

# BANGLADESH RURAL ELECTRIFICATION BOARD

## BREB INSTRUCTION 400-04

### PROCEDURE FOR FORMULATION OF INSTRUCTION AND AMENDMENT THEREOF

  
(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

**BANGLADESH RURAL ELECTRIFICATION BOARD  
BREB INSTRUCTION 400-04**

Approval Date: 31/01/1993  
Revision Date : 19/02/2020

**SUBJECT: PROCEDURE FOR FORMULATION OF INSTRUCTION AND  
AMENDMENT THEREOF**

**1.0 BACK GROUND**

From the inception of RE program, BREB has been maintaining and following written instructions to operate its and PBSs' activities in a standard and uniform ways. For this purpose a separate policy was necessary for formulating instructions. This policy prescribes the procedure for maintaining, preparing of a new instructions and revising them.

**2.0 PURPOSE**

To establish standard and uniform procedure to be used in developing and revising/ updating instructions.

**3.0 POLICY**

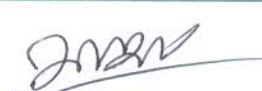
As and when development of new instruction(s) or revision/ updating of existing instruction(s) is needed in order to ensure efficient or better practices with respect to the operations of BREB/PBSs, the following procedures shall be followed.

BANGLADESH RURAL ELECTRIFICATION BOARD				
BREB Instruction 400-04: PROCEDURE FOR FORMULATION OF INSTRUCTION AND AMENDMENT THEREOF				
Date of Origin	Revised by	Approved by	Page No.	Revision No.
31/01/1993	BREB	BREB Board	Page 1 of 4	2
Revision Date: 20/08/2014, & 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 Mollak)  
Asst. Secy. (Board), BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

### 3.01 GENERAL

- A. The concerned Directorate/ Office shall formulate in consultation with expatriate advisor/ consultant, if any, instruction or revision.
- B. A "Draft Instruction" of the concerned Directorate/ Office shall be forwarded along with the justifications thereof to the Policy Development and Review Division (PDRD) with the approval of the Member concerned.
- C. The draft instruction or revision will be circulated by PDRD to all other concerned Directorate/ Offices/PBSs for their opinion and suggestions giving fixed time. After dead line a meeting under the chairmanship of Chairman, BREB will be held. All full time members of BREB and expatriate advisor/ consultants, if any, will participate in the meeting. In the meeting the draft of proposed or revised instruction will be discussed in details.
- D. In the meeting the decisions will be taken on the draft instruction. After the approval of draft instruction, it will be placed before a Board Meeting through Secretary, BREB for approval and adaptation.
- E. All instructions will be developed in Bengali and English version. In case of any confusion or conflict, Bengali version shall prevail.
- F. Annexure-A shall be followed for developing and revising/ updating BREB and PBS Instructions.
- G. Instruction shall be developed or revised/updated maintaining the followings-

BANGLADESH RURAL ELECTRIFICATION BOARD				
BREB Instruction 400-04: PROCEDURE FOR FORMULATION OF INSTRUCTION AND AMENDMENT THEREOF				
Date of Origin	Revised by	Approved by	Page No.	Revision No.
31/01/1993	BREB	BREB Board	Page 2 of 4	2
Revision Date: 20/08/2014, & 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)  
Assistant Secretary

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

Sl No.	Items		Standard	Remarks
(01)	Page Set-up	:	(a) Top & bottom margin = 1.0 inch, (b) Left Margin = 1.25 inch (c) Right margin = 0.8 to 1.0 inch (d) Footer margin = 0.5 inch	
(02)	Font Type (Bangali)	:	Unicode SutonnyOMJ, SutonnyMJ	
(03)	Font Type (English)	:	Times New Roman	
(04)	Font Size (Bangali)	:	13	
(05)	Font Size (English)	:	12	
(06)	Alignment	:	Justify	
(07)	Line Spacing	:	1.25 to 1.5	
(08)	Date Format	:	dd/mm/yyyy	
(09)	Paper Size	:	A4	
(10)	Paper Weight	:	70 to 80 gsm	
(11)	Header	:	As per Annexure A	Font size: 13/12
(12)	Footer	:	As per Annexure A	Font size: 10-12

In general cases, for the purpose of developing and revising/updating BREB/PBS Instruction, section 3.01(F) and 3.01(G) shall be followed strictly. But in special cases such as for drawings, tables, pictures etc. setting, it can be adjusted

BANGLADESH RURAL ELECTRIFICATION BOARD				
BREB Instruction 400-04: PROCEDURE FOR FORMULATION OF INSTRUCTION AND AMENDMENT THEREOF				
Date of Origin	Revised by	Approved by	Page No.	Revision No.
31/01/1993	BREB	BREB Board	Page 3 of 4	2
Revision Date: 20/08/2014, & 19/02/2020				

(Md. Mozibur Rahman)  
Consultant, TAPP, BREB

(Md. Duhidul Islam)  
Consultant, TAPP, BREB

(Md. Mozammel Haq)  
Consultant, TAPP, BREB

(Md. Abdul Khaletue)  
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

**BANGLADESH RURAL ELECTRIFICATION BOARD**  
**BREB INSTRUCTION ..... or PBS INSTRUCTION .....**

Approval Date: .....  
 Revision Date : .....

**SUBJECT:**  
 .....

**1.0 PURPOSE**

**2.0 BACKGROUND**

**3.0 POLICY**


**4.0 GENERAL**

BANGLADESH RURAL ELECTRIFICATION BOARD				
BREB Instruction 400-04: PROCEDURE FOR FORMULATION OF INSTRUCTION AND AMENDMENT THEREOF				
Date of Origin	Revised by	Approved by	Page No.	Revision No.
31/01/1993	BREB	BREB Board	Page 4 of 4	2
Revision Date: 20/08/2014, & 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