



Bangladesh Power Development Board

**INTEGRATED MANAGEMENT SYSTEM
(BASED ON ISO 9001:2015, ISO 14001:2015 & ISO
45001:2018 STANDARDS)**

PROCEDURE FOR HUMAN RESOURCE DEVELOPMENT



INTEGRATED MANAGEMENT SYSTEM

Document No.:
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1.0 Purpose

- To run BPDB with a sound & appropriate Human Resource policy
- To improve the competency of the employee through identified training

2.0 Scope

Applies to the whole of Bangladesh Power Development Board Integrated Management System

3.0 Terms & Definition

Definition

None

Abbreviations

BPDB – Bangladesh Power Development Board
MR – Management Representative
DMR – Deputy Management Representative
CE – Chief Engineer
SE – Service Engineer
EE – Electrical Engineer

4.0 Roles and Responsibility

Tasks in Reference Clause nos.	Responsibility
5.0, 5.1	Board
5.2	Board/CE/SE, Selection Committee, Requirement stipulated by government, Director Personnel,
5.3	Director Personnel, Board,
5.4	Concerned Chief Engineer, Chairman/concerned Member, Board/ Director Personnel,
5.5	Director Accounts, Director Personnel
5.6, 5.7, 5.8	Competent Authority, Concerned Controlling Officer,
5.9	All Employees
5.10, 5.11, 5.12, 5.13	Director Discipline, Concerned Controlling

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	Officer, Board/CE/SE/EE, Competent personnel
5.14, 5.15	Director Security & Intelligence, Chief Medical Officer, MR/DMR

5.0 Procedure

- Human Resource planning & management HRM deals with planning for human resources are done for
 - Long-term basis &
 - short-term basis.
- Permanent posts & organization chart (organogram) are created matching the long term HR need while temporary posts & organization chart (organogram) are kept for the short-term HR activities like in projects, Quality Both permanent & temporary HR I management are done following the rules & regulations laid down in this procedure and Service Rules of BPDB and policy of management considering interest of the Board.
- The Board of Members of BPDB may change or amend these Rules from time to time as it may deem fit.

5.1 Organizational Setup:

Categories and classification of posts:

a. **Regular:** which shall be either permanent or temporary;

- Permanent Post: which shall be a post carrying a definite scale of pay and sanctioned without limit of time
- Temporary Post: which shall be a post carrying a definite scale of pay but sanctioned for a limited period

Creation of posts:

- All permanent posts of officers and other employees shall be created with the approval of its Board of Members while the Chairman of the Board will sanction a temporary post. (Employee means an Employee of the Board to whom these rules apply.)
- Seniority among employees appointed to posts in such cadres shall thereafter be regulated as per rules. Appointment to all regular posts shall be made:
 - by direct recruitment following recruitment policies and guidelines; or
 - by promotion following promotion policies and guidelines

5.2 Recruitment and General Conditions of Service

Recruitment will be done following quota, age limitation, freedom fighters quota administered by government from time to time

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Creation of posts

All posts of officers and other employees shall be created by the Board

Categories and classification of posts:

- (1) The posts shall be of two categories, namely:
 - (a) Regular, which shall be either permanent or temporary; and
 - (b) Casual.
- (2) A permanent post shall be a post carrying a definite time-scale of pay, and sanctioned without limit of time.
- (3) A temporary post shall be a post carrying a definite time-scale of pay but sanctioned for a limited period.
- (4) A casual post shall be a post created for-
 - (a) The performance of duties of a casual (7, day to-day) or intermittent character; or
 - (b) The execution of a particular work.
- (5) All posts shall be classified into following classes, namely:-
 - (a) Class-I:
 - (b) Class-II:
 - (c) Class- III: and
 - (d) Class-IV.
- (6) The Board may constitute cadres with regular posts, the qualifications for and duties of which are similar. Seniority among employees appointed to posts in such cadres shall thereafter be regulated as per serial no.3 of this document.

Method of recruitment:

- (1) Appointment to all Class I and Class II posts shall be made:-
 - (a) By direct recruitment; and
 - (b) By promotion on such proportion as may be fixed in each case by the Board, from time to time, with previous approval of the Government.
- (2) Appointment of all Class III posts, except in case of first entry post, shall be made-
 - (a) In case of non-technical post, by promotion or by direct recruitment on such proportion as may be fixed in each case by the Board; and
 - (b) In case of technical post, by promotion or by appointment from the trained apprentices or by direct recruitment as may be determined in each case on the Board.

Advertisement for recruitment:

1) All appointments by direct recruitment shall be made after the same is advertised in the daily newspapers/ internet in Form No.1. (2) All applications for appointment to the posts advertised under sub- rule (1) shall be in Form No.2 and shall be accompanied by Advertisement for recruitment:

1) All appointments by direct recruitment shall be made after the same is advertised in the daily newspapers/ internet in Form No.1. (2) All applications

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for appointment to the posts advertised under sub- rule (1) shall be in Form No.2 and shall be accompanied by a crossed postal order of the value as decided by the Board form; time to time:

Selection Committee:

(1) Appointment to Class I and Class II posts shall be made by the Board on the recommendations of the Selection Committee which shall, in the case of Class I posts, be the Board itself and, in the case of Class II posts, consist of a Member of the Board or the Chief Engineer of the Board as Chairman and two such other Class I officers as may be nominated by the Board.

(2) Where the Chief Engineer is competent to make appointment, the Selection

Committee shall consist of-

(a) The Superintending Engineer or Manager or Director concerned; and

(b) Two immediate subordinate officers, one being directly in-charge of the establishment matters of their respective offices.

(3) Where the Superintending Engineer or Manager or Director is competent to make appointment, the Selection Committee shall consist of-

(a) The Executive Engineer or Head of office concerned; and

(b) Two immediate subordinate officers, one being directly in-charge of the establishment matters in their respective offices.

(4) For proper evaluation of a candidate's suitability, such experts as may be considered necessary may be co-opted as additional members of any of the Selection Committees.

Procedure of selection of candidates:

(1) There shall be conducted written, oral and, wherever necessary, practical examinations and tests in such subjects as may be determined by the Board for the purpose of selection of persons for appointment to the posts.

(2) All candidates shall be assessed and evaluated separately in Form No. 3. The aggregate of the marks given by each member of the Selection Committee and the marks obtained in the examination and test shall determine the position of the candidate and the Selection Committee shall make recommendations in order of preference Proceedings of the Selection Committee shall be duly recorded and signed by all members thereof.

Age:

(1) A person selected for appointment shall not be less than 18 years and more than 30 years of age at the time of entry into service of the Board: Provided that the Board may, in individual cases, relax the upper limit of age on the grounds of special technical qualification or experience.

(2) A declaration of age, supported by the Matriculation or school leaving or equivalent certificate, MSDS by an applicant at the time of, or for the purpose of, entry into the service of the Board shall be deemed to be binding on him

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and no revision of such declaration shall be allowed at a later date for any purpose whatsoever.

Note. -

(1) The expression "equivalent certificate" implies similar certificate issued by a Madrasa or any Education Board or any other school leaving certificate granted by a competent authority where date of birth or age is specified.

(2) In the case of a person who cannot produce a certificate mentioned above as valid proof of age, his personal declaration of age certified by an authorized medical officer may be accepted at the time of entry to the service of the Board.

Requirement stipulated by government

Physical fitness and antecedents:

(1) No person shall be appointed to a post other than a Class IV post unless he is declared physically fit in Form No.4 by a medical officer nominated by the appointing authority.

(2) All candidates shall be assessed and evaluated separately in Form No. 3. The aggregate of the marks given by each member of the Selection Committee and the marks obtained in the examination and test shall determine the position of the candidate and the Selection Committee shall make recommendations

Note:

(1) The senior Medical Officer of the Board shall be the medical officer within the meaning of this sub-rule for Dhaka, Narayanganj and their surrounding areas while the Civil surgeons, where available, or doctors of equivalent rank in charge of the local hospitals may act as medical officer for other areas.

(2). In the case of appointment to a Class IV post no such declaration shall be required except where the appointing authority, for special reasons, considers it necessary.

(3) No person shall be appointed in any post without obtaining a satisfactory report from the police about his antecedents. In special cases, where it is not possible to obtain the verification report before appointment, care shall be taken to get the verification report from the police immediately after appointment is made.

(4) No person who has been dismissed, removed or compulsorily retired from the service of the Republic or a local authority and whose antecedents are not satisfactory, shall be eligible for appointment under the Board

Probation:

1) Persons selected for appointment to a post shall be appointed on probation for a period of one year: Provided that the appointing authority may, by an order in -writing, extend the period of probation in the case of any person or terminate his service if his performances during that period are found unsatisfactory.

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(2) After successful completion of the period of probation including the extended period, if any, the competent authority shall confirm the service of the employee in writing.

Certain conditions of services:

- (1) Unless in any Case it is otherwise distinctly provided, the whole time of an employee shall be at the disposal of the Board and he may be employed in any manner in any place required by the Board.
- (2) Two or more employees shall not be appointed on a substantive basis to the same post at the same time.
- (3) An employee shall not be appointed to two or more regular posts at the same time.
- (4) An employee shall not be appointed substantively to a post on which another employee holds a lien.

Lien:

- (1) An employee holding a regular post shall retain a lien on that post –
 - (a) While performing the duties of that post
 - (b) While holding a temporary post or officiating in another post.
 - (c) During joining time on transfer to another post.
 - (d) While on leave;
 - (e) When temporarily deputed or transferred under any organization within or outside Bangladesh with the specific orders of the Government; and
 - (f) While under suspension.
- 2) The lien of an employee on a regular post shall be terminated –
 - (a) On his appointment substantively to another regular post; and
 - (b) In the case of an employee deputed or transferred outside the Board, if he does not return to the service of the Board within a period of three years.

Transfer:

An employee may be transferred from one post to another provided he shall except as a result of punishment under these rules or at his own request in writing, not be transferred to a post carrying pay lower than the pay of the post on which he holds a lien.

Pay and allowances:

An employee shall draw the pay and allowances attached to the post with effect from the date he assumes the duties of that post and shall cease to draw the pay and allowances as soon as he ceases to discharge those duties.

Note- In this rule, "date" means the forenoon of the day in question, for example, if charge is assumed or transferred before noon of a day, it shall take effect from that day and if charge is assumed or transferred in the afternoon, it shall take effect from the following day.

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5.3 Fixation of Seniority

Seniority on first appointment:

Seniority on first appointment shall be as under

- (a) where the appointment is made on the recommendation of a Selection Committee, the seniority shall be fixed by the Selection Committee on the merit of the candidates, and the seniority thus fixed shall be taken as the seniority in the cadre provided the candidate or candidates joined within the time limit given in the appointment order and, where no such time limit is given, within 21 days from the date of issue of the order;
- (b) Where only one person is appointed to a post his seniority shall be determined on the basis of his appointment to the post. The seniority of thy candidate who could not join within the time limit mentioned in clause (a) shall also be counted from the date of joining

Seniority on transfer:

Employees who have been transferred from one Directorate or Office to another Directorate or Office shall carry their seniority as from the date of joining their first appointment in the cadre.

Seniority on promotion:

- 1) Seniority on promotion shall take effect from the date of issue of the promotion order or from the date mentioned in such order.
- (2) The seniority of the employees promoted simultaneously shall be determined on the basis of merit recorded by the Selection Committee.

Savings:

No claim for appointment or promotion of an employee based on the seniority determined according to these rules shall be entertained in such a way to affect adversely on appointment or promotion already made before these rules come into force.

5.4 Criteria for Promotion

Promotion in certain cadres:

- (1) Posts in the cadre of Chief Engineers, Additional Chief Engineers and Superintending Engineers and Directors, Additional Directors and posts with equivalent time-scales of pay and such other posts as may be specifically notified as such by the Board, from time to time, shall be treated as selection posts and shall be filled in by promotion from the immediate lower cadre.
- (2) Posts in the cadre of Executive Engineers, Deputy Directors and other equal ranks may be filled in by promotion from the immediate cadre.
- (3) Nothing in this rule shall affect the powers of the Board to fill in special cases, any post by appointing thereto any person on contract or on deputation from Government service.

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a) For promotion to selection post outstanding merit shall be the sole. Criterion, seniority in the cadre being taken into consideration in the cases of indistinguishable merit only;

(b) For promotion to other posts, merit-cum- seniority shall be the criterion. All promotions up to the ranks of Superintending Engineer and Director shall be subject to the examination and test as per serial no 2.6 (1) of this document (2) Promotions to the posts in Class III in the offices under the direct control of the Chairman and Members of the Board and the Directorates under them in the headquarters shall be given by the Director (Personnel) with the approval of the Member (Administration) and on the recommendation of the appropriate Selection Committee.

(3) Promotion to the posts in Class II and above shall be given by the Board on the recommendation of the appropriate Selection Committee.

(4) In case of transferred Government servants, no promotion shall be given effect to without the previous approval of the Government

Note. –

In consideration of the penalized nature of jobs, the promotions to the posts of Grid Station Operator, Shift-Supervisor, Foremen 'C' Foremen 'D' and Welder 'D' in Class II shall be given by the Chief Engineer concerned on the recommendation of the appropriate Selection Committee.

Seniority and promotion of employees of different Grades:

Seniority and promotion of employees of different Grades.-

(1) The seniority list of all employees from Grade X to VIII belonging to me unless under the jurisdiction of the Chief Engineers, except the seniority list of Grade VIII employees of Accounts, Audit, Finance and Revenue (Commercial Operation) Cadre irrespective of their place of posting shall be prepared and maintained in the offices of the respective Chief Engineers on the basis their grade and cadre. Promotion up to Grade VII shall be given by the Chief Engineers on the basis of that seniority list in accordance with existing rules.

(2) In case no suitable employee, is available or is found fit for promotion to a post under the jurisdiction of any Chief Engineer, service particulars of similar .employees under jurisdiction of other Chief Engineers may then be collected through circular and, thereafter, promotion may be given as per existing rules.

(3) The seniority list of all employees from Grade X to Grade VIII belonging to the offices under direct control of the Chairman and Members of the Board, and office (if any) outside the jurisdiction of the Chief Engineers, shall be prepared and maintained in the Directorate of Personnel of the Beard on the basis of their grade and cadre. Promotion up to Grade VII shall be given by the Directorate of personnel on basis of their grade and cadre in accordance with existing rules with approval of the, Member (Administration.)

(4) The Seniority list of the employees from Grade VII and above and the seniority list of employees of Accounts, Audit, Finance and Revenue (Commercial Operation), Cadre of Grade VIII irrespective of their place of

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posting under the Board shall be prepared and maintained centrally in the Directorate of Personnel on the basis of their grade and cadre.

(5) Promotion to the posts IN Grade VI and above and in case of Accounts, Audit, Finance and Revenue (Commercial Operation) from Grade VIII to above shall be given by the Directorate of Personnel on the basis of the seniority list mentioned in sub-rule (4) in accordance with the existing rules with the approval of the Member (Administration) of the Board as the case may be

(6) For the purpose of sub-rules (4) and (5) the non-technical posts shall be divided into following five cadres On the basis of different types of work in the offices under the Board, namely

(a) General Administration, which shall consist of the employees of

- (i) Central Secretariat of the Board,
- (ii) Directorate of Personnel,
- (iii) Directorate of Estate and Transport.
- (iv) Directorate of Labor Welfare,
- (vi) Kaptai Academy,
- (vii) The field officers engaged in general administration, and
- (viii) Those Directorates which are not included in the four services mentioned below.

Note:- In the Directorate of Security and Intelligence, there is provision for direct appointment of officers in Grade Vi from amongst the experienced, retired personnel of the Armed forces and, Police forces and similarly persons having Diploma in Journalism or persons having experience in the line, are' appointed in the Directorate of Public Relations. In case the employees in Grade VII of the aforesaid Directorates do not possess the special qualifications mentioned above, the case of their promotion will be considered along with the employees in, Grade VII belonging to the Administrative Service.

Similarly, if the employees belonging to the general Administration Service are found to possess the special qualifications mentioned above, they will equally be considered along with the departmental employees of the Directorate of Security and Intelligence and the

Directorate of Public Relations for the purpose of promotion.

(b) Finance, Accounts, Audit and General Manager- (Commercial Operation) which shall consist of the employees of-

- (i) Directorate of Finance,
- (ii) Directorate of Accounts,
- (iii) Directorate of Audit,
- (iv) General Manager (Commercial Operation, and
- (v) Other offices engaged in similar work.

(c) Security and Intelligence which shall consist of the employees of-

- (i) Directorate of Security and Intelligence, and
- ii) Other offices engaged in similar work.

(d) Clearance and Movement and Electrical Equipment which shall consist of the employees of-

- (i) Directorate of Clearance and Movement,
- (ii) Directorate of Electrical Equipment,

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- (iii) Directorate of Purchase, and
- (iv) Other offices engaged similar work.
- (e) Public Relations which shall consist of the employees of
 - (i) Directorate of Public Relations, and
 - (ii) Other offices engaged in similar work.
- Cadres of technical posts in certain ranks Cadres o? technical posts in certain rank; There shall be the following cadres for the technical posts in the ranks from Assistant Engineers to Superintending Engineers and similar other ranks, namely:-
 - (a) Generation and Transmission (Operation and Maintenance), and
 - (b) Development, Distribution, Sales and all other technical posts not included in clause (a).

Note-The Diploma holders shall be recruited to the posts of Sub-Assistant Engineers as feeder service in different cadres and the percentage of vacancies reserved for Diploma holders in the rank of Assistant Engineers shall be as fixed by the Government from time to time.

Change of cadre:

- (1) The Board may, in exceptional circumstances, in the interest of its work, permit an employee to change from one cadre to another cadre.
- (2) The Board may; in the interest of its work, transfer an employee from post in one cadre to a post of equal rank and status in another cadre.

5.5 Fixation of Pay

Pay:

An employee while on duty shall draw the pay attached to his Post, as fixed from time to time 1 and while on leave shall draw the salary as regulated as per serial no.2 of QP- HRM-2.

Initial Pay:

- (1) The initial pay of an employee on first appointment shall, subject to sub-rule (5) of serial no.5.3 of this document, be the minimum, of the time-scale of pay of the post to which he is appointed.
- (2) The initial pay of an employee appointed on promotion shall be fixed at the stage of the time-scale of pay of the, new post which is next above his basic pay including personal pay of the old pest: Provided that if an employee has previously worked in the same post, or a regular post on the same time-scale of pay the initial pay shall not be less than the basic pay which he drew on the last occasion, and he shall count for increment the, period during which he drew that pay on such last and any previous occasion.

Annual increment:

- (1) The annual increment in the time scale of pay shall be drawn as a matter of course, unless it is withheld or forfeited by the, competent authority as

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punishment under serial no. 10 of this document. If the increment is withheld, the withholding authority shall state the period for which it, is withheld.

(2) Increments shall automatically stand withheld on account of failure to pass a compulsory departmental examination within the period prescribed under serial no. 12 of this document and shall not be granted unless It is shown to the satisfaction of the Board that the failure to pass such an examination was due to circumstances beyond the employee's control on successful completion of such an examination he shall get the due increment in the time-scale of pay.

(3) Where, on efficiency bar is prescribed in a time-scale of pay the increment next above the bar, shall not be given to an employee without the sanction of the competent authority. Such sanction shall be based not on the mere absence of an unsatisfactory report out on the positive statement of the reporting officer that the service of the employee concerned has been such as to justify the crossing of the Bar.

(4) The conditions under which service counts for increments in the time-scale-of pay for the post held by an employee are as under:-

- (a) Duty in the post;
- (b) Service in another post, whether in substantive or officiating capacity or on deputation;
- (c) Leave other than extraordinary leave;
- (d) If an employee after officiating in a higher post is reverted to a lower post, the period of service in the higher post shall count for increments in the lower post; and
- (e) when two posts are on identical time scales of pay it should be held that the duties and responsibilities of the posts, are not very different in nature irrespective of the fact whether the pay of the posts is borne in the regular or work-charged establishment or is paid from contingency and the duty rendered in any such post shall be allowed to count towards increment.

(5) An employee may, in the case of first appointment in recognition of special qualifications or experience, and in other cases, in recognition of outstanding performance or merit, be granted one or more advance increments in a time-scale of pay with the prior approval of the Board.

(6) When a competent authority orders, under serial no. 10 of this document, the reduction of an employee to a lower post such authority may allow him to draw any pay, not exceeding the maximum pay of the latter post, which it may think proper.

(7) When a competent authority withholds an increment or orders stoppage at an efficiency bar as a measure of penalty under serial no. 10 of this document, such authority shall state the period for which such penalty shall remain operative.

5.6 Allowances and Honorarium

Compensatory allowance, etc.:

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(1) An employee shall draw the compensatory allowance attached to a post so long he holds that post and shall cease to draw it when he vacates the said post. The compensatory allowance shall also be admissible during the leave including leave preparatory to retirement. (2) The house rent support may be drawn during temporary transfer for a period not exceeding four months provided the authority ordering the transfer certifies in the order that the employee is likely to return to duty to the same station on expiry of such transfer. The house rent support may also be drawn during leave preparatory to retirement.

Honorarium:

(1) The competent authority may grant an honorarium to an employee for work performed which is occasional in character and either so laborious or of such special merit as to justify a special reward. The work should be undertaken with the prior consent of the competent authority and the amount should, where possible, be settled in advance.

(2) The competent authority may, on a casual or intermittent basis, and under such conditions as it may prescribe, allow any of the employees, in individual cases or class of cases, to accept from a Government department or a semi-Government organization or any other organization sponsored by the Government a fee for work done or service rendered by him to such department or organization.

Overtime allowance for extra hours of work shall be allowed by the controlling officer at such rates as may be prescribed by the Government to the employees when required to work beyond the normal working hours in operation, maintenance and repairing of power plants, transmission and distribution lines, sub-stations and other allied installations as well as other works connected with them. The total overtime working hours shall not exceed eight hours in a week; this limit may be relaxed in case of emergency with the consent of concerned Member of the Board.

Shift duty allowance

The employees, when required to work regularly on rotating shift, shall be allowed shift duty allowance at such rates as may be prescribed by the Government.

5.7 Combination of Appointment

Additional allowance for combination of appointment-

When an employee is assigned to perform duties of another post, in addition to his own duties he may be allowed additional allowance on the following terms and conditions namely:-

(a) There shall be a formal order of the competent authority for holding the additional post;

(b) No additional allowance shall be allowed for holding an inferior post;

(c) No additional allowance shall be allowed when the period of dual charge is less than 3 weeks;

(d) For holding additional charge of another post the employee shall draw the pay of his own post plus an additional 20 % of his pay as charge allowance subject to a maximum of Taka 200.00 per month;

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(e) An employee may be allowed by his appointing authority to hold current charge of an additional post for a period not exceeding one month. If for exigencies, such period is required to be extended, prior approval of the Board shall be obtained. But the period of holding current charge by an employee shall, in no case exceed three months.

5.8 Joining Time

Joining time

Joining time may be granted to an employee to enable him-

- To join a new post to which he is appointed on transfer or on promotion while on duty in his old post; or
- To join a new post on return from leave, other than extraordinary leave without, pay.

Pay during joining time

- Joining time shall be regarded as on duty during joining time as per serial no. 8.1 of this document an employee shall be entitled to the pay of his old post.
- An employee who does not join his post within his joining time shall not be entitled to any pay or leave salary on the expiry of joining time. Unauthorized absence from duty shall be treated as misconduct under serial no. 10 of this document.

Period of joining time-

- The joining time admissible to an employee whose transfer does not involve a change of residence from one station to another is one day only, a holiday counting as a day for this purpose, provided if there be more than one holiday he should join immediately after the holidays. .
- In the case of transfer involving a change of residence from one station to another, a period of six days shall be allowed for preparation and another period, subject to a maximum of four days, shall be allowed to cover the actual journey calculated as under:-
 - Journey by rail one day for each 250 miles or any longer time actually occupied in the journey.
 - Journey by river or coastal steamer— - one day for each 50 miles or any longer time actually occupied in the journey;
 - Journey by air actual time in transit;
 - Journey by motor car or other --one day for each 80 miles, or any longer conveyance plying for public hire, time actually occupied in the journey; and
 - Journey by other means one day for each 15 miles.

- Travel by road not exceeding 5 miles to or from a railway or steamer station at the beginning of the journey shall not count for joining time.

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(4) Sunday or holiday shall not count as a day for the purpose of calculation of the joining time under sub-rule- (2).

(5) The competent authority may, in the exigency of service, curtail, or in any special case, extend the period of joining time admissible under this rule.

(6) By whatever route an employee actually travels, his joining time shall, unless the competent authority for special reasons orders otherwise, be calculated with reference to the shortest route which travelers commonly use.

Leave in transit

If an employee takes leave while in transit [from one post to another, the period which i has elapsed since he handed over charge of] his old post shall be included in his leave, unless the leave is taken on medical certificate, in later case, he may be allowed joining time in addition to leave. Note-For the purpose of joining the competent authority means the transferring authority.

5.9 General Conduct and Discipline

Conduct and discipline-

1) Every employee shall

- (a) Conform to and abide by these rules;
- (b) Observe, comply with and obey all orders and directions which may from time to time, be given by the Board and any person or persons under whose jurisdiction, superintendence or control he may be;
- (c) Serve the Board and discharge his assigned duties faithfully; honestly and diligently;
- (d) Use his utmost endeavors to promote the interests of the Board;
- (e) Observe proper decorum and show courtesy in all matters to all concerned and the members of the Public; and.
- (f) Maintain strict secrecy regarding the affairs of the Board.

(2) No employee shall-

- (a) Associate himself with any political organization or otherwise take active part in politics or any political demonstration;
- (b) Absent himself from duties, or leave his station without obtaining permission from his controlling officer;
- (c) Make any public statement 'through press, radio or television unless specifically authorized to do so by the Board;
- (d) Accept or seek any other employment or office or part-time work" whether on payment, stipendiary or honorary, without previous sanction of the Board;
- (e) Engage in any trade or business without specific approval of the \. Board;
- (f) Indulge in parochialism, favoritism, victimization and willful abuse of office; and
- (g) Construct a building, whether intended to be used for residential or commercial purpose, except with the previous sanction of the Board obtained upon an application made in this

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behalf disclosing the source from which the cost of such construction shall be met.

(3) Every employee shall immediately report to his controlling officer in case of any member of his family engages in any employment, trade or business with the Board.

(4) Notwithstanding anything contained in clause (e) and (f) of sub-rule (2) an employee may undertake occasional work of a purely literary or artistic nature provided such work does not cause any embarrassment to the Board.

(5) No employee or member of his family shall-

(a) Accept any gift or concession from any employee or person having or likely to have dealings with the Board; and

(b) Lend money to, or borrow money from, or place himself under any pecuniary obligation to any person or firm having or likely to have dealings with the Board.

(6) No employee shall be a member, office bearer or representative of any association or union other than a philanthropic or religious organization unless such association or union is organized for the welfare and safeguard to the interest, of the employees under the terms and conditions of the Government rules and regulations in force.

Declaration of assets and properties-

(1) Every employee except a Class IV employees shall, at the time of entering the service under the Board, make a declaration to the Board in Form No. 12, through the usual channel, of all immovable and movable properties including shares, certificates; securities, insurance policies and jewelry having a total value ascertained by BPDB or more belonging to or held by him or a member of his family and such declaration shall-

(a) State the district or districts within which the property is situated;

(b) Show separately individual items of Jewellery exceeding the value ascertained by BPDB; and

(c) Give such further information as the Government may, by general or special order; require.

(2) Every employee except a Class IV employee shall submit to the Board in Form No. 13, through the usual channel, an annual return of assets in the month of December, each year, showing any increase or decrease of property shown in the declaration under sub-rule (1) or, as the case may be, the last annual return.

(3) Every employee shall as and when he is so required by the Government, by a general or special order, furnish to the Board information as to his assets disclosing his liquid assets and all other properties, immovable and movable, including shares, certificate, insurance policies and jewellery.

(4) The declaration of assets on first entry into service and the annual return of assets shall be sent in sealed cover to the Secretary of the Board, in respect of class I and Class II employees, and to the Head of office concerned, in respect of Class III employees for safe custody, Each sealed cover shall be marked as Declaration of assets of Mr.

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.....
(Name and Designation).

(5) Save in the case of a transaction conducted in good faith with a regular dealer, an employee who intends to transact any purchase, sale or disposal by other means of movable or immovable property exceeding values determined by Board with a person possessing. immovable property or carrying on business within the station, district or other local limits for which, such -employee is appointed, shall declare his intention to the Board, and when the employee himself is the Head of the Board; to the Government and such declare ration shall state fully the circumstances the price offered or demanded and, in the case of disposal otherwise than by sale, the method of disposal, and thereafter the employee shall act in accordance with such orders as may be passed by the Board or, as the case may be, the Government.

Explanation- in this sub-rule the term 'property' includes agricultural or urban land, bonds; shares and securities but does not include a plot purchased for building a house from a co- operative housing society or a Government housing scheme; or bonds, shares or securities purchased from the approved security market, a semi- Government institution or through public offer by a company.

(6) Notwithstanding anything contained in sub-rule (5), an employee who is about to quit the station, district or other local limits for which he has been appointed, may, without making reference to any authority specified in sub-rule (5), dispose of any of his movable property by circulating lists of it generally or by causing it to be sold in public auction.

5.10 Punishment and Appeal

Grounds for penalty-

Where an employee

- (a) Is guilty of negligence to his duties ; or
- (b) Is inefficient, or has ceased to be efficient; or
- (c) Is guilty of misconduct; or
- (d) Is corrupt, or may reasonably be considered corrupt because-
 - (i) He is, or any of his dependents or any other person through him or on his behalf is, in possession (for which he cannot reasonably account) of pecuniary resources or of property disproportionate to his known source of income, or
 - (ii) He has assumed a style of living beyond his ostensible means; or is engaged in subversive, or who is reasonably Suspect of being associated with other engaged in subversive activities, and whose retention in service is, therefore, considered prejudicial to national security. The authority, specified in serial no, 10.3, may impose on him one or more penalties specified in serial no. 10.2

Penalties

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1) There shall be the following penalties, namely:

- (a) Censure;
- (b) Withholding, for a special period, of increment or promotion otherwise than for unfitness for financial advancement or promotion;
- (c) Stoppage; for a specified period, at an efficiency bar in the timescale of pay otherwise than for unfitness to cross such bar;
- (d) Reduction to a lower stage in a time- scale of pay, or to a lower post;
- (e) Recovery from pay of the whole or part of any loss caused to the Board by the negligence or any other misconduct of the employee;
- (f) Compulsory retirement from service;
- (g) Removal from service; and
- (h) Dismissal from service

(2) Removal from service does not, but dismissal from service does, disqualify from future employment in the Board.

Power to impose penalty-

The power to impose penalty upon an employee under serial no. 10.2 shall vest in the authority competent to make appointment to the post which is held by the employee in the Board and such authority has been prescribed in Appendix VII of Service Rules of BPDB.

Suspension-

(1) An employee may be placed under of Powers suspension, pending, enquiry for any offer specified in serial no. 10.1. The power of suspending an employee shall normally vest in the appointing authority. But this power may also be exercised, with the approval of the appointing authority, by the Chief Engineer in cases up to the rank of Executive Engineer, by the Superintending Engineer and Manager in cases up to the rank of Assistant Engineer, and by the Executive Engineer in cases of all other subordinate employee; Provided that the authority may, if it considers more expedient instead of placing such employee under suspension by order in writing require him to proceed on such leave as may be admissible to him from such date as may be specified in the order.

(2) During suspension an employee shall be entitled to a subsistence allowance at the rate of one-half of his pay. An employee shall not, while under suspension, leave the headquarters without prior permission of the authority suspending him. Note-An employee committed to prison either for debt or on a criminal charge should be considered under suspension from the date of arrest and should allowed the subsistence grant at the rate specified in sub-rule (2) until the termination of proceedings against him.

Inquiry procedure in cases of subversion-

(1) When an employee is to be proceeded against under (e) of serial no. 10.1 the competent authority- may by order in writing, require the employee concerned to proceed on such leave as may be admissible to him and' from

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such date as may be specified in the order; (b) shall, by order in writing, inform him of the action proposed to be taken in regard to and the ground of that action; and (c) shall give him a reasonable opportunity of showing cause against that action before an Inquiry Committee to be constituted under sub-rule (2) to inquire into the charge; Provided that no such opportunity shall be given where the authority is satisfied that in the interests of the security of Bangladesh, or any part thereof, it is not expedient to give such opportunity. Where an Inquiry Committee is to be constituted in pursuance of (c) of sub-rule (1)-

- (a) The Board shall constitute it of three members of the Board;
- (b) The Committee shall inquire into the charge and submit its finding to the Board; and
- (c) The Board, shall pass such orders on the findings as it deems fit.

Inquiry procedure in cases of Negligence,

Inefficiency, misconduct and corruption-

(1) When an employee is to be proceeded against under (a) or (b) or (c) or (d) of serial no. 10.1, he shall be called upon to submit explanation in writing to the authority within seven days as to why disciplinary action should not be taken just him he alleged offence.

(2) When the explanation of the employee is not fund satisfactory, the authority shall frame a charge and call upon him to submit a written defense within such period as may be specified in this behalf, being not less than seven days and more than fourteen days, stating whether he desires to be heard in person.

(3) The authority competent to impose the penalty shall appoint an officer senior in rank to the accused to conduct and enquire who shall submit a report , after giving the employee a personal hearing if so desired by him be such date within two months from the date of his appointment as may be " specified in this behalf.

(4) The authority competent to impose the penalty shall consider the written statement submitted by the employee, in his defense, the report of the Enquiry Officer and other circumstances, if any, and impose such penalty as it may deem proper in the circumstances of the case; Provided that before imposition' of penalty of compulsory retirement, dismissal, removal or reduction to a lower post, the delinquent employee shall be given second opportunity to show cause 'against the penalty proposed to be imposed. The decision of the authority shall be communicated by an order in writing to the employee concerned. The proceedings under this - rule shall be completed within three months from the date of framing charge against an employee.

Procedure for disposal of a case,

Where an employee has been convicted by a court of law-

(1) When an employee is convicted by a court of law on charge of a criminal offence the competent authority may dismiss or remove him from the service of the Board or reduce him in rank, or impose any other penalty upon him

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without the procedure laid down' in serial no. 10.6 of this document or may not impose any penalty, if the competent authority decides that the offence for which he is convicted is not liable to disciplinary action under these rules.

(2) Any penalty imposed upon an employee under sub-rule (1) shall take effect from the date of communication of the order of imposition of the penalty to the employee and not from the date of his conviction 01 suspension.

Summary proceedings-

(1) An employee found guilty of
(a) Habitual late attendance;
(b) Leaving place of duty without permission;
(c) Willful misrepresentation or suppression of fact;
(d) Misbehavior with other employees or members, of the public; or
(e) Unnecessary delay in disposal of files and records shall be called upon to submit explanation to the authority within seven days as to why disciplinary action 'should not be taken against him for the alleged offence.

(2) If the competent authority is, on such enquiry as it may deem necessary, satisfied that the employee is guilty of any of the offences mentioned in sub-rule (1), it shall impose upon him any penalty specified in no. (a), (b) and (c) of serial no.

Appeal, etc.-

(1) An employee shall have the right to appeal once only against an order imposing any penalty specified in serial no.10.2 of this document, except censure to the authority next superior to the authority imposing the penalty, and where the penalty is imposed by order of the Board there shall ordinarily lie no appeal but the Board may review its own order suo mota or on receipt of representation from the employee concerned. The Government may entertain an appeal against an order of the Board if it has reasons to believe that a violation of law or gross injustice has been done.

(2) Every appeal shall comply with the following requirements, namely;
(a) It shall contain all material statements and grounds relied upon and shall be complete in all respects;
(b) It shall specify the relief desired;
(c) It shall be submitted through proper channel;
(d) It shall not be conched in improper language; and
(e) It shall be submitted within thirty days from the date of receipt of the order of penalty.

(3) An appeal may be withheld by the authority imposing the penalty, if
(a) It does not comply with the requirements of sub-rule (2);
(b) It deals with matters which are not relevant to the case;
(c) It is found to be a repetition of appeal withheld or rejected before by the competent authority unless it discloses any new point or circumstances which afford grounds for reconsideration ; or

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(d) It is addressed to an authority to which no appeal lies under this rule.

(4) In every case in which an appeal is withheld the appellant and the appellate authority shall be informed of the fact and the reasons thereof. Provided that an appeal withheld under sub-rule (3) may be re-submitted at any time within thirty days from the date on which the appellant has been informed of withholding of the appeal in a rule (2).

(5) The appellate authority shall examine-

(a) Whether the facts on which the order of penalty is based have been established; and

(b) Whether the penalty is adequate, inadequate or excessive, and after such examination shall pass such order as it considers proper.

(6) An appellate authority may call for the records of any case including an appeal withheld by an authority subordinate to it and may pass such orders, thereon as it considers fit under the provisions of these rules.

(7) Nothing in these rules shall preclude the Board from revising, whether on its own motion or otherwise, any order passed by an authority subordinate to it in exercise of powers conferred on such authority by these rules.

Reinstatement, etc.-

When an employee who was dismissed; removed or suspended is reinstated, the punishing or appellate authority may grant him for the period of his absence from duty:-

(a) If he is honorably acquitted of the charge against him and is reinstated with retrospective effect, the full pay to which he would have been entitled had he not been dismissed, removed or, suspended; or

(b) If otherwise, such leave with full pay or with half-pay or without pay as the punishing or appellate authority may prescribe.

Explanation-Except in case of leave without pay; the subsistence allowance, if any, paid to an employee during suspension shall be recovered from his salary on reinstatement.

Bar to resign or retire to employees under suspension, etc.

An employee under suspension or prosecution on charge of offences under these rules shall not resign or retire at his own option from 'service until the case is finalized.

5.11 Retirement & Release from service

Retirement-

(1) The date of retirement of an employee shall be one day after the date on which he attains the age of 59 years. If the nature of the duties performed by the employee is such that no substitute with similar qualifications and experience¹ can be found to replace him, he may, subject to physical fitness, be re-employed on contract basis with the approval of the Government; Provided that an employee shall not be retained in service on re-employment

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beyond the date on, which he attains the age of 60 years. The terms and conditions for such reemployment shall be specified in a mutual agreements.

(2) Subject to sub-rule (1), an employee after completion of 25 year service may, at his own option, retire, or the competent authority may at any time force him to retire from service, an employee who has completed 25 years of service without assigning any reason with 30 day notice on either case. The employee shall.... unless he is retired by the competent authority under this sub-rule, be entitled to the leave preparatory to retirement as admissible under these rules.

(3) if any judicial proceedings instituted by the Board or any departmental proceedings are pending against an employee at the time of his retirement or, as the case may be, ceasing to be in service, \ he shall not be entitled to any retirement benefits, except 'his own subscription to any fund and the interest thereon, till the determination of such proceedings and the payment to him of any retirement benefit shall be subject to the findings in such proceedings.

Termination-

(1) The competent -authority may at any time after serving a notice in writing of 3 months, or in lieu thereof paying 3 months, pay and without assigning any reason thereof terminate the service of a regular employee in the following circumstances, namely: -

- (a) If the post on which the said employee holds a lien is abolished, or
- (b) On grounds of his inefficiency, whether by reason of Infirmity of mind or body, or otherwise.

(2) The competent authority may at any time after serving a notice in writing of one month or in lieu thereof .paying one month nay and Without assigning any reason thereof, terminate the service of a temporary employee in the following circumstances, namely; -

- (a) If the post of which the said employee is duly appointed is abolished, or
- (b) On grounds of his inefficiency, whether by reason of infirmity of mi n d or body, or otherwise.

Note- Such notice is not required for the discharge of a person appointed otherwise than under a contract to hold a temporary appointment on the expiry of the period of that appointment.

(3) The service of a notice under clause (b) of sub-rule (1) or under (b) of sub rule (2) shall, if the grounds are other than infirmity of mind or body, require the prior approval of the officer to whom the officer issuing the notice is immediately subordinate.

(4) An employee on whom a notice under sub-rule (1) or (2) has been served may, within 15 days of receipt of such notice-

- (a) if the grounds are infirmity of mind or body, request the convening of a medical Board for his examination and the competent authority shall thereupon convene such a Board, and after considering the report of such Board and the further representation, if any, of the employee shall pass such orders as it thinks fit;

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(b) if the grounds are other than infirmity of mind or body, request heading of his case by a Review Committee and the competent authority shall thereupon convene such a Committee, comprising three officers superior in rank to the said employee, which will study the evidence of alleged inefficiency, both as embodied in his confidential character roils and otherwise, and, after hearing the representation of the employee, shall make its recommendation to the competent authority who shall thereupon pass such orders as thinks fit.

(5) An employee may, within 15 days of its receipt, prefer an appeal to the Board from any order passed under sub-rule (4) and the order of the Board thereon shall be final.

Release-

(1) Unless otherwise provided in the terms of employment or of any bond executed by an 'employee, a permanent employee may get release from service after giving notice, in writing, of 3 months or refunding three month pay in lieu of such notice or for the period by which such notice falls short of 3 months, and after repaying the dues of the Board, if any.

(2) A temporary employee may get release from service after giving notice, in Writing, of one month or refunding one month's pay in lieu of such notice or for the period by which the notice falls short of one month and after repaying the dues of the Board, if any.

Exercise of option by an employee-

The exercise of an option under this chapter does not impose any obligation upon the Board to accept the option. The option exercised by all employee is always subject to the acceptance by the Board. The Board may not accept the option where there is reason to do so.

5.12 Departmental Examination

Departmental Examination-

The departmental examination for Engineers in the employment of the Board shall consist of two parts, namely; Part-I and Part II.

Part 1 examination- The part 1 examination shall consist of professional examination and shall be conducted orally, separately, for Civil, Chemical, Electrical and Mechanical Engineers.

(2) The examination shall be such as to show whether the examine-

(a) Is acquainted with the processes for preparing materials for works and with the models of construction in use in Bangladesh

Part I examination-

(1) The part 1 examination shall consist of professional examination and shall be conducted orally, separately, for Civil, Chemical, Electrical and Mechanical Engineers.

(2) The examination shall be such as to show whether the examine-

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- (a) Is acquainted with the processes for preparing materials for works and with the models of construction in use in Bangladesh;
- (b) Has good knowledge of the local resources and of the best mode of applying them; -
- (c) Is capable of managing the workers under him;
- (d) Has professional efficiency ;
- (e) Has knowledge in preparation of estimates and carrying out departmental works: and
- (f) Is acquainted with rules and procedures and conversant with the forms in use in the departmental.

Note-Such theoretical points as would in ordinary practice be solved by resort to ordinary books of reference shall from the subject-matter of examination

(3) A Committee headed by one Superintending Engineer and consisting of other two senior Executive Engineers shall be constituted by the Director of Personnel with the approval of the Member, Operation and Development, for conducting the Part 1 examination.

(4) The Committee shall examine the candidates and record their proceedings in

Form No. 23. The Committee shall declare each examinee as "qualified" or "not qualified";

The result of the examination shall be declared by a general circular.

Part II examination-

The Part II examination shall be a written examination and shall consist of two papers of 120 marks each, pass marks for each paper shall be 50 % of the total marks. It shall be necessary to secure 50 % marks in each paper of this part. Time allowed shall be 3 hours for each paper. Reference books shall be permitted during the examination.

Syllabus-

The Syllabus for the examination shall be as laid down in Form No. 24. Director Personnel form no. 24

Holding of examination-The examinations shall be held twice yearly, normally in February and August. The effective date for qualifying in an examination shall be the date following the date on which the examination completed.

The examinees-

(1) All Assistant Engineers shall pass the departmental examination in Part I within 3 years from the date of their appointment as Assistant Engineers. In special cases, such other reasons as are beyond his control and officer has not been able to pass such examination within the period specified above he may, at the discretion of the Member concerned, be granted extension up to a maximum of one year.

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(2) In the event of his failure to pass the Part I examination within the period specified in sub-rule (1) an employee shall be liable to be discharged from service.

(3) The Assistant Engineers including those promoted from the lower ranks shall be required to pass the departmental examination in Part II before they are allowed to cross the efficiency bar and are considered for further promotion.

(4) The increments withheld for failure to cross the efficiency bar for failure in the examination under sub-rule (3) may, with the sanction of the Board, be allowed with retrospective effect after the examination has been passed.

The examiners, question setters and their remuneration-

(1) A panel of examiners for all examination in Part I and Part II shall be prepared and maintained by the Director of Personnel, in consultation with the Members, to be nominated in the Board from time to time. It shall be the subject to review after every two years.

(2) The question setter of a paper and the examiner thereof may be on and the same person, if different paper setters are appointed to set questions for different sections of the same paper, the remuneration, where admissible shall be equally divided. The remuneration shall be provided following the provision of the Board.

- Transportation facilities will be provided following the provision of the Board.

5.14 Security & Safety

Security & Safety arrangements for personnel, equipment, facilities, installation are provided following the rules of the Board.

6.0 References

- Delegation of Powers
- Service Rules
- Competent Authority

7.0 Appendix

None

8.0 Revision History

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