



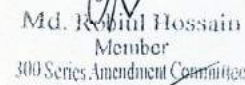
List of PBS Instructions: 100-Series

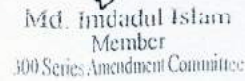
Title : PBS Engineering and Materials.

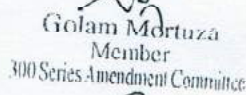
Sl. No	Series No	Title
1	100-1	Engineering and Material Administration
2	100-2	Pre-qualification of Electrical Engineering Consultants
3	100-3	Pre-qualification of Architectural & Engineering Consultants
4	100-4	Pre-qualification of Electrical Construction Consultants
5	100-5 (500-14)	Servicing, repairing and testing of distribution equipment/Instrument
6	100-6	Constriction Methods for PBS Electrical distribution System Building & Civil works.
7	100-7	Purchase of Material and Equipment
8	100-8	Preparation of plans and Specifications for Electric distribution fatalities for REB borrowers.
9	100-9	Service contract with retainer consultant for electric consultancy services
10	100-10	Pre-construction and construction progress meeting
11	100-11	Changes in line construction
12	100-12	Functions of REB Engineers/Officers
13	100-13	Close-out procedure for contract construction of electric distribution systems.
14	100-14	Procedure and documents for closing out construction of civil works and maintenance liability
15	100-15	Store Manual
16	100-16	Insurance Coverage and bond requirement for REB borrowers contractors.
17	100-17 100-17	Repairing of distribution transformer সমিতির বিতরণ ট্রান্সফরমার মেরামত।
18	100-18	Power interruption recording and reporting instruction


Syed Mohammed Saherul Azam
Member
300 Series Amendment Committee

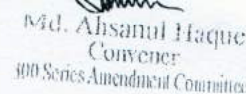

Muhammad Moinur Rahman
Member-Secretary
300 Series Amendment Committee



Md. Rebiul Hossain
Member
300 Series Amendment Committee

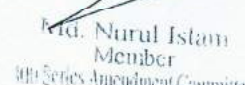

Md. Injadul Islam
Member
300 Series Amendment Committee


Golam Mortuza
Member
300 Series Amendment Committee


Md. Rafiqul Alam
Member
300 Series Amendment Committee

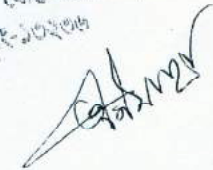

Md. Ahsanul Haque
Convener
300 Series Amendment Committee


A.I.M. Latiful Azam
Member
300 Series Amendment Committee


Md. Nurul Islam
Member
300 Series Amendment Committee

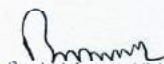
Revision:				
BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No
27-06-1979	BREB	BREB Board	300-16-8	02(12/2013)
Revision Dates: 31-10-1996, 24-12-2013				


৫০৯ ভন বোর্ড সভায় অনুমোদিত
মিলাত নং-১৩২৩৬




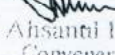
Sl. No.	Series No	Title
19	100-19 (300-49)	Load management
20	100-20	Energization and commissioning of electric distribution system Imported form 100-34
21	100-21	Engineering and staking manual
22	100-22	Adequate grounding on primary distribution lines
23	100-23 (300-61)	System plans & construction work plans for electric distribution system.
24	100-24	Voltage and current investigations.
25	100-25 (500-8)	Material Coding procedures
26	100-26 (500-5)	Power factor measurements
27	100-27	Store control manual (Merged with 100-15)
28	100-28	Standard specification and drawings for 6.35/11KV line construction.
29	100-29	Substation operation, inspection and maintenance manual
30	100-30	Distribution, operation, inspection and maintenance instructions.
31	100-31 (500-5)	REB project division and electric operations division relationships with PBS's for electric system operations.
32	100-32	Tool and work equipment administration.
33	100-33 (500-6)	Material administration policies and responsibilities
34	100-34 (500-7)	Distribution line Energization policies and procedures
35	100-35	Transformer provision and rental policy
36	100-36	(Merged with 100-35)
37	100-37 (500-9)	PDB line take over policy and procedure
38	100-38	Management of consumer complaints
39	100-39 (300-)	Standards for the power utilization of three - phase meters
40	100-40	Meter test, repair and sealing policy
41	100-41	Construction overhead distribution system Facilities by REB borrowers
42	100-42 (500-11)	Extension of single phase and three phase Distribution Lines on deposit work basis in order to provide Electric Service facilities.


Revision:				
BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS				
Original Date	Reviewed by	Approved by	Section & Page	Rcv. No
27-06-1979	BREB	BREB Board	300-16-9	02(12/2013)
Revision Dates: 10-1996, 24-12-2013				

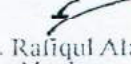

Syed Mohammed Sabirul Alam
Member
300 Series Amendment Committee

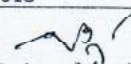

Md. Imdadul Islam
Member
300 Series Amendment Committee

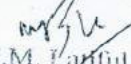

Md. Ahsanul Haque
Member
300 Series Amendment Committee



Md. Ahsanul Haque
Convener
300 Series Amendment Committee


Md. Rafiqul Hossain
Member
300 Series Amendment Committee

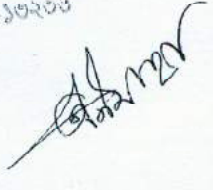

Md. Rafiqul Alam
Member
300 Series Amendment Committee


Golam Mortuza
Member
300 Series Amendment Committee


A.I.M. Latiful Azam
Member
300 Series Amendment Committee


Md. Nurul Islam
Member
300 Series Amendment Committee

৫০৯ তম বোর্ড সভার অনুমোদিত
সিদ্ধান্ত নং-১৩২০০৬



Sl. No.	Series No	Title
43	100-43	Extension of PBS distribution lines in order to extend electric service facilities to the residential-commercial-industrial consumers within the area of a society complex.
44	100-44 (500-20)	Electrical consultancy service within the premises of under construction/proposed industrial complex institutions under Govt./Semi Govt./Autonomous, Board or Corporation/Nationalized or Private sector
45	100-45	Standard specifications and drawings for 33KV line construction.
46	100-46 (600-29)	Import procedure of material and equipment for operation and maintenance purpose of each PBS distribution systems.
47	100-47	Inter donor material policy
48	100-48	Standard specification and drawing for 1.5 MVA 33/11KV pole mounted rural type sub-station (with SERD)
49	100-49	PBS hot line work administration
50	100-50	PBS hot line work operation
51	100-51 (700-13)	First in first out material issue (FIFO)
52	100-52	পল্লী বিদ্যুৎ সমিতি সমূহের বৈদ্যুতিক লাইন নির্মাণ এবং রক্ষণাবেক্ষণ কাজের জন্য মিনি ঠিকাদার তালিকাভুক্ত করণ ও নবায়ন নীতিমালা। (নতুন)
53	100-53 (500-22)	Storage and handling of REB timber products.
54	100-54 (500-25)	Standard for inspection evaluation and treatment of standing wood poles.
55	100-55 (500-26)	Pre-qualification of civil contractors
56	100-56	স্থানীয় ভাবে মিটারের খুচরা যন্ত্রাংশ ক্রয় পদ্ধতি
57	100-57	পবিস সমূহে প্রকল্প বহির্ভূত এবং নিজস্ব অর্থায়নে পূর্ত নির্মাণ কাজ সম্পাদনের নীতিমালা ও পদ্ধতি
58	100-58 (500-27)	OMRR Inventory material ২২/১১/০৬ ইং হইতে বাতিলকৃত। পল্লী বিদ্যুৎ সমিতিসমূহ কর্তৃক পরিচালক ও রক্ষণাবেক্ষন মালামাল ক্রয়ের নীতিমালা। (সিদ্ধান্ত নং ৭২৭২ এর মাধ্যমে নতুন ভাবে প্রণীত)

Revision:				
BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS				
Original Date	Reviewed by	Approved by	Section & Page	Rcv. No
27-06-1979	BREB	BREB Board	300-16-10	02(12/2013)
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Syed Mohammed Sahurul Azam
Member
300 Series Amendment Committee

Muhammed Najim Rahman
Member-Secretary
300 Series Amendment Committee

Md. Imdadul Islam
Member
300 Series Amendment Committee

Md. Ahsanul Haque
Convener
300 Series Amendment Committee

Md. Robiul Hossain
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300 Series Amendment Committee

Md. Rafiqul Alam
Member
300 Series Amendment Committee

Golam Mortuza
Member
300 Series Amendment Committee

A.I.M. Latiful Azam
Member
300 Series Amendment Committee

Md. Nurul Islam
Member
300 Series Amendment Committee

৫০৯ ডায় বোর্ড সভায় অনুমোদিত
সিদ্ধান্ত নং-১৩২০৩

Sl. No.	Series No	Title
59	100-59	Engineering and operations records update
60	100-60	Development and maintenance of GIS for PBS service area.
61	100-61	Guideline for Engineering Assessment of Taken Over BPDB Facilities
62	100-62	Pre-qualification of GIS Developer consultants.
63	100-63	Pre-qualification of GIS Consulting Engineering firm for updating GIS Database
64	100-64	পল্লী বিদ্যুৎ সমিতি সমূহ কর্তৃক ডিপোজিট ওয়ার্কের মালামাল ক্রয় নীতিমালা।
65	100-65	GIS Equipment ভাড়া প্রদান।

Revision:				
BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS				
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Md. Mohammed Saheerul Azam
Member
100 Series Amendment Committee

Muhammad Wahidul Rahiman
Member-Secretary
100 Series Amendment Committee

Md. Imdadul Islam
Member
100 Series Amendment Committee

Md. Ahsanul Haque
Convener
300 Series Amendment Committee

Md. Robiul Hossain
Member
100 Series Amendment Committee

Md. Rafiqul Alam
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300 Series Amendment Committee

Golam Mortuza
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A.I.M. Latiful Azam
Member
100 Series Amendment Committee

Md. Nurul Islam
Member
300 Series Amendment Committee


৫০৯ তম বোর্ড সভায় অনুমোদিত
সিদ্ধান্ত নং-১৩২৩৬

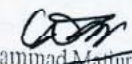
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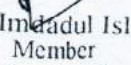
PBS INSTRUCTIONS: 200 SERIES
Title : PBS Finance

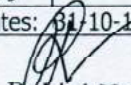
Sl. No	Series No	Subject
01	200-02	Audit of REB Borrowers Accounting Records
02	200-03	Minimum Insurance and Fidelity Coverage for REB Borrowers
03	200-04	Designation of Bank Cheque- signing and Counter signing Authority and Bank Procedures
04	200-05	Internal Control of REB Borrowers Operation
05	200-06	Accounting Procedures Manuals
06	200-07	Electrical Distribution Borrower's Financial and Statistical Report
07	200-08	Advance for Funds for PBS Requirements prior to availability of Loan Funds
08	200-09	Wiring Materials Cash Sales Procedures
09	200-10	Payment to Architect Engineers and Contractors
10	200-11	Use and Approval of General Funds for Additional to Plant
11	200-12	General Funds
12	200-13	Imprest (Petty Cash) Fund for PBS
13	200-14	Continuing Property Records
14	200-15	Identification and Numbering of PBS Equipment and Property
15	200-16	Establishment of Rural Electrification Revolving Fund
16	200-17	Electrification Loan Policies and Application Procedures
17	200-18	Electric Loan Policy for Consumers and Contractors Equipment
18	200-19	Budgetary Control and Advance of Electrification Loan Funds
19	200-20	PBS Initial Accounting Requirements
20	200-21	Depreciation Rates and Procedures
21	200-22	Equipment Rental to Contractors
22	200-23	REB/PBS General Accounts Manual
23	200-24	Authorizing Operation of Bank Accounts
24	200-25	House Wiring Loan
25	200-26	PBS Audit Manual
26	200-27	Monitoring Financial Activities of PBSs
27	200-28	
28	200-29	Management of PBS Fund
29	200-30	Accounting Treatment of Bad Debts
30	200-31	Determination of PBS Long Term Loan-Moratorium Period
31	200-32	PTA Operational Plan and agreement between BREB & PBS

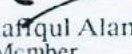
Revision:					
BANGLADESH RURAL ELECTRIFICATION BOARD					
PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS					
Original Date	Reviewed by	Approved by	Section & Page	Rev. No	
27-06-1979	BREB	BREB Board	300-16-12	02(12/2013)	
Revision Dates: 31-10-1996, 24-12-2013					

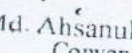

Md. Mohammed Sahurul Azad
Member
300 Series Amendment Committee


Muhammad Manir Rahman
Member-Secretary
300 Series Amendment Committee

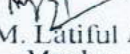

Md. Imdadul Islam
Member
300 Series Amendment Committee



Md. Robiul Hossain
Member
300 Series Amendment Committee


Md. Rafiqul Alam
Member
300 Series Amendment Committee


Md. Ahsanul Haque
Convener
300 Series Amendment Committee


Golam Mortuza
Member
300 Series Amendment Committee


A.I.M. Latiful Azam
Member
300 Series Amendment Committee


Md. Nurul Islam
Member
300 Series Amendment Committee

৫০৯ তম বোর্ড সভায় অনুমোদিত
সিদ্ধান্ত নং-১৩২৩৬

PBS INSTRUCTIONS: 300 SERIES
Title: PBS Development and Training

Sl. No	Series No	Subject
01	300-01	Delegation of Authority
02	300-02	Member Service and Power Use Manual
03	300-03	Receiving Issuing and use of Meters, Meter Seals and Sealing Tools.
04	300-04	New Electric Connection assurance of Electricity availability Certificate, shifting of poles/lines/services.
05	300-05	Power Factor Measurement
06	300-06	System Losses.
07	300-07	Transport Loan for PBS employees
08	300-08	Procedures for selection of Apprentice Linemen Trainee Candidates, including development of program for training and carrier opportunity for line-crew personnel
09	300-09	Sale of mortgaged asset by PBS
10	300-10	Outline of activities required and stapes to be taken following nomination of PBS Board of Director/ Lady Director and onwar during system energization of each Palli Biduyt Samity
11	300-11	The PBS Senior General Manager / General Manager
12	300-12	"Palli Bidyut Samity Director's pledge" and Election of PBS Office- bearers.
13	300-13	Retention of service related benefit for PBS employees
14	300-14	Organization Structure for a Palli Bidyut Samity.
15	300-15	Function and responsibilities of the Board of Directors in a PBS.
16	300-16	A guide for a Policy manual for PBS.
17	300-17	Wages & Salary plan for PBS Employees.
18	300-18	Fixation of pay grade of PBS officers.
19	300-19	Wiring Specifications and recommendations for PBS consumers (Manual)
20	300-20	Performance Appraisal of PBS officers.
21	300-21	House Wiring programme for PBSs.
22	300-22	PBS transports Repair and Maintenance guidelines
23	300-23	Assignments of PBS Motor Cycles.
24	300-24	Recruitment, appointment and promotion of of PBS personnel.
25	300-25	Electric service policy for Tea Gardens, its residential and other type services.
26	300-26	Standard Transport Requirements for PBSs.
27	300-27	Use of PBS transports by PBS employees.

Revision:				
BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS				
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Revision Dates: 31-10-1996, 24-12-2013				

Md. Mohammed Saherul Azam
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 300 Series Amendment Committee

Md. Imdadul Islam
 Member
 300 Series Amendment Committee

Md. Imdadul Islam
 Member
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Md. Robul Hossain
 Member
 300 Series Amendment Committee

Md. Rafiqul Alam
 Member
 300 Series Amendment Committee

Md. Ahsanul Haque
 Convener
 300 Series Amendment Committee

Golam Mortuza
 Member
 300 Series Amendment Committee

A.I.M. Latiful Azam
 Member
 300 Series Amendment Committee

Md. Nurul Islam
 Member
 300 Series Amendment Committee

৫০৯ তম বোর্ড সভার অনুমোদিত
 সিদ্ধান্ত নং-১৩২৩৬

Sl. No	Series No	Subject
28	300-28	TA/DA for PBS employees and PBS Board of Directors and Lady Directors
29	300-29	Medical Facilities for PBS employees.
30	300-30	Terms and conditions for electric services.
31	300-31	Payment of income Tax for the PBS employees
32	300-32	Workman's compensation, benefit scheme for the PBSs.
33	300-33	Procedures for billing of irrigation connections.
34	300-34	Benevolent fund and Group Insurance scheme for PBS regular employees.
35	300-35	PBS Living Quarters and its uses.
36	300-36	Procurement Procedure for PBSs.
37	300-37	Electrical constructing and Service Policy within the Complexes of: (1) Govt, Semi-Govt, Autonomous Board or Corporations and Nationalized Industry. (2) Hospitals, Clinics, Educational Institutions, Religious and Charitable Establishments. (3) Public sector and Public Limited Industry Complexes having residential and other types service requirements & NGO (s), Gramean Bank etc.
38	300-38	PBS Election Commission
39	300-39	Deputation of REB Officers to PBS System.
40	300-40	PBS Management and Operation Audit.
41	300-41	Operations and Maintenance Guidelines
42	300-42	PBS Zonal Office, PBS Sub- Zonal Office, PBS Area Office, PBS Complain Center in addition to PBS Head Quarters establishment.
43	300-43	Operations of PBS Bank Accounts
44	300-44	Renovation of service / meters taken over from PDB or other utilities and PBS old Consumer
45	300-45	Provisional Electric Service Connection to premises of Industry under Construction.
46	300-46	Leave or Absence of PBS General Manager.
47	300-47	Classification, service and maintenance of street lighting installations.
48	300-48	Sub-Station power transformer insurance programme for PBS.
49	300-49	Load Management
50	300-50	Appointment of a Legal Advisor in PBS.

Revision:				
BANGLADESH RURAL ELECTRIFICATION BOARD				
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Original Date	Reviewed by	Approved by	Section & Page	Rev. No
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Revision Dates: 31-10-1996, 24-12-2013				

Mohammed Sahenul Alam
Member
Series Amendment Committee

Hamidul Mannan Rahman
Member-Secretary
Series Amendment Committee

Md. Imdadul Islam
Member
Series Amendment Committee

Md. Robul Hossain
Member
Series Amendment Committee

Md. Rafiqul Alam
Member
Series Amendment Committee

Md. Ahsanul Haque
Convener
Series Amendment Committee

Gulam Mortuza
Member
Series Amendment Committee

A.I.M. Latiful Azam
Member
Series Amendment Committee

Md. Nurul Islam
Member
Series Amendment Committee

৩০৯ তম বোর্ড সভায় অনুমোদিত
সিদ্ধান্ত নং-১৩২৩৬

Sl. No	Series No	Subject
51	300-51	Selection procedure of PBS personnel for nomination and appointment to the position of respective Departmental Heads, Deputy General Manager and Additional General Manager of a PBS.
52	300-52	Policy for removal /sale / destruction of obsolete & condemned (unusable) materials of all REB & PBS stores.
53	300-53	Principle of Inventory in REB Central Warehouse, REB Project Stores & PBS Stores.
54	300-54	Appointment of local advisor/consultant for PBS's in filed of Management /Technical/ Finance/Member Service.
55	300-55	Training honorarium for PBS Officers/Employees.
56	300-56	Deputation of PBS employees to other PBS.
57	300-57	Allocation of dress/liveries for the employees of the PBS.
58	300-58	Policy regarding advance and repayment for house building/purchase of house/ purchase of flat/purchase of land for PBS employees
59	300-59	Facilities for appointed Ansars in PBS.
60	300-60	Policy for writing off the value of the stolen/missing materials of PBS Distribution Lines and Stores.
61	300-61	Engineering & Operations Record Update Process
62	300-62	Discontinuance of Service for nonpayment of Bills.

Revision:				
BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS				
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সিদ্ধান্ত নং-১৬২৩৬