsan Molla)
Asst. Secy. (Board), BREB.

3. STATION DUTY ALLOWANCE

- (a) Incumbents whose constant physical presence of redressing crucial and emergent PBS operational, management & maintenance hazards of electric distribution system in exigencies is deemed essential and indispensable, and are required under compulsion, to reside in side the premises of PBS Headquarters/PBS Zonal Office Complex in designated housing family accommodation, shall be entitled to receive a Station Duty allowance at the rate of 20% of his /her basic pay per month.
- (b) This provision of Station Duty Allowances shall only be applicable for the incumbents whose presence in the Headquarters Complex / PBS Zonal Office Complex is deemed essential and mandatory as per PBS Policy Instruction 300-35.

4. GROUP INSURANCE & BENEVOLENT FUND

PBS Senior General Managers, General Managers, Additional General Managers, Deputy General Managers and Assistant General Managers maybe allowed for the Group Insurance & Benevolent Fund benefit as per Policy Instruction 300-34.

5. Contributory Provident Fund:

A PBS Officers may be allowed Contributory Provident Fund as per Existing PBS Pay Structure, approved by BREB. The investment of the Fund in such cased will be made as per Instruction 200-29. The rate of interest will be 13% (thirteen percent) and the interest accrued there to shall be credited in favor of the employee.

6. Gratuity:

Gratuity Fund benefit shall be allowed as per provisions stated in the respective PBS Employee Service Rule approved by BREB. The amount of Gratuity will be calculated at the rate of **2.50 (two point five)** months current base pay or the rate determined by BREB time to time for 01 (one) complete year or for any part there of Having at least one hundred twenty (120) working days of continuous Service Excluding Extraordinary leaves, any unauthorized leave or leave without pay will deducted for counting the above mentioned one hundred twenty (120) working days. The total service period will be counted from the 1st joining date as regular service including probation/contract period against the appointment of the vacant post. The amount so received as gratuity is to be kept in a separate Fixed Deposit Account.

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BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS INSTRUCTION 300-18: SALARY PLAN & PAY ADMINISTRATION OF ASSISTANT GENERAL MANAGER, DEPUTY GENERAL MANAGER, Addl. GM, GENERAL MANAGER & Sr. GM OF THE PBS.				
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Asst. Secy. (Board), BREB.