

**BANGLADESH RURAL ELECTRIFICATION BOARD
DHAKA, BANGLADESH**

PBS INSTRUCTION 300-03

SUBJECT: RECEIVING, ISSUING AND USE OF METERS, METER SEALS AND SEALING TOOLS.

Date of Approval : 19-05-1984

Last Revision : 19-02-2020

PURPOSE: To establish procedures for control, and documentation for use by the PBS, of subject materials and equipment.

POLICY: Firm control and complete records shall be maintained on receipt, disbursement and movement of meters issued for use by the PBS, and for the use of meter seals and sealing tools.

PROCEDURE:

A) Warehousing and Stores Record Keeping

1. Receipts and disbursements of meters (single phase and three phase), meter seals and sealing tools shall be carried out in accordance with established material handling procedures. Records of receipts and issues shall be maintained in accordance with prescribed material accounting systems.
2. As subject materials are received by the PBS, receiving reports shall be prepared. These shall be recorded in the appropriate stock records in the PBS Store.
3. Removal of these materials from the warehouse shall be documented by issuance of Material Charge Tickets which will accompany delivery of materials to the meter testing personnel. Material Charge Tickets for meters issued for use by the PBS shall be noted "METER MEMO."

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B) Recording Use Of Meters By PBS

1. Meters issued for PBS use shall be accompanied by material charge ticket. These meters will be issued to the meter room, and the meter testing personnel will acknowledge receipt by signing the Material Charge Ticket.
2. The O&M Department shall prepare and maintain meter received and issued registers and meter records books by Manufacturer and type of meter. These shall be maintained in the meter room. Formats for these register books are attached to this Instruction as Exhibits A & B. The meters received and issued register (Exhibit-A) shall record quantities of meters received, issued and balance on hand. The Meters Record Book (Exhibit-B) shall record data on each meter processed through the meter room.
3. As meters are received in the meter room from the PBS store, the information from Material Charge Tickets, shall be recorded in the appropriate meters received and issued register.
4. As meters are tested, calibrated, or otherwise prepared for use, they shall be recorded in the appropriate Meter Record Book. Simultaneously, either a Meter Record Card (REB Form 260) or a Meter Test Data Sheet (REB Form 576) shall be prepared. If the meter is new a Meter Record Card shall be prepared. If the meter is not new a Meter Test Data Sheet shall be prepared. These shall be given to Finance Department along with the completed CMO. After the information from the Meter Test Data Sheet has been recorded in the meter record card, the meter test data sheet shall be returned to the meter tester.

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5. Issuance of meters for installation by the PBS shall be made by Customer Meter Order (CMO) initiated by the Finance Department and delivered to the O& M. Department. As meters are issued for installation, the Meter Tester shall record the meter data in the CMO and shall simultaneously record the issuance of the meter in the meter records book.
6. At the end of each day the total number of meters issued, and recorded in the Meter Record Book, shall be recorded in the meters received and issued register.
7. For meters which are to be removed from the customer's premises, the Finance Department will prepare and deliver to the O&M Department; CMO's ordering the removal of specified meters. As the meters are removed, they shall be returned to the meter room. For these, Material Credit Tickets shall be prepared by the O&M Department. These material credit tickets shall be noted. "METER MEMO" and will not be recorded in Stores Ledgers.
8. Procedures for re-use of these meters, and record keeping for re-usable meters, will be the same as for meters received from the store.
9. For meters which are damaged beyond repair, as determined by O&M Department, Material Salvage Tickets shall be prepared. All meter data shall be recorded in the Material Salvage Tickets, which together with the meters shall be delivered to the warehouse - to be handled and/or disposed of as other scrap materials.

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10. The quantities recorded in the Material Salvage Ticket shall be recorded in the meters received and issued register.

Note: Three phase meters are tested and calibrated by REB in accordance with Instruction 100-40; however, record keeping by the PBS shall be in accordance with the foregoing procedures.

C) Procurement, Use and Storage of Meter Seals and Seal Pliers

1. Procurement Procedure: All kind of seals (lead seal, padlock seal and seal pliers) will be procured by BREB/PBS as per requirement. The specifications of the above materials have to be fixed before procurement. The chemical, metallic and mechanical properties will be noted during finalization of specifications. The shape and size will be special type as if, it could be isolated easily in comparison to the other seals. The design of the seal pliers will be special complex type. The seal pliers of the offices will bear separate identity marks. The seal plier will be procured from such as organization that they must be strict to maintain the secrecy. In case purchases of such materials through BREB each PBS will send its requisition within June for the next year to MPS Directorate of BREB.
2. Use of Storage Procedure: The authorized representative of a PBS will receive the seals, padlock seals and seal pliers and it will be received through receiving reports. Each PBS will have two seal pliers for the HQ, one will be kept to the Senior General/General Manager and another will be allocated to Assistant General Manager, O&M for meter testing purpose and

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all Zonal offices of the PBS will have Two seal plier, one will be kept with the Senior General/General Manager, and DGM, Zonal office will be custodian of the other seal plier which will be issued in his favour.

When the seal plier with the meter testing room or of Zonal Offices will be unserviceable due to excess use then another will be used which was kept in custody of the Senior General/General Manager. The unserviceable seal plier will be sent to System Operation Directorate for repairing and if it goes beyond repair, then it will be disposed through condemnation. System Operation Directorate will take initiative to repair it and if it will not be possible then it will be repaired through the supplying Organization.

3. The Accounting of Padlock seal and Lead seal

- a. The requisite quantity of padlock seals and lead seals will be issued to Meter Testing Supervisor/ Meter Tester through charge tickets and the said officer will receive the materials by signing in the charge tickets.
- b. The Meter Testing Supervisor / Meter Tester will supply the seals received in the meter testing room Meter tester will use the requisite quantity of seals against each meter.
- c. The quantity of the lead seals will be recorded in a register which are received by the The Meter Testing Supervisor / Meter Tester issued to the meter testing room for use. According to the attached Exhibit - C the accounting will be recorded after daily use and the Meter

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Tester will sign the register updating the accounts. If any lead seal is damaged during use of seal plier then it will also be entered into the register and remarks will be recorded in the remarks column..

- d. A separate register will be kept for padlock seal (Exhibit-D). Meter number will be mentioned against padlock seals in the register. At the end of the day the used and the balance padlock seal shall be updated and signed by the Meter Tester.
 - e. At the end of the day Assistant General Manager, O&M shall check the register and put his signature.
 - f. Assistant General Manager, O&M will check the register at in of every week and will confirm the accounting of seals by signing.
4. Sufficient numbers of padlock seals shall be given to Disconnect Linemen to carry out disconnections for nonpayment assignments. Replaced seals shall be kept in safe custody.
 5. Lead seals will be affixed to meters as the meters are recorded in the Meter Record Book.
 6. Padlock seals will also be attached to meters - to be sealed by Linemen as meters are installed.
 7. Disconnect personnel shall record, in the disconnect lists, both the number of seals removed and the seals installed during disconnection for nonpayment.

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D) Establishment of Initial Stock and Replenishment of Stock of Meters and Meter Seals for Use by the PBS.

1. Assistant General Manager, O&M shall ensure that sufficient quantities of materials are maintained in their stock for use as needed.
2. Replenishment of stocks of materials shall be made by Material Charge ticket as described in this Instruction.

E) Accounts of spare parts available from damaged/rejected Meters imported or locally purchased.

1. Assistant General Manager, O&M shall ensure that sufficient quantity of meter parts are made available for use in PBS whenever required.
2. Receipts and disbursement of meter parts (single phase and three phase) shall be carried out in accordance with established material handling procedures.
3. A separate meter parts register as shown in Exhibit- E shall be maintained in PBS store/meter room.
4. Removal of the parts from the PBS store shall be documented by issuance of Material Charge Tickets which will accompany with delivery of meter parts to the meter testing personnel. Material Charge Tickets for meter parts issued for use by the PBS shall be noted as "METER PARTS MEMO".

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5. A meter parts are reviewed in the meter room from the PBS store, the information from Material Charge Tickets shall be recorded in the appropriate meter parts reviewed and issued register.

6. At the end of each day the total number of meter parts issued, shall be recorded in the meter parts issued and reviewed register.

F) Establishment of accounts for rejected meters.

A separate register for rejected meters and useable meter parts from rejected meters will be maintained (Exhibit-F) in meter room.

G) Meter Seal Register

Separate meter seal register for both lead seals and padlock seals respectively (Exhibit-C and Exhibit-D) shall be maintained in meter room by meter testing personnel. The accounting procedure and responsibilities of concerned personnel have been stated in C(3) above.

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REB FORM NO. 260

METER RECORRD CARD

METER DATA- (By meter dept.)					
MANUFACTURER.....					
TYPE.....		CLASS		SERIAL NO.....	
TEST AMPS.....		VOLTS.....		KWH	
FULL SCALE DEMAND-KW.....				MULTIPLIER	

INSTALLATION AND REMOVAL DATA.

(By Finance Dept. - From customer meter order)

CONSUMER NAME	LOCATION/ ACCOUNT NO.	INSTALLATION		REMOVAL	
		DATE	READING	DATE	READING

DATE RETIRED.....REASON.....REFERENCE.....

REB FORM NO. 576

METER TEST DATA - (From Meter Dept.)

TEST DATE	REASON FOR TEST	AS FOUND				AS LEFT				TYPE OF REPAIR	TEST BY
		KWH READING	FL	LL	50% PF	KWH READING	FL	LL	50% PF		

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EXHIBIT-A

METERS RECEIVED AND ISSUED REGISTER

Manufacturer _____ Type _____ Class _____

Serial Line No	Date	Meters Received		Meters Issued		Balance in Hand	Remarks
		Quantity	Ticket No	Quantity	Meter Record Book Ref.		

EXHIBIT-B

METER RECORDS BOOK

Manufacturer _____ Type _____ Class _____

Serial Line No	Date Tested	Serial No of Meter	Date Issued	CMO No.	Received By Name - Sig	REMARKS

EXHIBIT - C

REGISTER FOR USE AND ISSUE OF LEAD SEALS

Receive			Issue			Balance in Hand	Signature of Meter Tester	Counter Signature of AGM(COM)	Remarks
Date	Charge Ticket No.	Qty	Date	Meter No.	Qty				

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EXHIBIT - D

REGISTER FOR USE AND ISSUE OF PADLOCK SEALS

Receive			Issue			Balance in Hand	Signature of Meter Tester	Counter Signature of AGM(COM)	Remarks
Date	Charge Ticket No.	Qty	Date	Meter No.	Qty				

EXHIBIT - E

METER SPARE PARTS ACCOUNTING REGISTER

Item No. _____ Description of Spares _____ Type _____ Page No. _____

Date	Source of Receipt	Quantity of Spare Parts	Quantity of Issue for use in Meter	Name of the User	Balance	Remarks

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EXHIBIT - F

REGISTER FOR USABLE PARTS FROM REJECTED METER

Date	Meter No.	Type & Name of Maker	Base	Cover / Glass	Register	Rotor / Disc	Magnet	Bearing		Current Coil & Voltage Coil	Terminal Block
								Lower	Upper		

EXHIBIT - G

MATERIAL CREDIT TICKET FOR SEAL

METER MEMO

TICKET NO.....

DATE.....

Returned BY.....

Office.....

Serial No	Item No	Manufacturer	Meter No	Reading	Remark

Returned by

Name

Receive by

Name

Approved by

Name

Designation

Designation

Designation

Distribution

1. Meter ROOM
2. Concerned person

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EXHIBIT - H

PADLOCK SEAL (BLUE & RED) ISSUE REGISTER
(For use SBO, R/C/CMO & DNP)

Serial No	Issue Date	T.T.S/Padlock Seal No	Consumer A/C	SBO/C MO NO	Received By		Date of Work DONE
					Name & Designation	Signature	
1	2	3	4	5	6	7	8

Old Seal Return		Old Seal Return By		Return of excess Seal By		Remarks
Serial No	Date	Name & Designation	Signature	Cause	Date	
9	10	11	12	13	14	15

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