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**Employee Service Rules  
of  
Electricity Generation Company  
of Bangladesh Limited-2017**

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## CHAPTER – I

### 1.0. Preliminary

#### 1.1 Short Title and Application

- (a) These rules shall be called the Employee Service Rules of Electricity Generation Company of Bangladesh Limited-2017.
- (b) These rules shall apply to all employees in the employment of the company except as specifically mentioned in the respective rules.
- (c) It shall come into force as soon as it is approved by the Board of Directors of the company and on due circulation of the approval for general information to the employees.
- (d) If any work/process is in progress under previous Service Rules that work/process may be completed following the previous Service Rules.
- (e) The Board of Directors of the company may change or amend or repeal these rules from time to time as it may deem fit.

#### 1.2. Definitions

- (a) **"Appointing Authority"** means the authority empowered to make appointments i.e., the 'Board of Directors' in relation to 'Managing Director, Executive Directors & Company Secretary' and the Managing Director in relation to all other employees through selection committee by the Board.
- (b) **"Authorized Medical Officer"** means a medical practitioner so designated by the Competent Authority from time to time and if there is no "Authorized Medical Officer" so designated, any registered medical practitioner.
- (c) **"Average pay"** means the average of pay earned during the twelve complete months immediately preceding the month in which the leave is taken or the pay of the employee drawn immediately before proceeding on leave which is more favorable to the employee.
- (d) **"Basic Pay"** means the pay, which has been sanctioned for a post held by an employee regularly or in an officiating capacity, or to which he/she is entitled to by reason of his/her position in the company.
- (e) **"Board"** means the Board of Directors of the Company which determines the policies, procedures, guidelines and directives for its overall management.
- (f) "Cadre" means the strength of a service or a part of a service sanctioned as a separate unit.
- (g) **"Company"** means Electricity Generation Company of Bangladesh Limited.
- (h) **"Competent Authority"** means the Board of Directors or the authority designated or delegated by the Board to be competent for the specific purpose

- (i) **"Contract"** means an agreement between an employee and the company which lays down the terms of employment.
- (j) **"Controlling Officer"** means the officer declared to be the controlling officer for the purpose of administrative and financial and technical matters including traveling allowance and medical facilities of a particular employee or class of employees by the Board of Directors.
- (k) **"Day"** means a calendar day beginning and ending at midnight but an absence from headquarters, which does not exceed twenty-four hours, shall be reckoned for all purposes as one day, at whatever hour the absence begins or ends.
- (l) **"Dearness Allowance"** means the allowances made for the employees for compensating higher cost of living.
- (m) **"Deputation"** means duty of an employee outside the company but within the country with lien in the substantive post.
- (n) **"Desertion"** means quitting of service without permission or remaining absent from duty for a period of ten days or more or remaining absent from duty in continuation of absence from duty with permission for a period of ten days or more without further permission or leaving the country without permission and remaining abroad for five days or more or overstaying abroad after leaving the country with permission, for ten days or more without further permission.
- (o) **"Duty"** includes-
  - i. Service as a probationer and an apprentice provided such service is followed by an appointment on a permanent post;
  - ii. Joining time;
  - iii. The period spent on a duly authorized course of instruction, training or a visit including the time reasonably required for the journey to and from the place of such training and visit; and
  - iv. Attendance at compulsory departmental examination/interview including a reasonable time required for the journey to and from the place of examination and the day or days of the examination.
- (p) **"Emolument"** means and includes-
  - i. Pay;
  - ii. Special pay, personal pay, technical pay, officiating pay and additional pay;
  - iii. Compensatory allowances other than traveling and medical allowances;
  - iv. Leave salary/ Leave encashment;
  - v. Any other payments and fees, if any, in the shape of fixed monthly addition to pay;
  - vi. Subsistence allowance; and
  - vii. Dearness allowance.

- (q) **"Employee"** means an officer or staff employed in the approved post of the company.
- (r) **"Expensive place"** means the city areas declared by the government and any other places declared from time to time.
- (s) **"Family"** means wife (s) or husband and legitimate children and parents dependent on the employee.
- (t) **"First entry post"** means post(s) or a percentage of posts as embodied in the schedule in a category which is filled up by direct recruitment.
- (u) **"Headquarters"** means such place as the Head of office may prescribe and in the absence of any order to the contrary, means the place where the office or the place of duty of an employee is located.
- (v) **"Holiday"** means a day declared as such by order of the Government/ Board of Directors of the company.
- (w) **"Honorarium"** means a recurring or non-recurring payment made to any employee by the company as remuneration for special work of an occasional character.
- (x) **"Hospital"** means any hospital/clinic at home and abroad for the treatment of the employees of the company and their family.
- (y) **Incentive"** means any compensation scheme or plan made by the company to motivate the individual/the group for their improved performance.
- (z) **"Joining time"** means the time allowed to a person, to enable him to join a new post on transfer, promotion.
- (aa) **"Misconduct"** means conduct prejudicial to good order or discipline or which is unbecoming of an employee or gentleman and includes contravention of any of the provisions of 7.1, 7.2 of chapter VII and 5.3(f) of these rules.
- (bb) **"Month"** means a calendar month.
- (cc) **"Officer"** means the employee holding the post of the Junior Assistant Manager, Accountant or equivalent post up to the post of Managing Director.
- (dd) **"Officiate"** means officiating in a post by an employee by discharging the duties of that post in which another person holds lien, or when he is appointed by an authority competent to make a regular appointment to the post to officiate in a vacant post to which no other person holds a lien.
- (ee) **"Pay"** means the basic pay which has been sanctioned for a post held by an employee or in an officiating capacity or to which he/she is entitled to by reason of his/her position in a cadre and includes special pay, personal pay and additional pay, if any, admissible under general or special order.

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- (ff) **“Personal pay”** means an additional pay granted to an employee to save him/her from loss of pay in respect of a permanent post held by him/her due to a revision of pay or to reduction of such pay otherwise than as disciplinary measure or in exceptional circumstances, on other personal considerations;
- (gg) **Selection Committee:** means a committee formed by the board and will be responsible for selection of employee for recruitment and promotion.
- (hh) **“Special pay”** means an addition in the nature of pay to the emolument of an employee granted in consideration of –
- i. The specially arduous nature of the duties ;or
  - ii. A specific addition to the work or responsibility; or
  - iii. The unhealthiness of the locality in which the work is performed
- (hh) **“Staff”** means an employee including an apprentice who is employed in the company in any position below the level of Junior Assistant Manager (JAM) or equivalent.
- (ii) **“Subsistence Allowance”** means a monthly allowance made to an employee during the period he/she is under suspension;
- (jj) **“Transfer”** means the movement of an employee from one headquarters station in which he is employed to another such station either to take up the duties of a new post or in consequence of change of his/her headquarters;
- (kk) **“Traveling”** means any travel undertaken / made for carrying out the activities of the company or for its interest.
- (ll) **“Year”** means a financial year for the purpose of accounts and finance and a calendar year for other purposes.



## CHAPTER – II

### **2.0 POSTS**

#### **2.1 Creation of Posts**

To manage the affairs of the company, posts shall be created by the Management and approved by the Board of Directors in consultation with major shareholder. The Board shall create all permanent post(s) considering the organization structure, functional differentiation and job description.

#### **2.2 Categories and Classification of Posts**

The post shall be of the following categories, namely-

- a. A Permanent post shall be a regular post carrying a definite pay grade approved by the Board of Directors deemed to be continued for an indefinite time and which is included in the organizational setup.
- b. A temporary post shall be a post carrying a definite pay grade deemed to be continued for a definite period of time and which is not included in the organizational setup. The temporary post should be approved by the Board of Directors.
- c. Outsourcing of any task/ job of a functional area may be made for the interest of company as per the rule only through the approval of the Board of Directors.

The Board of Directors may create cadres with permanent posts having similar qualification requirements and job description. Seniority among employees appointed to posts in such cadres shall thereafter be regulated as per prescribed rules.

#### **2.3 Filling up a Permanent Post**

Appointment to all permanent posts shall be made

- a. by direct recruitment with provision lateral entry to all categories of posts, if necessary;
- b. by promotion

Criteria/ guidelines of promotion for officer and staff position shall be as per the schedule of recruitment and promotion;

- c. by deputation as specified in the schedule of Recruitment and Promotion.

#### **2.4 Period of service contract**

All appointments will be on contract for a period of 3-5 years. Subject to good performance at the end of each contract period of permanent employee, it shall be renewed in each case from 3-5 years by the Appointing Authority.



## 2.5 Probation

Persons selected for appointment by direct recruitment in entry level to a permanent post shall be appointed on probation for a period of six months.

Provided that the appointing authority may, by an order in writing, extend the period of probation in the case of any person or terminate his service if his performance during that period is found unsatisfactory.

After successful completion of the period of probation including the extended period, the incumbent will be confirmed in the permanent post for contractual basis with effect from the date of initial joining.



## CHAPTER – III

### **3.0 Recruitment and Promotion Policies & Guidelines:**

#### **3.1 Recruitment Policies and Guidelines**

##### **3.1.1 Recruitment Policies**

##### **3.1.2 Objectives of the policy**

The objectives of recruitment of the company shall be

- (a) To provide the company with quality human resources to ensure health, survival and growth of the company.
- (b) To ensure adequate and consistent human resources for the effective operation of the company
- (c) To establish a transparent recruitment system.

##### **3.1.3 Scope of the policy**

This policy shall be applicable to the company for the recruitment of its employees for all disciplines at all levels.

##### **3.1.4 Strategies of the policy**

- (a) There shall be a uniform practice of recruitment in the company.
- (b) Recruitment shall be undertaken at the entry level in conformity with the provisions of these rules.
- (c) Recruitment on immediate need or on emergency basis shall be avoided as far as possible and shall rather be based on human resources planning. Recruitment shall be made on functional/discipline basis such as Electrical Engineering, Mechanical Engineering, Accounting Service and Human Resources Management, etc.
- (d) Recruitment shall be carried out most efficiently and effectively.
- (e) Emphasis shall be given to the development of team work in the company. Therefore, care shall be taken to recruit an employee having appropriate qualities and aptitude.
- (f) The criteria for screening shall be to determine technical ability and behavioral trait of the individual. The basic policy of recruitment shall be to recruit with total corporate performance in mind.
- (g) No discrimination shall be made in respect of sex, caste, creed, locality etc. while implementing the recruitment policy.
- (h) The primary objective of recruitment shall be to provide the company with human resource having high morale and discipline, sound mental and physical health and the requisite qualification.

## 3.2 Guidelines

### 3.2.1 Invitation of Applications

- (a) Efforts shall be made to ensure adequate number of job applicants having requisite qualification. It may be done through advertisement at least in the three reputed and well circulated in the national dailies (at least two), company website, e-mail notification etc.
- (b) Such advertisement shall contain all relevant information about the post including:
  - designation
  - pay grade
  - educational qualification
  - age
  - experience
  - nationality
  - marital status
  - service conditions
  - last date for receiving applications
  - two recent passport size photographs; or
  - any other documents the management deemed fit.
- (c) Applications shall be received only at the Headquarters directly or through post or courier services, e-mail or online.
- (d) All applications received shall be given a scroll number and be immediately acknowledged.

### 3.2.2 Screening

- (a) The main purpose of the screening process shall be to identify the most suitable candidate for the company. This screening shall be carried out at the following stages for all categories of employees of the company:
  - screening of eligible applications
  - screening through written test
  - screening through viva voce and interview
  - medical check up
  - or any other test.
- (b) All applications shall be scrutinized in respect of completeness and eligibility. Incomplete applications and those which do not fulfill the qualification criteria shall be rejected.
- (c) Only the concerned committee authorized or the officer

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shall make screening of applications.

- (d) Written test shall be considered as an important screening device for all positions. Where number of applications received for any position except entry positions is so less that effective screening through viva-voce is possible, written test may not be considered for selection purpose. Only the acceptable applicants shall be allowed to sit for a written test. The marks distribution should be as follows:

- Analytical ability	20 marks
- Relevant Subject matter	40 marks
- General knowledge	20 marks
- Bengali, English & Power Sector	20 marks
	-----
	100 marks

- (e) At best 6 applicants securing highest points in order of merit against each position shall be called for the viva-voce. However, any applicant securing less than 50% in the written test shall not be invited for the viva-voce.
- (f) 5-7 members selection committee for recruitment of officers from the position of Junior Assistant Manager to the General Manager shall be constituted by the company board where at least one member from Power Division and one outside specialist should be include selection committee will distribute marks for the assessment of candidate(s).
- (g) Candidates securing less than 60% marks in viva voce shall be rejected.
- (h) A list of successful candidates shall be prepared by adding the scores secured in the written test and viva voce.
- (i) In case of recruitment of staff (not officers), 4-5 members selection committee shall be constituted by the company board taking at least one member from the Power Division. The viva board will distribute marks for the selected candidate.
- (j) Candidates securing less than 60% marks in viva shall not be considered eligible for selection.
- (k) Successful candidates shall be requested to report to the Medical Officer of the company or authorized/registered medical practitioner on a particular date and time for medical check-up.
- (l) Candidates declared fit by the medical officer shall be issued appointment letters in order of merit to join the company on a particular date mentioning at least the



following conditions:

- Appointment in the entry post shall be subject to police verification.
  - It shall be on contractual basis.
  - This appointment/contract shall be reviewed at the end of each contract. Service/contract may be extended on the basis of performance.
- (m) Every employee shall, before joining service sign a contract and a declaration of fidelity and secrecy in the prescribed form.
- (n) For the entry post shall be subject to police verification. If the police verification is not favorable, the employment of the concerned employee shall stand canceled.
- (o) A person less than 18 years of age will not be eligible for apply in any post.
- (p) If any information in the application package of an employee is proved to be false or fabricated after appointment, Company reserves the right to take disciplinary and legal action including termination of employment without any benefits.
- (q) If any employee is allowed any foreign training/study at the cost of company for a period of 01(one) month or above, the employee shall be obliged to serve the company for next 03(three) consecutive years after completing the training/study.

### **3.3 Promotion Policies and Guidelines**

#### **3.3.1 Objectives of the Policy**

The main objectives of promotion policy of the company shall be

- (a) To ensure the promotion at competent personnel.
- (b) To create an internal environment for high morale and good performance of employees.
- (c) To create a sense of belongingness among the employees.
- (d) To have a stable, high quality and continuously improving workforce.

#### **3.3.2 Scope of the policy**

This policy shall apply to all employees up to the level CE/equivalent.

#### **3.3.3 Strategies of the policy**

- (a) Promotion shall be made keeping the long-term organizational and individual goal in view.



- (b) Promotion in the company shall be fair and free from any influence and biases.
- (c) The main purpose of promotion shall be to ensure the employee motivation to continue to make persistent efforts to improve them.
- (d) Promotion shall be administered against a vacancy with due consideration to the terms and conditions envisaged in the service rules.
- (e) Promotion in the company shall be given without any discrimination based on sex, caste, creed, locality etc.
- (f) Promotion to any post shall be on the basis of merit cum seniority. .
- (g) Company should prepare seniority list which will be approved by the competent authority. Cadre wise seniority list of all employees shall be kept by the company. The promotion of employees should be considered only on cadre basis.

#### **3.3.4 Guidelines**

- (a) Promotion of all employees shall be subject to the fulfillment of required period of service as stipulated in the schedule of Recruitment and Promotion (Appendix-A) and the performance appraisal.
- (b) Promotion up to the post of General Manager and equivalent shall be subject to the fulfillment of conditions stipulated in the Schedule of Recruitment and Promotion and the Performance Appraisal. Each and every promotion shall be judged through an interview by concerned selection committee. The company board shall approve the selection committee for promotion.



## Chapter – IV

### **4.0 General Conditions of Service**

#### **4.1 Certain Pre-Conditions of Service**

- (a) Unless in any case it is otherwise distinctly provided, the whole time of an employee shall be at the disposal of the Company and he/she may be employed in any manner in any place required by the Company.
- (b) Two or more employees shall not be appointed on a substantive basis to the same post at the same time.
- (c) An employee shall not be appointed to two or more posts at the same time.
- (d) Considering the technical nature of the company and employee motivation, career path needs to be established.
- (e) In case of promotion and direct appointment (applying through proper channel) to the higher post of an employee of the Company, his/her previous length of service, if continued without any break, shall be counted as continuous service for calculating the leave, provident fund, gratuity and pay and allowances.

#### **4.2. Deputation for foreign training/ visits**

An employee may be allowed to visit overseas countries with the approval of the Managing Director in the case of all officers & staff up to the level of Chief Engineer/General Manager and with the approval of the Board of Directors in the case of Managing Director/Executive Director for training, seminar, workshop, study, medical treatment, contract negotiation, witnessing, testing, inspection, on leave or for any other purpose whether official or private.

#### **4.3 Transfer**

An employee may be transferred from one post to another or from one jurisdiction to another jurisdiction of the Company. The transfer activities will be done following the approved "Transfer Policy".

#### **4.4 Pay and Allowances**

An employee shall draw the pay and allowances attached to the post with effect from the date he assumes the duties of that post and shall cease to draw the pay and allowances as soon as he ceases to discharge those duties.

*Note: In this rule, "date" means the forenoon of the day in question, for example, if charge is assumed or transferred before noon of a day, it shall take effect from that day and if charge is assumed or transferred in the afternoon, it shall take effect from the following day-*



#### **4.5 Criteria of Promotion**

Criteria of promotion of employees are laid down in the promotion guidelines and the recruitment and promotion schedule.

#### **4.6 Pay**

An employee while on duty shall draw the pay and benefit approved for his post, as fixed from time to time.

#### **4.7 Initial Pay**

- (a) The initial pay of an employee on first appointment shall be the grade of pay of the post to which he/she is appointed.
- (b) The initial pay of an employee appointed on promotion shall be fixed at the stage of the grade of pay of the post which is next above his/her basic pay including personal pay of the old post

Provided that if an employee has previously worked in the same post, or a contractual post on the same grade of pay, the initial pay shall not be less than the basic pay which he/she drew on the last month, and he/she shall count for an increment for the period during which he/she drew that pay on last month of before.

#### **4.8 Annual Increment/Pay Raise**

- (a) Annual increment/ Pay raise shall be based on the rating of the performance appraisal.
- (b) The conditions under which the service count for an increment to the grade of Pay of the post held by an employee are as follows:
  - i. duty in the post;
  - ii. service in another post, whether in substantive or officiating capacity or on deputation;
  - iii. leave other than an extraordinary leave;
  - iv. If an employee after officiating in a higher post is reverted to a lower post, the period of service in the higher post shall count for increment in the lower post; and
  - v. when two posts are on identical grades of pay it should be held that the duties and responsibilities of the posts are not very different in nature irrespective of the fact whether the pay of the posts is borne in the permanent organizational setup or is paid from contingency and the duty rendered in any such post shall be allowed to count towards an increment.
- (c) An employee may, in the case of first appointment in recognition of special qualification or experience, and in other cases, in recognition of outstanding performance or merit, be

granted one or more advance increments in a grade of pay, by the competent authority.

- (d) No additional allowance shall be allowed for holding the charge of a superior post which has never been filled up through an appointment.
- (e) For holding additional charge of another post, the employee shall draw the pay of his/her own post plus an additional approved by the board.

#### **4.9 Joining time**

Joining time may be granted to an employee:

To join a new post to which he/she is appointed transfer or on promotion while on duty in his/her old post.

#### **4.10 Pay during joining time**

- (a) Joining time shall be regarded as on duty during joining time and shall be entitled to the pay of his/her old post.
- (b) An employee, who does not join his/her post within his joining time, shall not be entitled to any pay or leave salary on the expiry of joining time.

#### **4.11 Period of joining time**

- (a) The joining time admissible to an employee whose transfer does not involve a change of residence from one station to another is one day only, a holiday counting as a day for this purpose, provided if there be more than one holiday, he/she should join immediately after the holiday.
- (b) In the case of transfer involving a change of residence from one station to another, a period of seven days shall be allowed for shifting.
- (c) Travel by road not exceeding 5 miles to or from a railway or steamer station at the beginning of the journey shall not count for joining time.
- (d) The Appointing authority may, in the exigency of service, curtail, or in any special case, extend the period of joining time admissible under this rule.

#### **4.12 Leave in transit**

If an employee takes leave while in transit from one post to another, the period which has elapsed since he handed over the charge of his old post shall be included in his leave, unless the leave is taken on medical certificate. In the latter case, he/she may be allowed joining time in addition to leave.

#### **4.13 Liveries**

Employees shall be provided with (02) two sets of uniforms/dresses every year free of cost by the company. Under the

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provision, an officer shall be entitled to two sets of shirts and pants, a pair of shoes and a tie every year. A security guard shall be entitled to two sets of pants and shirts, one belt, one cap, one pair of boots, a rain coat and a whistle in every year while a member of technical staff such as lineman, electrician, plumber, helper and other technical employees shall get two sets of pants and shirts, one pair of shoes/gum boots/safety shoes and a rain coat appropriate of his/her nature of job. The drivers, gardeners, MLSS etc, shall be provided with two sets of pants and shirts, one pair of shoes and a rain coat/umbrella in a calendar year.

**4.14 Washing Facilities**

Employees shall be provided washing allowance every month approved by the board from time to time.

**4.15 Income Tax**

An employee shall pay income tax on his/her taxable income. Company shall deduct the income tax payable by him/her at source as per the Govt. Rules and deposit the same to the Government exchequer.

## CHAPTER-V

### 5.0 Leave

Unless otherwise stated, leave of an employee shall be governed by the provisions laid down in this chapter.

#### 5.1 Types of leave

- |                              |                         |
|------------------------------|-------------------------|
| (a) Earned Leave             | (f) Ex-Bangladesh Leave |
| (b) Casual Leave             | (g) Quarantine Leave    |
| (c) Maternity Leave          | (h) Medical Leave       |
| (d) Extra-Ordinary Leave     |                         |
| (e) Special Disability Leave |                         |

#### 5.2 Leave Procedure

- (a) Leave account of every employee shall be maintained as per the rules and procedures of the company as laid down in this chapter.
- (b) All applications for leave shall be submitted to the competent authority in the prescribed form.
- (c) All types of leave to be enjoyed by the employee up to the level of Executive Director shall be approved by the Managing Director or by his/her delegated officials but leaves for Managing Director, Chairman of the Board will approve the leave.

#### 5.3 General Conditions

- (a) An incumbent shall be entitled to enjoy the leave admissible under the rule provided such leave is due to his/ her credit. An employee shall obtain the information regarding the status of his / her leave in the account from the HR department.
- (b) Any leave prayer may be rejected or the time and period of leave may be rearranged and granted in the interest of the company.
- (c) An employee shall not overstay without the prior approval of the competent authority after proceeding on leave.
- (d) If an employee fails to attend his/ her duty due to illness, the competent authority shall be informed of such illness either on the same day or on the next immediate day. If the period of absence due to illness exceeds 3(three) days, the incumbent shall provide the medical certificate for the period of absence.
- (e) An employee may be recalled from leave to duty before the expiry of his/ her leave if the exigencies of service so warrants.



- (f) If an employee remains absent for more than 15 (fifteen) days without any permission, it shall be treated as misconduct.
- (g) Leave is a privilege; it cannot be claimed as a matter of right.

#### 5.4. Earned Leave:

- (a) **Full average pay:** Leave on full average pay shall be earned at the rate of 1/11<sup>th</sup> of the period spent on duty and the maximum that may be accumulated shall be of 6 months at a time. But in case of refusal of earned leave, such rule shall not apply. The refused leave shall be added to the accumulated leave but encashment of 100% refused earned leave shall be admissible under this rule. The amount of leave on full average pay that may be taken at a time shall not exceed 60 days.
- (b) **Half average pay:** Leave on half average pay shall be earned by an employee at the rate of 1/12<sup>th</sup> of the period spent on duty and accumulation of such leave shall be without limit. It shall be permissible to convert leave so allowed into leave on full pay on submission of medical certificate up to a maximum period of 12 months exclusive of the encashment of the leave as mentioned in clause (a) above.
- (c) **Encashment:** The un-availed earned leave referred to clauses (a) & (b) above may be en-cashed at the time of retirement or at the time of separation from the service with the company.

#### 5.5 Causal Leave

- (a) An employee shall be granted 20 (Twenty) days of casual leave in each calendar year. Such leave may be availed by an employee with the approval of the competent authority. Casual Leave shall be change if the government order changed.
- (b) Casual Leave cannot be enjoyed for more than 10 (ten) days at a stretch.
- (c) Casual leave shall not be enjoyed between leaves. However it can either be prefixed or suffixed
- (d) Casual leave cannot be carried forward to the next calendar year.

#### 5.6 Maternity Leave

- (a) A female employee shall be entitled to maternity leave for a period of 6 (Six) months from the date of commencement of the leave or her confinement for the purpose of delivery, whichever is earlier, which is not debit to the leave account.
- (b) A female employee shall be entitled to such leave if the request for granting the leave is not suggested by a registered medical practitioner or retainer doctor appointed by the company.
- (c) A female employee of the company shall be entitled to maternity benefit up to two surviving children.

## 5.7 Extra ordinary Leave without pay

- (a) An extra ordinary leave without pay may be granted when an employee does not have any leave to his credit but when the employee concerned applies in writing for the grant of such leave.
- (b) The period of an extra ordinary leave without pay shall not be more than 3 (three) months at a time but such period may be extended under any of the following conditions:
  - i. When the employee is under medical treatment.
  - ii. When the competent authority is satisfied that the said employee is unable to attend his/ her duties due to unavoidable circumstances.
  - iii. When the competent authority may convert the period of absence without leave into extra-ordinary leave with retrospective effect.
  - iv. The competent authority of the company may approved study leave for an employee for not more than 02 (two) years without pay.

## 5.8 Special Disability Leave

- (a) Special disability leave may be granted by the competent authority to an employee who is disabled by an injury received in the course of employment and out of employment  

Provided that an employee shall be granted leave for accidental injury arising out of and in the course of employment for such a period as it incapacitates him/her to attend the duty subject to the submission medical certificate.
- (b) Special disability leave shall not be granted unless disability is manifested itself within three months of the occurrence to which it is attributable and the person disabled acts with due promptitude in bringing it to the notice of the competent authority.
- (c) The leave may be granted for the period as recommended by the doctor appointed for this purpose. Such leave shall not be extended without the certification of the doctor. The period of this leave will be 12 months but extraordinary up to 24 months.
- (d) Special disability leave may be combined with leave of any other kinds.
- (e) Special disability leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date but more than 24 months of such leave shall be granted in consequence of any one disability.
- (f) Special disability leave shall be treated as on duty and shall not be debited against the leave account.



- (g) An employee shall be entitled to full average pay as Leave salary during special disability period.

#### **5.9 Ex-Bangladesh Leave**

An employee may be allowed Ex-Bangladesh leave for purposes of pilgrimage, treatment, meeting or visiting close family members, study, outside Bangladesh. In such cases, the maximum leave allowed shall not exceed 60 (sixty) days in a calendar year and shall be debited from earned leave or shall be counted as extraordinary leave without pay. This leave up to Executive Directors shall be granted by the Managing Director and for the Managing Director by the Chairman of the Board.

#### **5.10 Quarantine Leave**

Quarantine Leave is the leave of absence from duty necessitated by the order not to attend the office in consequence of the occurrence of the infectious diseases in the family / household of an employee. Such leave may be granted by the head of the office on the certificate of a medical or a public health officer for a period not exceeding 21 days or, in exceptional circumstances, 30 days. Any leave necessary for quarantine purposes in excess of this period shall be treated as ordinary leave. Quarantine leave may also be granted where necessary, in continuation of other leave subject to the maximum amount of admissible under this rule. An employee on quarantine leave shall treated as on duty during the leave.

#### **5.11 Medical Leave**

- (a) Medical leave may be granted by the competent authority to an employee on acceptable medical ground. The leave may be granted for the period as recommended by the doctor appointed for this purpose. Such leave shall not be extended without the certification of the doctor. The period of this leave will be maximum 3 months.
- (b) Medical leave may be combined with leave of any other kinds.



## CHAPTER – VI

### **6.0 Honorarium, Bonus and Allowances**

#### **6.1 Honorarium**

- (a) The Board may grant an honorarium to an employee for work performed which is not included in his/her job description and occasional in character and either so laborious or of such special merit as to justify a special reward.
- (b) The Board may, on a casual or intermittent basis, and under such conditions as it may prescribe, allow any of the employees, in individual cases or class of cases, to provide service to another organization at a fee prescribed by the appointing authority for work done or service rendered by him/her to such department or organization. A portion of the fee as decided by the appointing authority shall be paid to the concerned employee or employees.

#### **6.2 Bonus**

- (a) An employee shall be entitled to 2 (two) festival bonuses equivalent to two months basic salary in a year and Boishakhi bonus.
- (b) The Board, in relation to a fiscal year, may provide performance incentive bonus to an employee at such rates and on such conditions as it may deem fit subject to the achievement of KPI or net profit. The government shall set and evaluate the KPI target and accordingly will approve the incentive bonus for the company.
- (c) An employee shall be entitled to other Bonuses as approved by the board.

#### **6.3 Overtime Allowance**

Overtime shall be discouraged in principle. It shall be avoided where there is a shift operation. However, where manpower is less than the setup and/or in the event of emergency, overtime work may be allowed if the concerned controlling officer orders to do so. The total hours of overtime shall not exceed 14 (fourteen) hours in a week and must not exceed in 50 hours in a month. In case of Driver, overtime allowance will not exceed 50% of the basic pay, and in case of other non-technical staff overtime allowance will not exceed 30% of the basic pay. No overtime allowance shall be allowed, if an employee draws daily allowance for the period.

#### **6.4 Shift Duty Allowance**

When an employee (both the officer and the staff) is required to work regularly on rotating shifts, he/she shall be allowed the shift duty allowance at the rate of 15% of the basic pay during the period of shift duty.



**6.5 Power Plant allowance**

When an employee is required to work and stay within the power house for the interest of the company, he/she shall be allowed 25% of the basic as the power house allowance during the period of his/her stay within the power house.

**6.6 Charge allowance for combination of appointment**

When an employee is assigned to perform duties of another post, in addition to his own duties, he/she may be allowed an additional allowance on the following terms and conditions, namely

- (a) there shall be a formal order of the Competent Authority for holding the additional post;
- (b) no additional allowance shall be allowed for holding an inferior post;
- (c) no additional allowance shall be allowed when the period of dual charge is less than 3 weeks or more than 12 months
- (d) no additional allowance shall be allowed for holding the charge of a superior post which has never been filled up by appointment; and
- (e) for holding additional charge of another post , the employee shall draw the pay of his own post plus an additional 20% (not exceeding tk. 5000) of his pay as charge allowance.

**6.7 Traveling Allowance**

An employee shall draw traveling and daily allowance as per the rates and conditions fixed by the board envisaged in the relevant rules provided in the appendix-B.

**6.8 Medical Benefit/ Allowance**

An employee shall be allowed medical benefits / allowances as per decision of the company board.

**6.9 Fringe Benefits**

An employee shall be entitled to fringe benefits against such items and at such rates as per decision of the company board.





- iv. Accept or seek any other employment or office or part-time work, whether on payment, stipendiary or honorary, without previous sanction of the appointing authority.
- v. Engage in any trade or business without specific approval of the appointing authority.
- vi. Indulge in parochialism, favoritism, victimization, willful abuse of office, seizure (Gherao) of office or any officer or coercion to officer/staff in a body or individually.
- vii. Flout Government and Company orders, circulars and directives without any lawful cause;
- viii. Submit petitions before any authority containing wild, vexatious, false or frivolous accusation against any employee of the Company;
- ix. Leave place of duty without permission;
- x. Willfully misrepresent or suppression of fact;
- xi. Misbehave with other employees or members of the public;
- xii. Engage in corruption;

Notwithstanding anything contained in clause (v) and (vi) of the above sub-rule, an employee may undertake occasional work of a purely professional, literary or artistic nature provided such work does not cause any embarrassment to the company.

- (c) No employee or member of his family shall-
  - i. Accept any gift or concession from any employee or person having or likely to have dealing with the company; and
  - ii. Lend money to, or borrow money from, or place himself/herself under any pecuniary obligation to any person or firm having or likely to have dealings with the company.
- (d) No employee shall be a member, office bearer or representative of any association or union other than a philanthropic, religious, social or professional organization unless such association or union is organized for the welfare and safeguard of the interest of the employees under the terms and conditions of the company rules and regulations in force.

### 7.3 Punishment and appeal

Grounds for penalty-Where an employee -

- (a) Is guilty of negligence to his duties; or
- (b) Is inefficient, or has ceased to be efficient; or
- (c) Is guilty of misconduct; or
- (d) Is guilty of desertion;

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- (e) Is corrupt, or may reasonably be considered corrupt because-
  - i. He/she is, or any of his dependents or any other persons through him/her or on his/her behalf. is in possession of wealth which is disproportionate to his/her known source of income; or
  - ii. He/she has assumed a style of living beyond his ostensible means; or

The authority may impose on him one or more penalties specified in clause 7.4 of this chapter.

#### **7.4 Penalties**

- (a) There shall be the following penalties, namely: -
  - i. Censure;
  - ii. Withholding, for a specified period, of increment or promotion.
  - iii. Recovery from pay of the whole or part of any loss caused to the company by the negligence or any other misconduct of the employee;
  - iv. Removal from service; and
  - v. Dismissal from service
- (b) Removal from service does not, but dismissal from service does, disqualify from future employment in the company.

#### **7.5 Power to impose penalty**

The power to impose penalty upon an employee shall vest in the authority competent to make appointment to the post or a delegated authority, which is held by the employee in the company.

#### **7.6 Suspension**

- (a) An employee may be placed under suspension, pending inquiry, for any offence. The power of suspending an employee shall normally vest in the Appointing authority or a delegated authority. But the Controlling officer may also exercise this power with the approval of the Appointing authority.

Provided that the authority may, if it considers more expedient instead of placing such employee under suspension, by order in writing require him/her to proceed on such a leave as may be admissible to him/her from such a date as may be specified in the order.

- (b) During the period of suspension, an employee shall be entitled to a subsistence allowance at the rate of one-half of his/her basic pay. However, he/she shall be entitled to get all other allowances admissible under the rule in full. An employee shall

not, while under suspension, leave the headquarters without prior permission of the authority.

- (c) An employee committed to prison on a criminal charge should be considered under suspension from the date of arrest and should be allowed the subsistence allowances until the termination of proceedings against him.

**7.7 Inquiry procedure in cases of negligence, inefficiency, misconduct, desertion and corruption**

- (a) When an employee is to be proceeded against under clause (a) or (b) or (c) or (d) of clause 7.3 under "punishment and appeal", he shall be called upon to submit explanation in writing to the authority within ten days for the alleged offence.
- (b) When the explanation of the employee is not found satisfactory, the authority shall frame a charge.
- (c) The competent authority shall constitute a committee consisting of three officers senior in rank to the accused to conduct the inquiry which shall submit a report after giving the employee a personal hearing if so desired by him within two weeks(may be extended if so required ) from the date of its constitution..
- (d) The competent authority shall consider the written statement submitted by the employee in his/her defense, the report of the Inquiry Committee and other circumstances. if any, and impose such penalty as it may deem proper in the circumstances of the case;

The decision of the authority shall be communicated by an order in writing to the employee concerned. The proceedings under this rule shall be completed within four months from the date of framing charge against an employee

**7.8 Procedure for disposal of a case, where an employee has been convicted by a court of law**

- (a) When an employee is convicted by a court of law on charge of a criminal offence, the competent authority may dismiss or remove him/her from the service of the company, or impose any other penalty upon him without following the inquiry procedure or may not impose any penalty, if the Appointing authority decides that the offence for which he/she is convicted is not liable to disciplinary action under these rules.
- (b) Any penalty imposed upon an employee shall take effect from the date of communication of the order of imposition of the penalty to the employee and not from the date of his/her conviction or suspension.

**7.9 Summary proceedings**

- (a) An employee found guilty of-
  - i. Habitual late attendance;
  - ii. Leaving place of duty without permission;



- iii. Willful misrepresentation or suppression of fact;
- iv. Misbehavior with other employees or members of the public; or
- v. Unnecessary delay in disposal of files and records;
- vi. Seizure, Coercion to any office or officer;

shall be called upon to submit explanation to the authority within seven days as to why disciplinary action shall not be taken against him/her for the alleged offence.

- (b) If the competent authority is, on such an inquiry, satisfied that the employee is guilty of any of the offences mentioned in above shall impose upon him/her such penalty as specified in 7.4 (a) & (b) of the "Penalty Clause"

#### **7.10 Appeal**

- (a) An employee shall have the right to appeal once only against an order imposing any penalty specified in clause 7.4(a) &(b) of this chapter except censure to the authority next superior to the authority imposing the penalty, and where the penalty is imposed by an order of the Board of Directors, there shall ordinarily lie no appeal but the Board of Directors may review its own order *suomoto* or on receipt of representation from the employee concerned.
- (b) Every appeal shall comply with the following requirements, namely;-
  - i. It shall contain all material statements and grounds relied upon and shall be complete in all respects;
  - ii. It shall specify the relief desired;
  - iii. It shall be submitted through proper channel;
  - iv. It shall not be couched in improper language; and
  - v. It shall be submitted within thirty days from the date of receipt of the order of penalty.
- (c) An appeal may be withheld by the authority imposing the penalty, if-
  - i. It does not comply with the requirements of Appeal;
  - ii. It deals with matters, which are not relevant to the case;
  - iii. It is found to be a repetition of appeal withheld or rejected before by the appointing authority unless it discloses any new point or circumstances which afford grounds for reconsideration; or
  - iv. It is addressed to an authority to which no appeal lies under this rule.
- (d) In every case in which an appeal is withheld, the appellant shall be informed of the fact and the reasons thereof.

Provided that an appeal withheld under 7.10(c) may be re-submitted at any time within thirty days from the date on which the appellant has been informed of withholding of the

appeal in a form, which compiles, with the provisions of appeal requirement mentioned in Clause 7.10(b).

- (e) The appellate authority shall examine-
  - i. Whether the facts on which the order of penalty is based have been established; and
  - ii. Whether the penalty is adequate, inadequate or excessive, and after such examination shall pass such order as it considers proper.
- (f) An appellate authority may call for the records of any case including an appeal withheld by an authority subordinate to it and may pass such orders thereon as it considers fit under the provisions of these rules.
- (g) Nothing in these rules shall preclude the Company Board from revising, whether on its own motion or otherwise, any order passed by an authority subordinate to it in exercise of powers conferred on such authority by these rules.

#### **7.11 Reinstatement**

When an employee who was dismissed, removed or suspended is reinstated, the punishing or appellate authority may grant him/her for the period of his/her absence from duty:

- (a) If he/she is honorably acquitted of the charge against him/her and is reinstated with retrospective effect, the full pay to which he/she would have been entitled had he/she not been dismissed, removed or suspended; or
- (b) If otherwise, such leave with full pay or with half-pay or without pay as the punishing or appellate authority may prescribe.

**Explanation-** *Except in case of leave without pay, the subsistence allowance, if any paid to an employee during suspension shall be recovered from his/her salary on reinstatement.*

#### **7.12 Bar to resign or retire by employees under suspension**

An employee under suspension or prosecution on charge of offences under these rules shall not resign or retire at his/her own option from service until the case is finalized.



## CHAPTER – VIII

### **8.0 Service Record:**

- (1) A record of service of each employee shall be maintained separately in the form prescribed by the company and the company shall preserve the specific service record.
- (2) An employee shall be allowed to go through his/her service record once in a year in presence of an authorized officer and he/she shall sign with date in that service record stating that matters endorsed in the service record is true and complete.
- (3) If an employee finds any omission or error in the service record, he/she shall communicate the matter in writing for correction to the officer having the authority within 15 (fifteen) days.



## CHAPTER-IX

### 9.0 Retirement, Termination and Resignation

#### 9.1 Retirement

- (a) Normal retirement is mandatory upon the employee's 60 years of age except Executive Director and above. The Executive Director and Managing Director shall retire from service on his attainment of 62 years of age but the authority may extend their service up to the age of 65 years.
- (b) If any judicial proceedings instituted by the Company or any departmental proceedings are pending against an employee at the time of his retirement or as the case may be, ceasing to be in service, he shall not be entitled to any retirement benefits, except his own contribution to any fund and the interest thereon, till the end of such proceedings and the payment of any retirement benefit to him shall be subject to the findings of such proceedings. The proceeding shall be completed within the time schedule mentioned in relevant section of the rules.
- (c) While paying retirement benefits, advances/loans if any due shall be adjusted.

#### 9.2 Resignation

- (a) Unless otherwise provided in the terms of employment or of any bond executed by an employee, a permanent employee may resign from the service after giving 2 (Two) months' notice in writing or refunding two months' pay in lieu of such notice or for the period by which such notice falls short of 2 months and after repaying the dues of the Company if any.
- (b) A temporary employee may resign from the Company after giving one month's notice in writing or refunding one month's pay in lieu of such notice or for the period by which the notice falls short of one month and after repaying the dues of the Company, if any.
- (c) A probationer shall be allowed to resign without giving any notice for resignation.

#### 9.3 Termination

- (a) The competent authority may terminate the service of an officer by giving 3 (three) months' notice in case of permanent employees and 1 (one) month's notice in case of temporary employees or by paying an amount equivalent to 3 (three) months' or 1 (one) month's basic pay as the case may be without assigning any reason whatsoever. The appointing authority may terminate the services of a probationer at any time without giving any such notice in writing.
- (b) The competent authority may terminate the service of a permanent staff/worker as per labour law by giving 4 (four) months' notice and 1 (one) month's notice in case of temporary staff/worker by paying an amount equivalent to 4

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- (four) months' or 1 (one) month's wages/salary as the case may be without assigning any reason whatsoever.
- (c) The appointing authority may terminate the services of a probationer at any time without giving any such notice in writing.



**Dr. Ahmad Kalkaus**  
Chairman  
Electricity Generation Company  
of Bangladesh Ltd., Dhaka

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**Schedule of Recruitment and Promotion for Officer  
of  
Electricity Generation Company of Bangladesh Limited**

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Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
1	2	3	4	5	6
1.	Managing Director	Maximum 60 Years	Direct recruitment	<p>(a) At least graduate in Engineering or Masters in Finance/ Business Administration/ Management from any recognized university.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 25 years of work experience of which at least 5 years in senior management position.</p> <p>(d) At least 5 years' experience in relevant field like generation/ transmission/ distribution utilities.</p> <p>(e) Must be able to demonstrate knowledge about relevant Govt. rules &amp; regulations.</p> <p>(f) Must be able to demonstrate knowledge in company law, labour law, TQM, TPM, Preventive maintenance, corporate Governance etc.</p> <p>(g) Must demonstrate strong participatory leadership ability.</p> <p>(h) Must possess adequate knowledge in corporate Management.</p>	

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Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
1	2	3	4	5	6
				(i) Must have strong communication skill in Bengali & English (written & spoken) including working experience using computer. (j) Must have the ability to bring about change in organizational culture.	
2.	Executive Director (Engineering)	Maximum 60 Years	Direct recruitment	(a) At least graduate in Mechanical/ Electrical Engineering from any recognized University/Institute. (b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0. (c) At least 05 years' experience in senior managerial position (SE/Equivalent or above) in the relevant field. (d) At least 20 years work experience in the relevant field of which 5 years in generation utilities. (e) Must demonstrate experience in operation & maintenance of power system and experience in public procurement, etc. (f) Must demonstrate strong participatory leadership ability (g) Must be able to demonstrate knowledge in TPM, TQM, Preventive	

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Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
1	2	3	4	5	6
				Maintenance and Corporate Governance. (h) Must have strong communication skill in Bengali & English (written & oral) including working experience using computer	
3.	Executive Director (Admin & Finance)	Maximum 60 Years	Direct Recruitment or Deputation	(a) At least Master Degree in HR/ Management/Finance/Accounting or any other relevant subject with MBA (HR/Accounting/Finance) from any recognized university. (b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0. (c) At least 5 years' experience in Senior Managerial position (DGM/Equivalent and above) in the relevant field. (d) At least 20 years work experience as Assistant Manager and above position in large organization in the relevant field of which 5 years in generation/transmission/distribution utilities. (e) Must demonstrate strong participatory leadership ability.	

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Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
1	2	3	4	5	6
				(f) Must be able to demonstrate knowledge in TPM, TQM and Corporate Governance. (g) Must have strong communication skill in Bengali & English (written & oral) including working experience using computer.	




Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
1	2	3	4	5	6
4.	Chief Engineer	Maximum 57 Years	By promotion or by direct recruitment	<p>(a) At least graduate in Electrical/ Mechanical Engineering from any recognized university.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 3 (Three) years' experience as Superintending Engineer in the relevant fields.</p> <p>(d) At least 15 years work experience as Assistant Engineer and above position in the relevant field of which 4 years in generation utilities.</p> <p>(e) Must demonstrate experience in operation &amp; maintenance of power system.</p> <p>(f) Must demonstrate strong participatory leadership ability.</p> <p>(g) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance and Corporate Governance.</p> <p>(h) Must have strong communication skill in English (written &amp; oral) including computer literacy.</p>	<ul style="list-style-type: none"> <li>• Total 15 (fifteen) years' experience with at least 3 years as a Superintending Engineer.</li> <li>• Satisfactory service records</li> <li>• Sound health conditions</li> </ul>
5.	Superintending Engineer	Maximum 50 Years	By promotion or by direct recruitment	<p>(a) At least graduate in Electrical/ Mechanical/Civil Engineering from any recognized university.</p>	<ul style="list-style-type: none"> <li>• Total 12 (twelve) years' experience with at least 4</li> </ul>

				<p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 4 (four) years' experience as Executive Engineer in the relevant fields.</p> <p>(d) At least 12 years work experience as Assistant Engineer and above position in the relevant field of which 3 years in generation utilities</p> <p>(e) Must demonstrate experience in operation &amp; maintenance of power system.</p> <p>(f) Must demonstrate strong participatory leadership ability.</p> <p>(g) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance and Corporate Governance.</p> <p>(h) Must have strong communication skill in English (written &amp; oral) including computer literacy.</p>	<p>years as Executive Engineer</p> <ul style="list-style-type: none"> <li>• Satisfactory service records</li> <li>• Sound health conditions</li> </ul>
6.	Executive Engineer	Maximum 40 years	By promotion or by direct recruitment	<p>(a) At least graduate in Electrical/Mechanical / Civil Engineering from any recognized university.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 7 (Seven) years' work experience as Assistant Engineer and above position the relevant field of which 3 years in generation utilities and at least 4 years work experience as Sub-Divisional Engineer in the relevant field.</p>	<ul style="list-style-type: none"> <li>• Total 7 years' experience with at least 4 years' experience as Sub-Divisional Engineer</li> <li>• Satisfactory service records</li> <li>• Sound health conditions</li> </ul>

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				<p>(d) Must demonstrate experience in operation &amp; maintenance of power system and experience in public procurement, etc.</p> <p>(e) Must demonstrate strong participatory leadership ability.</p> <p>(f) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance and Corporate Governance.</p> <p>(g) Must have strong communication skill in English (written &amp; oral) including computer literacy.</p>	
7.	Executive Engineer (ICT)	Maximum 40 years	By promotion or by direct recruitment	<p>(a) At least graduate in CSE/IT/ECE/ETE or any other relevant subject from any recognized university.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 7 years work experience in the field of ICT/MIS area including 4 years as SDE (ICT/MIS/Computer Programming) or equivalent post in a large organization.</p> <p>(d) Must demonstrate strong participatory leadership ability.</p> <p>(e) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance and Corporate Governance.</p> <p>(f) Must have strong communication skill in Bengali &amp; English (written &amp; oral).</p>	<ul style="list-style-type: none"> <li>• Total 7 years' experience with 4 years as SDE (ICT / MIS/ Computer Programming)</li> <li>• Satisfactory service records</li> <li>• Sound health conditions</li> </ul>
8.	Sub-Divisional Engineer	Maximum 35 Years	By promotion or by direct recruitment	<p>(a) At least graduate in Electrical/ Mechanical/ Civil Engineering from any recognized university.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable.</p>	<ul style="list-style-type: none"> <li>• Total 5 (five) years' experience with at least 3 years' experience</li> </ul>

				<p>Candidates passed in the grading system must possess at least a CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 5 (five) years' work experience as Assistant Engineer or Equivalent position in generation utilities.</p> <p>(d) Must demonstrate experience in operation &amp; maintenance of power system and experience in public procurement, etc.</p> <p>(e) Must demonstrate strong participatory leadership ability.</p> <p>(f) Must have strong communication skill in English (written &amp; oral) including computer literacy.</p>	<p>as an Assistant Engineer.</p> <ul style="list-style-type: none"> <li>• Must successfully complete a training program on relevant field</li> <li>• Satisfactory service records</li> <li>• Sound health conditions</li> </ul>
9.	Sub Divisional Engineer (ICT)	Maximum 35 Years	By promotion or by direct recruitment	<p>(a) At least graduate in CSE/IT/ECE/ETE or any other relevant subject from any recognized university.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 5 (five) years' work experience as Assistant Engineer (ICT/MIS/ Computer Programming) or Equivalent post in the relevant field.</p> <p>(d) Must demonstrate strong participatory leadership ability.</p> <p>(e) Must have strong communication skill in Bengali &amp; English (written &amp; oral).</p>	<ul style="list-style-type: none"> <li>• Total 5 (five) years' experience with at least 3 years' experience as an Assistant Engineer (ICT/MIS/Computer Programming)</li> <li>• Must successfully complete a training program on relevant field</li> <li>• Satisfactory service records</li> <li>• Sound health conditions</li> </ul>
10.	Assistant Engineer	Maximum 30 years	i. By direct Recruitment ii. By Promotion	<p>(a) At least graduate in Electrical/Mechanical/Civil Engineering from any recognized university.</p>	<ul style="list-style-type: none"> <li>• At least 5 years' experience as a Sub Assistant Engineer.</li> </ul>




				<p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) Must demonstrate strong participatory leadership ability.</p> <p>(d) Must have strong communication skill in Bengali &amp; English (written &amp; oral) including computer literacy.</p>	<ul style="list-style-type: none"> <li>• Must successfully complete a training program on relevant field</li> <li>• Not more than 33% to be filled by promotion</li> <li>• Satisfactory service records</li> <li>• Sound health conditions</li> </ul>
11.	Assistant Engineer (ICT)	Maximum 30 years	i. By direct Recruitment	<p>(a) At least graduate in CSE/IT/ECE/ETE or any other relevant subject from any recognized university.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) Must demonstrate strong participatory leadership ability.</p> <p>(d) Must have strong communication skill in Bengali &amp; English (written &amp; oral).</p>	

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	(A) Sub Assistant Engineer	Maximum 30 years	By direct Recruitment	<p>(a) At least Diploma in Electrical/ Mechanical / Industrial / Civil Engineering from any recognized educational institution.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) Must demonstrate strong participatory leadership ability.</p> <p>(d) Must have strong communication skill in Bengali &amp; English (written &amp; oral) including working experience using computer.</p>	
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Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
1	2	3	4	5	6
12.	General Manager (HRM)	Maximum 57 Years	By promotion or by direct recruitment	<p>(a) At least Master Degree in HR/ Management or any other relevant subject from any recognized university.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 3 (Three) years' experience as Deputy General Manager (HR/Admin) or equivalent position in the relevant fields.</p> <p>(d) At least 15 years work experience in the field of HR/Admin as Assistant Manager (HR/Admin) or equivalent and above position of which 4 years in generation/transmission/distribution utilities.</p> <p>(e) Must demonstrate strong participatory leadership ability.</p> <p>(f) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance and Corporate Governance.</p> <p>(g) Must have strong communication skill in English (written &amp; oral) including computer literacy.</p>	<ul style="list-style-type: none"> <li>• Total 15 (fifteen) years' experience with at least 3 years as a Deputy General Manager (HR/Admin)</li> <li>• Satisfactory service records</li> <li>• Sound health conditions</li> </ul>
13.	General Manager (Finance & Accounts)	Maximum 57 Years	By promotion or by direct recruitment	<p>(a) At least Master Degree in Commerce (Finance/Accounting) or MBA/MBS (Finance/Accounting) from any recognized university.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at</p>	<ul style="list-style-type: none"> <li>• Total 15 (fifteen) years' experience with at least 3 years as a Deputy General Manager</li> </ul>

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Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
1	2	3	4	5	6
				<p>least a CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 3 (Three) years' experience as Deputy General Manager (Finance/Accounts /Audit) or equivalent position in the relevant field.</p> <p>(d) At least 15 years work experience in the field of Finance/Accounts/Audit as Assistant Manager (Finance/Accounts/Audit) or equivalent and above position of which 4 years in generation/transmission/distribution utilities.</p> <p>(e) Must demonstrate strong participatory leadership ability.</p> <p>(f) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance and Corporate Governance.</p> <p>(g) Must have strong communication skill in English (written &amp; oral) including computer literacy.</p> <p>(h) Candidates having CA/CMA degree will get preference.</p>	<p>(Finance/Accounts /Audit)</p> <ul style="list-style-type: none"> <li>• Satisfactory service records</li> <li>• Sound health conditions</li> </ul>
14.	Company Secretary	Maximum 57 Years	By promotion or by direct recruitment/ Deputation	<p>(a) At least graduate in Law, Management, MBA or any other relevant subject from any recognized university.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 3(Three) years of experience as Manager/ Deputy Company Secretary position in the relevant field</p>	<ul style="list-style-type: none"> <li>• Total 15 (fifteen) years' experience with at least 4 years as Manager/ Deputy Company Secretary.</li> <li>• Satisfactory service records</li> <li>• Sound health conditions</li> </ul>

SC

No

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
1	2	3	4	5	6
				(d) At 15 years work experience in the relevant field of which 4 years in generation/transmission /distribution utilities. (e) Must demonstrate strong participatory leadership ability. (f) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance and Corporate Governance. (g) Must have strong communication skill in English (written & oral) including computer literacy. (h) Candidates having CS (Chartered Secretaries) degree will get preference.	<ul style="list-style-type: none"> <li>• Must have Law/ Management/ MBA degree</li> </ul>
15.	Deputy General Manager (HRM)	Maximum 50 Years	By promotion or by direct recruitment	(a) At least Master Degree in HR/ Management or any other relevant subject from any recognized university. (b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0. (c) At least 4(four) years' experience as Manager (HR/Admin) or equivalent position in the relevant fields. (d) At least 12 years work experience in the field of HR/Admin as Assistant Manager (HR/Admin) or equivalent and above position of which 3 years in generation/transmission/distribution utilities. (e) Must demonstrate strong participatory leadership ability.	<ul style="list-style-type: none"> <li>• Total 12 (twelve) years' experience with at least 4 years' experience as Manager (HR/ Admin)</li> <li>• Satisfactory service records</li> <li>• Sound health conditions</li> </ul>

24.6

24.6

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
1	2	3	4	5	6
				<p>(f) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance and Corporate Governance.</p> <p>(g) Must have strong communication skill in English (written &amp; oral) including computer literacy.</p>	
16.	Deputy General Manager (Finance/Accounts /Audit)	Maximum 50 Years	By promotion or by direct recruitment	<p>(a) At least Master Degree in Commerce (Finance/Accounting) or MBA (Finance/Accounting) from any recognized university.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 4 (Four) years' experience as Manager (Finance/Accounts/Audit) or equivalent position in the relevant fields.</p> <p>(d) At least 12 years work experience in the field of Finance/Accounts/Audit as Assistant Manager (Finance/Accounts/Audit) or equivalent and above position of which 3 years in generation/transmission/distribution utilities.</p> <p>(e) Must demonstrate strong participatory leadership ability.</p> <p>(f) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance and Corporate Governance.</p> <p>(g) Must have strong communication skill in English (written &amp; oral) including computer literacy.</p> <p>(h) Candidates having CA/CMA degree will get preference.</p>	<ul style="list-style-type: none"> <li>• Total 12 (twelve) years' experience with at least 4 years' experience as Manager (Finance/Accounts /Audit)</li> <li>• Satisfactory service records</li> <li>• Sound health conditions</li> </ul>

DR

DR

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
1	2	3	4	5	6
17.	Manager (HR/ Admin)	Maximum 40 years	By promotion or by direct recruitment	<p>(a) At least Master Degree in HR/ Management or any other relevant subject from any recognized university.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 8 (eight) years' work experience including 4 years as Deputy Manager (HR/Admin) or equivalent position in the relevant field of which 3 years in generation/transmission/distribution utilities.</p> <p>(d) Must demonstrate strong participatory leadership ability.</p> <p>(e) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance and Corporate Governance.</p> <p>(f) Must have strong communication skill in English (written &amp; oral) including computer literacy.</p>	<ul style="list-style-type: none"> <li>• Total 7 years' experience with 4 years as Deputy Manager (HR/ Admin) respectively.</li> <li>• Satisfactory service records.</li> <li>• Sound health conditions.</li> </ul>
18.	Manager (Finance/ Accounts/ Audit)	Maximum 40 years	By promotion or by direct recruitment	<p>(a) At least Master Degree in Commerce (Finance/Accounting) or MBA (Finance/Accounting) from any recognized university.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 8 years work experience including 4 years as Deputy Manager (Finance/Accounts/Audit) or equivalent position of which 3</p>	<ul style="list-style-type: none"> <li>• Total 7 years' experience with 4 years as Deputy Manager (Finance/Accounts/Audit)</li> <li>• Satisfactory service records</li> <li>• Sound health conditions</li> </ul>

AC

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Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
1	2	3	4	5	6
				<p>years in generation/transmission/distribution utilities.</p> <p>(d) Must demonstrate strong participatory leadership ability.</p> <p>(e) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance and Corporate Governance.</p> <p>(f) Must have strong communication skill in English (written &amp; oral) including computer literacy.</p> <p>(g) Candidates having CA/CMA degree will get preference.</p>	
19.	Manager (Environment)	Maximum 40 years	By promotion or by direct recruitment	<p>(a) At Least Master Degree In Environmental related subject or B.Sc in Environmental Engineering from any recognized educational institution.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 7 (seven) years' work experience including 4 years as Deputy Manager (Environment) in the relevant field of which 3 years in large Power Plant/Large Industries.</p> <p>(e) Must demonstrate strong participatory leadership ability.</p> <p>(f) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance and Corporate Governance.</p> <p>(g) Must have strong communication skill in Bengali &amp; English (written &amp; oral) including working experience using computer.</p>	<ul style="list-style-type: none"> <li>• Total 7 years' experience with at least 4 years' experience as Deputy Manager (Environment).</li> <li>• Satisfactory service records</li> <li>• Sound health conditions</li> </ul>

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
1	2	3	4	5	6
20.	Manager (Chemical)	Maximum 40 years	By promotion or by direct recruitment	<p>(a) At least M.Sc in Chemistry/Applied Chemistry from any recognized University.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 7 years work experience of which 4 years work experience as Deputy Manager (Chemical) or equivalent position in the relevant field.</p> <p>(d) Must demonstrate strong participatory leadership ability.</p> <p>(e) Must be able to demonstrate knowledge in TPM, TQM, Preventive Maintenance and Corporate Governance.</p> <p>(f) Must have strong communication skill in Bengali &amp; English (written &amp; oral).</p>	<ul style="list-style-type: none"> <li>• Total 7 years' experience with 04 years as Deputy Manager (Chemical).</li> <li>• Satisfactory service records</li> <li>• Sound health conditions</li> </ul>
21.	Deputy Manager (HR/ Admin)	Maximum 35 Years	By promotion or by direct recruitment	<p>(a) At least Master Degree in HR/ Management or any other relevant subject from any recognized university.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 5 (five) years of working experience as Assistant Manager (HR/ Admin) or Equivalent position in the relevant field.</p> <p>(d) Must demonstrate strong participatory leadership ability.</p> <p>(e) Must have strong communication skill in English (written &amp; oral) including computer literacy.</p>	<ul style="list-style-type: none"> <li>• Total 5 (five) years' experience with at least 3 years' experience as an Assistant Manager (HR/ Admin)</li> <li>• Must successfully complete a training program on relevant field</li> <li>• Satisfactory service records</li> </ul>





Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
1	2	3	4	5	6
					<ul style="list-style-type: none"> <li>• Sound health conditions</li> </ul>
22.	Deputy Manager (Finance/Accounts/Audit)	Maximum 35 Years	By promotion or by direct recruitment	<p>(a) At least Master Degree in Commerce (Finance/Accounting) or MBA (Finance/Accounting) from any recognized university.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 5 (five) years' work experience as Assistant Manager (Finance/ Accounts/Audit) or Equivalent post in the relevant field.</p> <p>(d) Must demonstrate strong participatory leadership ability.</p> <p>(e) Must have strong communication skill in Bengali &amp; English (written &amp; oral) including working experience using computer.</p> <p>(f) Candidates having CA/CMA degree will get preference.</p>	<ul style="list-style-type: none"> <li>• Total 5 (five) years' experience with at least 3 years' experience as an Assistant Manager (Finance/ Accounts/Audit)</li> <li>• Must successfully complete a training program on relevant field</li> <li>• Satisfactory service records</li> <li>• Sound health conditions</li> </ul>
23.	Senior Assistant Secretary	Maximum 35 years	By promotion or by direct recruitment	<p>(a) At least LLM/MBA from a recognized university or institute.</p> <p>(b) Candidates having ACS will get preference.</p> <p>(c) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(d) At least 4 years work experience as Assistant Manager /Assistant Director /Assistant company</p>	<ul style="list-style-type: none"> <li>• Total 5 (five) years' experience with at least 03 years' experience as Assistant Company Secretary.</li> <li>• Must successfully</li> </ul>

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
1	2	3	4	5	6
				<p>secretary in a large organization in Administrative/Secretarial functions.</p> <p>(e) Must demonstrate strong participatory leadership ability.</p> <p>(f) Must have strong communication skill in Bengali &amp; English (written &amp; oral).</p>	<p>complete a training program on relevant field</p> <ul style="list-style-type: none"> <li>• Satisfactory service records</li> <li>• Sound health conditions</li> </ul>
24.	Deputy Manager (HSEQ)/SDE (HSEQ)	Maximum 35 Years	By promotion or by direct recruitment	<p>(a) At least Master Degree In Environmental related subject or B.Sc. in Environmental Engineering from any recognized educational institution.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) At least 5 (five) years' work experience as Assistant Manager (Environment) or Equivalent position in the relevant field.</p> <p>(d) Must demonstrate strong participatory leadership ability.</p> <p>(e) Must have strong communication skill in Bengali &amp; English (written &amp; oral) including working experience using computer.</p>	<ul style="list-style-type: none"> <li>• Total 5 (five) years' experience with at least 3 years' experience as an Assistant Manager (Environment).</li> <li>• Satisfactory service records</li> <li>• Sound health conditions</li> </ul>
25.	Deputy Manager (Chemical)	Maximum 35 years	By promotion or by direct recruitment	<p>(a) At least M.Sc in Chemistry/Applied Chemistry from any recognized University.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p>	<ul style="list-style-type: none"> <li>• Total 5 (five) years' experience with at least 03 years' experience as Assistant Manager (Chemical).</li> </ul>

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
1	2	3	4	5	6
				<p>(c) At least 5 (five) years' work experience as Assistant Manager (Chemical) or equivalent position in the relevant field.</p> <p>(d) Must demonstrate strong participatory leadership ability.</p> <p>(e) Must have strong communication skill in Bengali &amp; English (written &amp; oral).</p>	<ul style="list-style-type: none"> <li>• Must successfully complete a training program on relevant field</li> <li>• Satisfactory service records</li> <li>• Sound health conditions</li> </ul>
26.	Assistant Manager (HR/ Admin)	Maximum 30 years	<p>i. By direct Recruitment</p> <p>ii. By Promotion</p>	<p>(a) At least Master Degree in HR/ Management or any other relevant subject from any recognized university.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0. Must demonstrate strong participatory leadership ability.</p> <p>(c) Must demonstrate strong participatory leadership ability.</p> <p>(d) Must have strong communication skill in Bengali &amp; English (written &amp; oral) including working experience using computer.</p>	<ul style="list-style-type: none"> <li>• At least 5 years' experience as a Junior Assistant Manager (HR/ Admin).</li> <li>• Must successfully complete a training program on relevant field</li> <li>• Not more than 33% to be filled by promotion</li> <li>• Satisfactory service records</li> <li>• Sound health conditions</li> </ul>
27.	Assistant Manager (Finance/Accounts/ Audit)	Maximum 30 years	<p>i. By direct Recruitment</p> <p>ii. By Promotion</p>	<p>(a) At least Master Degree in Commerce (Finance/Accounting) or MBA (Finance/Accounting) from any recognized university.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates</p>	<ul style="list-style-type: none"> <li>• At least 5 years' experience as a Junior Assistant Manager (Finance/Accounts /Audit).</li> </ul>

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
1	2	3	4	5	6
				<p>passed in the grading system must possess at least a CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) Must demonstrate strong participatory leadership ability.</p> <p>(d) Must have strong communication skill in Bengali &amp; English (written &amp; oral) including working experience using computer.</p> <p>(e) Candidates having CA/CMA degree will get preference.</p>	<ul style="list-style-type: none"> <li>• Must successfully complete a training program on relevant field</li> <li>• Not more than 33% to be filled by promotion</li> <li>• Satisfactory service records</li> <li>• Sound health conditions</li> </ul>
28.	Assistant Secretary (Legal)	Maximum 30 years	By direct Recruitment	<p>(a) At least LLM from a recognized university or institute.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) Must demonstrate strong participatory leadership ability.</p> <p>(d) Must have strong communication skill in Bengali &amp; English (written &amp; oral).</p>	
27.	Assistant Manager (Chemical)	Maximum 30 years	By direct Recruitment	<p>(a) At least M.Sc in Chemistry/Applied Chemistry from any recognized University.</p> <p>(b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0.</p> <p>(c) Must demonstrate strong participatory leadership ability.</p>	

Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
1	2	3	4	5	6
				(d) Must have strong communication skill in Bengali & English (written & oral).	
28.	Junior Assistant Manager (HR/Admin)	Maximum 30 years	i. By direct Recruitment ii. By Promotion	(a) At least graduate degree in HR/ Management or any other relevant subject from any recognized university. (b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0. (c) Must demonstrate strong participatory leadership ability. (d) Must have strong communication skill in Bengali & English (written & oral) including working experience using computer.	<ul style="list-style-type: none"> <li>• At least 5 years' experience in the immediate lower position of respective discipline.</li> <li>• Must have graduate degree</li> <li>• Satisfactory service records</li> <li>• Sound health conditions</li> </ul>
29.	Junior Assistant Manager (Finance/Accounts/ Audit)	Maximum 30 years	i. By direct Recruitment ii. By Promotion	(a) At least graduate degree in Commerce (Finance/Accounting) or MBA (Finance/Accounting) from any recognized university. (b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0. (c) Must demonstrate strong participatory leadership ability. (d) Must have strong communication skill in Bengali & English (written & oral) including working experience using computer.	<ul style="list-style-type: none"> <li>• At least 5 years' experience in the immediate lower position of respective discipline</li> <li>• Must have graduate degree in Commerce</li> <li>• Satisfactory service records</li> <li>• Sound health conditions</li> </ul>

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Sl. No	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification for Direct Recruitment	Qualification/ Experience for Promotion
1	2	3	4	5	6
30.	Security Officer (Equivalent to JAM)	Maximum 30 years	i. By direct Recruitment ii. By Promotion	(a) At least graduate degree in HR/ Management or any other relevant subject from any recognized university. (b) No third Division/Class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 4.0 on a scale of 5.0 and a CGPA 3.0 on a scale of 4.0. (c) Must demonstrate strong participatory leadership ability. (d) Must have strong communication skill in Bengali & English (written & oral) including working experience using computer. (e) Preference will be given to experienced defense/paramilitary/law & enforcement personnel.	<ul style="list-style-type: none"> <li>• At least 5 years' experience in the immediate lower position of respective discipline</li> <li>• Not more than 50% to be field by promotion.</li> <li>• Must have graduate degree</li> <li>• Satisfactory service records</li> <li>• Sound health conditions</li> </ul>

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**Dr. Ahmad Kaikus**  
Chairman  
Electricity Generation Company  
of Bangladesh Ltd., Dhaka

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**Schedule of Recruitment and Promotion/Grade change for Staff  
of  
Electricity Generation Company of Bangladesh Limited**

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Sl. No.	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification direct recruitment	Qualification/ Experience for Promotion/Grade change
1	Foreman (Grade-1)	-	-	-	*As per Note
2	Foreman (Grade-2)	-	-	-	*As per Note
3	Foreman (Grade-3)	-	-	-	*As per Note
4	Foreman (Grade-4)	Maximum 30 years	a) Direct recruitment -33% b) Promotion-67%	Must be HSC (Science) or equivalent from a recognized college / institute. Must have 5 years' experience as Technician in any power plant.	At least 4 (four) years' experience as Technician (Grade-1)/ Turner/ Lathe Machine Operator/ Welder with satisfactory performance.
5	Office Assistant (Grade-1)	-	-	-	*As per Note
6	Office Assistant (Grade-2)	-	-	-	*As per Note
7	Office Assistant (Grade-3)	-	-	-	*As per Note
8	Office Assistant (Grade-4)	18-30 years	Direct recruitment -100%	Must be HSC or equivalent from a recognized college / institute. Must have computer literacy in of MS-Word, Excel, Power-point etc with minimum speed of 20 words/minute both in Banga and English.	-




Sl. No.	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification direct recruitment	Qualification/ Experience for Promotion/Grade change
9	Lab Assistant (Grade-1)	-	-	-	*As per Note
10	Lab Assistant (Grade-2)	-	-	-	*As per Note
11	Lab Assistant (Grade-3)	-	-	-	*As per Note
12	Lab Assistant (Grade-4)	18-30 years	Direct recruitment -100%	Must be HSC (Science) or equivalent from a recognized college / institute. Must have 3 years experience in the relevant field.	-
13	Technician (Grade-1)	-	-	-	*As per Note
14	Technician (Grade-2)	-	-	-	*As per Note
15	Technician (Grade-3)	-	-	-	*As per Note
16	Technician (Grade-4)	18-30 years	a) Direct recruitment -67% b) Promotion- 33%	Must be SSC (Science) or equivalent from a recognized college / institute Must have 5 years experience as Technical Helper /Attendant.	<ul style="list-style-type: none"> <li>At least 4 (four) years experience as Technical Attendant with satisfactory performance.</li> </ul>
17	Store Keeper (Grade-1)	-	-	-	*As per Note
18	Store Keeper (Grade-2)	-	-	-	*As per Note

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Sl. No.	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification direct recruitment	Qualification/ Experience for Promotion/Grade change
19	Store Keeper (Grade-3)	-	-	-	*As per Note
20	Store Keeper (Grade-4)	18-30 years	a) Direct recruitment -67% b) Promotion- 33 %	Must be HSC or equivalent from a recognized college / institute. Must have 5 years experience as Store Assistant/ Helper/Attendant in a large organization with knowledge of computer-based store management.	<ul style="list-style-type: none"> <li>At least 12 years experience as Store Helper with satisfactory performance.</li> <li>Must have HSC or equivalent degree from a recognized college/institute.</li> </ul>
21	Care Taker (Grade-1)	-	-	-	*As per Note
22	Care Taker (Grade-2)	-	-	-	*As per Note
23	Care Taker (Grade-3)	-	-	-	*As per Note
24	Care Taker (Grade-4)	18-30 years	Direct recruitment -100%	Must be HSC or equivalent from a recognized college / institute.	-
25	Security Supervisor/ Security cum fire-fighting Supervisor (Grade-1)	-	-	-	*As per Note
26	Security Supervisor/ Security cum fire-fighting	-	-	-	*As per Note

Sl. No.	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification direct recruitment	Qualification/ Experience for Promotion/Grade change
	Supervisor (Grade-2)				
27	Security Supervisor/ Security cum fire-fighting Supervisor (Grade-3)	-	-	-	*As per Note
28	Security Supervisor/ Security cum fire-fighting Supervisor (Grade-4)	18-30 years	a) Direct recruitment -67% b) Promotion-33%	Must be HSC or equivalent from a recognized college / institute. At least 10 years' experience as Security Guard.	<ul style="list-style-type: none"> <li>At least 12 years of working experience as Security guard with satisfactory performance.</li> <li>Must have HSC or equivalent degree from a recognized college/institute.</li> </ul>
29	Accounts Assistant (Grade-1)	-	-	-	*As per Note
30	Accounts Assistant(Grade-2)	-	-	-	*As per Note
31	Accounts Assistant (Grade-3)	-	-	-	*As per Note
32	Accounts Assistant(Grade-4)	18-30 years	Direct recruitment -100%	Must be HSC (Commerce) or equivalent from a recognized college / institute. Must have computer literacy in of MS-Word, Excel, Power- point etc with minimum speed of 20 words/minute both in Banga and English.	-

Sl. No.	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification direct recruitment	Qualification/ Experience for Promotion/Grade change
33	Driver (Grade-1)	-	-	-	*As per Note
34	Driver (Grade-2)	-	-	-	*As per Note
35	Driver (Grade-3)	-	-	-	*As per Note
36	Driver (Grade-4)	18-30 years	Direct recruitment -100%	Must be SSC or equivalent from a recognized school / institute. Must have 3 years' experience as Driver with authentic driving license.	-
37	Crane Operator/ Crane Driver (Grade-1)	-	-	-	*As per Note
38	Crane Operator/ Crane Driver (Grade-2)	-	-	-	*As per Note
39	Crane Operator/ Crane Driver (Grade-3)	-	-	-	*As per Note
40	Crane Operator/ Crane Driver (Grade-4)	18-30 years	Direct recruitment-100%	Must be SSC or equivalent from a recognized school / institute. Must have 3 years' experience as Crane operator/Crane Driver with authentic operating/driving license	-

Sl. No.	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification direct recruitment	Qualification/ Experience for Promotion/Grade change
41	Turner/ Lathe Machine Operator (Grade-1)	-	-	-	*As per Note
42	Turner/ Lathe Machine Operator (Grade-2)	-	-	-	*As per Note
43	Turner/ Lathe Machine Operator (Grade-3)	-	-	-	*As per Note
44	Turner/ Lathe Machine Operator (Grade-4)	18-30 years	a) Direct recruitment -70% b) Promotion-30%	Must be SSC or equivalent from a recognized school / institute. Must have 5 years' experience in Mechanical workshop as helper of operator.	<ul style="list-style-type: none"> <li>At least 4 (four) years' experience as Technical Attendant with satisfactory performance.</li> <li>Must have SSC or equivalent degree from a recognized college/institute.</li> </ul>
45	Welder (Grade-1)	-	-	-	*As per Note
46	Welder (Grade-2)	-	-	-	*As per Note
47	Welder (Grade-3)	-	-	-	*As per Note
48	Welder (Grade-4)	18-30 years	a) Direct recruitment -67% b) Promotion-33%	Must be SSC or equivalent from a recognized school/ institute. Must have 5 years experience in welding work.	<ul style="list-style-type: none"> <li>At least 4 (four) years experience as Technical Attendant with satisfactory performance.</li> <li>Must have SSC or equivalent degree from a recognized college/institute.</li> </ul>
49	Fork Lift Operator (Grade-1)	-	-	-	*As per Note

Sl. No.	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification direct recruitment	Qualification/ Experience for Promotion/Grade change
50	Fork Lift Operator (Grade-2)	-	-	-	*As per Note
51	Fork Lift Operator (Grade-3)	-	-	-	*As per Note
52	Fork Lift Operator (Grade-4)	18-30 years	Direct recruitment	Must be SSC/equivalent from a recognized school/ institute. Must have 3 years' experience as Fork Lift Operator.	-
53	Office Attendant (Grade-1)	-	-	-	*As per Note
54	Office Attendant (Grade-2)	18-30 years	Direct recruitment-100%	Must be SSC or equivalent from a recognized school / institute	-
55	Technical Attendant	18-30 years	Direct recruitment-100%	Must be SSC or equivalent from a recognized school / institute.	-
56	Security Guard	18-30 years	Direct recruitment-100%	Must be SSC or equivalent from a recognized school / institute. Must have 3 years experience in the relevant field.	-
57	Store helper	18-30 years	Direct recruitment-100%	Must be SSC or equivalent from a recognized school / institute.	-




Sl. No.	Name of the post	Age Limit for Direct Recruitment	Recruitment Procedure	Qualification direct recruitment	Qualification/ Experience for Promotion/Grade change
58	Cook	18-30 years	Direct recruitment-100%	Must be JSC or equivalent from a recognized school / institute. Must have 3 years experience in the relevant field.	-
59	Cleaner/ Sweeper	18-30 years	Direct recruitment-100%	Must be JSC or equivalent from a recognized school / institute.	-

**\*Note: Criteria and procedure for grade change of staff from lower grade:**

With the recommendation of selection committee the Appointing authority will approve the upgradation of the staffs to the immediate higher grade with effect from completion of 4 years of service subject to satisfactory service record and performance appraisal securing average of minimum 80 marks of last four (04) years.



  
**Dr. Ahmad Kaikaus**  
 Chairman  
 Electricity Generation Company  
 of Bangladesh Ltd., Dhaka

**Travelling and Daily Allowances Rules**

**01. Short title and application:**

- a. These regulations shall be called the Traveling Allowances Rules of Electricity Generation Company of Bangladesh Ltd., 2017.
- b. These regulations shall apply to all employees (Officers and employees) of this Company.

**02. Definitions:** In these regulations, unless there is anything repugnant in the subject or context:

- a. "Appropriate / Competent authority" means any officer appointed by the company to exercise any authority to discharge any responsibility under these rules.
- b. "Employee" means any officer and employee of EGCB and it shall also include an apprentice."

**03. Classification of Employees:**

Employees may be classified under following categories for the purpose of traveling allowance

- Class-A : Managing Director & Executive Directors
- Class-B : General Manager, Dy. General Manager, Managers and Officers of same category
- Class-C : Deputy Manager, Asstt. Manager and equivalent officers.
- Class-D : Junior Asstt. Manager and Officers of the same category
- Class-E : All employees, excluding the officers of Class-A, Class-B, Class-C and Class-D

Types of transport and the rate of traveling allowance:

**04. The employee shall be entitled to traveling allowance as per the following rates if they travel by rail or steamer.**

Class of Employees	Class of travel	Traveling Allowance
Class-A	Air-conditioned/ sleeper class, if not available, then available higher class.	Actual fare plus additional charge for reservation (if any) and 80% of the said fare as incidental expenses.
Class-B	Same as above	Same as above
Class-C	First Class	Same as above
Class-D	Same as above	Same as above
Class-E	Second class or equivalent (if there are two classes, the lower class).	Same as above

05. The employees shall receive the actual fare of the class through which they travel and the incidental expenses at the rate of the entitled class if they do not travel in the same class by rail or steamer to which they are entitled to.
06. Employees of class-A and Class-B shall be entitled to travel by air in economy class within the country and in that case travel and boarding tax etc. shall be provided equal to the actual expenses. The incidental expenses shall be 20% of the travel expenses.
- Any other employees may also travel by air for the greater interest of the company with the approval of the appropriate authority.
07. Employee of class-A may travel in the business class by Air for traveling aboard. Employees of other classes may travel in the economy class. In that case, all the travelling taxes payable in Bangladesh shall be provided.
08. If the traveling employees do not have any personal insurance policy to cover the accidental risk to travel by air and if he declares this, the company may arrange to open a policy not exceeding Tk. 2,00,000/- for every journey by air.
09. If the employee travels by road, he shall be paid the traveling expenses under the following rates as per the provisions of these rules.

Class of Employees	Rate per kilometer or of a part thereof
Class-A	Tk. 10.00
Class-B	Tk. 8.00
Class-C	Tk. 7.00
Class-D	Tk. 5.00
Class-E	Tk. 4.00

Class-A and Class-B employees may receive actual fare for traveling on taxi, microbus etc. on submission of voucher in lieu of kilometer fare.

Explanation: "Travel by road" means boat, speedboat or travel by mechanized boat shall be included.

10. If an employee travels by any transport of the company or hired or arranged by the company, he will be entitled to DA only as per the provision.
11. Daily Allowance:
- a. Under the provision of this rule, if an employee requires traveling within country beyond 30 kilometers radius from the Headquarters and if he needs to remain out of headquarters for more than 8 hours for such a travel, he will receive daily allowance as per the following rates.

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Class of Employee	Daily Allowance Within the Country
Class-A	Tk. 2000/-
Class-B	Tk. 1500/-
Class-C	Tk. 1200/-
Class-D	Tk. 800/-
Class-E	Tk. 600/-

N. B. i) For traveling in the expensive places\*, the daily allowance shall be as per the specified rates along with an additional 50% of the above rates.

[\* Dhaka, Chittagong, Khulna, Rajshahi, Sylhet, Mymensingh, Gazipur, Cox's bazar and Narayanganj City areas and Savar Municipal area]

ii) No overtime allowances will be allowed while DA is admissible.

If any employee, stays out of his/her headquarter for more than 10 days but not more than 60 days he/she is entitled to receive the daily allowance in the following rate (i) full rate for first 30 days (ii) rest days half rate.

#### 12. Hotel expenses in lieu of Daily Allowance:

If any employees cannot be accommodated in the company managed guesthouse, duckbanglow or circuit house, on rest houses of Govt. departments/Corporations etc., he/she will be provided fooding and lodging as per to the following rates.

i. For expensive places :

Class of Employees	Expenses of Hotel within country	Rest House Charge
Class-A	Actual Hotel cost but not exceeding Tk. 3000 and 75% daily allowance.	Actual
Class-B	Actual Hotel cost but not exceeding Tk. 2500 and 60% of the daily allowance.	
Class-C	Actual Hotel cost but not exceeding Tk. 1600 and 60% of the daily allowance.	
Class-D	Actual Hotel cost but not exceeding Tk. 1200 and 60% of the daily allowance.	
Class-E	Actual Hotel cost but not exceeding Tk. 1000 and 60% of the daily allowance.	

ii. For ordinary place :

Class of Employees	Expenses of Hotel within the country	Rest House Charge
Class-A	Actual Hotel cost but not exceeding Tk. 2800 and 75% daily allowance.	Actual
Class-B	Actual Hotel cost but not exceeding Tk. 2300 and 60% of the daily allowance.	
Class-C	Actual Hotel cost but not exceeding Tk. 1400 and 60% of the daily	

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	allowance.	
Class-D	Actual Hotel cost but not exceeding Tk. 1000 and 60% of the daily allowance.	
Class-E	Actual Hotel cost but not exceeding Tk. 800 and 60% of the daily allowance.	

Provided that the employees except Class-A staying in the hotel shall have to submit the vouchers of actual expenses along with the travelling allowance bill.

- iii. The incumbent shall be allowed to receive 50% of the DA as per rule 11, if he/she returns to headquarters after travelling beyond 30 kilometers radius of the headquarters, provided that 50% of the DA shall be admissible for staying out from headquarters for 5 (Five) hours.
  - iv. He/she will be allowed to receive 100% of the DA for staying at the visiting station.
  - v. In the districts of Rangamati / khagrachhari / Bandarban / Kaptai Hill Tracts, the TA (kilometre fare) and DA (for non-expensive area) shall be admissible at double the specified rate mentioned in rule 11.
  - vi. Additional 50% Daily Allowance of that area, at the rate mentioned in rule 11, shall be admissible in case of training.
  - vii. To receive the expenses under this rule, the concerned employee shall have to certify to this effect that he did not get the opportunity to stay in the guesthouse, rest room of the company or the corporation, or the Govt. departments. If he stays in the guesthouse or rest house of the company, the corporation or the Govt. departments, he will receive daily allowances as per rule 11.
13. Travelling allowance when on transfer:
- i. On transfer from one place of work to another place of work, an employee:
    - a. If he/she travels by rail or steamer, he shall be entitled to one actual fare for his/her own plus two more fares of his/her class of entitlement and for each his family members traveling with him, one full fare for adult member and half fare for child in the same class of that of employee.
    - b. If he/she travel by road, actual fare and one additional fair for himself/herself and maximum two members of his/her family for other members of the family traveling, one actual fair for each.
    - c. Transportation cost for maximum 3 tons of luggage by train or truck.
    - d. Above claim should be made within 6 months of his handing over of charges and joining the new place of posting.

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ii. Kilometer fare and procedure of determination:

- a. To settle the travelling expenses, kilometer wise rate shall be provided and it shall be determined on the basis of the distance between place of commencement and place of destination of the journey.
- b. To determine the kilometer rate, "minimum distance" between the two places of travel through most convenient means shall be approved.
- c. The path through which travel can be made within a short time shall be considered as the "minimum distance". If there is any doubt about it, the appropriate authority shall determine the "minimum distance".
- d. Even if an employee travels the longer distance with a minimum expenditure, travelling allowance may be paid for travelling through such less expensive manner.
- e. If rail or steamer connects the place of travel, kilometer fare shall not be provided.
- f. Provided that if the travel is made by road despite having rail or steamer communication, the appropriate authority may approve the same if it does not exceed rail or steamer fare.

iii. Travel Order:

- a. The concerned employee shall have to obtain approval from the appropriate authority prior to travel.
- b. Unless the appropriate authority decides otherwise, generally the place of commencement shall be the Head Quarters of the concerned employee and place of destination of the travelling employee shall be considered the place of completion.

iv. Time limit for the submission of the travelling allowance bill:

- a. The travelling allowance bill shall have to be submitted within 60 days from the date of the return to the Head Quarters on the completion of all travels other than transfer. But the appropriate authority may extend this time limit not exceeding three months under special circumstances.
- b. In respect of transfer, the bill shall have to be submitted within six months after the handing over or releasing the charge and joining the place of posting. But the appropriate authority may extend the said limit for another months under special circumstances on special consideration.
- c. Any travelling allowance bill submitted beyond the time limit specified under the rules shall not be approved.

v. Payment of advance against travelling allowance:

- a. Advance up to 80% of the travelling allowance may be sanctioned for an employee having approved travel order from competent authority.
- b. No advance will be allowed unless adjustment of previous advances, if any, against TA is made.
- c. In respect of transfer, the concerned employee may be paid an amount of money equivalent to one month's basic salary in addition to advance travelling allowance at the rate laid down under sub-rule (a) above.





vi. Cancellation of reservation of the seat etc.

If the traveling employee is to cancel the reserved seat due to the change of travelling schedule and if for such cancellation any financial deduction is made, the appropriate authority may approve the travelling allowance bill considering the deducted amount of money as the part of the travelling allowance.

vii. Bill Form of the travelling allowance :

The company may specify the Bill Form of the travelling allowance and the procedure of submission of the bill to the appropriate authority through written office order.

viii. Power of the Appropriate Authority:

- a. The travelling allowance of any employee shall not be paid if the travelling allowance bill is not approved by the Appropriate Authority.
- b. At the time of approving the travelling allowance, the appropriate authority shall examine all the information, justifiability of the claimed bill as per the provisions of this rule and may call for necessary documents in connection with the information and facts provided in the bill or other information and evidence, if necessary. The authority can ask for the modification of the bill or cancel the same, partly or fully or can reduce the amount claimed.

ix. Travelling allowance relating to giving witness in the court etc.

If any employee travels to give witness in any court, the tribunal or before similar other authorities and if he/ she, receives any sum of money from such a court or a tribunal or the authorities for giving such witness, he/she shall not be entitled for any TA.

x. Removal of difficulties.

If there are inadequate provisions in these rules with respect to travel and if there are difficulties to follow these rules or procedures, necessary decisions shall be made under the instruction of the Managing Director regarding this matter. In case of necessity, such decisions may be taken by the Board of Directors, which shall be considered final.

xi. Rules to override the previous rules.

- a. All the orders circulated in this regards shall be considered repealed immediately after these rules come into force, on approval of the above travelling rules, by the Appropriate Authority.
- b. If any travel is made before these rules come into force, the decision shall have to be made on the basis of these rules in that matter.

- xii. To provide travelling allowance in foreign country, the countries of the world are classified under the following three groups.

- Group :1 Japan, Singapore, South Korea, China, Hongkong, Bahrain, Qatar, UAE, Saudia Arabia, Iran, Kuwait, Australia, Canada, USA, Brazil, Mexico, Russia, UK, Switzerland, France, Belgium, Italy, Sweeden, Germany, Greece, Netherland, Portugal, Turkey & Europe, Oceania, other countries of North & South America.
- Group-2 Uzbekistan, Jordan, Iraq, Lebanon, Phillipine, Thailand, Indonesia, Mayanmar, Maldives, Oman, India, Pakistan, Malyasia, Kenya, Marishash, Sudan, Sierra Leone, South Africa, Egypt, Libia, Morocco, other countries of Africa & Middle East.
- Group-3 Nepal, Vietnam, Bhutan, Srilanka, Afghanistan & other countries of Asia.

- xiii. To travel abroad, the employees shall receive comprehensive allowance at the following rate :

Comprehensive allowance rate

Class of Employee	As per rule 13(xii), group wise allowance in US \$		
	1	2	3
Class-A	263	215	196
Class-B	231	196	178
Class-C & D	215	178	165
Class -E	178	150	131

N.B. -1: For foreign travel, to stay overnight in transit, transit allowance at a rate of 25% of the comprehensive allowance and in every airport at abroad, for arrival and departure, terminal and other charges at a rate of 10% of the comprehensive allowance or actual expenses whichever is higher shall be paid. Vouchers shall be submitted in case of actual expenses.

2. Rate of comprehensive allowance for foreign tour will be re-fixed by the Company Board from time to time.

- xiv.a. In respect of travelling abroad the employees may receive, in lieu of comprehensive allowance, a maximum hotel charge at the following rates :

Hotel Fare (Daily)

Class of Employee	As per rule 13(xii), group wise allowance in US \$		
	1	2	3
Class-A	280	230	196
Class-B	246	196	165
Class-C & D	196	165	150
Class-E	165	150	116

During the stay at hotel, if any employee leaves the hotel after checking out time due to unavoidable circumstance and if the hotel authority take the full daily charge, the employee shall get full hotel charge subject to the submission of the original voucher.

b. An employee shall be entitled to a cash allowance at the following rates:

Cash allowance (Daily)

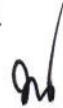
Class of Employee	As per rule 13(xii), group wise allowance in US \$		
	1	2	3
Class-A	101	87	87
Class-B	91	77	77
Class-C & D	91	77	77
Class-E	77	64	64

During the stay of an employee at abroad, fooding and incidental expenses shall be included within the above cash allowance.

N. B. -1: Employees staying at hotel shall have to submit the voucher of actual charge of the hotel along with the travelling allowance bill.



Managing Director  
Electricity Generation Company  
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Dr. Ahmad Kalkaus  
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