

**BANGLADESH RURAL ELECTRIFICATION BOARD  
DHAKA, BANGLADESH**

**PBS INSTRUCTION 300-23**

**SUBJECT : ASSIGNMENTS OF PBS MOTOR CYCLES.**

Date of Approval : 05-12-1979

Last Revision : 19-02-2020

**PURPOSE:**

To set forth BREB policy with respect to the assignment, use and care of PBS Motor Cycles.

**POLICY :**

PBS motor cycle are primarily for official PBS use only. Motor cycles will be assigned to designated personnel whose duties and functions require them to travel within the PBS service area. Each designated employee will be assigned with a motor cycle permanently, who will be responsible for its safe use and care. Any employee who does not comply with instruction and fail to maintain the Motor Cycle given to his charge, will be subject to disciplinary action.

Revision:

RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-23 : ASSIGNMENT OF PBS MOTOR CYCLES				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No
05/12/79	BREB	BREB BOARD	300-23-1	3 (02/2020)
Revision Dates: 31-10-1996, 24-12-2013, 19-02-2020				

(Md. Mozibur Rahman)  
Consultant TAPP, BREB

(Md. Duhidul Islam) (Md. Mozammel Haq)  
Consultant TAPP BREB Consultant TAPP BREB

(Md. Abdul Khaleque)  
Consultant TAPP, BREB

(Md. Ansanul Haque) (Debasish Chakraborty)  
Consultant TAPP BREB Consultant TAPP BREB

(Kamrul Ahsan Molla)  
Asst. Secy. (Admin.) BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

## IMPLEMENTATION :

1. Motor cycles will be assigned to a designated employee for use during normal, or emergency, work hours for official PBS business. Detail guideline on the subject will be issued by Senior General Manager/General Manager.
2. For Official PBS business use outside the PBS service area, prior authorization must be obtained from appropriate authority.
3. Employees who will have PBS motor cycles permanently assigned to them out of the numbers earmarked for their respective department in PBS Instruction 300-26, as per following priority :
  - a) Assistant General Manager, Administration/ Human Resources.
  - b) Assistant General Manager, Member Services.
  - c) Assistant General Manager, Operation & Maintenance.
  - d) Assistant General Manager, Engineering & Construction
  - e) Assistant General Manager, Power Management
  - f) Assistant General Manager, Finance Accounts/Finance-Revenue
  - g) Assistant General Manager (IT)
  - h) Assistant General Manager (GIS)
  - i) Junior Engineer/Assistant Junior Engineer (O&M/E&C/P&M)
  - j) Member Service/ Power Use Coordinators.
  - k) Enforcement Co-ordinator/Asstt. Enforcement Co-ordinator.
  - l) Junior Engineer/Assistant Junior Engineer (IT/GIS)
  - m) And any other employee when approved by BREB.
4. In addition to the permanently assigned Motor Cycle to designated officers, one or more Motor Cycles as per PBS Instruction 300-26 may be kept in transport pool. This pool Motor Cycle/ Cycles will remain in charge of a Departmental Head as decided by Sr. GM/GM or in charge of Deputy General Manager of Zonal Offices and the in-charge officer will detail their use to any qualified PBS employees for each trip on a specific task.

Revision:

RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-23 : ASSIGNMENT OF PBS MOTOR CYCLES				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No
05/12/79	BREB	BREB BOARD	300-23-2	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

(Depasini Chakraborty)  
PD, TAPP, BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

(Kamrul Ansan Mollah)  
Asst. Secy.



5. Motor Cycles will be housed during PBS non-working hours, in the PBS transport garage.
6. A Log Book will be maintained for each motor cycle. The Log Book shall reflect daily use of each motor cycle with the following information's:
  - a) Date.
  - b) Designation.
  - c) Time of Starting.
  - d) Mileage-Out/In.
  - e) Time of return
  - f) Total Kms. Travelled.
  - g) Signature.
7. Each employee assigned a motor cycle will report immediately any mechanical problems to the vehicle mechanic in writing.
8. Refer to PBS Instruction 300-27, for use of Motor Cycle for private use by the employees.
9. Senior General Manager/General will be responsible to ensure that all essential PBS employees are trained to drive and maintain Motor Cycle. He will also ensure following points before assigning Motor Cycle to any PBS employees:
  - a) The employee is competent to drive a Motor Cycle and understand basic maintenance steps.
  - b) The employee is in possession of a valid driving license.
10. If any employee does not possess a valid driving license, the motor cycle earmarked against him will remain with the pool.
11. Tax, Token, Insurance Premium and Other necessary expenditure should be paid in proper time.

Revision:

RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-23 : ASSIGNMENT OF PBS MOTOR CYCLES				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No
05/12/79	BREB	BREB BOARD	300-23-3	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 Haque)  
Consultant TAPP, BREB

(Md. Abdul Khaleque)  
Consultant TAPP, BREB

(Md. Ahsanul Haque)  
Consultant TAPP, BREB

(Debasis) Chakraborty  
PD, TAPP, BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

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