

**BANGLADESH RURAL ELECTRIFICATION BOARD**

**PBS INSTRUCTION 100-31  
BREB INSTRUCTION 500-05**

**RESPONSIBILITIES OF BREB AND PBS FOR OPERATION,  
CONSTRUCTION & OUTAGE OF ELECTRIC NETWORK SYSTEM**

**BANGLADESH RURAL ELECTRIFICATION BOARD**  
**PBS INSTRUCTION 100-31/ BREB INSTRUCTION 500-05**

Approval Date: 06/04/1980  
Revision Date : 19/02/2019

**SUBJECT: RESPONSIBILITES OF BREB AND PBS FOR OPERATION,  
CONSTRUCTION & OUTAGE OF ELECTRIC NETWORK SYSTEM**

**I. PURPOSE**

This Instruction establishes the authority and responsibilities of BREB and contractors employees with the PBS for the purpose of electric network system and equipment outage, providing working clearances to BREB employees, contractors and other system operations.

**II. POLICY**

Upon energization of a sub-station or any section of electric network system of a PBS for the purpose of serving customers (this does not include energization for tests) for the operation of the sub-station and/or electric network system, all subsequent prearranged line, substation or equipment outages or interruption will be the responsibility of the PBS.

**III. CONSTRUCTION PROCEDURE**

- A. During the electric network system construction period and while that construction is the responsibility of the office of the concerned Executive Engineer of /BREB, it will often be necessary to interrupt service to a substation, an electric line or section of line in order

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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 Chakravorty)  
PD, TAPP, BREB

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

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for the contractor to safely make connections of a new section of line or piece of equipment to the existing line. In this event the contractor, who is to do the work will

request "working clearance" from the concerned Executive Engineer or his/her representative. Unless the contractor has to meet extreme emergency, in most cases, the contractor shall prepare a plan for execution of works incorporating all the works to be done in a particular feeder/lateral/line section before requesting for a "working clearance" and such plan along with a freehand sketch indicating locations where works to be performed to be submitted. The Executive Engineer will examine the plan to ensure that, all the works needed to be done on a particular feeder/ lateral line / section of line before requesting for a "working clearance" and such plan along with a freehand sketch indicating locations, where works to be performed to be submitted. The Executive Engineer or his/ her representative will examine the plan to ensure that all the works needed to be done on a particular feeder/ lateral line / section of line has been incorporated and the works mentioned can be carried out utilizing a single outage keeping the interruption to a minimum. If the Executive Engineer or his/ her representative agrees with the request he/ she will prepare a "Request for Outage" (BREB Form No. 458) and submit the request to the AGM(O&M) of the PBS. AGM(O&M) will approve the request as submitted or agreed upon, and prepare a "Switching and Tagging Order" (BREB Form No. 450), as per Section 4 of the "Substation Operation, Inspection and Maintenance Instructions" PBS Instruction 100-29. Unless emergency exists, the outage will normally be planned on holidays or such other date which will cause minimum public inconvenience. For example, outage will not be planned on a scheduled "weekly hat/ bazar day" on a line section feeding a bazar. "Switching and Tagging order" will be prepared in such a way so that all the works in a line section can be accomplished in a single outage in one go.

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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

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(Md. Ahsanul Haque)  
Consultant TAPP BREB

(Debasish Chakraborty)  
PD, TAPP BREB

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

- B. In order to keep interruption at a minimum level, "Hot Line Repair Procedure" may be adopted with the help of PBS Line Crews of that PBS or of other PBSs on request (if available) who trained on "Hot Line Maintenance Work" and who obtained certificate of that training from legal authority to do Hot Line Work, in case of extreme potential consumer connected to that section, such as satellite Station, communication station of air force, radio station, TV station etc. For the purpose of this type of operation PBS instruction 100-49 and 100-50 shall be followed.
- C. On the date of the outage and at the agreed time, the AGM(O&M) or his/her assigned representative Junior Engineer/Assistant Junior Engineer along with the necessary PBS linemen will meet with the Contractor's employee named on the outage request at the place where switches are to be opened and tagged to give the "Working Clearance". Upon orders of the AGM(O&M) or his/her assigned representative with the help of PBS Lineman will perform the necessary switching and tagging as per PBS Instruction 100-29. The AGM(O&M) or his/her assigned representative will then give the "Working Clearance" to the Contractors employee who will satisfy himself/herself that the circuit or equipment is de-energized. The contractor will be responsible for placing his/her protective grounds. Line or equipment must be de-energized and properly grounded before any repair/maintenance work is taken up. Work should only be done between grounded sections. Grounding sets must be put into place by the contractor before working clearance is given. After the work is completed by the Contractor and the responsible Contractors employee is assured that all workmen are clear of the line and will remain clear of the line, and all grounds removed, he will return to the point of tagging and "give up" his/ her working clearance to the AGM(O&M) who will issue orders to the PBS linemen to remove the Workman Protective Tag and re-energize the line.

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(Md. Mozibur Rahman)  
Consultant TAPP, BREB

(Md. Duhidul Islam)  
Consultant TAPP, BREB

(Md. Mozammel Huq)  
Consultant, TAPP, BREB

(Md. Abdul Khaieque)  
Consultant, TAPP, BREB

(Md. Ahsanul Haque)  
Consultant TAPP, BREB

(Debasish Chakraborty)  
PD, TAPP, BREB

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

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#### IV. OPERATION AND MAINTENANCE PROCEDURE

- A. After a line, substation or piece of electric equipment is placed in service (energized) it will occasionally be necessary for the equipment/ section to be taken out of service at the request of the BREB or PBS itself for inspections, tests or maintenance. In this event after consultation with the concern personnel of BREB and/ or AGM(O&M) of PBS or his/her assigned authorized representative will prepare a "Request for Outage" (BREB Form 458). The AGM(O&M) will approve the request and prepare a "Switching and Tagging Order" (BREB Form No. 450) as per Section 4 of the "Substation Operation Inspection Manual" PBS Instruction No. 100-29. Similar procedure will be followed elaborated in section III to keep the interruption at minimum.
- B. On the date of the outage and the agreed time, the AGM(O&M) or his/her representative along with the PBS linemen will meet with the BREB/PBS personnel who will be given the "Working Clearance", at the place where the switches are to be opened and tagged for the personnel. Upon orders of the AGM(O&M) or his/ her representative with the help of the PBS linemen will perform the necessary switching and tagging as per PBS Instruction 100-29. The AGM(O&M) or his/ her assigned representative will then give the "Working Clearance" to the BREB/ PBS personnel who will be in actual charge of the work. The AGM(O&M) or his/ her assigned representative will satisfy himself/ herself that the circuit or equipment is de-energized and then place their own protective grounds as required. Line or equipment must be de-energized and properly grounded before any repair/ maintenance work is taken up. Work should be done between grounded sections. Grounding set must be obtained and carried to the site by PBS Linemen, who are responsible for "Switching and Tagging" and place properly before working clearance is given by the AGM(O&M) or his/ her assigned representative.

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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

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

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C. After the work is completed and after consultation with the BREB/ PBS personnel who was in actual charge of the work, the AGM(O&M) or his/ her assigned representative will assure himself/ herself that all workmen are clear and will remain clear of the line or equipment, all grounds are removed and return to the point of tagging and give-up his/ her working clearance to the AGM(O&M) or his/ her assigned representative, who will issue orders to the PBS linemen to remove the "Working Protective Tag (Red Tag)" and re-energize the line/ equipment/ section.

#### V. TRANSFORMERS, LOW TENSION LINES AND SERVICES

When the interruption to service or outage only requires an outage to a transformer, LT line or a service, and the work to be done is outside of the primary area (no work on a primary or HT pole) the above procedures do not apply. A contractor or PBS crew may interrupt such facilities for not more than three hours without making a Request for Outage. However, if the load is of sensitive nature such as school, hospital, Govt. security installation or large industrial loads, the consumers must be notified in advance and the AGM(O&M) must have prior knowledge of such outage.

#### VI. SPECIAL ATTENTION ON MULTIPLE OUTAGE FROM SINGLE SWITCHING POINT

If more than one outage is given from a single "Switching and Tagging" point in a day, one "Red Tag" "Working Protective Tag (Red Tag, BREB form No. 100-29-14) for each outage must be hanged. After the work is completed and after consultation one Red Tag will be removed receiving one work clearance and all grounds against that outage are removed. In the same way, one by one Red Tag will be removed against each work clearance and all grounds against that outage are removed. Under any circumstances the line, section, equipment shall not be re-energized before removing last Red Tag.

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(Md. Mezbur Rahman)  
Consultant, TAPP, BREB

(Md. Duhidul Islam)  
Consultant, TAPP, BREB

(Md. Mozammel Huq)  
Consultant, TAPP, BREB

(Md. Abdul Khatun)  
Consultant, TAPP, BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

(Md. Ahsanul Haque)  
Consultant, TAPP, BREB

(Debasish Chakraborty)  
PD TAPP, BREB

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

## VII. PUBLIC ANNOUNCEMENT FOR OUTAGE

In the event that, an outage is planned for repair or maintenance, the PBS must arrange public announcement by miking or leaflets or any other suitable media as thinks fit, at least 24 hours before the outage is executed.

A sample Request for outage BREB form no. 458 is enclosed with this instruction.

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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

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(Md. Ahsanul Haque)  
Consultant TAPP BREB

(Debasish Chakraborty)  
Consultant TAPP BREB

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



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BREB Form No. 458

REQUEST FOR OUTAGE

Serial: \_\_\_\_\_

Date: \_\_\_\_\_

1. To \_\_\_\_\_ AGM(O&M) of \_\_\_\_\_ PBS \_\_\_\_\_
2. Outage is requested for the following line section:  
a) Substation \_\_\_\_\_ b) Feeder: -----  
c) From pole \_\_\_\_\_ to pole \_\_\_\_\_ including all  
laterals and taps in between these poles.
3. Outage requested on \_\_\_\_\_ From \_\_\_\_\_ Hrs to \_\_\_\_\_ Hrs.
4. Purpose: \_\_\_\_\_
5. Mr. \_\_\_\_\_ Having signature \_\_\_\_\_ is authorized to receive  
the outage and give clearance after completion of the work.

Requested by  
Contractor

Recommended by  
SAE, BREB or AJE, PBS

Countersigned by  
AE/XEN, BREB or JE, PBS

6. Name & location of device by which the line section will be put out of service:

Substation \_\_\_\_\_ Ckt. \_\_\_\_\_ Village -----  
Name of equipment: ----- Pole: -----

7. Grounds required: 3φ / 1φ \_\_\_\_\_
8. No. of consumer affected (approximate)  
a) Domestic \_\_\_\_\_ b) Industrial \_\_\_\_\_ c) Agricultural -----

Approved by \_\_\_\_\_ AGM(O&M)

Clearance is hereby given for re-energization of the above line section with immediate effect.

Authorized signature \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Copy to: JE, PBS/ AE of BREB(if applicable)/ Contractor or requesting person.

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(Md. Mozibur Rahman)  
Consultant TAPP BREB

(Md. Duhandul Islam)  
Consultant TAPP BREB

(Md. Mozammel Haq)  
Consultant TAPP BREB

(Md. Anisul Haque)  
Consultant TAPP BREB

(Debashish Chakraborty)  
Consultant TAPP BREB

(Md. Abdul Kheleque)  
Consultant TAPP BREB

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

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