

BANGLADESH RURAL ELECTRIFICATION BOARD

BREB INSTRUCTION 400-04

PROCEDURE FOR FORMULATION OF INSTRUCTION AND

AMENDMENT THEREOF


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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৯৯০


(Kamrul Ahsan Molla)
Asst. Secy. (Board) BREB

BANGLADESH RURAL ELECTRIFICATION BOARD
BREB INSTRUCTION 400-04

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

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

1.0 BACK GROUND

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

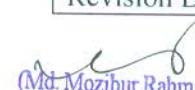
2.0 PURPOSE

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

3.0 POLICY

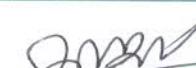
As and when development of new instruction(s) or revision/ updating of existing instruction(s) is needed in order to ensure efficient or better practices with respect to the operations of BREB/PBSs, the following procedures shall be followed.

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3.01 GENERAL

A. The concerned Directorate/ Office shall formulate in consultation with expatriate advisor/ consultant, if any, instruction or revision.

B. A “Draft Instruction” of the concerned Directorate/ Office shall be forwarded along with the justifications thereof to the Policy Development and Review Division (PDRD) with the approval of the Member concerned.

C. The draft instruction or revision will be circulated by PDRD to all other concerned Directorate/ Offices/PBSs for their opinion and suggestions giving fixed time. After dead line a meeting under the chairmanship of Chairman, BREB will be held. All full time members of BREB and expatriate advisor/ consultants, if any, will participate in the meeting. In the meeting the draft of proposed or revised instruction will be discussed in details.

D. In the meeting the decisions will be taken on the draft instruction. After the approval of draft instruction, it will be placed before a Board Meeting through Secretary, BREB for approval and adaptation.

E. All instructions will be developed in Bengali and English version. In case of any confusion or conflict, Bengali version shall prevail.

F. Annexure-A shall be followed for developing and revising/ updating BREB and PBS Instructions.

G. Instruction shall be developed or revised/updated maintaining the followings-

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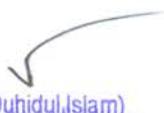
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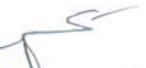
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(01)	Page Set-up	: (a) Top & bottom margin = 1.0 inch, (b) Left Margin = 1.25 inch (c) Right margin = 0.8 to 1.0 inch (d) Footer margin = 0.5 inch	
(02)	Font Type (Bangali)	: Unicode SutonnyOMJ, SutonnyMJ	
(03)	Font Type (English)	: Times New Roman	
(04)	Font Size (Bangali)	: 13	
(05)	Font Size (English)	: 12	
(06)	Alignment	: Justify	
(07)	Line Spacing	: 1.25 to 1.5	
(08)	Date Format	: dd/mm/yyyy	
(09)	Paper Size	: A4	
(10)	Paper Weight	: 70 to 80 gsm	
(11)	Header	: As per Annexure A	Font size: 13/12
(12)	Footer	: As per Annexure A	Font size: 10-12

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

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BREB INSTRUCTION or PBS INSTRUCTION

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SUBJECT:

1.0 PURPOSE

2.0 BACKGROUND

3.0 POLICY

4.0 GENERAL

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