

BANGLADESH RURAL ELECTRIFICATION BOARD  
DHAKA, BANGLADESH

PBS INSTRUCTION 300-16

**SUBJECT : A GUIDE FOR A POLICY MANUAL FOR PBS**

Date of Approval : 27-06-1979  
Date of Last Revision : 24-12-2013

**PURPOSE:**

To help each PBS develop and maintain a manual of written policy statements as a basic management tool of the Board of Directors and the Senior General Manager/General Manager in operating the PBS.

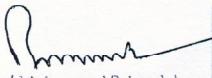
**POLICY:**

BREB will expect each PBS to compile and maintain its operating policies in a series of written statements in a policy manual. These will be determined by the PBS Board of Directors, in consultation with the Senior General Manager/ General Manager, and serve as guidelines for assuring the conduct of the PBS's affairs according to the decisions of the Board and within the requirements set forth in the PBS's bylaws, its loan contract and mortgage with BREB.

The manual of policy statements of the PBS will be available for inspection by BREB on request, as well as members and employee.

**IMPLEMENTATION:**

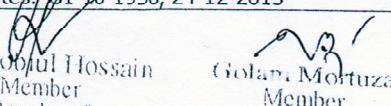
1. **WHAT IS POLICY**
  - a. Policy is a general plan of action for the conduct of operations.
  - b. A policy is a statement which provides guidelines for making decisions in recurring situations without consulting a superior, yet assuring that decisions are consistent and move toward objectives.
  - c. A policy is different from an objective and different from a procedure. The objective of the PBS comes first. This is stated in the bylaws. Policies are based on the objective, and these, in turn, permit the determination of procedures, which are the vehicles for carrying out policy. Procedures are the rules and methods developed by the Senior General Manager/ General Manager, usually in consultation with key members of his staff to perform particular work operations.

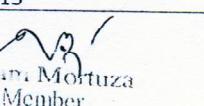


Revision:

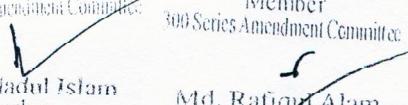
BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No
27-06-1979	BREB	BREB Board	300-16-1	02(12/2013)
Revision Dates: 31-10-1996, 24-12-2013				

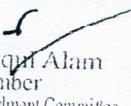
Syed Mohammed Saberul Azam  
Member  
300 Series Amendment Committee

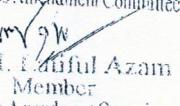
  
Md. Roful Hossain  
Member  
300 Series Amendment Committee

  
Golam Mortuza  
Member  
300 Series Amendment Committee

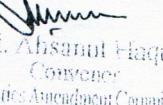
১০১ স্ট্রি বেল্ট সেক্টর অ্যাভিনিউ  
মিল্লত নগর, ঢাকা

  
Md. Firdaus Islam  
Member  
300 Series Amendment Committee

  
Md. Rafiqul Alam  
Member  
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A.I.M. Faiqul Azam  
Member  
300 Series Amendment Committee

  
Md. Mural Islam  
Member  
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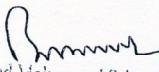
  
Md. Ahsanul Haque  
Convener  
300 Series Amendment Committee

## 2. WHAT WRITTEN POLICIES CAN DO?

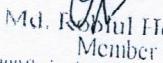
- a. Define and sustain a balanced working relationship between the Board and the Senior General Manager/ General Manager. The Board makes policy and the Senior General Manager/General Manager carries it out.
- b. Tell the Senior General Manager/General Manager what the Board expects of him and delegate him the authority to get the job done. Spell out the limits within which the Senior General Manager/ General Manager may make decisions so that he can act without waiting for the Board to meet.
- c. Get consistent action in similar recurring situations. Avoid having to make similar formal decisions over and over again.
- d. Assure uniformity of action by staff members and keeps the organization moving together toward the attainment of its objective. Establishes equality of treatment for consumers and for employees.

## 3. HOW TO GET STARTED ?

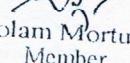
- a. In a PBS, the Board represents the entire membership in setting policy. It may, however, designate the secretary or a committee of directors with assistance from key employees to draft policy statements and submit them to the Board for action.
- b. The secretary or committee should start the compilation of the PBS's policies by searching the minutes of meetings for motions and resolutions which control or set a pattern for similar future actions.
- c. The bye-laws will contain some basic policies in such matters as the annual meeting, equal treatment of consumers, and the handling of margins. PBS Instructions, as well as the loan contract and mortgage, will furnish the basis for policy statements on such subjects as area coverage, insurance, construction standards, and house wiring, etc. The secretary or the policy drafting committee also may discover general practices already in use which have not yet been written into policy.
- d. The Senior General Manager/ General Manager should propose, advise and assist the Board of Directors in the formulation of written policies.
- e. Board approval of the statements in the initial policy manual and of each subsequent policy statement or of any change, must be recorded in the minutes of the Board meeting at which the action was taken.



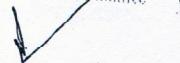
Syed Mohammed Salherul Azam  
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300 Series Amendment Committee



Md. Rafiqul Hossain  
Member  
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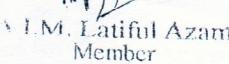
Golam Mortuza  
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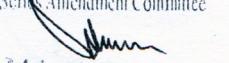
Md. Imdadul Islam  
Member  
300 Series Amendment Committee



Md. Rafiqul Alam  
Member  
300 Series Amendment Committee



Md. Latiful Azam  
Member  
300 Series Amendment Committee



Md. Absantul Haque  
Convenor  
300 Series Amendment Committee



Md. Kurnil Islam  
Member  
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Md. Md. Latiful Azam  
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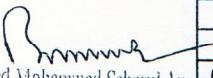
Md. Md. Latiful Azam  
Member  
300 Series Amendment Committee</

- f. Each policy statement should cover a single subject. It should be simply and clearly stated, and be as complete as possible without being unnecessarily long, detailed, or complex.
- g. Each policy statement should follow standard format adopted by the Board. This should include uniform headings and arrangement on the page. (See Attachment 1 for a suggested sample format.)
- h. Each policy statement should carry an identifying number (see Attachment 2) and the date of adoption by the Board.

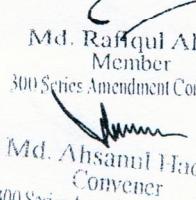
#### **4. PUT POLICY INTO ACTION**

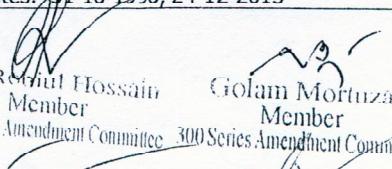
- a. The policies should be written down and kept together in a book or manual. This keeps them all in a single place for easy reference, prevents the loss of individual statements, and encourages review to keep policies current. A loose-leaf binder permits insertion of and additions.
- b. There is no point in having policies agreed upon and written down if they are not followed. Therefore, make sure that the, key employees, and each director has a copy of the policy manual which is kept up to date. A copy should also be kept at a convenient and conspicuous place in the office where employees and members may examine it.
- c. The Board should expect the PBS Management to check regularly on how well operations conform to established policies as set forth in the policy manual. The reports should not only indicate the extent to which policies are being followed in day-to-day activities but also suggest additional subjects which need to be covered by policies and of changes needed in existing policies.

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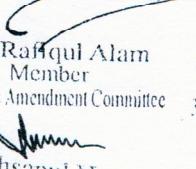
  
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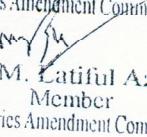
  
Md. Imdadul Islam  
Member-Secretary  
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Md. Nurul Islam  
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নথিনং নঃ ১০২৩৬

## 5. **GENERAL CONDITIONS:**

(1) The members of a PBS expect the Board to see that their system is properly managed to provide the best possible service at the lowest feasible cost. To do this, all members of the Board and all employees under the supervision of the Senior General Manager/ General Manager must understand the PBS's objective and know what its policies are. Definite policies clearly stated and understood by all are one of the most effective tools available to any organization for harmonious day-to-day operations and the achievement of their common objective.

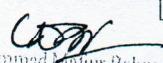
BREB expects the Board of Directors of each PBS to fulfill its obligation to maintain written policies in usable form for the guidance of everyone in the PBS's family of directors, employees, and member-owners.

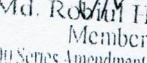
## **(2) HOW TO IMPLEMENT THE AMENDMENT/UPDATING OF PBS INSTRUCTION**

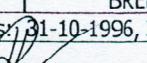
The compliance of the procedures as laid down in the BREB Board decision no.13132 (**Annexure-III**) in regard to amendment or updating or reviewing of PBS Instruction(s) by the PBS and/or BREB authority/ office(s) shall be mandatory.

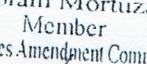
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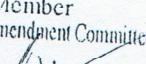
  
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Md. Imdadul Islam  
Member Secretary  
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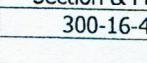
  
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SUGGESTED SAMPLE FORMAT FOR POLICY STATEMENT

## Policy No. 1-1

I. SUBJECT: DEVELOPMENT OF POLICY MANUAL

II. OBJECTIVE: To develop and maintain a manual of written policy statements as a basic management tool of the Board of Directors and the in operating the P.B.S.

III. POLICY: The PBS shall compile and maintain its operating policies in a series of written statements that will be determined by the PBS Board of Directors, in consultation with the, and serve as guidelines for assuring the conduct of the PBS's affairs according to the decisions of the Board and within the requirements set forth in the PBS's Bye-Laws, its Loan Contract and Mortgage with the Bangladesh Rural Electrification Board. The Policy Manual shall be developed using the guidelines of PBS Instruction 300-16.

RESPONSIBILITY: The Senior General Manager/ General Manager shall have the responsibility of administering this policy.

Adopted by the Board:

Date \_\_\_\_\_ By Resolution No. \_\_\_\_\_

Attested:

President

Secretary

Revision:				
BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS				
Original Date	Reviewed by	Approved by	Section & Page	Rev. No
27-06-1979	BREB	BREB Board	300-16-5	02(12/2013)
Revision Dates:	31-10-1996, 24-12-2013			

Syed Mohammed Saherul Azam  
Member  
300 Series Amendment Committee

Md. Rousul Hossain  
Member  
300 Series Amendment Committee

Golam Mortuza  
Member  
300 Series Amendment Committee

১০৯ স্ব. বোর্ড সভাপতি অধীনস্থ  
শিক্ষাজ নং-১০২৭৩

Md. Imdadul Islam  
Member  
300 Series Amendment Committee

Md. Rafiqul Alam  
Member  
300 Series Amendment Committee

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

Md. Nurul Islam  
Member  
300 Series Amendment Committee

Md. Ahsanul Haque  
Convenor  
300 Series Amendment Committee

**ATTACHMENT-II**

**POLICY MANUAL**  
**OF**  
**PALLI BIDYUT SAMITY**

**Index****POLICY STATEMENT CODING**

Series 100	PBS Engineering and Materials
Series 200	PBS Finance and Accounts
Series 300	PBS Management and Administration
Series 400	BREB Administration
Series 500	BREB Engineering and Materials
Series 600	BREB Finance and Accounts
Series 700	BREB Training
Series 800	BREB Board Functions and Assignments



**Revision:**

**BANGLADESH RURAL ELECTRIFICATION BOARD**

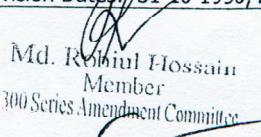
**PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS**

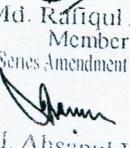
Original Date	Reviewed by	Approved by	Section & Page	Rev. No
27-06-1979	BREB	BREB Board	300-16-6	02(12/2013)

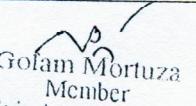
**Revision Dates:** 31-10-1996, 24-12-2013

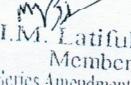
Syed Mohammed Saberul Azam  
 Member  
 300 Series Amendment Committee

  
 Md. Imdadul Islam  
 Member  
 300 Series Amendment Committee

  
 Md. Rafiqul Hossain  
 Member  
 300 Series Amendment Committee

  
 Md. Ahsanul Haque  
 Convener  
 300 Series Amendment Committee

  
 Golam Mortuza  
 Member  
 300 Series Amendment Committee

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

  
 Md. Nurul Islam  
 Member  
 300 Series Amendment Committee

১০১ তম বোর্ড সভায় অনুমোদিত  
 নিম্নরূপ

বোর্ড বিভাগ, সচিবালয়  
বাংলাদেশ পর্যায় বিদ্যুতায়ন বোর্ড  
সদর দপ্তর ভবন, নিকুঞ্জ-২,  
খিলক্ষেত, ঢাকা-১২২৯

### Annexure-III

স্মারক নং- ২৭.১২.২৬৩৭.০৩০.৩১.৫০৮.১৩. ২৮৮

তারিখঃ ১০ অগ্রহায়ণ, ১৪২০ বঙ্গাব্দ  
২৪ নভেম্বর, ২০১৩ খ্রিষ্টাব্দ

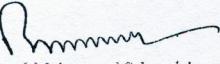
#### দণ্ডরাদেশ

ISO 9001: 2008 এর Quality Management Systems- Requirements এর Quality Policy এর শর্ত অনুযায়ী পরিস উপ-আইন (Bye-Laws)/নির্দেশিকা সংশোধন/সংযোজন/বিয়োজন পদ্ধতি সংক্রান্ত নির্মলণ প্রস্তবনা অনুমোদন করা হলো :

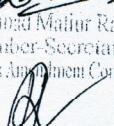
- (ক) বাংলাদেশ পর্যায় বিদ্যুতায়ন বোর্ড এবং পর্যায় সমিতি কার্যক্রমের প্রয়োজনে পরিবোর্ডের বিভিন্ন দণ্ড/পরিদণ্ডের কর্তৃক বোর্ড সভায় অনুমোদনের জন্য উপস্থাপিতব্য প্রস্তাবনাসমূহের মধ্যে পরিস উপ-আইন ও বাপবিবো/পরিস নির্দেশিকা সংশোধন/সংযোজন/বিয়োজন বা নতুন নির্দেশিকা প্রণয়ন সংশ্লিষ্ট বিষয় অন্তর্ভুক্ত থাকলে একই আলোচনা পত্রের সাথে আবশ্যিকভাবে নির্দিষ্ট ফর্মেটে এতদসংক্রান্ত প্রস্তাব উপস্থাপন করতে হবে;
- (খ) বাপবিবো/পরিস নির্দেশিকা সংশোধন/সংযোজন/বিয়োজন বা নতুন নির্দেশিকা প্রণয়নের ক্ষেত্রে বাপবিবো নির্দেশিকা ৪০০-০৮ অনুসরণ করতে হবে;
- (গ) আলোচনা পত্র বাপবিবোর্ডের সচিব- এর দণ্ডের পলিসি শাখার মাধ্যমে বোর্ড সভায় উপস্থাপিত হবে;
- (ঘ) উক্ত আলোচনা পত্রের প্রেক্ষিতে গৃহীত বোর্ড সিদ্ধান্ত সংশ্লিষ্ট নির্দেশিকা বা নির্দেশিকার সংশ্লিষ্ট ধারায় অন্তর্ভুক্ত করে স্থানস্পৃষ্টভাবে নতুন করে মূদ্রণ পূর্বক তা বিতরণ করা হবে;
- (ঙ) বোর্ড সিদ্ধান্তের আলোকে সংশোধনকৃত/নতুন প্রণয়নকৃত নির্দেশিকা মুদ্রণকরণের কাজে প্রস্তাব উপস্থাপনকারী দণ্ডর/পরিদণ্ডর পলিসি শাখাকে প্রয়োজনীয় সহায়তা প্রদান করবে।

এই সিদ্ধান্তের প্রেক্ষিতে এতদসংক্রান্ত পূর্বের বোর্ড সিদ্ধান্ত নং-১৩১৩২ স্থগিত বলে গণ্য হবে।

২৪/১১/২০১৩ ইং তারিখে অনুষ্ঠিত বাংলাদেশ পর্যায় বিদ্যুতায়ন বোর্ডের ৫০৮ (পাঁচশত আট) তম সভায় গৃহীত সিদ্ধান্ত নং- ১৩২০৫ এর ভিত্তিতে এই দণ্ডরাদেশ জারী করা হলো।

  
Syed Mohammed Saherul Azam  
Member  
300 Series Amendment Committee

স্বাক্ষরিত  
২৪/১১/২০১৩  
(মোঃ আহসানুল হক)  
সচিব  
বাংলাদেশ পর্যায় বিদ্যুতায়ন বোর্ড  
ঢাকা।

  
অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণের নিমিত্ত অনুমতিপত্রঃ-  
Md. Rafiul Hossain  
(জোষ্টার ক্রম অনুযায়ী নথে)

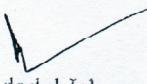
০১। একান্ত সচিব (চেয়ারম্যান), বাপবিবো, ঢাকা।  
০২। উপ-সচিব, পলিসি উন্নয়ন ও রিভিউ বিভাগ, সচিবালয়, বাপবিবো, ঢাকা।

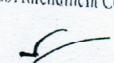
  
Md. Golam Mortuza  
Member  
300 Series Amendment Committee

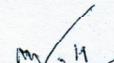
স্বাক্ষরিত  
২৪/১১/২০১৩  
(অর্পণা রামী সাহা)

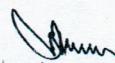
সহ-সচিব (বোর্ড)

বাংলাদেশ পর্যায় বিদ্যুতায়ন বোর্ড  
ঢাকা। ১০৯ তম বোর্ড সভায় অনুমোদিত  
Md. Nurul Islam  
Member  
300 Series Amendment Committee

  
Md. Imdadul Islam  
Member  
300 Series Amendment Committee

  
Md. Rafiqul Alam  
Member  
300 Series Amendment Committee

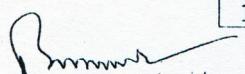
  
Md. Md. Latiful Azam  
Member  
300 Series Amendment Committee

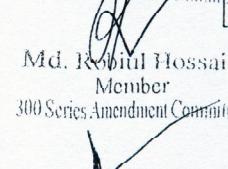
  
Md. Alisanul Haque  
Convener  
300 Series Amendment Committee

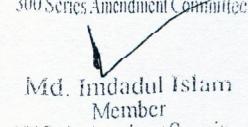
## List of PBS Instructions: 100-Series

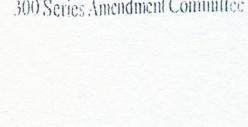
### Title : PBS Engineering and Materials.

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

  
Syed Mohammed Salicul Azam  
Member  
300 Series Amendment Committee

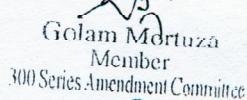
  
Md. Imdadul Islam  
Member  
300 Series Amendment Committee

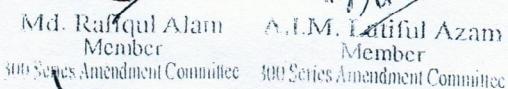
  
Md. Rafiqul Alam  
Member  
300 Series Amendment Committee

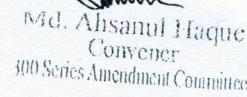
  
Md. Ahsanul Haque  
Convener  
300 Series Amendment Committee

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

  
Md. Golam Mortuza  
Member  
300 Series Amendment Committee

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

  
Md. Nurul Islam  
Member  
300 Series Amendment Committee

৩০০ অন্তর্বর্তী সম্মত অনুমতি  
নিম্নলিখিত তারিখ  
১০/০১/২০১৩

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

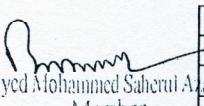
Revision:

**BANGLADESH RURAL ELECTRIFICATION BOARD**

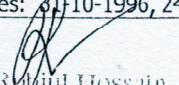
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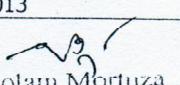
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Revision Dates: 31-10-1996, 24-12-2013

  
Syed Mohammed Saherul Azam

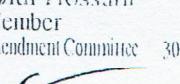
Member  
300 Series Amendment Committee

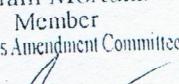
  
Md. Rezul Hossain  
Member  
300 Series Amendment Committee

  
Golam Mortuza  
Member  
300 Series Amendment Committee

১০১ অধ বোর্ড সচিব অনুমতি  
সিদ্ধান্ত নং-১৩২০৩

  
Md. Imdadul Islam  
Member  
300 Series Amendment Committee

  
Md. Rafiqul Alam  
Member  
300 Series Amendment Committee

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

  
Md. Nurul Islam  
Member  
300 Series Amendment Committee

  
Md. Ahsanul Haque  
Convener  
300 Series Amendment Committee

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

Revision:

**BANGLADESH RURAL ELECTRIFICATION BOARD**

**PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS**

Original Date	Reviewed by	Approved by	Section & Page	Rev. No
27-06-1979	BREB	BREB Board	300-16-10	02(12/2013)
Revision Dates: 31-10-1996, 24-12-2013				

Syed Mohammed Saherul Azam  
Member  
300 Series Amendment Committee

Md. Robiul Hossain  
Member  
300 Series Amendment Committee

Golam Mortuza  
Member  
300 Series Amendment Committee

৩০০ সি. এস. এম. কমিটি  
সিদ্ধান্ত নং-০২/১৩

Muhammad Mafuz Rahman  
Member-Secretary  
300 Series Amendment Committee

Md. Rafiqui Adam  
Member  
300 Series Amendment Committee

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

Md. Nurul Islam  
Member  
300 Series Amendment Committee

Md. Imdadul Islam  
Member  
300 Series Amendment Committee

Md. Ahsanul Haque  
Convener  
300 Series Amendment Committee

৩/১

৩/২

৩/৩

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

Revision:

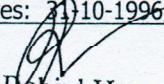
**BANGLADESH RURAL ELECTRIFICATION BOARD**

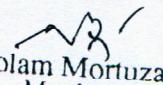
PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS

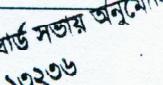
Original Date	Reviewed by	Approved by	Section & Page	Rev. No
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Revision Dates: 21-10-1996, 24-12-2013

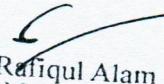
  
Md. Mohammed Saherul Azam  
Member  
Series Amendment Committee

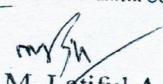
  
Md. Robiul Hossain  
Member  
100 Series Amendment Committee

  
Golam Mortuza  
Member  
100 Series Amendment Committee

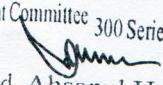
  
১০১ তম বোর্ড সভায় অনুমোদিত  
সিদ্ধান্ত নং-১০২৩৬

  
Md. Imdadul Islam  
Member  
100 Series Amendment Committee

  
Md. Rafiqul Alam  
Member  
300 Series Amendment Committee

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

  
Md. Nurul Islam  
Member  
300 Series Amendment Committee

  
Md. Ahsanul Haque  
Convener  
300 Series Amendment Committee

পর্যবেক্ষণ  
সমূহী পরিষদ  
সচিবালয় পর্যবেক্ষণ বিভাগ

**PBS INSTRUCTIONS: 200 SERIES**  
**Title : PBS Finance**

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

Revision:

**BANGLADESH RURAL ELECTRIFICATION BOARD**

PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS

Md. Mohammed Saberul Azam  
 Member  
 300 Series Amendment Committee

Original Date	Reviewed by	Approved by	Section & Page	Rev. No
27-06-1979	BREB	BREB Board	300-16-12	02(12/2013)

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Muhammad Martin Rahman  
 Member-Secretary  
 300 Series Amendment Committee

Md. Robiul Hossain  
 Member  
 300 Series Amendment Committee

Golam Mortuza  
 Member  
 300 Series Amendment Committee

৩০০ অনুমোদিত  
 সিলগত নং: ১০২৭৬

Md. Imdadul Islam  
 Member  
 300 Series Amendment Committee

Md. Rafiqul Alam  
 Member  
 300 Series Amendment Committee

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

Md. Nurul Islam  
 Member  
 300 Series Amendment Committee

Md. Ahsanul Haque  
 Convener  
 300 Series Amendment Committee

**PBS INSTRUCTIONS: 300 SERIES**  
**Title: PBS Development and Training**

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

Revision:										
<b>BANGLADESH RURAL ELECTRIFICATION BOARD</b>										
PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS										
<table border="1"> <tr> <td>Original Date</td> <td>Reviewed by</td> <td>Approved by</td> <td>Section &amp; Page</td> <td>Rev. No</td> </tr> <tr> <td>27-06-1979</td> <td>BREB</td> <td>BREB Board</td> <td>300-16-13</td> <td>02(12/2013)</td> </tr> </table>	Original Date	Reviewed by	Approved by	Section & Page	Rev. No	27-06-1979	BREB	BREB Board	300-16-13	02(12/2013)
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27-06-1979	BREB	BREB Board	300-16-13	02(12/2013)						

Revision Dates: 30-10-1996, 24-12-2013

Md. Mohammed Saherul Azam

Member

Series Amendment Committee

Md. Imdadul Islam  
Member-Secretary  
Series Amendment Committee

Md. Imdadul Islam  
Member  
Series Amendment Committee

Md. Robiul Hossain  
Member  
300 Series Amendment Committee

Md. Rafiqul Alam  
Member  
300 Series Amendment Committee

Md. Ahsanul Haque  
Convener  
300 Series Amendment Committee

Golam Mortuza  
Member  
300 Series Amendment Committee

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

Md. Nurul Islam  
Member  
300 Series Amendment Committee

১০১ তম বোর্ড সভার অনুমোদিত  
সিদ্ধান্ত নং-১০২০৬  
১২/১২/২০১৪

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

Revision:					
<b>BANGLADESH RURAL ELECTRIFICATION BOARD</b>					
PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS					
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Mohammed Saberul Azam

Member

Series Amendment Committee

Md. Robiul Hossain  
Member  
300 Series Amendment Committee

Golam Mortuza  
Member  
300 Series Amendment Committee

Md. Imdadul Islam  
Member  
10 Series Amendment Committee

Md. Rafiqul Alam  
Member  
300 Series Amendment Committee

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

Md. Nurul Islam  
Member  
300 Series Amendment Committee

Md. Ahsanul Haque  
Convener  
300 Series Amendment Committee

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

Revision:

**BANGLADESH RURAL ELECTRIFICATION BOARD**

PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS

Mohammed Saherul Azam  
Member  
Series Amendment Committee

Original Date	Reviewed by	Approved by	Section & Page	Rev. No
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Muhammad Murtuza  
Member-Secretary  
Series Amendment Committee

Md. Robiul Hossain  
Member  
300 Series Amendment Committee

Golam Mortuza  
Member  
300 Series Amendment Committee

মোস্তাফা আজাম  
সিলেক্ষন পর্সনেল  
সিলেক্ষন পর্সনেল

Md. Imdadul Islam  
Member  
00 Series Amendment Committee

Md. Rafiqul Alam  
Member  
300 Series Amendment Committee

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

Md. Nurul Islam  
Member  
300 Series Amendment Committee

Md. Ahsanul Haque  
Convener  
300 Series Amendment Committee

# BREB INSTRUCTION SERIES - 400

Title : Administrations

Sl. No	Series No	Subject
01	400-01	Standard REB/PBS Instruction Format
02	400-03	Rules relating to Measures to be taken due to undiscipline in Office situated outside of Dhaka
03	400-04	Procedure for Formulation of Policy, Instruction and Amendment thereof
04	400-17	Internal Audit of REB
05	400-18	Non-discrimination among Beneficiaries of REB Programmes
06	400-19	TA/DA of Personal Availing training facilities of REB who are neither Employees of REB nor PBS
07	400-20	Distribution of REB Publications
08	400-21	Criteria for Lateral Construction of PBS Lines
09	400-22	PBS Management and System Operation
10	400-23	Deputation of REB Officers to PBS Systems
11	400-24	Monitoring of PBS's Financial and Accounting Activities
12	400-25	Allotments of Works for Contract Service for REB/PBS

Revision:

## BANGLADESH RURAL ELECTRIFICATION BOARD

Mr. Mohammed Saherul Azam  
Member  
Series Amendment Committee

PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS

Original Date	Reviewed by	Approved by	Section & Page	Rev. No
27-06-1979	BREB	BREB Board	300-16-16	02(12/2013)

Revision Dates: 31-10-1996, 24-12-2013

Mr. Md. Imdadul Islam  
Member  
300 Series Amendment Committee

Mr. Md. Robiul Hossain  
Member  
300 Series Amendment Committee

Mr. Golam Mortuza  
Member  
300 Series Amendment Committee

১০৯ তম বোর্ড সভার অন্তর্বর্তী  
সিক্রিয় নং-১০২৭৬

300 Series Amendment Committee

Mr. Md. Rafiqul Alam  
Member  
300 Series Amendment Committee

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

Mr. Md. Nurul Islam  
Member  
300 Series Amendment Committee

Mr. Md. Ahsanul Haque  
Convener  
300 Series Amendment Committee

**BREB INSTRUCTION SERIES - 500**  
**Title : PBS Engineering and Materials**

Sl. No	Series No	Subject
1.	500-01	Relationship of REB Employees with Equipment Manufacturers, Materials Suppliers, Contractors, Architects and Engineers
2.	500-02	Employments of Locals by Construction of Electric Distribution facilities
3.	500-03	Close Out Procedure for Contract Construction of Electric Distribution Facilities
4.	500-04	Close Out Procedure for Contract Construction of Civil Works
5.	500-05	REB project Division and Electric Operation Division Relationship with the PBS's for Electric System Operation
6.	500-06	Material Administration Policies and Procedures
7.	500-07	Distribution Lines Energization Policies and Procedures
8.	500-08	Material Coding Procedure
9.	500-09	PDB Line Take Over Policy and Procedure
10.	500-10	Standard for power utilization of Three-phase Meters Meter Test, Repair and Sealing Policy
11.	500-11	Extension of Single-phase and Three-phase Distribution Lines on deposit work basis in order to provide Electric facilities
12.	500-12	Allotments of Works for Contract services for REB/PBS
13.	500-13	Extension of PBS Distribution Lines in the Residential Commercial and Industrial Consumers within the Area of Housing Complex
14.	500-14	Centrifuging Transformer Oil by REB Filter Machine
15.	500-15	Policy on Civil Construction and its Supervision under REB
16.	500-16	Testing and Energizing of Three-phase Oil Circuit Reclosers (OCR) by 11 KV Supply Source in System Operation Workshop
17.	500-17	Principal of Inventory in REB Central Warehouse and Project Stores
18.	500-18	Policy for Selling & Renting Tools to Line Construction Contractors and realising the Cost of Damaged and Loss Tools
19.	500-19	Appointment of Surveyor for REB Imported Materials
20.	500-20	Electrical Consultancy Service within the premises of under construction/proposed Industrial Complex, Institution, under Govt./ Semi-Govt./Autonomous/Board, or Corporation/ Nationalized or Private Sector

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

Mohammed Saherul Azam  
Member  
series Amendment Committee

uhammad Matiur Rahman  
Member-Secretary  
0 Series Amendment Committee

1d. Imdadul Islam  
Member  
Series Amendment Committee

Md. Robul Hossain  
Member  
300 Series Amendment Committee

Md. Rafiqul Alam  
Member  
300 Series Amendment Committee

Golam Mortuza  
Member  
Series Management Committee

I.M. Latiful Azam  
Member  
Series Amendment Committee

Md. Nurul Islam  
Member  
300 Series Amendment Committee

৫০৯ তম বোর্ড সভায় অনুমোদিত  
সিদ্ধান্ত নং ১০২৩৬

**BREB INSTRUCTION SERIES - 600**  
**Title : Finance and Accounts**

<b>Sl. No</b>	<b>Series No</b>	<b>Subject</b>
01	600-01	Uniform System of Accounts Accounting Manual
02	600-02	Imprest Fund
03	600-03	Signing and Counter-signing
04	600-04	Fidelity Guarantee Requirement for REB Employees
05	600-05	REB Annual Budget
06	600-06	Purchase Orders
07	600-07	Vouchers Approval of time of Payment
08	600-08	Internal Control of REB Operation
09	600-09	Accounting procedures Manual
10	600-10	Procurement Manual
11	600-11	Establishment of Operating Fund for Palli Bidyut Samity Working Capital Requirement
12	600-12	Cash Disbursement Fund
13	600-13	Wiring Material Credit Sales to PBS Procedures
14	600-14	Equipment Rental Procedures
15	600-15	Depreciation Rates and Procedures
16	600-16	Utility Uniform System of Accounts
17	600-17	Realise of Contractor Retention
18	600-18	Material Accounting Policies
19	600-19	Sub-station Transformer Insurance
20	600-21	Monitoring Financial Activities of the PBS
21	600-22	Guideline for Establishing CPRs
22	600-24	Audit Manual
23	600-25	Audit of REB Borrower Accounting Records - A Guide for External Auditors.
24	600-26	Determination of PBS Long Term Loan-Moratorium Period
25	600-27	Monitoring Foreign Currency Utilization
26	600-28	Audit Procedures Manual, Internal Audit
27	600-29	Import Procedure of Materials and Equipment Necessary for Operation and Maintenance of PBS
28	600-30	Auditing of Contractor's Bill before 90% Payment

Revision:

**BANGLADESH RURAL ELECTRIFICATION BOARD**

**PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS**

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Revision Dates: 31-10-1996, 24-12-2013

Mohammed Saherul Azam  
Member  
Series Amendment Committee

Md. Robiul Hossain  
Member  
300 Series Amendment Committee

Golam Mortuza  
Member  
300 Series Amendment Committee

১০৯ তম বোর্ড সভায় অনুমোদিত  
সিদ্ধান্ত নং-১০২৩৬

Md. Imdadul Islam  
Member  
00 Series Amendment Committee

Md. Rafiqul Alam  
Member  
300 Series Amendment Committee

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

Md. Nurul Islam  
Member  
300 Series Amendment Committee

Md. Ahsanul Haque  
Convener  
300 Series Amendment Committee

**BREB INSTRUCTION SERIES - 700**  
**Title : PBS Development and Training**

<b>Sl. No</b>	<b>Series No</b>	<b>Subject</b>
01	700-01	Assignment and Function of Directors and Other Officers of the Directorate of Training
02	700-02	PBS Election Commission
03	700-03	Grading of PBS
04	700-04	PBS Development Manual
05	700-05	Responsibility Assignment of Directorate of PBS Development
06	700-06	Vehicle of BREB
07	700-07	Medical Attention for Trainees during Training
08	700-08	Appointment of Legal Advisor in the PBS
09	700-09	Selection Procedures of PBS Personnel in Responsive Department Head
10	700-10	Policy for Identification and Listing of Unutilized Material and their Destruction/ Removal
11	700-11	Distribution Policy of Training Manual
12	700-12	Testing Policy for REB Training Directorate

**BREB INSTRUCTION SERIES - 800**  
**Title : Board's Functions and Assignments**

<b>Sl. No</b>	<b>Series No</b>	<b>Subject</b>
01	800-01	Functions and Assignments of the Chairman and Other Members of the Board
02	800-02	REB Organizational Manual

Revision:				
<b>BANGLADESH RURAL ELECTRIFICATION BOARD</b>				
PBS Instruction 300-16 : A GUIDE FOR A POLICY MANUAL FOR PBS				
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Muhammad Sahenul Azam  
 Member  
 Series Amendment Committee

*CCW*

Muhammad Manir Rahman  
 Member-Secretary  
 300 Series Amendment Committee

Md. Imdadul Islam  
 Member  
 300 Series Amendment Committee

Md. Robul Hossain  
 Member  
 300 Series Amendment Committee

Md. Rafiqul Alam  
 Member  
 300 Series Amendment Committee

Golam Mortuza  
 Member  
 300 Series Amendment Committee

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

Md. Nurul Islam  
 Member  
 300 Series Amendment Committee

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 সিদ্ধান্ত নং-১০২০৬

Md. Ahsanul Haque  
 Convener  
 300 Series Amendment Committee