

BANGLADESH RURAL ELECTRIFICATION BOARD

PBS INSTRUCTION: 100-40

**METER INSTALLATION, TEST, REPAIR AND
SEALING POLICY**

BANGLADESH RURAL ELECTRIFICATION BOARD
PBS INSTRUCTION 100-40

Approval Date: 26/01/1982
Revision Date : 19/02/2020

SUBJECT: METER INSTALLATION, TEST, REPAIR AND SEALING POLICY

1. PURPOSE

To set standard and uniform procedures for installation, testing, repairing and sealing of all energy (three phase and single phase) meters.

2. POLICY

A. THREE PHASE METER

1. All three phase meters will be initially delivered to BREB meter testing laboratory where Meter(s) will be tested, adjusted and calibrated to within 0.2% at all load and 0.8% balance between left and right elements in a sample basis.
2. After testing and calibration, the glass cover of the meter(s) will be sealed at the meter testing laboratory and distributed to the PBS(s) as per allocation.
3. The PBS after proper installation of these meters on the consumer premises will seal them with meter base and for demand load. PBS will take adequate measure to prevent tampering with the meter or meter seals.
4. **For new connection:** 3-phase meter and CT/ PT shall be tested before installation at the consumer end. PBS/BREB will have workshop/meter room with adequate testing facilities. Before installation of 3-phase meter and CT/ PT at the consumer end, the meter(s) and the CT/PT shall be tested at PBS/ BREB workshop. The

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 100-40: METER INSTALLATION, TEST, REPAIR AND SEALING POLICY				
Date of Origin	Revised by	Approved by	Page No.	Revision No.
26/01/1982	BREB	BREB Board	Page 1 of 5	4
Revision dates: 14/11/1996, 01/09/2013, 22/01/2018 & 19/02/2020				

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Meter and the CT/ PT shall be installed at the consumer end subject to the satisfactory test result. The test report shall be approved by AGM (O&M) for PBS and Deputy Director (workshop) for BREB and it should be preserved in the respective consumer billing file. Serial number of CT, PT and Energy Meter will be recorded before meter installation and circuit diagram will be checked at the connection point to ensure proper connection. All these records will also be kept in billing file for future reference. After meter installation AGM(O&M) will confirm the proper functionality of CT/PT and meter.

5. For Complaint Meter: If any complaint arises or discrepancies found by meter checking committee/ group/ PBS representative about 3-phase meter and CT/PT accuracy, the meter(s) and CT/ PT shall immediately be removed and replaced by a tested Meter and CT/ PT at consumer end for interim period. The meter(s) and CT/ PT shall be tested at BREB/PBS workshop in presence of consumer representative. If the result is found satisfactory, only then the Meter and the CT/ PT will be re-installed at the consumer end. The test report shall be approved by AGM (O&M) for PBS and Deputy Director (workshop) for BREB and it should be preserved in the respective consumer billing file. If the result is found unsatisfactory, then PBS will take necessary actions as per PBS instruction 300-30 in this regard.
6. If any discrepancies found, firstly the meter and then the CT/ PT shall be tested immediately.
7. During the monthly 3-phase meter reading of industrial and commercial consumers, every 3-phase meter and CT/ PT shall be checked according to BERC meter reading sheet by the concerned AJE/PUC/MSO of PBS. AGM (Fin-revenue) shall ensure that meter reading/visual checking of same meter shall not be done by same person in consecutive months.

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 100-40: METER INSTALLATION, TEST, REPAIR AND SEALING POLICY				
Date of Origin	Revised by	Approved by	Page No.	Revision No.
26/01/1982	BREB	BREB Board	Page 2 of 5	4
Revision dates: 14/11/1996, 01/09/2013, 22/01/2018 & 19/02/2020				

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8. AGM(O&M) will develop an electronic database of all 3(three) phase connections and CT/ PT installed in his/ her service area in MS-Excel, MS-Excess or any other higher quality program. He/ She shall check/ inspect all those 3-phase meters and CT/ PT installed within every 3(three) months from last check/inspection. After checking/ inspection, AGM(O&M) shall update electronic database for proper monitoring of upcoming checking/ inspection schedule. In this case, the portable meter test set shall be used. AGM (Fin-revenue) shall review/analyze the energy consumption of every 3-phase consumer for the past 3 (three) months and if any inconsistency (remarkable variation, very low or no consumption) is observed, he/ she will instantaneously notify concerned AGM(O&M) for the corresponding meter shall be checked immediately.
9. Regular monitoring of 3-phase meter and CT/ PT has to be done by the DGM (Technical-HQ) for PBS and other DGM's for their concerned areas and overall monitoring as well as ensuring regular checking of 3-phase meter and CT/ PT has to be done by Senior General Manager/ General Manager.
10. There will be two separate standing committee for meter and CT/ PT checking/inspection, first committee will be headed by respective AGM (O&M) and junior engineer (O&M) will be the member of committee. This committee will check all 3-phase meters and CT/ PT installed within every 6(six) months from last check/inspection date. There will be a second committee headed by DGM (Technical-HQ) and other members are Assistant Engineer (BREB) (nominated by concerned Executive Engineer of BREB) and an AGM (nominated by Senior General Manager/ General Manager of PBS). If any meter or CT/ PT found defective by the first committee, second committee will check/investigate and find out the technical or non-technical reasons of defect(s) of the meter(s) or CT/ PT and

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 100-40: METER INSTALLATION, TEST, REPAIR AND SEALING POLICY				
Date of Origin	Revised by	Approved by	Page No.	Revision No.
26/01/1982	BREB	BREB Board	Page 3 of 5	4
Revision dates: 14/11/1996, 01/09/2013, 22/01/2018 & 19/02/2020				

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will submit the checking /investigation report to the Senior General Manager/
General Manager within 7(seven) days.

11. In all future meter installation involving use of CT & PT, wire of the following color and size are to be used :
For CT: 3/0.036 gauze red, yellow, blue & black, PVC or XLPE.
For PT: 3/0.036 gauze red, yellow, blue & black, PVC or XLPE.
12. All three phase meters found defective by PBS, will be sent to BREB meter testing laboratory for repair and adjustment.
13. On receipt of a complaint from a consumer regarding malfunctioning of the meter, the above mentioned 2nd committee will check the meter and if any discrepancies found, the meter will send for testing to BREB meter test laboratory only after taking requisite test fee, which will be refunded in case the meter is found really defective and the electric bill of the disputed period may be adjusted.

B. SINGLE PHASE METERS

1. All single phase meters will initially be delivered to different PBS where they will be tested, adjusted and calibrated to within $\pm 2.0\%$ at all load.
2. Normally 10% of meters will be tested. The percentage of meter to be tested may increase depending on unsatisfactory test results of initial 10% meters.
3. After testing and calibration, the glass cover of meters will be sealed at PBS meter testing section by the meter- tester, with cable to seal and sealing plier and kept in separate stock for installation in different consumer premises.
4. The lineman of the PBS after proper installation of these meters at the consumer premises as per customer meter order (CMO), will sealed them at the terminal

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 100-40: METER INSTALLATION, TEST, REPAIR AND SEALING POLICY				
Date of Origin	Revised by	Approved by	Page No.	Revision No.
26/01/1982	BREB	BREB Board	Page 4 of 5	4
Revision dates: 14/11/1996, 01/09/2013, 22/01/2018 & 19/02/2020				

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cover. Twist Tite/ padlock of Acrylic/ plastic seals with serial number to be used for this purpose.

5. The sealing plier used for sealing meter glass cover will be different from that used in the field for sealing meter terminal cover and should be kept under strict control of a responsible officer preferably AGM(O&M) of PBS. The PBS will take adequate measure to prevent tampering with the meter or meter seals and will keep proper record for use of twist tite/ padlock seal.

6. On receipt of a complaint by meter report or any other way regarding defect in the meter, the PBS will check at the consumer premises with 100 or 200 watt bulb by counting time per revolution of meter disc/ pulse. If it is presumed that the meter needs test and adjustment it will be withdrawn from the consumer premises only after the consumer deposits the requisite test fee. After testing if the meter is found to be defective the test fee will be refunded and the electric bill of the disputed period may be adjusted.

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PBS Instruction 100-40: METER INSTALLATION, TEST, REPAIR AND SEALING POLICY				
Date of Origin	Revised by	Approved by	Page No.	Revision No.
26/01/1982	BREB	BREB Board	Page 5 of 5	4
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