

BANGLADESH RURAL ELECTRIFICATION BOARD
DHAKA, BANGLADESH
PBS INSTRUCTION 300-51/700-09

Date of Approval : 29-02-1988

Date of Last Revision : 19-02-2020

SUBJECT:

Establishing Training requirement of PBS Personnel for the purpose of Confirmation/Regularization, Promotion and Career Development.

BACKGROUND:

The systematic approach of training and human resource development has been considered as one of the key factors in the success of rural electrification program in Bangladesh. Training is the process of enhancing the skills, attitude, capabilities and knowledge of employees for performing a specific job. Training process moulds the thinking of employees and leads to quality performance of employees. It is continuous and never ending in nature. So that training is crucial for organizational development and success. It is fruitful to both employers and employees of an organization. An employee will become more efficient and productive if he/she is trained well, Considering the above, necessary training has been linked with the confirmation, promotion and career development for the employees of BREB/PBSs.

Thus, Training tries to improve employee's performance in current job and prepares them for future job. The crucial consequence of training is learning. Training is given on four basic grounds.

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Ins. 300-51: Establishing Training Criteria of PBS Personnel for the purpose of Confirmation/Regularization, Promotion, Selection Grade and Career Development.				
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1. New candidates who join and organization are given training. This training familiarizes them with the organizational mission, vision, rules and regulation and the working conditions.
2. The existing employees are trained to refresh and enhance their knowledge.
3. If any update and amendment take place in technology, training is given to cope up with those changes.
4. When promotion and career growth becomes important, training is given so that employees are prepared to share the responsibilities of the higher level job.

PURPOSE:

To establish and set forth a uniform policy guideline and procedure to be followed and implemented by each Palli Bidyut Samity as well as by the Bangladesh Rural Electrification Board (BREB) in respect to;

- (1) Selection of qualified and potential personnel of the Palli Bidyut Samities for subsequent appointment to the positions of respective Departmental Head and the Departmental need to the next higher position in different Palli Bidyut Samities as per recommendations and nomination of the Bangladesh Rural Electrification Board.
- (2) Establishing Training requirement for all levels of PBS employees for Confirmation/Regularization and for the purpose of promotion and career Development (as applicable).

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1. POLICY:

A) **Assistant General Manager:**

It will be the general policy of each Palli Bidyut Samity as well as the BREB that a certain percentages (to be decided by the BREB from time-to-time depending on the total number of the posts and the availability of suitable, qualified and potential PBS personnel) of the positions of Departmental Head(s) that are lying in different Palli Bidyut Samities shall be filled in with prospective and qualified personnel serving in different Palli Bidyut Samity.

The PBS personnel with requisite qualifications, on-job PBS service experience, and proper aptitude, subject to securing the qualifying marks in the Departmental examination arranged and conducted by the Training Directorate, BREB, shall qualify to be nominated for appointment to the position of respective Departmental Head of a Palli Bidyut Samity as per recommendations of the Bangladesh Rural Electrification Board.

On completion of mandatory training courses as outlined later along with requisite experience and others the Assistant General Manager may be entitled for the Selection Grade under the PBS Instruction 300-18.

B) Deputy General Manager : This will be the policy of each Palli Bidyut Samity as well the Bangladesh Rural Electrification Board that the position of the Deputy General Manager shall generally be filled up by the Departmental Heads with requisite qualifications, on-job PBS service experience and proper aptitude subject to securing the qualifying marks in all the PARTS of the Departmental Examination to be arranged and conducted by the Training Directorate, RREB, shall qualify to be nominated for appointment to the position of Deputy General Manager

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- C) No training is required for selection grade or personal pay but the incumbent must have required experience and academic qualification.
- D) The Course Curriculum/Syllabus for the above purposes shall be prepared and updated following BREB Instruction 700-14.
- E) In order to implement the policy as stipulated above, the following procedures for selection of PBS personnel for nomination and appointment to the respective positions in a Palli Bidyut Samity Shall be followed.

II. Selection Procedure for Departmental Head:

Selection of prospective and potential personnel for subsequent nomination and appointment to the positions of respective Departmental Head of a PBS shall be made by the Bangladesh Rural Electrification Board in the following manner;

A. Written and Oral Test Exams/Departmental Exams

At least once in every year, BREB Training Directorate shall arrange written and oral Test Examinations for PBS employees.

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The course-contents (Syllabus of the written and oral Test Examinations (Departmental Exam.) is attached at;

- | | |
|------------------------|--|
| a. ANNEXURE-A, Page-1 | (PART-I common for employees of all departments); |
| b. ANNEXURE-A, Page -2 | (PART-II for Accountants & Plant accountants); |
| c. ANNEXURE-A, Page-3 | (PART-II for Power use Coordinators, Member Service Coordinators); |
| d. ANNEXURE-A Page -4 | (PART-II for Junior Engineer-O&M/E&C/P&M/ERU); |
| e. ANNEXURE-A, Page -5 | (PART-II for Junior Engineers, IT/GIS) |
| f. ANNEXURE-A, Page -6 | (PART-II for Enforcement Coordinators); and |
| g. ANNEXURE-A, Page -7 | (viva-voce Examinations) |
| h. ANNEXURE-B, Page -1 | (Section-A of PART-I common for all AGMs); |
| i. ANNEXURE-B, Page -2 | (PART-II for common for all AGMs); |
| j. ANNEXURE-B, Page -3 | (PART- III for AGM, Administration/HR); |
| k. ANNEXURE-B, Page -4 | (PART-III for AGM, O&M/E&C/P&M); |
| l. ANNEXURE-B, Page -5 | (PART-III for AGM MS); |
| m. ANNEXURE-B, Page -6 | (PART-III for AGM, Fin-Acc/Fin-Rev); |
| n. ANNEXURE-B, Page -7 | (PART-III for AG, IT/GIS); |
| o. ANNEXURE-B, Page -8 | (Section-B of PART-I common for all AGM); |

BREB training Directorate will circulate a letter to all PBSs minimum three month ahead for departmental examination including syllabus as mentioned in this instruction and it will be published on BREB website as well. The employees completing mandatory training course are eligible to appear before the departmental examination. No training or coaching class will be conducted for PBS employees.

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B. Eligibility of Employees For Participation In The Written and Oral Test/Departmental Exam:

As per recommendations of PBS Senior General Manager/ General Manager, PBS Accountants, Plants Accountants, Member Service Coordinators, Power Use Coordinators, Enforcement Coordinators, Junior Engineers (O&M/E&C/P&M) and Junior Engineers (IT/GIS) with qualifications and experiences as stated herein below shall be allowed to participate in the schedule. Training course(s) and the prescribed written and oral Test examination.

- i) Must possess the requisite qualifications, proper aptitude, and minimum length of PBS Service experiences as reflected in the relevant position description for the respective. Departmental Heads position to which recommendations for promotion is proposed;
- ii) Must successfully complete and qualify in the prescribed and scheduled Training courses of the BREB/PBS that have been made compulsory for the position to which the incumbent is presently employed;
- iii) An Employee/Officer of a PBS may participate in the mandatory Training Courses/Departmental Examination for maximum 3 (three) times in his tenure of service.

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C. **Viva-Voce Examination:**

Employees securing the qualifying marks in the prescribed written and Oral Test shall be asked to appear before a viva-voce Examinations (As per ANNEXURE-A, Page-1 to 7 of this annexure) to be arranged by BREB immediately after the declaration of the aforesaid examinations result. Director (Training), BREB shall notify the result of the written and Oral Test to the Director (PBS Human Resource), BREB {in absence of Director (PBS Human Resource) the concern immediate higher officer or the concern empowered/authorized officer}. He/She will organize viva-voce examination for the employees who have secured the qualifying mark in the aforesaid examination. by the appropriate committee members and as per recommendations of the committee members prepare department-wise separate panel of successful and potential personnel for subsequent nomination to a Palli Bidyut Samity for appointment to the position of respective Departmental Head. Each panel so prepared shall however remain valid for one year from the date of approval. The course content for the viva-voce Examinations is attached to ANNEXURE-A (Page-1 to 7 of this annexure) of this Instruction.

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III. Promotion Of Assistant General Manager (AGM) to Deputy General Manager (DGM).

Assistant General Manager (Administration/Human Resource), Assistant General Manager (O&M/E&C/P&M), Assistant General Manager (Member Service), Assistant General Manager (Finance-Accounts/Finance-Revenue) and Assistant General Manager (IT/GIS) on Successful completion of the listed training courses as shown in 'Annexure-C' (Page-2 to Page-5; 04 sheets) during 1st, 2nd, 3rd, 4th, 5th and 6th year of their service in PBS may be considered for promotion to the post of Deputy General Manager (DGM) provided there are vacancies of the posts in PBSs. Promotion to DGM post will be subject to completion of other terms and condition of PBS and BREB.

IV. Selection Grade of Assistant General Manager (AGM);

No training is required for selection grade or Personal pay but the incumbent must have required experience and academic qualification.

V. Confirmation, Promotion and Career Development of other Category of Employees (Except DGM And AGM);

The appointment of Assistant Enforcement Coordinators, Assistant Junior Engineer (O&M/E&C/P&M), Assistant Junior Engineer (IT/GIS), Assistant Accountant, Assistant Plants Accountant, Assistant Cashier, Billing Assistant, Wiring Inspector, Data Entry Operator, Meter Tester, Store Keeper and Assistant Store Keeper on probation can be confirmed on the successful completion of the Training Courses and obtaining qualifying marks in written tests as specified in 'Annexure-D' (Page-1 to Page-12; 12 sheets). Promotion to the next higher post can be considered only on the successful completion of the Training Courses and obtaining qualifying marks in Written tests mentioned in 'Annexure-D' during 1st, 2nd, 3rd, 4th 5th year of service provided there is vacancy of the post.

If the authority fails to organize the training require for confirmation in timely manner, this shall not affect the confirmation of the incumbent from being confirmed on expiry of the period set for his/her post, provided that there are no other disqualifications towards

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confirmation. But permission must be taken by the PBS Management from Executive Director, BREB.

Note:

If the Course Curriculum/ Syllabus is equivalent with another

training course in higher position and an employee, who already passed the said Training Course, he/she does not need to complete it again for promotion or Confirmation/ Regularization or career development purpose, unless it is updated or revised. Post wise a list of equivalent training course will be prepared by the Director (Training), BREB and approved by the Member (Administration), BREB.

VI. Nomination of Personnel For Appointment:

In consideration to the pre-determined number of posts in each Departmental Head position that is to be kept reserved for the PBS employee, Director (PBS Human Resource) shall in-order-of-merit (established by the viva-voce committee) nominate the candidature of the prospective employee to the appropriate PBS Senior General Manager/ General Manager for appointment to the vacant position of the respective Departmental Head of the Palli Bidyut Samity.

VII. Appointment of The Nominated Personnel to The Position of Respective Departmental Head;

PBS Senior General Manager/ General Manager in pursuance with the recommendations of the BREB shall, as per PBS rule and policy- guidelines appoint the nominated employee to the position of the respective Departmental Head of the Palli Bidyut Samity on probation for a minimum period of One Year. After regularization, pay and allowances including Fringe-benefits of the employee shall be governed as per rules of the PBS so joined.

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VIII. Mandatory Training Exemption/Waiver:

The officers and employees of PBSs, who completed mandatory training course(s) in accordance to PBS instruction 300-51 (revised on 31-10-1996) they need, not to take part in any additional mandatory training course (s) if any in accordance to PBS instruction 300-51 (revised after 31-10-1996). In such case any one not attending in any additional mandatory training course(s) will not affect/obstruct for his/her participating departmental examination, promotion, senior pay scale/ time scale/ higher pay grade/ selection grade (if any), regularization etc, but he/she has to take part as his/her career development training course afterward.

IX. An Employee/Officer of a PBS may participate in the mandatory Training Courses for maximum 3 (three) times in his tenure of service.

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Course Contents for Written & Oral Test
For

PBS Accountants, Plant Accountants, Power Use Coordinators, Member Service Coordinators, Enforcement Coordinators, Junior Engineer (O&M/E&C/P&M/ERU/IT/GIS).

PART-I (COMMON For ALL)

FULL MARKS : 70+30=100
QUALIFYING MARKS : 35+15=50
TIME : 2:30 HOURS For SECTION-A

SECTION-A : MARKS-70

Sl. No.	Subject	Marks
1	REB ACT 2013	10
2	BREB Bye-Laws & PBS Bye-Laws	10
3	Concept of Rural Electrification Program	10
4	Electricity Act- 1910 With all amendments and Electricity Rules- 1937	10
5	Departmental Enquiry Procedure	10
6	PBS Employee Service Rule	10
7	Essay & Précis	10
Total =		70

SECTION-B : MARKS-30

Sl. No.	Subject	Marks
1	Ex tempo speech on any assigned subject	15
2	Speech on any Written assignment	15
Total =		30

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NOTE: Examination on subjects as stated above in **Section-B** shall be taken by the following committee:

1	Director, Training, BREB	:	Member	Senior most director will be act as the convener of the committee
2	Director, PBS Monitoring & Management Operation, BREB (Nominated by concern member)	:	Member	
3	Director, PBS Human Resource, BREB {in case of non-availability of Director, (HR), Director (E&D)	:	Member	
4	Director, FM, BREB (Nominated by concern member) in case of non-availability of Director, FM, Director (Finance), BREB will be act as a member	:	Member	
5	Director, System Operation, Central, BREB.	:	Member	
6	Director, (GIS)/ Senior system Analyst	:	Member	

NOTE: In order to qualify in this PART candidates shall have to secure qualifying marks (50%) in each section separately.

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**Course Contents for Written & Oratory Test Examination
For
PBS Accountants, Plant Accountants.**

PART-II

FULL MARKS : 100
QUALIFYING MARKS : 50
TIME : 3 Hours.

Sl. No.	Subject	Marks
1	PBS Instruction 200 Series	30
2	Relevant Instructions 100 & 300 Series	20
3	Book Keeping, Its meaning and scope.	10
4	Principles of double entry system of accounts and classification of accounts.	10
5	Journal, Ledger, Cash Book.	10
6	Nature and Methods of depreciation.	10
7	Terms of BREB-PBS Loan contract and Financial Projection of a PBS.	10
Total =		100

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29-02-1988	BREB	BREB Board	300-51-13	5 (02-2020)
Revision Dates : 12-12-1990, 31-10-1996, 24-12-2013, 04-06-2014, 19-02-2020				

(Md. Mozibur Rahman)
Consultant TAPP BREB

(Md. Duhidul Islam)
Consultant TAPP BREB

(Md. Mozammel Haq)
Consultant TAPP BREB

(Md. Abdul Khaleque)
Consultant TAPP BREB

(Md. Ahsanul Haque)
Consultant TAPP BREB

(Debasish Chakraborty)
PD, TAPP, BREB

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

**Course Contents for Written & Oral Test
For
Power Use Coordinators, Member Service Coordinators.**

PART-II

FULL MARKS : 100
QUALIFYING MARKS : 50
TIME : 3 HOURS

Sl. No.	Subject	Marks
1	Role & Function of PBS various departments, BREB project Division, Local consulting Firm & BREB-PBS relations.	10
2	Power Generation and Supply Status in Bangladesh	10
3	PBS Instructions: 300-2, 300-3, 300-4, 300-5, 300-6, 300-10, 300-12, 300-14, 300-15, 300-16, 300-17, 300-19, 300-21, 300-24, 300-30, 300-33, 300-35, 300-37, 300-38, 300-40, 300-42, 300-44, 300-45, 300-47, 300-49, 300-62.	50
4	PBS Instructions: 100-15, 100-18, 100-20, 100-27, 100-33, 100-34, 100-35, 100-36, 100-39, 100-41, 100-42, 100-43.	30
Total =		100

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Ins. 300-51: Establishing Training Criteria of PBS Personnel for the purpose of Confirmation/Regularization, Promotion, Selection Grade and Career Development.				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No.
29-02-1988	BREB	BREB Board	300-51-14	5 (02-2020)
Revision Dates : 12-12-1990, 31-10-1996, 24-12-2013, 04-06-2014, 19-02-2020				

(Md. Mozibur Rahman)
Consultant TAPP BREB

(Md. Duniqul Islam)
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(Md. Mozammel Haq)
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(Md. Abdul Khaleque)
Consultant TAPP BREB

(Md. Ahsanul Haque)
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(Kamrul Ahsan Mollik)
Asst. Secy. (Board), BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

**Course Contents for Written & Oral Test
For
PBS Junior Engineer (O&M/E&C/P&M/ERU).**

PART-II

FULL MARKS : 100
QUALIFYING MARKS : 50
TIME : 3 HOURS

Sl. No.	Subject	Marks
1	PBS Instruction Series 100.	50
2	Distribution System Design (Mechanical & Electrical) and construction Practices.	10
3	Distribution System Study and Planning.	10
4	Distribution Line Inspection, Operation & Maintenance.	10
5	Distribution Sub-Station Operation & Maintenance.	10
6	Energy Meters & other Instruments Installation, Operation, Maintenance & Repair.	10
Total=		100

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Ins. 300-51: Establishing Training Criteria of PBS Personnel for the purpose of Confirmation/Regularization, Promotion, Selection Grade and Career Development.				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No.
29-02-1988	BREB	BREB Board	300-51-15	5 (02-2020)
Revision Dates : 12-12-1990, 31-10-1996, 24-12-2013, 04-06-2014, 19-02-2020				

(Md. Mozibur Rahman)
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(Md. Abdul Khaleque)
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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

**Course Contents for Written & Oral Test
For
PBS Junior Engineer (IT/GIS).**

PART-II

FULL MARKS : 100
QUALIFYING MARKS : 50
TIME : 3 HOURS

Sl. No.	Subject	Marks
1	PBS Instruction 200-06 & 700-12 and its relation with Software.	15
2	Relevant Instructions 100 Series	10
3	Relevant Instructions 300 Series	15
4	Office Management.	10
5	Records Management.	10
6	Router/Firewall Configuration, Wi-Fi- Network Configuration.	10
7	Advance Database Management System	15
8	Real Server (Win 2008/2012, Linux) Configuration and Administration.	15
Total =		100

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Ins. 300-51: Establishing Training Criteria of PBS Personnel for the purpose of Confirmation/Regularization, Promotion, Selection Grade and Career Development.				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No.
29-02-1988	BREB	BREB Board	300-51-16	5 (02-2020)
Revision Dates : 12-12-1990, 31-10-1996, 24-12-2013, 04-06-2014, 19-02-2020				

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Consultant TAPP BREB

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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

**Course Contents for Written & Oral Test
For
PBS Enforcement Coordinators.**

PART-II

FULL MARKS : 100
QUALIFYING MARKS : 50
TIME : 3 HOURS

Sl. No.	Subject	Marks
1	PBS Instruction 300 Series.	30
2	PBS Instruction: 200-3, 200-4, 200-8, 200-13, 200-20, 200-21, 200-24, 200-25, 200-29.	15
3	Office Management.	10
4	Record Management.	10
5	Basic Supervision.	10
6	Management- its Nature & Scope.	10
7	Civil, Criminal & Labor Laws.	15
Total =		100

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Ins. 300-51: Establishing Training Criteria of PBS Personnel for the purpose of Confirmation/Regularization, Promotion, Selection Grade and Career Development.				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No.
29-02-1988	BREB	BREB Board	300-51-17	5 (02-2020)
Revision Dates : 12-12-1990, 31-10-1996, 24-12-2013, 04-06-2014, 19-02-2020				

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Consultant TAPP BREB

(Md. Mozammel Hossain)
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Consultant TAPP BREB

(Md. Ahsanul Haque)
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PD, TAPP BREB

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

Course Contents for Written & Oral Test

For

PBS Accountants, Power Use Coordinator, Member Service Coordinator, Enforcement Coordinators, Junior Engineer (All).

PART III

FULL MARKS : 50

QUALIFYING MARKS : 25

Sl. No.	Subject	Marks
1	General Knowledge.	10
2	BREB-PBS Activities.	10
3	Job Oriented Knowledge.	30
Total =		50

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Ins. 300-51: Establishing Training Criteria of PBS Personnel for the purpose of Confirmation/Regularization, Promotion, Selection Grade and Career Development.				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No.
29-02-1988	BREB	BREB Board	300-51-18	5 (02-2020)
Revision Dates : 12-12-1990, 31-10-1996, 24-12-2013, 04-06-2014, 19-02-2020				

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(Md. Durdul Islam)
Consultant TAPP BREB

(Md. Mozammel Haq)
Consultant TAPP BREB

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PD, TAPP BREB

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

**Course Contents for Written & Oral Test
For
PBS Departmental Heads**

PART-I : (COMMON For ALL AGMs)
AGM(Admin/HR/MS/O&M/E&C/P&M/FIN-ACC/FIN-Rev)/IT/GIS
FULL MARKS : 70+30=100
QUALIFYING MARKS : 35+15=50(Written & Oral)
TIME : 2:30 HOURS For SECTION-A

SECTION-A : MARKS-70

Sl. No.	Subject	Marks
1	REB ACT 2013	10
2	BREB Bye-Laws & PBS Bye-Laws	15
3	Electricity Act- 1910 With all amendments and Electricity Rules-1937	10
4	Departmental Enquiry Procedure	10
5	PBS Employee Service Rule	15
6	Labor Law & Industrial Relation.	10
Total=		70

SECTION-B : MARKS-30

Sl. No.	Subject	Marks
1	Ex tempo speech on any assigned subject	15
2	Speech on any Written assignment	15
Total =		30

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Ins. 300-51:Establishing Training Criteria of PBS Personnel for the purpose of Confirmation/Regularization, Promotion, Selection Grade and Career Development.				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No.
29-02-1988	BREB	BREB Board	300-51-19	5 (02-2020)
Revision Dates :12-12-1990, 31-10-1996, 24-12-2013, 04-06-2014, 19-02-2020				

(Md. Mozibur Rahman)
Consultant TAPP BREB

(Md. Duhidul Islam)
Consultant TAPP BREB

(Md. Mozammel Huj)
Consultant TAPP BREB

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Consultant TAPP BREB

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Asst. Secy. (Board), BREB.

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

Course Content : PART-II

For Whom : (COMMON For ALL AGMs)
AGM(Admin/HR/MS/O&M/E&C/P&M/FIN-ACC/FIN-Rev/IT/GIS)
FULL MARKS : 100
QUALIFYING MARKS : 50
TIME : 3 HOURS

Sl. No.	Subject	Marks
1	PBS Instruction Series 100.	30
2	PBS Instruction Series 200.	30
3	PBS Instruction Series 300.	40
Total=		100

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Ins. 300-51: Establishing Training Criteria of PBS Personnel for the purpose of Confirmation/Regularization, Promotion, Selection Grade and Career Development.				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No.
29-02-1988	BREB	BREB Board	300-51-20	5 (02-2020)
Revision Dates : 12-12-1990, 31-10-1996, 24-12-2013, 04-06-2014, 19-02-2020				

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Consultant TAPP BREB

(Md. Mozammel Haque)
Consultant TAPP BREB

(Md. Abdul Khaleque)
Consultant TAPP BREB

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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭০০০

Course Content : PART-III

For Whom : Assistant General Manager (Administration/Human Resource)
 FULL MARKS : 60+40=100
 QUALIFYING MARKS : 30+20=50 (SECTION -A + SECTION-B)
 TIME : 3 HOURS

SECTION-A : MARKS-60

Sl. No.	Subject	Marks
1	Management- its nature & scope.	15
2	Procurement & Supply Chain Management (PSCM).	15
3	Office Management.	10
4	Personnel Management.	10
5	Record Management.	10
Sub-Total =		60

SECTION-B : MARKS-40

Sl. No.	Subject	Marks
6	Warehouse Management.	10
7	Safety, Security and Disaster Management.	15
8	PBS Management Audit and PBS Monitoring System.	15
Sub-Total		40

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Ins. 300-51: Establishing Training Criteria of PBS Personnel for the purpose of Confirmation/Regularization, Promotion, Selection Grade and Career Development.				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No.
29-02-1988	BREB	BREB Board	300-51-21	5 (02-2020)
Revision Dates : 12-12-1990, 31-10-1996, 24-12-2013, 04-06-2014, 19-02-2020				

(Md. Mozibur Rahman)
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(Md. Duhidul Islam)
Consultant TAPP BREB

(Md. Mozammel Haq)
Consultant, TAPP, BREB

(Md. Abdul Khaleque)
Consultant TAPP BREB

(Md. Ahsanul Haque)
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Asst. Secy. (Board), BREB.

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

Course Content : PART-III

For Whom : Assistant General Manager (O&M/E&C/P&M)

FULL MARKS : 60+40=100

QUALIFYING MARKS : 30+20=50 (SECTION -A + SECTION-B)

TIME : 3 HOURS

SECTION-A : MARKS-60

Sl. No.	Subject	Marks
1	Management- its nature & scope.	15
2	Procurement & Supply Chain Management (PSCM).	15
3	Office Management.	10
4	Personnel Management.	10
5	Record Management.	10
Sub-Total=		60

SECTION-B : MARKS-40

Sl. No.	Subject	Marks
6	Warehouse Management.	10
7	PBS System Construction and Inspection	15
8	Electric Distribution System Design	15
Sub-Total=		40

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Ins. 300-51: Establishing Training Criteria of PBS Personnel for the purpose of Confirmation/Regularization, Promotion, Selection Grade and Career Development.				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No.
29-02-1988	BREB	BREB Board	300-51-22	5 (02-2020)
Revision Dates : 12-12-1990, 31-10-1996, 24-12-2013, 04-06-2014, 19-02-2020				

(Md. Mozibur Rahman)
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(Md. Durrul Islam)
Consultant, TAPP, BREB

(Md. Mozammel Haq)
Consultant, TAPP, BREB

(Md. Abdul Khaleque)
Consultant TAPP, BREB

(Md. Ahsanul Haque)
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Asst. Secy. (Board), BREB.

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

Course Content : PART-III

For Whom : Assistant General Manager (MS)

FULL MARKS : 60+40=100

QUALIFYING MARKS : 30+20=50 (SECTION -A + SECTION-B)

TIME : 3 HOURS

SECTION-A : MARKS-60

Sl. No.	Subject	Marks
1	Management- its nature & scope.	15
2	Procurement & Supply Chain Management (PSCM).	15
3	Office Management.	10
4	Personnel Management.	10
5	Record Management.	10
Sub-Total=		60

SECTION-B : MARKS-40

Sl. No.	Subject	Marks
6	Consumer Service and Care & Establishing Good Member Relations.	10
7	Basic Consumer Wiring.	15
8	Advanced Consumer Wiring.	15
Sub-Total=		40

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Ins. 300-51: Establishing Training Criteria of PBS Personnel for the purpose of Confirmation/Regularization, Promotion, Selection Grade and Career Development.				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No.
29-02-1988	BREB	BREB Board	300-51-23	5 (02-2020)
Revision Dates : 12-12-1990, 31-10-1996, 24-12-2013, 04-06-2014, 19-02-2020				

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Consultant TAPP BREB

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Asst. Secy. (Board), BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

Course Content : PART-III

For Whom : Assistant General Manager (Fin-Acc/Fin-Rev)

Full Marks : 60+40=100

Qualifying Marks : 30+20=50 (SECTION -A + SECTION-B)

Time : 3 HOURS

SECTION-A : MARKS-60

Sl. No.	Subject	Marks
1	Management- its nature & scope.	15
2	Procurement & Supply Chain Management (PSCM).	15
3	Office Management.	10
4	Personnel Management.	10
5	Record Management.	10
Sub-Total		60

SECTION-B : MARKS-40

Sl. No.	Subject	Marks
6	PBS Audit Procedure.	10
7	PBS Accounting Procedure Manual.	15
8	PBS General Accounts Manual.	15
Sub-Total=		40

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Ins. 300-51: Establishing Training Criteria of PBS Personnel for the purpose of Confirmation/Regularization, Promotion, Selection Grade and Career Development.				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No.
29-02-1988	BREB	BREB Board	300-51-24	5 (02-2020)
Revision Dates : 12-12-1990, 31-10-1996, 24-12-2013, 04-06-2014, 19-02-2020				

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

Course Content : PART-III

For Whom : Assistant General Manager (IT/GIS)

Full Marks : 60+40=100

Qualifying Marks : 30+20=50 (SECTION -A + SECTION-B)

Time : 3 HOURS

SECTION-A : MARKS-60

Sl. No.	Subject	Marks
1	Management- its nature & scope.	15
2	Procurement & Supply Chain Management (PSCM).	15
3	Office Management.	10
4	Personnel Management.	10
5	Record Management.	10
Sub-Total		60

SECTION-B : MARKS-40

Sl. No.	Subject	Marks
6	Advance Database Management System	10
7	Foundation Training on Information Technology	15
8	Foundation Training on GIS Technology	15
Sub-Total=		40

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Ins. 300-51: Establishing Training Criteria of PBS Personnel for the purpose of Confirmation/Regularization, Promotion, Selection Grade and Career Development.				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No.
29-02-1988	BREB	BREB Board	300-51-25	5 (02-2020)
Revision Dates : 12-12-1990, 31-10-1996, 24-12-2013, 04-06-2014, 19-02-2020				

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Asst. Secy. (Board), BREB.

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

Note : 1. Examination on Subjects as stated above in Section-B of PART-I shall be taken by the following Committee:

1	Member (PBS Management), BREB	:	Convener
2	Executive Director, BREB	:	Member
3	Chief Engineer (P&O), BREB	:	Member
4	Controller (Accounts & Finance), BREB	:	Member
5	Director (PBS Human Resource), BREB, {in absence of Director (HR), Director (PBS Monitoring & Management Operation- Nominated by concern member, BREB}	:	Member
6	Director (Training), BREB	:	Member-Secretary

1. As Member-Secretary, Director (Training), will provide necessary logistic supports to the mentioned committee in order to accomplish the job.
2. In order to qualify in PART-I, Section-B candidates shall have to secure qualifying marks 50% (fifty percent) in each Section separately.

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Ins. 300-51: Establishing Training Criteria of PBS Personnel for the purpose of Confirmation/Regularization, Promotion, Selection Grade and Career Development.				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No.
29-02-1988	BREB	BREB Board	300-51-26	5 (02-2020)
Revision Dates : 12-12-1990, 31-10-1996, 24-12-2013, 04-06-2014, 19-02-2020				

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Asst. Secy. (Board), BREB.

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

Training Requirement for Confirmation

AS ASSISTANT GENERAL MANAGER (For all Departments)

Sl. No.	Course Title	Course Code	Year
1	PBS Employee Service Rule & BREB ACT 2013	IM511	1 st
2	Foundation Training Course	IB300	1 st

Note: Foundation training course shall be offered those officers who joined directly as AGM & BREB officers. That is for first entry officers as AGM & BREB officers. Due to insufficient number of trainee or any other valid reason if foundation training course is not offered in the 1st year of service for Assistant General Manager it can be offered at any other suitable time and it will not affect on regularization higher pay grade, senior scale, personal pay etc.

Training Requirement for Efficiency Improvement

For

ASSISTANT GENERAL MANAGER (For all Departments)

Sl. No.	Course Title	Course Code	Year
1	Management- its nature & scope.	IM105	1 st
2	Office Management.	IM110	1 st
3	PBS Instruction Series	IM340	2 nd

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Ins. 300-51: Establishing Training Criteria of PBS Personnel for the purpose of Confirmation/Regularization, Promotion, Selection Grade and Career Development.				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No.
29-02-1988	BREB	BREB Board	300-51-27	5 (02-2020)
Revision Dates : 12-12-1990, 31-10-1996, 24-12-2013, 04-06-2014, 19-02-2020				

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Consultant TAPP BREB

(Md. Mozammel Haque)
Consultant TAPP BREB

(Md. Abdul Khaleque)
Consultant TAPP BREB

(Md. Ahsanul Haque)
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PD, TAPP BREB

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

Training Requirement for Promotion

From : Assistant General Manager (Administration/Human Resource)
To : Deputy General Manager

Sl. No.	Course Title	Course Code	Year
1	Procurement in PBS System (PBS Instruction: 300-22, 300-36, 100-57, 100-58 & 100-64)	IM531	2 nd
2	Departmental Enquiry Procedure	IM515	3 rd
3	Records Management.	IM115	4 th
4	Personnel Management.	IM145	4 th
5	Warehouse Management.	TC220	5 th
6	Labor and Industrial Relations	IM260	5 th

Training Requirement for Career Development But Not Limited To			
1	PBS Management Audit and Monitoring System	IM380	According to the need
2	Procurement & Supply Chain Management (PSCM)	IM530	
3	Security, Safety and Disaster Management	TO102	
4	Introduction to PBS Distribution System	TO010	
5	Training of Trainers (TOT)	IM275	
6	Customer Service Excellence	IM402	
7	Financial Management	IF367	
8	Work Order Procedure	IF570	

Note : Assistant General Manager (Administration/Human Resource), who already qualified the departmental examination or completed all mandatory training courses before approval of this revised Instruction, need not compulsorily complete the COURSE titled "Procurement in PBS System (PBS Instruction: 300-22, 300-36, 100-57, 100-58 & 100-64)"

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Ins. 300-51: Establishing Training Criteria of PBS Personnel for the purpose of Confirmation/Regularization, Promotion, Selection Grade and Career Development.				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No.
29-02-1988	BREB	BREB Board	300-51-28	5 (02-2020)
Revision Dates : 12-12-1990, 31-10-1996, 24-12-2013, 04-06-2014, 19-02-2020				

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

Training Requirement for Promotion

From : Assistant General Manager (O&M/E&C/P&M/IT/GIS)
To : Deputy General Manager

Sl. No.	Course Title	Course Code	Year
1	Procurement in PBS System (PBS Instruction: 300-22, 300-36, 100-57, 100-58 & 100-64)	IM531	2 nd
2	Personnel Management.	IM145	3 rd
3	Records Management.	IM115	4 th
4	Warehouse Management.	TC210	4 th
5	Labor and Industrial Relations	IM260	5 th
6	PBS System Design	TE010	5 th
7	PBS System Construction & Inspection	TC015	6 th

**Training Requirement for Career Development
But Not Limited To**

1	PBS Management Audit and Monitoring System	IM380	According to the need
2	Procurement & Supply Chain Management (PSCM)	IM530	
3	Departmental Enquiry Procedure	IM515	
4	Equipment Record Card (ERC) Data Flow Process	TE370	
5	Training of Trainers (TOT)	IM275	
6	Customer Service Excellence	IM402	
7	Financial Management	IF367	
8	Work Order Procedure	IF570	

Note : Assistant General Manager (O&M/E&C/P&M/IT/GIS), who already PASSED the departmental examination or completed all mandatory training courses before approval of this revised Instruction, need not compulsorily complete the COURSE titled "Procurement in PBS System (PBS Instruction: "300-22, 300-36, 100-57, 100-58 & 100-64)"

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Ins. 300-51: Establishing Training Criteria of PBS Personnel for the purpose of Confirmation/Regularization, Promotion, Selection Grade and Career Development.				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No.
29-02-1988	BREB	BREB Board	300-51-29	5 (02-2020)
Revision Dates : 12-12-1990, 31-10-1996, 24-12-2013, 04-06-2014, 19-02-2020				

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ০৭৭০০

Training Requirement for Promotion**From :** Assistant General Manager (Member Services)**To :** Deputy General Manager

Sl. No.	Course Title	Course Code	Year
1	Procurement in PBS System (PBS Instruction: 300-22, 300-36, 100-57, 100-58 & 100-64)	IM531	2 nd
2	Personnel Management.	IM145	3 rd
3	Records Management.	IM115	4 th
4	Basic Consumer Wiring for AGM (MS).	TW010	4 th
5	Advanced Consumer Wiring for AGM (MS).	TW100	5 th
6	Labor and Industrial Relations	IM260	5 th
7	Establishing Good Member Relations.	IM400	6 th

**Training Requirement for Career Development
But Not Limited To**

1	PBS Management Audit and Monitoring System	IM380	According to the need
2	Procurement & Supply Chain Management (PSCM)	IM530	
3	Departmental Enquiry Procedure.	IM515	
4	Equipment Record Card (ERC) Data Flow Process	TE370	
5	Training of Trainers (TOT)	IM275	
6	Customer Service Excellence	IM403	
7	Introduction to PBS Distribution System	TO010	
8	PBS System Design	TE010	
9	Warehouse Management.	TC220	
10	Financial Management	IF367	

Note : Assistant General Manager (Member Service), who already PASSED the departmental examination or completed all mandatory training courses before approval of this revised Instruction, need not compulsorily complete the COURSE titled "Procurement in PBS System (PBS Instruction: 300-22, 300-36, 100-57, 100-58 & 100-64)"

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Ins. 300-51: Establishing Training Criteria of PBS Personnel for the purpose of Confirmation/Regularization, Promotion, Selection Grade and Career Development.				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No.
29-02-1988	BREB	BREB Board	300-51-30	5 (02-2020)
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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

Training Requirement for Promotion

From : Assistant General Manager (Finance-Account/Finance-Revenue)
To : Deputy General Manager

Sl. No.	Course Title	Course Code	Year
1	Procurement in PBS System (PBS Instruction: 300-22, 300-36, 100-57, 100-58 & 100-64)	IM531	2 nd
2	Personnel Management.	IM145	3 rd
3	Records Management.	IM115	4 th
4	PBS Audit Procedures	IF345	4 TH
5	PBS Accounting Procedures Manual	IF315	4 TH
6	Labor and Industrial Relations	IM260	5 TH
7	PBS General Accounts Manual	IF310	6 TH
8	Preparing Financial Reports (From 550)	IF330	6 TH

**Training Requirement for Career Development
But Not Limited To**

1	PBS Management Audit and Monitoring System	IM380	According to the need
2	Procurement & Supply Chain Management (PSCM)	IM530	
3	Departmental Enquiry Procedure.	IM515	
4	Introduction to PBS Distribution System	TO010	
5	Training of Trainers (TOT)	IM275	
6	Customer Service Excellence	IM402	
7	Procedure of Collection and payment of Tax	IF350	
8	Plant and Property Accounting	IF340	
9	Fund Management and Financial Planning	IF360	
10	Work Order Procedure	IF570	
11	Instruction Series-200	IF338	

Note : Assistant General Manager (Finance-Account/Finance-Revenue), who already Passed the departmental examination or completed all mandatory training courses before approval of this revised Instruction, need not compulsorily complete the COURSE titled "Procurement in PBS System (PBS Instruction: 300-22, 300-36, 100-57, 100-58 & 100-64)"

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Ins. 300-51: Establishing Training Criteria of PBS Personnel for the purpose of Confirmation/Regularization, Promotion, Selection Grade and Career Development.				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No.
29-02-1988	BREB	BREB Board	300-51-31	5 (02-2020)
Revision Dates : 12-12-1990, 31-10-1996, 24-12-2013, 04-06-2014, 19-02-2020				

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

Training Requirement for Promotion

From : Assistant General Manager (IT/GIS)
To : Deputy General Manager

Sl. No.	Course Title	Course Code	Year
1	Procurement in PBS System (PBS Instruction: 300-22, 300-36, 100-57, 100-58 & 100-64)	IM531	2 nd
2	Personnel Management.	IM145	3 rd
3	Records Management.	IM115	4 th
4	Warehouse Management.	TC210	4 th
5	Labor and Industrial Relations	IM260	5 th
6	Foundation Training on Information Technology	ICT06	5 th
7	Foundation Training on GIS Technology	*	6 th
8	Advance Database Management System	ICT09	6 th
*To be Fixed by Director, Training, BREB			

Training Requirement for Career Development But Not Limited To			
1	Router/Firewall Configuration, Wi-Fi- Network Configuration.	ICT07	According to the need
2	Real Server (Win 2008/2012, Linux) Configuration and Administration.	ICT08	
3	PBS Instruction: 200-06 & 700-12 and It's Relation with Software	ICT12	
4	C#, ASP. NET & My SQL Development & Programming	ICT11	
5	Basic GIS	TO820	
6	Advance Networking with Server and Router Configuration	ICT10	

Note : Assistant General Manager (IT/GIS), who already PASSED the departmental examination or completed all mandatory training courses before approval of this revised Instruction, need not compulsorily complete the COURSE titled "Procurement in PBS System (PBS Instruction: "300-22, 300-36, 100-57, 100-58 & 100-64)"

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Ins. 300-51: Establishing Training Criteria of PBS Personnel for the purpose of Confirmation/Regularization, Promotion, Selection Grade and Career Development.				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No.
29-02-1988	BREB	BREB Board	300-51-32	5 (02-2020)
Revision Dates : 12-12-1990, 31-10-1996, 24-12-2013, 04-06-2014, 19-02-2020				

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

Training Requirement for Confirmation

As Assistant Enforcement Coordinator

Sl. No.	Course Title	Course Code	Year
1	BREB/PBS General Orientation	IO100	1 st
2	Transport Maintenance	TO610	1 st
3	Right of Way (R/W) and Public Motivation	IM265	1 st

Training Requirement for Promotion

From : Assistant Enforcement Coordinator
To : Enforcement Coordinator

Sl. No.	Course Title	Course Code	Year
1	Records Management.	IM115	2 nd
2	Basic Supervision	IM100	2 nd
3	Electricity Acts and Rules	IM271	3 rd
4	Basic Computer Training	ICT02	3 rd
5	Office Management.	IM110	4 th

Training Requirement for Career Development But Not Limited To

1	PBS Employee Service Rule & BREB Act 2013	IM511	According to the need
2	Departmental Enquiry Procedure	IM515	
3	Management of Transport Maintenance	TO620	
4	Security, Safety and Disaster Manager	TO102	
5	Procurement in PBS System (PBS Instruction: 300-22, 300-36, 100-57, 100-58 & 100-64)	IM531	
6	Customer Service Excellence	IM403	

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Ins. 300-51: Establishing Training Criteria of PBS Personnel for the purpose of Confirmation/Regularization, Promotion, Selection Grade and Career Development.				
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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

Training Requirement for Confirmation

As PBS Assistant Accountant

Sl. No.	Course Title	Course Code	Year
1	BREB/PBS General Orientation	IO100	1st
2	PBS General Accounts Manual	IF310	1st

Training Requirement for Promotion

From : Assistant Accountant
To : Accountant

Sl. No.	Course Title	Course Code	Year
1	PBS Account Procedures Manual	IF315	2nd
2	Preparing Financial Report (550)	IF330	2nd
3	Office Management	IM110	3rd
4	PBS Instruction Series 200, 300	IM343	3rd
5	Basic Supervision	IM100	4th
6	Work Order Procedure	IF570	5th

Note :-Course No, IF570 is not applicable for PBS Assistant Accountant, who has already completed all mandatory training course before approval this revised Instruction.

**Training Requirement for Career Development
But Not Limited To**

1	PBS Employee Service Rule & REB Act 2013	IM511	According to the need
2	Departmental Enquiry Procedure	IM515	
3	Record Management	IM115	
4	Customer Service Excellence	IM403	
5	Introduction to PBS Distribution System	TO010	
6	Basic Computer Training	ICT02	
7	Procedure of Collection and payment of Tax	IF350	
8	Instruction Series 200	IF338	

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Ins. 300-51: Establishing Training Criteria of PBS Personnel for the purpose of Confirmation/Regularization, Promotion, Selection Grade and Career Development.				
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29-02-1988	BREB	BREB Board	300-51-34	5 (02-2020)
Revision Dates :12-12-1990, 31-10-1996, 24-12-2013, 04-06-2014, 19-02-2020				

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

**Training Requirement for Confirmation
As PBS Assistant Plant Accountant**

Sl. No.	Course Title	Course Code	Year
1	BREB/PBS General Orientation	IO100	1st
2	Plant and property Accounting	IF340	1st

Training Requirement for Promotion

From : Assistant Plant Accountant
To : Plant Accountant/ Accountant

Sl. No.	Course Title	Course Code	Year
1	PBS Account Procedures Manual	IF315	2nd
2	Preparing Financial Report (550)	IF330	2nd
3	Office Management	IM110	3rd
4	PBS Instruction Series 200, 300	IM343	3rd
5	Basic Supervision	IM100	4th
6	PBS General Accounts Manual	IF310	5th
7	Work Order Procedure	IF570	6th

Note :-Course No, IF570 is not applicable for PBS Assistant Accountant, who has already completed all mandatory training course before approval this revised Instruction.

Training Requirement for Career Development But Not Limited To			
1	PBS Employee Service Rule & REB Act 2013	IM511	According to the need
2	Departmental Enquiry Procedure	IM515	
3	Record Management	IM115	
4	Customer Service Excellence	IM403	
5	Introduction to PBS Distribution System	TO010	
6	Basic Computer Training	ICT02	
7	Procedure of Collection and payment of Tax	IF350	
8	Instruction Series 200	IF338	

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Ins. 300-51: Establishing Training Criteria of PBS Personnel for the purpose of Confirmation/Regularization, Promotion, Selection Grade and Career Development.				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No.
29-02-1988	BREB	BREB Board	300-51-35	5 (02-2020)
Revision Dates : 12-12-1990, 31-10-1996, 24-12-2013, 04-06-2014, 19-02-2020				

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

**Training Requirement for Confirmation
As Assistant Cashier**

Sl. No.	Course Title	Course Code	Year
1	BREB/PBS General Orientation	IO100	1st
	Daily Collection Report	IF341	1st
2	Preparation of Electricity Bill & Collection Procedure	IF332	1st

Training Requirement for Promotion

From : Assistant Cashier
To : Cashier

Sl. No.	Course Title	Course Code	Year
1	Instruction Series 200	IF338	2nd
2	Imprest Fund Management	IF362	2nd
3	Basic Supervision	IM100	3rd
4	Basic Computer Training	ICT02	3rd
5	Record Management	IM115	3rd

**Training Requirement for Career Development
But Not Limited To**

1	PBS Employee Service Rule & REB Act 2013	IM511	According to the need
2	Departmental Enquiry Procedure	IM515	
3	Office Management	IM110	
4	Establishing Good Member Relation	IM401	
5	Customer Service Excellence	IM403	

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Ins. 300-51: Establishing Training Criteria of PBS Personnel for the purpose of Confirmation/Regularization, Promotion, Selection Grade and Career Development.				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No.
29-02-1988	BREB	BREB Board	300-51-36	5 (02-2020)
Revision Dates : 12-12-1990, 31-10-1996, 24-12-2013, 04-06-2014, 19-02-2020				

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

**Training Requirement for Confirmation
As Billing Assistant**

Sl. No.	Course Title	Course Code	Year
1	BREB/PBS General Orientation	IO100	1st
2	Electricity Sales and Customer Accounting	IF516	1st

Training Requirement for Promotion

From : Billing Assistant
To : Billing Supervisor

Sl. No.	Course Title	Course Code	Year
1	Basic Computer Training	ICT02	2nd
2	Record Management	IM115	2nd
3	Basic Supervision	IM100	3rd
4	Accounting Billing Procedures	IF320	3rd

**Training Requirement for Career Development
But Not Limited To**

Sl. No.	Course Title	Course Code	Year
1	PBS Employee Service Rule & REB Act 2013	IM511	According to the need
2	Office Management	IM110	
3	Establishing Good Member Relation	IM401	
4	Customer Service Excellence	IM403	
5	Billing Procedure and Rate Schedule	IF321	
6	Instruction Series 200	IF338	

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Ins. 300-51: Establishing Training Criteria of PBS Personnel for the purpose of Confirmation/Regularization, Promotion, Selection Grade and Career Development.				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No.
29-02-1988	BREB	BREB Board	300-51-37	5 (02-2020)
Revision Dates : 12-12-1990, 31-10-1996, 24-12-2013, 04-06-2014, 19-02-2020				

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

Training Requirement for Confirmation

As Assistant Store Keeper

Sl. No.	Course Title	Course Code	Year
1	BREB/PBS General Orientation	IO100	1st
2	Warehouse Management	TC220	1st

Training Requirement for Promotion

From : Store Assistant
To : Store Keeper

Sl. No.	Course Title	Course Code	Year
1	Basic Supervision	IM100	2 nd
2	Record Management	IM115	3 rd
3	Basic Computer Training	ICT02	3 rd
4	Work Order Procedure	IF570	4 th

**Training Requirement for Career Development
But Not Limited To**

1	PBS Employee Service Rule & REB Act 2013	IM511	According to the need
2	Office Management	IM110	
3	COM (Construction Operation & Maintenance) Accounting	TO011	
4	Warehouse Supervision	TC230	
5	Customer Service Excellence	IM403	
6	PBS Instruction -300-09, 300-52, 300-53, 300-60, 200-23, 100-30.	IM346	

Revision:

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Ins. 300-51: Establishing Training Criteria of PBS Personnel for the purpose of Confirmation/Regularization, Promotion, Selection Grade and Career Development.				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No.
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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

Training Requirement for Confirmation
As Assistant Junior Engineer (O&M/E&C/P&M/ERU)

Sl. No.	Course Title	Course Code	Year
1	BREB/PBS General Orientation	IO100	1st
2	PBS System Inspection & Construction	TC016	1st
3	Field Training for PBS JE/AJE (O&M/E&C/P&M/ERU)	TC760	1st

Training Requirement for Promotion

From : Assistant Junior Engineer (O&M/E&C/P&M/ERU)
To : Junior Engineer (O&M/E&C/P&M/ERU)

Sl. No.	Course Title	Course Code	Year
1	Single Phase Meter Testing & Repair	TO250	2 nd
2	Three Phase Meter Testing	TO260	2 nd
3	PBS System Operation & Maintenance	TO100	2 nd
4	Distribution Line Staking Course	TE200	3 rd
5	Electricity Act and Rules	IM270	3 rd
6	Basic Computer Training	ICT02	3 rd

**Training Requirement for Career Development
But Not Limited To**

1	PBS Employee Service Rule & BREB Act 2013	IM511	According to the need
2	Departmental Enquiry Procedure	IM515	
3	Equipment Record Card (ERC) Data Flow Process	TE370	
4	Record Management	IM115	
5	Office Management	IM110	
6	Customer Service Excellence	IM403	
7	Work Order Procedure	IM570	
8	Introduction on Financial Issue	IF365	

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Training Requirement for Confirmation
As wiring Inspector

Sl. No.	Course Title	Course Code	Year
1	BREB/PBS General Orientation	IO100	1st
2	Basic Consumer Wiring	TW015	1st

Training Requirement for Promotion

From : Wiring Inspector
To : MS/PUC Coordinator

Sl. No.	Course Title	Course Code	Year
1	Advance Consumer Wiring	TW110	2 nd
2	Establishing Good Member Relation	IM401	3 rd
3	Training and Trainers	IM275	4 th
4	Basic Computer Training	ICT02	4 th
5	Record Management	IM115	5 th

Training Requirement for Career Development
But Not Limited To

1	Equipment Record Card (ERC) Data Flow Process	TE370	According to the need
2	PBS Employee Service Rule & REB Act 2013	IM511	
3	Departmental Enquiry Procedure	IM515	
4	Electricity Act and Rules	IM270	
5	Basic Supervision	IM100	
6	Customer Service Excellence	IM403	
7	Office Management	IM110	
8	Introduction on Financial Issue	IF365	

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**Training Requirement for Confirmation
As Meter Tester**

Sl. No.	Course Title	Course Code	Year
1	BREB/PBS General Orientation	IO100	1st
2	Meter Testing	TO241	1st

Training Requirement for Promotion

From : Meter Tester

To : Meter Testing Supervisor (Meter Mechanic-Cum-Supervisor)

Sl. No.	Course Title	Course Code	Year
1	Meter Repair	TO266	2nd
2	Basic Computer Training	ICT02	2nd
3	Equipment Record Card (ERC) Data Flow Process	TE370	3rd

**Training Requirement for Career Development
But Not Limited To**

1	PBS Employee Service Rule & REB Act 2013	IM511	According to the need
2	Record Management	IM115	
3	Office Management	IM110	
4	Electricity Act and Rules	IM271	
5	Basic Supervision	IM100	
6	Warehouse Management	TC220	

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**Training Requirement for Confirmation
As Data Entry Operator**

Sl. No.	Course Title	Course Code	Year
1	BREB/PBS General Orientation	IO100	1st
2	Basic Computer Training	ICT02	1st

Training Requirement for Promotion

From : Data Entry Operator
To : Computer Operator

Sl. No.	Course Title	Course Code	Year
1	Basic Computer Training with Data Base	ICT04	2nd
2	Record Management	IM115	2nd
3	Office Management	IM110	3rd
4	PBS Employee Service Rule & REB Act 2013	IM511	3rd

**Training Requirement for Career Development
But Not Limited To**

1	Customer Service Excellence	IM403	According to the need
2	Equipment Record Card (ERC) Data Flow Process	TE370	

Revision:

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Training Requirement for Confirmation

Store Keeper/Meter Testing Supervisor (Meter Mechanic-Cum-Supervisor)

Sl. No.	Course Title	Course Code	Year
1	Basic Computer Training	ICT02	1st
2	PBS Instruction: 100-30, 100-58, 100-60, 200-23, 300-09, 300-36, 300-52, 300-53, 300-60.	IM347	1st

**Training Requirement for Promotion To The Position
of Store Keeper**

From : Store Keeper/ Meter Testing Supervisor
(Meter Mechanic-Cum-Supervisor)
To : Store Coordinator

Sl. No.	Course Title	Course Code	Year
1	Warehouse Management	TC220	1st
2	Record Management	IM115	1st
3	Office Management	IM110	2nd
4	Equipment Record Card (ERC) Data Flow Process	TE370	2nd

**Training Requirement for Career Development
But Not Limited To**

1	PBS Employee Service Rule	IM511	According to the need
2	Departmental Enquiry Procedure	IM515	
3	Security, Safety and Disaster Management	TO102	

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**Training Requirement for Confirmation
As Assistant Junior Engineer (IT/GIS)**

Sl. No.	Course Title	Course Code	Year
1	BREB/PBS General Orientation	IO100	1st
2	PBS System Inspection & Construction	TC016	1st
3	Foundation Training on Information Technology (For AJE, IT only)	ICT06	1st
4	Foundation Training on GIS Technology (For AJE, GIS only)	*	1 st
*To be Fixed by Director, Training, BREB			

Training Requirement for Promotion

From : Assistant Junior Engineer (IT/GIS)
To : Junior Engineer (IT/GIS)

Sl. No.	Course Title	Course Code	Year
1	Router/Firewall Configuration, Wi-Fi- Network Configuration.	ICT07	2nd
2	Advance Database Management System	ICT09	2nd
3	Real Server (Win 2008/2012, Linux) Configuration and Administration.	ICT08	3rd
4	Record Management	IM115	4th

**Training Requirement for Career Development
But Not Limited To**

1	PBS Instruction: 200-06& 700-12 and It's Relation with Software	ICT12	According to the need
2	PBS Employee Service Rule & REB Act 2013	IM511	
3	Departmental Enquiry Procedure	IM515	
4	Introduction to PBS Distribution System	TO010	
5	C#, ASP, NET & My SQL Development & Programming	ICT11	
6	Basic GIS	TO820	
7	Advance Networking with Server and Router Configuration	ICT10	
8	Customer Service Excellence	IM403	
9	Office Management	IM110	
10	Introduction on Financial Issue	IF365	

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**Training Requirement (But not limited to)
For
Deputy General Manager**

Under leadership Development Program (LDP), the following training course to be conducted for the Deputy General Managers of PBSs.

Sl. No.	Course Title	Course Code
1	Effective Performance Management	IM151
2	Advance Human Resource Management (HRM)	IM147
3	Customer Service Excellence	IM402
4	Procedure for Reduction of System Loss	TE302
5	Participatory Management System in Electric Cooperative	IM108
6	Management of Trouble Shooting in PBS distribution System	TO101
7	Corporate Management	IM148
8	Leadership through Motivation and Team Building	IM149
9	Succession Planning	IM152
10	Employee Engagement, Counseling and Motivation	IM150

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**Training Requirement (But not limited to)
For
Senior General Manager/ General Manager**


Under leadership Development Program (LDP), the following training course to be conducted for the Senior General Manager/ General Manager.


Sl. No.	Course Title	Course Code
1	Effective Leadership and People Management	IM166
2	Negotiation Skills for Leaders	IM167
3	Effective Organization Development	IM168
4	Effective Performance Management	IM169
5	Strategic Human Resource Management	IM153
6	Effective Procurement Management	IM532
7	Employee Engagement, Counseling and Motivation	IM150
8	Emotional Intelligence (EI) in Management and Leadership	IM171
9	Introducing Balanced Score Card (BSC) for Effectiveness of an organization	IM172
10	7-Habits of highly effective people	IM173
11	Change Management	IM174
12	Office environment and Ergonomic; Human Engineering at workplace	IM111
13	Work-life Balance and Life skill	IM175
14	Excellent communication skill	IM112
15	Essential Tools of Handling difficult people and situations	IM404
16	Managing Organization's reputation: Building brand and values	IM356
17	Load Management	TO151
18	Basic Computer Training	ICT02

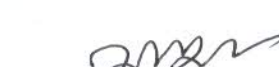
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A List of ICT Related Training

Sl. No.	Course Title	Course Code
1	Foundation Training on Information Technology	ICT06
2	Router/Firewall Configuration, Wi-Fi- Network Configuration.	ICT07
3	Advance Database Management System	ICT09
4	Real Server (Win 2008/2012, Linux) Configuration and Administration.	ICT08
5	PBS Instruction: 200-06 & 700-12 and It's Relation with Software	ICT12
6	C#, ASP. NET & My SQL Development & Programming	ICT11
7	Basic GIS	TO820
8	Advance Networking with Server and Router Configuration	ICT10

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