

**BANGLADESH RURAL ELECTRIFICATION BOARD
DHAKA, BANGLADESH**

PBS INSTRUCTION 300-16

SUBJECT: A GUIDE FOR A POLICY MANUAL FOR PBS (Index of PBS instruction Series)

Date of Approval : 27-06-1979
Last Revision : 19-02-2020

PURPOSE:

To help each PBS develop and maintain a manual of written policy statements as a basic management tool of the Board of Directors and the Senior General Manager / General Manager in operating the PBS.

POLICY: BREB will expect each PBS to compile and maintain its operating policies in a series of written statements in a policy manual. These will be determined by the PBS Board of Directors, in consultation with the Senior General Manager / General Manager and serve as guidelines for assuring the conduct of the PBS's affairs according to the decisions of the Board and within the requirements set forth in the PBS's Bye Laws, its loan contract and mortgage with BREB.

The manual of policy statements of the PBS will be available for inspection by BREB on request, as well as members and employee.

IMPLEMENTATION:

1. WHAT IS POLICY ?
 - a. Policy is a general plan of action for the conduct of operations.
 - b. A policy is a statement which provides guidelines for making decisions in recurring situations without consulting a superior, yet assuring that decisions are consistent and move toward objectives.

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS (Index of PBS instruction Series)				
Orig Date	Reviewed by	Approved by	Section & Page	Rev. No
27/06/1979	BREB	BREB Board	300-16-1	3 (02-2020)
Revision Dates: 31/10/1996, 24/12/2013, 19/02/2020				

(Md. Mozibur Rahman)
Consultant TAPP BREB

(Md. Duhidul Islam)
Consultant TAPP BREB

(Md. Mozammel Huq)
Consultant TAPP BREB

(Md. Abdul Khaleque)
Consultant TAPP BREB

(Md. Ahsanul Haque)
Consultant TAPP BREB

(Debasish Chakraborty)
PD, TAPP BREB

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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

- c. A policy is different from an objective and different from a procedure. The objective of the PBS comes first. This is stated in the Bye Laws. Policies are based on the objective and these, in turn, permit the determination of procedures, which are the vehicles for carrying out policy. Procedures are the rules and methods developed by the Senior General Manager / General Manager, usually in consultation with key members of his staff to perform particular work operations.

2. WHAT WRITTEN POLICIES CAN DO?

- Define and sustain a balanced working relationship between the Board and the Senior General Manager / General Manager. The Board makes policy and the Senior General Manager / General Manager carries it out.
- Tell the Senior General Manager / General Manager what the Board expects of him and delegate him the authority to get the job done. Spell out the limits within which the Senior General Manager / General Manager may make decisions so that he can act without waiting for the Board to meet.
- Get consistent action in similar recurring situations. Avoid having to make similar formal decisions over and over again.
- Assure uniformity of action by staff members and keeps the organization moving together toward the attainment of its objective. Establishes equality of treatment for consumers and for employees.

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS (Index of PBS instruction Series)				
Orig Date	Reviewed by	Approved by	Section & Page	Rev. No
27/06/1979	BREB	BREB Board	300-16-2	3 (02-2020)
Revision Dates: 31/10/1996, 24/12/2013, 19/02/2020				

(Md. Mozibur Rahman)
Consultant TAPP BREB

(Md. Duhidul Islam)
Consultant TAPP BREB

(Md. Mozammel Haq)
Consultant TAPP BREB

(Md. Abdul Khaleque)
Consultant TAPP BREB

(Md. Ansanul Haque,
Consultant TAPP BREB

(Debasish Chakraborty)
Consultant TAPP BREB

(Kamrul Ansan Mollik)
Asst. Secy. (Board). BREB.

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

3. HOW TO GET STARTED ?

- a. In a PBS, the Board represents the entire membership in setting policy. It may, however, designate the secretary or a committee of directors with assistance from key employees to draft policy statements and submit them to the Board for action.
- b. The secretary or committee should start the compilation of the PBS's policies by searching the minutes of meetings for motions and resolutions which control or set a pattern for similar future actions.
- c. The Bye Laws will contain some basic policies in such matters as the annual meeting, equal treatment of consumers and the handling of margins. PBS Instructions, as well as the loan contract and mortgage, will furnish the basis for policy statements on such subjects as area coverage, insurance, construction standards and house wiring, etc. The secretary or the policy drafting committee also may discover general practices already in use which have not yet been written into policy.
- d. The Senior General Manager / General Manager should propose, advise and assist the Board of Directors in the formulation of written policies.
- e. Board approval of the statements in the initial policy manual and of each subsequent policy statement or of any change, must be recorded in the minutes of the Board meeting at which the action was taken.
- f. Each policy statement should cover a single subject. It should be simply and clearly stated and be as complete as possible without being unnecessarily long, detailed, or complex.
- g. Each policy statement should follow standard format adopted by the Board. This should include uniform headings and arrangement on the page. (See Attachment 1 for a suggested sample format.)
- h. Each policy statement should carry an identifying number (see Attachment 2) and the date of adoption by the Board.

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS (Index of PBS instruction Series)				
Orig Date	Reviewed by	Approved by	Section & Page	Rev. No
27/06/1979	BREB	BREB Board	300-16-3	3 (02-2020)
Revision Dates: 31/10/1996, 24/12/2013, 19/02/2020				

(Md. Mozibur Rahman)
Consultant TAPP BREB

(Md. Duhidul Islam)
Consultant TAPP BREB

(Md. Mozammel Haq)
Consultant TAPP BREB

(Md. Abdul Khaleque)
Consultant TAPP BREB

(Md. Ahsanur Raque)
Consultant TAPP BREB

Debasish Chakraborty
PD, TAPP BREB

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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

4. PUT POLICY INTO ACTION

- a. The policies should be written down and kept together in a book or manual. This keeps them all in a single place for easy reference, prevents the loss of individual statements and encourages review to keep policies current. A loose-leaf binder permits insertion of and additions.
- b. There is no point in having policies agreed upon and written down if they are not followed. Therefore, make sure that the, key employees and each director has a copy of the policy manual which is kept up to date. A copy should also be kept at a convenient and conspicuous place in the office where employees and members may examine it.
- c. The Board should expect the PBS Management to check regularly on how well operations conform to established policies as set forth in the policy manual. The reports should not only indicate the extent to which policies are being followed in day-to-day activities but also suggest additional subjects which need to be covered by policies and of changes needed in existing policies.

5. GENERAL CONDITIONS:

- (1) The members of a PBS expect the Board to see that their system is properly managed to provide the best possible service at the lowest feasible cost. To do this, all members of the Board and all employees under the supervision of the Senior General Manager / General Manager must understand the PBS's objective and know what its policies are. Definite policies clearly stated and understood by all are one of the most effective tools available to any organization for harmonious day-to-day operations and the achievement of their common objective.
BREB expects the Board of Directors of each PBS to fulfill its obligation to maintain written policies in usable form for the guidance of everyone in the PBS's family of directors, employees, and member-owners.
- (2) HOW TO IMPLEMENT THE AMENDMENT / UPDATING OF PBS INSTRUCTION

The Compliance Of the Procedures as laid down in the BREB Board Decision no. 13132 (Annexure-III) in regard to amendment or updating or reviewing of PBS Instruction (s) by the PBS and / or BREB Authority / Office (s) shall be mandatory.

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS (Index of PBS instruction Series)				
Orig Date	Reviewed by	Approved by	Section & Page	Rev. No
27/06/1979	BREB	BREB Board	300-16-4	3 (02-2020)
Revision Dates: 31/10/1996, 24/12/2013, 19/02/2020				

(Md. Mozibur Rahman)
Consultant TAPP BREB

(Md. Duhidul Islam)
Consultant TAPP BREB

(Md. Mozammel Huq)
Consultant TAPP BREB

(Md. Abdul Khaleque)
Consultant TAPP BREB

(Md. Ahsanul Haque, Debasish Chakraborty)
Consultant TAPP BREB PD, TAPP BREB

(Kamrul Ahsan Mollik)
Asst. Secy (Board) BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

ATTACHMENT -I

SUGGESTED SAMPLE FORMAT FOR POLICY STATEMENT

Policy No. 1-1

I.SUBJECT: DEVELOPMENT OF POLICY MANUAL

II.OBJECTIVE: To develop and maintain a manual of written policy statements as a basic management tool of the Board of Directors and the in operating the P.B.S.

III.POLICY: The PBS shall compile and maintain its operating policies in a series of written statements that will be determined by the PBS Board of Directors, in consultation with the and serve as guidelines for assuring the conduct of the conduct of the PBS's affairs according to the decisions of the Board and within the requirements set forth in the PBS's By-Laws, its Loan Contract and Mortgage with the Bangladesh Rural Electrification Board. The Policy Manual shall be developed using the guidelines of PBS Instruction 300-16.

RESPONSIBILITY: The Senior General Manager / General Manager shall have the responsibility of administering this policy.

Adopted by the Board:

Date _____ By Resolution No. _____

Attested:

President

Secretary

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS (Index of PBS Instruction Series)				
Orig Date	Reviewed by	Approved by	Section & Page	Rev. No
27/06/1979	BREB	BREB Board	300-16-5	3 (02-2020)
Revision Dates: 31/10/1996, 24/12/2013, 19/02/2020				

(Md. Mozibur Rahman)
Consultant TAPP, BREB

(Md. Duhidul Islam)
Consultant TAPP, BREB

(Md. Mozammel Haq)
Consultant, TAPP, BREB

(Md. Abdul Khaleque)
Consultant, TAPP, BREB

(Md. Ansanul Haque)
Consultant, TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

POLICY MANUAL

OF

PALLI BIDYUT SAMITY

Index

POLICY STATEMENT CODING

Series 100	PBS Engineering and Materials
Series 200	PBS Finance and Accounts
Series 300	PBS Management and Administration
Series 400	BREB Administration
Series 500	BREB Engineering and Materials
Series 600	BREB Finance and Accounts
Series 700	BREB Training
Series 800	BREB Board Functions and Assignments

Revision:


BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS (Index of PBS instruction Series)				
Orig Date	Reviewed by	Approved by	Section & Page	Rev. No
27/06/1979	BREB	BREB Board	300-16-6	3 (02-2020)
Revision Dates: 31/10/1996, 24/12/2013, 19/02/2020				


 (Md. Mozibur Rahman)
 Consultant TAPP BREB



 (Md. Duhidul Islam)
 Consultant TAPP BREB


 (Md. Mozammel Haque)
 Consultant TAPP BREB


 (Md. Abdul Khaleque)
 Consultant TAPP BREB


 (Md. Ahsanul Haque)
 Consultant TAPP BREB


 (Debasish Chakraborty)
 PD, TAPP BREB


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

৬৯১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

List of PBS Instructions: 100 Series

Title : PBS Engineering and Materials

Sl No.	Indtruction No.	Remarks
01	100-01	Engineering and Material Administration.
02	100-02	Prequalification of Electrical Engineering Consultant. (Merged with PBS Indtruction 100-09)
03	100-03	Prequalification of Architectural and Engineering Consultant.
04	100-04	Pre-qualification of Electrical Construction Contractors.
05	100-05	Servicing, Repairing and Testing of Distribution Equipment/ Instrument of Electric Network System.
06	100-06	Construction Methods for PBS Electrical Network System, Building and Civil Works.
07	100-07	Purchase of Materials and Equipment (Obsolete).
08	100-08	Preparation of Plans and Specifications for Electric Network Facilities for PBS.
09	100-09	Appoinrment of Consultant for Local Electrical Consultancy Services.
10	100-10	Pre-construction and Construction Progress Coordination Meeting.
11	100-11	Changes or Corrections in Line Construction (Freezed).
12	100-12	Functions of BREB/ PBS Engineers/ Officers/ Inspectors for Construction of Electric Network Systems and Civil Works.
13	100-13 (500-03)	Close out Procedure for the contract Construction of Electric Network System/ Facilities.
14	100-14 (500-04)	Procedure and Documents for Closing out the Civil Works (New & Maintenance) Construction Contract.
15	100-15	Store Manual.
16	100-16	Insurance Coverage and Bond Requirements for BREB/ PBSs Contractors.
17	100-17	সমিতির উপকেন্দ্র ও বৈদ্যুতিক লাইনের যত্নপাতি এবং ট্রান্সফরমার মেরামত/ সার্ভিসিং/ টেস্টিং নীতিমালা।
18	100-18	Power Interruption Recording and Reporting Procedure.
19	100-19 (300-49)	Load Management.
20	100-20 (500-07)	Energization and Commissioning of Electric Network (Electric Lines or Line Section and Sub-station).
21	100-21	Engineering and Staking Manual.
22	100-22	Adequate grounding on Primary Distribution Lines.
23	100-23 (300-61)	System Plans and Construction Work Plans for Electric Network System.
24	100-24	Voltage and Current Investigation.
25	100-25 (500-08)	Material Coding Procedure.

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS (Index of PBS instruction Series)				
Orig Date	Reviewed by	Approved by	Section & Page	Rev. No
27/06/1979	BREB	BREB Board	300-16-7	3 (02-2020)
Revision Dates: 31/10/1996, 24/12/2013, 19/02/2020				

(Md. Mozibur Rahman)
Consultant TAPP BREB(Md. Duhidul Islam)
Consultant TAPP BREB(Md. Mazammel Haq)
Consultant TAPP BREB(Md. Abdul Khaleque)
Consultant TAPP BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

(Md. Ansanul Haque)
Consultant TAPP BREB(Debasish Chakraborty)
OD TAPP BREB(Kamrul Ahsan Mollik)
Asst. Secy. (Board), BREB.

Sl No.	Indtruction No.	Remarks
26	100-26	Power Factor Measurement.
27	100-27	Store Management Manual.
28	100-28	Standard Specifications and Drawings for 6.35/11 KV Line Construction.
29	100-29	Sub-station Operation, Inspection and Maintenance.
30	100-30	Distribution Operation, Inspection and Maintenance.
31	100-31 (500-05)	Responsibilities of BREB and PBS for Operation, Construction and Outage of Electric Network System.
32	100-32	Tool and Work Equipment Administration.
33	100-33 (500-06)	Material Administration Policies and Responsibilities.
34	100-34 (500-07)	Policies and Procedures of Energization and Commissioning of Electric Distribution Lines or Line Section. (Merged with PBS Indtruction 100-20)
35	100-35	বিতরণ ট্রান্সফরমার স্থাপন, প্রতিস্থাপন, আপগ্রেডিং, বিক্রয়, ভাড়া প্রদান ইত্যাদি সংক্রান্ত নীতিমালা
36	100-36	Transformer Rental Policy. (Merged with PBS Indtruction 100-35)
37	100-37 (500-09)	Electrical System Take over Policy and Procedure.
38	100-38	Management of Consumer Complaint.
39	100-39 (500-10)	Standard for the Power Utilization of Three Phase Meters.
40	100-40	Meter Installation, Test, Repair and Sealing Policy.
41	100-41	Construction/Rehabilitation of Electric Facilities by PBS.
42	100-42 (500-11)	Extension of Electrical Lines on Deposit Work Basis in Order to Provide Electric Service Facilities.
43	100-43 (500-13)	Extension of PBS Distribution Lines on Deposit Work Basis in Order to Extend Electric Service Facilities to Residential- Commercial Industrial Consumers within the area of a society complex. (Freezed) .
44	100-44 (500-20)	Electrical Consultancy Service within the Premises of under Construction/ Proposed industrial Complex/Institutions under Government/Semi-Government/ Autonomous Board or Corporation/ Nationalized or Private Sector. (Freezed)
45	100-45	Standard Specifications and Drawings for 33 KV Line Construction.
46	100-46 (600-29)	Import Procedure of Materials and Equipment Necessary for Operation & Maintenance Purpose of each PBS Distribution System. (Obsolete)
47	100-47	Inter Project Material Transfer Policy.
48	100-48	Standard Specification and Drawing for 1.5 MVA 33/11 KV Pole Mounted Rural Type Sub-station. (Obsolete)
49	100-49	PBS Hot Line Work Administration.
50	100-50	PBS Hot Line Work Operation.

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS (Index of PBS instruction Series)				
Orig Date	Reviewed by	Approved by	Section & Page	Rev. No
27/06/1979	BREB	BREB Board	300-16-8	3 (02-2020)
Revision Dates: 31/10/1996, 24/12/2013, 19/02/2020				

(Md. Mozibur Rahman)
Consultant TAPP BREB

(Md. Duhidul Islam)
Consultant TAPP BREB

(Md. Mozammel Huq)
Consultant TAPP BREB

(Md. Abdul Khaleque)
Consultant TAPP BREB

১২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

(Md. Ahsanul Haque)
Consultant TAPP BREB

Debasish Chakraborty
PD, TAPP BREB

(Kamrul Ahsan Molla)
Asst. Secy. (D. & A) BREB

Sl No.	Indtruction No.	Remarks
51	100-51 (700-13)	First In First Out Material Issue (FIFO)
52	100-52	পল্লী বিদ্যুৎ সমিতি সমূহের বৈদ্যুতিক লাইন নির্মাণ এবং রক্ষণাবেক্ষণ কাজের মিনি ঠিকাদার তালিকা ভুক্তকরণ ও নবায়ন নীতিমালা।
53	100-53 (500-22)	Storage and Handling of Timber Products.
54	100-54 (500-25)	Standard for Inspection, Evaluation and Treatment of Standing Wood Poles.
55	100-55 (500-26)	Pre-qualification of Civil Contractors. (Freezed)
56	100-56	Purchase Procedure of Spare Parts for Meters Locally. (Obsolete)
57	100-57	পবিসসমূহে প্রকল্প বহির্ভূত এবং নিজস্ব অর্থায়নে পূর্ত নির্মাণ/ রক্ষণাবেক্ষণ কাজ সম্পাদনের নীতিমালা ও পদ্ধতি।
58	100-58	পল্লী বিদ্যুৎ সমিতিসমূহ কর্তৃক পরিচালন, রক্ষণাবেক্ষণ ও সিস্টেম উন্নয়ন কাজে মালামাল ক্রয় নীতিমালা।
59	100-59 (300-60)	Engineering and Operations Record Update.
60	100-60	Development and Maintenance of GIS for PBS Service Area.
61	100-61	Guidelinefor Engineering Assessment of Taken-Over Facilities From Other Utilities/ Cpmpanies/ Organizations.
62	100-62	Procurement of GIS Developer Consultant.
63	100-63	Procurement of GIS Updating Consultant.
64	100-64	পল্লী বিদ্যুৎ সমিতিসমূহে ডিপোজিট কাজের মালামাল ক্রয় নীতিমালা।
65	100-65	বাপবিবো/ পবিস এর উপদেষ্টা প্রতিষ্ঠান কেজিআইএস ইকুইপমেন্ট ও মালামাল ভাড়া ও সেবা প্রদান নীতিমালা।
66	100-66 (500-29)	বাপবিবো/ পবিস কর্তৃক ক্রয়তব্য বৈদ্যুতিক লাইন / উপকেন্দ্রের মালামাল পরীক্ষা/পরিদর্শন নীতিমালা।
67	100-67 (500-30)	বাপবিবো/ পবিস কর্তৃক সংগৃহীত বৈদ্যুতিক লাইন / উপকেন্দ্রের এবং অন্যান্য মালামাল ও যন্ত্রপাতির প্যাকিং বক্স/ ক্যাবলড্রাম/ গানিবাগ পরিদর্শন নীতিমালা।
68	100-68 (500-31)	বাপবিবো কর্তৃক বিভিন্ন প্রকল্পের বিপরীতে এবং পবিস এর ডিপোজিট/ ওএন্ডএম কাজের জন্য মালামাল সংগ্রহ প্রক্রিয়া।
69	100-69 (500-27)	Penalization Formula for Deviations Detected During Destination (Post-Landing) Inspection in Wood Poles, Anchor Logs and Crossarms of BREB/PBS
70	100-70	Construction Design for 795 mcm and 636 mcm Conductors in 33 KV Sub-Transmission Line.
71	100-71	কারিগরী স্টাডি সম্পাদন, সুপারিশ প্রণয়ন এবং অনুমোদনের জন্য দিক নির্দেশনা।
72	100-72	নতুন বিদ্যুৎ সংযোগ ও লোড বৃদ্ধির ক্ষেত্রে অনুমোদন প্রক্রিয়া।
73	100-73	Procurement of Consultant for Software Based Engineering Study of RE System.
74	100-74	পল্লী বিদ্যুৎ সমিতিসমূহের মধ্যে আদান-প্রদানকৃত মালামালের হিসাব সমন্বয় নীতিমালা।
75	100-75	EMERGENCY PROCEDURE AND DISASTER MANAGEMENT
76	100-76	পল্লী বিদ্যুৎ অনলাইন সংযোগ পদ্ধতি
77	100-77	UNDERGROUND CABLE LINE CONSTRUCTION
78	100-78	Energy Auditing Policy

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS (Index of PBS instruction Series)				
Orig Date	Reviewed by	Approved by	Section & Page	Rev. No
27/06/1979	BREB	BREB Board	300-16-9	3 (02-2020)
Revision Dates: 31/10/1996, 24/12/2013, 19/02/2020				

(Md. Mozibur Rahman)
Consultant, TAPP BREB

(Md. Duhidul Islam)
Consultant, TAPP BREB

(Md. Mozammel Huq)
Consultant, TAPP BREB

(Md. Abdul Khaleque,
Consultant, TAPP BREB

(Md. Ansanul Haque,
Consultant, TAPP BREB)

(Debasish Chakraborty)
ON TAPP BREB

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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

PBS INSTRUCTION: 200 SERIES

Title: PBS Finance

Sl No	Series No.	Subject
1	200-02	Audit of REB Borrowers Accounting Records
2	200-03	Minimum Insurance and Fidelity Coverage for REB Borrowers
3	200-04	Designation of Bank Cheque-signing and Counter signing Authority and Bank Procedures
4	200-05	Internal Control of REB Borrowers Operation
5	200-06	Accounting Procedures Manuals
6	200-07	Electrical Distribution Borrower's Financial and Statistical Report
7	200-08	Advance for Funds for PBS Requirements prior to availability of Loan Funds
8	200-09	Wiring Materials Cash Sales Procedures
9	200-10	Payment to Architect Engineers and Contractors
10	200-11	Use and Approval of General Funds for Additional to Plant
11	200-12	General Funds
12	200-13	Imprest (Petty Cash) Fund for PBS
13	200-14	Continuing Property Records
14	200-15	Identification and Numbering of PBS Equipment and Property
15	200-16	Establishment of Rural Electrification Revolving Fund
16	200-17	Electrification Loan Policies and Application Procedures
17	200-18	Electric Loan Policy for Consumers and Contractors Equipment
18	200-19	Budgetary Control and Advance of Electrification Loan Funds
19	200-20	PBS Initial Accounting Requirements
20	200-21	Depreciation Rates and Procedures
21	200-22	Equipment Rental to Contractors
22	200-23	REB/PBS General Accounts Manual
23	200-24	Authorizing Operation of Bank Accounts
24	200-25	House Wiring Loan
25	200-26	PBS Audit Manual
26	200-27	Monitoring Financial Activities of PBSs
27	200-28	
28	200-29	Management of PBS Fund
29	200-30	Write of Procedure of Bad Debts (কু-ঋণ)/Uncollectible Accounts
30	200-31	Determination of PBS Long Term Loan-Moratorium Period.
31	200-32	PTA Operational Plan And Agreement between BREB & PBS.

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS (Index of PBS instruction Series)				
Orig Date	Reviewed by	Approved by	Section & Page	Rev. No
27/06/1979	BREB	BREB Board	300-16-10	3 (02-2020)
Revision Dates: 31/10/1996, 24/12/2013, 19/02/2020				

(Md. Mozibur Rahman)
Consultant TAPP BREB

(Md. Duhidul Islam)
Consultant TAPP BREB

(Md. Mozammel Huq)
Consultant TAPP BREB

(Md. Abdul Khaleque,
Consultant TAPP BREB

(Md. Ahsanul Haque,
Consultant TAPP BREB

(Debasish Chakraborty
PD TAPP BREB

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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

PBS INSTRUCTION: 300 SERIES
Title : PBS Development and Training

SI No	Series No.	Subject
1	300-01	Delegation of Authority.
2	300-02	Member Service and Power use Manual
3	300-03	Receiving, Issuing and use of Meters, Meter Seal and Sealing Tools
4	300-04	New Electric Connection assurance of Electricity availability Certificate, Shifting of poles/lines /services.
5	300-05 (100-26)	Power Factor Measurement (Merged with 100-26)
6	300-06	System Losses
7	300-07	Transport Loan for PBS Employees
8	300-08	Procedures for selection of Apprentice Lineman Trainee Candidates, including development of program for training and carrier opportunity for line-crew personnel.
9	300-09	Sale of mortgaged asset by PBS
10	300-10	Outline of activities required and step to be taken following nomination of PBS Board of Director/Lady Director and onward during system energization of each palli Bidyut Samity
11	300-11	Job Specification, Functions, Duties & Responsibilities of the PBS Senior General Manager/General Manager.
12	300-12	“Palli Bidyut Samity Director’s pledge” and Election of PBS Office-bearers.
13	300-13	Retention of service related benefit for PBS employees
14	300-14	Organisation Structure for Palli Bidyut Samity, Job Specification, Job Description of the PBS officers & employees (except Senior General Manager/General Manager).
15	300-15	Function and responsibilities of the Board of Directors in a PBS.
16	300-16	A Guide for a policy manual for PBS (Index of PBS instruction Series).
17	300-17	Wages & Salary Plan and Performance Appraisal for PBS Employees.
18	300-18	Fixation of pay grade of PBS Officers.
19	300-19	Wiring specifications and recommendations for PBS consumers (Manual)
20	300-20	Performance Appraisal of PBS Officers.
21	300-21	House Wiring Programme for PBSs
22	300-22	PBS transports repair and maintenance guidelines.
23	300-23	Assignments of PBS Motor Cycles

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS (Index of PBS instruction Series)				
Orig Date	Reviewed by	Approved by	Section & Page	Rev. No
27/06/1979	BREB	BREB Board	300-16-11	3 (02-2020)
Revision Dates: 31/10/1996, 24/12/2013, 19/02/2020				

(Md. Mozibur Rahman)
Consultant TAPP BREB

(Md. Duhidul Islam)
Consultant TAPP BREB

(Md. Mozammel Haq)
Consultant TAPP BREB

(Md. Abdul Khaleque)
Consultant TAPP BREB

(Md. Ahsanul Haque)
Consultant TAPP BREB

(Debasish Chakraborty)
PD, TAPP BREB

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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

Sl No	Series No.	Subject
24	300-24	Recruitment, appointment and promotion policy of PBS personnel.
25	300-25	Electric Service Policy for Tea Garden, its residential and other type services. Merged With 300-37
26	300-26	Standard transport requirements for PBSs.
27	300-27	Use of transports Requirements by PBS Employees.
28	300-28	TA/DA for PBS employees and PBS Board of Directors and Lady Directors.
29	300-29	Medical facilities for PBS employees.
30	300-30	Terms and conditions for electrical services.
31	300-31	Payment of Income Tax for the PBS employees.
32	300-32	Workman's compensation, benefit scheme for the PBSs.
33	300-33	Procedures for billing of irrigation connections.
34	300-34	Benevolent fund and Group Insurance scheme for PBS regular employees
35	300-35	Allocation of PBS Living Quarters
36	300-36	Procurement procedure for PBSs.
37	300-37	Electrical construction and service policy within the Complexes of: (1) Govt., Semi-Govt., Autonomous Board or Corporations, Nationalized Industry and Tea Garden (2) Hospitals, Clinics, Educational Institutions, Religious and Charitable Establishments. (3) Public Sector and Public Limited Industry Complexes having residential and other types service requirements & NGO (s), Grameen Bank etc.
38	300-38	PBS Election Commission
39	300-39	Deputation/Lien of BREB Officers to PBS System.
40	300-40	PBS Management and Operation Audit.

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS (Index of PBS instruction Series)				
Orig Date	Reviewed by	Approved by	Section & Page	Rev. No
27/06/1979	BREB	BREB Board	300-16-12	3 (02-2020)
Revision Dates: 31/10/1996, 24/12/2013, 19/02/2020				

(Md. Mozibur Rahman)
Consultant TAPP BREB

(Md. Duhidul Islam)
Consultant TAPP BREB

(Md. Mozammel Haq)
Consultant TAPP BREB

(Md. Abdul Khaleque)
Consultant TAPP BREB

(Md. Ahsanul Haque)
Consultant TAPP BREB

(Debasish Chakraborty)
PD, TAPP BREB

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

১২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

SI No	Series No	Subject
41	300-41	Operations and Maintenance Guidelines.
42	300-42	PBS Zonal Office, PBS Sub-Zonal office, PBS Area Office, PBS Complain Center in addition to PBS Head Quarters establishment.
43	300-43	Operations of PBS Bank Accounts. (Merged with 200-24)
44	300-44	Renovation of Service / meters taken over from PDB or other Utilities and PBS Old Consumer.
45	300-45	Electric Service Connection to the Premises of Household, Commercial, Industry, Bridge, Flyover, Power Plant etc. Under Construction.
46	300-46	Leave or Absence of PBS Senior General Manager/General Manager.
47	300-47	Classification, service and maintenance of street lighting installations.
48	300-48 (600-19)	Sub-station power transformer insurance programme for PBS.
49	300-49	Load Management.
50	300-50	Appointment of Legal Advisors for PBS.
51	300-51	Selection procedure of PBS personnel for nomination and appointment to the position of respective departmental head, Deputy General and Additional General Manager of a PBS (Training for confirmation & Promotion of PBS employees.
52	300-52	Policy for removal / sale /destruction of obsolete & condemned (Unusable) materials of all BREB & PBS Stores.
53	300-53	Principle of inventory of BREB Central Warehouse, BREB Project Stores & PBS Stores.
54	300-54	Appointment of local consultant for BREB/PBSs.
55	300-55	Training Honorarium for PBS officers/ Employees.
56	300-56	Deputation of PBS employees to other PBS.
57	300-57	Allocation of dress/ liveries for the employees of the PBS.
58	300-58	Policy regarding advance and repayment for house building / purchase of house/ Purchase of flat / purchase of land for PBS employees.
59	300-59	Facilities for PBS's Ansars.
60	300-60	Policy for writing off the value of the stolen / missing materials of PBS Distribution Lines and stores.
61	300-61	Engineering & Operations Record Update Process. Merged with 100-59.
62	300-62	Discontinuance of Service for Nonpayment of Bills.

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS (Index of PBS instruction Series)				
Orig Date	Reviewed by	Approved by	Section & Page	Rev. No
27/06/1979	BREB	BREB Board	300-16-13	3 (02-2020)
Revision Dates: 31/10/1996, 24/12/2013, 19/02/2020				

(Md. Mozibur Rahman)
Consultant TAPP BREB

(Md. Duhidul Islam)
Consultant TAPP BREB

(Md. Mozammel Haq)
Consultant, TAPP BREB

(Md. Abdul Khaleque)
Consultant TAPP BREB

(Md. Ansanur Raque)
Consultant TAPP BREB

(Debasish Chakraborty)
PD, TAPP BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

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

BREB INSTRUCTION SERIES - 400

Title : Administrations

Sl No	Series No	Subject
1	400-01	Standard BREB/PBS Instruction Format
2	400-03	Rules relating to Measures to be taken due to undiscipline in Office situated outside of Dhaka – Freezed.
3	400-04	Procedure for Formulation of Policy, Instruction and Amendment thereof
4	400-17	Internal Audit of BREB. – Freezed.
5	400-18	Non-discrimination among Beneficiaries of BREB Programmes. Freezed
6	400-19	TA/DA of Personal Availing training facilities of BREB who are neither Employees of BREB nor PBS. – Freezed.
7	400-20	Distribution of BREB Publications.
8	400-21	Criteria for Lateral Construction of PBS Lines. – Freezed.
9	400-22	PBS Management and System Operation. Merged with 800-02.
10	400-23	Deputation of BREB Officers to PBS Systems. Merged with 300-39.
11	400-24	Monitoring of PBS's Financial and Accounting Activities. – Freezed.
12	400-25	Allotments of Works for Contract Service for BREB/PBS. Merged with 100-06.

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS (Index of PBS instruction Series)				
Orig Date	Reviewed by	Approved by	Section & Page	Rev. No
27/06/1979	BREB	BREB Board	300-16-14	3 (02-2020)
Revision Dates: 31/10/1996, 24/12/2013, 19/02/2020				

(Md. Mozibur Rahman)
Consultant TAPP, BREB

(Md. Duhidul Islam)
Consultant TAPP, BREB

(Md. Mozammel Haq)
Consultant TAPP, BREB

(Md. Abdul Khaleque)
Consultant TAPP, BREB

(Md. Ahsanul Haque)
Consultant TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

BREB INSTRUCTION SERIES - 500

Title : PBS Engineering and Materials

Sl No	Series No	Subject
1	500-01	Relationship of BREB employees with equipment Manufacturers, Material Suppliers, Contractors, Architect and Engineers.
2	500-02	Employment of Locals by Contractors and Engineers. (Obsolete)
3	500-03 (100-13)	Close-Out Procedure for Contract Construction of Electrical Distribution Facilities.
4	500-04 (100-14)	Procedure and Documents for Closing out the Civil Works (New & Maintenance) Construction Contract.
5	500-05 (100-31)	Responsibilities of BREB and PBS for Operation, Construction and Outage of Electric Network System.
6	500-06 (100-33)	Material Administration Policies and Relationship.
7	500-07 (100-20/34)	Energization and Commissioning of Electric Network (Electric Lines or Line Section and Sub-station).
8	500-08 (100-25)	Material Coding Procedures.
9	500-09 (100-37)	Electrical System Take over Policy and Procedure.
10	500-10 (100-39)	Standard for the Power Utilization of Three Phase Meters.
11	500-11 (100-42)	Extension of Electrical Lines on Deposit Work Basis in Order to Provide Electric Service Facilities.
12	500-12 (400-25)	Allotment of Works for Contract Services for BREB/PBS. (Merged with PBS Instruction 100-06)
13	500-13 100-43	Extension of PBS Distribution Lines in the Industrial Consumers within the area of Housing Society Complex. (Freezed)
14	500-14	Centrifusing Transformer Oil by BREB Oil Filter Machine. (Merged with PBS Instruction 100-05)
15	500-15	বাংলাদেশ পল্লীবিদ্যুতায়ন বোর্ডের বিভিন্ন এলাকায় পূর্ত নির্মাণ এবং তদারকি কাজের নীতিমালা।
16	500-16	Testing and Energizing Three Phase Oil Circuit Recloser (OCR) by 11 KV Supply Source in System Operation Workshop.
17	500-17 (100-53)	Principle of Inventory in BREB Central Warehouses, BREB Project Stores and PBS Stores.
18	500-18	নির্মাণ ঠিকাদারের কার্যাদেশের বিপরীতে টুলস বিক্রয়, ভাড়া প্রদান, বিনষ্ট এবং হারিয়ে যাওয়ার ক্ষতি পূরণ আদায়ের নীতিমালা।

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS (Index of PBS instruction Series)				
Orig Date	Reviewed by	Approved by	Section & Page	Rev. No
27/06/1979	BREB	BREB Board	300-16-15	3 (02-2020)
Revision Dates: 31/10/1996, 24/12/2013, 19/02/2020				

(Md. Mozibur Rahman)
Consultant, TAPP, BREB

(Md. Duhidul Islam)
Consultant, TAPP, BREB

(Md. Mozammel Haq)
Consultant, TAPP, BREB

(Md. Abdul Khaleque)
Consultant, TAPP, BREB

(Md. Ahsanul Haque)
Consultant, TAPP, BREB

(Debasish Chakraborty)
Consultant, TAPP, BREB

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

৩২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

Sl No	Series No	Subject
19	500-19	বাংলাদেশ পল্লী বিদ্যুতায়ন বোর্ডের বিভিন্ন বন্দরের মাধ্যমে আগত পন্যের জরীপের জন্য জরীপকারী নিয়োগের নীতিমালা।
20	500-20 (100-44)	Electrical Consultancy Service within the Premise of under Construction/ Proposed Industrial Complex, Institution under Govt./Autonomous/Board or Corporation/Nationalized or Private Sector. (Freezed)
21	500-21	No trace
22	500-22 (100-53)	Storage and Handling of Timber Products.
23	(500-23)	প্রশিক্ষণ পরিদপ্তরের কারিগরী শাখার দ্বার পরিচালনা ও নিয়ন্ত্রণ নীতিমালা।
24	500-24	পল্লীবিদ্যুতায়ন বোর্ডের নির্মাণাধীন উপকেন্দ্রের উদ্ধৃত মালামালসহ সকল স্পেসয়ার মালামালের নিয়ন্ত্রণ, সংগ্রহ, মজুদকরণ ও ব্যবহার সংক্রান্ত নীতিমালা। (Obsole)
25	500-25 (100-54)	Standard for Inspection, Evaluation and Treatment of Standing Wood Poles.
26	500-26 (100-55)	Pre-qualification of Civil Contractors. (Freezed)
27	500-27 (100-69)	Penalization Formula for Deviations Detected During Destination (Post-Landing) Inspection in Wood Poles, Anchor Logs and Crossarms of BREB/PBS
28	500-28	Policy Issues and Procedural Instructions of BREB for Conducting Environmental and Social Impact Assessment and Management.
29	500-29 (100-66)	বাপবিবো/ পবিস কর্তৃক ক্রয়তব্য বৈদ্যুতিক লাইন / উপকেন্দ্রের মালামাল পরীক্ষা/পরিদর্শন নীতিমালা।
30	500-30 (100-67)	বাপবিবো/ পবিস কর্তৃক সংগৃহীত বৈদ্যুতিক লাইন / উপকেন্দ্রের এবং অন্যান্য মালামাল ও যন্ত্রপাতির প্যাকিং বক্স/ ক্যাবলড্রাম/ গানিবিয়োগ পরিদর্শন নীতিমালা।
31	500-31 (100-68)	বাপবিবো কর্তৃক বিভিন্ন প্রকল্পের বিপরীতে এবং পবিস এর ডিপোজিট/ ওএন্ডএম কাজের জন্য মালামাল সংগ্রহ প্রক্রিয়া।
32	500-32	প্রকল্প বাস্তবায়ন ইউনিট (Project Implementation Unit-PIU) এর মাধ্যমে প্রকল্প বাস্তবায়ন।

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS (Index of PBS instruction Series)				
Orig Date	Reviewed by	Approved by	Section & Page	Rev. No
27/06/1979	BREB	BREB Board	300-16-16	3 (02-2020)
Revision Dates: 31/10/1996, 24/12/2013, 19/02/2020				

(Md. Mozibur Rahman)
Consultant, TAPP, BREB

(Md. Duhiul Islam)
Consultant, TAPP, BREB

(Md. Mozammel Haq)
Consultant, TAPP, BREB

(Md. Abdul Khaleque)
Consultant, TAPP, BREB

(Md. Ahsanul Haque)
Consultant, TAPP, BREB

(Jepasish Chakraborty)
D. TAPP, BREB

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

৩২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

BREB INSTRUCTION SERIES - 600

Title : Finance and Accounts

Sl No	Series	Subject
1	600-01	Uniform System of Accounts Accounting Manual
2	600-02	Imprest Fund
3	600-03	Signing and Counter-signing
4	600-04	Fidelity Guarantee Requirement for REB Employees
5	600-05	BREB Annual Budget
6	600-06	Purchase Orders
7	600-07	Vouchers Approval of time of Payment
8	600-08	Internal Control of BREB Operation
9	600-09	Accounting procedures Manual
10	600-10	Procurement Manual
11	600-11	Establishment of Operating Fund for Palli Bidyut Samity Working Capital Requirement
12	600-12	Cash Disbursement Fund
13	600-13	Wiring Material Credit Sales to PBS Procedures
14	600-14	Equipment Rental Procedures.
15	600-15	Depreciation Rates and Procedures.
16	600-16	Utility Uniform System of Accounts.
17	600-17	Realise of Contractor Retention
18	600-18	Material Accounting Policies.
19	600-19	Sub-station Transformer Insurance
20	600-21	Monitoring Financial Activities of the PBS
21	600-22	Guideline for Establishing CPRs
22	600-24	Audit Manual
23	600-25	Audit of BREB Borrower Accounting Records - A Guide for External Auditors
24	600-26	Determination of PBS Long Term Loan-Moratorium Period
25	600-27	Monitoring Foreign Currency Utilization
26	600-28	Audit Procedures Manual, Internal Audit
27	600-29	Import Procedure of Materials and Equipment Necessary for Operation and Maintenance of PBS
28	600-30	Auditing of Contractor's Bill before 90% Payment

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS (Index of PBS instruction Series)				
Orig Date	Reviewed by	Approved by	Section & Page	Rev. No
27/06/1979	BREB	BREB Board	300-16-17	3 (02-2020)
Revision Dates: 31/10/1996, 24/12/2013, 19/02/2020				

(Md. Mozibur Rahman)
Consultant TAPP, BREB

(Md. Duhidul Islam)
Consultant TAPP, BREB

(Md. Mozammel Haque)
Consultant TAPP, BREB

(Md. Abdul Khaleque)
Consultant TAPP, BREB

(Md. Ansanur Raque)
Consultant TAPP, BREB

(Debasish Chakraborty)
Consultant TAPP, BREB

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

১২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

BREB INSTRUCTION SERIES - 700

Title : PBS Development and Training

SI No	Series No	Subject
1	700-01	Training Officers Position Description.
2	700-02	PBS Election Commission. Merged with 300-38.
3	700-03	Grading of PBS. – Freezed.
4	700-04	PBS Development Manual. – Freezed.
5	700-05	Responsibility Assignment of Directorate of PBS Development. – Freezed.
6	700-06	Vehicle of BREB
7	700-07	Medical Attention for Trainees During Training Period.
8	700-08	Appointment of Legal Advisor in the PBS. Merged with 300-50.
9	700-09	Selection Procedures of PBS Personnel in Responsive Department Head. Merged with 300-08, 300-11, 300-14, 300-24, & PBS Service Code.
10	700-10	Policy for Identification and Listing of Unutilized Material and their Destruction/ Removal. Merged with 300-52.
11	700-11	প্রশিক্ষণ ম্যানুয়াল বিতরণ পদ্ধতি।
12	700-12	Testing Policy for BREB Training Directorate.
13	700-13	First in First Out Material Issue (FIFO). Merged with 100-51.
14	700-14	Functions and Organization of the BREB Directorate of Training.
15	700-15	প্রশিক্ষণ, ষ্টাডিটুর, সেমিনার, ওয়ার্কসপ, ক্রয় ইত্যাদি কাজে বিদেশ গমনের ক্ষেত্রে প্রার্থী মনোনয়ন নীতিমালা।
16	700-16	স্থানীয় প্রশিক্ষণ নীতিমালা।

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS (Index of PBS instruction Series)				
Orig Date	Reviewed by	Approved by	Section & Page	Rev. No
27/06/1979	BREB	BREB Board	300-16-18	3 (02-2020)
Revision Dates: 31/10/1996, 24/12/2013, 19/02/2020				

(Md. Mozibur Rahman)
Consultant, TAPP, BREB

(Md. Duhidul Islam)
Consultant, TAPP, BREB

(Md. Nozammel Haq)
Consultant, TAPP, BREB

(Md. Abdul Khaleque)
Consultant, TAPP, BREB

(Md. Ahsanul Haque,
Consultant, TAPP, BREB)

Debasish Chakraborty
PD, TAPP, BREB

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

৩২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

BREB INSTRUCTION SERIES - 800

Title : Board's Functions and Assignments

Sl No	Series No	Subject
01	800-1	Functions and Assignments of the Chairman and Other Members of the Board
02	800-2	BREB Organizational Manual and Function of the Different Offices of the Board.

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS (Index of PBS instruction Series)				
Orig Date	Reviewed by	Approved by	Section & Page	Rev. No
27/06/1979	BREB	BREB Board	300-16-19	3 (02-2020)
Revision Dates: 31/10/1996, 24/12/2013, 19/02/2020				

(Md. Mozibur Rahman)
Consultant TAPP, BREB

(Md. Duhidul Islam)
Consultant TAPP, BREB

(Md. Mozammel Huj)
Consultant TAPP, BREB

(Md. Abdul Khaleque,
Consultant TAPP, BREB

(Md. Ansanur Raque,
Consultant TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

বোর্ড বিভাগ, সচিবালয়
বাংলাদেশ পল্লী বিদ্যুতায়ন বোর্ড
সদর দপ্তর ডবন, নিকুঞ্জ-২
খিলক্ষেত, ঢাকা-১২২৯

স্মারক নং-২৭.১২.২৬৩৭.০৩০.৩১.৫০৮.১৩.২৫১,

তারিখ: ১০ অগ্রহায়ণ, ১৪২০ বঙ্গাব্দ

২৪ নভেম্বর, ২০১৩ খ্রিস্টাব্দ

দপ্তরাদেশ

ISO 9001:2008 এর Quality Management Systems-Requirements এর Quality Policy শর্ত অনুযায়ী পবিস উপ-আইন (Bye-Laws)/ নির্দেশিকা সংশোধন/সংযোজন/বিয়েজোন পদ্ধতি সংক্রান্ত নিম্নরূপ প্রস্তাবনা অনুমোদন করা হলো:

- (ক) বাংলাদেশ পল্লী বিদ্যুতায়ন বোর্ড এবং পল্লী বিদ্যুৎ সমিতি কার্যক্রমের প্রয়োজনে পবিসবোর্ডের বিভিন্ন দপ্তর/পরিদপ্তর কর্তৃক বোর্ড সভায় অনুমোদনের জন্য উপস্থাপিতব্য প্রস্তাবনা সমূহের মধ্যে পবিস উপ-আইন ও বাপবিবো/পবিস নির্দেশিকা সংশোধন/ সংযোজন/বিয়েজোন বা নতুন নির্দেশিকা প্রণয়ন সংশ্লিষ্ট বিষয় অন্তর্ভুক্ত থাকলে একই আলোচনা পত্রের সাথে আবশ্যিকভাবে নির্দিষ্ট ফরমেটে এতদসংক্রান্ত প্রস্তাব উপস্থাপন করতে হবে;
- (খ) বাপবিবো/পবিস নির্দেশিকা সংশোধন/ সংযোজন/বিয়েজোন বা নতুন নির্দেশিকা প্রণয়নের ক্ষেত্রে বাপবিবো নির্দেশিকা ৪০০-০৪ অনুসরণ করতে হবে;
- (গ) আলোচনা পত্র বাপবিবোর্ডের সচিব-এর দপ্তরের পলিসি শাখার মাধ্যমে বোর্ড সভায় উপস্থাপিত হবে;
- (ঘ) উক্ত আলোচনা পত্রের প্রেক্ষিতে গৃহীত বোর্ড সিদ্ধান্ত সংশ্লিষ্ট নির্দেশিকা বা নির্দেশিকার সংশ্লিষ্ট ধারায় অন্তর্ভুক্ত করে স্বয়ংসম্পূর্ণভাবে নতুন করে মুদ্রণ পূর্বক তা বিতরণ করা হবে;
- (ঙ) বোর্ড সিদ্ধান্তের আলোকে সংশোধনকৃত/নতুন প্রদানকৃত নির্দেশিকা মুদ্রণ করণের কাজে প্রস্তাব উপস্থাপনকারী দপ্তর/পরিদপ্তর পলিসি শাখাকে প্রয়োজনীয় সহায়তা প্রদান করবে।

এই সিদ্ধান্তের প্রেক্ষিতে এতদসংক্রান্ত পূর্বের বোর্ড সিদ্ধান্ত নং-১৩১৩২ স্থগিত বলে গণ্য হবে।

২৪/১১/২০১৩ইং তারিখে অনুষ্ঠিত বাংলাদেশ পল্লী বিদ্যুতায়ন বোর্ডের ৫০৮ (পাঁচশত আট) তম সভায় গৃহীত সিদ্ধান্ত নং- ১৩২০৫ এর ভিত্তিতে এই দপ্তরাদেশ জারী করা হলো।

স্বাক্ষরিত
২৪/১১/২০১৩
(মোঃ আহসানুল হক)
সচিব
বাংলাদেশ পল্লী বিদ্যুতায়ন
বোর্ড, ঢাকা।

অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণের নিমিত্ত অনুলিপিঃ (জ্যেষ্ঠতার ক্রম অনুযায়ী নহে)
০১। একান্ত সচিব (চেয়ারম্যান), বাপবিবো, ঢাকা।
০২। উপ-সচিব, পলিসি উন্নয়ন ও রিভিউ বিভাগ, সচিবালয়, বাপবিবো, ঢাকা।

স্বাক্ষরিত
২৪/১১/২০১৩
(অর্ণা রানী সাহা)
সহ-সচিব (বোর্ড)

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS (Index of PBS instruction Series)				
Orig Date	Reviewed by	Approved by	Section & Page	Rev. No
27/06/1979	BREB	BREB Board	300-16-20	3 (02-2020)
Revision Dates: 31/10/1996, 24/12/2013, 19/02/2020				

(Md. Mozibur Rahman)
Consultant TAPP, BREB

(Md. Duhidul Islam)
Consultant TAPP, BREB

(Md. Mozammel Huq)
Consultant TAPP, BREB

(Md. Abdul Khaleque)
Consultant TAPP, BREB

(Md. Ansanul Haque)
Consultant TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০