

PBS Instruction 200-06
PBS Accounting Procedure Manual
Volume I

SECTION II

PART I

**ELECTRIC ENERGY SALES
AND
CONSUMER ACCOUNTING**

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1	3
Revisions : 03/1996, 24/12/2013, 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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০


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

SECTION - II
ELECTRIC ENERGY SALES - CONSUMER ACCOUNTING AND
ACCOUNTS RECEIVABLE


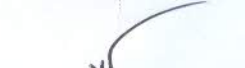

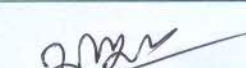
PART - I


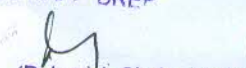
ELECTRIC ENERGY SALES AND CONSUMER ACCOUNTING


<u>Table of contents</u>	<u>Page No.</u>
A. Purpose	PBS-AP-2-1-2
B. General	PBS-AP-2-1-2
C. Membership Application	PBS-AP-2-1-2
D. Service Agreements	PBS-AP-2-1-3
E. Temporary/Provisional Service - Advance	PBS-AP-2-1-3
F. House wiring Inspection Certificate	PBS-AP-2-1-3
G. Consumer Deposit	PBS-AP-2-1-4
H. Consumer Deposit for Irrigation	PBS-AP-2-1-4
I. Consumer Meter Order	PBS-AP-2-1-7
I.1 Flow Chart of Consumer Meter Order	PBS-AP-2-1-9
I.2 Consumer Meter Order Register	PBS-AP-2-1-10
J. Consumer File	PBS-AP-2-1-12
K. Meter Reading Book(s)	PBS-AP-2-1-14
K.1 Meter Reading Sheet(s)	PBS-AP-2-1-14
K.1.1 Meter Reading - Industrial/Irrigation/Demand	PBS-AP-2-1-16
K.2 Meter Book Control Sheet	PBS-AP-2-1-18
K.3 Meter Reading(s)	PBS-AP-2-1-18
K.4 Meter Report	PBS-AP-2-1-20
K.5 Meter Reports Issued List	PBS-AP-2-1-22
K.5.1 Meter Report Register	PBS-AP-2-1-24
K.6 Meter Reading Schedule	PBS-AP-2-1-24
L. Account Numbering	PBS-AP-2-1-28
M. Bill Processing Schedule	PBS-AP-2-1-28
N. Rate Schedule(s)	PBS-AP-2-1-30
N.1 Rate Chart(s)	PBS-AP- 2-1-30
O. Electric Bill(s)	PBS-AP-2-1-32
O.1 Electric Bill -Less Than One Month Service	PBS-AP-2-1-33
P. Consumer Subsidiary Ledger	PBS-AP-2-1-34
P.1 Consumer Subsidiary Ledger Control	PBS-AP-2-1-39
P.2 Consumer Billing Data	PBS-AP-2-1-45
Q. Debit/Credit Memorandum	PBS-AP-2-1-46
R. Sales Journal	PBS-AP-2-1-48
S. Reconcilement, Aging of Accounts Receivable - Electric	PBS-AP-2-1-49
T. Collection/Disconnection List	PBS-AP-2-1-50
u. Duplicate Electric Bill	PBS-AP-2-1-51
v. Other Electric Utility Take-Over Consumers Flow Chart	PBS-AP-2-1-51 PBS-AP-2-1-52

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-1	3
Revisions : 03/1996, 24/12/2013, 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. (Branch) TAPP BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

SECTION - II

ELECTRIC ENERGY SALES - CONSUMER ACCOUNTING
AND
ACCOUNTS RECEIVABLE
PART -I

ELECTRIC ENERGY SALES AND CONSUMER ACCOUNTING

A. Purpose

To establish procedures necessary for setting-up consumer records and files, meter reading records, calculation and distribution of electric bills to consumers, record the bills and payments to the Accounts Receivable Ledger, post to the Sales Journal and record the revenue in the General Ledger.

B. General

These procedures as outlined will provide the necessary information required to ensure that the billing records are properly maintained and accurately recorded in the PBSs' Books of Accounts.

C. Membership/electric service application

1. Before a person can receive service from a PBS, he/she must first make application for membership. The Application Form, along with the approved House wiring Inspection Certificate and Consumer Deposit Slip, is forwarded to the Billing Section for recording the Membership Application Form Number on the Consumer Meter Order (CMO) and placing in the Consumers File.
2. The AGM Member Service is responsible for maintaining the membership records.
3. The applicant must make a written request to the AGM - Member Service for electric service by completing the Membership/Electric Service Application.

Revision:


PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-2	3
Revisions : 03/1996, 24/12/2013, 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. (Board), BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

D. Service Agreements

1. There are Six (6) types of service agreements which must be completed if the consumer is other than a residential consumer under single phase:

- | | | |
|----|------------------------------------|---------------------|
| a. | Commercial/industrial | BREB Form No. 230-A |
| b. | Provisional service | BREB Form No. 230-B |
| c. | Irrigation | BREB Form No. 231 |
| d. | Street lighting/security light | BREB Form No. 232 |
| e. | Charitable institution | BREB Form No. 233 |
| f. | Residential consumers
(3 phase) | BREB Form No. 234 |

2. Agreements must be executed in accordance with Instruction 300-25 and 300-45 or other rules and regulations which are in effect in the BREB/PBSs.

3. The Member Service Department is responsible for obtaining service contracts. The Service Contract will be prepared in duplicate. The original copy will be Provided to the consumer and the duplicate copy will be forwarded to the Billing Section for billing purposes and it will be placed in the Consumer Files.

E. Temporary Service/Provisional Service - Advance Payment

As per Instruction 300-30 and 300-45, the consumer shall pay in addition to the charges for electricity the cost of connection and disconnection service, less the value of aterials removed and returned to stock. Advance deposits in payment of the electric bill and the cost of facilities must be made prior to the installation of the facilities.

F. House wiring Inspection Certificate

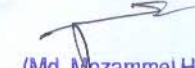
The AGM - Member Service is responsible for maintaining the records on Consumers house wiring Inspection Certificates. Before a Consumer Meter Order is prepared, the Billing Section must have an approved copy of the Inspection Certificate on file.

Revision:


PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-3	3
Revisions : 03/1996, 24/12/2013, 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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০


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

G. Consumer Deposit

1. The Consumer Deposit Receipt (BREB Form No. 223, Exhibit I) shall be used to record the receipt of deposit from the consumer. All consumers are required to deposit an amount as per Instruction 300-30 in the form of a consumer deposit. The Deposit Receipt will serve as a receipt for the collection report and documentation in the Billing Section.
2. The Consumer Deposit Receipt Form shall be in Four(4) copies form and will be sequentially pre-numbered. The first copy will be Provided to the consumer, the second copy will be attached to the Collection Report BREB Form No. 13, the third copy will be forwarded to the Billing Section for retaining in the Consumers Files, the 4th copy will remain with the receipt book. The pre-printed receipt number will be recorded on the Consumer Meter Order.

H. Consumer Deposit for Irrigation

1. The Consumer will pay "Consumer Deposit" prior to the connection. The PBS will decide the amount of the deposit payable.
2. An Official Receipt (BREB Form No. 223/(Exhibit 1) will be provided to the consumer against his/ her deposit.

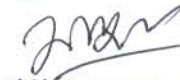
Revision:


PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-4	3
Revisions : 03/1996, 24/12/2013, 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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০


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


..... পবিস	ক্রমিক নং.....
গ্রাহক জামানত	
নাম	
পিতার নাম মাতার নাম.....	
ঠিকানা	
হিসাব নম্বর	
টাকা (অংকে) টাকা (কথায়).....	
<p>বিল পরিশোধের নিরাপত্তার জন্য উপরোক্ত গৃহীত অর্থ বকেয়া বিল বা অন্য কোন পাওনা যা সময়মত পরিশোধ না হলে উক্ত অর্থ সমন্বয় করা হবে। সংযোগ বিচ্ছিন্ন করার পর উপরোক্ত অর্থ হতে নিয়মানুযায়ী কর্তনযোগ্য পাওনা বাদ দেয়ার পর অবশিষ্ট অর্থ ফেরৎ দেওয়া হবে। ডিপোজিটের অর্থ হতে বকেয়া ও অন্য পাওয়া সম্পূর্ণভাবে আদায় সম্ভব না হলে নিয়মানুযায়ী ব্যবস্থা গ্রহণ করা হবে।</p> <p>রশিদটি হস্তান্তর নয় এবং যার নামে রশিদটি ইস্যুকৃত তাকে অথবা তার বৈধ প্রতিনিধিকে রশিদটি সমর্পণ সপেক্ষে টাকা ফেরত প্রদান করা হবে।</p>	
সদস্যের স্বাক্ষর তারিখ.....	
আদায়কারী	
.....
স্বাক্ষর	তারিখ
লেজারে অন্তর্ভুক্ত এবং গ্রাহক নথিতে সংরক্ষণ	
.....
স্বাক্ষর	তারিখ
আদায় প্রতিবেদন এবং সাবসিডিয়ারি লেজারে অন্তর্ভুক্ত	
.....
স্বাক্ষর	তারিখ


১. প্রদানকারী ২. আদায় প্রতিবেদন ৩. গ্রাহক নথি ৪. অফিসকপি

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-5	3
Revisions : 03/1996, 24/12/2013, 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


(Debasis Chakraborty)
PD, TAPP, BREB


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

৳২০ ৩নং আওত লভায় অনুমোদিত। লসকাত নং ১৭৭০০

CONSUMER DEPOSIT

Instruction for completing (BREB Form No. 223, Exhibit 1)

All information on this form must be filled up by the person issuing the receipt.

1. The serial number must be pre-printed and will be the same on all three (3) copies.
2. Fill-in with complete name, father's name and address.
3. Enter the subsidiary ledger account number.
4. Amount of taka collected.
5. Member signs and date.
6. Signature of collector, designation and date.
7. Signature of person placing copy in consumers file and date.
8. Signature of Cashier who posted to daily collection report, subsidiary ledger and date.

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-6	3
Revisions : 03/1996, 24/12/2013, 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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০


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

I. Consumer Meter Order

1. The Consumer Meter Order (BREB Form No. 201, Exhibits 11,1-5) can be prepared after all of the following required documents have been received:

- * Membership Form
- * Written Request for Electric Service
- * Consumer Deposit Receipt
- * House wiring Inspection Certificate
- * Agreements for Service, if required.

The Consumer Meter Order (CMO) is a pre-numbered form and is prepared in duplicate by the Billing Section whenever a meter is to be installed, connected, disconnected, or removed. Change of meter Will be treated as an installation and removal) This type of work shall not be done without a properly executed Consumer Meter Order except for Disconnect for Non-payment in which case the Consumer Meter Order will be prepared from the Collection/Disconnection List.

2. The Consumer Meter Order form is used for multiple types of meter work. The examples of the uses of this form are as follows.
- a. For installation and connection of meter to serve a new consumer.
 - b. For disconnection - without removal of meter.
 - c. For reconnection of meter which was previously disconnected but not removed.
 - d. For meter change - removal of present meter and installation of new fused meter.

(Meter Change may occur in same place or in different places. When meter change is made in different places, mark "Yes" in installed, connected, disconnected and removed along with "position change". When meter changed is made in same place, mark "Yes" in installed, connected, disconnected, and removed along with meter change).

- e. For removal of meter-without replacement.

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-7	3
Revisions : 03/1996, 24/12/2013, 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. (Board) BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

CONSUMER METER ORDER

ORDER PART (DONE BY BILLING SECTION)

CMO NO:	(1)	APPN NO:	(1)
Name:	(1)	CMO Date:	(1)
Address:	(1)	Appl. Date:	(1)
	(1)	Father:	
	(1)	Rate Schedule:	(1)
Manufacturer:	(2)	Book No:	(1)
Installation:	"	Account No:	(1)
Connection:		Birth Date:	(1)
Disconnect:		Member No:	(1)
Remove:		Member Form No:	(1)
Position Change:		Amount:	(1)
Meter Change:		Data Approved:	(1)
		Service Drop wire (ft):	(1)
		Prepared By:	(1)

Special information:

EXECUTION PART (DONE BY O&M SECTION)

K W H / DEMAND METER		CURRENT / POTENTIAL TRANSFORMER			
	NEW/PRESENT	OLD/REMOVE	C/T DATA	NEW	OLD
METER DATA			MANUFACTURER	(7)	//////////
MANUFACTURER	(2)		METER SL.NO	(7)	(7)
METER SL.NO	(2)		RATIO	(7)	
BULK MTR SL.NO	(2)		MAIN SEAL NO	(6)	(7)
TWO PART MTR(Y/N)	(2)		DEMAND SEAL NO	(6)	(7)
TYPE	(2)				
VOLTS	(2)		P/T DATA		
PHASE	(2)		MANUFACTURER	(7)	
MULTIPLIER:	(7)		METER SL.NO	(7)	(7)
	Peak	Off peak	RATIO	(7)	
KWH READING:	(3)		MAIN SEAL NO	(6)	
DEMAND READING:	(3)		DEMAND SEAL NO	(6)	(7)
MAIN SEAL NO:	(3)				
DEMAND SEAL NO	(3)				
BOX SEAL NO:	(3)				
WORK DONE BY	3		FOR IRRIGATION		
			TYPE OF IRRIGATION		
METER RECORD POSTED	4		SEASON START	(1)	
METER BOOK POSTED	5		SEASON END	(1)	
CUSTOMER LEDGER POSTED	5		REMARKS	(8)	
CUSTOMER FILE	5				

Billing Assistant

Billing Supervisor

AGM Finance/DGM

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-7.1	3
Revisions : 03/1996, 24/12/2013, 19/02/2020				

(Md. Mozibur Rahman)
Consultant, TAPP, BREB

(Md. Dohidul 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 ১৭৭০৫

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

.....Pall Bidyut Samity-1/2/3/4

CONSUMER METER ORDER

ORDER PART (DONE BY BILLING SECTION)

CMO NO:	(1)	APPN NO:	(1)
Name:	(1)	CMO Date:	(1) Appl. Date: (1)
Address:	(1)	Father:	
	(1)	Rate Schedule:	(1)
Manufacturer:	(2)	Meter No	(2)
Installation:	"	Book No:	(1) Account No: (1)
Connection:		Birth Date:	(1)
Disconnect:		Member No:	(1)
Remove:		Deposit No	(1) Member Form No: (1)
Position Change:		Deposit Date	(1) Amount: (1)
Meter Change:		Inspection No	(1) Data Approved: (1)
		Connected Load	(1) Service Drop wire (ft): (1)
Special information:		Prepared By:	(1)

EXECUTION PART (DONE BY O&M SECTION)

KWH / DEMAND METER		CURRENT / POTENTIAL TRANSFORMER			
METER DATA	NEW/PRESENT	OLD/REMOVE	C/T DATA	NEW	OLD
MANUFACTURER	(2)		MANUFACTURER	(7)	//////////
METER SL.NO	(2)		METER SL.NO	(7)	(7)
BULK MTR SL.NO	(2)		RATIO	(7)	
TWO PART MTR(Y/N)	(2)		MAIN SEAL NO	(6)	(7)
TYPE	(2)		DEMAND SEAL NO	(6)	(7)
VOLTS	(2)		P/T DATA		
PHASE	(2)		MANUFACTURER	(7)	
MULTIPLIER:	(7)		METER SL.NO	(7)	(7)
	Peak	Off peak	RATIO	(7)	
KWH READING:	(3)		MAIN SEAL NO	(6)	
DEMAND READING:	(3)		DEMAND SEAL NO	(6)	(7)
MAIN SEAL NO:	(3)		FOR IRRIGATION		
DEMAND SEAL NO	(3)		TYPE OF IRRIGATION		
BOX SEAL NO:	(3)		SEASON START	(1)	
WORK DONE BY	3		SEASON END	(1)	
METER RECORD POSTED	4		REMARKS	(8)	
METER BOOK POSTED	5				
CUSTOMER LEDGER POSTED	5				
CUSTOMER FILE	5				

Billing Assistant

Billing Supervisor

AGM Finance/DGM

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-7.2	3
Revisions : 03/1996, 24/12/2013, 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. (Board), BREB.

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

.....Pall Bidyut Samity-1/2/3/4

CONSUMER METER ORDER

ORDER PART (DONE BY BILLING SECTION)

CMO NO:	(1)	APPN NO:	(1)
Name:	(1)	CMO Date:	(1)
Address:	(1)	Father:	(1)
	(1)	Rate Schedule:	(1)
Manufacturer:	(2)	Book No:	(1)
Installation:	"	Birth Date:	(1)
Connection:		Account No:	(1)
Disconnect:		Member No:	(1)
Remove:		Member Form No:	(1)
Position Change:		Amount:	(1)
Meter Change:		Data Approved:	(1)
Special information:		Service Drop wire (ft):	(1)
		Prepared By:	(1)

EXECUTION PART (DONE BY O&M SECTION)

K W H / DEMAND METER		CURRENT / POTENTIAL TRANSFORMER			
METER DATA	NEW/PRESENT	OLD/REMOVE	C/T DATA	NEW	OLD
MANUFACTURER	(2)		MANUFACTURER	(7)	//////////
METER SL.NO	(2)		METER SL.NO	(7)	(7)
BULK MTR SL.NO	(2)		RATIO	(7)	
TWO PART MTR(Y/N)	(2)		MAIN SEAL NO	(6)	(7)
TYPE	(2)		DEMAND SEAL NO	(6)	(7)
VOLTS	(2)		P/T DATA		
PHASE	(2)		MANUFACTURER	(7)	
MULTIPLIER:	(7)		METER SL.NO	(7)	(7)
			RATIO	(7)	
KWH READING:	Peak	Off peak	MAIN SEAL NO	(6)	
DEMAND READING:	(3)		DEMAND SEAL NO	(6)	(7)
MAIN SEAL NO:	(3)		FOR IRRIGATION		
DEMAND SEAL NO	(3)		TYPE OF IRRIGATION		
BOX SEAL NO:	(3)		SEASON START	(1)	
WORK DONE BY	3		SEASON END	(1)	
METER RECORD POSTED	4		REMARKS	(8)	
METER BOOK POSTED	5				
CUSTOMER LEDGER POSTED	5				
CUSTOMER FILE	5				

Billing Assistant

Billing Supervisor

AGM Finance/DGM

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-7.3	3
Revisions : 03/1996, 24/12/2013, 19/02/2020				

(Md. Mozibur Rahman)
Consultant, TAPP, BREB(Md. Dumdul 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.

৬২১ তম বোর্ড সভায় অনুমোদিত পিকার নং ১৭১০০

CONSUMER METER ORDER

ORDER PART (DONE BY BILLING SECTION)

CMO NO:	(1)	APPN NO:	(1)
Name:	(1)	CMO Date:	(1)
Address:	(1)	Appl. Date:	(1)
	(1)	Father:	
	(1)	Rate Schedule:	(1)
		Book No:	(1)
		Account No:	(1)
Manufacturer:	(2)	Meter No	(2)
Installation:		Birth Date:	(1)
Connection:		Member No:	(1)
Disconnect:		Member Form No:	(1)
Remove:		Amount:	(1)
Position Change:		Data Approved:	(1)
Meter Change:		Service Drop wire (ft):	(1)
		Prepared By:	(1)

Special information:

EXECUTION PART (DONE BY O&M SECTION)

K W H / DEMAND METER		CURRENT / POTENTIAL TRANSFORMER			
	NEW/PRESENT	OLD/REMOVE	C/T DATA	NEW	OLD
METER DATA			MANUFACTURER	(7)	/////////
MANUFACTURER	(2)		METER SL.NO	(7)	(7)
METER SL.NO	(2)		RATIO	(7)	
BULK MTR SL.NO	(2)		MAIN SEAL NO	(6)	(7)
TWO PART MTR(Y/N)	(2)		DEMAND SEAL NO	(6)	(7)
TYPE	(2)				
VOLTS	(2)		P/T DATA		
PHASE	(2)		MANUFACTURER	(7)	
MULTIPLIER:	(7)		METER SL.NO	(7)	(7)
			RATIO	(7)	
KWH READING:	Peak	Off peak	MAIN SEAL NO	(6)	
DEMAND READING:	(3)		DEMAND SEAL NO	(6)	(7)
MAIN SEAL NO:	(3)				
DEMAND SEAL NO	(3)				
BOX SEAL NO:	(3)				
FOR IRRIGATION					
TYPE OF IRRIGATION					
WORK DONE BY	3		SEASON START	(1)	
METER RECORD POSTED	4		SEASON END	(1)	
METER BOOK POSTED	5		REMARKS	(8)	
CUSTOMER LEDGER POSTED	5				
CUSTOMER FILE	5				

Billing Assistant

Billing Supervisor

AGM Finance/DGM

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-7.4	3
Revisions : 03/1996, 24/12/2013, 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. (Board), BREB.

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

.....Pall Bidyut Samity-1/2/3/4

CONSUMER METER ORDER

ORDER PART (DONE BY BILLING SECTION)

CMO NO:	(1)	APPN NO:	(1)
Name:	(1)	CMO Date:	(1) Appl. Date: (1)
Address:	(1)	Father:	
	(1)	Rate Schedule:	(1)
Manufacturer:	(2)	Meter No	(2)
Installation:	"	Book No:	(1)
Connection:		Birth Date:	(1)
Disconnect:		Account No:	(1)
Remove:		Member No:	(1)
Position Change:		Deposit No	(1)
Meter Change:		Deposit Date	(1)
		Member Form No:	(1)
		Amount:	(1)
		Data Approved:	(1)
		Service Drop wire (ft):	(1)
		Inspection No	(1)
		Connected Load	(1)
		Prepared By:	(1)

Special information:

EXECUTION PART (DONE BY O&M SECTION)

K W H / DEMAND METER		CURRENT / POTENTIAL TRANSFORMER			
	NEW/PRESENT	OLD/REMOVE	C/T DATA	NEW	OLD
METER DATA					
MANUFACTURER	(2)		MANUFACTURER	(7)	/////////
METER SL.NO	(2)		METER SL.NO	(7)	(7)
BULK MTR SL.NO	(2)		RATIO	(7)	
TWO PART MTR(Y/N)	(2)		MAIN SEAL NO	(6)	(7)
TYPE	(2)		DEMAND SEAL NO	(6)	(7)
VOLTS	(2)				
PHASE	(2)		P/T DATA		
MULTIPLIER:	(7)		MANUFACTURER	(7)	
			METER SL.NO	(7)	(7)
			RATIO	(7)	
KWH READING:	Peak	Off peak	MAIN SEAL NO	(6)	
DEMAND READING:	(3)		DEMAND SEAL NO	(6)	(7)
MAIN SEAL NO:	(3)				
DEMAND SEAL NO	(3)				
BOX SEAL NO:	(3)				
WORK DONE BY	3		FOR IRRIGATION		
METER RECORD POSTED	4		TYPE OF IRRIGATION		
METER BOOK POSTED	5		SEASON START	(1)	
CUSTOMER LEDGER POSTED	5		SEASON END	(1)	
CUSTOMER FILE	5		REMARKS	(8)	

Billing Assistant

Billing Supervisor

AGM Finance/DGM

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-7.5	3
Revisions : 03/1996, 24/12/2013, 19/02/2020				

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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

Preparation of Consumer Meter Order

BREB Form No. 201 (Exhibits II-1 to II-5)

For self contained meters

1. Billing Personnel will record this information at the time CMO is initiated.
2. Meter Tester will record this information when meter is issued to Lineman.
3. Lineman will record this information when work is completed.
4. Plant Account Assistant will indicate completion of Meter Record Cards.
5. Billing Personnel will indicate completion of these records after CMO is returned and Consumer Account Number is assigned.

For C/T and P/T metering

6. O&M Department will record this information if padlock seals are used.
7. O&M Department will record this information at the time equipment is installed.
8. Remarks are recorded by anybody having noteworthy information. In case of meter and service are removed, all removed materials will be listed. If additional space is needed; reverse side can be used.

NOTE: Where there are no entries in a column, the column must contain N/A for "not applicable".

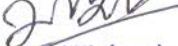
Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-8	3
Revisions : 03/1996, 24/12/2013, 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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০


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

I.1 **Flow Chart** of Consumer Meter Order (for new Consumer only)

Billing Section

1. Prepare a Consumer Meter Order by filling in all known information.
2. Send original copy to O&M Department.
3. Retain one copy in Pending File.
4. Prepare Meter Reading Sheet and Consumer Subsidiary Ledger. Place these in appropriate books.
5. Prepare Consumer File and file Membership form, Wiring Inspection Report, Deposit Receipt, Contract, Correspondences, etc. - Hold file for assignment of Consumer Account Number.

O&M Department

1. Perform work ordered by the Consumer Meter Order.
2. Record all applicable data on Consumer Meter Order Form.
3. Send original to the Billing Supervisor and if the meter is new, forward the Meter Record Card to the Assistant Plant Accountant after giving account no.

Billing Section

1. Remove copy of Consumer Meter Order from Pending file and file in Numeric File.
2. Hold original in Suspense file until first meter reading when Meter Reader shall assign Consumer Account Number.
3. After first reading, record Consumer Account Number on Consumer Meter Order.
4. Send to Assistant Plant Accountant.

Assistant Plant Accountant

1. Completes Meter Record Card.
2. Sign Consumer Meter Order.
3. Send to Member Service Department.

Member Service Department

1. Complete Member Service Department records.
2. Send to Billing Section.

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-9	3
Revisions : 03/1996, 24/12/2013, 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. (Board), BREB.

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

Billing Section

1. Record Consumer Account Number on Consumer File , all documents in the file, and consumer records.
2. Sign Consumer Meter Order.
3. File in Consumer File.
4. File Consumer File.

I.2 Consumer Meter Order Register

The Billing Section will establish and maintain a Consumer Meter Order Register(Exhibit III). Appropriate entries will be made in the Register in order that the information is recorded to show how many Consumer Meter Orders have been prepared, how many have been sent to O&M Department and balance waiting for action.

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-10	3
Revisions : 03/1996, 24/12/2013, 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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০


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

.....(1).....PBS

CONSUMER METER ORDER REGISTER

Date (2)	Number of CMO issued from Billing Section (A)				Initial of Receiving by O&M Department	Number of CMO returned from O&M Department (B)				Initial of Receiving by Billing Section	Balance (issued less worked) (C)			
	New Conne ction	Met er Change	Re- Conne ction	Disconn ection		New Conne ction	Meter Change	Re- Conne ction	Disconn ection		New Conne ction	Meter Change	Re- Conne ction	Discon nection
	(1)	(1)	(1)	(1)	(2)	(1)	(1)	(1)	(11)	(2)	(1)	(1)	(1)	(1)

Note: Disconnection except DNP list

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-10.1	3
Revisions : 03/1996, 24/12/2013, 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

(Debasis Chakraborty)
PD, TAPP, BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

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

Consumer Meter Order Register

Instructions for completing Exhibit III

1. Enter the name of the PBS

2. Enter the

date Section (A)

1. The Billing Department will record all the types of Consumer Meter Order written and submitted to the O&M Department.

2. The Billing Department will secure initials of the person in the O&M Department receiving the Consumer Meter Order.

Section (B)

1. The Billing Department will record all types of consumer Meter Orders returned from the O&M Department.

2. The O&M Department will secure the initials of the person in the Billing Section receiving the Consumer Meter Order.

Section (C)

The Billing Supervisor will record the balances daily of all the types of consumer Meter Orders outstanding.

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-11	3
Revisions : 03/1996, 24/12/2013, 19/02/2020				


(Md. Mozibur Rahman)
Consultant, TAPP, BREB


(Md. Dehidul 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. (Board), BREB.

J. Consumers File

1. The Billing Section will maintain a personal file folder for each consumer. The file folder will be a recording type folder 11 inches by 14 inches. This folder may be colour coded by class of consumer. The face or front of each folder will have a printed list of contents (Exhibit IV). The following documents will be placed in the files :
 - ✓ Membership Application
 - ✓ Consumer Deposit Receipt
 - ✓ Irrigation Advance Receipt
 - ✓ Temporary Advance Receipt
 - ✓ House wiring Inspection Certificate
 - ✓ Agreement(s) for Service
 - ✓ Consumer Meter Order (after completion)
 - ✓ Copies of Debit/Credit Memorandum
 - ✓ Completed Meter Reading Sheet(s)
 - ✓ Completed Receivable Ledger(s)
 - ✓ Any correspondence to/from the consumer
2. Certain requirements must be met by the individual before receiving service of a PBS. All of the above are explained in detail in the procedures which must be followed by the PBS Employees.

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-12	3
Revisions : 03/1996, 24/12/2013, 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. (Board), BREB.

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

হিসাব নং-----

পল্লী বিদ্যুৎ সমিতি-১/২/৩/৪

গ্রাহক নথিঃ

গ্রাহক শ্রেণী

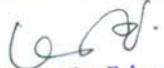
গ্রাহকের নামঃ-----
 পিতার/ স্বামীর নামঃ-----
 মাতার নামঃ-----
 গ্রামঃ-----
 ইউনিয়নঃ-----
 পোঃ-----
 উপজেলাঃ-----
 জেলাঃ-----

সূচীঃ

- টিক চিহ্ন আইটেম সমূহ গ্রহণের তারিখ
- সদস্য পদের আবেদন পত্র-----
 গ্রাহক জামানত রশিদ-----
 হাউজ ওয়্যারিং পরিদর্শন রিপোর্ট-----
 সার্ভিস চুক্তি পত্র-----


Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-12.1	3
Revisions : 03/1996, 24/12/2013, 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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০


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

Personal File

Instructions for completing Exhibit IV

1. The Billing Assistant will record the Account Number from the Meter Reading Sheet when assigned.
2. The name of the PBS will be pre-printed on the folder.
3. All information is taken from the Membership Application.
4. The Billing Assistants will tick the folder when each item is received and the date.
5. Extra spaces for other information to be placed in the folders.
6. Class of consumer will be mentioned on the file cover.
7. Name of Feeder and Lot to which the consumer belongs to will be given on the cover of file.

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-13	3
Revisions : 03/1996, 24/12/2013, 19/02/2020				


(Md. Mozibur Rahman)
Consultant TAPP, BREB



(Md. Duhidul Islam)
Consultant TAPP, BREB


(Md. Mazammel Haq)
Consultant, TAPP, BREB


(Md. Abdul Khateque)
Consultant, TAPP, BREB


(Md. Ahsanul Haque)
Consultant TAPP, BREB


(Debasish Chakraborty)
PD, TAPP, BREB


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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

K. Meter Reading Book(s)

1. **Meter Reading Books** shall be assembled by the Billing Supervisor. The Meter Books shall contain the number of meter reading sheets that the Meter Reader can finish reading in one day, there may be exceptions to finish in one (1) day but under no circumstances more sheets can be read in two (2) days.
2. **All Meter Reading Books** are numbered using a nine(9) digit numbering system beginning with first one digit for BREB code, second three digit is PBS code, third two digit is for zonal office code and fourth three digit is respective book no. For an example: 100101001.

K.1 Meter Reading Sheet(s)

1. The Billing Assistant will use the Consumer Meter Order to prepare a Meter Reading Sheet(s) (BREB Form No. 202 or 203, Exhibits IV-1 and IV-2).
2. The Meter Reading Sheet(s) must contain the Consumer's name, address and father's name as they appear on the Consumer Meter Order. Also the location of the Meter, the Meter Number, the date set and multiplier, etc. of the meter and then placed in the Meter Book.
3. Meter Reading Sheets are not to be removed from the Meter Book when the service is only disconnected. When the service is completely removed, the Meter Reading Sheet should be removed from the Meter Book and placed in the Consumer's File.


Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-14	3
Revisions : 03/1996, 24/12/2013, 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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০


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

Consumer Meter Reading Sheet

Date	Reading					Use	Remark
	(2)	(2)	(2)	(2)	(2)		
/12						(3)	
/11							
/10							
/09							
/08							
/07							
/06							
/05							
/04							
/03							
/02							
/01							
/12							
/11							
/10							
/09							
/08							
/07							
/06							
/05							
/04							
/03							
/02							
/01							
Meter Serial No.						Date Installed	Date Remove
(1)						(2)	(3)
Serial No. (1)							
Connected Load: (2)							
Name: (3)							
Father's Name: (3)							
Address and Contract no: (3)							
Account No: (1)							
Rate- LT-A, LT-D1, LT-D2, LT-E (2)							

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-14.1	3
Revisions : 03/1996, 24/12/2013, 19/02/2020				

(Md. Mozibur Rahman)
Consultant TAPP BREB

(Md. Dohidul Islam)
Consultant TAPP BREB

(Md. Mozammel Haq)
Consultant TAPP BREB

(Md. Abdul Khaleque)
Consultant TAPP BREB

(Md. Ahsanul Haque)
Consultant TAPP BREB

(Debasish Chakrabortty)
PD, TAPP BREB

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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

Meter Reading Sheets

Instructions for completing BREB Form Nos. 202 (Exhibits IV-1)

The Billing Assistant prepares the Meter Reading Sheets form the Consumer Meter Orders by listing the following information

Section (A)

1. The Meter Serial Number
2. The date the meter was installed
3. The date the meter was removed

Section (B)

1. Padlock seal number
2. The connected load
3. The consumer's name, father's name and address with contract no.

Section (C)

1. The Account Number will be assigned by the Meter Reader the first time if the meter is read for a new connection.
2. The Billing Assistant will circle the appropriate rate (type of consumer)

For Meter Reading personnel

Section (D)

1. The date the meters were read **(DD/MM/YY)**
2. Record the present meter reading
3. Subtract previous reading from the present- enter the total


Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-14.2	3
Revisions : 03/1996, 24/12/2013, 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

৩২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০


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

Meter Reading Sheets

Instructions for completing BREB Form No. 203 (Exhibit IV-2)

The Billing Assistant prepares the Meter Reading Sheets form the Consumer Meter Orders by listing the following information

Section (A)

4. The Meter Serial Number
5. The date the meter was installed
6. The date the meter was removed
7. Multiplier, if any

Section (B)

4. Padlock seal number
5. The connected load
6. The consumer's name, father's name and address with contract no.

Section (C)

3. The Account Number will be assigned by the Meter Reader the first time if the meter is read for a new connection.
4. The Billing Assistant will circle the appropriate rate (type of consumer)

For Meter Reading personnel

Section (D)

4. The date the meters were read (DD/MM/YY)
5. Record the present meter reading
6. Subtract previous reading from the present
7. Record the multiplier from the meter
8. Multiply D 3 by D 4 - enter the total
9. Record demand reading
10. Multiply D 6 by D 4 -enter the total

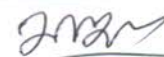
Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-15	3
Revisions : 03/1996, 24/12/2013, 19/02/2020				


(Md. Mozibur Rahman)
Consultant, TAPP, BREB


(Md. Duhidul Islam)
Consultant TAPP, BREB


(Md. Mozammei 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.

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

K.1.1 LT-B, LT-C1, LT-C2, MT, HT & EHT Consumer Meter Reading

1. Meter Books for LT-B, LT-C1, LT-C2, MT, HT & EHT Consmer along with all consumers connected with demand meter_will not be taken to the field for recording of the Meter Readings. The Sr.GM/GM/DGM/Office incharge in Sub-Zonal Office will assign Supervisory Level Employees for the meter Reading. The Billing Supervisor will prepare list (as per Exhibit "A") according to the number of employees to be assigned monthly. The Sr.GM/GM/DGM/Office incharge in Sub-Zonal Office will rotate the assignment on a monthly basis so that the same employee does not read the same Meter every month.


- All MT, HT & EHT consumers reading will be taken by the officers.
- Demand meter reading will be taken by Supervisor level employees. For Meters other than Demand meters, reading will be taken by Grade 4 (four) and above level employees.

2. The reading (KWH and Demand) along with the new seal number will be recorded on the **Industrial/Irrigation/Demand Meters (LT-B, LT-C1, LT-C2, MT, HT & EHT Consmer** along with all consumers connected with demand meter) Reading_Lists (Exhibit A) by personnel assigned to the read those Meters. When completed the lists will be handed over to the Billing Section. The Billing Section will transfer the reading and seal number from the lists to the Meter Books. These lists will be preserved in the Billing Section for futrure reference, if the need arises.

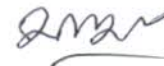
Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-16	3
Revisions : 03/1996, 24/12/2013, 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


(Debasis Chakraborty)
PD, TAPP, BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০


(Kamrul Ahsan Mollik)
Asst. ...

INDUSTRIAL/IRRIGATION/DEMAND METER READING SHEET

INSTRUCTIONS FOR COMPLETING EXHIBIT "A"

To be recorded by the Billing Section when they prepare this list of all the Industrial/irrigation/Demand Meter Consumers in each Meter Book.

1. Record the Account Number as it appears on the Consumer Subsidiary Ledger.
2. Record the full Name and Address as it appears on the Consumer Subsidiary Ledger.
3. Record the Meter Number from the Meter Reading Sheet.

To be recorded by the Personnel assigned to read Industrial/Irrigation/Demand Meters.

4. Record the KWH reading from the Meter.
5. Record the Demand Reading from the Meter.
6. Record the Old Seal Number from the Meter Reading Sheet.
7. Record the New Seal Number from the Seal as it is placed on the Meter.
8. Enter the Date the Meter was read.
9. Any noteworthy remarks.

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-17	3
Revisions : 03/1996, 24/12/2013, 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. (Board)

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

K.2 **Meter Book Control Sheet**

Each Meter Book will have a control sheet on the Book (BREB Form No. 206, Exhibit V). The sheet will show the Book Number, the date the meters were read, number of accounts in book, the number billed and the total KWH consumption for each month by class of service.

K.3 **Meter Reading(s)**

1. The Meter Reader must accurately read and enter the readings on the proper Meter Reading Sheet by determining that the serial number on the meter is the same as on the Meter Reading Sheet, all seals should also be checked.
2. In order to save time and to simplify the billing procedure, the Meter Reader will record the readings in multiplies of five (5) KWH except multiplying meter.
3. If the Meter Reader is unable to read the meter for any reason, a meter report must be prepared (see Meter Report - K.4).

NOTE: The PBS management may introduce the practice of taking meter readings by messengers on test basis in course of delivery of bills, in order to verify that meter reading is properly taken by the meter readers. Similarly, proper delivery of bills to consumers by messengers, may be verified on sample basis by meter readers in course of taking meter reading.

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-18	3
Revisions : 03/1996, 24/12/2013, 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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০


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

METER BOOK CONTROL SHEET

Book No.....

Date	No Accounts			No Billed			KWH Consumption		
	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)
(2)	(4)	(4)	(4)	(5)	(5)	(5)	(6)	(6)	(6)

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-18.1	3
Revisions : 03/1996, 24/12/2013, 19/02/2020				

(Md. Mozibur Rahman)
Consultant, TAPP, BREB

(Md. Duhidul Islam)
Consultant, TAPP, BREB

(Md. Mozammer 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.

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

Meter Book Control Sheet

Instructions for completing BREB Form No. 206 (Exhibit V) All the information will be recorded by the Billing Personnel:

1. The Meter Book Number.
2. The date the meters were read.
3. By the Class of Consumer -LT-A, LT-B, LT-C1, LT-C2, LT-D1, LT-D2, LT-E, LT-T, MT-1, MT-2, MT-3, MT-4, MT-5, MT-6, HT-1, HT-2, HT-3, HT-4, EHT-1, EHT-2).
4. The number of accounts in the Meter Book.
5. The number of meters that were read and billed.
6. The total KWH consumption.


Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-19	3
Revisions : 03/1996, 24/12/2013, 19/02/2020				


(Md. Mozibur Rahman)
Consultant, TAPP, BREB


(Md. Duhidul Islam)
Consultant, TAPP, BREB



(Md. Mozaimul Haq)
Consultant, TAPP, BREB


(Md. Abdul Khaleque)
Consultant, TAPP, BREB


(Md. Ahsanul Haque)
Consultant, TAPP, BREB


(Debasish Chakraborty)
OD, TAPP, BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০


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

K.4 Meter Report


1. The Meter Reading personnel (Meter Reader, Wiring Inspectors or any one assigned) shall be instructed how to identify and report all Meter irregularities by preparing the Meter Report (BREB Form No. 205, Exhibit VI).
2. These Meter Reports shall be left in the Meter Book when the Meter Books are delivered to the Billing Section.

The PBS Finance Department personnel, under the supervision of the Billing Supervisor, shall be instructed to prepare a Meter Report for obvious and suspected irregularities not reported by the Meter Readers.


Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-20	3
Revisions : 03/1996, 24/12/2013, 19/02/2020				


(Md. Mozibur Rahman)
Consultant, TAPP, BREB


(Md. Durrul Islam)
Consultant, TAPP, BREB


(Md. Mozammej 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. (Board), BREB.

-----পল্লী বিদ্যুৎ সমিতি-১/২/৩/৪

মিটার রিপোর্ট ও সিস্টেম পরিদর্শন রিপোর্ট ফরম

তারিখঃ-----সময়ঃ-----গ্রাহকের নামঃ-----হিসাব নংঃ-----
 পিতার নামঃ-----মাতার নামঃ-----মিটার নংঃ-----
 গ্রামঃ-----ইউনিয়নঃ-----উপজেলাঃ-----জেলাঃ-----সংযোগের ধরণঃ-----

০১	মিটারের সীল সীল	১টি আছে/২টি আছে/১টিও নাই/কাটা/মোচড়ানো। সীল নম্বরসমূহ
০২	মিটারের প্যাডলক সীল	আছে/নাই/বেশি পুরাতন/ মোচড়ানো। সীল নম্বরসমূহ
০৩	মিটারের বোর্ড হতে মিটার	ঝুলন্ত অবস্থায় আছে/ উঠানো যায়/নড়াচড়া করা যায়/কাঁকা অবস্থায় আছে।
০৪	মিটার বোর্ড	পচা/দেয়াল হতে আলাগা করা যায়/ঝুলন্ত অবস্থায় আছে/ভিতর হতে ছিদ্র করা আছে/ দেয়ালে শক্তভাবে লাগানো আছে।
০৫	মিটার	সম্পূর্ণরূপে বন্ধ/কম ঘুরে/গ্রাস কভার ছিদ্র/গ্রাস ডাঙ্কা/রিডিং উঠে না/রিডিংএলোমেলো/ গ্যাসকেটে ছিদ্র/ মিটারে কাঠি ঢুকানো/ডিক্কে ঘর্ষণের দাগ আছে/টার্মিনাল কভার ফীকা করা/সোর্স সাইডে অবৈধ ব্যবহারের আলামত আছে/ ১টি এনার্জি বাতি ব্যবহার করলে মিটার ঘুরে।
০৬	মিটারের অবস্থান	সঠিক আছে/প্রয়োজনের তুলনায় অনেক উপরে স্থাপিত/ প্রয়োজনের তুলনায় অনেক নীচে স্থাপিত/ঘরের ভিতরে স্থাপিত/ এমন জায়গায় স্থাপিত যেখানে রিডিং নেয়া যায় না।
০৭	সার্ভিস ড্রপ	ছিদ্র আছে/টিনের চালের সাথে ঘর্ষণ হচ্ছে/ দীর্ঘদিন ব্যবহারের কারণে আবরণ খুলে বা ফেটে গেছে/ ১০০ ফিটের অতিরিক্ত তার দিয়ে সংযোগ দেয়া হয়েছে।
০৮	ব্যবহৃত লোড	বাল্ব-----টি, -----ওয়াট-----ফ্যান-----টি, ফ্রিজ-----টি, টি, টি, টি-----টি, পানির মটর-----টি, -----এইচপি, অন্যান্য-----টি
০৯	পার্শ্ব সংযোগ	-----টি বাড়িতে/---টি দোকানে/সেচ প্রকল্প/শিল্প/দাতব্য প্রতিষ্ঠান/নাই
১০	সার্ভিস মাস্ট	নষ্ট/ভাল
১১	সার্ভিস এন্ট্রান্স	নষ্ট/ভালো
১২	গ্রাউন্ডিং এর সঠিকতা	ইকুইপমেন্টের আর্থিং কনটিনিউটি-সঠিক আছে/নাই। মিটারের গ্রাউন্ডিং --সঠিক আছে/নাই।
১৩	মেইন সুইচ/কাটআউটে সঠিক মানের ফিউজ আছে কিনা	আছে/ নাই।
১৪	মেইন সুইচ সঠিক আছে কিনা	আছে/ নাই।
১৫	অন্যান্য ওয়্যারিং সঠিক আছে কিনা	আছে/ নাই।
১৬	ভোল্টেজ পরিমাপকরণঃ(৩ফেজ) ফেজ-টু-ফেজ ভোল্টেজঃ Y-R= Y- ফেজ Y-B= B- ফেজ R-B= R- ফেজ	ভোল্টেজ (১ফেজ)ঃ Y-নিউট্রাল = Y- ফেজ B-নিউট্রাল = B- ফেজ R-নিউট্রাল= R- ফেজ
১৭	এলটি বেয়ার লাইন হতে হকিং করে বিদ্যুৎ ব্যবহার করে কিনা	হ্যা/না
১৮	বাহ্যিকভাবে গ্রাহকের আর্থিক অবস্থা কেমন	হত দরিদ্র/দরিদ্র/মধ্যবিত্ত/শুষ্ক/উচ্চবিত্ত
১৯	গ্রাহক কি ধরনের কয়টি ঘরে বিদ্যুৎ ব্যবহার করে	কাঁচা ঘর-----টি/পাকা ঘর-----টি/বহুতল ভবন-----টি
২০	গ্রাহকের বিদ্যুৎ ব্যবহার আর্থিক অবস্থার তুলনায়	কম/বেশী/ঠিক আছে।
২১	ক্যাপাসিটর আছে কিনা	আছে/নাই।
২২	পাওয়ার ফ্যাক্টর এর মান	
২৩	অবৈধ বিদ্যুৎ সংযোগ/ সরবরাহ সংক্রান্ত বিবরণ (সংক্ষেপে)	
২৪	গ্রাহকের কোন অভিযোগ থাকলে তার বিবরণ(সংক্ষেপে)	
২৫	বিদ্যুৎ ব্যবহারে কোন অসামঞ্জস্যতা থাকলে তার বিবরণ	
২৬	অফিসের অনুমতি ব্যতিত লোড বৃদ্ধি করেছে কিনা	হ্যা/না।
২৭	অগভীর/গভীর নলকূপের আওতায় জমির পরিমাণ (বিঘায়)	

মন্তব্য/মতামত

গৃহীত সংশোধন/প্রতিকারমূল ব্যবস্থা

রিপোর্ট প্রদানকারীর নাম, পদবী ও স্বাক্ষর

রিপোর্টের উপর ব্যবস্থা গ্রহনকারীর নাম, পদবী ও স্বাক্ষর

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-20.1	3
Revisions : 03/1996, 24/12/2013, 19/02/2020				

(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. Ansanur Raque,
Consultant, TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

METER REPORT


Instruction for completing BREB Form No. 205 (Exhibit VI)

Information to be recorded by the person making the report

1. Lead seal number(The appropriate field).
2. Meter padlock seal (The appropriate field).
3. Position of meter board(The appropriate field).
4. Condition of meter board.
5. The identifying condition about meter.
6. Position of meter.
7. Condition service drop.
8. Enter the consumer actual load.
9. Enter the side connection situation.
10. Service mast condition (Y/N).
11. Service entrance condition (Y/N).
12. Condition of grounding(The appropriate field).
13. Fuse of main switch /cutout in good condition(Y/N).
14. Is the main switch in workable condition(Y/N)?
15. Are others wiring in workable condition(Y/N)?
16. Enter the actual voltage.
17. If power is illegally used by consumer from bare conductor?(Y/N)
18. How financial condition of the consumer is?(The appropriate field) .
19. How many separately located houses are covered by single meter connection?
20. How the amount of power used by consumer in comparison to his financial condition?
21. Is the consumer installed capacitor?
22. Actual power factor level.
23. Description about use of illegal Electricity.
24. Description of complain of consumer (If any).
25. Description of inconsistency of electricity use (If any).
26. Describe Consumption of excess load use without approval.
27. Area cover under irrigation with shallow /Deep tube well.

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-21	3
Revisions : 03/1996, 24/12/2013, 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. (Board), BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০


K.5 Meter Reports Issued List

1. The Billing Section shall prepare a Meter Report issued List (Exhibit VII) in duplicate before the Meter Book is billed.
2. As they are prepared, the original copy of the Meter Reports Issued List along with the Meter Reports shall be submitted to the O&M/MS Department for investigation and appropriate action. The duplicate copy will remain with the Billing Section and shall be noted as to what action was taken.
3. After investigation has been made and necessary action has been taken, the completed Meter Report shall be returned to the Billing Section where the Meter Reports Issued List shall be noted for action taken. The Finance Department shall keep the General Manager informed of Meter Reports remaining unattended on a monthly basis. The O&M/MS Department personnel shall complete the Meter Reports Issued List by reporting the action taken. This Meter Report Issued list shall be provided to the Billing Section after all Meter Reports on the Meter Report Issued List have been investigated and appropriate action has been taken.


Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-22	3
Revisions : 03/1996, 24/12/2013, 19/02/2020				


(Md. Mozibur Rahman)
Consultant, TAPP, BREB



(Md. Duniaul Islam)
Consultant, TAPP, BREB


(Md. Mozammel Haque)
Consultant, TAPP, BREB


(Md. Abdul Khaleque)
Consultant, TAPP, BREB


(Md. Ahsanul Haque,
Consultant, TAPP, BREB


(Debasish Chakraborty)
TAPP, BREB


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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ৯৭৭০০

Meter Reports Issued List

Instructions for completing Exhibit VII

All information will be taken from the Meter Report

1. The name of the PBS
2. Serial number of the Meter Report
3. The consumer's name
4. The consumers account number
5. The consumers meter number
6. Irregularity reported
7. What action was taken
8. The date previously reported, if any.

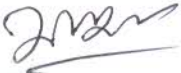
Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-23	3
Revisions : 03/1996, 24/12/2013, 19/02/2020				


(Md. Mozibur Rahman)
Consultant, TAPP, BREB


(Md. Duhidul Islam)
Consultant, TAPP, BREB



(Md. Mozammet Huda)
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.

K.5.1 Meter Report Register

1. The Billing Supervisor shall prepare and maintain a Meter Report Register (Exhibit VIII) to record all transactions in regards to Meter Reports.
2. This Register shall be posted daily so that the total outstanding Meter Reports can be determined at any time.

K.6 Meter Reading Schedule

1. The Billing Supervisor shall prepare a schedule (Exhibit IX) showing the Month, Name of the Meter Reader (s), the Meter Book Number to be read on each day of the month. This Schedule shall be displayed on the wall in the Billing Section Room.
2. The Billing Supervisor shall make reassignment of the Meter Books to the Meter Reader at least once in every six (6) months to discourage possible collusion.


Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-24	3
Revisions : 03/1996, 24/12/2013, 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)
OD, TAPP, BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০


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

METER REPORT REGISTER

Instruction for completing Exhibit VIII

1. The date report is filled up.
2. The number of Meter Reports received from the Meter Reader and others who prepare a report.
3. The number of Meter Reports submitted to the O&M/MS Department.
4. The number of Meter Report returned from the O&M/MS Department.
5. The number of Meter Report pending with the O&M/MS Department.
6. Any noteworthy remarks.


Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-25	3
Revisions : 03/1996, 24/12/2013, 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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০


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

BREB FORM NO.

Exhibit-IX

..... (1)PBS
METER READING SCHEDULE
 MONTH OF (2)


NAME-	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)
DATE-	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)
1.	(4)													(4)
2.														
3.														
4.														
5.														
6.														
7.														
8.														
9.														
10.														
11.														
12.														
13.														
14.														
15.														
16.														
17.														
18.														
19.														
20.														
21.														
22.														
23.														
24.														
25.														
26.														
27.														
28.														
29.														
30.														
31.	(4)													(4)

.....
 (5) Signature of Billing Supervisor


Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-26	3
Revisions : 03/1996, 24/12/2013, 19/02/2020				


 (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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০


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

METER READING SCHEDULE

Instruction for completing Exhibit IX

1. The name of the PBS
2. The month for which the schedule is prepared for
3. The name of the Meter Reader
2. The Book Number to be read on that date
7. Signature of Billing Supervisor.


Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-27	3
Revisions : 03/1996, 24/12/2013, 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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০


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

L. Account Numbers

1. The Meter Reader will assign the Consumer Account Number to all New Connections the first time the meter is read.
2. The Meter Reading Sheet will be arranged in the Meter Book in numerical sequence after the Account number has been assigned.
3. The first one number will be assigned for BREB, the next three numbers will be assigned for PBS (according to MIS serial), the next two number will be assigned for PBS zonal office/Head Office, the next three number will be assigned for Meter book number, next four numbers will be the location by sequence number of the meter the meter reading sheet. The first consumer in a Meter Book will be assigned number 1000. The Meter Reader(s) will determine and leave/keep sufficient numbers between each assigned number for adding future consumers. The first consumer in Book one (1) therefore will be assigned Account Number 1-001-01-001-1000 etc.

M. Bill Processing Schedule

The Billing Supervisor shall prepare this form Exhibit X each month for the individuals to record completed work assignments.

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-28	3
Revisions : 03/1996, 24/12/2013, 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. (Board), BREB.

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

Bill Progressing Schedule

Instructions for completing Exhibit-X

All the information is recorded by the Billing Section

1. The name of the PBS
2. The month for which the schedule is prepared
3. All the Meter Book Numbers in numeric sequence
4. The date the meters were read and the name of the Meter Reader who read the meters
5. The Billing Assistants record the date the bills were prepared and the name of the Billing Assistant who prepared the bills
6. The Billing Assistants record the date the bills were posted to the Consumer Subsidiary ledger and the name of the Billing Assistant who posted
7. The Bill Deliverer records the date the bills were delivered and name of the Bill Deliverer
8. The date the delinquent accounts consumers were placed on the disconnect list and the name of the Billing Assistant who prepared the Disconnect for Non-payment List

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-29	3
Revisions : 03/1996, 24/12/2013, 19/02/2020				

(Md. Mozibur Rahman)
Consultant, TAPP, BREB

(Md. Dujidul 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)

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

L. Rate Schedule(s)

1. All consumers shall be billed monthly at the rates and charges as specified in the PBS/BREB approved Rate Schedules which are applicable to the classification of consumer for which the PBS has made the Electric Service available.
2. The Rates may be revised from time to time; the consumer will abide by the revised rates or have the option to disconnect service from the PBS.

N.1 Rate Chart(s)

1. Rate Charts should be prepared by the Billing Section (Exhibit XI) to save time in the bill preparation, a separate chart must be prepared for each classification of consumer.
2. A new Chart must be prepared whenever there is a rate revision.

Revision:


PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-30	3
Revisions : 03/1996, 24/12/2013, 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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০


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


.....(1).....PBS


RATE CHART (2)


KWH	Amount	Service Charge	Demand Charge	Net Bill	VAT	IM	Total	L.P.C	Gross Bill
(3)	(4)	(5)	(5)	(6)	(7)	(11)	(8)	(9)	(10)

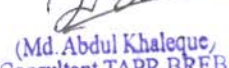
Revision:


PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-30.1	3
Revisions : 03/1996, 24/12/2013, 19/02/2020				


 (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 Mollah)
 Asst. Secy. (D)

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

RATE CHART

Instructions for preparing the Rate Charts (Exhibit XI) All information will be taken from the approved Rate Schedules

1. Name of PBS
2. Type of Rate Chart (Tariff Schedule LT-A, LT-B, LT-C1, LT-C2, LT-D1, LT-D2, LT-E, LT-T, MT-1, MT-2, MT-3, MT-4, MT-5, MT-6, HT-1, HT-2, HT-3, HT-4, EHT-1, EHT-2).
3. List KWH in multiplies of five (5)
4. Enter the charges from the Rate Schedule for the number of KWH
5. Enter the amount of the demand charge.
6. Add columns 4 and 5, enter total
7. Enter the **VAT** for that number of KWHs
8. Add columns 6 and 7, enter total
9. Enter the amount of Late Payment Charge (LPC). It will apply to the amount in column 6 (net bill)
10. Add columns 8 and 9, enter total
11. Blank column for any additional charges

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-31	3
Revisions : 03/1996, 24/12/2013, 19/02/2020				


(Md. Mozibur Rahman)
Consultant, TAPP, BREB


(Md. Duhidul Islam)
Consultant, TAPP, BREB


(Md. Mozammel Haque)
Consultant TAPP, BREB


(Md. Abdul Khalique)
Consultant, TAPP, BREB


(Md. Ahsanul Haque)
Consultant, TAPP, BREB


(Debasish Chakraborty)
PD, TAPP, BREB


৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০


(Kamrul Ahsan Manna)
Asst. S.

0. Electric Bill (s)
1. After the Meter Book has been read and delivered to the Billing Section preparation of the Electric Bill (BREB Form No. 222) can begin. This will be in two (2) copies sequential pre numbered bill form.
2. The first step of the Billing Section is to determine that all the Meter Readings have been recorded and extended. If the Meter Reader has failed to record a Meter Reading, the reading should be estimated and consumption recorded. The Control Sheet shall then be completed.
3. The charges will be determined from the approved Rate Schedules in effect. The Meter Book will be retained by the Billing Assistant until all the Bills are prepared by computerized billing **system**. The number of Bills prepared and the KWH recorded on the Electric Bills must agree with the number of accounts read and the KWH amount posted on the Meter Book Control Sheet.
4. After reconciliation, posting of the Electric Bill to the Consumer Subsidiary Ledger can be done.
5. The Billing Supervisor shall rearrange assignment of the Billing Assistants for preparation of bill and maintaining subsidiary ledger at least once in a year.
6. The Billing Supervisor shall rearrange the assignment of Bill Deliverer at least once in every six month for timely delivery of the bills.

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-32	3
Revisions : 03/1996, 24/12/2013, 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 Mollah)
Asst. Secy. (D)

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

0.1 Electric Bill -Less than One Month Service

Due to Meter Reading Schedules, Meter Reading are frequently taken before service is connected or energized for a full month. In such cases special billing treatment is as follows:

I. First reading after service is connected/energized:

A. Domestic /Irrigation/ Small Industry/ Construction/ Educational, Religious and Charitable Institute, Hospital/ Street light, Water Pump and Battery Charging Station/ Commercial and Office/ Temporary Service/ Industry/ Complex (Tariff Schedule LT-A, LT-C1, LT-C2, LT-D1, LT-D2, LT-E, LT-T, MT-1, MT-2, MT-3, MT-4, MT-5, MT-6, HT-1, HT-2, HT-3, HT-4, EHT-1, EHT-2)

1. For service period up to fifteen (15) days: the account shall be billed. Energy charge shall be accounted for on actual consumption. Other charges such as Demand Charges, Meter Rent, Transformer Rent (if applicable), etc. shall be one half ($\frac{1}{2}$) of the specified month charges.

2. For service period of more than fifteen (15) days: The accounts shall be billed for full month charges. For service period of less than fifteen (15) days, The accounts shall not be billed for the month except in case of disconnection.

B. **Irrigation service (Tariff Schedule LT-B):** No special billing treatment- referred to PBS Instruction: 300-33.

II. Last reading after service is Disconnected:

A. Domestic/ Irrigation /Small Industry/ Construction/ Educational, Religious and Charitable Institute, Hospital/ Street light, Water Pump and Battery Charging Station/ Commercial and Office/ Temporary Service/ Industry/ Complex (Tariff Schedule LT-A, LT-B, LT-C1, LT-C2, LT-D1, LT-D2, LT-E, LT-T, MT-1, MT-2, MT-3, MT-4, MT-5, MT-6, HT-1, HT-2, HT-3, HT-4, EHT-1, EHT-2)

1. The account shall be billed for full month charges.

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-33	3
Revisions : 03/1996, 24/12/2013, 19/02/2020				

(Md. Mozibur Rahman)
Consultant TAPP BREB

(Md. Duhidul Islam)
Consultant TAPP BREB

(Md. Muzammel 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

P. Consumer Subsidiary Ledger

1. The consumer Subsidiary Ledger (BREB Form No.225, 225A, 225B, 225C, 2250 .Exhibit XII,XII-I,XII-II,XII-III,XII-IV) will be used for each account in the Meter Book. The Consumer Subsidiary ledger Book Sheet(s) will be in the same numerical sequence as the Meter Reading Sheets in the Meter Book. The Consumer Subsidiary Ledger Books will have the same corresponding number as the Meter Book.
2. The Consumer Subsidiary Ledger Sheet is prepared from the Consumer Meter Order the same time the Meter Reading Sheet is prepared.
3. After the Electric Bills have been prepared and the KWH amount reconciled with the Meter Book Control Sheet, the Electric Bills are then posted to the Consumer Subsidiary Ledgers.
4. The total amount of the net Electric Bill, Vat, Installment of meter and other charges will be posted to the Consumer Subsidiary Ledger BREB Form No-225, 225A, 225B, 225C, 2250 respectively. But LPC will be posted when it is collected.
5. After posting all the Electric Bills for that Meter Book Number to the Consumer Subsidiary Ledger Sheets in computerized system or an adding machine tape if required will be taken of the KWH amount and the Taka amount of all the accounts posted to the Subsidiary Ledger Sheets. The tapes of the Taka amount on the Electric Bills and Consumer Subsidiary Ledger Sheets must be equal. The KWH amount posted to the Electric Bills, Consumer Subsidiary Ledger Sheets and the Meter Book Control Sheet must all agree.
6. If all the totals agree, the Electric Bill is ready for delivery to 'the Consumer.
7. As the Collection Reports are received from the Accountant, the Paid Electric Net Bills, VAT, LPC, Installment of Meter are posted to the Consumer Subsidiary Ledger Sheets. BREB Form No-225, 225A, 225B, 225C, 2250 respectively.

Revision:


PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-34	3
Revisions : 03/1996, 24/12/2013, 19/02/2020				


(Md. Mozibur Rahman)
Consultant TAPP, BREB


(Md. Duhridul Islam)
Consultant TAPP, BREB


(Md. Mozammel Haque)
Consultant TAPP, BREB


(Md. Abdul Khaleque)
Consultant TAPP, BREB


(Md. Ahsanul Haque)
Consultant TAPP, BREB


(Debasis Chakraborty)
PD, TAPP, BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০


(Kamrul Ahsan Molla)
Asst. Secy

CONSUMER SUBSIDIARY LEDGER -NET BILL

Name :.....(1)..... Meter Serial No :.....(1).....
 Father's Name :.....(1)..... Account No :.....(1).....
 Address :.....(1).....

Line No.	Date	Meter Reading	KWH Use	Bill no. Issued	Bill No. Paid/DM/CM Adj. No.	Amount Net Bill (Tk)	Amount paid Net Bill (Tk)	Balance	Remarks
1)	(2)	(2)	(2)	(2)		(2)		(2)	(4)
2)	(3)				(3)	(3)	(3)	(3)	
3)									
4)									
5)									
6)									
7)									
8)									
9)									
10)									
11)									
12)									

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-34.1	3
Revisions : 03/1996, 24/12/2013, 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. (Board), BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

CONSUMER SUBSIDIARY LEDGER-NET BILL

Instructions for completing BREB Form No. 225, Exhibit XII

1. Record the information from the Consumer Meter Order and/or Meter Reading Sheet.
2. Record from the prepared Net Bill and enter the balance.
3. Record "Paid" Net Bills, Debit/Credit Memos and extent the balance.
4. Record Disconnection/Reconnections, etc.

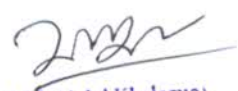
Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-34.2	3
Revisions : 03/1996, 24/12/2013, 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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০


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

CONSUMER SUBSIDIARY LEDGER -VAT

Name :.....(1)..... Meter Serial No :.....(1).....
 Father's Name :.....(1)..... Account No :.....(1).....
 Address :.....(1).....

Line No.	Date	Meter Reading	KWH Use	Bill no. Issued	Bill No. Paid/DM/CM Adj. No.	Amount VAT (Tk)	Amount paid VAT (Tk)	Balance	Remarks
1)	(2)	(2)	(2)	(2)		(2)		(2)	(4)
2)	(3)				(3)	(3)	(3)	(3)	
3)									
4)									
5)									
6)									
7)									
8)									
9)									
10)									
11)									
12)									
13)									

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-35	3
Revisions : 03/1996, 24/12/2013, 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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

(Kamrul Ahsan Mollik)
Asst. Secy. TAPP BREB

CONSUMER SUBSIDIARY LEDGER-VAT

Instructions for completing BREB Form No. 225-A, Exhibit XII-I

1. Record the information from the Consumer Meter Order and/or Meter Reading Sheet.
2. Record from the prepared Electric Vat and enter the balance.
3. Record "Paid" Electric Vat, Debit/Credit Memos and extent the balance.
4. Record Disconnection/Reconnections, etc.

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-35.1	3
Revisions : 03/1996, 24/12/2013, 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)
TAPP, BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০৫৮


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


CONSUMER SUBSIDIARY LEDGER -LPC

Name :.....(1)..... Meter Serial No :.....(1).....
 Father's Name :.....(1)..... Account No :.....(1).....
 Address :.....(1).....

Line No.	Date	Meter Reading	KWH Use	Bill no. Issued	Bill No. Paid/DM/CM Adj. No.	Amount LPC (Tk)	Amount paid LPC (Tk)	Balance	Remarks
1)	(2)	(2)	(2)	(2)		(2)		(2)	(4)
2)	(3)				(3)	(3)	(3)	(3)	
3)									
4)									
5)									
6)									
7)									
8)									
9)									
10)									
11)									
12)									
13)									

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-36	3
Revisions : 03/1996, 24/12/2013, 19/02/2020				


 (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. (Board), BREB.

CONSUMER SUBSIDIARY LEDGER-LPC

Instructions for completing BREB Form No. 225-B, Exhibit XII-II

1. Record the information from the Consumer Meter Order and/or Meter Reading Sheet.
2. Enter the LPC balance when LPC will be collected.
3. Record "Paid" LPC, Debit/Credit Memos and extent the balance.
4. Record Disconnection/Reconnections, etc.

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-36.1	3
Revisions : 03/1996, 24/12/2013, 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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০


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

CONSUMER SUBSIDIARY LEDGER -INSTALLAMENT OF METER

Name :.....(1)..... Meter Serial No:.....(1).....
 Father's Name :.....(1)..... Account No :.....(1).....
 Address :.....(1).....

Line No.	Date	Meter Reading	KWH Use	Bill no. Issued	Bill No. Paid/ DM/CM Adj. No.	Amount Installment of meter (Tk)	Amount paid Installment of meter (Tk)	Balance	Remarks
1)	(2)	(2)	(2)	(2)		(2)		(2)	(4)
2)	(3)				(3)	(3)	(3)	(3)	
3)									
4)									
5)									
6)									
7)									
8)									
9)									
10)									
11)									

Revision:


PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-37	3
Revisions : 03/1996, 24/12/2013, 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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০


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

CONSUMER SUBSIDIARY LEDGER-INSTALLMENT OF METER

Instructions for completing BREB Form No.225-C, Exhibit-XII-III

1. Record the information from the Consumer Meter Order and/or Meter Reading Sheet.
2. Record from the prepared Installment of meter and enter the balance.
3. Record "Paid" Installment of meter, Debit/Credit Memos and extent the balance.
4. Record Disconnection/Reconnections, etc

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-37.1	3
Revisions : 03/1996, 24/12/2013, 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

৬২১ তম বোর্ড সভার অনুমোদিত প্রিকার নং ১৭৭০০


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

CONSUMER SUBSIDIARY LEDGER -OTHERS

Name :.....(1)..... Meter Serial No :.....(1).....
 Father's Name :.....(1)..... Account No :.....(1).....
 Address :.....(1).....

Line No.	Date	Meter Reading	KWH Use	Bill no. Issued	Bill No. Paid/DM/CM Adj. No.	Amount Others (Tk)	Amount paid Others (Tk)	Balance	Remarks
1)	(2)	(2)	(2)	(2)		(2)		(2)	(4)
2)	(3)				(3)	(3)	(3)	(3)	
3)									
4)									
5)									
6)									
7)									
8)									
9)									
10)									
11)									
12)									

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-38	3
Revisions : 03/1996, 24/12/2013, 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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

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

CONSUMER SUBSIDIARY-OTHERS

Instructions for completing BREB Form No. 225-D, Exhibit XII-IV

1. Record the information from the Consumer Meter Order and/or Meter Reading Sheet.
2. Record from the prepared Others and enter the balance.
3. Record "Paid" Others, Debit/Credit Memos and extent the balance.
4. Record Disconnection/Reconnections, etc.

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-38.1	3
Revisions : 03/1996, 24/12/2013, 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)
Asst. Secy. (TAPP), BREB.

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

P.1 Consumer Subsidiary Ledger Control

1. All Consumer Subsidiary Ledger Book (s) must contain a Consumer Subsidiary Ledger Control Sheet (BREB Form No. 227,227-A,227-B,227-C,227-D, Exhibit-XIII, XIII-I, XIII-II, XIII-III, XIII-IV) in front of the Book.
2. After reconciliation of the Electric Bills with the Meter Book Control Sheet, the Consumer Subsidiary Ledger Control Sheet can be posted.
3. The computerized system or in case of manual billing an adding machine tape will be taken of the Taka amount of Electric bills and the total KWH consumption of each classification of consumers for each Consumer Subsidiary ledger Book and recorded in the appropriate columns on the Consumer Subsidiary Ledger Control Sheet.
4. As the Collection Reports are received from the Billing Supervisor, the amount recorded in the "Distribution" column will be posted to Consumer Subsidiary Ledger Control Sheet for each Book.

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-39	3
Revisions : 03/1996, 24/12/2013, 19/02/2020				



(Md. Mozibur Rahman)
Consultant TAPP, BREB


(Md. Duhidul Islam)
Consultant TAPP, BREB


(Md. Mazammel 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 Mohtik)
Asst. Secy. (Board), BREB

CONSUMER SUBSIDIARY LEDGER CONTROL-NET BILL

Book No.------(1)-----

Date	Number Billed			No. of Min. Bills			KWH Billed			Amount Billed(TK)			Amount Paid (TK)		Balance (TK)	
	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)				
(2)	(4)	(4)	(4)	(5)	(5)	(5)	(6)	(6)	(6)	(7)	(7)	(7)	(8)	(8)	(9)	(9)

* For future use, if decision regarding minimum bill is received from BERB

Revision:


PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-40	3
Revisions : 03/1996, 24/12/2013, 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


(Debashish Chakraborty)
PD, TAPP, BREB


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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

* For future use, if decision regarding minimum bill is received from BERG

Consumer Subsidiary Ledger Control-NET BILL

Instructions for completing BREB Form No. 227 (Exhibit XIII)

Every time there is posting done to the Consumer Subsidiary Ledgers, entries must be made on the Control Sheet.

1. Record the Consumer Subsidiary Ledger Book Number (the same as the Meter Book Number) .
2. Record the date of the Electric Bill.
3. List the Classification of Consumer.
1. Record the number Billed by classification of Consumer.
5. Record the number of minimum Bills by classification of Consumer.
6. Record the KWH Billed by classification of Consumer.
7. Record the Taka amounts billed by classification of Consumer.
8. Record total amount of Taka paid, (all classifications) .
9. Record the outstanding balance.


Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-40.1	3
Revisions : 03/1996, 24/12/2013, 19/02/2020				


(Md. Mozibur Rahman)
Consultant TAPP BREB


(Md. Duhidul Islam)
Consultant, TAPP BREB


(Md. Moxammel 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 Absar Mollah)
Asst. Secy. (Operations) BREB

CONSUMER SUBSIDIARY LEDGER CONTROL-VAT

Book No.-----(1)-----

Date	Number Billed			Amount Billed-VAT (TK)						Amount Paid-VAT (TK)	Balance (TK)
	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)		
(2)	(4)	(4)	(4)	(5)	(5)	(5)	(5)	(5)	(6)	(7)	

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-41	3
Revisions : 03/1996, 24/12/2013, 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)
D.O, TAPP, BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

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

Consumer Subsidiary Ledger Control-VAT

Instructions for completing BREB Form No. 227-A (Exhibit XIII-I)

Every time there is posting done to the Consumer Subsidiary Ledgers, entries must be made on the Control Sheet.

1. Record the Consumer Subsidiary Ledger Book Number (the same as the Meter Book Number) .
2. Record the date of the Electric Bill.
3. List the Classification of Consumer.
4. Record the number Billed by classification of Consumer.
5. Record the Taka amounts billed by classification of Consumer.
6. Record total amount of Taka paid, (all classifications) .
7. Record the outstanding balance.

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-41.1	3
Revisions : 03/1996, 24/12/2013, 19/02/2020				


(Md. Mozibur Rahman)
Consultant TAPP, BREB



(Md. Duhidul Islam)
Consultant TAPP, BREB


(Md. Mozammel Haq)
Consultant TAPP, BREB


(Md. Abdu Khaleque)
Consultant TAPP, BREB


(Md. Ahsanul Haque)
Consultant, TAPP, BREB


(Debasish Chakraborty)
PD, TAPP, BREB


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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

CONSUMER SUBSIDIARY LEDGER CONTROL-LPC

Book No.-----(1)-----

Date	Number Billed			Amount Billed-LPC (TK)					Amount Paid-LPC (TK)	Balance (TK)
	(3)	(3)	(3)	(3)	(3)	(3)	(3)			
(2)	(4)	(4)	(4)	(5)	(5)	(5)	(5)	(6)	(7)	

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-42	3
Revisions : 03/1996, 24/12/2013, 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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

(Kamrul Ahsan Moinik)
Asst. Secy. (Board Secretariat)

Consumer Subsidiary Ledger Control-LPC

Instructions for completing BREB Form No. 227-B (Exhibit XIII-II)

Every time there is posting done to the Consumer Subsidiary Ledgers, entries must be made on the Control Sheet.

1. Record the Consumer Subsidiary Ledger Book Number (the same as the Meter Book Number) .
2. Record the date of the Electric Bill.
3. List the Classification of Consumer.
4. Record the number Billed by classification of Consumer.
5. Record the Taka amounts billed by classification of Consumer.
6. Record total amount of Taka paid, (all classifications) .
7. Record the outstanding balance.

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-42.1	3
Revisions : 03/1996, 24/12/2013, 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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০


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

CONSUMER SUBSIDIARY LEDGER CONTROL-INSTALLMENT OF METER


Book No.------(1)-----

Date	Number Billed			Amount Billed-loM (TK)					Amount Paid- loM (TK)	Balance	
	(3)	(3)	(3)	(3)		(3)		(3)		(6)	(7)
(2)	(4)	(4)	(4)	(5)		(5)		(5)			

Revision:


PBS INSTRUCTION 200-06

Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-43	3
Revisions : 03/1996, 24/12/2013, 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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০


 (Kamrul Ahsan Mollik)
 Asst. Secy. (Non-Exe.)

Consumer Subsidiary Ledger Control-INSTALLMENT OF METER

Instructions for completing BREB Form No. 227-C (Exhibit XIII-III)

Every time there is posting done to the Consumer Subsidiary Ledgers, entries must be made on the Control Sheet.

1. Record the Consumer Subsidiary Ledger Book Number (the same as the Meter Book Number) .
2. Record the date of the Electric Bill.
3. List the Classification of Consumer.
4. Record the number Billed by classification of Consumer.
5. Record the Taka amounts billed by classification of Consumer.
6. Record total amount of Taka paid, (all classifications) .
7. Record the outstanding balance.

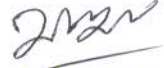
Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-43.1	3
Revisions : 03/1996, 24/12/2013, 19/02/2020				


(Md. Mozibur Rahman)
Consultant TAPP, BREB


(Md. Duhdul Islam)
Consultant TAPP, BREB



(Md. Mozammel Haque)
Consultant TAPP, BREB


(Md. Abdul Khaletue)
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.

CONSUMER SUBSIDIARY LEDGER CONTROL-OTHERS

Book No.----- (1)-----

Date	Number Billed			Amount Billed-Others (TK)				Amount Paid- Others (TK)	Balance	
	(3)	(3)	(3)	(3)	(3)	(3)	(3)		(TK)	(TK)
(2)	(4)	(4)	(4)	(5)	(5)	(5)	(5)	(6)	(7)	

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-44	3
Revisions : 03/1996, 24/12/2013, 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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০


(Kamrul Ahsan Mollik)
Asst. Secy. (Treasury)

Consumer Subsidiary Ledger Control-OTHERS

Instructions for completing BREB Form No. 227-D (Exhibit XIII-IV)

Every time there is posting done to the Consumer Subsidiary Ledgers, entries must be made on the Control Sheet.

1. Record the Consumer Subsidiary Ledger Book Number (the same as the Meter Book Number) .
2. Record the date of the Electric Bill.
3. List the Classification of Consumer.
4. Record the number Billed by classification of Consumer.
5. Record the Taka amounts billed by classification of Consumer.
6. Record total amount of Taka paid, (all classifications).
7. Record the outstanding balance.

Revision:


PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-44.1	3
Revisions : 03/1996, 24/12/2013, 19/02/2020				


(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 Moinik)
Asst. Secy. (Board)

P.2 Consumers Billing Data

The Consumer Billing Data Sheet (BREB Form No. 228, Exhibit XIV) must be completed for each Consumer Subsidiary Ledger Book. This will be done when the entire Book has been posted and verified.

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-45	3
Revisions : 03/1996, 24/12/2013, 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 Mohtak)
Asst. Secy. (Board)

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

(Md. Mozibur Rahman)
Consultant TAPP BREB

BREB FORM No-228

CONSUMER BILLING DATA

Exhibit-XIV

MONTH OF.....

(Md. Dujidul Islam)
Consultant TAPP BREB

Book No	NUMBER OF ACCOUNTS BILLED																									
	LT-A (Dom)	LT-B (Irr)	LT-C1 (S.Ind)	LT-C2 (Const)	LT-D1 (CI)	LT-D2 (St.Wp BC Station)	LT-E (Com)	LT-T (Temp)	MT-1 (Dom)	MT-2 (Com)	MT-3 (Ind)	MT-4 (Const)	MT-5 (Comp other than Ind)	MT-6 (Temp)	HT-1 (Comp Other than Ind)	HT-2 (Com)	HT-3 (L. Ind)	HT-4 (Const)	EHT-1 (20-40 MW)	EHT-2 (Above 40MW)	Solar	Office Use	Resale	Total		

(Md. Mozammel Haq)
Consultant TAPP BREB

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-45.1	3
Revisions : 03/1996, 24/12/2013, - 19/02/2020				

(Md. Ahsanul Haque)
Consultant TAPP BREB

(Debasish Chakraborty)
PD.TAPP BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

(Md. Abdul Kalaque)
Consultant TAPP BREB

(Md. Kamrul Ahsan Mollik)
BREB

Consumer Billing Data

Instructions for completing BREB Form No. 228 (Exhibit XIV)

1. Record the month of preparation.
2. Record each Meter Book Number.
3. Record the total number of Consumers Billed by Classification.
4. Record the total number billed (all classification).
5. After all the Meter Books have been listed, the totals are footed and cross footed.

Revision:


PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-45.2	3
Revisions : 03/1996, 24/12/2013, 19/02/2020				


(Md. Mozibur Rahman)
Consultant TAPP BREB


(Md. Duhidul Islam)
Consultant TAPP BREB



(Md. Mokammel 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

(Md. Mozibur Rahman)
Consultant TAPP BREB

BREB FORM No-228-A

CONSUMER BILLING DATA

Exhibit-XIV-1

MONTH OF.....

(Md. Durhidul Islam)
Consultant TAPP BREB

Book No	NUMBER OF ACCOUNTS BILLED																								
	LT-A (Dom)	LT-B (Irri)	LT-C1 (S.Ind)	LT-C2 (Const)	LT-D1 (CI)	LT-D2 (St.Wp BC Station)	LT-E (Com)	LT-T (Temp)	MT-1 (Dom)	MT-2 (Com)	MT-3 (Ind)	MT-4 (Const)	MT-5 (Comp other than Ind)	MT-6 (Temp)	HT-1 (Comp Other than Ind)	HT-2 (Com)	HT-3 (L.Ind)	HT-4 (Const)	EHT-1 (20-40 MW)	EHT-2 (Above 40MW)	Solar	Office Use	Resale	Total	

Note: This new form is for future use, if decision regarding "Minimum Bill" is received from BERB

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-45.3	3
Revisions : 03/1996, 24/12/2013, 19/02/2020				

(Md. Ahsanul Haque)
Consultant TAPP BREB

(Debasish Chakraborty)
PD. TAPP BREB

(Md. Mozammel Haq)
Consultant TAPP BREB

(Md. Abdul Khaleque)
Consultant TAPP BREB

৬২২ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ৪৭৭০০

(Kamrul Ahsan Mollah)
TAPP

Consumer Billing Data

Instructions for completing BREB Form No. 228-A (Exhibit XV)

1. Record the month of preparation.
2. Record each Meter Book Number.
3. Record the total number of minimum bills by Consumer Classification.
4. Record total number of minimum bills (all classification).
5. After all the Meter Books have been listed, the totals are footed and cross footed.

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-45.4	3
Revisions : 03/1996, 24/12/2013, 19/02/2020				


(Md. Mozibur Rahman)
Consultant TAPP BREB


(Md. Duhidul Islam)
Consultant TAPP BREB


(Md. Mazammel 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.

Debit/Credit Memorandums

2. Billing adjustments are made in the form of a Debit/Credit Memorandum (BREB Form No. 235, Exhibit XV). This will be a pre numbered form prepared in triplicate. The first and second copy are provided to the consumer, the third copy is forwarded to the Billing Section.
3. Debit/Credit Memorandums are posted directly to Individual Consumer Subsidiary Ledgers and each Memo will be listed on the Sales Journal. The preparation of a separate Journal Voucher is not necessary.
4. Previous months adjustments are thereby recorded as current month's transactions.

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-46	3
Revisions : 03/1996, 24/12/2013, 19/02/2020				



(Md. Mozibur Rahman)
Consultant TAPP, BREB


(Md. Duhidul Islam)
Consultant TAPP, BREB



(Md. Mazammel Haq)
Consultant TAPP, BREB


(Md. Abdul Khalaque,
Consultant TAPP, BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০


(Md. Ahsanul Haque,
Consultant, TAPP, BREB


(Depasir Chandra Boroty)
PD, TAPP, BREB.


(Kamrul Ahsan Mollik)
Asst. Secy

.....(1).....PBS
DEBIT/CREDIT MEMORANDUM

(2)
DEBIT

(2)
CREDIT

Name:
 Father's Name:
 (7)
 Address:

Date (3)			DM/CM No. (4)
Day	Month	Year	
			Consumer Acct. No (5)
			Work Order No. (6)

We debit/credit your account with TK.....(8)

Account No. (9)	Account Title (9)	Debit amount (9)	Credit amount (9)
Total		(10)	(10)

Explanation: (11)

(12) (12) (12)

Posted by: Recommended by: Approved By

Distribution: 1 and 2 to Consumers 3. For Accounting

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-46.1	3
Revisions : 03/1996, 24/12/2013, 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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

(Md. Ahsanul Haque)
 Consultant TAPP BREB

(Debasish Chakraborty)
 PD, TAPP, BREB

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

Debit/Credit Memorandum

Instructions for completing BREB Form No. 235 (Exhibit XV)

All information is recorded by the person preparing the memorandum- attach supporting documents, if any.

1. Record name of PBS
2. Check if this is a Debit or a Credit to the Consumers Account and tick accordingly.
3. Record date of preparation.
4. This form is to be pre-numbered.
5. Record Consumers Account Number.
6. Record the Work Order Number, if applicable.
7. Record full name, father's name and address as it appears on the Consumer Subsidiary Ledger Sheet and Meter Reading Sheet.
8. Record the taka amount of the Debit/Credit Memorandum.
9. Enter the Account Numbers, Title and amount for each account affected by this Memorandum.
10. Record the total amount of all adjustments.
11. Record detailed explanation for the adjustment.
12. Signed by the Billing Assistant who posted the Memorandum to the Consumers Subsidiary Ledger.
13. Signed by Billing Supervisor.
14. Signed by the AGM-Finance/Deputy General Manager/Office in charge in Sub-Zonal Office.

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-47	3
Revisions : 03/1996, 24/12/2013, 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 Molla)
Asst. Secy. (D)


৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

R. Sales Journal

1. After all the Electric Bills and Adjustments have been recorded to the Consumer Subsidiary Ledgers and the Consumer Subsidiary Ledger Control Sheets, the Sales Journal (BREB Form No. 240, Exhibit XVI) can be prepared.
2. The Sales Journal is in two (2) sections, the first section (Exhibit XVI-A) of the Sales Journal is used to record the KWH sales by classification of consumer, the second section (Exhibit XVI-B) of the Sales Journal is used to record the taka amount billed by classification of Consumer.
3. After listing all the Consumer Subsidiary Ledger Books, both sections of the Sales Journal are footed and cross footed. The totals of the KWH Sales and Taka amounts are posted to the BREB Form No. 550 - Financial and Statistical Report. The totals of the Taka amount billed are posted directly to the General Ledger, this eliminates the need to prepare of Journal Voucher.


Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-48	3
Revisions : 03/1996, 24/12/2013, 19/02/2020				


(Md. Mozibur Rahman)
Consultant TAPP BREB


(Md. Dujidul Islam)
Consultant TAPP BREB



(Md. Mozammel Haq)
Consultant TAPP BREB


(Md. Abdul Khaleque)
Consultant TAPP BREB


(Md. Ahsanul Haque)
Consultant TAPP BREB


(Debasish Chakraborty)
OD. TAPP BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০


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

(Md. Mozibur Rahman)
Consultant TAPP BREB

BREB FORM No-240

ELECTRICITY SALES JOURNAL

Exhibit-XVI-A

KWH Sales- MONTH OF..... Section-A (1)

(Md. Duhidul Islam)
Consultant TAPP BREB

(Md. Mazammel Haq)
Consultant TAPP BREB

Line No	Book No	Class of consumers																								
		LT-A (Dom)	LT-B (Irri)	LT-C1 (S.Ind)	LT-C2 (Const)	LT-D1 (CI)	LT-D2 (St.Wp BC Station)	LT-E (Com)	LT-T (Temp)	MT-1 (Dom)	MT-2 (Com)	MT-3 (Ind)	MT-4 (Const)	MT-5 (Comp other than Ind)	MT-6 (Temp)	HT-1 (Comp Other than Ind)	HT-2 (Com)	HT-3 (L. Ind)	HT-4 (Const)	EHT-1 (20-40 MW)	EHT-2 (Above 40MW)	Solar	Office Use	Res ale	Total	
1	(1)	(2)																								(2)
2																										
3																										
4																										
5																										
6																										
	(3)	(4)																					(4)	(5)		

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-48.1	3
Revisions : 03/1996, 24/12/2013, 19/02/2020				

(Md. Ahsanul Haque)
Consultant TAPP BREB

(Debasish Chakraborty)
TAPP BREB

৩২১ তা মোড় সভায় অনুমোদিত বিক্রয় মূল্য ১৭৭০০.

(Md. Abdul Khaleque)
Consultant TAPP BREB

(Kamrul Ahsan Mollah)
TAPP BREB

BREB FORM No-240

ELECTRICITY SALES JOURNAL

Exhibit-XVI-B

KWH Sales- MONTH OF..... Section-B (1)

(Md. Mozibur Rahman)
Consultant TAPP BREB

(Md. Duhidul Islam)
Consultant TAPP BREB

Line No	Book No	Class of consumers																								
		LT-A (Dom)	LT-B (Irrig)	LT-C1 (S.Ind)	LT-C2 (Const)	LT-D1 (CI)	LT-D2 (St. Wp BC Station)	LT-E (Com)	LT-T (Temp)	MT-1 (Dom)	MT-2 (Com)	MT-3 (Ind)	MT-4 (Const)	MT-5 (Comp other than Ind)	MT-6 (Temp)	HT-1 (Comp Other than Ind)	HT-2 (Com)	HT-3 (L. Ind)	HT-4 (Const)	EHT-1 (20-40 MW)	EHT-2 (Above 40MW)	Solar	Office Use	Res ale	Tota l	
1		(2)																							(2)	(4)
2																										
3																										
4																										
5																										
6																										
		(3)	(5)																				(5)	(6)		

Revision :

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-48.2	3
Revisions : 03/1996, 24/12/2013, 19/02/2020				

৩২২ তা মোড় সভায় অনুমোদিত প্রিকার নং ৯৭৭০০

(Md. Mozammel Huda)
Consultant TAPP BREB

(Md. Abdul Khaleque)
Consultant TAPP BREB

(Md. Ahsanul Haque)
Consultant TAPP BREB

(Debasish Chakraborty)
TAPP BREB

(Kamrul Ahsan Moina)
TAPP BREB

SALES JOURNAL

Instructions for completing BREB Form No. 240 (Exhibit XVI)

Section (A)

1. Record the month prepared and each Consumer Subsidiary Ledger Book Number.
2. Record the KWH Sales by Consumer Subsidiary Ledger Book for each classification of consumer (extra spaces have been provided for classification not listed)
3. Record the total by Consumer Subsidiary Ledger Book for all classification of consumers.
4. After all the Consumer Subsidiary Ledger Books have been listed this section is to be footed and cross footed, this information will be posted to the BREB Form No. 550 Financial and Statistical Report.
5. The totals of (4) must equal

Section (B)

1. Record the month prepared.
2. Record the taka consumer (extra listed) amount billed space has been of each provided classification for accounts of not
3. Record all miscellaneous accounts and the taka amount billed, if any account is not listed on form.
4. Record the total billed for all accounts by each Consumer Subsidiary Ledger Book.
5. After all the Consumer Subsidiary Ledger Books have been listed, this section is to be footed and cross footed, this information will be posted directly to the General Ledger.
6. The totals of columns (5) must equal column (6). The total in column (6) is also posted directly to the General Ledger.

Revision:

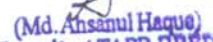
PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-48.3	3
Revisions : 03/1996, 24/12/2013, 19/02/2020				


(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. Ansanul Haque)
Consultant, TAPP, BREB


(Debasish Chakraborty)
PD, TAPP, BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০


(Kamrul Ahsan Mollah)
Asst. Secy. (P)

S. **Reconcilement and Aging of Accounts Receivable - Electric**

1. After the Sales Journal has been completed, the Reconcilement and Aging of Accounts Receivable -Net Bill (BREB Form No. 245, Exhibit XVII) is prepared. Reconcilement of Accounts Receivable VAT, Installment of Meter and Accounts Receivable Others (BREB Form No. 245-A & 245-B, Exhibit-XVII-I & XVII-II respectively) is also to be prepared.
2. All the Consumer Subsidiary Ledger Books must be recorded on this form. The main purposes in preparing this form is to determine the accuracy of the Billing Procedures and the effectiveness of the Collecting/Disconnecting Procedures.
3. The Aging will be only in three (3) categories, current, thirty (30) days over and ninety (90) days over.

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-49	3
Revisions : 03/1996, 24/12/2013, 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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০


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


Reconcilement and Aging of Accounts Receivable-Net Bill

Instructions for completing BREB Form No. 245 (Exhibit-XVII)

1. Record the month prepared.
2. Record all Consumer Subsidiary Ledger Book Number.
3. Record the beginning balance of net bill(ending balance for the previous month) .
4. Record the total taka amount billed net bill (current month).
5. Record the total taka amount collected net bill (paid bills)
6. Record Debit/Credit Memo's taka amount net bill,if any.
7. Record the ending balance net bill(current month).
8. List the number of accounts and Taka amount net bill of all outstanding accounts (unpaid for the current month) .
9. List the number of accounts and Taka amount net bill of all outstanding account (unpaid) for over thirty (30) days up to 90 days.
10. List the number of accounts and Taka amount net bill of all outstanding account (unpaid) for ninety (90) days over.
11. List the total number, by Consumer Subsidiary Ledger Books, the disconnected accounts.
12. After all the Consumer Subsidiary Ledger Books have been listed in this form, is footed and cross footed. It must be reconciled with the Sales Journal, the Consumer Subsidiary Ledgers and the General Ledger (Account No. 142.10 Accounts Receivable Net Bill).

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-49.2	3
Revisions : 03/1996, 24/12/2013, 19/02/2020				


(Md. Mozibur Rahman)
Consultant TAPP BREB


(Md. Dunidul Islam)
Consultant TAPP BREB



(Md. Mozammel Huda)
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 Mohib)
Asst. Secy. (Board) BREB

RECONCILEMENT of ACCOUNTS RECEIVABLE VAT

MONTH OF (1)

Book No	Beginning Balance- VAT		Amount Billed- VAT		Amount Collected- VAT		DM- (CM) Adjustment VAT		Ending Balance VAT		Remarks
(2)	(3)		(4)		(5)		(6)		(7)		

(Md. Mozibur Rahman)
Consultant TAPP BREB

(Md. Ahsanul Haque)
Consultant TAPP BREB

(Md. Duhidul Islam)
Consultant TAPP BREB

(Md. Mozammar Haq)
Consultant TAPP BREB

(Md. Abdul Khaleque)
Consultant TAPP BREB

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-49.3	3
Revisions : 03/1996, 24/12/2013, 19/02/2020				

৩২১ তম বোর্ড সভার অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

(Md. Ahsanul Haque)
Asst. Secy

Reconcilement of Account Receivable-VAT

Instructions for completing BREB Form No. 245-A (Exhibit XVII-I)

1. Record the month prepared.
2. Record all Consumer Subsidiary Ledger Book Number.
3. Record the beginning balance of VAT (ending balance for the previous month) .
4. Record the total taka amount billed VAT(current month).
5. Record the total taka amount collected VAT (paid bills).
6. Record Debit/Credit Memo's taka amount VAT, if any.
7. Record the ending balance VAT(current month).

Revision:


PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-49.4	3
Revisions : 03/1996, 24/12/2013, 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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০


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

Reconcilement and Aging of Accounts Receivable- Installment of meter

Instructions for completing BREB Form No. 245-B (Exhibit XVII-II)

1. Record the month prepared.
2. Record all Consumer Subsidiary Ledger Book Number.
3. Record the beginning balance- Installment of meter (ending balance for the previous month) .
4. Record the total taka amount billed Installment of meter (current month) .
5. Record the total taka amount collected Installment of meter (paid bills) .
6. Record Debit/Credit Memo's taka amount Installment of meter, if any.
7. Record the ending balance Installment of meter (current month) .
8. List the total number, by Consumer Subsidiary Ledger Books, the disconnected accounts.


Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-49.6	3
Revisions : 03/1996, 24/12/2013, 19/02/2020				


(Md. Mozibur Rahman)
Consultant TAPP BREB


(Md. Duhidul Islam)
Consultant TAPP BREB


(Md. Mozammer 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 Mollah)
Asst. Secy. (Personnel) BREB

T. Collection/Disconnection List

1. The PBSs Electric Service Rules and Regulations state that the service will be subject to disconnection for non-payment of outstanding Electric Bills.
2. Collection/Disconnection lists (Exhibit XVIII) shall be prepared daily in duplicate, one copy is given to the AGM-Finance/Finance-Revenue/O&M who will dispatch linemen to collect or disconnect the account, the other copy is placed in the pending file.
3. The copy remains in the pending file until the next list is prepared, it is updated every day from the Consumer Meter Orders, collection reports and from the lists returned by the Disconnect Personnel.

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-1-50	3
Revisions : 03/1996, 24/12/2013, 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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০


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

.....PBS

COLLECTION/DISCONNECTION FOR NON-PAYMENT

Book No.....(1) Date: (2)

Sl No.	Account No. and Meter No.	Name and Location	Amount to Collect						Action by Disconnect Personnel			Name and Initial
			Months Due	Net Bill	Duty	LPC	Fees	Total	Amount Collected	Disc. Reading	Remarks	
1	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
2												
3	(3)	(4)										(14)
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												

Prepared by: _____ Approved by: _____ Assigned to: _____ Certified by: _____
Billing Assistant AGM- Finance/Finance-Rev. Name of Disconnect AGM- O&M
Deputy General Manager Deputy General Manager Team Leader

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-50-1	3
Revisions : 03/1996, 24/12/2013, 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. Akbarul Haque)
Consultant TAPP BREB

(Debasish Chakraborty)
PD, TAPP, BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

(Kamrul Ahsan Mollah)
Asst. Secy

Collection/Disconnection for Non-payment

Instructions for completing Exhibit XVIII

1. Record the Consumer Subsidiary Ledger Book (s) for the list being prepared.
2. Record the date of preparation.
3. Record the Consumers Account Number and Meter Number from the Consumer Subsidiary Ledger Sheet.
4. Record the name and location of Consumer.
5. Enter the total months outstanding.
6. Enter the net of the Electric Bill.
7. Enter the amount of the Government Duty.
8. Enter the amount of the Late Payment Charge.
9. Enter all other fees, if any (**Except DC/RC Fee**).
10. Enter the total amount payable (5)+(6)+(7)+(8)+(9).
11. Record the total amount collected, if any.
12. Record the Meter Reading, if disconnected.
13. Record any noteworthy remarks.
14. Name and initials of Collect/Disconnect personnel who performed the action.
15. Signature of the Billing Assistant.
16. Signature of the AGM-Finance/Finance-Revenue/Deputy General Manager/Office in-charge in Billing Area Office.
17. Name of the Disconnect Team Leader assigned to Collect/Disconnect.
18. Signature of the AGM-Finance/Finance-Revenue/AGM-O&M/Deputy General Manager/Office in-charge in Sub-Zonal Office.

Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-50-2	3
Revisions : 03/1996, 24/12/2013, 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

(Karimul Ahsan Mofite)
Asst. Secy (D)

৬২১ তম বোর্ড সভার অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

U. Duplicate Electric Bill

1. If the Consumer loses/misplaces his/her Electric Bill and requests the PBS to prepare a Duplicate Bill, the PBS will prepare a Duplicate Bill from a completely different book of bills used by the Billing Section for normal billing. The Duplicate Bill shall be plainly marked across the bill "Duplicate Bill". Tk. ~~10.00~~ 20.00 (Subject to change from time to time) will be charged for each duplicate bill (except Govt. semi- Govt. and Autonomous bodies).

V. Other Electric Utility Take-Over Consumers

1. As and when Other Electric Utility lines are taken over, the PBSs are required to extend cooperation in collecting the outstanding bills from the taken over consumers on the basis of consumer-month wise lists of outstanding supplied by Other Electric Utility.
2. Other Electric Utility shall remit to the PBSs all consumer deposits in respect of taken over consumers.
3. Outstanding bills from the consumers and deposits will be entered into a memorandum record to be maintained by the PBSs. On collection of outstanding bills, the collected amounts after adjustment of consumer deposits if such deposits are not remitted by other utility to the PBSs at the time of take-over, are to be paid to other utility.


Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-51	3
Revisions : 03/1996, 24/12/2013, 19/02/2020				



(Md. Mozibur Rahman)
Consultant TAPP, BREB


(Md. Dahirul Islam)
Consultant, TAPP, BREB


(Md. Mozammel Haq)
Consultant, TAPP, BREB


(Md. Abdul Khaleque)
Consultant, TAPP, BREB

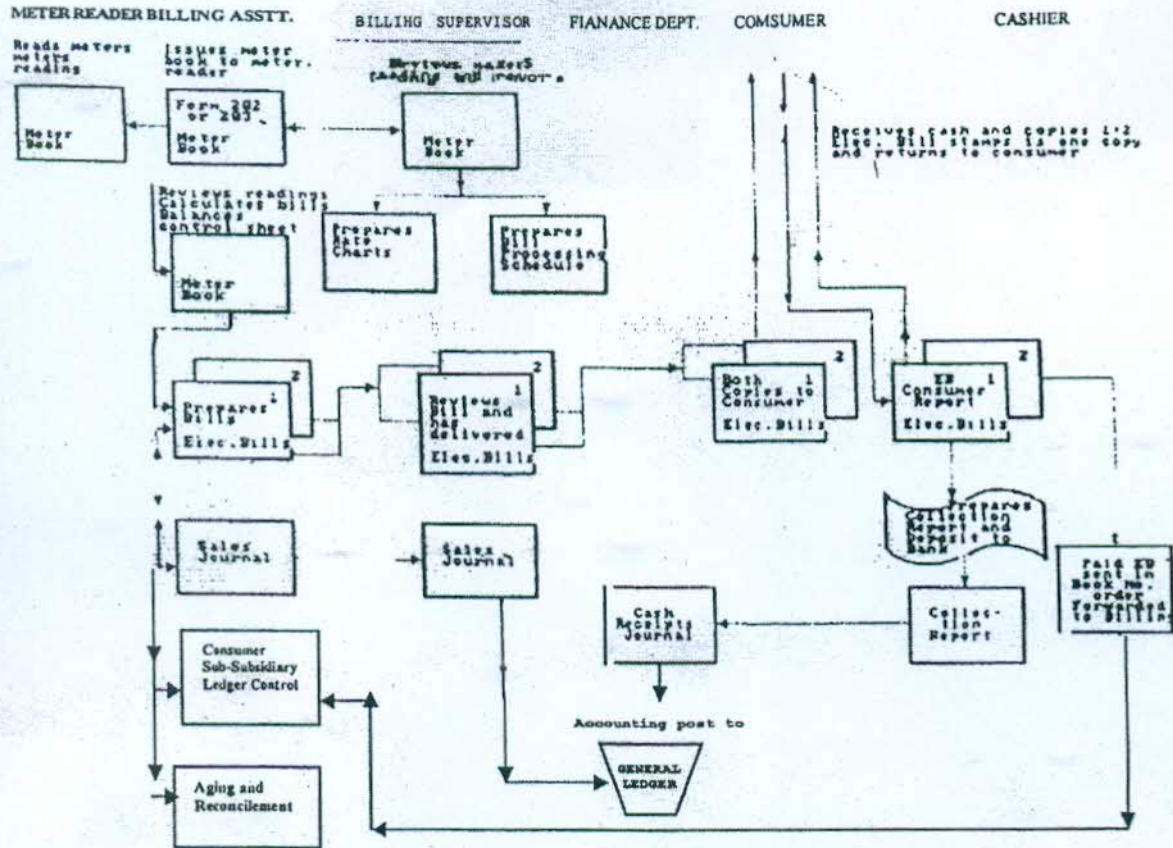

(Md. Ahsanul Haque,
Consultant, TAPP, BREB


(Debasish Chakraborty)
PD, TAPP, BREB


(Kamrul Ahsan Mollik)
Asst. Secy. (Bos. TAPP, BREB)

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

ELECTRIC ENERGY SALES - CONSUMER ACCOUNTING FLOW CHART



Revision:

PBS INSTRUCTION 200-06				
Original Date	Reviewed by	Approved by	Section & Page	Revision No.
03/1987	BREB	BREB Board	PBS-AP-2-52	3
Revisions : 03/1996, 24/12/2013, 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. (Board) BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০