

**RURAL ELECTRIFICATION BOARD  
DHAKA, BANGLADESH**

**PBS INSTRUCTION : 300-28**

**SUBJECT : DAILY ALLOWANCE (D.A) AND TRAVEL ALLOWANCE (T.A.)  
FOR PBS EMPLOYEES, PBS BOARD OF DIRECTORS AND LADY  
DIRECTORS.**

Date of Approval : 04-10-1979

Last Revision : 19-02-2020

**PURPOSE :**

To establish and set forth a uniform policy guidelines for implementation by the Palli Bidyut Samity as PBS Daily Allowance and Travel Allowance Rule for its Employees, Board of Directors and Lady Directors.

**POLICY :**

- 1) Each Palli Bidyut Samity (PBS) shall develop its own Daily Allowance and Travel Allowance Rule in accordance with the guidelines, conditions and stipulations as laid-down in this Policy-Instruction which may revised or amended from time to time with the approval of the Rural Electrification Board.
- 2) When PBS employees are requested to attend REB Training courses or represent the PBS on official Business, Allowances under Rule 'A' or Rule 'C' as the case may be, shall be admissible. Allowances for Samity Board of Directors and Lady Director shall be admissible under the Rule 'B'.

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<b>BANGLADESH RURAL ELECTRIFICATION BOARD</b>				
<b>PBS Instruction 300-29 : MEDICAL FACILITIES FOR PBS EMPLOYEES</b>				
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(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  
D. TAPP BREB

**৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০**

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

## GUIDELINES :

### RULE - A

#### 1.DAILY ALLOWANCE (D.A):

- A. Daily Allowance is a uniform allowance for each day/night of absence from headquarters which is intended to cover the ordinary daily charges incurred by an employee in consequence of such absence.

When an employee of the PBS is absent on duty from the PBS Headquarters/ place of posting and when such absence is authorized by the PBS Senior General Manager/ General Manager, Daily Allowance and night haulage allowance will be admissible on the following scale and based on PBS Policy Instruction 300-17 base pay Grade.

Category	D/A Rate Outside PBS Area, Per Night.	D/A Rate within PBS Service Area Per Night.
Senior General Manager/ General Manager	Tk. 1,400.00	Tk. 700.00
Additional General Manager	Tk. 1200.00	Tk. 600.00
D.G.M	Tk. 1050.00	Tk. 500.00
A.G.M	Tk. 900.00	Tk. 450.00
Employees Grade(6-18 )	Tk. 700.00	Tk. 300.00
Employees Grade(1-5)	Tk. 600.00	Tk. 250.00

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(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 Molla)  
Asst. Secy. (Personnel) BREB.

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B Employees overnight stay away from his regular place of official residence with prior approval of PBS Senior General Manager /General Manager shall entitle him/her to receive Daily Allowances. Nevertheless any overnight stay, Daily Allowances at the following rates, may be allowed only in cases, when an employee, in order to discharge his officially assigned duties, stays at least three hours at a place(s) which is outside PBS service Area:

- 1) For one way journey below 32 (thirty two) Kms out-side PBS Service Area - 1/2(half) Daily Allowance;
- 2) For one way journey above 32 (thirty two) Kms out-side PBS Service Area-1 (one) Daily Allowance.

**Note :** For the purpose of calculating KM lengths, distance from PBS Head-quarters complex/place of posting of the employee shall be counted.

C. When an employee is provided with meals or does not pay for the same, twenty-five percent (25%) of D/A will be admissible. When an employee is provided with Lodging or does not pay for the same seventy-five percent (75%) of D.A. will be admissible. When meals and Lodging are both provided with, incidental allowance @ Tk. 100.00 (One hundred) shall be admissible. If the incumbent arranges his own meals, the same will not be reimbursed.

**D. DAILY ALLOWANCES OF PBS EMPLOYEES DURING TRAINING:**

The daily allowances (D.A) of PBS employees during the period of training shall be governed as per rate and provisions as provided in para-A of 1. "Rule-A" DAILY ALLOWANCE (D.A) under RULE-'A' of this policy Instruction.

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(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. Ansarul Haque)  
Consultant TAPP BREB

Debasish Chakraborty  
PD, TAPP, BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

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

## 2. TRAVEL ALLOWANCE (T.A)

### A. SENIOR GENERAL MANAGER, GENERAL MANAGER & ADDITIONAL GENERAL MANAGER.

Actual travel expenses of Senior General Manager, General Manager and Additional General Managers will be reimbursed for Air, Train, Bus/Coach (A/C) Watercraft (highest available class), Taxi-cab, Auto Rickshaw or Rickshaw when such tour is undertaken with the approval of Senior General Manager / General Manager and is Supported by actual mode of Transportation reservation ticket, paid memo or receipt. Taxi cab and Auto rickshaw Fare may be reimbursed as per rate (Tk/Km) approved by the Government from time to time.

### B. DEPUTY GENERAL MANAGER AND ASSISTANT GENERAL MANAGER

Deputy General Managers and Assistant General Managers will be reimbursed actual travel expenses for Train Bus/coach (A/C), watercraft (Cabin), Taxi-cab, Auto Rickshaw or Rickshaw when such tour is under taken with the approval of Senior General Manager /General Manager and is supported by actual mode of Transportation reservation ticket, paid memo or receipt. Taxi Cab and Auto rickshaw fare may be reimbursed as per rate (TK/Km) approved by the Government from time to time.

Under exceptional circumstances, depending on need and emergencies, Deputy General Manager and Assistant General Manager may be authorized to travel by Air Transportation with the approval of PBS Senior General Manager /General Manager.

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(Md. Mozibur Rahman)  
Consultant TAPP BREB

(Md. Duhidul Islam)  
Consultant TAPP BREB

(Md. Moxammel Huq)  
Consultant TAPP BREB

(Md. Abdul Khaleque)  
Consultant TAPP BREB

(Md. Ansarul Haque)  
Consultant TAPP BREB

(Debasish Chakraborty)  
D, TAPP BREB

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(Kamrul Ahsan Mollah)  
Asst. Secy. (T) BREB



**C. EMPLOYEES GRADE 1- 18 :**

The employees in Grade 1- 18 or else as set forth under PBS policy Instruction 300-17 will be reimbursed actual travel expenses for Bus , watercraft ( General Cabin; one Seat/ bed) or Rickshaw when approved by the Senior General Manager / General Manager /Additional General Manager, Travel expenses must be supported by paid memo or receipt and certified by the Senior General Manager / General Manager/Additional General Manager..

Grade 3 to 18 Employees: Second Class Train/Shovan/Shulov .

Grade 1-2 Employees: Second Class Train/Shulov .

For Inter -city trains, shovan and Shulov will be treated as Second class . However, for Grade 1-2 employees , travel by train having Shovan as exclusive class with require certification of the controlling Deputy General Manager/Assistant General Manager in respect of urgency of movement before reimbursement.

**NOTE :**

- (1) Under no circumstances Travel Allowance will be admissible when using official or PBS Transport.
- (2) Travel expenses as per actual transportation cost but not exceeding the entitlement as stated above, may be reimbursed on prediction of the chronological serial number of the Ticket/paid memo or receipt with date, only when such is taken back by the Transportation authority after the end of the journey.
- (3) (a) Peon-Cum-Messenger, when assigned for delivery of Electric Bills and collection of Bank Statement and Meter Reader cum Messenger

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(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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

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

in discharging his assigned duties shall get travel allowance in discharging his assigned duties subject to a maximum limitation of TK.1000.00 (One Thousand) per month.

(b) They will get additional TK.200.00 (Two hundred) per month as travel allowance during rainy season (Maximum Four Month to be decided by the PBS).

(c) No voucher will be required for the clause-a & b under Note-3 mentioned above.

- (4) In cases of non availability of seat/accommodation in the REB/PBS Rest House, the employee of a PBS may stay in a hotel provided that seat rent shall be within the following rate. In such cases, a certification from the incumbent will be required stating that no accommodation/seat was available at that time in BREB/PBS rest house. Further that, Accommodation Allowance may be reimbursed subject to submission of Hotel receipt.

Category	Rate for Cities Per Night.	Rate outside city Per Night.
Senior General Manager /General Manager	Actual, upto the limit of Tk. 2,500.00	Actual, upto the limit of Tk. 1200.00
Additional General Manager	Tk. 2000.00	Tk. 1200.00
Deputy General Manager	Tk. 1800.00	Tk. 1200.00
Assistant General Managers	Tk. 1800.00	Tk. 1000.00
Employee Grade (6-18)	Tk. 1200.00	Tk. 700.00
Employee Grade (1-5)	Tk. 1000.00	Tk. 600.00

City means City Corporation declared by Govt. from to time.

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(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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

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



## RULE – B

### 1. HONORARIUM FOR BOARD DIRECTORS AND LADY DIRECTORS FOR REGULAR/ SPECIAL BOARD MEETINGS:

TK.4,000.00 (four thousand ) including VAT & Tax\_only will be paid as honorarium for attending a regular/special PBS Board meeting of the PBS Board of Directors. No other TA or DA Will be admissible for Board Directors And Lady Directors for such meetings.

### 2. DAILY ALLOWANCE FOR BOARD DIRECTORS AND LADY DIRECTORS,

A. Daily or Travel allowance will be admissible when a Director or Lady Director of the Samity Board is

- 1) In attendance at a standing committee meetings.
- 2) Required to be present for interviewing candidates for appointment in the PBS as an observer.
- 3) In attendance at a seminar/ workshop/Training courses/ other meeting conducted by BREB, and
- 4) Requested by BREB to be present in the PBS Head quarter for any other official business.

B. Daily allowances will be admissible on the following rate:

- 1) For inside the PBS Service Area. - Taka 700.00
- 2) For outside the PBS Service Area. - Taka 1400.00

#### NOTE :

- (1) In the event that a Director/ Lady director in order to attend Standing committee meeting on scheduled, is to start from his/her residence on the preceding day of the meeting due to remote location and bad communication system of his/her area from the Samity Head quarters, then the Samity Board may elect him/her two daily allowances for attending each Committee meetings.

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(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. Ahsanul Haque)  
Consultant TAPP BREB

(Debasish Chakraborty)  
PD, TAPP BREB

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

- (2) When a Director or Lady Directors is provided with meals (except the Board Meeting) 25% (twenty five percent) of D.A will be admissible. When a Director or Lady Advisor is provided with free lodging, 75% (seventy five percent) of D.A will be admissible. When both meals and lodging are provided with, no D.A will be admissible. If a Director/ Lady Directors arranges his/her own meals, the same will not be reimbursed.
- (3) Daily Allowance will be paid to any Director or Lady Director if he/she officially invite for official purpose only.
- (4) It is understood that only one bill (honorarium or daily allowance Whichever is higher) will be paid to Directors and Lady Directors when committee and PBS Board Meetings are conducted on the same day.

**3) TRAVEL ALLOWANCE (T.A) FOR PBS BOARD DIRECTORS AND LADY DIRECTORS:**

A. When a Director or Lady Directors of the PBS Board of Directors attends an official PBS Standing committee meeting, seminar or other officially called meeting (s) conducted by BREB staff or Advisors, Travel Allowance will be admissible on the following rate.

**1) PBS standing Committee meetings and other official meetings inside the PBS service area:**

Tk. 10.00 (Taka Ten) only will be paid per kilometer or portion there of for each way of journey (but not less then Tk. 100.00) to and from the Directors/ Lady Director's residence and the PBS Head quarter complex. Kilometers must be calculated using the most direct commercial transportation route from the Director's/ Lady Director's residence to the PBSs Headquarter complex.

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(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

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(Kamrul Ahsan Mollik)  
Asst. Secy. (D-4), BREB.



**2) Seminars and such other official meetings conducted by REB staff and Advisors outside the PBS Service Area:**

The Directors or Lady Directors of the Samity Board will be reimbursed actual travel expenses for train (the highest available class), Bus/Coach, Watercraft Taxi Cab, Auto- Rickshaw or Rickshaw supported by actual mode of Transportation Reservation ticket, paid memo or receipt. Taxi Cab and Auto rickshaw Fare may be reimbursed as per rate (Tk/Km) approved by the Government from time to time.

B. The President of the Samity Board, only for official business (excluding purposes to attend Training program or seminar) may be reimbursed actual economy class travel expenses for commercial Air Travel supported by Air Ticket.

**NOTE :**

(1) Under no circumstances Travel Allowance will be admissible when using official or PBS Transport.

(2) Travel expenses as per actual transportation cost, but not exceeding the entitlement as stated above, may be reimbursed on production of the chronological serial number of the Ticket/paid memo or receipt with date, only when such is taken back by the Transportation authority after the end of the journey.

(3) In case of non-availability of seat/ accommodation in the BREB/ PBS Rest House, the Board Director/ Lady Directors of a PBS may stay in a hotel provided that seat rent shall not exceed Tk. 2,500.00 (Two Thousand Five Hundrad) for Dhaka, Narayanganj,

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(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

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

Rajshahi, Chittagong, Khulna, Barisal, Sylhet, Rangpur and mymensing cities and Tk. 1500.00 (One Thousand Five Hundred) elsewhere. In such cases, a certification from the incumbent will be required stating that no accommodation/ seat was available at that time in BREB/ PBS Rest house. Further that , Accommodation Allowance may be reimbursed Subject to Submission of Hotel Receipt.

### **3. ENTERTAINMENT FACILITIES:**

- A. When Directors and Lady Directors attend the regular/special Board Meeting /Standing Committee meeting of PBS Board of Directors, PBS may spend at the following manner for entertainment:-

SL.No	Category of PBS	Rate/ Amount
1.	All PBSs.	Maximum of Tk. 500.00 (Five Hundred) for each Board Director/ Lady Advisor.

- B. Total expenses so incurred will be met from Imprest Fund of the PBS.

#### **NOTE:**

- a. Cash money will not be provided for entertainment.
- b. PBS Board Directors/Lady Directors will continue to receive TA/DA allowances for attending the said regular/Special Board Meeting/Standing Committee Meeting.

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(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. Ahsanul Haque,  
Consultant TAPP, BREB

(Debasish Chakraborty)  
PD, TAPP, BREB

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



## RULE - C

When an employee of the PBS is posted to PBS Zonal office, Sub Zonal office, Area office and Complain Center as per PBS Policy Instruction 300-42 & 100-38 by PBS Senior General Manager/ General Manager, Daily Allowance (D.A) and Travel Allowance (T.A) of such employee will be admissible in the following manner.

### 1.DAILY ALLOWANCE (D.A)

A. When an employee is posted to a PBS One office to another office (PBS Headquarter, Zonal office, Sub Zonal office, Area office and Complain Center) on temporary basis, Daily Allowance (D.A) at the rate of fifty percent (50%) of the concerned employees "Daily Allowance rate within PBS Service Area" (vide Rule-A. 1.A.. of this policy Instruction) will be admissible for each over-night stay at Head quarter, Zonal office, Sub-zonal office, Area office and complain center. No Daily Allowance (D.A) will be admissible for any over-night stay at place of his /her regular Place of posting during the period of such temporary posting of an employee to PBS Head Quarter, Zonal office, Sub-Zonal office, Area office & Complain Center.

B. When an employee is posted to a PBS Zonal office or other office on permanent basis, no Daily Allowance will be admissible to such employee for staying at PBS Area office. Daily Allowance will however, be admissible to such employee for any over-night stay at PBS Headquarters/ Complain Center at the rate of the concerned employees "Daily Allowance rate within PBS Service Area" (vide Rule-A of this policy Instruction) provided such over-night stay is made in the best interest of the PBS.

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(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 Ahsan Mollik)  
Asst. Secy. (B... BREB)

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2. **TRAVEL ALLOWANCE (T.A):**

A. When an employee of the PBS is posted to a PBS Zonal office/ PBS Sub-Zonal office/ PBS Area office/ Complained Center as per PBS Policy Instruction 300-42 & 100-38 on temporary/ permanent basis, Travel Allowance of such employee will be governed by the Policy as stated at Travel Allowance (T.A) under Rule-D of this policy Instruction. Under no circumstances no Travel Allowance admissible when using of official or PBS transport.

**RULE-D**

**Transfer T.A/D.A.**

When an employee (regular) of a PBS is posted to another PBS on official purpose/  
interest approved by the competent authority, Daily Allowance (D.A) and  
Travel  
Allowance (T.A.) of such employee will be admissible in the following  
manner:

1. **Travel and Daily Allowance (T.A/D.A).**

Travel expenses as per actual transportation cost of such employee's personal Furniture, Fixtures & Luggage's and actual Ticket Fair of his/her wife/husband & Children (Those who are dependent upon him/her) will be admissible in such transfer as per provision stated in A & B of 2 of "Rule-A".

REVISION:				
BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-29 : MEDICAL FACILITIES FOR PBS EMPLOYEES				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No
07/07/1980	BREB	BREB	300-28-12	8 (02/2020)
Revision Dates: 05-01-1981, 07-12-1983, 21-12-1991, 31-10-1996, 23-02-2009, 20-06-2012, 01-09-2013, 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 (Record) BREB.

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ৩৭৭০০



**2. Carrying Expenses will be reimbursed as follows:**

Senior General Manager/GM/Additional GM	Maximum 2 Trucks (5 Ton each)
DGM/AGM/Other employees	Maximum 1 Truck (5 Ton )

Travel expenses must be supported by paid memo or receipt and shall be approved by the Senior General

Manager/ General Manager. Packing and crating charge will be admissible on the following rate :

Senior General Manager/General Manager-	Maximum TK. 2,500/-
Additional General Manager-	Maximum TK. 2,000/-
DGM/AGM-	Maximum TK. 1,500/-
Other employees-	Maximum TK. 1,000/-

**Note:**

1. In case of Senior General Manager/ General Manager, Samity Board and in case of other Employees, Senior General Manager/ General Manager will approve Transfer T.A/D.A bill.
2. No Transfer T.A/D.A Will be allowed /Admissible if an employee will Transfer from one PBS to another PBS for his/her own interest and /or in case of Mutual Transfer.

REVISION:				
BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-29 : MEDICAL FACILITIES FOR PBS EMPLOYEES				
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Consultant TAPP, BREB

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Consultant TAPP, BREB

(Md. Ansanul Haque)  
Consultant TAPP, BREB

(Debasish Chakraborty)  
PD, TAPP, BREB

৬২১ তম বোর্ড সভার অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

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