

BANGLADESH RURAL ELECTRIFICATION BOARD

DHAKA, BANGLADESH

PBS INSTRUCTION: 300-46

**SUBJECT: LEAVE OR ABSENCES OF PBS SENIOR GENERAL MANAGER/
GENERAL MANAGER.**

Date of Approval : 23-08-1982

Date of Last Revision : 19-02-2020

PURPOSE

To assure continuity of authority and leadership during periods when the PBS Senior General Manager/ General Manager is on leave or absence from the Samity service or headquarters complex due to some emergency. To provide guidelines, standards and procedures which are to be followed by the Senior General Manager/ General Manager when seeking approval for the various types of leave or necessary absences which may occur from time to time.

POLICY

The PBS Senior General Manager/ General Manager shall be entitled to enjoy the various types of leave herein described and may be granted leave during emergencies, provided he complies with the guidelines, standards and procedures set forth in this policy instruction.

- 1) A PBS Senior General Manager/ General Manager may enjoy casual leave for a maximum period of seven (7) days at a time with the approval of the president of the PBS Board subject to intimation to the concerned Director, PBS Monitoring and Management Operation.
- 2) When casual leave request of the Senior General Manager/General Manager is for a period which exceeds seven (7) days but not exceeding 10 (ten) days at a time, with approved of the samity Board. Subject to intimation to the concerned Director, PBS

Revisions:				
BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-46 : LEAVE OR ABSENCES OF PBS GENERAL MANAGER				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No
23-08-1982	BREB	BREB Board	300-46-1	4 (02-2020)
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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

Monitoring & Management Operation. This limitation includes all holidays if same is to be prefixed or suffixed.

- 3) Earned Leave request of the Senior General Manager/ General Manager shall be approved by the PBS Board. Subject intimation to the Director PBS (HR) and Concerned Director PBS Monitoring & Management Operation, BREB.
- 4) Casual leave and earned leave shall not be combined under any circumstances.
- 5) Ex-Bangladesh leave, if required, shall be approved by the Chairman, BREB (As per prescribed form, Annexure-A).
- 6) The Senior General Manager/ General Manager shall submit his leave request in written form and shall provide the following information.
 - (a) Name of Additional General Manager/ senior most Deputy General Manager/ senior most PBS Department Head as nominee for General Manager in charge during leave period requested.
 - (b) Number of days stay outside of PBS service area , if applicable.
 - (c) Number of days stay from PBS Headquarters residence, if applicable.
 - (d) Where and how REB or PBS officials can contact during leave period if need arises.
- 7) In all cases, Director, PBS Moritoring & Management Operation, BREB shall be informed of date when the Senior General Manager /General Manager is scheduled to begin to his leave and the date of which he is to resume his official duties, either by telephone of Cell phone followed by e-mail or mail, prior to departure. If the General Manager takes leave because of some emergencies and time does not allow notification prior to departure, the General Manager-in charge shall immediately notify PBS Moritoring & Management Operation Directorate, BREB with detail information.
- 8) The General Manager shall be fully accountable for implementation and adherence to this policy instruction.

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