

BANGLADESH RURAL ELECTRIFICATION BOARD  
DHAKA, BANGLADESH

**PBS INSTRUCTION 300-35**

**SUBJECT: PBS LIVING QUARTERS AND ITS USES.**

Date Of Approval : 03-12-1980

Date Of Last Revision : 19-02-2020

**PURPOSE:**

To establish and set forth policies and guidelines on the use of PBS living quarters within the premises of PBS Headquarters, PBS Zonal Office, PBS Sub-Zonal office, PBS Area Office and PBS Complain Centers.

**POLICY:**

1. The living quarters within the premises of PBS Head quarters, PBS Zonal Office PBS Sub-Zonal office, PBS Area Office and PBS Complain Centers are provided primarily for the use of those PBS Officers and employees whose services may be required at any time in order to discharge emergency operational, maintenance and management assignments arising out of any unanticipated exigencies relating to PBS distribution system.
2. In order to ensure quick mobilization of concerned key staff personnel of the PBS for emergency operational, maintenance and management assignments arising out of any unanticipated exigencies relating to PBS distribution system. PBS management shall identify such key staff personnel, as it may deem proper and appropriate, to ask them BY OFFICE

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ORDER to reside in the appropriate living quarters established inside the PBS Head quarters, PBS Zonal Office PBS Sub-Zonal office, PBS Area Office and PBS Complain Centers or in a suitable accommodation rented by the PBS for such purposes.

3. The officers/employees enjoying PBS full family accommodation UNDER COMPULSORILY RESIDING IN THE PBS LIVING QUARTERS, as stated in Clause-2 above, shall get 20% (twenty percent) of the basic pay as emergency station duty allowance.
4. Subject to full utilization of PBS living quarters among the key staff personnel as stated at Procedure, the PBS may allocate the remaining vacant living quarters among such staff Personnel whose presence in the concerned PBS establishment shall be deemed proper and appropriate for the greater interest of the PBS.

#### PROCEDURE:

#### USE OF LIVING QUARTERS:

1. "C" type building with multiple apartments is for the use of the PBS Senior General Manager/General Manager, Additional General manager and/or Deputy General Manager(HQ-Tech).

**Note:** For the accommodation of Additional General Manager or Deputy General Manager(HQ-Tech), "C" type building shall be reconstructed with multi-storied building/multiple apartments.

Revision:				
BANGLADESH RURAL ELECTRIFICATION BOARD				
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Before that the accommodation for the officers of the said positions will be provided in the "D" type building.

2. "D" type building with multiple apartments in a multi-storied building is for the use of the PBS Departmental Heads/ Assistant General Managers of the PBS Headquarters . All Departmental Head are required to reside in such apartments.
3. "E"-type building with multiple apartments, subject to availability, is for the use of the Junior Engineers/Assistant Junior Engineers, Enforcement Coordinator/ Assistant Enforcement Coordinator, Junior Engineer (IT)/Assistant Junior Engineer (IT), Store Keeper, Power Use Coordinator/ Member Service Coordinator, Accountant/ Plant Accountant, etc. Such apartments are to be allotted on preferential basis among the employees under the categories mentioned above depending on the need of their constant presence in the PBS premises decided by Senior General Manager/General Manager. "E" type building may be reconstructed in multi-storied building(s) with multiple apartments for the accommodation for all supervisory level employees of PBS.
4. "F"-type buildings having multiple apartments are to be allotted on preferential basis at the discretion of PBS Senior General Manager/General Manager for use of Line Crew, Computer Operator/Data Entry Operator, Driver, Office Peon, Security Guards and etc."F"-type building may be reconstructed in multi-storied building(s) with multiple apartments for the accommodation for maximum employees of PBS.

Revision:				
BANGLADESH RURAL ELECTRIFICATION BOARD				
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However, keeping in view of the maintenance and management of PBS operational and organizational functions, PBS shall strictly follow the guideline as stated here bellow for the existing accommodation facilities:

- (a) "One" apartment may be kept for the female employee as family occupation for Computer Operator/Data Entry Operator as per discretion of Senior General Manager/General Manager.
- (b) "Two" apartments may be kept as single occupation for PBS employees with preference to Peon, Driver, Security Guard and etc.
- (c) "One" apartment may be kept as family/single occupation for PBS Cook/Caretaker.
- (d) "One" apartment may be kept as family accommodation for PBS Store keeper or Assistant Store Keeper.
- (e) "Eight" apartments may be kept as family accommodation for Line Technician, Lineman Grade-1, Lineman Grade-2 and etc. (as per seniority).
- (f) "One" apartment may be kept as family accommodation for PBS Vehicle Driver.
- (g) "One" apartment may be kept as family accommodation/single occupation for use of Office Peon.
- (h) "One" apartment may be kept as family accommodation/single occupation or use of Office Peon.

5 No employee shall, as a matter of policy, be allowed to get allotment for an apartment below his entitlement.

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- 6 In the event of shortage of apartments, Senior General Manager/General Manager shall decide sharing of an apartment by two bachelor Officers.
- 7 Each PBS apartment is to be inhabited by an individual PBS employee with his family or all by himself or to be shared by four single employees (Number of single employee may be increased or decreased depending on need of the PBS). However, more than one family will not be allowed to share a single apartment and such practices are strictly prohibited.
- 8 PBS employees, authorized to reside in a single-occupation apartment and each shall have 25% of his/her basic pay credited as House Rent Allowance per month.
9. For unmarried officers, single-occupation accommodation may be allowed with the approval of PBS Senior General Manager/General Manager. In such cases at the same time shall each have 25% of his/her basic pay credited as house rent allowance per month. For such sharing no family shall be allowed.
10. The PBS Senior General Manager/General Manager by an office order shall ask the PBS Officers/employees to reside with full family accommodation in the PBS living quarters who are essential to respond the emergency duties of PBS.
11. In the event of availability of additional flats, PBS Senior General Manager/General Manager shall decide the allotment of such apartments among the employees at his discretion.

Revision:				
BANGLADESH RURAL ELECTRIFICATION BOARD				
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12. The Office Complex, namely Headquarters; Zonal Office; Sub-Zonal Office; Area Office or Complain center; or Grid Sub-station/Sub-station/Switching Station etc., shall be constructed accompanying Residential Building for the PBS employees

13. **PBS REST HOUSE:**

- (1) One "D" / "F" type apartment of each PBS will be ear-marked as PBS Rest House. The Rest House shall be well furnished with required furniture fixture and utensils. The PBS will be responsible for its proper maintenance and management. PBS will appoint one Cook Cum caretaker for the Rest House and will keep Annual Budget provision for its maintenance and management
- (2) The PBS Rest House will primarily be for the use of BREB and PBS (other PBS) employees who are on official tour to PBS and the PBS will charge seat rent at the rate set by administrative order of BREB from time to time.
- (3) Drivers/peon accompanying the visiting officials to the PBS will be exempted from paying any seat rent for residing in the PBS "F" type Rest House.

Revision:				
BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS INSTRUCTION 300-35; PBS LIVING QUARTER AND ITS USES				
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NOTE: In the event of availability of a "D" type vacant apartment and subject to non-availability of any eligible Officer for allotment, PBS may elect the respective "D" type apartment as PBS Rest House in place of the "F" type apartment, and in such situation, the respective "F" type apartment shall be allotted to a deserving PBS employee.

14. Following PBS officers/staff personnel shall have to compulsorily reside in the various living quarter, inside PBS Headquarters:
- (a) Senior General Manager/General Manager; (b) Additional General Manager;(c) Deputy General Manager (HQ-Tech), (d) PBS Departmental Head/Assistant General Manager(s) (PBS Departmental Head- Finance-Accounts/ Finance- Revenue and Human resource may be allowed to reside outside PBS Headquarters complex in case of non-availability of apartment); (e) Junior Engineer/Assistant Junior Engineer; (f) selected Enforcement Coordinator/ Assistant Enforcement Coordinator; (g) selected Junior Engineer(IT)/Assistant Junior Engineer(IT); (h) Store Keeper; (i) selected Line Technician; (j) selected Line crew; (k) selected Computer Operator/Data Entry Operator; (l) selected Drivers (m) selected Office Peon and (n) Security Guard(s).
15. Following PBS officers/staffs personnel shall have to compulsorily reside in the various living quarters inside PBS Zonal Office Complex;
- (a)Deputy General Manager; (b) Assistant General Manager(s), (c) Junior Engineer /Assistant Junior Engineer; (d) Enforcement Coordinator/Assistant Enforcement Coordinator; (e) selected Line

Revision:				
BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS INSTRUCTION 300-35; PBS LIVING QUARTER AND ITS USES				
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- Technician; (f) selected Line Crew;(g) Computer Operator/data entry Operator; (h) Driver; (i) Office Peon; (j)Security Guard.
16. Following PBS officers/staffs personnel shall have to compulsorily reside in the various living quarters inside PBS Sub-zonal Office Complex:
- (a) Assistant General Manager; (b) Junior Engineer/Assistant Junior Engineer; (c) Enforcement Coordinator/Assistant Enforcement Coordinator; (d) selected Line Technician; (e) selected Line Crew; (f) Computer Operator/ Data Entry Operator; (g) Driver; (i) Office Peon; (j) Security Guard.
17. Following PBS staff personnel shall have to compulsorily reside in the various living quarters inside PBS Area Office Complex.
- (a) JuniorEngineer/AssistantJuniorEngineer;(b)selectedLineTechnician; (c) selected Line Crew.
18. Following PBS staff personnel shall have to compulsorily reside in the various living quarters inside PBS Complain Centers:  
Selected Line Technician; (b) selected Line Crew.
19. Any apartment not needed as per above distribution may be allocated conditionally to other PBS employees by the Senior General Manager/General Manager

Revision:				
BANGLADESH RURAL ELECTRIFICATION BOARD				
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20. PBS will bill to BREB Officers/employees residing in PBS apartments an amount equal to the deduction rate for availing official accommodation PLUS the admissible house rent allowance (as if official accommodation not provided) applicable for them. Such Officers/employees shall pay the same along with the electricity bill. For this purpose, the concerned incumbent shall declare his basic pay and rate of house rent allowance and rate of house rent deduction. Whenever, there is change in the basic pay or the aforesaid rates of the allottee (officers/employees) either by increment or by other reasons, the incumbent will intimate the Senior General Manager/General Manager for reflection in the House Rent Bills.


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BANGLADESH RURAL ELECTRIFICATION BOARD				
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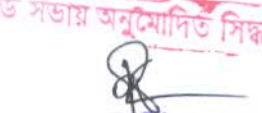
  
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