

**BANGLADESH RURAL ELECTRIFICATION BOARD  
DHAKA, BANGLADESH  
PBS INSTRUCTION 300-17**

**SUBJECT: WAGE AND SALARY PLAN FOR PBS EMPLOYEES.**

Date of Approval : 11-04-1979.

Date of Last Revision : 19-02-2020.

**1. PURPOSE**

To provide the basis and establish the guidelines for wages and salaries for the employees of the Palli Bidyut Samity (PBS).

**2. POLICY**

To develop the Wages and Salary Plan of Palli Bidyut Samity (PBS).

**A. Wages and Salary Plan**

1. The wages and salary plan of each PBS shall consist of 18 (eighteen) Pay-Grades. Each pay grade shall have 20 salary steps. Attachment A+B.
2. All new recruits selected for any PBS position shall be appointed on probation for a minimum period of 01 (one) year from the date of joining to the post. Pay on such appointment of a PBS employee shall be determined as follows:
  - a) Upon successful completion of the probationary period for a minimum of 01 (one) year, the employee shall be regularized and his/her pay shall be fixed on the 2nd salary stage/step of the relevant pay grade.
  - b) The employee whose service is under contract, his/her pay shall be fixed at the 2nd salary stage/step of the relevant pay grade as and when he/she will be regularized.

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- c) Recruits from Government, Semi-Government, Autonomous Bodies/Board/Corporation/Nationalized Industry/Institution or another Palli Bidyut Samity may be accorded with the pay protection benefit after obtaining approval from BREB at the time of appointment to a PBS position for which the qualification and service experience will be called for.
- 3: Annual increment after the first fixation of pay upon regularization within the relevant pay grade shall be accorded strictly on the basis of his/her yearly performance appraisal. Appraisal reports shall be prepared for each employee on the closing date of each calendar year, but annual increment if not otherwise determined, shall be allowed on the employee's date of regularization to the position.
4. The wages and salary plan has been formulated with such expectation that each PBS employee posted in any position should become adequately qualified and competent for appointment/ promotion to a higher position of the PBSs, before reaching at the maximum salary step of his/her respective pay Grade.

PBS employees of certain positions who have scope of appointment/promotion to a higher position, once placed at the last stage of the salary step of his/her respective Pay Grade's Highest Grade shall cease to receive further wages and salary increase until he/she is appointed/ promoted to a higher ranking PBS position.

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## B. TIME SCALE

Employees under pay Grade I thru 15 shall become eligible to receive 3 (three) Time-Scale benefit subject to fulfillment of the PBS salary structure 2016 and following conditions:

- (a) After completion of a minimum of 08 (eight) years satisfactory regular Service(including Probation period) in his/her pay grade in a same position shall become eligible for first Time-Scale and shall move to next higher pay grade provided that the incumbent fulfills the conditions set forth under PBS Instructions 300-24 in this regard;
- (b) Upon receiving first Time-Scale, employees shall be entitled to receive Second Time-Scale subject to completion of minimum of 5 (five) years satisfactory service in his/ her upgraded pay grade (pay grade upon obtaining first Time-Scale) in a same position of getting first Time-Scale and shall move to next higher pay grade provided that the incumbent fulfills the conditions set forth under PBS Instructions 300-24 in this regard;
- (c) Upon receiving Second Time-Scale, employees shall be entitled to receive third Time-Scale subject to completion of minimum of 5 (five) years satisfactory service in his/ her up graded pay grade (pay grade upon obtaining Second Time-Scale) in a same position of getting first Time-Scale and shall move to next higher pay grade provided that the incumbent fulfills the conditions set forth under PBS Instructions 300-24 in this regard;
- (d) Billing Assistants, who had been serving on regular basis and afterward has been posted as Assistant Cashier or Data Entry Operator under BREB decision, their first joining date against regular post shall be considered for Time—Scale purpose.

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- (e) Data Entry Operator, who had been serving on regular basis as Typist-cum-Clerk and afterward has been posted as Data Entry Operator under BREB decision, their first joining date against regular post shall be considered for Time-Scale purpose.
- (f) Fixation of pay to higher pay-grade upon obtaining Time-Scale shall be administered in the following manner:
- (i) Employee's pay as per existing pay grade on the date of obtaining Time-Scale shall first be fixed at the respective salary step of the higher pay grade with the benefit of pay protection, and there upon one increment to be added to fix his/her pay.
- (ii) In the event of obtaining Time-Scale on the anniversary date of increment, then one increment in the existing pay grade shall first be given and thereafter fixation of pay in the higher pay grade shall be administered as per provisions (i) above.
- (g) In case of upgradation of Pay Grade of a position, whatever the case may be, an employee shall not get more than 03 (three) Time-Scale in his/her service life. However, if an employee got Time-Scale(s) before the upgradation of his/her Pay Grade, the employee shall get benefit of pay protection of the existing pay grade at the time of his/her pay fixation to the upgraded Pay Grade.

### C. DAILY WAGES

In case of Master Roll employees, the daily wages shall be calculated on the basis of the relevant pay grades first-salary stage/step pay plus medical allowance, house rent allowance and dearness allowance (if any) and the total sum so calculated is to be divided by 26 (twenty six), this being the maximum number of working days in a month.

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**D. FIXATION OF PAY ON APPOINTMENT OF TRANSFER AND PROMOTION.**

1. The pay of employees serving in a PBS, when appointed/ promoted from 01 (one) post below to a higher position shall be fixed on the suitable stage/step to the relevant Pay Grade, allowing him/her the pay protection benefit of the last pay drawn.
2. A regular PBS employee-
  - (a) when recruited by another PBS in an equivalent/lateral position for the greater interest of RE Program, with concurrence of concerned PBS's and BREB, or in case of mutual transfer, or transfer for employee's own-interest after 18-11-2012, or through inter-Samity-advertisement under the guidelines of PBS Instruction 300-24, his/her pay in the PBS so joined shall be fixed in the following manner:
    - i. The pay of the incumbents shall be fixed at the initial stage (1st step) of the relevant pay grade when initial stage /step is higher than his/her last pay.
    - ii. When his/her last pay will be higher than the initial stage/step of the relevant pay grade and coincides with any step therein, his/her pay shall be fixed at that stage/step. If there is no such stage/step, the pay shall be fixed at the next higher stage/step within the relevant pay Grade.
    - iii. If the maximum range of pay in the relevant pay grade is lower than his/her last pay, his/her pay will be fixed at a salary step under the next pay grade or grades. Such upliftment will be allowed up to maximum 2 (two) pay grades.
  - (b) In such cases, date of annual increment will remain the same as before.

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## E. PERFORMANCE APPRAISAL

FROM PAY GRADE 1 TO 18: The performance of each employee shall be evaluated annually on the closing day of each calendar year. The immediate supervisor of the employee shall evaluate the employee's job performance in terms of his/her position description. Each performance appraisal shall be reviewed by the next higher ranking supervising officer and must submit the Appraisal Report along with justifying remarks to the next higher authority. The next higher authority shall approve the Appraisal Reports. **On completion of each Calendar year, each PBS will complete the performance appraisal of each employee and send to the AGM (Admin/HR). Performance Appraisal Report of the preceding year must reach before 28<sup>th</sup> February of the year so that the entire process is completed within 31<sup>st</sup> March of the same year by the competent authority. This time may be extended upto 30<sup>th</sup> may.**

- (a) The Appraisal Reports of all PBS employees of Head Office will be finally approved by the PBS Senior General Manager/ General Manager before the same is made effective.
- (b) The Appraisal Report of line crews of PBS Headquarters will be evaluated by respective supervisors, which will be reviewed by the next higher ranking supervising officer and finally approved by DGM (HQ-Tech). In case of PBS where DGM (HQ-Tech) not posted, Senior General Manager/ General Manager will approve the said Appraisal Reports.

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- (c) The Appraisal Report of all employees of Zonal Offices/ Sub-Zonal Offices, with the exception of Junior Engineer, Enforcement Coordinator/Assistant Enforcement Coordinator, Member Service Coordinator/Power Use Coordinator, Wiring Inspector, Billing Supervisor, Cashier/Assistant Cashier, Assistant Plant Accountant, or other supervisors, will be finally approved by the Deputy General Manager. The Appraisal Report of the said employees shall be evaluated annually on the closing day of each calendar year by the Assistant General manager (O&M). Deputy General Manager shall review the said Appraisal Reports and submit the same to the Senior General Manager/ General Manager for approval.

#### F. POINT VALUE FOR SALARY INCREASE

All PBS employees shall receive annual increment on the basis of his/her immediately preceding performance appraisal. However, he/she shall not be entitled for any annual increment if he/she receives appraisal point below 3.00 on average.

When an employee receives appraisal point below 2.00 on average, he/she shall immediately be given notice about the areas where he/she needs to improve. An employee receiving appraisal point below 2.00 on average for successive three years shall become liable for termination from the PBS job.

#### G. FRINGE BENEFITS AND OTHER ALLOWANCES

A PBS employee, in addition to his/her basic pay, shall be allowed to receive the following allowances and benefits:

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## 1. House Rent Allowance

- a. PBS employee who resides in PBS Residential accommodations will not get House Rent Allowance. But PBS employee not residing in PBS Residential accommodations shall receive a monthly house-rent allowance at the rate of 40% of his/her basic pay per month.
- b. PBS employees authorized to reside in a PBS single occupation apartment shall each have 25% of the allowable House Rent as per (a) above credited as house-rent allowance per month.

## 2. Station Duty Allowance

- (a) The incumbents whose constant physical presence of redressing crucial and emergent PBS operational, management and maintenance hazards of cleric distribution system in exigencies is deemed essential and indispensable, and are required under compulsion, to reside inside the premises of PBS Headquarters/ PBS Zonal Office complex/ PBS Sub-Zonal Office complex or other office complex in designated housing family accommodation, shall be entitled to receive a Station Duty Allowance at the rate of 20% (twenty percent) 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/ PBS Sub-Zonal Office complex is deemed essential and mandatory as per PBS Instruction 300-35.
- (C) While the PBS Zonal Office or PBS Sub-Zonal Office is situated at a rented multi-storied building and there is a scope to allocate residence for essential employees as per PBS Instruction 300-35, the said employees shall also be entitled to receive a Station Duty Allowance at the rate of 20% (twenty percent) of his/her basic pay per month.

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### 3. Medical Allowance

Each employee 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.

### 4. Group Insurance & Benevolent Fund

A PBS Employee may be allowed the Group Insurance and Benevolent Fund benefit as per Policy Instruction 300-34.

### 5. Contributory Provident Fund

A PBS Employee may be allowed Contributory Provident Fund as per Existing PBS Pay Structure, approved by BREB. The investment of the Fund in such cases 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 thereof Having at least one hundred twenty (120) working days of continuous Service Excluding Extraordinary leaves, any unauthorized leave or leave without pay will be 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. Festival Bonus

Festival bonus to the employees of a PBS may be allowed Existing PBS Pay Structure, approved by BREB.

### 8. Tiffin Allowances

The entitlement of PBS employees for Tiffin Allowances and the amount thereof shall be governed by the Existing PBS Pay Structure, approved by BREB.

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9. **Washing Allowances**

An employee will receive monthly washing allowance as per PBS Policy Instruction 300-57.

10. **Risks Allowances**

The entitlement of PBS employees for Risks Allowances and the amount there of shall be governed by the Existing PBS Pay Structure, approved by BREB.

11. **Overtime Allowances**

The entitlement of PBS employees for Overtime Allowances and the amount there of shall be governed by the Existing PBS Pay Structure, approved by BREB.

12. **Incentive Bonus and Penalty**

Provisions for according incentive bonus/penalty to the employees of the PBSs shall be determined as per principles and stipulations as laid down in Performance Target Operation Plan.

13. **Electricity Bill Allowances**

The entitlement of PBS employees for Electricity Bill Allowances and the amount thereof shall be governed by the Existing PBS Pay Structure, approved by BREB.

14. **Children's Education Allowance**

The entitlement of PBS employees for Children's Education Allowance and the amount thereof shall be governed by the Existing PBS Pay Structure, approved by BREB.

15. **Disturbance Allowance**

The entitlement of PBS employees involve with operations Maintenance work for Disturbance Allowance and the amount thereof shall be governed by the Existing PBS Pay Structure, approved by BREB.

16. **Special Allowances**

- a) Lineman having Driving License and found to demonstrate driving skills acceptable to PBS standards and also employed for driving PBS light vehicles

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and tractors will get a Special Allowance of Tk. 500 (five hundred) per month and for three wheeler scooter Tk. 300 (three hundred) per month.

- b) Upon successful completion of the Hot Line Training, Line Crew personnel shall get a Fixed Monthly Allowance in the following manner:
- After completion of Hot Line Training (Part-I) Tk. 200 (two hundred).
  - After completion of Hot Line Training (Part-II) Tk. 300 (Three hundred).
- c) An employee shall receive a Special Allowance of Tk. 300 (three hundred) per -month when he/she is officially assigned to perform any of the following duties:
- Operation and maintenance of duplicating machine and photocopier machine.
  - Operation and maintenance of water pump.
  - One individual will not get more than 1 (one) Special Allowance as mentioned above at C.
  - The allowance for duplicating and photocopier machine operation will be admissible subject to successful completion of training arranged by BREB or PBS or by the competent authority.

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(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

## ATTACHMENT-A

## PBS POSITION SALARY GRAGDE (STAFF RADES)

SL. No.	Position	Grade
1.	Time Scale	18
2.	Time Scale	17
3.	Time Scale	16
4.	Enforcement Coordinator	15
5.	Junior Engineer (0&M/E&C/P&M/GIS/Staking & Planning/IT-I/ IT-2)	15
6.	Accountant/ Plant Accountant	15
7.	Member Service Coordinator (Dip in Engg)/ Power Use Coordinator (Dip in Engg)	15
8.	Time Scale	14
9.	Time Scale	13
10.	Assistant Junior Engineer (0&M/E&C/P&M/ERU/IT-1/IT-2/Staking & PI/GIS)	12
11.	Store Coordinator	12
12.	Member Service Coordinator (Trade)/ Power Use Coordinator (Trade)	12
13.	Time Scale	11
14.	Time Scale	10
15.	Assistant Enforcement Coordinator	9
16.	Assistant Accountant/Assistant Plant Accountant/ Billing Supervisor	9
17.	Wiring Inspector (Dip in Engg)/ LineTechnician	9
18.	Meter Testing Supervisor (Meter Mechanic-cum-Supervisor)/ Office Secretary/ Store Keeper)	9
19.	Cashier/ Computer Operator (2 years after regularization)	9
20.	Time Scale	8
21.	Time Scale	7
22.	Lineman Grade-1	6
23.	Cashier/Computer Operator	6
24.	Master-Cum-Sukani	6
25.	Lineman Grade-2 (after 3 years as Lineman Grade-2)	5
26.	Wiring Inspector (Trade)/ Data-Entry-Operator/ Meter Tester	4
27.	Assistant Cashier/ Billing Assistant/ Assistant Store Keeper	4
28.	Driver-Cum-Greaser	4
29.	Driver	3
30.	Lineman Grade-2 (after 1 years as Apprentice Lineman)	3
31.	Apprentice Lineman	2
32.	Cook / Caretaker/ Cook-Cum-Caretaker	2
33.	Office Peon/ Security Guard/Peon-cum Messenger (permanent)	2
34.	Mali (Gardener)/ Sweeper (Cleaner)	1

\*\* চুক্তিভিত্তিক নিয়োজিত মিটার রিডার কাম-ম্যাসেঞ্জারগণকে গ্রেড-১ কর্মচারীর জন্য নির্ধারিত বেতন কাঠামোর মূল বেতন ধরে অন্যান্য প্রাপ্য সুবিধাদি হিসাব করে তাদের সাকুল্য বেতন নির্ধারণ করতে হবে।

Revision:				
BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS INSTRUCTION 300-17: WAGE AND SALARY PLAN FOR PBS EMPLOYEES				
Original Date	Reviewed by	Approved by	Section & Page	Revision No
11-04-1979	BREB	BREB Board	300-17-12	15(02-2020)
Revision Dates: 28-10-1984, 28-05-1986, 31-08-1987, 17-09-1990, 02-10-1991, 04-02-1992, 28-11-1992, 31-10-1996, 06-06-2002, 02-10-2010, 20-12-2012, 22-04-2013, 15-07-2013, 04-06-2014, 19-02-2020.				

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৩২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০



**PBS Salary Structure 2016**

Step	Salary Grade																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
20	26,480	27,850	29,900	32,740	34,710	37,350	40,280	43,410	46,620	47,910	50,060	52,210	54,360	56,610	58,960	61,600	64,140	66,780
19	25,860	27,200	29,200	31,980	33,920	36,500	39,360	42,420	45,540	46,820	48,920	51,020	53,120	55,320	57,620	60,200	62,680	65,260
18	25,240	26,550	28,500	31,220	33,130	35,650	38,440	41,430	44,460	45,730	47,780	49,830	51,880	54,030	56,280	58,800	61,220	63,740
17	24,620	25,900	27,800	30,460	32,340	34,800	37,520	40,440	43,380	44,640	46,640	48,640	50,640	52,740	54,940	57,400	59,760	62,220
16	24,000	25,250	27,100	29,700	31,550	33,950	36,600	39,450	42,300	43,550	45,500	47,450	49,400	51,450	53,600	56,000	58,300	60,700
15	23,380	24,600	26,400	28,940	30,760	33,100	35,680	38,460	41,220	42,460	44,360	46,260	48,160	50,160	52,260	54,600	56,840	59,180
14	22,760	23,950	25,700	28,180	29,970	32,250	34,760	37,470	40,140	41,370	43,220	45,070	46,920	48,870	50,920	53,200	55,380	57,660
13	22,140	23,300	25,000	27,420	29,180	31,400	33,840	36,480	39,060	40,280	42,080	43,880	45,680	47,580	49,580	51,800	53,920	56,140
12	21,520	22,650	24,300	26,660	28,390	30,550	32,920	35,490	37,980	39,190	40,940	42,690	44,440	46,290	48,240	50,400	52,460	54,620
11	20,900	22,000	23,600	25,900	27,600	29,700	32,000	34,500	36,900	38,100	39,800	41,500	43,200	45,000	46,900	49,000	51,000	53,100
10	20,280	21,350	22,900	25,140	26,810	28,850	31,080	33,510	35,820	37,010	38,660	40,310	41,960	43,710	45,560	47,600	49,540	51,580
9	19,660	20,700	22,200	24,380	26,020	28,000	30,160	32,520	34,740	35,920	37,520	39,120	40,720	42,420	44,220	46,200	48,080	50,060
8	19,040	20,050	21,500	23,620	25,230	27,150	29,240	31,530	33,660	34,830	36,380	37,930	39,480	41,130	42,880	44,800	46,620	48,540
7	18,420	19,400	20,800	22,860	24,440	26,300	28,320	30,540	32,580	33,740	35,240	36,740	38,240	39,840	41,540	43,400	45,160	47,020
6	17,800	18,750	20,100	22,100	23,650	25,450	27,400	29,550	31,500	32,650	34,100	35,550	37,000	38,550	40,200	42,000	43,700	45,500
5	17,180	18,100	19,400	21,340	22,860	24,600	26,480	28,560	30,420	31,560	32,960	34,360	35,760	37,260	38,860	40,600	42,240	43,980
4	16,560	17,450	18,700	20,580	22,070	23,750	25,560	27,570	29,340	30,470	31,820	33,170	34,520	35,970	37,520	39,200	40,780	42,460
3	15,940	16,800	18,000	19,820	21,280	22,900	24,640	26,580	28,260	29,380	30,680	31,980	33,280	34,680	36,180	37,800	39,320	40,940
2	15,320	16,150	17,300	19,060	20,490	22,050	23,720	25,590	27,180	28,290	29,540	30,790	32,040	33,390	34,840	36,400	37,860	39,420
1	14,700	15,500	16,600	18,300	19,700	21,200	22,800	24,600	26,100	27,200	28,400	29,600	30,800	32,100	33,500	35,000	36,400	37,900

Increment	620	650	700	760	790	850	920	990	1,080	1,090	1,140	1,190	1,240	1,290	1,340	1,400	1,460	1,520
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**\*\* চুক্তিভিত্তিক নিয়োজিত মিটার রিডার কাম-ম্যাসেঞ্জারগণকে গ্রেড-১ কর্মচারীর জন্য নির্ধারিত বেতন কাঠামোর মূল বেতন ধরে অন্যান্য প্রাপ্য সুবিধাদি হিসাব করে তাদের সাকুল্য বেতন নির্ধারণ করতে হবে।**

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৬২১ তম বোর্ড সভার অনুমোদিত সিদ্ধান্ত নং ২৭৭০০