



# **Bangladesh Power Development Board**

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

**PROCEDURE FOR SERVICE BENEFITS IN BPDB**



## INTEGRATED MANAGEMENT SYSTEM

Document No.:  
BPDB-IMS-PR-041  
Revision No.: 00  
Effective Date: 01-11-2021

### PROCEDURE FOR SERVICE BENEFITS IN BPDB

Page 2 of 21

#### 1.0 Purpose

- i To have BPDB a sound A appropriate policy of service benefits for employees of BPDB
- ii. To improve the morale and efficiency of the employees

#### 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  
HRM- Human Resource Management

#### 4.0 Responsibility

Tasks in Reference Clause Nos.	Responsibility
5.0	Board
5.1 to 5.15	Competent Authority
5.16 to 5.27	Head of Office/Competent Authority

#### 5.0 Procedure

Human Resource management regarding the service benefits: HRM deals with service benefits of both permanent & temporary employees of the Board as per following rules & regulation 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 ii may deem fit.

##### 5.1 Leave

Leave other than special disability leave and study leave admissible under these rules may be granted to an employee by the competent authority and may be allowed in combination with Friday, Saturday and holidays.

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## INTEGRATED MANAGEMENT SYSTEM

Document No.:  
BPDB-IMS-PR-041

Revision No.: 00

Effective Date: 01-11-2021

### PROCEDURE FOR SERVICE BENEFITS IN BPDB

Page 3 of 21

Note-The competent authority in this sub- rule, for the purpose of granting leave, shall be as follows, namely:-

- In respect of all Class III and Class IV Employees- Head, of office concerned in the rank of XEN and above.
- In respect of all Class II officers and Class 1 officers in the rank of Assistant Engineer- Superintending Engineer or Manager or Director concerned;
- in respect of Class 1 officers in the rank of XEN or Deputy Director and other officers of equal rank- Chief Engineer or Manager concerned; and
- In respect of Superintending Engineers or Directors and officers of higher rank The Board

#### 5.2 Leave on average pay

(1) Every regular employee shall earn leave on average pay at the rate of one-eleventh of the period spent on duty. The amount of leave on average pay that may be taken at one time shall not exceed four months. This limit may be raised to six months when the leave is taken for the purpose of pilgrimage or education or rest and recreation outside Bangladesh or in-the case of leave preparatory to retirement and to twelve months when the leave is taken on medical ground.

(2) The casual employees shall earn leave on average pay at the rate of one-twenty second of the period spent on duty and the maximum that may be accumulated shall be one month and a half which such an employee may be allowed to enjoy at a time.

(3) A regular employee, if denied for the exigency of work to avail the leave he applied for which he earned, may be allowed to draw leave salary in exchange of the leave not exceeding one month in two, years in addition to his usual monthly salary for the period of leave. The period for which such leave salary is paid shall be debited to his leave account as leave availed.

#### 5.3 Leave on half-average pay

(1) Every regular employee shall earn leave on half-average pay at the rate of one-twelfth of the period spent on duty and accumulation of such leave shall be without limit.

(2) The casual employees play be allowed leave on half-average pay at the rate of 15 days for each completed year of service, the limit of accumulation of such leave shall be 45 days.

Leave on half-average pay may, on production of medical certificate, be converted to leave on average pay at the rate of one day of leave on average pay for two days of leave on half-average pay up to a maximum of twelve months on average pay.

#### 5.4 Leave of a casual employee

Prepared By		Approved By	
Reviewed By			



## INTEGRATED MANAGEMENT SYSTEM

Document No.:  
BPDB-IMS-PR-041

Revision No.: 00

Effective Date: 01-11-2021

### PROCEDURE FOR SERVICE BENEFITS IN BPDB

Page 4 of 21

A casual employee on being appointed to a regular post in continuation of previous service in a casual post shall be permitted to carryover any balance of his/accumulated leave.

#### 5.5 Leave of a re-employed Government servant

A Government servant reemployed after retirement shall for the purpose of leave, be treated as a temporary employee and his leave shall be regulated in accordance with rules and orders made by the Government.

**5.6** Granting of leave not due Except in the case of leave preparatory to retirement, leave not due may be granted to a regular employee on half - average pay up to a maximum of twelve months during whole service period, if it is on medical certificate, on condition that such leave shall be accounted for in the account of his leave on half-average pay which may accumulate subsequently in terms of sub-rule (1) of serial no. 2.3.

#### 5.7 Extraordinary leave

(1) Extraordinary leave for which no leave salary is admissible may be granted to an employee when no other leave is admissible or other leave is admissible but the employee applies in writing for the grant of extraordinary leave.

(2) Extraordinary leave may be granted up to a maximum of one year to a regular employee and up to a maximum of six months of a casual employee on any one occasion. In case of illness, the production of medical certificate or the recommendation of Medical Board, constituted under the rule in serial no. 2.9, shall be necessary. The Board may under special circumstances extend the extraordinary leave beyond the abovementioned limits.

Note-No leave can be claimed as a matter of right. In the interest of the work of the Board leave applied for may be refused.

#### 5.8 Special disability leave

(1) Special disability leave may be granted by the Board on the recommendation of Medical Board, constituted under the rule in serial no. 2.9, to an employee who is temporarily disabled by injury inflicted or caused in, or in consequence of, the due performance of his official duty, or in consequence of his official position.

(2) Such leave shall not be granted unless the disability manifested itself within three months of the occurrence to which it is attributed, and the person disabled acted with due promptitude, in bringing it to notice: provided that if the competent authority is satisfied as to the cause of the temporary disability, such leave may be granted in cases where the temporary disability manifested itself more than three months after the occurrence of its cause.

Prepared By		Approved By	
Reviewed By			



## INTEGRATED MANAGEMENT SYSTEM

Document No.:  
BPDB-IMS-PR-041

Revision No.: 00

Effective Date: 01-11-2021

### PROCEDURE FOR SERVICE BENEFITS IN BPDB

Page 5 of 21

(3) The period of leave granted shall be such as is certified by a Medical Board to be necessary, it shall not be extended except on the certificate of a Medical Board, and shall in no case exceed twenty-four months.

(4) Such leave may be combined with any other kind of leave.

(5) Such leave may be granted more than once if the temporary disability is aggravated or reproduced in similar circumstances at a later date but not more than twenty-four months of such leave shall be granted in consequence of anyone disability.

(6) Such leave shall be counted as duty for gratuity only but shall not be debited against the leave account.

(7) Leave salary during such leave shall be equal to-

(a) Average pay, for the first four months or any period of such leave including a period of such leave granted under sub-rule (5) and

(b) half-average pay, for the remaining period of any such leave.

(8) Application of his rule may be extended to an employee who is temporarily disabled by injury accidentally incurred in, or in consequence of, the due performance of his official duties or in consequence of his official position, or by illness incurred in the performance of any particular duty which has the effect of increasing his illness or injury beyond the ordinary risk attaching to the post which he holds.

#### 5.9 Medical Board

A Medical Board for making recommendation to grant extraordinary leave and special disability leave shall be constituted by the competent authority as under: -

(a) For Class I and Class II employees, such Board, shall comprise of at least two medical practitioners of minimum status of a Civil Surgeon. The Chairman of such Board shall not be below the status of Professor of a Medical College;

(b) For Class III employees, such Board shall comprise of at least two medical practitioners. The Chairman of such Board shall not be below the status of a Civil Surgeon; and

(c) For Class IV employees, such Board shall comprise of at least two medical practitioners. The Chairman of such an Assistant Surgeon.

#### 5.10 Quarantine leave

**Quarantine leave:** Quarantine leave is the leave of absence from duty necessitated by the order not to attend office in consequence of the presence of infectious diseases in the family or household of an employee, Such leave may be granted by the Head of the office on the certificate of a Medical or Public Health Officer for a period not exceeding 21 days or, in exceptional circumstances, 30 days Any leave necessary for quarantine purposes in excess of this period shall be treated as Ordinary leave. Quarantine leave may also be granted where necessary, in continuation of other leave subject to the maximum amount of leave admissible under this rule. An employee on quarantine leave is not treated as absent from duty and his pay is not intermitted.

Prepared By		Approved By	
Reviewed By			



## INTEGRATED MANAGEMENT SYSTEM

Document No.:  
BPDB-IMS-PR-041

Revision No.: 00

Effective Date: 01-11-2021

### PROCEDURE FOR SERVICE BENEFITS IN BPDB

Page 6 of 21

Note-This rule shall not apply where an employee himself.

#### 5.11 Maternity leave

(1) Maternity leave on full pay at the rate she was drawing at the time of taking leave may be granted by the competent authority to a female employee for a period which may extend up to the end of three months from the date of its commencement or to the end of six weeks from the date of confinement, whichever is earlier. Such leave shall not be debited against the leave on average pay or half-average pay.

(2) Leave admissible under rule 39 or 40 may be granted in continuation of maternity leave if the request for such leave is supported by a medical certificate.

#### 5.12 Leave preparatory to retirement

An employee who is required to retire from service on completion of fifty-seventh year of age or due to optional retirement as provided in sub-rule (2) of rule 149 (Service Rules) shall be entitled to leave for six months on full pay and six months on half-average pay, if sufficient leave is available at his credit, and the period of such leave may extend beyond the date of his retirement but not beyond fifty-eight year of age, if he proceeds on such leave one day before the date of his retirement. His final retirement from service shall take effect on expiring of the leave. The period of leave preparatory to retirement shall be counted towards service benefits for all purposes.

#### 5.13 Study leave

(1) Study leave on half-average pay, not debit able to leave account, for a period not exceeding twelve months may, in special cases, be granted by the Board to a regular employee to enable him to study scientific, technical or similar problems or to undergo special courses of instruction considered useful for his services under the Board.

(2) The grant of study leave is not intended to meet the cost of an employee deputed to other countries at the instance of the Board, either for the performance of special duties imposed on him or for the investigation of specific problems connected with his technical duties. Such case shall be treated as his normal duties.

(3) When an employee has been granted a definite period of study leave and finds subsequently that his course of study and examination will fall short of the sanctioned period of leave, the Board may, in such special case, grant him extension of the study leave for a period not exceeding one year to cover up the shortfall.

(4) Study leave may be granted in combination with leave on full or average or half average pay or with the extraordinary leave without pay, but in no case the total leave so granted should exceed two years at a time.

Prepared By		Approved By	
Reviewed By			





## INTEGRATED MANAGEMENT SYSTEM

Document No.:  
BPDB-IMS-PR-041

Revision No.: 00

Effective Date: 01-11-2021

### PROCEDURE FOR SERVICE BENEFITS IN BPDB

Page 7 of 21

#### Note-

- (1) At the time of applying for study leave, the employee must submit in detail the course and period of study he is going to undertake.
- (2) On return to duty after completion of the course of study, the employee must submit a certificate from the Institute concerned indicating the result of the course of study.

#### 5.14 Leave procedure

- (1) The leave account of Class I and Class ii employees shall be maintained in Form No.5, in duplicate, one in the Controlling Head Office concerned, and the other in the Directorate of Accounts.
- (2) The leave account of Class III and Class IV employees shall be maintained in the Form specified in sub-rule (1) by the Head of Office concerned.
- (3) All application for leave shall be in Form No.6.
- (4) Leave may be sanctioned by the authority mentioned in sub-rule (2) of rule 38 on the recommendation of the officer under whom the employee, applying for leave, works, An officer not below the rank of Section Officer. Assistant Engineer or Accounts Officer may, in special circumstances, allow an employee working under him to proceed on leave, pending approval and format sanction of the leave by the competent authority. The officer concerned shall satisfy himself that the leave applied for is admissible.
- (5) Leave at the credit of an employee shall lapse on the date of retirement provided he applied for the leave preparatory to retirement at least one month before the date of retirement. In such case the employee may be granted the leave preparatory to retirement up to the maximum limit of six months on average pay and another six months on half-average pay, if due subject to the following conditions, namely :-
  - (a) The employee shall proceed on leave preparatory to retirement at least one day before the date of retirement; and
  - (b) The leave preparatory to retirement-shall not exceed the date of attaining the age of 58 years in any case.

#### 5.15 Leave salary

- (1) During leave on average pay, an employee shall be entitled to leave salary at a rate equal to the pay last drawn by him before commencement of such leave.
- (2) During leave on half-average pay, an employee shall be entitled to leave salary at a rate of half of the pay last drawn by him before commencement of such leave.

#### Combination of and recalling from leave

Prepared By		Approved By	
Reviewed By			



## INTEGRATED MANAGEMENT SYSTEM

Document No.:  
BPDB-IMS-PR-041

Revision No.: 00

Effective Date: 01-11-2021

### PROCEDURE FOR SERVICE BENEFITS IN BPDB

Page 8 of 21

(1) Subject to the provisions of rules 39, 40 and 44, leave on average pay and on half-average pay and extraordinary leave without pay may be taken in combination.

(2) An employee on leave may be recalled to duty before expiry of the leave and, if recalled, he shall be treated on duty from the date on which he starts for the station for which he is ordered to return and shall be entitled to traveling allowance for the journey he takes in this behalf.

### 5.16 Travelling Allowance

#### Grades of employees

(1) For the purpose of calculating travelling allowance, the employees shall be divided into following four grades, namely:

(a) The first grade shall include all Class i officers and other officers applicable National Pay Scale. All officers of the Government who before their transfer to the Board where in the first grade for the purpose of travelling allowance shall continue to remain in the same grade;

(b) The second grade shall include all employees who are in receipt pay as per applicable National Pay Scale;

(c) The third grade shall include all employees; and

(d) The fourth grade shall include all employees holding the posts in applicable National Pay Scale.

**Note-**No revision of claims of travelling allowance shall be permissible in case I where an employees is promoted or reverted or is granted an increased rate of pay with retrospective effect in respect of the period intervening between the date of promotion or reversion or grant of increased rate of pay and that on which it is notified, unless it is clear that there has been actual change of duties. In the case of all bills audited before such notification appears, the audit officer should be guided by the facts known to him officially at the time of audit but in case of traveling allowance bills not presented or audited before the promotion is notified there is no objection to the audit officer recognizing the retrospective effect of the notification.

(2) An employee in transit from one post to another shall be reckoned as belonging to the grade to which the lower of the two posts would entitle him.

### 5.17 Kinds of travelling allowance

The following are different kinds of traveling allowance 'which may be drawn in different circumstances, namely:-

(a) Conveyance allowance;

(b) Mileage allowance;

(c) Daily allowance; and

(d) The actual cost of travelling.

Prepared By		Approved By	
Reviewed By			





## INTEGRATED MANAGEMENT SYSTEM

Document No.:  
BPDB-IMS-PR-041

Revision No.: 00

Effective Date: 01-11-2021

### PROCEDURE FOR SERVICE BENEFITS IN BPDB

Page 9 of 21

**Conveyance allowance** The Board may grant, on such condition as it thinks fit, monthly conveyance allowance to any employee or class of employees who are required to travel extensively at or within a short distance from his headquarters under conditions, which do not render him eligible for daily allowance.

**Mileage allowance** The mileage allowance shall be admissible to an employee for the road journey by the shortest route provided 'there is no railway service or any other suitable transport service.

#### Travelling by railway or water craft

(1) When by railway or water-craft, -

- (a) The first grade officers, drawing pay as per applicable National Pay Grade;
- (b) The first grade officers drawing pay as per applicable National Pay Grade;
- (c) The second grade employees drawing pay as per applicable National pay grade.
- d) The fourth grade employees shall be allowed to travel in the third class.

(2) Except in cases of journey on transfer and journey by road on tour, one daily allowance, in addition to the actual fare, shall be admissible for each day or part of a day of the journey for incidental expenses.

#### 5.18 Point of travel etc.

(1) The point in any station at which a journey is held to commence or end is the principal Post office of the station or such other point as may be fixed for the purpose by the competent authority. But journey on transfer begins and ends at the actual residence of the employee concerned.

(2) An employee is required to travel by the class of accommodation for which travelling allowance is admissible to him. If an employee travel in a lower class of accommodation he shall be entitled to the fares of the class of accommodation actually used.

(3) If an employee of the second or third grade actually travels by rail or watercraft which does not provide the class of accommodation to which he is entitled he may be allowed to draw fare of the next higher class provided the controlling officer certifies that the said travel was necessary in the interest of the Board.

**Mileage allowance:** For journey by road For the our pose of these rules, journey by road means travelling by means other than by railway, watercraft or air and for that journey the mileage allowance shall be admissible at the following rates:-  
Grade of employees- Rates admissible as per government prescribed rules.

Note-In the district of Chittagong Hill Tracts, the mileage allowance shall be admissible at double the ordinary rate.

Prepared By		Approved By	
Reviewed By			



## INTEGRATED MANAGEMENT SYSTEM

Document No.:  
BPDB-IMS-PR-041

Revision No.: 00

Effective Date: 01-11-2021

### PROCEDURE FOR SERVICE BENEFITS IN BPDB

Page 10 of 21

#### 5.19 Journey by air

- (1) Officers in the rank of Executive Engineer and equivalent ranks and above shall normally travel by air in tourist class, but they may, in their discretion, use any mode of travel in the interest of work.
- (2) In special case, any employee may be allowed by the- controlling officer to ' travel by air.

#### Allowance while travelling by air-

An employee, authorized to travel by air, while on tour shall be entitled to one air fare or the actual cost of the return air tickets, if such tickets are available, plus one daily allowance at the rate allowable for other than expensive localities for incidental expenses.

#### Note-

- (1) An employee, authorized to travel by air, while travelling by air on duty may be insured for each flight at the Board's expenses. He may insure himself for a sum not exceeding 30 times his monthly pay with a reputable Insurance Company and may recover the premium paid 011 that account along with the traveling allowance on production of necessary vouchers:
- (2) in cases in which reservation of seats for journeys on tour or on transfer by employees has to be cancelled due to an eleventh hour change in the program or transfer order, the reservation fee and any deduction from refund of cost of ticket' returned may be reimbursed by the Board provided the controlling officer records a certificate to the effect:-
  - (a) That the tour had to be cancelled or, as the case may be. Modified at a very short notice for reasons to He stated; and
  - (b) That earlier cancellation of reservation of seat was not possible for reasons to be stated.
- (3) The daily allowance referred to in sub- rule (2) of serial no. 3. 5 and in 3.9 is not a true daily allowance but is in lieu of incidental expenses for the journey. The true daily allowance is dealt with in serial no. 3.10. since the nature of the two allowances are quite different, the drawal of one shall not be made in any way contingent upon the other or, in other words, the drawal of one shall not preclude the drawal of other, provided the other provisions of these rules concerning distance traveled from headquarters and similar other provisions are complied with.

#### 5.20 Daily allowance

- (1) A daily allowance is a uniform allowance for each day of absence from the headquarters which is intended to cover the ordinary daily charges incurred by an employee in consequence of such absence, and unless, in any case, otherwise expressly provided in these rules, such allowance may be drawn on tour.

Prepared By		Approved By	
Reviewed By			



## INTEGRATED MANAGEMENT SYSTEM

Document No.:  
BPDB-IMS-PR-041

Revision No.: 00

Effective Date: 01-11-2021

### PROCEDURE FOR SERVICE BENEFITS IN BPDB

Page 11 of 21

(2) The daily allowance shall be admissible as per pay grade prescribed by the government.

(3) Notwithstanding anything contained in sub-rule (2), the daily allowance - for the district of Chittagong Hill Tracts shall be admissible at twice the rate .prescribed for areas of other expensive localities.

(4) When an employee is required by the order of the controlling authority to travel by special means of conveyance, he may draw the actual cost of travelling and the daily allowance admissible under this rule.

(5) The daily allowance may be drawn during absence from headquarters on tour and on a day or days on which an employee reached a point outside a radius of ten miles from his headquarters or for the return journey to his headquarters from a similar point, subject to the conditions that

(a) No daily allowance shall be admissible for an absence below 4 hours;

(b) Half daily allowance shall be admissible for an absence of 4 to 8 hours; and

(c) Full daily allowance shall be admissible for absence exceeding 8 hours.

#### Note-

(1) The daily allowance may be drawn during a half on tour and also on Sunday and holiday occurring during a tour but shall not be admissible during casual leave.

(2) An employees, when on tour, is absent from his headquarters am I is on duty beyond his headquarters.

(3) The competent authority may define the limits of the headquarters of an employee.

(4) An employee;-

(a) if performs road journey as well as journey by air, rail watercraft in any one calendar day, may draw road mileage addition to actual fare admissible for journey by air, rail or watercraft and only one incidental daily allowance; and

(b) While on tour in any one calendar day on which no journey by air, rail or watercraft is performed, may draw either daily allowance or toad mileage.

(5) The Board may, by general or special cider, permit any employee or class of employees to draw the actual cost of hiring a conveyance for journey.

#### 5.21 Journey on transfer

The travelling allowance shall be, drawn by an employee on transfer from one station to another provided he is transferred for the interest of the Board. A transfer at his own request should not be treated as a transfer for the interest of the Board.

#### Concessions for a journey on transfer

Prepared By		Approved By	
Reviewed By			



## INTEGRATED MANAGEMENT SYSTEM

Document No.:  
BPDB-IMS-PR-041

Revision No.: 00

Effective Date: 01-11-2021

### PROCEDURE FOR SERVICE BENEFITS IN BPDB

Page 12 of 21

(1) Unless in any case, otherwise expressly provided in these rules, an employee shall be entitled for a journey on transfer to the following concessions, namely:-

- (a) In the case of journey by rail or watercraft, an employee may draw-
- two additional fares of the class of accommodation to which his grade entitles him;
  - one full and one half fare respectively for each adult and minor member of his family who accompany him and for whom such fares are actually paid;
  - the actual cost of carriage is as per the rules of the government

Note"-An employee, who carries his personal effects by passenger train or who carries them by road between stations connected by rail, may draw, in the case of former, the actual cost of carriage up to a limit of the amount which would have been admissible had he taken the maximum number of maunds by goods train, and, in case of later, actual expenses up to the limit of the amount which would have been admissible had he taken the same quantity by goods train or for valid reasons and under the order, of the Head, of office up to the limit of the amount which would have been admissible, if the maximum number of maunds had been transported by goods train;

- (iv) If he possesses a transport of his own, the actual cost of transporting, at his risk, by rail or steamer on the following scales :-

Grade of the employee- Scale allowed. First- One motor car or motor cycle; Second- One motor car or motor cycle; Third- One motor cycle or ordinary cycle Fourth- One ordinary cycle. Note-In the case of transportation of transport by steamer, the actual cost of transportation may include the freight river dues, loading and, unloading charges if compulsorily payable to the steamer company,

(b) in the case of journey by air, an employee authorized to travel by air, on transfer, under rule 61, shall be entitled to draw the travelling allowance which would have been admissible had the journey or journeys been performed by rail and or watercraft and, in addition, the difference between rail and or watercraft fare of the class to which he is actually entitled and the air passage fares actually paid for himself and the members of his family. A person not so authorized to travel, who performs a journey by air, on transfer, may draw only the travelling allowance to which' he would be entitled if he had travelled by rail or steamer; or by both;

(c) In the case of journey by road, an employee may draw-

- (i) Mileage allowance, at twice the rate applicable to him under rule 60. for self and one additional mileage allowance if two members of his family accompany him,

Prepared By		Approved By	
Reviewed By			



## INTEGRATED MANAGEMENT SYSTEM

Document No.:  
BPDB-IMS-PR-041

Revision No.: 00

Effective Date: 01-11-2021

### PROCEDURE FOR SERVICE BENEFITS IN BPDB

Page 13 of 21

and at twice the rate if more than two members of his family accompany him, and

- (ii) For the transportation of personal effects within the prescribed limit, mileage allowance at the rate admissible in government rules per maund per mile.

(2) The packing and carrying charges for transportation of personal effects are allowed following rules of the government.

(3) The packing cost of personal effects is admissible following government rules.

Note-Transshipment en route means transshipment from one mode of public conveyance to another at an intermediate stage or at intermediate stage of the route and does not mean the inevitable changes at the starting and terminal point of the route.

(4) A member of an employee's family who follows him within six months from the date of his handing over charges at his old station or precedes him by not more than one month, may be treated as accompanying him,

(5) If the family of an employee, in consequence of his transfer, travels to a station other than the new headquarters, travelling allowance for the journey of the family may be drawn subject to the condition that it does not exceed the traveling allowance that would have been admissible if the family had proceeded to the new headquarters station.

Note-The family of an employee for the purpose of journey on transfer shall mean and include only the wife children and step-children provided, they are residing with him and wholly dependent upon him.

### 5.22 Circumstances

When there shall be travelling allowance and circumstances when there shall be no such allowance

(1) When, on return from leave other than leave on average pay exceeding four months, an employee is posted to a station other than that at which he was stationed when he went on such leave, he shall not be entitled to travelling allowance

(2) An employee shall be entitled, to draw travelling allowance for the Journey to and from the place at which he appears in a compulsory departmental examination. Provided that the travelling allowance shall not be drawn under this sub-rule more than twice for any particular examination.

Note-On the first occasion of his appearance in the examination, the traveling allowance as on four should be allowed. A candidate who appears in the examination on a second occasion, if he has failed once, should be granted travelling allowance only if he passes.

Prepared By		Approved By	
Reviewed By			





## INTEGRATED MANAGEMENT SYSTEM

Document No.:  
BPDB-IMS-PR-041

Revision No.: 00

Effective Date: 01-11-2021

### PROCEDURE FOR SERVICE BENEFITS IN BPDB

Page 14 of 21

- (3) Unless otherwise ordered or recalled from leave by the competent authority, an employee shall not be entitled to any travelling allowance for a Journey made during leave or while proceeding on or returning from leave.
- (4) An employee who is summoned to give evidence in a criminal case, a case before a court martial, a civil case or a departmental enquiry held by a properly constituted authority to which the Board is a party may draw such travelling allowance as may be admissible for a journey on tour provided he has not received any payment for the same from any other source.
- (5) When the journey on tour or transfer is made by any transport provided by the Board or Government free of any charge the employee shall be entitled to draw full or half daily allowance of his grade for any day in which he IS absent from his headquarters for more than eight or four consecutive hours respectively and, if any part of the journey, is made by other | means of transport, he may, at his option, draw in lieu of daily allowance, the mileage allowance admissible for that part.
- (6) The travelling allowance of the employees deputed to places outside Bangladesh on official business and of the trainees proceeding abroad shall be regulated in accordance with the provisions contained in Appendices II and III of Service Rules of BPDB respectively.
- (7) The driver of a motor vehicle when making a- journey on tour by road on the vehicle in his charge may draw full or half daily allowance of his grade for any day on which he is absent from headquarters for more than eight or four consecutive hours respectively, and, if any part of the journey is made by other means of transport, he may, at his option, draw in lieu of daily allowances the mileage allowance admissible for that part.

#### 5.23 Competent authority etc.

(1) For the purpose of rules under this -chapter the authority exercising the powers of a competent authority. Head of Office and controlling officer shall be those specified, respectively, in Appendices IV, V and VI of Service Rules of BPDB No bill relating to traveling allowance shall be paid unless it is signed or countersigned by the controlling officer of the employee who presents it.

(2) It is the duty of a controlling officer, before signing or counter signing travel allowance bill.

(a) To scrutinize the necessity, frequency and duration or journey and halts for which travelling allowance is claimed and to disallow the whole or any part of the travelling allowance claimed for any journey or halt, if he considers that a journey was unnecessary or unduly protracted or that a halt was of excessive duration;

(b) To scrutinize carefully the distance entered in travelling allowance bills;

(c) to satisfy himself that mileage allowance for journeys by railways or watercrafts, has been claimed at the rate applicable to the class of accommodation actually used and that, where the actual Cost of transporting personal effects is claimed under these rules; the scale on

Prepared By		Approved By	
Reviewed By			





## INTEGRATED MANAGEMENT SYSTEM

Document No.:  
BPDB-IMS-PR-041

Revision No.: 00

Effective Date: 01-11-2021

### PROCEDURE FOR SERVICE BENEFITS IN BPDB

Page 15 of 21

which such effects transported is reasonable and to disallow any claim which in his opinion, does not fulfil that condition; and

(d) To observe any subsidiary rules or orders which a competent, authority may make for his guidance.

Note-Travelling allowances are granted to meet expenditure of a particular and should not, on the whole be source of profit to the recipients, The controlling officers should specially keep this principle in view while countersigning the travelling allowance bills.

#### 5.24 Advance

Advances may be granted to all grades of employees when proceeding on tours or on official duty, of an amount, sufficient to cover their personal travelling and incidental expenses, subject to adjustment on travelling allowance bills after completion of tour.

Note-Advance under this rule may be granted by the controlling officer who may exercise the power for sanctioning advance for himself as well. A second advance shall not be made until the travelling allowance bill for the first advance has been submitted for adjustment.

#### 5.25 Medical Facility

Reimbursement if cost of medical treatment- The regular employees shall be allowed reimbursement of the cost of medical treatment for themselves and for members of their family, subject to the maximum of 10% of their pay for the current financial year.

Note-The cost of medical treatment shall mean the amount actually paid for medical attendance and treatment and shall include the cost of surgical operation.

Free treatment by medical officers employed by the Board- The medical officers employed by the Board shall not charge any fee for attendance and treatment of the employees and members of their-family.

Treatment in hospital-

(1) For indoor treatment in hospital, if required in the opinion of the authorized medical attendant, the bed or cabin charges and other charges made by the hospital authority, excluding food or<sup>1</sup> diet charges, may be admissible for reimbursement beyond the limit specified in rule 69. If no Charge for food or diet is given separately, 10 % for the same shall be deducted from the bed or cabin charge.

Note-Accommodation for indoor treatment in hospital shall be admissible namely;

Prepared By		Approved By	
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## INTEGRATED MANAGEMENT SYSTEM

Document No.:  
BPDB-IMS-PR-041  
Revision No.: 00  
Effective Date: 01-11-2021  
Page 16 of 21

### PROCEDURE FOR SERVICE BENEFITS IN BPDB

- (a) Class I and class II officers in cabin;
  - (b) Class II employees in paying ward; and
  - (c) Class IV employees in general ward.
- (2) For treatment in the hospital of the Board no charge shall be mad except the cost of medicine and other consumable items which shall be charged for and reimbursed. The charges for food or diet shall not be reimbursable.

#### Reimbursement of charges for maternity confinement

The charge for maternity confinement, in case of a female employee or wife of any employee, shall be reimbursed as follows, namely:-

- (a) The actual charges paid as fees for doctor, midwife and nurse and the Cost will be provided following BPDB circular from time to time.
- (b) This shall be admissible for the first and second issues only and shall be in addition to the reimbursement admissible under rule 69.

Medical facility during leave, etc.-The medical facility specified III these rules shall also be admissible during leave and stay on duty abroad.

Reimbursement in case of accident-Reimbursement of the cost of medical treatment shall be allowed to an employee if he meets with an accident while on duty and such reimbursement shall be outside the limit specified in rule 69.

#### Bill for reimbursement-

- (1) The bills for reimbursement of the cost of medical treatment shall be admissible if submitted within three months from the date of actual expenditure incurred by the employee.
- (2) The bills for reimbursement of the cost of medical treatment shall be prepared in Form No.7 with supporting vouchers duly signed by the employee and medical officer and submitted to the controlling officer for countersignature and approval.

**Note**-The officers declared to be the, controlling officers for the purpose of rules under Chapter X shall also be the controlling officers for the purpose of rules under this chapter.

#### 5.26 Residential Accommodation and House

Allotment of residential accommodation and recovery of rent and charges therefore

- (1) A building owned or leased by the Board or a portion thereof may be allotted by the competent authority as residence to an employee.
- (2) The following rent and other charges shall be recoverable from an employee in occupation or in possession of a building or portion thereof owned or leased by the Board, namely: -
  - (a) rent at the rate prescribed in rule 79 of Service Rules of BPDB ;
  - (b) Municipal and other rate and taxes payable in respect of the residence, not being in the nature of house or property tax;

Prepared By		Approved By	
Reviewed By			



## INTEGRATED MANAGEMENT SYSTEM

Document No.:  
BPDB-IMS-PR-041

Revision No.: 00

Effective Date: 01-11-2021

### PROCEDURE FOR SERVICE BENEFITS IN BPDB

Page 17 of 21

- (c) Meter hire; when charges separately, and the cost of water and gas consumed and other charges, if any determined by the competent authority; and
- (d) If the residence is supplied with furniture, tennis court or garden maintained at the cost of the Board, the charges for them, if any determined by the competent authority.

#### Exemption from charges etc.

An employee may, with the specific sanction of the Board in each case, be exempted wholly or in part from any or all of the liabilities enumerated in rule 76 when he was not actually occupying the residence.

#### Free accommodation-

An employee may get free accommodation by specific order of the Board in the following circumstances, namely:-

- (a) When he is provided with accommodation within close proximity to a vital installation where he is required to live on 24 hours basis; and
- (b) When he is provided with accommodation to stay at site of the project under construction

#### Rent

- An employee who is provided with residential accommodation by the Board shall pay, by deduction from pay bills, monthly rent at the rates shown below:-
  - (a) officer- 7 1/2% of pay
  - (b) Employees on new scales - NIL of Taka 225-315, Taka 240-345 and Taka 250-362
  - (c) Other employees - 5% of pay including those on new scale of Taka 470-1 135.
- Provided that an existing employee who, under the existing rules in force is entitled to rent-free accommodation shall not be required to pay rent on account of the residential accommodation provided by the Board, but future appointees to the post held by such an employee shall be required to pay rent for the residential accommodation provided to him. If both the husband and wife are persons, the service of the Republic of any public body or organization including the Board and are posted at the same station, and residential accommodation is provided to one of them, the rent shall be recovered from the pay bill of the spouse in whose name the residence is allotted and the other spouse shall neither be entitled to residential accommodation nor the house rent allowance under rule 86, unless the husband and wife live separately.
- Explanation-Allotment of a single seat or single room in a mess, hostel, rest house or in improvised; accommodation at or near the place of work given by the Board in the interest of public service (such as accommodation in gang-huts, go downs, wagons, bunks on board or' steamer or launch) shall not be treated as provision of accommodation by the employee for the purpose of this rule in such cases, the person concerned shall be entitled to receive

Prepared By		Approved By	
Reviewed By			



## INTEGRATED MANAGEMENT SYSTEM

Document No.:  
BPDB-IMS-PR-041

Revision No.: 00

Effective Date: 01-11-2021

### PROCEDURE FOR SERVICE BENEFITS IN BPDB

Page 18 of 21

house rent, allowance under rule 86 and shall pay rent and other charges, if any, levied for the single seat or single room for the improvised accommodation.

- Standard of accommodation-The standard of accommodation to each class of employees shall be prescribed by the Board from time to time.

**Liability for rent, etc.** during absence of the employee-An employee who is in occupation or possession of building or part thereof shall continue to be liable to 'rent' and other charges payable under rule 76, while he is absent on tour or on leave, unless he vacates and makes over possession of such building,

#### Storage of furniture, etc.

- free of rent during absence of the employee An employee, may be permitted by the allotting authority to store his furniture and other belongings during his absence, at his own risk, free or rent, in one room of the residence occupied by him prior to such absence provided the new allotted occupying the residence during his absence agrees to such arrangement.
- Assessment of rates and taxes where the same building is used as office-cum-residence-Where a building is used partly as a residence and partly as an office or the like, if the residential portion is not separately assessed to rates and taxes, not being in the nature of house or property tax, the total of such rates in respect of the building shall be apportioned between the residential and -other portions by the allotting authority.
- Vacation of accommodation by an employee on transfer etc. An employee in occupation of a residence of the Board shall vacate the residence within two months of his transfer or termination of service or retirement, except in special circumstances when the competent authority may allow him extension of time, not exceeding six months, to vacate the residence.
- Hired accommodation-Hired accommodation-
  - (1) In special case, subject to the availability of fund, the Board may provide accommodation to its employees in houses obtained on lease as per government rules.
  - (2) Houses shall be hired in the name of the organization concerned, and in no case the rent shall be paid in cash or by cheque to the employee concerned.
  - (3) Where residential accommodation is provided to an employee (irrespective of whether it is hired or owned by an organization) it shall be unfurnished and no furniture, curtain, etc. shall be supplied. The owner shall pay municipal taxes and other taxes. The occupant shall pay charge for gas, electricity and water. No Chowkider, Mali, Cook, etc.; shall be provided by the organization at the residence of any employee.

#### House rent allowance-

(1) Employees who are eligible for residential accommodation but have not been provided with such accommodation and the employees who' are not

Prepared By		Approved By	
Reviewed By			



## INTEGRATED MANAGEMENT SYSTEM

Document No.:  
BPDB-IMS-PR-041

Revision No.: 00

Effective Date: 01-11-2021

### PROCEDURE FOR SERVICE BENEFITS IN BPDB

Page 19 of 21

eligible for residential accommodation will be paid house rent allowance as per government rules.

(2) A person who is provided with residential accommodation by the 'Board shall not be entitled to house rent allowance under this rule.

#### Electricity charges-

(1) An employee shall pay electricity charges for his domestic consumption only for his residence at 50 % concession rate of the normal charge provided he himself is the consumer to a limit of 350 units -consumption per month.

(2) The Board may, by specific order, allow the employees of the Power Station and other vital installations free electricity consumption in their residences provided by the Board.

#### 5.27 Contributory Provident Fund

##### Application of the Chapter-

This Chapter shall apply to all regular employees, except-

- (a) The transferred Government employees who hold lien on pensionable Government service;
- (b) Casual employees and the employees who are paid from contingency;
- (c) Retired Government servants who have been re-employed under the Board; and
- (d) Officers appointed on contract, if so provided in the contract.

##### Constitution and Management of the Fund-

(1) There shall be constituted a Fund to be called the Bangladesh Power Development Board Contributory Provident Fund.

(2) The management of the fund shall vest in the Board and its officers authorized in this behalf.

##### Eligibility of being subscribe to the Fund-

(1) An employee to whom this Chapter applies shall be eligible to subscribe to the Fund.

(2) The Chairman and members of the Board, may, except on transfer on deputation from the Government, subscribe to the Fund with the approval of the Government.

(3) All eligible subscribers shall subscribe monthly to the Fund beginning from a calendar month after entry into regular service of the Board.

Note- An employee on probation shall be eligible, after confirmation, to subscribe to the Fund with retrospective effect.

##### Conditions and rate of subscription-

(1) The amount of subscription shall be fixed at the rate of 10 percent of the pay of the subscriber and such subscription shall be deducted from his monthly pay.

Prepared By		Approved By	
Reviewed By			





## INTEGRATED MANAGEMENT SYSTEM

Document No.:  
BPDB-IMS-PR-041

Revision No.: 00

Effective Date: 01-11-2021

### PROCEDURE FOR SERVICE BENEFITS IN BPDB

Page **20** of **21**

(2) The subscription of a subscriber who is on leave, other than extraordinary leave without pay, shall be deducted at the usual rate from his leave salary but no subscription shall be deducted for any period of extraordinary leave without pay.

(3) In case of an employee under suspension, no subscription shall be deducted from his subscription grant, but, if he is subsequently reinstated with pay or leave salary with retrospective effect the subscriptions at the usual rate shall be deducted in lump sum for the entire period of his suspension.

(4) No subscription to the Fund shall be deducted for the last broken month of termination of service by retirement, resignation, discharge, dismissal, retrenchment or death.

#### Contribution by the Board-

The Board shall contribute to the credit of each subscriber an amount equal to the amount of his subscription at the end of each financial year.

#### Interest

(1) The Board shall pay interest to the credit of the subscribers and the rate of such interest shall be determined by the Board at the end of each financial year.

(2) Interest shall be calculated and credited at the end of each financial year in the following manner namely:

On the amount at the credit of a subscriber on the last day of the preceding year, less any sum withdrawn during the current year, interest for twelve months;

On sums withdrawn during the current year, interest from the first month of the current year to the month preceding the date of withdrawal;

On all sums credited to the subscriber's account during the current year, interest from the month of deposit to the last month of the current year, subject to the provisions of clause (d). The interest on the Board's contribution shall be calculated monthly as if it was contributed by the Board concurrently along with the subscriber's monthly contributions;

(d) The rate of interest shall be yearly but it shall be calculated on monthly basis also for the purpose of clauses (b), (c) and (f). If the deposit is made before or on the 15th of the month full interest for that month shall be taken into account, but if the deposit is made after the 15th of the month no interest for that month shall be accounted; (e) the total amount of interest shall be rounded to the nearest whole taka (fifty or more paise counting as a taka, but less than fifty paise omitting);

(f) The deposit shall take effect from the date of payment of salary from which it is deducted; and

(g) Interest shall accrue on the total credit to the account of the subscriber up to the last month preceding the date of final payment (withdrawal) after termination of his service.

(3) Interest shall not be credited to the account of a subscriber if he informs in writing that he does not wish to receive it; but if he subsequently asks for the

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Reviewed By			





## INTEGRATED MANAGEMENT SYSTEM

### PROCEDURE FOR SERVICE BENEFITS IN BPDB

Document No.:  
BPDB-IMS-PR-041

Revision No.: 00

Effective Date: 01-11-2021

Page 21 of 21

interest, it shall be credited with effect from the month following that in which he asks for it.

#### 6.0 References

- Service Rules,
- Delegation of Powers
- National Pay Scale
- Applicable government circular
- Government rules
- Applicable government rules/Service Rules

#### 7.0 Appendix

None

#### 8.0 Revision History

SI No.	Revision Number	Section	Change Made	Date of Revision

Prepared By		Approved By	
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