

BANGLADESH RURAL ELECTRIFICATION BOARD
DHAKA, BANGLADESH

PBS INSTRUCTION: 300-14

SUBJECT : ORGANIZATION STRUCTURE FOR A PALLI BIDYUT SAMITY AND JOB SPECIFICATION, FUNCTIONS, DUTIES & RESPONSIBILITIES OF PBS EMPLOYEES.

Date of Approval : 11-4-1979.

Last Revision : 19-02-2020

PURPOSE : To provide guideline for the organizational structure and staffing requirements for Palli Bidyut Samity.

POLICY: Each PBS shall be adequately staffed to perform the desired functions & responsibilities of the PBS and achieve its corporate objectives. The staffing and sequence of hiring will be coordinated with the gradual expansion, extension & intensification of workload and complexities of the PBS on the basis of sound management and fiscal principles.

IMPLEMENTATION:

A ORGANIZATIONAL STRUCTURE:

The organizational structure of a typical PBS is attached at Annexure: A-1 thru Annexure: A-9. These organizational structures delineate the functional activities of the organization into departments such as the Administration Department, the Human Resource Department, the Finance Department(s), the Member Services Department, the Operations & Maintenance Department, the Engineering & Construction Department, the Power Management Department, the Information Technology Department and Geographic Information System Department. The functions of each department are further divided into operating units.

B PBS ORGANIZATION STRUCTURE, FICTIONAL ACTIVITIES OF PBS DEPARTMENTS AND STAFFING PATTERN OF PBS FUNCTIONAL DEPARTMENTS:

1. FUNCTIONAL ACTIVITIES OF PBS DEPARTMENTS

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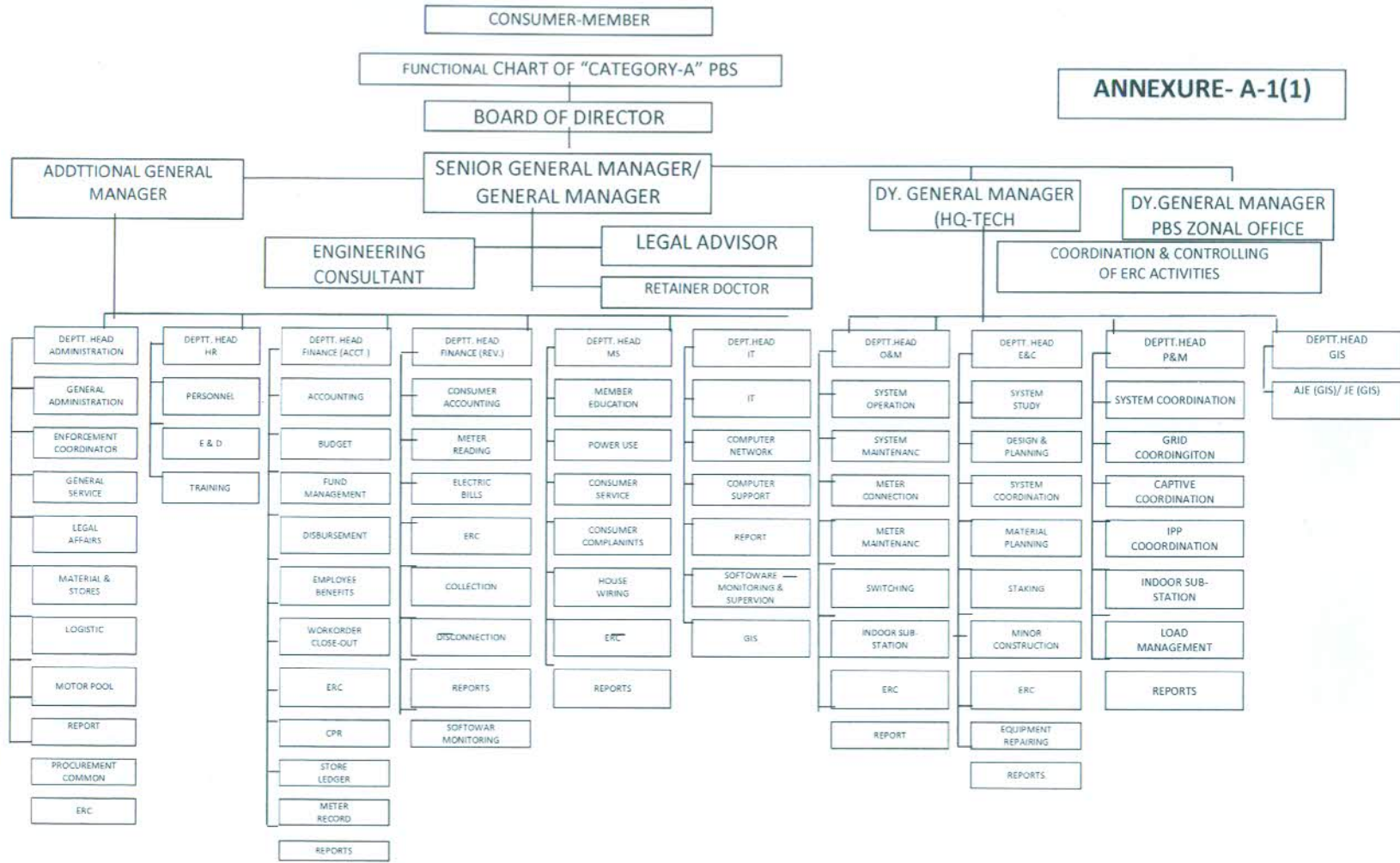
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ANNEXURE- A-1(1)



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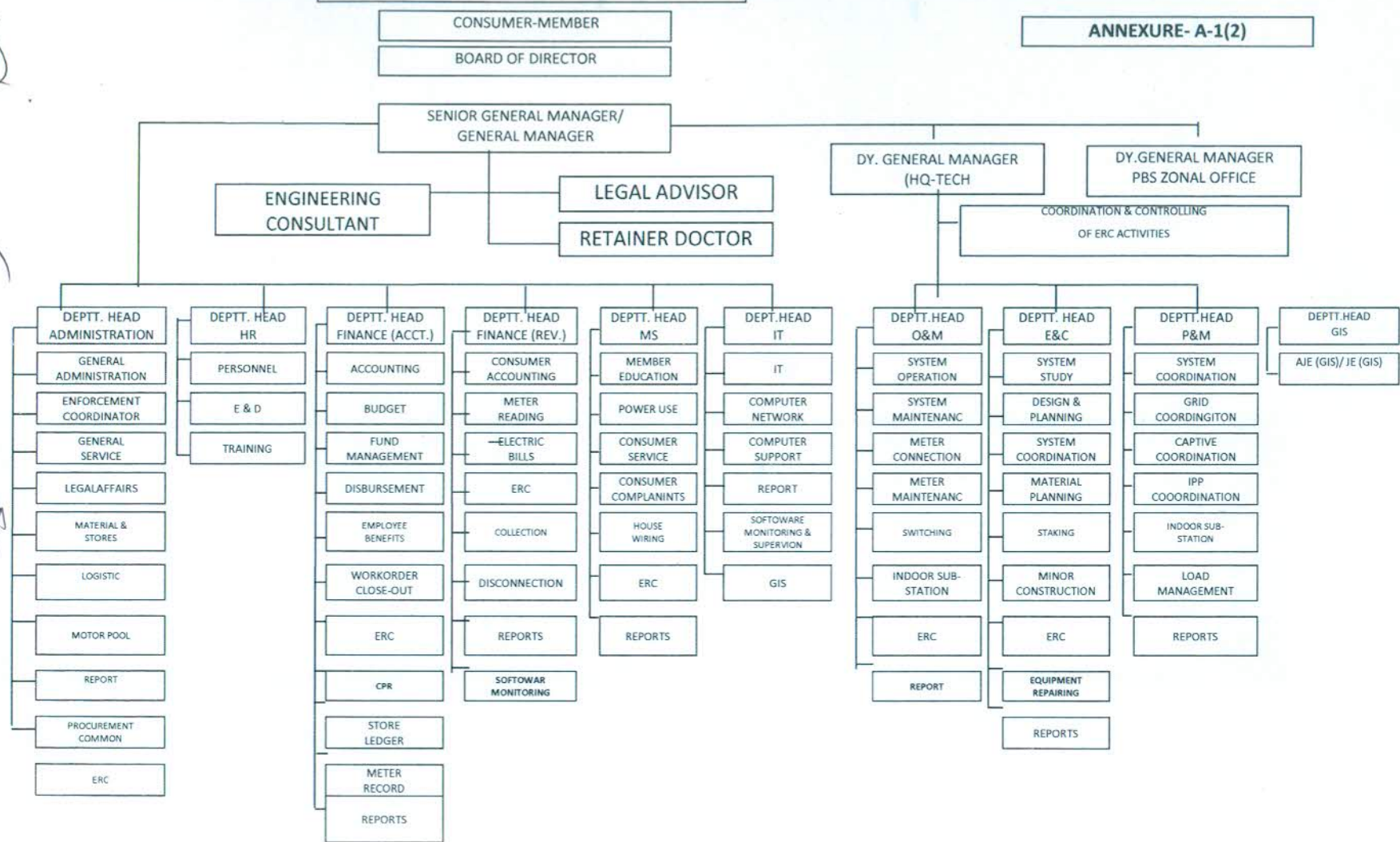
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FUNCTIONAL CHART OF OTHER PBS

ANNEXURE- A-1(2)



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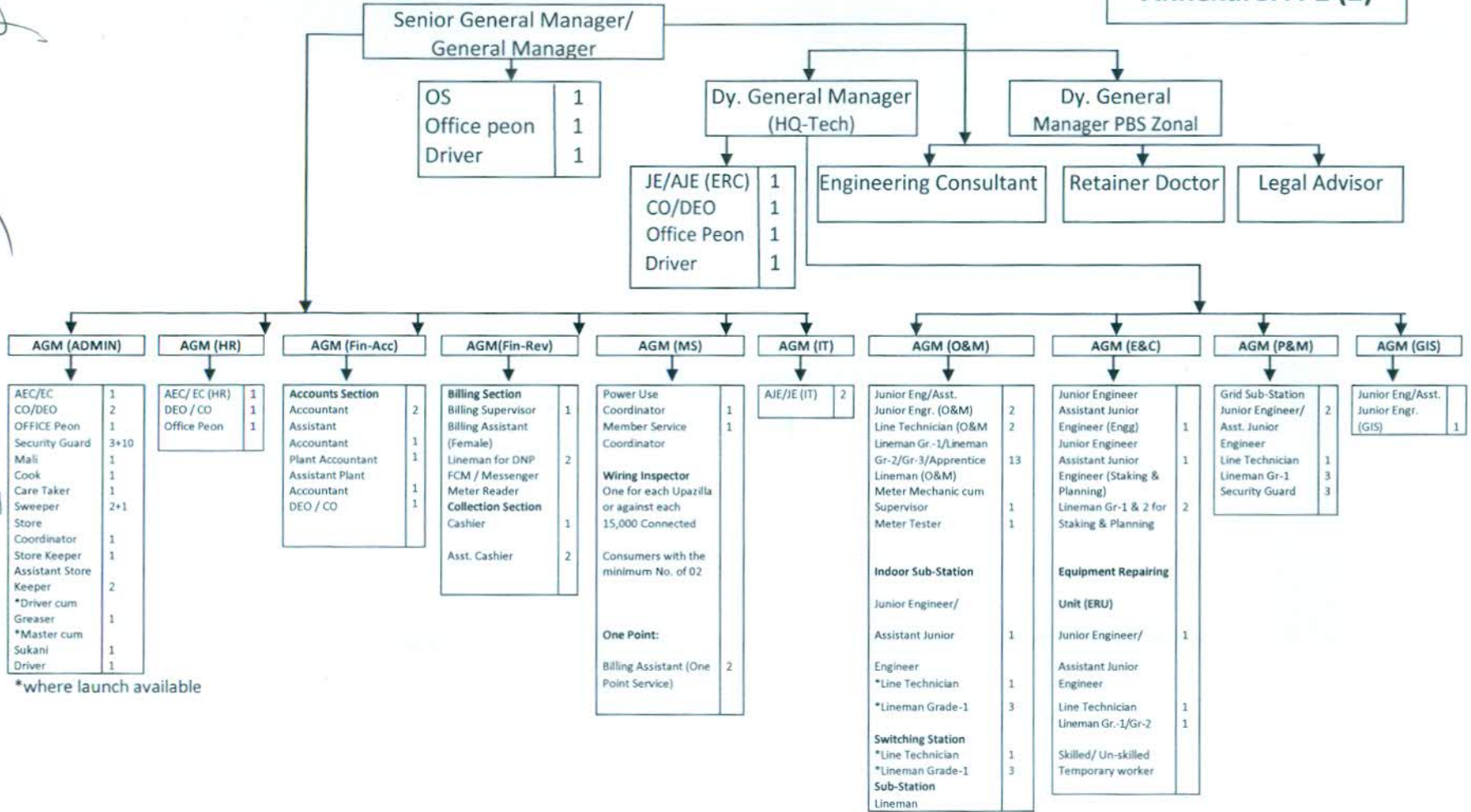
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ORGANOGRAM OF PBS SETUP

Annexure: A-2 (2)



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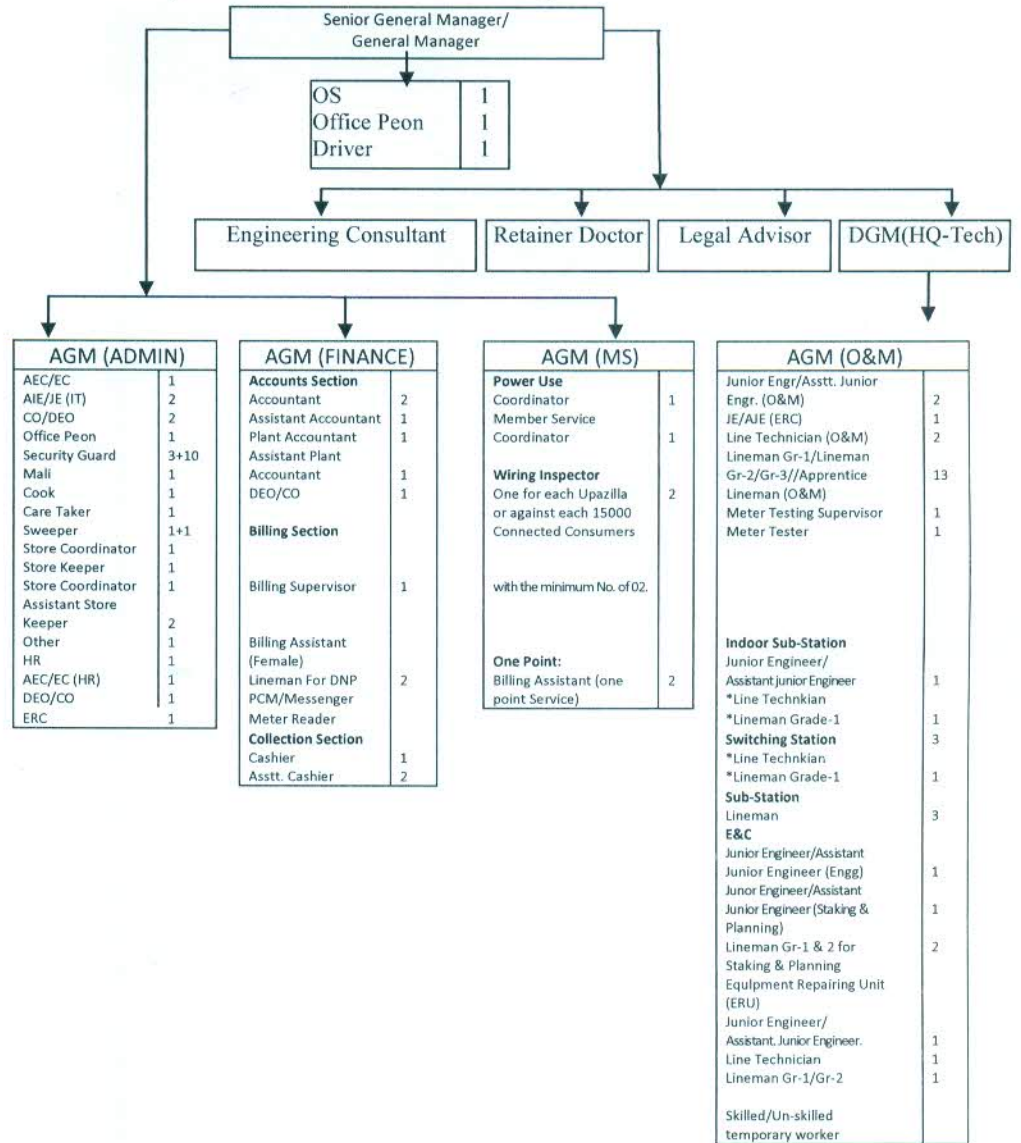
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ORGANOGRAM OF PBS SETUP
(without Zonal Office & Sub-Zonal office)



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CRITERIA OF CATEGORY –A PBS

1. System loss be maintained less than 10% (ten percent);
2. Accounts Receivable maximum 1 Month;
3. Maintain O&M expenses below TK. 10,000.00 (Taka Ten Thousand only) per KM; or Per KWH O&M Cost TK. 0.40;
4. Maintain Administrative expenses below TK. 600.00 (Taka Six Hundred only) per consumer;
5. Serial nos. 1 and 2 be maintained consecutively for last 3 (three) years;
6. Will have more than 2 (two) Lac consumer-members;
7. Will have more than 5 (five) Zonal Offices.

Note:

- i. Among above seven parameters. it will be mandatory to achieve five parameters including System Loss and Account Receivable.\
- ii. Post of an “Additional General Manager” will be created for Category-“A” PBS(s).

2. PBS ORGANIZATIONAL STRUCTURE.

The desired organizational structure and the assigned responsibilities as against the PBS Departments to cater the needs or the consumers for proper implementation of the Rural Electrification program is attached at Annexure: A-2 as organizational structure of a PBS.

3. STAFFING PATTERN OF PBS FUNCTIONAL DEPARTMENTS.

The positions that are required to staff for proper implementation of the functions of the PBS Departments as reflected in the Functional Activities of PBS Departments (Annexure: A-2) are attached as Annexure: A-3 thru Annexure: A-9. These represent the functions of the organization together with the need of staff required to achieve the desired output and are attached as per following description:

- (a) Annexure : A-3 : Staffing Pattern of PBS Headquarters \ (PBS Senior General Manager/General Manager)
- (b) Annexure : A-3 : Staffing Pattern of PBS Headquarters (PBS Additional General Manager)
- (c) Annexure : A-3 : Staffing Pattern of PBS Headquarters (PBS Deputy General Manager, HQ-Tech)
- (d) Annexure : A-4 : Staffing Pattern of PBS Headquarters (PBS Administration Department)
- (e) Annexure : A-4 : Staffing Pattern of PBS Headquarters (PBS Human Resource Department)

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- (f) Annexure : A-5 : Staffing Pattern of PBS Headquarters
(PBS Finance-Accounts Department)
- (g) Annexure : A-5 : Staffing Pattern of PBS Headquarters
(PBS Finance-Revenue Department)
- (h) Annexure : A-6 : Staffing Pattern of PBS Headquarters
(PBS Member Service Department)
- (i) Annexure : A-7 : Staffing Pattern of PBS Headquarters
(PBS Operation & maintenance Department)
- (j) Annexure : A-7 : Staffing Pattern of PBS Headquarters
(PBS Engineering & Construction Department)
- (k) Annexure : A-7 : Staffing Pattern of PBS Headquarters
(PBS Power Management Department)
- (l) Annexure : A-8 : Staffing Pattern of PBS Headquarters
(PBS Information Technology Department)
- (m) Annexure : A-9 : Staffing Pattern of PBS Headquarters
(PBS GIS Department)

These are the staff, which the PBS will require after it is established and as it develops with gradual expansion, extension & intensification of the workload.

In order to commence operations, positions that are required to staff the functions for the various Departments of the PBS have been reflected in a sample "Organizational set-up for PBS Headquarters" (Annexure: A-3 thru Annexure:A-9).

The staffing pattern as reflected in the organizational set-up shows the probable minimum number of staff required for each operating unit in the organizational structure. The actual staff required for each PBS would vary depending of the particular circumstances and need of each individual PBS.

For those positions where there is the greatest likelihood of variation in number of staff, a sign follows the probable minimum number for each operation.

(c) INTER-OFFICE TRANSFER OF PBS EMPLOYEES:

PBS employees employed in one office/establishment of the PBS shall as a matter of policy be entitled to remain in the respective office/establishment for a maximum period of 3 (three) years and after the expiration of the tenure for 3 (three) years shall be posted/shifted to another office/establishment of the PBS on rotation basis, subject to the existence of such post in the respective office/establishment. But in case of CO/Deo/office Peon/Driver etc., this provision may be considered as exception.

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D. INTER PBS TRANSFER OF PBS EMPLOYEES:

PBS employees employed against the post(s) of Junior Engineer/AJE, Enforcement Coordinator/AEC, Accountant/Assistant Accountant, Plant Accountant/Assistant Plant Accountant, Member Service Coordinator, Power Use Coordinator, Store Coordinator, Store-Keeper, Meter Testing Supervisor, Billing Supervisor, cashier and Wiring Inspector shall be entitled to remain on employment in a PBS for a maximum period of 3 (Three) years and after the expiration of the tenure for 3 (Three) years shall be posted/shifted to another PBS at the discretion of BREB. The services of other PBS employees may also be shifted/transferred to another PBS by BREB as and when such shifting/transfer is deemed fit and proper for the greater interest of the RE program. But in case of female staff this provision may be relaxed, if deemed appropriate.

Note:

- A. Post of an Additional General Manager will be created for Category-"A" PBS(s).
- B. PBS having with more than 300 employees will get an Assistant General Manager (Human Resource), equivalent and interchangeable to the position of Assistant General Manager (Administration), on prior approval of BREB as per PBS Policy Instruction 300-01.
- C. 01 (One) Assistant General Manager (Power Management) will be posted in a PBS where Grid Sub-station is installed. Qualification for Assistant General Manager (Power Management) will be same as Assistant General Manager (Engineering & Construction). Assistant General Manager (Power Management) may also be Attached to the Project Division BREB & Other Offices of BREB if necessary.
- D. For Sub-stations, situated at HQ, Zonal Office or other Office premises, 01 (one) additional lineman may be provided with proper justification on prior approval of BREB as per PBS Policy Instruction 300-01.
- E. For other unattended Sub-stations, 02 (two) additional lineman may be provided with proper justification on prior approval of BREB as per PBS Policy Instruction 300-01.

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- F. Assistant General Manager (Engineering & Construction) may be recruited when the number of billed consumers exceed 100,000 (One Lac) on prior approval of BREB as stated in PBS Policy Instruction 300-01.
- G. Assistant General Manager (Finance-Revenue) may be recruited when the number of billed consumers exceed 1,00,000 (One Lac) on prior approval of BREB as per PBS Policy Instruction 300-01.
- H. Assistant General Manager (IT) may be recruited for the greater interest of the RE Program, when needed.
- I. Assistant General Manager (GIS) may be recruited when PBS deem to fit subject to prior approval of BREB.
- J. AJE (GIS) / JE (GIS) may be recruited when needed, subject to Prior approval of BREB.

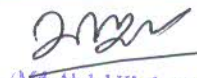
Note: For the interest of continuing the emergency and essential services of RE program, additional 10% post of the PBSs manpower set up (organ-gram) can be created for the approve post of DGM/AGM(O&M/E&C/P&M/Admin/HR/MS/Finance-Account/Finance-Revenue). Appointment of the personnel in the PBS or attachment to PBS/BREB against the additional post so created, may be made on the basis of need and justification with the prior approval of BREB as stated in the instruction 300-01.

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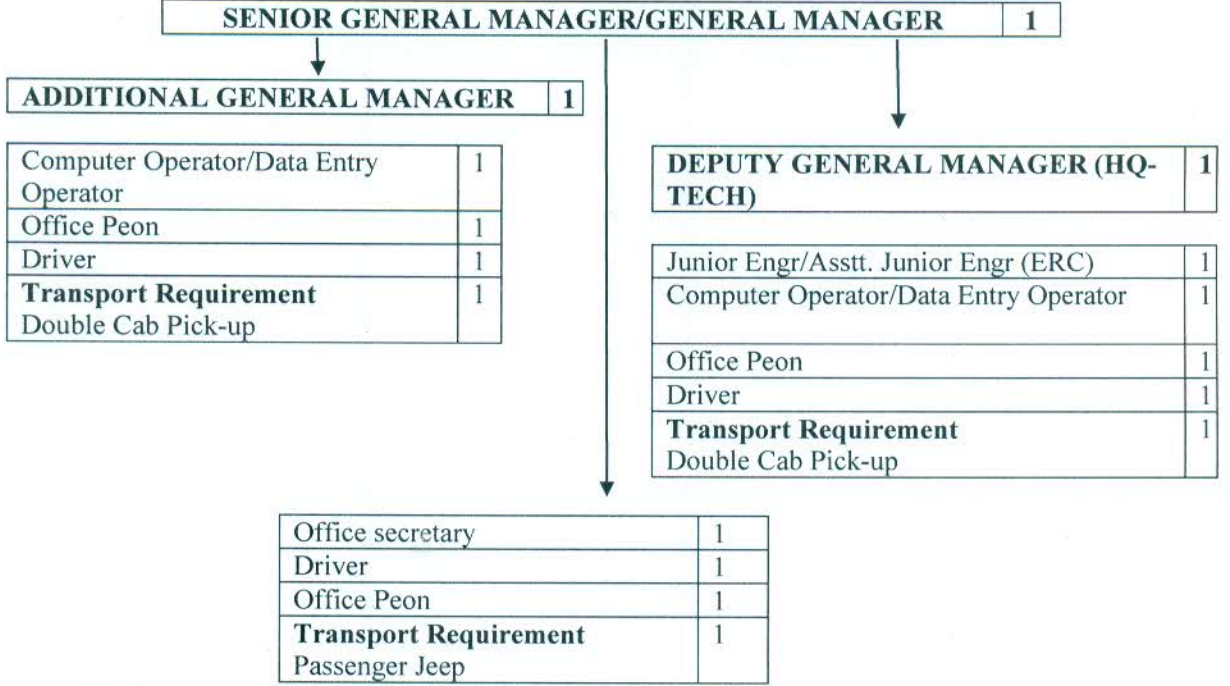

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**ORGANIZATIONAL SET-UP
STAFFING REQUIREMENT
PBS HEADQUARTER
(PBS SENIOR GENERAL MANAGER/GENERAL MANAGER)**

**SPECIAL NOTE:**

1. Additional Transport/Manpower may be provided upon proper justification and with the approval of BREB as stated in PBS Policy Instruction 300-01.
2. The transports, Passenger Jeep/Double Cab Pick-up/Single Cab Pick-up etc. shall remain under Transport Pool as per PBS Instruction 300-26.
3. The Transport Pool shall remain under the administrative control of Assistant General Manager (Administration) of the PBS.
4. All drivers of the vehicles shall remain under the administrative control of Administration Department.
5. Generally the Pick-up shall be used for O&M purpose, but in case of necessity the said vehicles can be used otherwise.
6. In case on non-availability of Office secretary, senior Computer Operator may be given additional charge of Office Secretary.

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**ORGANIZATIONAL SET-UP
STAFFING REQUIREMENT
PBS HEADQUARTER
(PBS SENIOR GENERAL MANAGER/GENERAL MANAGER)**

ADMINISTRATION DEPARTMENT	
MAN POWER REQUIREMENT	
Administration Department	
Assistant General Manager (Administration)	1
Assistant Enforcement Coordinator/Enforcement Coordinator ⁽¹⁾	1
Computer Operator/Data Entry Operator	2
Office Peon	1
Security Guard ⁽²⁾	3+10
Mali	1
Cook ⁽³⁾	1
Caretaker	1
Sweeper ⁽⁴⁾	2+1
Store Coordinator ⁽⁵⁾	1
Store Keeper	1
Assistant Store Keeper ⁽⁶⁾	1+1
HUMAN RESOURCE DEPARTMENT⁽¹⁰⁾	
Assistant General Manager (Human Resource) ⁽⁷⁾	1
Assistant Enforcement Coordinator/Enforcement Coordinator (HR) ⁽⁸⁾	1
Data Entry Operator/Computer Operator ⁽⁹⁾	1
Office Peon	1
Transport Requirement	3
Motor Cycle :	
Administration : 2	
Human Resources: 1	

NOTE:

- 01 (One) additional Assistant Enforcement Coordinator/Enforcement Coordinator shall be appointed under Administration Department when number of PBS employee exceeds 500 on prior approval of BREB as stated in PBS Policy Instruction 300-01

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2. 3 (three) Security Guard as PBS Regular employee. 10 Security Guard to be outsourced or Answer will be deputed as per govt. rule.
3. 1 (One) additional cook-cum-caretaker may be recruited when the PBSs are allowed to maintain a second Rest House.
4. Sweeper to be recruited on contractual basis or outsourced. Regular post of Sweeper to be automatically dissolved after retirement of regular Sweeper (if any).
5. 01 (One) Store Coordinator in Pay Grade-12 May be promoted on prior approval from BREB as stated in PBS Policy Instruction 300-01.
6. Subject to proper justification an additional Assistant Store Keeper may be appointed on prior approval of BREB as stated in PBS Policy Instruction 300-01.
7. 1 (One) Assistant General Manager (Human Resource) shall be appointed when a total number of regular employees exceeds 300 (three hundred) or the PBS which have positive margin on prior approval of BREB as stated in PBS Policy Instruction 300-01.
8. 1 (One) additional Assistant Enforcement Coordinator/Enforcement Coordinator shall be appointed under HR Department when number of PBS employee exceeds 400 (four hundred) including contract basis on prior approval of BREB as stated in PBS Policy Instruction 300-01.
9. 1 (One) additional Data Entry Operator/Computer Operator shall be appointed under Assistant General Manager (Human Resource) when the number of employee exceeds 400 (four hundred) on prior approval of BREB as stated in PBS Policy Instruction 300-01.
10. Until and unless the Department of Human Resource is established, the manpower of Human Resource Department shall remain under the jurisdiction of Assistant General Manager (Administration)
11. Junior Engineer (IT-1)/Assistant junior Engineer (IT-1) shall be appointed for PBS's Computer Software purpose and Junior Engineer (IT-2)/Assistant Junior Engineer (IT-2) for PBS's Computer Hardware purpose.

SPECIAL NOTE:

Additional Transport/Manpower may be provided upon proper justification and with the approval of BREB as stated in PBS Policy Instruction 300-01.

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৬২১ তম বোর্ড সভার অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

**ORGANIZATIONAL SET-UP
STAFFING REQUIREMENT
PBS HEADQUARTER
(FINANCE DEPARTMENTS)**

MANPOWER REQUIREMENT		
Assistant General Manager (Finance-Accounts) ⁽¹⁾⁽⁴⁾		1
Accounts Section		
Accountant ⁽²⁾		2
Assistant Accountant ⁽³⁾⁽⁸⁾		1
Plant Accountant ⁽²⁾		1
Assistant Plant Account ⁽³⁾		1
Data Entry Operator/Computer Operator		1
Assistant General Manager (Finance-Revenue) ⁽¹⁾⁽⁴⁾		
Billing Section		
Billing Supervisor		1
Billing Assistant (Female) ⁽⁵⁾⁽⁶⁾		
Lineman for DNP		2
PCM/Meter Reader cum Messenger ⁽⁷⁾		
Collection Section		
Cashier (Female)		1
Assistant Cashier (Female) ⁽⁹⁾		1+1
Transport Requirement		
Motor Cycle:		3+
AGM (Finance-Accounts) - 1		
AGM (Finance-Revenue) - 1		
DNP - 1		

Note:

1. Assistant General Manager (Finance-Accounts) and Assistant General Manager (Finance-Revenue) are interchanged on every alternate calendar year.
2. Incumbents to the post of Accountant-1, Accountant-2 and Plant Accountant to be interchanged by PBS Managements on every alternate calendar year basis.
3. The post of Assistant Accountant & Assistant Plant Accountant to be interchanged on every alternate calendar year basis.
4. Assistant General Manager (Finance-Revenue) to be appointed when the number of billed consumers of the PBS exceeds 100,000 (One Lac). Until and unless the

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Department of Finance-Revenue is established, the Assistant General Manger (Finance-Account) shall maintain the functions of Assistant General Manager (Finance-Revenue).

5. 1 (One) Billing Assistant for each 8,500 (eight thousand five hundred) consumers (prepaid meter will be excluded) may be appointed on prior approval of BREB as stated in PBS Policy Instruction 300-01. One additional Billing Assistant for each 30,000 Consumers may also be recruited on prior approval of BREB.
6. The Billing Assistant shall be posted as Billing Assistant (One Point Service) by PBS Management as and when required.
7. 1 (One) Meter Reader Cum Messenger for a minimum of 2000 (Two Thousand) consumers (in case of Meter Reader- cum-Messenger) excluding Irrigation, GP and LP) and one additional for every 15,000 (fifteen thousand) billed consumers may be appointed on prior approval of BREB. In case of adverse communication system, large operational area and thin consumer density, consumer criteria may be reduced with prior approval of the PBS Board and the BREB as stated in PBS Policy Instruction 300-01. Schedule of Meter Reader- cum-Messenger Should be changed after every 6 (six) month.
8. One additional Assistant Accountant may be recruited when the number of billed consumers exceed 70,000 (seventy thousand) on prior approval of BREB as per PBS Policy Instruction 300-01
9. The personnel who was previously appointed as Accountant (Revenue), they will be adjusted/absorbed against the vacant post of Accountant/Plan Accountant at the same PBS. In case of vacant post of Accountant/Plant Accountant is not available in the same PBS, they will be adjusted/absorbed against the vacant post of Accountant/Plant Accountant at the other PBSs thru Directorate of PBS Human Resource, BREB.
10. In case of excess of Assistant Accountant in a PBS to the provision under this Instruction, they will be adjusted the vacant post(s) of Assistant Accountant/Assistant Plant Accountant at the other PBSs thru Directorate of PBS Human Resource, BREB.
11. One additional Billing Supervisor for each 60,000 Consumers or 8 Billing Assistants (which ever is earlier), may also be recruited on prior approval of BREB

TRANSPORT:

Three Motor Cycle for Finance Division (One for Accounts Section and remaining for Revenue Section). Another one Motor Cycle for Revenue Section may be provided when the number of line crew for DNP exceeds 3 (three).

SPECIAL NOTE:

Additional Transport/Manpower may be provided upon proper justification and with the approval of BREB as stated in 300-01

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**ORGANIZATIONAL SET-UP
STAFFING REQUIREMENT
PBS HEAD QUARTER
(MEMBER SERVICE DEPARTMENTS)**

MANPOWER REQUIREMENT	
Assistant General Manager (Member Service)	1
Power Use Coordinator ⁽¹⁾	1
Member Service Coordinator ⁽¹⁾	1
Wiring Inspector: One for PBS HQ and one for each zonal office with the minimum No. of 02.	
One Point: Billing Assistant (One Point Service) ⁽²⁾	2
Transport Requirement	3+
Motor Cycle:	
AGM (MS) - 1	
PU/MS Co-ordinator - 1	
Wiring Inspector - 1 for each	

Note:

1. PBS Management shall interchange incumbents to the post of Power Use Coordinator and Member Service coordinator on every alternate Calendar year.
2. To be deputed from among Billing Assistants, which however shall be interchanged within a maximum period of 2 (two) year.

SPECIAL NOTE:

Additional Transport/Manpower may be provided upon proper justification and with the approval of BREB as stated in PBS Policy Instruction 300-01.

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

ORGANIZATIONAL SET-UP
PBS HEADQUARTER
Departments of Operation & Maintenance, Engineering &
Construction and Power Management.

Operations and Maintenance Department		Engineering & Construction Department		Power Management Department (Grid Sub-Station, Captive & IPP)	
Assistant General Manager (Operation & Maintenance) ⁽⁶⁾	1	Assistant General Manager (Engineering & Construction) ^{(1) (6)}	1	Assistant General Manager (Power Management) ^{(2) (6)}	1
Junior Engineer/Assistant Junior Engineer (O&M) ⁽⁵⁾	2	Junior Engineer/Assistant Junior Engineer (Engg) ⁽⁵⁾	1	Junior Engineer/Assistant Junior Engineer, Grid Sub-Station ⁽⁵⁾	2
Line Technician (O&M)	2	Junior Engineer/Assistant Junior Engineer (Staking & Planning) ⁽⁵⁾	1	*Line Technician ^{(3) (9)}	1
				* Lineman Grade-1 ⁽⁹⁾ for Grid Sub-Station	3
				* Security Guard ⁽⁹⁾	3
Lineman Gr-1/Gr-2/Apprentice Lineman (O&M)	13				
Meter Testing Supervisor (Meter Mechanic cum Supervisor)	1	Lineman Gr-1 & Gr-2 for Staking & Planning	2		
Meter Tester	1				
Junior Engineer/Assistant Junior Engineer Indoor Sub-Station ⁽⁵⁾	1	Equipment Repairing Unit (ERU)			
*Line Technician ^{(3) (9)}	1	Junior Engineer/Assistant Junior Engineer ⁽⁵⁾	1		
* Lineman Grade-1 ⁽⁹⁾ for Indoor Sub-Station	3				
*Line Technician ^{(3) (9)}	1	Line Technician ⁽³⁾	1		
* Lineman Grade-1 ⁽⁹⁾ for Switching Station	3	Lineman Grade-1	1		
Lineman for Sub-Station ^{(7) (8)}		Skilled/un-skilled temporary worker ⁽⁴⁾			
TRANSPORT REQUIREMENT		TRANSPORT REQUIREMENT		TRANSPORT REQUIREMENT	
Pick-up - 1		Motor Cycle - 3		Motor Cycle-1	
Motor Cycle-5		AGM (E&C) - 1			
AGM (O&M) -1		JE/AJE (Staking) - 2			
JE/AJE -1					
Complain centre -3					

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

NOTE:

1. Assistant General Manager (Engineering & Construction) to be appointed in a profit earning PBS subject to prior approval of BREB as stated in PBS Policy Instruction 300-01. For non-profit earning PBS, when the number of billed consumer exceed 100,000 (One Lac) 01 (One) Assistant General Manager (Engineering & Construction) may also be recruited subject to prior approval of BREB as stated in PBS Policy Instruction 300-01.
2. Assistant General Manager (Power Management) will be recruited when grid sub-station is established/installed in a PBS.
3. Line Technicians are to be interchanged on every 3 (three) calendar year basis.
4. Required numbers of skilled/un-skilled temporary workers as and when needed to be outsourced on daily basis with prior approval of PBS Senior General Manager/ General Manager.
5. The posts of Assistant Junior Engineer/Junior Engineer are to be interchanged on 3 (three) calendar year basis.
6. Assistant General Manager (Operation & Maintenance), Assistant General Manager (Engineering & Construction) & Assistant General Manager (Power Management) are to be interchanged on every alternate calendar year basis.
7. For sub-stations, situated at HQ, Zonal Office or other Office premises, 01 (one) additional lineman may be provided with proper justification subject to prior approval of BREB as stated in PBS Policy Instruction 300-01.
8. (a) For other unattended sub-stations, 02 (two) additional lineman may be provided with proper justification subject to prior approval of BREB as stated in PBS Policy Instruction 300-01.
- (b) For Indoor sub-stations, additional Manpower may be provided upon proper justification and with the approval of BREB as stated in PBS Policy Instruction 300.01

SPECIAL NOTE:

- *9. Manpower as assigned against each functional area may only be recruited subject to accusation/availability of Grid Sub-Station/Indoor Sub-Station with prior approval of BREB as stated in PBS Policy Instruction 300-01.
10. Additional Transport/Manpower may be provided upon proper justification and with the approval of BREB as stated in PBS Policy Instruction 300-01
11. Prior to introduction of the Department of Power Management, manpower sanctioned against each functional area shall remain under the administrative control of Operation & Maintenance Department.

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

**ORGANIZATIONAL SET-UP
STAFFING REQUIREMENT
PBS HEADQUARTER
(INFORMATION TECHNOLOGY DEPARTMENT)**

MANPOWER REQUIREMENT	
Assistant General Manager (IT)	1
Junior Engineer (IT)/Assistant Junior Engineer (IT) [For Hardware]	1
Junior Engineer (IT)/Assistant Junior Engineer (IT) [for Software]	1
Transport Requirement	2
Motor Cycle:	
AGM (IT)	
Junior Engineer (IT)/Assistant Junior Engineer (IT)	

Note:

- 1) Information Technology Department shall be established in the PBS subject to policy decision from BREB in this regard.
- 2) Before establishment of Information Technology Department, the functions and responsibilities of this Department shall be performed by Human Resource Department under the supervision of Assistant General Manager (Human Resource).
- 3) Before establishment of Information Technology Department, all manpower of this Department shall remain under the Human Resource Department.

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**ORGANIZATIONAL SET-UP
STAFFING REQUIREMENT
PBS HEADQUARTER
(GEOGRAPHIC INFORMATION SYSTEM DEPARTMENT)**

MANPOWER REQUIREMENT	
Assistant General Manager (GIS)	1
Junior Engineer /Assistant Junior Engineer	1
Transport Requirement	1
Motor Cycle:	
AGM (GIS)	
Junior Engineer /Assistant Junior Engineer	

Note:

- 1) GIS Department shall be established in the PBS subject to policy decision from BREB in this regard.
- 2) Before establishment of GIS Department, the functions and responsibilities of this Department shall be performed by DGM (HQ-Tech.)

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DEPARTMENT : MANAGEMENT

POSITION: ADDITIONAL GENERAL MANAGER.

ORGANIZATIONAL RELATIONSHIP:

- Reports to : PBS Senior General Manager/General Manager
- Liaison : Keeps liaison and co-ordinate with PBS Departmental Heads as well as all Officers Zonal Office(s).
- Supervise : Supervise AGM (Admin/HR), AGM (Fin-Acc/Fin-Rev), AGM (MS)& AGM (IT).

I. JOB SPECIFICATION:

- A minimum of 07 (seven) years working experience as DEPUTY GENERAL MANAGER;
- Efficient enable in the field of personnel management;
- Must have capability for the development & implementation of operational methods & procedures;
- Record of personal integrity.


II. SCOPE OF RESPONSIBILITIES:


Under delegated authority from the General Manager of the Palli Bidyut Samity the Additional General Manager is responsible to the Senior General Manager/ General Manager for the following activities;

- Achievement of PBS objectives and execution of plans, policies and programmers in all areas concerned to the PBS;
- Development of programme and organization of a staffing for the operation, management and financial administration of the electric facilities required to meet the needs of the PBS.
- Managing the affairs of the PBS, with the objective of making area coverage electric service available to all farms, homes, commercial and industrial establishments and community facilities within the PBS registration area.
- Providing at the lowest feasible cost and adequate supply of dependable electric energy that will add profitability to farming and industry and develop the local economy.

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- e) Developing among the members an understanding as to their ownership responsibilities and benefits in the PBS, and an acceptance of the PBS objective and policies in the local communities;
- f) Assuring good working conditions for the PBS personnel and providing them opportunity for maximum creativeness, personal satisfactions and sense of accomplishments;
- g) Monitoring of the Zonal Offices in implementation of Annual Development Plan (ADP), achieving the targets of PTA & KPI and ensure basic controls for the PBS.

Candidates selected by the selection committee (to be constituted by the Chairman, BREB) shall be appointed as Additional General Manager (Current Charge) for a period of 1 (one) year on the basis of their seniority as reflected in the panel for promotion as per joining date as Deputy General Manager in BREB/PBS.

Confirmation to the post of Additional General Manager or reversion to the post of Deputy General Manager will be decided on the basis of his/her performance/successful completion of his/her Current Charge period as per PBS Policy Instruction 300-24. If situation demands, reversion may be made even before expiry of 1 (one) year.

On recommendation from the committee confirmation or reversion proposal shall be approved/ disapproved by the chairman BREB.

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(Md. Mozammel Haq)
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(Md. Abdul Khaleque)
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(Md. Ansanul Haque)
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(Debasish Chakraborty)
PD, TAPP, BREB.


(Kamrul Ahsan Mollik)
Asst. Secy. (Board), BREB.

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

III. FUNCTIONS AND DUTIES:

The functions and duties of additional General Manager will be to assist the Senior General Manager/General Manager in performing the functions and duties as outlined in the PBS Policy Instruction 300-11, which includes, but not limited to, as per following:

- a) Plans, Directs and Co-ordinates the activities and membership drive throughout the PBS service area;
- b) Ensures preparation of procurement plan against the provisional budget for common store items, capital items, transports, maintenance of transport, computers & its accessories, etc. and arranges approval from the authority.
- c) Ensures procurement of materials against the schedules of approves procurement plan complying financial rules and establishes discipline.
- d) Arranges the departments to maintain rules, policies and financial disciplines in performing their functions and activities as per assignment set forth.
- e) Develops and implements the operational directives required to carry out the policies and decisions;
- f) Develops management practices methods and procedures to assure effective operations of the system;
- g) Provides advice and assistance to the organization staff to carry out an efficient operation;
- h) Develops and implements the house wiring program so that wiring of houses will proceed concurrently with the construction of the distribution lines;
- i) Establishes and direct an organization to operate and maintain the facilities necessary to carry out the objectives of the program;
- j) Assumes the responsibilities, under the supervision of Senior General Manager/General Manager, over the activities outlined under PODCC in the PBS Policy Instruction 300-11:

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BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-14: ORGANIZATION STRUCTURE FOR A PALLI BIDYUT SAMITY AND JOB SPECIFICATION, FUNCTIONS, DUTIES & RESPONSIBILITIES OF PBS EMPLOYEES.				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No
11-4-1979	BREB	BREB Board	300-14-23	14 (02/2020)
Revision Dates: 20-02-1994, 04-09-1994, 29-03-1995, 31-10-1996, 11-11-1999, 27-09-2001, 14-05-2002, 02-10-2002, 16-10-2003, 11-10-2006, 01-09-2013, 29-10-2013, 04-06-2014, 19-02-2020.				

(Md. Mozibur Rahman)
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(Md. Duhidul Islam)
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৬১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০৩

(Md. Ahsanul Haque)
Consultant TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

(Kamrul Ahsan Mollik)
Asst. Secy. (Board), BREB.

DEPARTMENT: TECHNICAL

POSITION: DEPUTY GENERAL MANAGER (HQ-TECH)

ORGANIZATIONAL RELATIONSHIP:

Reports to : PBS Senior General Manager/General Manager.
Supervise : Departmental Heads of AGM (Operation and Maintenance),
AGM (Engineering & Construction),
AGM (Power Management) and AGM (GIS).

I. JOB SPECIFICATIONS:

- Deputy General Manager having Graduation Degree in Electrical Engineering with 7 (seven) years experience in the PBS system is required.
- Must have capability for the development & implementation of operational methods & procedures;
- Record of personal integrity.

Note: Deputy General Manager (HQ-Tech) will be posted from the existing Deputy General Managers Promoted from the technical/engineering departments of the PBS. When in a PBS Deputy General Manager from the PBS technical/engineering background is not available, Deputy General manager of any background/discipline may be posted to that position.

Candidates selected by the selection committee (to be constituted by the chairman, BREB) shall be appointed as Deputy General Manager (Current Charge) for a period of 1 (one) year which however may be extended for maximum 6(six) month, on the basis of their seniority as reflected in the panel for promotion as per joining date as Assistant General Manager in BREB/PBS.

Confirmation to the post of Deputy General Manager of reversion to the post of Assistant General Manager will be decided on the basis performance/successful completion of his/her current-charge period as per PBS Policy Instruction 300-24. If situation demands, reversion may be made even before expiry of 01 (one) year.

On recommendation from the committee confirmation or reversion proposal shall be approved/disapproved by the Chairman BREB.

II. SCOPE OF RESPONSIBILITIES:

Under delegated authority from the Senior General Manager/General Manager of the Palli Bidyut Samity, the Deputy General Manager (HQ-Tech) is responsible to the Senior General Manager/General Manager for the following activities to areas concern of PBS system co-ordination, system improvement, system operation, system maintenance and management:

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11-4-1979	BREB	BREB Board	300-14-24	14 (02/2020)
Revision Dates: 20-02-1994, 04-09-1994, 29-03-1995, 31-10-1996, 11-11-1999, 27-09-2001, 14-05-2002, 02-10-2002, 16-10-2003, 11-10-2006, 01-09-2013, 29-10-2013, 04-06-2014, 19-02-2020.				

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

(Md. Ahsanul Haque,
Consultant, TAPP, BREB

Debasish Chakraborty,
PD, TAPP, BREB.

(Kamrul Ahsan Mollik)
Asst. Secy. (Board), BREB.

- a) Execution of PBS objectives, plans, policies and programmes of PBS activities to areas concern of the various establishments/Offices of the PBS;
- b) Development of programme and organization of a staffing for the maintenance, operation, management and economic viability of the electric distribution facilities required to meet the needs of the various establishments/offices of the PBS;
- c) Managing the affairs of the various establishments/offices of the PBS with the objectives of providing reliable service to all farms, houses, commercial & industrial establishments and community facilities;
- d) Assuring good working conditions for the PBS personnel and providing them opportunity for maximum creativeness, personal satisfactions and sense of accomplishments;
- e) Monitoring & informing the personnel employed in various establishments / offices of the PBS about toe policies decisions on objectives, programmers and basic controls for the PBS.
- f) Recommending and organizing effective measures and initiate appropriate work plan for implementation of the Institutional and system development program to establish transparency, accountability and sound consumer service.
- g) Monitoring and implementation of the total technical activities of the PBS which includes:
 - (i) Design, up gradation, construction and maintenance of entire system of a PBS;
 - (ii) PBS technical functions including operational activities and system development;
 - (iii) Studying and reviewing of PBS activities in the following areas and establishes best practices:
 - 1) System loss reduction;
 - 2) Load factor improvement;
 - 3) Energy efficiency improvement & energy conservation;
 - 4) Monitoring consumer growth pattern;

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11-4-1979	BREB	BREB Board	300-14-25	14 (02/2020)
Revision Dates: 20-02-1994, 04-09-1994, 29-03-1995, 31-10-1996, 11-11-1999, 27-09-2001, 14-05-2002, 02-10-2002, 16-10-2003, 11-10-2006, 01-09-2013, 29-10-2013, 04-06-2014, 19-02-2020.				

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

- 5) Load Management;
- 6) Planning and key performances indicators (KPI) for the forthcoming operating years;
- 7) Standard practices of electricity network (Ratio of HT & HT lines) in the PBS;
- 8) ERC activities and GIS programme.

(iv) Liaison and participation in the technical meeting, seminar, and workshop with other utilities.

III. FUNCTIONS AND DUTIES:

The functions and duties of Deputy General Manager (HQ-Tech) will be to assist the Senior General Manager/ General Manager in performing the functions and duties as outlined in the PBS Policy Instruction 300-11 and 300-42, which includes, but not limited to, as per following:

- 1) Supervise the overall functions of AGM (O&M), AGM (Engineering & Construction), AGM (Power Management) and AGM (GIS) of PBS HQ. AGM of Zonal Office will also keep regular contact with & provide technical reports to the Deputy General Manager (HQ-Tech) in performing their jobs;
- 2) Plans, directs and Co-ordinates the activities of the PBS Institutional and system development program and prepares technical proposals, reports and/or technical measures for the PBS system improvement;
- 3) Plans, Directs, Co-ordinates and implements short-term (yearly) and long-term work-plans for proper and planned maintenance, augmentation and development of the distribution system of the PBS;
- 4) Prepares annual work plan and procurement plan for O&M and Deposit Works as Lead PBS or through Lead PBS;
- 5) Arranges/ensures procurement of materials for O&M and Deposit Works as Lead PBS or through Lead PBS;
- 6) Develops and implements the operational and maintenance directives required to carry out the policies and decisions of the PBS;
- 7) Develops & implements management practices, methods and procedures and provides

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Original Date	Reviewed by	Approved by	Section & Page	Rev. No
11-4-1979	BREB	BREB Board	300-14-26	14 (02/2020)
Revision Dates: 20-02-1994, 04-09-1994, 29-03-1995, 31-10-1996, 11-11-1999, 27-09-2001, 14-05-2002, 02-10-2002, 16-10-2003, 11-10-2006, 01-09-2013, 29-10-2013, 04-06-2014, 19-02-2020.				

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

advice & assistance to the office personnel so as to assure effective and efficient maintenance and operation of the office;

- 8) Prepares and maintains detail report specially on primary metering, sub-station & other equipments, load growth & pattern and system loss etc of the PBS;
- 9) With the assistance of the BREB Engineering Department and Engineering Consultants, plans and develops long and short range engineering studies and system improvements where needed;
- 10) Studies the system load growth and plans, in consultation with the BREB and Engineering Consultants, to assure all necessary actions are taken for an adequate wholesale power supply;
- 11) Directs and co-ordinates the engineering design, construction, operation and maintenance of the electric facilities;
- 12) Ensure effective and efficient load management.
- 13) Monitors assignment and retirement of work orders in relation to construction and maintenance or other orders of distribution system;
- 14) Monitors inspection of completed construction, operation and maintenance work to determine if any corrective action is required and ensures that such action is taken;
- 15) Arranges and monitors the offices for completion of all job orders and work orders;
- 16) Arranges periodic inspection and maintenance of oil circuit breakers, reclosers, voltage regulators, distribution lines and other related equipment necessary for adequate and dependable service;
- 17) Ensures monthly analysis of voltage checks, load studies, maintenance and outage reports, to determine efficiency of system operating procedure and to take remedial action as may be required;
- 18) Ensures determination of requirements of line material, hardware, equipment, tools and related items under deposit work and O&M activities;
- 19) Ensures functioning of PBS's ERC activities and GIS programmes.
- 20) Keeps PBS Senior General Manager/General Manager informed about the management, system maintenance and operational status of the PBS distribution system from time to time;
- 21) Keeps close and constant co-ordination with PBS Departmental Heads and the Head of various establishments (PBS Zonal Offices and Others) of the PBSs about the concerned activities of each office.

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Revision Dates: 20-02-1994, 04-09-1994, 29-03-1995, 31-10-1996, 11-11-1999, 27-09-2001, 14-05-2002, 02-10-2002, 16-10-2003, 11-10-2006, 01-09-2013, 29-10-2013, 04-06-2014, 19-02-2020.				

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

- 22) Ensures proper and timely information and material flow to and fro PBS Head Office to various establishments of the PBSs.
- 23) Maintains liaison and close co-ordination with local Administration of PDB, WZPDCO, DESCO, DPDC, PGCB, IPP, Captive Power plants and other allied organizations.
- 24) Deputy General Manager (HQ-Tech) shall have the authority to approve seal Breaking order (SBO) for Three Phase Meters for headquarters and Assistant General Manager (O&M) shall also have the authority to approve Seal Braking Orders (SBO) for Single Phase Meter. The broken seal shall be sent to the concerned Section for preservation, All types of Meter and/ or Meter Socket may be charged subject to obtaining prior approval of the Deputy General Manager (HQ-Tech).
- 25) Performs such other duties and responsibilities as will be assigned from time to time.


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Original Date	Reviewed by	Approved by	Section & Page	Rev. No
11-4-1979	BREB	BREB Board	300-14-28	14 (02/2020)
Revision Dates: 20-02-1994, 04-09-1994, 29-03-1995, 31-10-1996, 11-11-1999, 27-09-2001, 14-05-2002, 02-10-2002, 16-10-2003, 11-10-2006, 01-09-2013, 29-10-2013, 04-06-2014, 19-02-2020.				


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Asst. S. BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

DEPARTMENT: TECHNICAL

POSITION: JUNIOR ENGINEER (ERC)

ORGANIZATIONAL RELATIONSHIP:

Reports to : Deputy General Manager (HQ-Tech)

Co-ordinates : ERC activities of the PBS in related Sections/Departments.

I. JOB SPECIFICATIONS:

- At least 5 (five) years practical work experience in Operation & Maintenance/Engineering & Construction/Power Management functional activities of BREB/PBS electric distribution facilities as PBS Assistant Junior Engineer and possessing proven technical knowledge.
- Ability and experience in organizing and supervision of work-crews is desirable.
- Computer literacy is a must.
- Must fulfill the terms and conditions as laid down in PBS policy instruction 300-24 & 300-51 in respect to promotion.
- Departmental Candidates selected by the selection committee shall be appointed as Junior Engineer (ERC) on current-charge for a period of 1(one) year. Which however may be extended for maximum 6(six) month.

Note: No Junior Engineer other than degree in 4 (four) years Diploma in Electrical/Power Engineering with above work experience and educational qualification will be posted in this position.

II. SCOPE OF RESPONSIBILITIES:

- Responsible to co-ordinate the planning & implementation of Equipment Record Cards (ERC)
- Responsible to up-date information of ERC by close coordinating with all concerned Sections/departments.

III. FUNCTIONS AND DUTIES:

- Assists the Deputy General Manager (HQ-Tech) or all activities regarding

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11-4-1979	BREB	BREB Board	300-14-29	14 (02/2020)
Revision Dates: 20-02-1994, 04-09-1994, 29-03-1995, 31-10-1996, 11-11-1999, 27-09-2001, 14-05-2002, 02-10-2002, 16-10-2003, 11-10-2006, 01-09-2013, 29-10-2013, 04-06-2014, 19-02-2020.				

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PD, TAPP BREB

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Asst. Secy (Board), BREB.

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

- Equipment Record Card and up-dating date Collection.
- 2) Ensure pole numbering activities by coordinating with engineering and operation & Maintenance Departments.
 - 3) Coordinate & implement GIS programmes as per BREB guidelines.
 - 4) Coordinate with the departments of Operation & Maintenance, Engineering, Member Service, Revenue, Accounts & Finance, General Administration (Store for Equipments), BREB Project Division and other concerned for ERC activities as per following:
 - a. For application for new connections, PSR will be prepared on the basis of ERC information.
 - b. Revenue generates RC/DC/New CMO on the basis of ERC Information.
 - c. After implementation of New CMO or Remove CMO, Operation & Maintenance Department will forward CMO to AJE/JE (ERC) for updating the transformer record card with the CMO information into the ERC software.
 - d. Issue or Return of transformer must be recorded (Pole number, Transformer Serial number etc.) in ERC through Store and AJE/JE (ERC).
 - 5) Functions such other duties and responsibilities as will be assigned from time to time.

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Original Date	Reviewed by	Approved by	Section & Page	Rev. No
11-4-1979	BREB	BREB Board	300-14-30	14 (02/2020)
Revision Dates: 20-02-1994, 04-09-1994, 29-03-1995, 31-10-1996, 11-11-1999, 27-09-2001, 14-05-2002, 02-10-2002, 16-10-2003, 11-10-2006, 01-09-2013, 29-10-2013, 04-06-2014, 19-02-2020.				

(Md. Anwarul Rahman)
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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

DEPARTMENT: TECHNICAL

POSITION: ASSISTANT JUNIOR ENGINEER (ERC)

ORGANIZATIONAL RELATIONSHIP:

Reports to : Deputy General Manager (HQ-Tech)
Co-ordinates : ERC activities of the PBS in related Sections/Departments.

1. JOB SPECIFICATIONS:

- Diploma in Electrical/Power Engineering with at least one first division/equivalent GPA in S.S.C. or in Diploma Engineering.
- No third division or equivalent degree is allowed.
- Computer Literacy is a must
Age: Maximum 30 years.
- Initial appointment will be made on probation for 1 (one) year. Which however may be extended for maximum 6(six) month but search extension will not be more than two times.
- Regularization of employment will be subject to satisfactory performance during the probation period and fulfillment of the conditions described in PBS Policy Instruction 300-24 & 300-51.
- The employee must have in possession valid Driving License before regularization.

Note: No Assistant Junior Engineer other than degree in Diploma in Electrical/Power Engineering with above educational qualification will be recruited/posted in this position.

II. SCOPE OF RESPONSIBILITIES:

- Responsible to co-ordinate the planning & implementation of Equipment Record Cards (ERC).
- Responsible to up-date information of ERC by close co-ordinating with all concerned Sections/departments

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11-4-1979	BREB	BREB Board	300-14-31	14 (02/2020)
Revision Dates: 20-02-1994, 04-09-1994, 29-03-1995, 31-10-1996, 11-11-1999, 27-09-2001, 14-05-2002, 02-10-2002, 16-10-2003, 11-10-2006, 01-09-2013, 29-10-2013, 04-06-2014, 19-02-2020.				

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

III. FUNCTIONS AND DUTIES:

- 1) Assists the Deputy General Manager (HQ-Tech) or all activities regarding Equipment Record Card and up-dating date Collection.
- 2) Ensure pole numbering activities by coordinating with engineering and Operation & Maintenance Departments.
- 3) Coordinate & implement GIS programmes as per REB guidelines.
- 4) Coordinate with the departments of Operation & Maintenance, Engineering, Member Service, Revenue, Accounts & Finance, General Administration (Store for Equipments), REB Project Division and other concerned for ERC activities as per following:
 - a. For application for new connections, PSR will be prepared on the basis of ERC information.
 - b. Revenue generates RC/DC/New CMO on the basis of ERC information.
 - c. After implementation fo New CMO or Remove CMO, Operation & Maintenance Department will forward CMO to AJE/JE (ERC) for updating the transformer record card with the CMO information into the ERC software.
 - d. Issue or Return of transformer must be recorded (Pole number, Transformer Serial number etc.) in ERC through Store and AJE/JE (ERC).
- 5) Functions such other duties and responsibilities as will be assigned from time to time.

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11-4-1979	BREB	BREB Board	300-14-32	14 (02/2020)
Revision Dates: 20-02-1994, 04-09-1994, 29-03-1995, 31-10-1996, 11-11-1999, 27-09-2001, 14-05-2002, 02-10-2002, 16-10-2003, 11-10-2006, 01-09-2013, 29-10-2013, 04-06-2014, 19-02-2020.				

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DEPARTMENT: PBS ZONAL OFFICE.

POSITION: DEPUTY GENERAL MANAGER

ORGANIZATIONAL RELATIONSHIP:

REPORTS TO: PBS SENIOR GENERAL MANAGER/ GENERAL MANAGER.

LIAISON: Keeps liaison and close co-ordination with PBS Deputy General Manager (HQ-Tech) and PBS Departmental Heads.

1. JOB SPECIFICATIONS:

- (a) A minimum of 07 (seven) years working experience (regular service) as Departmental Head of a Palli Bidyut Samity with a minimum of 3.50 performance appraisal ratings in the immediate preceding 04 (four) consecutive years.
- (b) Experience in Planning and Organizing Operations for Business Enterprise is essential.
- (c) Capability for the development and implementation of operations methods and procedures.
- (d) Ability to supervise and influence people.
- (e) Must have proficiency in Organizational Planning.
- (f) Record of personal integrity.
- (g) Sound health and good physique.
- (h) Must fulfill the terms and conditions as laid down in PBS policy instruction 300-24 and 300-51 in respect to promotion to the position of Deputy General Manager.

Candidates selected by the selection committee (to be constituted by the Chairman, BREB) shall be appointed as Deputy General Manager (Current Charge) for a period of 1 (one) year. Which however may be extended for maximum 6(six) month on the basis of their seniority as reflected in the panel for promotion as per joining date as Assistant General Manager in BREB/PBS.

Confirmation to the post of Deputy General Manager or reversion to the post of Assistant General Manager will be decided on the basis performance/successful completion of his/her current-charge period as per PBS policy Instruction 300-24. If situation demands, reversion may be made even before expiry of 1 (one) year.

On recommendation from the committee confirmation or reversion proposal shall be approved/ disapproved by the Chairman BREB.

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-14: ORGANIZATION STRUCTURE FOR A PALLI BIDYUT SAMITY AND JOB SPECIFICATION, FUNCTIONS, DUTIES & RESPONSIBILITIES OF PBS EMPLOYEES.				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No
11-4-1979	BREB	BREB Board	300-14-33	14 (02/2020)
Revision Dates: 20-02-1994, 04-09-1994, 29-03-1995, 31-10-1996, 11-11-1999, 27-09-2001, 14-05-2002, 02-10-2002, 16-10-2003, 11-10-2006, 01-09-2013, 29-10-2013, 04-06-2014, 19-02-2020.				

(Md. Mozibur Rahman)
Consultant TAPP BREB

(Md. Duhidul Islam)
Consultant TAPP BREB

(Md. Mozammel Huq)
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(Md. Abdul Khaleque)
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(Md. Ansanul Haque,
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(Debasish Chakraborty)
PD, TAPP BREB

(Kamrul Ahsan Mollik)
Asst. S
BREB.

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

II. SCOPE OF RESPONSIBILITIES:

Under delegated authority from the Senior General Manager/ General Manager of the Palli Bidyut Samity the Deputy General Manager is responsible to the Senior General Manager/ General Manager for the following activities of the PBS Zonal Office.

- (a) Execution of PBS objectives, Plans, Policies and programme of PBS activities to areas concern of the PBS Zonal Office;
- (b) Development of programme and organization of a staffing for the maintenance, operation, management and financial administration of the electric facilities required to meet the needs of the PBS Zonal Office;
- (c) Managing the affairs of the PBS Zonal Office with the objectives of providing reliable electric service to all farm, houses, commercial & industrial establishments and community facilities within the PBS Zonal Office boundary;
- (d) Developing among the members as understanding as to their responsibilities and benefits in the PBS, and an acceptance of the PBS objective and policies in the local communities;
- (e) Assuring good working conditions for the PBS personnel and providing them opportunity for maximum creativeness, personal satisfactions and sense of accomplishments;
- (f) Monitoring & informing the PBS Zonal Office personnel about the policy decision on objectives, programmes and basic controls for the PBS.
- (g) Ensures proper implementation and compliance of the provisions stipulated in the policy Instruction 300-42.

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-14: ORGANIZATION STRUCTURE FOR A PALLI BIDYUT SAMITY AND JOB SPECIFICATION, FUNCTIONS, DUTIES & RESPONSIBILITIES OF PBS EMPLOYEES.				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No
11-4-1979	BREB	BREB Board	300-14-34	14 (02/2020)
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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

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(Debasish Chakraborty)
PD, TAPP BREB

(Kamrul Ahsan Mollik)
Asst. Secy. (Board), BREB.

III. FUNCTIONS AND DUTIES:

It shall be the duty of the Deputy General Manager to:

1. Plans, Directs and Co-ordinates the activities of the PBS Zonal Office;
2. Develops and implements the operational directives required to carry out the policies and decisions of the PBS;
3. Develops and implements management practices, methods and procedures so as to assure effective operation of the office;
4. Provides advice & assistance to the office personnel to carry out an efficient operation;
5. keeps PBS General Manager informed about the management and operational status of the PBS Zonal Office from time to time;
6. Keeps close and constant Co-ordination with PBS Departmental Heads about the activities of the PBS Zonal Office;
7. Ensures proper and timely information and material flow to-and-fro PBS Head Office;
8. Maintains liaison and close co-ordination with Local Administration and elites of the locality;
9. Maintains liaison and close co-ordination with Local Administration of PDB, WZPDCO, DESCO, DPDC, PGCB, IPP, Captive Power Plants and other allied Organizations;
10. Ensures functioning of PBS's ERC activities and GIS programmers.
11. Performs such other duties and responsibilities as will be assigned from time to time.

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BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-14: ORGANIZATION STRUCTURE FOR A PALLI BIDYUT SAMITY AND JOB SPECIFICATION, FUNCTIONS, DUTIES & RESPONSIBILITIES OF PBS EMPLOYEES.				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No
11-4-1979	BREB	BREB Board	300-14-35	14 (02/2020)
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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

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DEPARTMENT: ADMINISTRATION

PBS Instruction 300-14

The Department of Administration to be divided in two wings subject to fulfillment of the following criteria:

The PBS having more than 300 (three hundred) employees (inclusive of employees on contract service against approved vacancies) the Administration Department shall be divided into two wings, namely:

(a) ADMINISTRATION DEPARTMENT.

Assistant General Manager (Administration) will be the Head of this Department.

(b) HUMAN RESOURCE DEPARTMENT.

Assistant General Manger (Human Resource) will be the Head of this Department.

Appointment of such Assistant General Manager (Administration/Human Resource) can be made by any PBS subject to prior approval of BREB.

Senior General Manager/General Manager will rotate duties and responsibilities between the Assistant General Manager (Administration) and Assistant General Manager (Human Resource) on every alternate calendar year basis.

In the absence of Assistant General Manager (Human Resource), Assistant General Manager (Administration) shall hold the charge of Human Resource Department and vice versa.

Until and unless the Department of Human Resource is established, the Assistant General Manger (Administration) shall hold the charge of Assistant General Manager (Human Resource)

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BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-14: ORGANIZATION STRUCTURE FOR A PALLI BIDYUT SAMITY AND JOB SPECIFICATION, FUNCTIONS, DUTIES & RESPONSIBILITIES OF PBS EMPLOYEES.				
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11-4-1979	BREB	BREB Board	300-14-36	14 (02/2020)
Revision Dates: 20-02-1994, 04-09-1994, 29-03-1995, 31-10-1996, 11-11-1999, 27-09-2001, 14-05-2002, 02-10-2002, 16-10-2003, 11-10-2006, 01-09-2013, 29-10-2013, 04-06-2014, 19-02-2020.				

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

DEPARTMENT: ADMINISTRATION.

POSITION: ASSISTANT GENERAL MANAGER, ADMINISTRATION.

ORGANIZATION RELATIONSHIP:

REPORTS TO: SENIOR GENERAL MANAGER/GENERAL MANAGER

SUPERVISES: Personnel of Administration Department.

1. JOB SPECIFICATIONS:

a) MBA or Masters Degree in any subject
OR

Bachelor (Honors) Degree (4 years course) with minimum CGPA 2.50 out of 4.00 or GPA 3.00 out of 5.00.

b) Candidates must have minimum GPA 3.00 out of 5.00 in S.S.C & H.S.C or equivalent examinations.

c) Computer Literacy is a must
AGE: Maximum 30 years.

Note-1: A minimum of 67% percent of the total approved posts shall be kept reserved for candidates under direct recruit and subject to availability to eligible candidates a maximum of 33% percent of the total approved posts shall be kept reserved for eligible Departmental candidates as outlined at NOTE-4.

Note-2: Departmental Candidates selected by the selection committee shall be appointed as Assistant General Manager (Administration) on current-charge for a period of 1(one) year. Which however may be extended for maximum 6(six) month. Candidates selected by the selection committee under direct recruitment shall be appointed as Assistant General Manager (Administration) on probation/ contract basis for a period of 1 (one) year, Which however may be extended for maximum 6 (six) month but such extension will not be more than two times.

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PBS Instruction 300-14: ORGANIZATION STRUCTURE FOR A PALLI BIDYUT SAMITY AND JOB SPECIFICATION, FUNCTIONS, DUTIES & RESPONSIBILITIES OF PBS EMPLOYEES.				
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11-4-1979	BREB	BREB Board	300-14-37	14 (02/2020)
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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭৩০

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Note-3: Confirmation to the post of Assistant General Manager (Administration) will be decided on the basis of performance/ successful completion of his/her probation period/ contract service as per PBS Policy Instruction 300-24.

Note-4: A minimum of 10 (ten) years working experience (on regular basis) as Enforcement coordinator in a PBS subject to fulfillment of the following requirements:

- (a) Must successfully complete and qualify Training courses of BREB & PBS as prescribed and scheduled in PBS policy Instruction 300-51 or any other for the position to which the incumbent is presently employed;
- (b) Must have a minimum of 3.50 average rating as reflected in the incumbent's performance appraisal reports of last four consecutive years;
- (c) Candidates selected by the selection committee (to be constituted by the BREB) shall be appointed as Assistant General Manager (Administration) on current-charge for a period of 01 (one) year, which however may be extended for maximum 6(six) month, on the basis of their seniority as reflected in the panel for Promotion as per joining date as Enforcement Coordinator in the PBSs;
- (d) Confirmation to the post of Assistant General Manager (Administration) or reversion to the post of Enforcement Coordinator will be decided on the basis of his/her performance. If situation demands, reversion may be made even before expiry of 1 (one) year;
- (e) Must fulfill the provision as stipulated in the policy Instruction 300-24 in respect to promotion to the post of Assistant General Manager.

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PBS Instruction 300-14: ORGANIZATION STRUCTURE FOR A PALLI BIDYUT SAMITY AND JOB SPECIFICATION, FUNCTIONS, DUTIES & RESPONSIBILITIES OF PBS EMPLOYEES.				
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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

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- (f) There will be no age limit for the above mentioned PBS employees. In case they are selected for appointment, continuity of their service, financial benefits, seniority etc. will be protected under the provisions as stipulated in PBS service Code.

Note-5: The position of Assistant General Manager, administration & Assistant General Manager Human Resource are equivalent. PBS Senior General Manager/ General Manager will rotate the duties and responsibilities of these posts on each alternate calendar year.

II. SCOPE OF RESPONSIBILITIES

The Assistant General Manager (Administration) often represents the PBS and the Senior General Manager/General Manager to other people and in collaboration with the Deputy General Manager (HQ-Tech) and the Assistant General Managers, plans and coordinates the work progress of the organization development, evaluation of the organizational work progress, technique and general administration in order to implement the development of the PBS.


III FUNCTIONS AND DUTIES

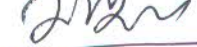
1. Develops methods for application of internal audit principles to all Management Functions of the PBS.
2. Co-ordinates the planning and development of the Annual Development plan for each department.
3. Co-ordinates the planning and developing of Annual procurement plan for common service materials.

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-14: ORGANIZATION STRUCTURE FOR A PALLI BIDYUT SAMITY AND JOB SPECIFICATION, FUNCTIONS, DUTIES & RESPONSIBILITIES OF PBS EMPLOYEES.				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No
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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০


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PD, TAPP, BREB


(Kamrul Ahsan Mollik)
Asst. Secy. (Board), BREB.

4. Co-ordinates the planning and developing of Annual procurement plan for store materials (O&M and Deposit Works) in association with concern departments.
5. Advises and assists PBS Senior General Manager/General Manager regarding procurement of common service materials consistent with PBS policy.
6. Advises and assists PBS Senior General Manager/General Manager regarding procurement of store materials consistent with PBS policy.
7. Supervises the timely inventory, condemnation & disposal activities of common service materials & PBS Vehicles.
8. Advises and assists in development of Administration methods and procedures of the PBS.
9. Receives, routes and files correspondence reports and documents.
10. Supervises the PBS's security Function and logistic functional activities.
11. Develops methods for application for proper implementation of issues of legal Affairs.
12. Supervises the proper repair and maintenance of PBS transports and buildings.
13. Supervises the PBS's warehouse function & Ensures Equipment Record card (ERC) activities regarding store.
14. Performs such other duties and responsibilities as will be assigned from time to time.

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BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-14: ORGANIZATION STRUCTURE FOR A PALLI BIDYUT SAMITY AND JOB SPECIFICATION, FUNCTIONS, DUTIES & RESPONSIBILITIES OF PBS EMPLOYEES.				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No
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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০৪

DEPARTMENT: ADMINISTRATION.

POSITION: ENFORCEMENT CO-ORDINATOR

ORGANIZATION RELATIONSHIP:

REPORTS TO: Assistant General Manager, Administration

SUPERVISES: Personnel of Administration Department.

I. JOB SPECIFICATIONS:

- (a) A minimum of 05 (five) years working experience as an Assistant Enforcement Coordinator in a PBS.
- (b) Must fulfill the terms and conditions as laid down in PBS Policy Instruction 300-24 & 300-51 in respect to promotion.
- (c) Must have acquired proven leadership and supervisory quality in discharging assigned duties and responsibilities during the tenure of services as Assistant Enforcement Coordinator.
- (e) Departmental Candidates selected by the selection committee shall be appointed as Enforcement Coordinator on current-charge for a period of 1(one) year. Which however may be extended for maximum 6(six) month.

II SCOPE OF RESPONSIBILITIES:

- a) Assists and co-ordinates with Assistant General Manager (Administration) in representing the PBS to other people and organization.
- b) Supports and assists Assistant General Manager (Administration) with information as assistant General Manager (Administration) can plan and Co-ordinate the work process of the organization development, evaluation of the organizational work procedure techniques.
- c) Assists Assistant General Manager (Administration) in order to implement the development of the PBS.
- d) Assists Assistant General Manager (Administration) as and when needed in coordinating public relation, promotion and problem.

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-14: ORGANIZATION STRUCTURE FOR A PALLI BIDYUT SAMITY AND JOB SPECIFICATION, FUNCTIONS, DUTIES & RESPONSIBILITIES OF PBS EMPLOYEES.				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No
11-4-1979	BREB	BREB Board	300-14-41	14 (02/2020)
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Consultant TAPP BREB

(Md. Duhidul Islam)
Consultant TAPP BREB

(Md. Mozammel Huq)
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(Md. Abdul Khaleque)
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(Debasish Chakraborty,
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Asst. Secy. (Board), BREB.

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

III FUNCTIONS AND DUTIES:

1. Assists Assistant General Manager (Administration) for development of methods for application of internal audit principles to all management functions of the PBS.
2. Assists Assistant General Manager (Administration) in coordinating the planning and development of the Annual Development plan for the department.
3. Assists Assistant General Manager (Administration) for the planning and developing of Annual procurement plan for common service materials..
4. Assists Assistant General Manager (Administration) for the planning and developing of Annual procurement plan for store materials (O&M and Deposit Works) in association with concern departments.
5. Assists Assistant General Manager (Administration) for procurement of common service materials consistent with PBS policy.
6. Assists Assistant General Manager (Administration) for procurement of store materials consistent with PBS policy.
7. Ensures the timely inventory, condemnation & disposal activities of common service materials & PBS Vehicles.
8. Assists in development of Administration methods and procedures of the PBS.
9. Receives, routes and files correspondence reports and documents.
10. Ensures the PBS's security Function and logistic functional activities.
11. Ensures the proper implementation of issues of Legal Affairs.
12. Ensures the proper repair and maintenance of PBS transports and buildings.
13. Performs such other duties and responsibilities as will be assigned from time to time.

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BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-14: ORGANIZATION STRUCTURE FOR A PALLI BIDYUT SAMITY AND JOB SPECIFICATION, FUNCTIONS, DUTIES & RESPONSIBILITIES OF PBS EMPLOYEES.				
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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

DEPARTMENT: ADMINISTRATION.

POSITION: ASSISTANT ENFORCEMENT CO-ORDINATOR.

ORGANIZATIONAL RELATIONSHIP:

REPORT TO: Assistant General Manager, Administration

Supervises: Personnel of Administration Department.

I. JOB SPECIFICATIONS:

- (a) Graduate in Arts or Science or Commerce or Social Science with at least CGPA 2.50 out of 4.00;
- (b) Candidates must have minimum GPA 3.00 out of 5.00 in S.S.C & H.S.C or equivalent examinations.
Computer Literacy is a must
AGE: Maximum 30 years.
- (c) Must have good physique, sound health, computer knowledge and demonstrated background in sports and athletics;
- (d) Involvement in extracurricular activities, viz, literary club, social work in student life;
- (e) Association with voluntary, Relief and social welfare organization;
- (f) Ability to work effectively with groups of people in Rural Areas;
- (g) Must have pleasing personality and ability to understand and work well with Rural/Urban people and explain PBS programme and operational system.

II. SCOPE OF RESPONSIBILITIES:

- a) Assists and co-ordinates with Assistant General Manager (Administration) in representing PBS to other people and organization.
- b) Supports and Assists Assistant General Manager (Administration) with information as Assistant General Manager (Administration) can plan and Co-ordinate the work process of the organization development, evaluation of the organizational work procedure techniques.
- c) Assists Assistant General Manager (Administration) in order to implement the development of the PBS.
- d) Assists Assistant General Manager (Administration) as and when needed in Coordinating public relation, promotion and problem.

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-14: ORGANIZATION STRUCTURE FOR A PALLI BIDYUT SAMITY AND JOB SPECIFICATION, FUNCTIONS, DUTIES & RESPONSIBILITIES OF PBS EMPLOYEES.				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No
11-4-1979	BREB	BREB Board	300-14-43	14 (02/2020)
Revision Dates: 20-02-1994, 04-09-1994, 29-03-1995, 31-10-1996, 11-11-1999, 27-09-2001, 14-05-2002, 02-10-2002, 16-10-2003, 11-10-2006, 01-09-2013, 29-10-2013, 04-06-2014, 19-02-2020.				

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(Md. Mozammel Huq)
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(Kamrul Ahsan Mollik)
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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

III. FUNCTION AND DUTIES:

1. Assists Assistant General Manager (Administration) for development of methods for application of internal audit principles to all management functions of the PBS.
2. Assists Assistant General Manager (Administration) in Coordinating the planning and development plan for the department.
3. Assists Assistant General Manager (Administration) for the planning and developing of Annual procurement plan for common service materials.
4. Assists Assistant General Manager (Administration) for the planning and developing of Annual procurement plan for store materials (O&M and Deposit Works) in association with concern departments.
5. Assists Assistant General Manager (Administration) for procurement of common service material consistent with PBS policy.
6. Assists Assistant General Manager (Administration) for procurement of store materials consistent with PBS policy.
7. Ensures the timely inventory, condemnation & disposal activities of common service materials & PBS Vehicles.
8. Assists in development of Administration methods and procedures of the PBS.
9. Receives, routes and files correspondence reports and documents.
10. Ensures the PBS's security Function and logistic functional activities.
11. Ensures the proper implementation of issues of Legal Affairs.
12. Ensures the proper repair and maintenance of PBS transports and buildings.
13. Performs such other duties and responsibilities as will be assigned from time to time.

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BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-14: ORGANIZATION STRUCTURE FOR A PALLI BIDYUT SAMITY AND JOB SPECIFICATION, FUNCTIONS, DUTIES & RESPONSIBILITIES OF PBS EMPLOYEES.				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No
11-4-1979	BREB	BREB Board	300-14-44	14 (02/2020)
Revision Dates: 20-02-1994, 04-09-1994, 29-03-1995, 31-10-1996, 11-11-1999, 27-09-2001, 14-05-2002, 02-10-2002, 16-10-2003, 11-10-2006, 01-09-2013, 29-10-2013, 04-06-2014, 19-02-2020.				

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

DEPARTMENT: ADMINISTRATION.

POSITION: STORE COORDINATOR.

REPORT to: Assistant General Manager, Administration/ Store Officer.

Supervises: Store Keeper.

I. JOB SPECIFICATIONS:

a) A minimum of 10 (ten) years working experience as Store Keeper in a PBS;

OR

A minimum of 10 (ten) years working experience as Meter Testing Supervisor in a PBS;

b) An average rating of 3.50 as reflected in the incumbents performance Appraisal report for the preceding four consecutive year and subject to full compliance of the provisions stipulated in PBS policy Instruction 300-24 & 300-51;

c) Candidates having knowledge and experience in handing Electrical Materials & Equipments;

d) Ability to provide fidelity Bond as required by the PBS.

e) Must have practical experience in computer operation.

f) Departmental Candidates selected by the selection committee shall be appointed as Store Coordinator on current-charge for a period of 1(one) year. Which however may be extended for maximum 6(six) month.

NOTE: In case of non-availability of Store coordinator, one personnel at the supervisory level shall be given additional charge of Store coordinator (except supervisors of Finance Departments). In this case he/she will get a charge allowance at the rate of 10% (ten percent) of his/her basic pay.

II. SCOPE OF RESPONSIBILITIES:

a. Responsible for the PBS warehousing function and maintaining the system's stocks of material and equipment in a neat and orderly manner and also countable condition.

b. Provides an accurate inventory periodically or as required.

BANGLADESH RURAL ELECTRIFICATION BOARD				
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Original Date	Reviewed by	Approved by	Section & Page	Rev. No
11-4-1979	BREB	BREB Board	300-14-45	14 (02/2020)
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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

III. FUNCTION AND DUTIES:

1. Approves Material charge Ticket/Issue Voucher/Gate-pass;
2. Verifies Receiving Reports;
3. Supervises Store securities;
4. Receives and records accurately all materials and equipment actually received for storage;
5. Controls, supervises and close monitors of the materials in the stores;
6. Ensure and maintains material stock as per stock position in the registers;
7. Ensure issue of materials & gate-pass and return of materials to and from the stores as per vouchers;
8. Acts as custodian of materials in the stores and exclusively responsible for the safety & security of store materials including excess/shortage;
9. Maintains accurate inventory of stock on hand;
10. Receives materials requisitions and issues materials based on items requisitioned;
11. Keeps the warehouse and contents clean, orderly and secure;
12. Advises and assists Store Officer/Management on materials in short supply;
13. Ensure Equipment Record Card (ERC) functions in relation to issue/return of equipments;
14. Prepare reports electronically and manually;
15. Functions such other duties and responsibilities as will be assigned from time to time.

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BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-14: ORGANIZATION STRUCTURE FOR A PALLI BIDYUT SAMITY AND JOB SPECIFICATION, FUNCTIONS, DUTIES & RESPONSIBILITIES OF PBS EMPLOYEES.				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No
11-4-1979	BREB	BREB Board	300-14-46	14 (02/2020)
Revision Dates: 20-02-1994, 04-09-1994, 29-03-1995, 31-10-1996, 11-11-1999, 27-09-2001, 14-05-2002, 02-10-2002, 16-10-2003, 11-10-2006, 01-09-2013, 29-10-2013, 04-06-2014, 19-02-2020.				

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

DEPARTMENT: ADMINISTRATION.

POSITION: STORE KEEPER.

REPORT to: Assistant General Manager (Store)/Store Coordinator.

Supervises: Assistant Store Keeper.

I. JOB SPECIFICATIONS:

- a) A minimum of 7 (seven) years working experience as Assistant Store Keeper in a PBS.
- b) An average rating of 3.50as reflected in the incumbents performance Appraisal report for the preceding three consecutive year and subject to full compliance of the provisions stipulated in PBS policy Instruction 300-24 & 300-51;
- c) Candidates having knowledge and experience in handing Electrical Materials & Equipments will be given preference;
- d) Ability to provide fidelity Bond as required by the PBS.
- e) Must have practical experience in computer operation.
- f) Departmental Candidates selected by the selection committee shall be appointed as Store keeper on current-charge for a period of 1(one) year. Which however may be extended for maximum 6(six) month.

II. SCOPE OF RESPONSIBILITIES:

- a. Responsible for the PBS warehousing function and maintaining the system's stocks of material and equipment in a neat and orderly manner and also countable condition.
- b. Provides an accurate inventory periodically or as required.

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-14: ORGANIZATION STRUCTURE FOR A PALLI BIDYUT SAMITY AND JOB SPECIFICATION, FUNCTIONS, DUTIES & RESPONSIBILITIES OF PBS EMPLOYEES.				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No
11-4-1979	BREB	BREB Board	300-14-47	14 (02/2020)
Revision Dates: 20-02-1994, 04-09-1994, 29-03-1995, 31-10-1996, 11-11-1999, 27-09-2001,14-05-2002, 02-10-2002, 16-10-2003, 11-10-2006, 01-09-2013, 29-10-2013, 04-06-2014, 19-02-2020.				

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

III. FUNCTION AND DUTIES:

1. Receives and records accurately all materials and equipment actually received for storage;
2. Controls, supervises and close monitors of the materials in the stores;
3. Ensure and maintains material stock as per stock position in the registers;
4. Ensure issue of materials & gate-pass and return of materials to and from the stores as per vouchers;
5. Acts as custodian of materials in the stores and exclusively responsible for the safety & security of store materials including excess/shortage;
6. Maintains accurate inventory of stock on hand;
7. Receives materials requisitions and issues materials based on items requisitioned;
8. Keeps the warehouse and contents clean, orderly and secure;
9. Advises and assists Store Coordinator/Store Officer on materials in short supply;
10. Ensure Equipment Record Card (ERC) functions in relation to issue/return of equipments;
11. Prepare reports electronically and manually;
12. Functions such other duties and responsibilities as will be assigned from time to time.

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BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-14: ORGANIZATION STRUCTURE FOR A PALLI BIDYUT SAMITY AND JOB SPECIFICATION, FUNCTIONS, DUTIES & RESPONSIBILITIES OF PBS EMPLOYEES.				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No
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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০