

**BANGLADESH RURAL ELECTRIFICATION BOARD  
DHAKA, BANGLADESH**

**BREB INSTRUCTION 600-21  
PBS INSTRUCTION 200-27**

**SUBJECT:** MONITORING FINANCIAL ACTIVITIES OF THE PBSs.

**I. PURPOSE**

To establish BREB policy with regard to monitoring financial activities of the PBSs.

**II. POLICY**

It is the responsibility of PBS Financial Monitoring Directorate of BREB to establish detailed procedure and to employ required manpower to ensure effective monitoring of the PBSs' financial activities.

**III. OBJECTIVES AND FUNCTIONS**

- A. To assist and guide the PBSs in implementing the approved accounting system and also to advice in developing sound financial control in the PBSs as per set standards.
- B. At regular intervals, preferably once in every three (3) months, an official in the rank of Assistant Director will visit each PBS. If required, concerned Deputy Director will visit a PBS to supervise the monitoring activities.
- C. Besides regular visit as mentioned in (B) above, if at any time a PBS needs specific help on any issue relating to financial management, the PBS Management will be encouraged for notifying the same to Director, Financial Monitoring in writing for arranging special visit for the required purpose by Finance Branch Personnel of the PBS.

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**Revision:**

BREB INSTRUCTION 600-21/ PBS INSTRUCTION 200-27				
Original Date	Reviewed by	Approved by	Page	Revision No.
21.08.1985	BREB	BREB Board	1	3
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- D. A standard checklist as attached to this Instruction **(Annexure-01)** will be used by the officials visiting the PBSs to uniformly evaluate the progress and problems of the PBSs.
- E. The review notes as observed by the visiting BREB officials will be discussed with the General Manager and all DGM/AGM and one copy of the review notes will be Provided to the General Manager on the spot and the same must be acknowledged by the General Manager by signing in the second copy of the said review note. The General Manager will be required to respond (in writing) within fifteen (15) days to the Director, Financial Monitoring with a copy to the Director, PBS Monitoring & Management Operation stating the corrective action to be taken on irregularities/ deviations detected through the review.
- F. A Compliance by the General Manager, Deputy General Manager and concerned departmental heads will have to make comments on the observation made in the review notes that will be followed-up by BREB officials and any non-compliance will be reported to the Director, Financial Monitoring.
- G. The principal objective of the Office system/ Financial Monitoring section of the Financial Monitoring and tariff is to ensure sound management of PBSs' Financial Activities through all required assistance and guidance. In order to review from time to time whether the services rendered by PBS Finance Branch are being effectively utilized. It is required to send a semi-annual compliance report to the BREB Financial Monitoring Directorate by the PBS.

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- H. Financial Monitoring Directorate will thereafter submit a semi-annual report to the Chairman, BREB mentioning the data made on the PBSs visited, problems found and recommendations made there against and compliance status of the said recommendations. The report will also include brief comment on the financial activities of the PBSs.
- I. PBS Audit Directorate of BREB, while conducting the annual audit on PBS accounts, will review the compliance status of the PBSs on the observations and suggestions made by PBS office system of Financial Monitoring Directorate and will make their comments in this regard in the audit report.

Enclosed: Annexure-01, Check List (Page-1 to 14)

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**CHECK LIST**  
**FOR**  
**ROUTINE REVIEW OF FINANCIAL ACTIVITIES**

Name of PBS:-----  
Date of Review ..... From ..... To.....  
Period Under Review-----

**1. FINANCIAL AND STATISTICAL REPORT (REB FORM# 550)**

- A. Month-----  
Does information on the Form 550 agree with the General Ledger, Subsidiary ledgers and other related files/records ?  
Yes-----No-----  
Comments:-----

**2. CASH MANAGEMENT**

- A. Are Cash Collections and Deposit to Bank (s) verified by the PBS Finance personnel daily?  
Yes: ..... No: .....  
A-1 For verification, do they prepare/ use the following 'Table'?

ক্রমিক নং	নগদ আদায়ের তারিখ	DCR অনুযায়ী আদায়কৃত টাকা	রেজিষ্টারে হিসাবভুক্ত টাকার পরিমাণ	ব্যাংকে জমাকৃত টাকার পরিমাণ	হাতে নগদ টাকার পরিমাণ	ব্যাংকে জমার রশিদ (স্লীপ) নম্বর ও তারিখ	বাস্তবে ব্যাংক বিবরণীতে প্রদর্শিত টাকার পরিমাণ ও তারিখ

Yes: ..... No: .....

- B. Is the PBS maintaining Bank Accounts as per Instruction-200-24 ?

Yes-----No-----

Comments:-----

- B.1. Up to which month are the Bank Accounts reconciled ?

Month-----

Comments:-----

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C. BANK REMITTANCE:

- (1) Total number of collection banks:  
Including Agent, Mobile, Internet and Online Banking:  
.....
- (2) Does the collection banks remit their collected amount monthly ?  
Yes..... No .....
- (3) Number of banks are irregular in remittance: .....
- (4) Total amount held by such defaulter banks: .....

C-1. Bill Collection by Agent Banks/ Mobile Operators/ Vending Stations:

In case of bill collection through Mobile / Online Banking like Teletalk, Grameen phone, B kash, UDC, Prepaid Meter system etc., DGM (Technical), AGM (IT), Junior Engineer (IT) will provide technical support/assistance to prevent hacking or misappropriation of fund and overall supervision on such collections will be ensured by the Senior General Manager/General Manager of the PBS.

The concerned Financial Monitoring Directorate will monitor the bill collections through Agents / Mobile Banking.


- (i) Do they remit their collected amount as per the Provisions of the Contract?  
Yes-----No-----
- ii) Do DGM (Technical), AGM (IT) & Junior Engineer (IT) provide technical support/assistance with respect to bill collections & its remittance by the Agents?  
Yes: ..... No: .....
- (iii) Do the PBS Finance Personnel check their collection and remittance thereof ?  
Yes-----No-----  
Comments: If answer is "yes", then how?.....  
Is there any deviation? .....
- iv) Does the GM supervise it regularly?  
Yes: ..... No: .....
- v) Is the monitoring, by PBS Monitoring & Management Operation Directorate, being done ?  
Yes: ..... No: .....


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D. Has the PBS invested their funds monthly as per instruction 200-29 ?

Yes-----No-----

Comments:-----

E. Amount of investments as on:-----

<u>Name of the Funds</u>	<u>Liability</u>	<u>Investment</u>	<u>Difference</u>
Membership			
Replacement Reserve Fund			
Insurance Reserve Fund			
Contributory Provident Fund			
Gratuity Fund			
Employees Security Deposits			
Benevolent Fund			
Workman Compensation			
Donation Reserve Fund			
Meter Rent Fund			

Comments:-----

F. Is the encashment of FDRs ensured timely (on maturity date)?

Yes-----No-----

G. Is the interest on FDRs calculated accurately and credited properly by the banks ?

Yes-----No-----

Comments:-----

H. Are Memo Entries being recorded for Bank Interest in Account# 171 " Interest and Dividends Receivable" as per Instruction 200-06 ?

Yes-----No-----


Comments:-----

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I. Are the following Journals being maintained according to Instruction 200-06 ?

Disbursement Voucher Journal: Yes-----No-----  
Cash Receipts Journal : Yes-----No-----  
Payroll Journal : Yes-----No-----  
Comment:-----

J. Are the Daily Cash Collection Reports (Form-13) filled up as per Instruction 200-06 ?

Yes-----No-----  
Comments:-----

K. Is the Imprest (Petty Cash) Fund being maintained as per Instruction 200-06 and 200-13 ?

Yes-----No-----  
Comments:-----

### 3. Accounts Payable

Number of Months Accounts Payable Outstanding to other electric utility----- Does this meet the target of -----month ? Yes -----No -----

### 4. DSL Payment

A. Has this PBS paid their Debt Service Liability to BREB ?

Yes-----No-----  
Amount due on -----/-----1----- Principal:----- Interest:-----  
Reason behind non-payment, financial inability or other factors: Explain: -----

B. Has this PBS made temporary investment in FDR without paying its Debt Service liability to BREB ?

Yes-----No-----

If yes:

DSL due but not paid Tk \_\_\_\_\_  
Temporary Investments made within the period which DSL become due for payment Tk \_\_\_\_\_

Comments:-----

  
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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০



5. PAYROLL

A. Are current Schedules of pay and Allowances and Schedules of Deductions being prepared by the AGM?

Yes----- No ----- If no, the last date prepared:-----

Comment:-----

A.I. Are employees pay and allowances approved by the BREB ?

Yes----- No-----

Comments:-----

B. Are 'Employee Monthly work Report and Summary' filled- up as per Instruction 200-06 ?

Yes----- No-----

Comments:-----

C. Are Dally work Reports filled- up as per instruction & submitted to the Finance daily/weekly ?

Yes----- No-----

Comments:-----

D. Are the approved forms and Registers used for Extra Time and Tiffin Allowance properly ?

Yes----- No-----

Comments:-----

E. Are Dally Attendance Registers maintained and approved by Department Heads/DGM

Yes----- No-----

Comments:-----

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- F
- i) Are Employees' and PBS's Contribution transferred to the CPF Account and invested properly as per Instruction 200-29?  
 Yes----- No-----  
 Comments:-----
- ii) Are the contributory Provident Fund (CPF) Subsidiary Ledgers properly recorded and reconciled with the General Ledger monthly?  
 Yes----- No-----  
 Comments:-----
- iii) Is the interest earned on both the contribution credited in the respective employee's Account at the year ending?  
 Yes----- No-----  
 Comments:-----
- iv) Are the employees provided statement of CPF contribution along with interest as on 30<sup>th</sup> June of the fiscal year?  
 Yes----- No-----  
 Comments:-----

- G Have the employees been covered under Fidelity Insurance Policy as per Instruction 200-03 :  
 Yes-----No-----  
 Comments:-----

- H Whether Provision has been made for Gratuity?  
 Yes-----No-----  
 Comments:-----

- I Are Benevolent fund (300-34) and Workmen Benefit Scheme being opened as per Instructions ?  
 Yes----- No-----  
 Comments:-----

- J Have the employees been covered under Group Insurance Policy ?  
 Yes-----No-----  
 Name of the Company: -----  
 Period Covered: -----  
 Number of employees.....


**6 .ELECTRICENERGY SALES AND CONSUMER ACCOUNTING**

- A. Are billing procedures being followed as per the Accounting Procedure Manual PBS Instruction 200-06 in regards to ?

Meter Reading and Records : Yes-----No-----  
 Comments:-----

(1) Are the Irrigation and Industry meter reading being read by the supervisory level employees as per instruction 200-06 ?  
 Yes----- No-----  
 Comments:-----

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(2) Is there any time gap between bill preparation and bill delivery ?

Yes-----No-----  
Comments:-----

**B. CONSUMER METER ORDERS:**

(1) Are the Consumer Meter Orders (CMOs) prepared in a timely manner?

Yes-----No-----  
Comments:-----

(2) Does the O&M department take timely action on these CMOs and return to the Billing Section immediately after action taken ?

Yes-----No-----  
Comments:-----

**Aging of CMOs**

Total number pending:-----as on-----

	Current	Over 30 days	Over 60 days	Over 90 days	Total
New					
Change					
Reconnection					
Disconnection					
Total					

Comments:---

C. Are Meter Reports completed by AGM- O&M and returned to the Billing Section in a timely manner ?

Yes-----No-----  
Comments:-----

D. Aging of Meter Reports: Total number pending as on: .....

Current Over 30 days Over 60 days Over 90 days Total

Comments: .....

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E. Are Collection/Disconnection Lists prepared by the Billing Section in time?

Yes-----No-----

Number pending on Collection/Disconnect List-----

Comments: \_\_\_\_\_

F. (1) Percentage of disconnected Consumers :-----

(2) Total Services in Place (Consumers):-----

G. Is the General Manager informed of the number of CMOs, Meter Reports and the status of Accounts Receivable- Electric on a regular basis?

Yes\_\_\_\_\_ No\_\_\_\_\_

Comments: \_\_\_\_\_

H. (1) Are outstanding accounts being written off as per Instruction 200-30?

Yes\_\_\_\_\_ No\_\_\_\_\_ Balance of Taka in A/C 144.10 As on \_\_\_\_\_

Comments: \_\_\_\_\_

(2) Action taken by PBS:-----

Last written off Amount (tk)\_\_\_\_\_ of \_\_\_\_\_ Nos. of consumers.

I. System Loss : (Target) -----

(1) This PBS presently records a monthly system loss of-----,-----% and % and an Year-to-date loss of \_\_\_\_\_ % and \_\_\_\_\_ % as per PBS Sub-station Meter and as per Billing Meter respectively.

Comments: \_\_\_\_\_

J. Are Work Schedules being prepared by the Billing Supervision as per PBS Instruction 200-06?

Yes ..... No .....

Comments: .....

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- K. Is the Sales Journal filled-up as per Instruction and submitted to the Accounts Section at the end of each month?  
 Yes ..... No .....  
 Comments: .....
- L. Status of Accounts Receivable\_ Electric : .....months outstanding.  
 Status of Accounts Receivable ..... months outstanding excluding Religious institutions (To be completed in each December and June)  
 Comments: .....
- M. Is the requited one hundred percent (100%) of the connected consumers billed each month?  
 Yes ..... No .....  
 Comments: .....
- N. Are Consumer Files being maintained as per Instructions 200-06?  
 Yes ..... No .....  
 Comments: .....
- O. Are separate memorandum records being maintained for PDB/DPDC take-over consumers as per instruction and the collection of Electric bill In process?  
 Yes ..... No .....  
 Comments: .....
- P. Is the Reconciliation and Aging of Accounts Receivable-Electric being completed as per PBS Instruction 200-06?  
 Yes ..... No .....  
 Comments: .....

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- Q. Is relevant PBS Instruction followed In providing temporary and provisional connection?  
 Yes ..... No .....  
 Reasons for non-compliance, if any : .....
- R. Is Demand Meter established for contract load over 25KW.?  
 Yes ..... No .....  
 Comments: .....
- S. Are Consumer meter book and consumer subsidiary ledger redistributed among the Meter Readers and Billing Assistants respectively as per PBS Instruction 200-06?  
 Yes ..... No .....  
 Reasons for non-compliance, if any : .....

### 7. GENERAL ACCOUNTING

- A. (1) Is PBS following the procedure for Procurement as per PBS Instruction 300-36?  
 Yes ..... No .....
- (2) Is earnest money received on quoted price?  
 Yes ..... No .....  
 Comments: .....
- (3) Is PBS following the Instruction 300-22 for repairs and maintenance of vehicles?  
 Yes ..... No .....  
 Comments: .....

  
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B. Are Subsidiary Records being maintained and reconciled as per instruction 200-23 In respect of Deposit and "Accounts Receivable Other" \_ General Ledger Account 143?

Yes ..... No .....

Reasons for non-compliance, If any :.....

(1) Current balance in Account # 143 .....

(2) Are the advance taken by officers and employee being adjusted within thirty (30) days?

Yes ..... No .....

Comments: .....

Total amount unadjusted as on ...../...../.....Taka .....

C. Is the General Journal filled-up as per Instruction 200-06?

Yes ..... No .....

Comments: .....

D. Does the total sales proceeds of membership Forms agree with the amount in the Subsidiary ledger Account No.200.10 and 200.20?


Yes ..... No .....

Comments: .....

  
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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০



8. PLANT AND PROPERTY ACCOUNTING

A. (1) Does the quantity of material in Store Leger agree with that of in the Stock Register?

Yes ..... No .....  
Difference (if any) : Excess ..... Short .....  
(Quantity) (Quantity)  
Explanation: .....

(2) Does the balance of the value of Materials in the Store Ledger agree with the Balance of Material in the General Ledger?

Yes ..... No .....  
Difference (if any) : Excess Tk ..... Short .....  
Comments: .....

B. Are Store and Transportation Expenses, Accounts 163 and 184.10 being cleared to the Work Order and Maintenance Accounts as per Instruction 200-06?

Yes ..... No .....  
Comments: .....

C. Is the balance in Account 184.20 being regularly cleared as per Instruction 200-31?

Yes ..... No .....  
Comments: .....

D. Is the balance Work Order Procedure being followed as per Instruction 200-06?

Yes ..... No .....  
Total amount remaining in Construction Work in Progress Account.

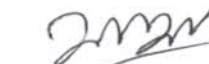
107.10 ..... 107.20 ..... 107.30 ..... 107.40 .....  
Total amount remaining in retirement Work in Progress Account.

108.80: .....  
Comments: .....

  
(Md. Mozibur Rahman)  
Consultant TAPP BREB


  
(Md. Duhidul Islam)  
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(Md. Mozammel Huq)  
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E. Are Meter Records Cards being maintained as per Instruction 200-06?

Yes ..... No .....  
Comments: .....

F. Are Transformer record Cards being maintained properly?

Yes ..... No .....  
Comments: .....

### 9 .OTHERS

A. Is the REB circular followed in case of availing casual leave?

Yes ..... No .....  
Comments: .....

B. Is PBS Instruction 300-29 followed in payment of medical expense bills?

Yes ..... No .....  
Comments: .....

C. Are connections given to consumers on priority basis?

Yes ..... No .....  
Comments: .....

D. Are personal files of officers and staff maintained properly?

Yes ..... No .....


E. Are complaints from consumers timely resolved?

Yes ..... No .....  
Comments: .....


  
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F. Are the Insurance premiums for Sub-station Insurance paid regularly to BREB?

Yes ..... No .....  
Comments: .....

G. Is standard for fuel consumption determined for each vehicle and is it followed up?

Yes ..... No .....  
Comments: .....

OTHER SPECIAL SERVATIONS: .....

OVERALL SUGGESTIONS:

.....

.....  
General Manager  
.....PBS

.....  
Assistant Director (Financial Monitoring)  
BREB, Dhaka

Copies 1. General Manager  
2. Director, Financial Monitoring, BREB, Dhaka


NB : If more space is required, the overleaf of each sheet may be used.

14/14


  
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