

RURAL ELECTRIFICATION BOARD

DHAKA, BANGLADESH

BREB INSTRUCTION 400-1

SUBJECT: BREB/PBS INSTRUCTION FORMAT

Date of approval : 31/01/1993

Revision : 19/02/2020

PURPOSE: To define the standard format for BREB policy Instructions.

The following Instruction provides an example of the standard format for BREB/PBS Instructions to be issued by BREB. The details are given for opening page information, each page information text format and specification and drawing format. By using this format any Instruction can be updated or revised on the page basis.

All Instruction will be printed on standard 0.5 by 11 inch paper.

1. OPENING PAGE INFORMATION:

The first page of each instruction will contain the same layout and Information shown in the example Instruction.

1. SUBJECT - A one line description of the policy
2. DATE - This is the date of the originally board approved page. This date is never changed.

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BREB Instruction 400-1 BREB/PBS INSTRUCTION FORMAT				
origin date	Reviewed by	Approved by	Section and Page No.	Rev.No
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1. REVISION DATES – Whenever an Instruction is modified or otherwise revised in the way the approval date of the revision will be recorded on the first page of the Instruction.

11. PAGE INFORMATION

Each page of each instruction will have a bordered area at the bottom reserved for information about that page. Ten lines should be allowed for this area. The parts are described below.

1. REVISIONS: The latest revision will be inserted above previous revisions. This revisions line will begin with the revision number. After the revision number, briefly describe the revision in one line. There is space available for at least three revisions. If more revisions are necessary than there is space to record, the earliest revision description will be deleted to make room for the latest three revisions.
2. DATE – This is the date of the originally board approved page. This date is changed only if the page is completely rewritten or its contents replaced entirely. The replacement of a page illustrating an old BREB approved form by a new one is an example when the date would be changed to the date of the replacement form.
3. REVIEWED BY : The respective director's initial and date would appear on each page. The date is the date when document was reviewed in the respective directorate before being sent to the Board for approval.

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4. APPROVED BY : The respective member's initial and date should appear on each page. The date is the date when the document was approved by the board.
5. SECTION AND PAGE – Each page will be numbered so that the number begins with the instruction number followed by the section number (if there are sections) and finally with the page number within that section. In the event that subsequent revisions will cause the printed matter to exceed the page length, the excess printed matter will continue into a new page. This new page will be inserted after the revised page and will have a decimal number appended to the revised page number. For example, if the revised page was required to contain the latest revision to this page, the subsequent new additional page would be numbered 100-29-3-2.1. The revised page number does not change.
6. REV NO - The latest revision number and its approval date will be included on each page. The revision number and date will be in the form 2-(11/87). This example indicates that this is revision 2 approved on November 1987. The revision number will be separated from the date by a hyphen and the date will be enclosed in parenthesis.
7. This space will usually contain the title of the instruction. It may include a brief description of the page's contents, information will be added at the editor's discretion.

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III. TEXT FORMAT

The main text area should be single spaced and Times New Roman, font size-11 should be used.

Set the left margin at 1.5 inches.

Set the right margin at 1.0 inches.

Examples of forms or others full page items that are to be included in an instruction will be reduced in size when required to fits in the space above the page information area.

IV. STANDING AND DRAWING FORMAT

New drawing for specification will be bordered by a single black line.

The same page information area that is used for text pages in an instruction will be used for drawing and specifications. In addition to this area the name or code number of the drawing, material list or other notes will be placed directly above the page information area. The name or code number will be placed in the lower right hand corner just above the page information area.

In all cases a left margin of at least 1.5 inch must be maintained for binding.

The example on the following page 11 lustrates the way a full page display should be made and the layout for a standard specification drawing.

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BREB Instruction 400-1 BREB/PBS INSTRUCTION FORMAT				
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V. NUMBERING OF FORMS


While any form included in a BREB/PBS instruction, a uniform method shall be followed in numbering the same.

Each form will be numbered so that the number begins with the instruction number followed by a serial number 01, 02, 03 etc. For example, a form in PBS instruction 100-18 will be numbered as: 100-18-01, 100-18.02 and so on. When the same form is used in multiple instructions, for instance in 100-28 and in 100-26, then the lowest series number is to be used to establish the form number, i.e.100-28-05 instead of 100-26-05. While establishing a new BREB/PBS instruction with new forms the aforesaid method in numbering the forms will be followed. While establishing new instructions with existing forms, this from numbering system will be assigned to the existing forms, including revision to all previous instructions where these forms appear. While revising existing instructions numbers to existing forms will be assigned according to this system and all existing instruction, where these forms appear will be revised.

A log of all form numbers in all the BREB/PBS instructions is to be maintained by BREB Secretary who shall assign numbers to all news forms according to this instruction. See last page of this guideline for the example of BREB Form No . 400-1-01. Which is this log book.

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BREB Form No-400-1-01

LOG BOOK OF FORMS IN BREB/PBS INSTRUCTIONS

SL NO	Date	BREB/PBS Form	Form Title	Previous Form No. (In case of revision)	Revision Date of any	Remarks	Authorize signature
001		400-1-01	Log Book of forms in BREB/PBS Instructions	N/A	N/A	New form	
002							
003							


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