Annual Training Schedule

2019-2020

Bangladesh Power Development Board

Bangladesh Power Development Board

Annual Training Schedule
2019-2020

Directorate of Training & Career Development
Bidyut Bhaban (Level-10)
1 Abdul Gani Road, Dhaka-1000
Phone # 02-9513550
E-mail: director.training@yahoo.com

Directorate
of
Training & Career Development
BPDB, Dhaka

Annual Training Schedule for 2019-20

Directorate of Training & Career Development, Dhaka

Sl. No.	Course Code	Course Name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
July-2019						
01	M-06	Labor Law & Industrial Relationship	10	UDA/SAA/ STENO /AA /LDA cum comp. opera./JAA/ store keeper/Technical Staff	02.07.2019	11.07.2019
02	M-25	Training for Doctor	9	Doctors of BPDB	07.07.2019	15.07.2019
03	A-11	Basic Idea in TAX, CD-VAT & VAT and Financial Matters	4	Officer	21.07.2019	24.07.2019
04	M-01	Office Administration & Personnel Management	10	Officer	22.07.2019	31.07.2019
05	E-27	Independent Power Producer (IPP)	3	Officer	23.07.2019	25.07.2019
06	A-02	PPR-2008 & Delegation of Financial Power	10	UDA/SAA/ STENO /AA /LDA cum comp. opera./JAA/ store keeper/Technical Staff	29.07.2019	07.08.2019
August-2019						
07	M-17	Awareness Creation of some common disease	02	Female Staffs of BPDB	19.08.2019	20.08.2019
08	M-19	Tariff Rule, COP, Electricity Act and Management Information System (MIS)	10	UDA/SAA/ STENO /AA/LDA/JAA & Related Staff	20.08.2019	29.08.2019
09	M-10	General Conduct and Discipline, Inquiry Procedure, Punishment and Appeal Rules & General Laws of Bangladesh	09	UDA/SAA/ STENO /AA /LDA/JAA & Equivalent	21.08.2019	29.08.2019
September-2019						
10	A-04	Accounts & Financial Management, Bill Preparation	9	UDA/SAA/ STENO /AA/LDA/JAA & Equivalent	03.09.2019	12.09.2019
11	M-04	Special Course for Driver of BPDB	6	Driver	04.09.2019	09.09.2019
12	A-06	Preparation of Tender Document (Local, International & EOI)/Contract Document	9	Officer	11.09.2019	19.09.2019
13	M-18	Annual Performance Agreement (APA)	2	Officer	18.09.2019	19.09.2019
14	M-09	Training for Teacher	10	School Teacher of BPDB	22.09.2019	01.10.2019
15	E-34	Coal and Coal Fired Power Plant	4	CE/Add. CE/SE/X-EN/SDE/ AE/Chemist/SAE	26.09.2019	29.09.2019
October-2019						
16	M-16	BPDB Employees Service Rules, Etiquette and Manner	10	UDA/SAA/ STENO /AA /LDA cum comp. opera./JAA/ store keeper/Technical Staff	01.10.2019	10.10.2019
17	E-21	Electricity Act, Case Filing & Reporting	11	UDA/SAA/ STENO /AA/LDA/JAA & Related Staff	06.10.2019	16.10.2019

Sl. No.	Course Code	Course Name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
18	M-14	Project Management & Legal Procedure of Land Acquisition	9	Officer	09.10.2019	17.10.2019
19	A-11	Basic Idea in TAX, CD-VAT & VAT and Financial Matters	4	Officer	21.10.2019	24.10.2019
20	E-12	Smart Grid, Smart Meter & GIS Mapping	9	XEN/SDE/ AE/SAE	23.10.2019	31.10.2019
21	T-20	Security of KPI, Fire fighting and safety procedure	10	Security Supervisor/ Security Guard/ MLSS/Helper	29.10.2019	07.11.2019
November-2019						
22	M-07	Communicative English & developing Effective Communication Skill	9	XEN/DD/SDE/ AE/AD/SAE	06.11.2019	14.11.2019
23	A-07	Auditing & Settlement of Audit Objection	9	UDA/SAA/ STENO /AA/LDA/JAA	11.11.2019	19.11.2019
24	M-15	National Integrity Strategy, Anti Corruption/ Etiquette & Manners	9	Officer	17.11.2019	25.11.2019
25	M-03	Office Administration & Record Keeping	10	UDA/SAA/ STENO /AA /LDA/JAA & Equivalent	19.11.2019	28.11.2019
26	M-18	Annual Performance Agreement (APA)	9 4	UDA/SAA/ STENO /AA/LDA/JAA & Related Staff	26.11.2019	05.12.2019
27	E-34	Coal and Coal Fired Power Plant		CE/Add. CE/SE/XEN/SDE/ AE/Chemist/ SAE	28.11.2019	01.12.2019
December-2019						
28	T-20	Security of KPI, Fire fighting and safety procedure	10	Security Guard/ Helper from Power Station & Distribution	03.12.2019	12.12.2019
29	E-35	Pre-Payment Metering	7	XEN/SDE/ AE/ SAE	09.12.2019	15.12.2019
30	M-09	Training for Teacher	10	School Teacher of BPDB	17.12.2019	26.12.2019
31	M-17	Awareness Creation of some common disease	2	Female Officers of BPDB	30.12.2019	31.12.2019
January-2020						
32	M-24	Good Governance	9	XEN/DD/SDE/ AE/AD/SAE	06.01.2020	14.01.2020
33	E-27	Independent Power Producer (IPP)	3	Officer	07.01.2020	09.01.2020
34	M-20	Design, Planning & Contract Management Course	10	Officer	20.01.2020	29.01.2020
35	T-05	Occupational Health , Safety Environment, First aid & Security	9	UDA/SAA /AA & Technical staff	22.01.2020	30.01.2020
February-2020						
36	T-20	Security of KPI, Fire fighting and safety procedure	10	Security Guard/Helper from Power Station & Distribution	04.02.2020	13.02.2020
37	E-30	Operation & Maintenance of Combined Cycle Power Plant	8	XEN/SDE/AE/ SAE (Including SBU Related Officer)	05.02.2020	12.02.2020
38	A-09	Auditing & Settlement of Audit Objection Accounts & Financial Management	9	Officer	16.02.2020	24.02.2020

Sl. No.	Course Code	Course Name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
39	M-16	BPDB Employees Service Rules, Etiquette and Manner	10	Officer	25.02.2020	05.03.2020
March-2020						
40	M-21	Training for Medical Staff	9	Staff	01.03.2020	09.03.2020
41	M-15	National Integrity Strategy, Anti Corruption/ Etiquette & Manners	10	UDA/SAA/ STENO /AA /LDA cum comp. opera./JAA /Store keeper/Teacher	08.03.2020	16.03.2020
42	M-10	General Conduct and Discipline, Inquiry Procedure, Punishment and Appeal Rules & General Laws of Bangladesh	9	UDA/SAA/ STENO /AA /LDA/JAA & Equivalent	16.03.2019	25.03.2019
43	M-03	Office Administration & Record Keeping	10	UDA/SAA/ STENO /AA /LDA/JAA & Equivalent	22.03.2020	01.04.2020
April-2020						
44	A-01	PPR-2008 & Delegation of Financial Power	9	XEN/DD/SDE/ AE/AD/SAE/ Accountant	05.04.2020	13.04.2020
45	A-07	Auditing & Settlement of Audit Objection	9	UDA/SAA/ STENO /AA /LDA/JAA & Related Staff	12.04.2020	20.04.2020
46	E-34	Coal and Coal Fired Power Plant	4	CE/Add. CE/SE/XEN/SDE/ AE/Chemist/SAE	16.04.2020	19.04.2020
47	M-07	Communicative English & Developing Effective Communication Skill.	9	Officer	20.04.2020	28.04.2019
May-2020						
48	T-15	Electricity Act, Case Filing & Reporting	9	UDA/SAA/ STENO /AA/LDA/JAA & Related Staff	03.05.2020	11.05.2020
49	A-04	Accounts & Financial Management, Bill Preparation	9	UDA/SAA/ STENO /AA /LDA/JAA & Related Staff	10.05.2020	18.05.2020
50	T-20	Security of KPI, Fire fighting and safety procedure	10	Security Supervisor/ Security Guard/ MLSS/Helper	11.05.2020	20.05.2020
June-2020						
51	M-03	Office Administration & Record Keeping	9	UDA/SAA/ STENO /AA /LDA/JAA & Equivalent	01.06.2020	09.06.2020
52	T-05	Occupational Health , Safety Environment, First aid & Security	9	UDA/SAA/ STENO /AA /LDA/JAA & Related Staff	07.06.2020	16.06.2020
53	T-20	Security of KPI, Fire fighting and safety procedure	10	Security Guard /MLSS/Helper	09.06.2020	18.06.2020

Number of Targeted "On the Job Training (OJT)" for 2019-20 :48

DD-1 - (PPR, Service rule, National Integrity Strategy, Anti-Corruption &Etiquette & Manners, Fire fighting, Labour Law, Design, planning, Preparation of tender doc., Income Tax, Awareness Creation of some common diseases, Coal Based Thermal Power Plant&OJT)

DD- 2 - (Occupational health, General conduct, accounts & financial management, auditing, APA & KPI, Store management, Doctor, Medical staff, Project Management&OJT), Pre-Payment Metering, Special Course on IPP

DD- 3- (Computer, Internet, Net-working System, e-GP, e-filling, digital service&OJT)

DD- 4- (Office Administration, Smart Grid, Smart Meter & GIS Mapping, School teacher, Renewable energy, Communicative English, Project Management, Tariff Rule, Electricity Act, Good Governance, Energy Meter Installation, CCPP, Special Course fro Drivers of BPDB& OJT)

Annual Training Schedule for 2019-20

Directorate of Training & Career Development, Dhaka

Training Course on Computer

Sl. No.	Course Code	Course Name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
July-2019						
01	IT-10	কার্যপদ্ধতি ও সেবার মানোন্নয়নের লক্ষ্যে ই-ফাইলিং পদ্ধতি	3	Staff	02.07.2019	04.07.2019
02	IT-06	Computer Training on Microsoft Excel & Internet security, create and Uses of Google Drive, Drop box.	9	UDA/LDA/AA/SAA/-JAA and Computer Operator	16.07.2019	24.07.2019
August-2019						
03	IT-11	Basic Idea of Computer Hardware Maintenance and Troubleshooting. Internet security & Idea of BPDB website	9	UDA/LDA/AA/SAA/-JAA and Computer Operator	30.07.2019	07.08.2019
September-2019						
04	IT-09	Computer Training on Microsoft Word & internet security, Over view on Android operating system.	9	UDA/LDA/AA/SAA/-JAA and Computer Operator	27.08.2019	04.09.2019
05	IT-05	Electronic Government Procurement (e-GP) & e-filing	10	XEN/DD/ SDE/AE /AD/SAE & equivalent	16.09.2019	25.09.2019
October-2019						
06	IT-06	Computer Training on Microsoft Excel & Internet security, create and Uses of Google Drive, Drop box.	10	UDA/LDA/AA/SAA/-JAA and Computer Operator	07.10.2019	16.10.2019
07	IT-10	কার্যপদ্ধতি ও সেবার মানোন্নয়নের লক্ষ্যে ই-ফাইলিং পদ্ধতি	3	Officer / Staff	20.10.2019	22.10.2019
November-2019						
08	IT-03	Computer Training on MS. Power Point, Internet, Cloud Storage System &Idea of BPDB website	10	UDA/LDA/AA/SAA/-JAA and Computer Operator	04.11.2019	13.11.2019
09	IT-12	Basic Idea of Cloud Service Management, Virtual World, Mobile application base software.	7	XEN/DD/ SDE/AE /AD/SAE& equivalent	20.11.2019	26.11.2019
December-2019						
10	IT-09	Computer Training on Microsoft Word & internet security, Over view on Android operating system	9	UDA/LDA/AA/SAA/-JAA and Computer Operator	04.12.2019	12.12.2019
January-2020						
11	IT-13	Basic Idea of Adobe Illustrator, Photoshop & MS. Power Point	9	XEN/DD/ SDE/AE /AD/SAE/ equivalent	07.01.2020	15.01.2020
12	IT-10	কার্যপদ্ধতি ও সেবার মানোন্নয়নের লক্ষ্যে ই-ফাইলিং পদ্ধতি	3	Officer / Staff	26.01.2020	28.01.2020
February-2020						
13	IT-04	Computer Networking system, internet & e-mail, E- Filing, Anti-Virus	9	XEN/DD/SDE/AE /AD/SAE	10.02.2020	18.02.2020

Sl. No.	Course Code	Course Name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
March -2020						
14	IT-06	Computer Training on Microsoft Excel & Internet security, create and Uses of Google Drive, Drop box	9	UDA/LDA/AA/SAA/-JAA and Computer Operator	03.03.2020	11.03.2020
15	IT-05	Electronic Government Procurement (e-GP) & e-filing	10	XEN/DD/ SDE/AE /AD/SAE & equivalent	16.03.2020	25.03.2020
April-2020						
16	IT-08	Computer Training on Digital Services (Smart Metering, Snapshot Meter Reading System, Online Store Management, Video Conference etc.) in BPDB.	9	XEN/DD/ SDE/AE /AD/SAE & equivalent	06.04.2020	15.04.2020
17	IT-10	কার্যপদ্ধতি ও সেবার মানোন্নয়নের লক্ষ্যে ই-ফাইলিং পদ্ধতি	10	Officer / Staff	21.04.2020	23.04.2020
May-2020						
18	IT-11	Basic Idea of Computer Hardware Maintenance and Troubleshooting. Internet security,& Idea of BPDB website.	9	UDA/LDA/AA/SAA/-JAA and Computer Operator	04.05.2020	12.05.2020
June-2020						
19	IT-09	Computer Training on Microsoft Word & internet security, Over view on Android operating system.	9	UDA/LDA/AA/SAA/-JAA and Computer Operator	15.06.2020	23.06.2020

Regional Training Center
BPDB, Tongi, Gazipur

Annual Training Schedule for 2019-20
Regional Training Center
BPDB, Tongi, Gazipur

Sl. No.	Course Code	Course Name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
July-2019						
01	T-20	Security of KPI, Fire Fighting & Safety Procedure.	9	S. Guard/MLSS /Driver& related Staff	02.07.2019	10.07.2019
02	T-04	Electrical Maintenance course basic	10	Electrician & related person	06.07.2019	15.07.2019
03	A-02	PPR-2008 & Delegation of Financial Power 2011	10	Assistant Accountant/ SAA/JAA	09.07.2019	18.07.2019
04	T-16	Operation and Maintenance Transformer.	10	Technical Staff	20.07.2019	29.07.2019
05	E-16	Operation & Maintenance of Gas-Turbine	9	SBU –Related Officer	23.07.2019	31.07.2019
August-2019						
06	A-09	Auditing & Settlement of Audit Objection	8	Officer/Accountant	31.07.2019	07.08.2019
07	T-07	Advance course for Lineman	10	Lineman/Helper/ Electrician	20.08.2019	29.08.2019
08	E-30	Operation and Maintenance of Combined Cycle Power Plant	9	SBU- Related Technical Staff	22.08.2019	31.08.2019
September-2019						
09	T-08	Switch board Attendant Course.	9	CA/SBA/ Related Technical Staff	01.09.2019	09.09.2019
10	T-01	Distribution line Maintenance of 33/11 KV S/S.	10	Electrician & Line Staff	07.09.2019	16.09.2019
11	E-30	Operation & Maintenance of Combined Cycle Power plant.	10	SBU Related XEN/S-DE/AE/SAE	11.09.2019	19.09.2019
12	T-16	Operation and Maintenance Transformer.	9	Technical Staff	21.09.2019	30.09.2019
13	T-02	Energy Meter Installation, Connection & testing	10	Sales/Distribution & Commercial line staff	17.09.2019	26.09.2019
October-2019						
14	M-15	National Integrity Strategy, Anti-Corruption, Etiquette & Manners	10	UDA/LDA/ Related Staff	01.10.2019	10.10.2019
15	T-06	Basic course for Lineman	10	Lineman/Helper/ Electrician	05.10.2019	14.10.2019
16	T-03	Computerized Billing System	10	Meter Inspector/Meter Reader/Billing Staff/SAA/JAA	12.10.2019	21.10.2019
17	E-09	Relay and Protection Basic.	8	XEN/SDE/AE/SAE	22.10.2019	29.10.2019
18	T-20	Security of KPI, Fire Fighting & Safety Procedure.	9	S. Guard/MLSS /Driver& related Staff	23.10.2019	31.10.2019
November-2019						
19	T-04	Electrical Maintenance course basic	10	Electrician & related person	03.11.2019	12.11.2019
20	A-01	PPR-2008 & delegation of financial power (dev/rev.)	9	Officer	05.11.2019	13.11.2019
21	M-03	Office Administration & Record keeping.	8	UDA/LDA/ related Staff	11.11.2019	18.11.2019
22	E-31	Operation & Maintenance of Steam Turbine	9	Technical Staff	19.11.2019	27.11.2019

Sl. No.	Course Code	Course Name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
23	T-08	Switch board Attendant Course	8	CA/SBA/RELATED STAFF	23.11.2019	30.11.2019
December-2019						
24	A-07	Auditing & Settlement of Audit Objection	8	Staff	02.12.2019	09.12.2019
25	T-02	Energy Meter Installation, Connection & testing	10	Sales/Distribution & Commercial line staff	03.12.2019	12.12.2019
26	M-06	Labour Law and Industrial relationship	9	UDA/LDA /related Staff	14.12.2019	22.12.2019
27	T-20	Security of KPI, Fire Fighting & Safety Procedure.	10	S. Guard/MLSS cum Guard/Driver & related Staff	21.12.2019	30.12.2019
January-2020						
28	T-16	Operation and Maintenance Transformer.	10	Technical Staff	04.01.2020	13.01.2020
29	E-21	Electricity act, case filing & Reporting	8	XEN/SDE/AE/SAE	05.01.2020	12.01.2020
30	T-01	Distribution line Maintenance of 33/11 KV S/S.	10	Electrician & Line Staff	14.01.2020	23.01.2020
31	T-03	Computerized Billing System	10	Meter Inspector/Meter Reader/Billing Staff/SAA/JAA	18.01.2020	27.01.2020
32	E-11	Relay and Protection Advance	8	XEN/SDE/AE/SAE	21.01.2020	28.01.2020
February-2020						
33	T-02	Energy Meter Installation, Connection & testing	10	Sales/Distribution & Commercial line staff	01.02.2020	10.02.2020
34	E-36	Operation and Maintenance of Combined Cycle Power Plant	8	SBU related Officer	02.02.2020	09.02.2020
35	M-15	National Integrity Strategy, Anti-Corruption, Etiquette & Manners	10	UDA/LDA/ related Staff	11.02.2020	20.02.2020
36	T-06	Basic course for Lineman	10	Lineman/Helper/ Electrician	15.02.2020	24.02.2020
37	A-02	PPR-2008 & Delegation of Financial Power 2011	10	Assistant Accountant/ SAA/JAA	18.02.2020	27.02.2020
March-2020						
38	T-16	Operation and Maintenance Transformer.	10	Technical Staff	01.03.2020	10.03.2020
39	T-15	Electricity Act, Case filing & Reporting	8	XEN/SDE/AE/SAE	04.03.2020	11.03.2020
40	T-08	Switch board Attendant Course.	9	CA/SBA/Related Staff	14.03.2020	22.03.2020
41	T-19	Occupational Health & Safety Environment.	9	Staff	21.03.2020	29.03.2020
42	T-20	Security of KPI, Fire Fighting & Safety Procedure.	9	S. Guard/MLSS /Driver& related Staff	23.03.2020	31.03.2020

Sl. No.	Course Code	Course Name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
April-2020						
43	A-06.	APP/Tender document/Contract Document	8	Officer	01.04.2020	08.04.2020
44	E-30	Operation and Maintenance of Combined Cycle Power Plant	9	SBU- Related Technical Staff	04.04.2020	12.04.2020
45	E-31	Operation & Maintenance of Steam Turbine	9	Technical Staff	11.04.2020	19.04.2020
46	T-07	Advance course for Lineman	10	Lineman/Helper/ Electrician	18.04.2020	27.04.2020
47	E-16	Operation & Maintenance of Gas-Turbine	10	SBU –Related Officer	21.04.2020	30.04.2020
May-2020						
48	A-01	PPR-2008 & delegation of financial power (dev/rev.)	9	Officer	02.05.2020	10.05.2020
49	M-16	BPDB Employee service rules, Etiquette & Manner	10	UDA/LDA/SAA/JAA	03.05.2020	12.05.2020
50	T-04	Electrical Maintenance course basic	10	Electrician & related person	11.05.2020	20.05.2020
June-2020						
51	E-30	Operation and Maintenance of Combined Cycle Power Plant	9	SBU- Related Technical Staff	02.06.2020	10.06.2020
52	T-20	Security of KPI, Fire Fighting & Safety Procedure.	10	S. Guard/MLSS cum Guard/Driver & related Staff	06.06.2020	15.06.2020
53	E-17	Operation & Maintenance of Gas Turbine Power Plant	10	Technical Staff	20.06.2020	29.06.2020
54	E-15	Distributed Control System	8	XEN/SDE/AE/SAE	23.06.2020	30.06.2020

Number of Targeted "On the Job Training (OJT)" for 2019-20 : 20

Remarks:

1. Fire fighting and Safety Procedure topicis newly added in every staff course .

Engineering Academy
Kaptai, Rangamati

Annual Training Schedule for 2019-20
Engineering Academy, BPDB
Kaptai, Rangamati
Bangladesh Power Development Board (BPDB)

Sl. No.	Course Code	Course Name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
July-2019						
01	E-01	Induction Training	30	Newly recruited AE.	06.07.2019	04.08.2019
August -2019						
02	E-01	Induction Training	30	Newly recruited AE.	06.08.2019	12.09.2019
September-2019						
03	E-18	Operation & Maintenance of Thermal Power Plants & its auxiliaries.	9	XEN/SDE/AE of BPDB (including SBU)	14.09.2019	22.09.2019
04	M-07	Communicative English & Developing Effective Communication Skills	9	Officers of BPDB	15.09.2019	23.09.2019
05	E-26	Renewable Energy	9	XEN/SDE/AE	25.09.2019	03.10.2019
06	A-03	Accounts & Financial Management	9	Officers of BPDB (including SBU)	29.09.2019	07.10.2019
October-2019						
07	M-02	Purchase & Store Management	10	Officers of BPDB & SBU	05.10.2019	14.10.2019
08	E-01	Induction Training	30	Newly recruited AE.	18.10.2019	16.11.2019
November -2019						
09	E-02	Induction Training	30	Newly recruited SAE	18.11.2019	17.12.2019
December- 2019						
10	E-02	Induction Training	30	Newly recruited SAE	19.12.2019	17.01.2020
January-2020						
11	M-25	Training for Doctors	5	Doctors of BPDB (12 Persons)	19.01.2020	27.01.2020
12	E-10	Operation & maintenance of combined cycle power plants & its auxiliaries.	9	XEN/SDE/AE/SAE	20.01.2020	28.01.2020
13	E-16	Operation & Maintenance of Gas Turbine Power Plants & its auxiliaries	8	XEN/SDE/AE, BPDB (including SBU)	30.01.2020	06.02.2020
February-2020						
14	E-18	Operation & Maintenance of Steam Turbine Power Plants & its auxiliaries	9	XEN/SDE/AE	01.02.2020	09.02.2020
15	A-01	PPR – 2008 & Delegation of Financial Power	9	Officers ofBPDB (including SBU)	12.02.2020	20.02.2020
16	E-23	Protection &Maint. of 33/11kV X-former, 33/11 kV Feeder & Dist. X-former.	9	XEN/SDE/AE/ Chemist	16.02.2020	24.02.2020
17	E-13	Senior Officers Management Training Course-14 persons (7 persons from each Board)	7	SE/ Director /Addl. Director /Sr. XEN & Sr. DD (18 years experience in class 1 post) of BPDB & BWDB	26.02.2020	03.03.2020
18	E-16	Operation & Maintenance of Gas Turbine Power Plants & its auxiliaries	9	XEN/SDE/AE/Chemist	30.02.2020	08.03.2020

Sl. No.	Course Code	Course Name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
March-2020						
19	E-09	Relay & Protection (Basic Course)	9	XEN/SDE/AE/SAE	08.03.2020	16.03.2020
20	E-03	Distribution Re-orientation Course	9	SAE	14.03.2020	22.03.2020
21	M-13	Senior Officers Management Training Course-14 persons	7	SE/ Director /Addl. Director /Sr. XEN & Sr. DD (18 years experience in class 1 post) of BPDB	17.03.2020	23.03.2020
22	E- 32	Operation Maintenance of a Heavy Furnace Oil (HFO) and Diesel Engine based Power Plant	9	XEN/SDE/AE/SAE	28.03.2020	05.04.2020
23	E-20	Occupational Health, Safety Environment, First Aid & Fire Fighting.	9	Officers of BPDB	30.03.2020	07.04.2020
April-2020						
24	M-12	Strategic Human Resource Management	9	Officers of BPDB (including SBU)	08.04.2020	16.04.2020
25	M-14	Project Management	9	XEN/SDE/AE BPDB (including SBU)	11.04.2020	19.04.2020
26	M-08	Training of Trainers (TOT)	9	Officers of BPDB (10 years experience in class 1 post)	18.04.2020	26.04.2020
27	M-19	Tariff Rules & Commercial Operation Procedure of BPDB	9	SAE	21.04.2020	29.04.2020
28	E-09	Relay & Protection (Basic Course)	9	XEN/SDE/AE/SAE	28.04.2020	06.05.2020
May-2020						
29	M-01	Office Administration & Personnel Management	9	XEN/SDE/AE/AD (Equivalent)	0205.2020	10.05.2020
30	E-27	Independent Power Producer (IPP)	9	XEN/SDE/AE	04.05.2020	12.05.2020
31	A-01	PPA, PPR, DoFP & e-GP	9	XEN/DD/SDE/AE/AO/ Equivalent Officers	09.05.2020	17.05.2020
32	E-10	Operation & maintenance of combined cycle power plants & its auxiliaries.	9	XEN/SDE/AE	10.05.2020	18.05.2020
June-2020						
33	E-34	Solid Fuel coal; types, properties, composition, construction, sub-critical, critical, super critical &ultra super critical point of a Coal based Thermal Power Plant.	9	XEN/SDE/AE/SAE	02.06.2020	10.06.2020
34	M-24	Good governance	9	Officers of BPDB	04.06.2020	12.06.2020
35	E-18	Operation & Maintenance of Steam Turbine Power Plants & its auxiliaries	9	XEN/SDE/AE/SAE	13.06.2020	21.06.2020
36	E-20	Occupational Health, Safety Environment, First Aid & Fire Fighting.	9	Officers ofBPDB	17.06.2020	25.06.2020

Number of Targeted for "On the Job Training (OJT)" 30nos (25 participants in each course).

Note :- 1. Induction Training Course (if needed) will be implemented on priority basis and during the period schedule courses will be discarded.

2. Training schedule will be finalized by the Executive Committee of Engineering Academy

Annual Training Schedule for 2019-20
Engineering Academy, BPDB
Kaptai, Rangamati
Bangladesh Water Development Board (BWDB)

Sl. No.	Course Name	Duration (Day)	Target group (15 Persons)	Training Period	
				From	To
01	Foundation Training	24	Newly recruited AE.	27.07.2019	27.08.2019
02	Foundation Training	24	Newly recruited AE.	31.08.2019	24.09.2019
03	Foundation Training	24	Newly recruited AE.	28.09.2019	22.10.2019
04	Foundation Training	15	Newly recruite SAE.	27.10.2019	11.11.2019
05	Foundation Training	15	Newly recruite SAE.	17.11.2019	01.12.2019
06	Foundation Training	15	Newly recruite SAE.	07.12.2019	22.12.2019
07	Foundation Training	15	Newly recruite SAE.	28.12.2020	12.01.2020
08	Foundation Training	15	Newly recruite SAE.	18.01.2020	02.02.2020
09	Foundation Training	15	Newly recruite SAE.	08.02.2020	23.02.2020
10	Senior Officers Management Training Course- 14 persons (7 persons from each Board)	7	SE/ Director /Addl. Director /Sr. XEN & Sr. DD (18 years experience in class 1 post) of BPDB & BWDB	26.02.2020	03.03.2020
11	Foundation Training	15	Newly recruite SAE.	01.03.2020	15.03.2020
12	Foundation Training	15	Newly recruite SAE.	22.03.2020	05.04.2020
13	Foundation Training	15	Newly recruite SAE.	12.04.2020	26.04.2020
14	Project Management (Preparation, Formulation of Project including all aspects of DPP)	9	XEN/DD/SDE/AE/AD (Equivalent Officers)	06.06.2020	14.06.2020
15	Innovation in Citizen Service, Right to Information, GRS, APA, NIS, Autism & Citizen Charter.	9	DD/SDE/AE/AO/AD (Equivalent Officers)	16.06.2020	24.06.2020

Number of targeted "On the Job Training (OJT)" for 2019-20: 10 nos.

Note: 1. Foundation Training Course will be implemented on priority basis if needed.

2. Training schedule will be finalized by the Executive Committee of Engineering Academy.

Cox's Bazar Training Academy
BPDB, Cox's Bazar

Annual Training Schedule for 2019-20
Cox's Bazar Training Academy
BPDB, Cox's Bazar

Sl. No.	Course Code	Course Name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
July-2019						
01	T-02	Energy meter installation, connection & testing.	9	Related Technical Staff	02.07.2019	10.07.2019
02	A-01	PPR-2008 & delegation of financial power.	9	Officer's of BPDB	03.07.2019	11.07.2019
03	T-20	KPI Fire fighting& safety procedure.	9	Staff of BPDB	13.07.2019	21.07.2019
04	M-16	BPDB Employees service rules, etiquette & manner.	9	UDA/SAA/Steno /AA/LDA/JAA & Equivalent	14.07.2019	22.07.2019
05	E-13	Operation of Combined Cycle Power Plant.	8	Related Technical Staff	23.07.2019	30.07.2019
06	M-20	Design, planning & contract management course.	8	XEN/DD/SDE/AE/AD	24.07.2019	31.07.2019
August -2019						
07	M-26	Project preparation, management, implementation & reporting	7	Officer's of BPDB.	01.08.2019	07.08.2019
08	T-16	Operation & maintenance of transformer	7	Related Technical Staff	01.08.2019	07.08.2019
09	E-27	Independent power producer (IPP)	7	XEN/SDE/AE/SAE /Chemist/Equivalent.	18.08.2019	24.08.2019
10	M-17	Awareness creation for some common disease	7	Staff of BPDB.	18.08.2019	24.08.2019
11	M-03	Office administration & record keeping	7	UDA/SAA/STENO/AA/LDA/JAA & Equivalent	25.08.2019	31.08.2019
12	M-15	National integrity strategy, etiquette & manners	7	Helper/Security Guard/ MLSS/ Equivalent	25.08.2019	31.08.2019
September -2019						
13	A-05	Corporate & financial management	9	UDA/SAA/STENO/AA/LDA/JAA & Equivalent	01.09.2019	09.09.2019
14	E-19	BPDB Tariff rules & commercial operation procedure.	9	Technical Staff of BPDB.	01.09.2019	09.09.2019
15	M-02	Purchase and stores management.	9	Officer's of BPDB	11.09.2019	19.09.2019
16	E-08	Operation & maintenance of distribution line & sub-station	9	Related Technical Staff.	11.09.2019	19.09.2019
17	E-12	Smart Grid, smart meter & GIS mapping.	9	XEN/SDE/AE/ SAE/Equivalent.	21.09.2019	29.09.2019
18	T-05	Occupational health safety environment, first aid & fire fighting.	9	Staff of BPDB	22.09.2019	30.09.2019
October-2019						
19	E-28	Environment management systems	9	Officer's of BPDB	01.10.2019	09.10.2019
20	E-08	Operation & maintenance of 33/11KV sub-station & distribution line	9	Technical Staff	02.10.2019	10.10.2019
21	A-07	Auditing & settlement of audit objection	8	UDA/SAA/Steno/AA/LDA/-JAA & Equivalent	13.10.2019	20.10.2019
22	M-10	General conduct & discipline, inquiry procedure, punishment and appeal rules	8	Staff of BPDB	14.10.2019	21.10.2019
23	A-03	Accounts & financial management	8	Officer's of BPDB	23.10.2019	30.10.2019
24	T-20	Security Of KPI fire fighting& safety procedure	8	Staff of BPDB	24.10.2019	31.10.2019

Sl. No.	Course Code	Course Name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
November-2019						
25	E-26	Renewable energy & its application	9	XEN/SDE/AE/ SAE/Chemist & Equivalent	03.11.2019	11.11.2019
26	E-17	Operation and maintenance of gas turbine power plant its auxiliaries.	9	Related Technical Staff	03.11.2019	11.11.2019
27	M-22	Development skills and techniques	8	Officer's of BPDB	13.11.2019	20.11.2019
28	M-30	Anti-corruption, professional ethics, etiquette & manner	8	Staff of BPDB	14.11.2019	21.11.2019
29	M-03	Office administration & record keeping	8	UDA/LDA/-JAA/Steno/SAA/AA/ Equivalent	23.11.2019	30.11.2019
30	E-08	Operation and maintenance of distribution line & sub-station	8	Technical Staff of BPDB	23.11.2019	30.11.2019
December-2019						
31	E-36	Power generation & system planning	9	XEN/SDE/AE/ Chemist/SAE/Equivalent	01.12.2019	09.12.2019
32	M-18	Annual performance agreement (APA)	9	Staff of BPDB	02.12.2019	10.12.2019
33	A-10	Financial analysis for decision making.	8	Officers of BPDB	12.12.2019	19.12.2019
34	M-16	BPDB employee service rules, etiquette & manner.	8	Staff of BPDB	12.12.2019	19.12.2019
35	E-08	Distribution lines maintenance & maintenance of 33/11 KV sub-station.	9	Related Technical Staff of BPDB	22.12.2019	30.12.2019
36	M-17	Awareness creation of some common diseases	9	Staff of BPDB	23.12.2019	31.12.2019
January-2020						
37	M-12	Strategic human resource management	8	SE/Director/ Addl. Director/ XEN/DD/S-DE/AE/AD/ Equivalent	01.01.2020	08.01.2020
38	T-16	Operation & maintenance of transformer	8	Related Technical Staff of BPDB	02.01.2020	09.01.2020
39	M-09	Enhancing academic & professional qualification of teachers	8	BPDB'S School Teacher	12.01.2020	19.01.2020
40	IT-10	কার্যপদ্ধতি ও সেবার মানোন্নয়নের লক্ষ্যে ই-ফাইলিং পদ্ধতি	8	Related Staff of BPDB	13.01.2020	20.01.2020
41	E-22	Solid fuel coal; types, properties, composition, construction, sub-critical, critical super critical &ultra super critical point of a coal based thermal power plant.	8	XEN/DE/Chemist/AE/SAE & Equivalent	22.01.2020	29.01.2020
42	M-19	Tariff rule, COP, electricity act and MIS	8	UDA/SAA/STENO/AA/LDA/JAA/ Equivalent	23.01.2020	30.01.2020
February -2020						
43	M-23	Leadership development.	8	CE/PD/ SE/ Director/ Addl.Director/DD/XEN/S-DE/AE/AD/ Equivalent	02.02.2020	09.02.2020
44	A-04	Accounts and financial management: bill preparation	8	AA/UDA/SAA/JAA/ LDA/ Equivalent.	03.02.2020	10.02.2020
45	E-18	Operation & maintenance of steam turbine power plant	8	XEN/DE/Chemist/AE/SAE & Equivalent	12.02.2020	19.02.2020
46	T-05	Occupational health, safety environment, first aid & fire fighting	8	Staff of BPDB	13.02.2020	20.02.2020
47	T-18	Operation of water treatment plant	7	Chemical Attendant/Related Persons/ Equivalent	23.02.2020	29.02.2020

Sl. No.	Course Code	Course Name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
March -2020						
48	M-02	Store management, inventory system custom assessment & goods delivery procedure, VAT & AIT (office)	9	Officer's of BPDB	02.03.2020	10.03.2020
49	E-32	Operation & maintenance of HFO & diesel engine based power plant	9	Related Technical Staff of BPDB	03.03.2020	11.03.2020
50	M-07	Communicative english& development of effective communication skill	8	officer's of BPDB	12.03.2020	19.03.2020
51	M-06	Labour law & industrial relationship	8	Staff of BPDB	12.03.2020	19.03.2020
52	M-16	BPDB employee service rules, etiquette & manner	9	UDA/AA/SAA/-JAA/LDA/Steno/Computer Operator	22.03.2020	30.03.2020
53	M-29	Special course on leadership & good governance	8	Officer's of BPDB	23.03.2020	30.03.2020
April -2020						
54	A-03	Accounts & financial management	9	Officer's of BPDB	01.04.2020	09.04.2020
55	T-09	Mechanical maintenance course (basic)	9	Machinist/Mechanics/Mechanical Fitter/Pump Operator/Plumber/Welder/ Equivalent	01.04.2020	09.04.2020
56	E-37	Waste to energy	9	Officer's of BPDB	12.04.2020	20.04.2020
57	T-16	Operation & maintenance of transformer	9	Technical Staff of BPDB	13.04.2020	21.04.2020
58	M-03	Office administration & record keeping.	8	UDA/AA/SAA/JAA/LDA Computer Operator/Equivalent	22.04.2020	29.04.2020
59	T-19	Occupational health, safety environment & first aid course	8	Medical Related Staff & Technical/Non-Technical Staff	23.04.2020	30.04.2020
May -2020						
60	M-09	Enhancing academic & professional qualification of teachers	9	BPDB's Teacher	02.05.2020	10.05.2020
61	T-14	Fire fighting& safety procedure	9	Staff of BPDB	02.05.2020	10.05.2020
62	M-06	Labour law & industrial relationship	10	Staff of BPDB	11.05.2020	20.05.2020
63	A-06	APP & Tender document/contract document/ e-tendering	9	Officer of BPDB	12.05.2020	20.05.2020
June -2020						
64	E-19	BPDB Tariff rule & commercial operation procedure	9	UDA/SAA/Steno/ LDA/AA/JAA/ Computer Operator/ Equivalent	01.06.2020	09.06.2020
65	M-15	National integrity strategy, anti-corruption, etiquette & manner	9	Staff of BPDB	02.06.2020	10.06.2020
66	A-06	APP & Tender document/contract document/e-tendering.	8	Officer of BPDB	11.06.2020	18.06.2020
67	M-16	BPDB Employee service rules, etiquette & manners	8	Staff of BPDB	12.06.2020	19.06.2020
68	E-21	Electricity act, case filing & reporting	9	Officer of BPDB	21.06.2020	29.06.2020
69	E-14	Maintenance of combined cycle power plant	9	Staff of BPDB	22.06.2020	30.06.2020

Number of Targeted "On the Job Training (OJT)" for 2019-20: 25

Chittagong Training Center
BPDB, Khulshi, Chottogram

Annual Training Schedule for 2019-20

Chittagong Training Center

BPDB, Khulshi, Chottogram

Sl. No.	Course Code	Course Name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
July-2019						
01	T-06	Basic Course for Lineman	9	Electrician/Line-man/Lineman Helper	01.07.2019	09.07.2019
02	E-31	Operation & Maintenance of Steam Turbine Power Plant	9	Technical Staff	02.07.2019	10.07.2019
03	M-01	Office Administration & Personnel Management	9	Officers	13.07.2019	21.07.2019
04	T-16	Operation & Maintenance of Transformer	9	All Technical Staff	14.07.2019	22.07.2019
05	IT-10	কার্যপদ্ধতি ও সেবার মানোন্নয়নের লক্ষ্যে ই-ফাইলিংপদ্ধতি	8	AA/UDA/SAA/Steno/ LDA/JAA/Equivalent	23.07.2019	30.07.2019
06	T-20	Security of KPI, Fire Fighting and Safety Procedure	8	Security Guard/MLSS/Helper	24.07.2019	31.07.2019
August-2019						
07	M-17	Awareness Creation for some common diseases	8	Staff (Technical &Non Technical)	01.08.2019	08.08.2019
08	E-09	Relay and Protection, Basic Course	9	XEN/SDE/AE/SAE	19.08.2019	27.08.2019
09	M-03	Office Administration & Record Keeping	9	AA/UDA/SAA/Steno/LD A/JAA/Equivalent	20.08.2019	28.08.2019
10	T-08	Switch Board Attendant	9	SBA/CA/TA/BA/PA (Staff)	21.08.2019	29.08.2019
September-2019						
11	A-04	Accounting and Financial Management: Bill Preparation	8	Asstt. Accountant/ SAA/JAA	01.09.2019	08.09.2019
12	T-19	Occupational Health & Safety Environment	8	All Staff	02.09.2019	09.09.2019
13	T-14	Fire Fighting and Safety Procedure	8	All Technical Staff/ Security Guard	11.09.2019	18.09.2019
14	E-08	Operation & Maintenance of Distribution Line & Sub-Station	8	All Technical Staff	12.09.2019	19.09.2019
15	A-05	Corporate & Financial Management	9	Officers	21.09.2019	29.09.2019
16	T-02	Energy Meter Installation, Connection & Testing	9	Meter Reader/Electri-cian/ Lineman/Helper (Staff)	22.09.2019	30.09.2019
October-2019						
17	M-03	Office Administration & Record Keeping.	9	AA/UDA/SAA/Steno/LD A/JAA/Equivalent	01.10.2019	09.10.2019
18	T-04	Electrical Maintenance Course (Basic)	9	Technical Staff	02.10.2019	10.10.2019
19	IT-05	Electronic Government Procurement (e-GP)	9	Officers	12.10.2019	20.10.2019
20	M-21	Training for Medical Staff	9	BPDB Medical Staff	13.10.2019	21.10.2019
21	T-01	Distribution Line Maintenance	8	Electrician/Line Staff	22.10.2019	29.10.2019
22	T-10	Operation & Maintenance of Gas Turbine Power	8	Technical Staff	23.10.2019	30.10.2019

Sl. No.	Course Code	Course Name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
November-2019						
23	A-02	PPR-2008 & Delegation of Financial Power (Dev/Rev)-2018.	9	Asstt. Accountant/SAA/JAA	03.11.2019	11.11.2019
24	E-23	Protection & Maintenance of 33/11 KV Transformer, 33/11 KV Feeder & Distribution Transformers	9	XEN/SDE/AE/SAE	04.11.2019	12.11.2019
25	M-15	National Integrity Strategy, Anti Corruption, Etiquette & Manner	7	All Staff	13.11.2019	19.11.2019
26	T-06	Basic Course for Lineman	7	Electrician/Lineman/Line-man Helper	14.11.2019	20.11.2019
27	T-16	Operation & Maintenance of Transformer	9	All Technical Staff	18.11.2019	26.11.2019
28	T-19	Occupational Health & Safety Environment	8	All Staff	21.11.2019	28.11.2019
December-2019						
29	A-07	Auditing and Settlement of Audit Objection	9	AA/UDA/SAA/Steno/LDA/ JAA/Equivalent	01.12.2019	09.12.2019
30	E-30	Operation & Maintenance of Combined Cycle Power Plant	9	Technical Staff	02.12.2019	10.12.2019
31	T-11	Electrical Maintenance Course	9	Technical Staff	11.12.2019	19.12.2019
32	E-26	Renewable Energy & its Application	9	XEN/SDE/AE/SAE	14.12.2019	22.12.2019
33	E-19	BPDB Tariff Rule & Commercial Operation Procedure	9	Staff	21.12.2019	29.12.2019
34	T-20	Security of KPI, Fire Fighting and Safety Procedure	8	Security Guard/MLSS/ Helper	23.12.2019	30.12.2019
January-2020						
35	IT-10	কার্যপদ্ধতি ও সেবার মানোন্নয়নের লক্ষ্যে ই-ফাইলিংপদ্ধতি	9	Officer	01.01.2020	09.01.2020
36	T-01	Distribution Line Maintenance	8	Electrician/Line Staff	05.01.2020	12.01.2020
37	M-09	Teacher's Training	9	School Teacher of BPDB	11.01.2020	19.01.2020
38	M-16	BPDB Employee Service Rules, Etiquette & Manner	8	MLSS/MLSS Cum Guard/Helper	13.01.2020	20.01.2020
39	T-06	Basic Course for Lineman	9	Electrician/Lineman/Line-man Helper	21.01.2020	29.01.2020
40	E-31	Operation & Maintenance of Steam Turbine Power Plant	9	Technical Staff	22.01.2020	30.01.2020
February-2020						
41	A-01	PPR-2008 & Delegation of Financial Power (Dev/Rev)-2018	9	Officers	01.02.2020	09.02.2020
42	M-06	Labour Law & Industrial Relationship	9	Staff (Technical &Non Technical	02.02.2020	10.02.2020
43	M-15	National Integrity Strategy, Anti Corruption, Etiquette & Manner	8	Technical & Non-Technical Staff	11.02.2020	18.02.2020
44	T-01	Distribution Line Maintenance	8	Electrician/Line Staff	12.02.2020	19.02.2020
45	IT-10	কার্যপদ্ধতি ও সেবারমানোন্নয়নেরলক্ষ্যে ই-ফাইলিংপদ্ধতি	9	AA/UDA/SAA/Steno/ LDA/JAA/Equivalent	17.02.2020	25.02.2020
46	E-30	Operation & Maintenance Combined Cycle Power Plant	8	Technical Staff	20.02.2020	27.02.2020

Sl. No.	Course Code	Course Name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
March-2020						
47	T-01	Distribution Line Maintenance	8	Electrician/Line Staff	01.03.2020	08.03.2020
48	T-13	Operation & Maintenance of Water Treatment Plant	8	Technical Staff	02.03.2020	09.03.2020
49	A-06	APP/Tender Document/Contract Document/ E-Tendering	9	Officers	10.03.2020	18.03.2020
50	T-16	Operation & Maintenance of Transformer	9	All Technical Staff	11.03.2020	19.03.2020
51	M-17	Awareness Creation for some Common Diseases	9	Staff (Technical & Non Technical)	21.03.2020	29.03.2020
52	T-20	Security of KPI, Fire Fighting and Safety Procedure.	9	Security Guard/ MLSS/Helper	22.03.2020	30.03.2020
April-2020						
53	E-17	Operation & Maintenance of Gas Turbine Power Plant & its Auxiliaries	8	Technical Staff	01.04.2020	08.04.2020
54	IT-10	কার্যপদ্ধতি ও সেবার মানোন্নয়নের লক্ষ্যে ই-ফাইলিংপদ্ধতি	8	AA/UDA/SAA/Steno/LDA/ JAA/Equivalent	02.04.2020	09.04.2020
55	M-07	Communicative English & Developing Effective Communication Skill	9	Officers	11.04.2020	19.04.2020
56	T-15	Electricity Act, Case Filing & Reporting	9	Staff	12.04.2020	20.04.2020
57	T-06	Basic Course for Lineman	9	Electrician/Lineman/Line-man Helper	21.04.2020	29.04.2020
58	T-19	Occupational Health Safety Environment, First Aid & Fire Fighting	9	Staff (Technical &Non Technical)	22.04.2020	30.04.2020
May-2020						
59	M-12	Strategic Human Resource Management	9	Officers	02.05.2020	10.05.2020
60	T-20	Security of KPI, Fire Fighting and Safety Procedure.	9	Security Guard/MLSS/Helper	03.05.2020	11.05.2020
61	M-06	Labour Law & Industrial Relationship	9	Staff (Technical &Non Technical)	09.05.2020	17.05.2020
62	T-04	Electrical Maintenance Course (Basic)	8	Technical Staff	12.05.2020	19.05.2020
63	E-30	Operation & Maintenance of Combined Cycle Power Plant	8	Technical Staff	13.05.2020	20.05.2020
June-2020						
64	M-10	General Conduct and Discipline, Inquiry Procedure, Punishment and Appeal Rules	9	Officers	01.06.2020	09.06.2020
65	E-31	Operation & Maintenance of Steam Turbine Power Plant	9	Technical Staff	02.06.2020	10.06.2020
66	T-20	Security of KPI, Fire Fighting and Safety Procedure.	8	Security Guard/MLSS/Helper	11.06.2020	18.06.2020
67	T-06	Basic Course for Lineman	9	Electrician/Lineman/Line-man Helper	13.06.2020	21.06.2020
68	M-16	BPDB Employee Service Rules, Etiquette & Manner	8	Staff (Technical &Non Technical	22.06.2020	29.06.2020
69	M-17	Awareness Creation for some Common Diseases	8	Staff (Technical &Non Technical	23.06.2020	30.06.2020

Number of Targeted On the Job Training (OJT) for 2019-2020 : 18 Nos.

Ghorasal Training Center
BPDB, Palash, Narsingdi

Annual Training Schedule for 2019-20

Ghorasal Training Center

BPDB, Palash, Narsingdi

Sl. No.	Course Code	Course Name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
July-2019						
01	T-05	Occupational Health, Safety Environment, First Aid & Security.	10	Security/ MLSS/ Helper/Equivalent.	01.07.2019	10.07.2019
02	E-31	Operation & maintenance of Steam Turbine Power Plant	10	Technical Staff	02.07.2019	11.07.2019
03	E-01	Induction Training	30	Newly Recruited AE	06.07.2019	04.08.2019
04	E-25	Operation of Power Plant Simulator Gas Turbine.	10	XEN/SDE/AE/ SAE	09.07.2019	18.07.2019
05	IT-02	Computer training on MS Excel & Internet.	10	Technical Staff / Non-Technical Staff	20.07.2019	29.07.2019
06	T-10	Operation & Maintenance of Gas Turbine Power Plant	10	Technical Staff	22.07.2019	31.07.2019
August-2019						
07	E-13	Operation & Maintenance of Combined Cycle Power Plant	10	Technical Staff	27.07.2019	05.08.2019
08	M-30	Anti-Corruption, Professional Ethics, Etiquette & Manner	10	Technical Staff / Non-Technical Staff	28.07.2019	06.08.2019
09	E-01	Induction Training	30	Newly recruited AE	06.08.2019	12.09.2019
10	T-10	Operation & Maintenance of Gas Turbine Power Plant	10	Technical Staff	22.08.2019	31.08.2019
September-2019						
11	A-02	Public Procurement Rules-2008 & Delegation of Financial Power.	10	Accounts related Non-Technical Staff	02.09.2019	11.09.2019
12	E-05	Operation & Maintenance of Electric Sub-Station and Evacuation Facilities of Power Station.	10	Technical Staff	08.09.2019	17.09.2019
13	E-25	Operation of Power Plant Simulator Steam Turbine.	10	XEN/DD/S-DE/AE/AD/SAE	14.09.2019	23.09.2019
14	E-01	Induction Training	30	Newly recruited AE	17.09.2019	16.10.2019
15	T-20	Security of KPI Fire Fighting & Safety Procedure	10	Security/ MLSS/ Helper/Equivalent.	21.09.2019	30.09.2019
October-2019						
16	E-13	Operation & Maintenance of Combined Cycle Power Plant	10	Technical Staff	02.10.2019	11.10.2019
17	T-05	Occupational Health, Safety Environment, First Aid & Security.	10	Security/ MLSS/ Helper/Equivalent.	05.10.2019	14.10.2019
18	M-09	Training for Teachers	10	School Teachers of BPDB	15.10.2019	24.10.2019
19	T-13	Operation & Maintenance of Water treatment plant.	10	Operator (WTP) / Chemical Attendant/ Related person.	22.10.2019	31.10.2019

Sl. No.	Course Code	Course Name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
November-2019						
20	E-31	Operation & maintenance of Steam Turbine Power Plant	10	Technical Staff	03.11.2019	12.11.2019
21	IT-01	Computer training on MS word & Internet.	10	Technical Staff / Non-Technical Staff	04.11.2019	13.11.2019
22	E-25	Operation of Power Plant Simulator CCPP.	10	XEN/DD/SDE/AE/AD/SAE	11.11.2019	20.11.2019
23	M-27	BPDB Service Rule & Necessary Law.	10	Technical Staff / Non-Technical Staff	16.11.2019	25.11.2019
24	E-01	Induction Training	30	Newly recruited AE	18.11.2019	17.12.2019
25	T-10	Operation & Maintenance of Gas Turbine Power Plant.	10	Technical Staff	21.11.2019	30.11.2019
December-2019						
26	M-01	Office administration & e-filing	10	Non-Technical Staff	01.12.2019	10.12.2019
27	E-13	Operation & Maintenance of Combined Cycle Power Plant	10	Technical Staff	04.12.2019	13.12.2019
28	M-15	National integrity Strategy, Anti-Corruption and Professional Ethics.	10	Technical Staff / Non-Technical Staff	09.12.2019	18.12.2019
29	IT-05	e-GP & e-Filing	10	XEN/DD/SDE/ Sr. Chemist /AE/AD/Chemist/ SAE	21.12.2019	30.12.2019
30	E-02	Induction Training	30	Newly recruited SAE	19.12.2019	18.01.2020
January-2020						
31	T-05	Occupational Health, Safety Environment, First Aid & Fire Fighting.	10	Technical Staff / Non-Technical Staff	04.01.2020	13.01.2020
32	T-20	Security of KPI Fire Fighting & Safety Procedure	10	Security/ MLSS/ Helper/Equivalent.	06.01.2020	15.01.2020
33	A-01	Public Procurement Rules-2008 & Delegation of Financial Power	10	XEN/DD/SDE/ Sr. Chemist /AE/AD/Chemist/ SAE	14.01.2020	23.01.2020
34	E-31	Operation & maintenance of Steam Turbine Power Plant	10	Technical Staff	18.01.2020	27.01.2020
February-2020						
35	E-13	Operation & Maintenance of Combined Cycle Power Plant	10	Technical Staff	01.02.2020	10.02.2020
36	M-30	Anti-Corruption, Professional Ethics, Etiquette & Manner	10	Technical Staff / Non-Technical Staff	03.02.2020	12.02.2020
37	A-02	Public Procurement Rules-2008 & Delegation of Financial Power.	10	Accounts related Non-Technical Staff	11.02.2020	20.02.2020
38	M-08	TOT	10	XEN/DD/SDE/AE/AD/ Chemist.	17.02.2020	26.02.2020
39	T-10	Operation & Maintenance of Gas Turbine Power Plant	10	Technical Staff	20.02.2020	29.02.2020

Sl. No.	Course Code	Course Name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
March-2020						
40	E-31	Operation & maintenance of Steam Turbine Power Plant	10	Technical Staff	02.03.2020	11.03.2020
41	T-05	Occupational Health, Safety Environment, First Aid & Fire Fighting.	10	Technical Staff / Non-Technical Staff	03.03.2020	12.03.2020
42	E-25	Operation of Power Plant Simulator Gas Turbine	10	XEN/DD/SDE/AE/AD/SAE	14.03.2020	23.03.2020
43	E-30	Operation & Maintenance of Power Plant.	10	Technical Staff	21.03.2020	30.03.2020
44	IT-02	Computer training on MS excel & Internet.	10	Technical Staff / Non-Technical Staff	22.03.2020	31.03.2020
April-2020						
45	A-02	Public Procurement Rules-2008 & Delegation of Financial Power.	10	Accounts related Non-Technical Staff	04.04.2020	13.04.2020
46	E-13	Operation & Maintenance of Combined Cycle Power Plant	10	Technical Staff	12.04.2019	21.04.2020
47	A-01	Public Procurement Rules-2008 & Delegation of Financial Power	10	XEN/DD/SDE/ Sr. Chemist /AE/AD/Chemist/ SAE	19.04.2020	28.04.2020
48	T-10	Operation & Maintenance of Gas Turbine Power Plant	10	Technical Staff	21.04.2020	30.04.2020
May-2020						
49	M-27	BPDB Service Rule & Necessary Law	10	Technical Staff / Non-Technical Staff	02.05.2020	11.05.2020
50	IT-01	Computer training on MS word & Internet.	10	Technical Staff / Non-Technical Staff	04.05.2020	13.05.2020
51	E-31	Operation & maintenance of Steam Turbine Power Plant	10	Technical Staff	05.05.2020	14.05.2020
52	IT-05	e-GP & e-Filing	10	XEN/DD/SDE/AE/AD/SAE	09.05.2020	18.05.2020
53	T-10	Operation & Maintenance of Gas Turbine Power Plant	10	Technical Staff	12.05.2020	21.05.2020
June-2020						
59	T-10	Operation & Maintenance of Gas Turbine Power Plant	10	Technical Staff	01.06.2020	10.06.2020
60	E-13	Operation & Maintenance of Combined Cycle Power Plant	10	Technical Staff	02.06.2020	11.06.2020
61	A-02	Public Procurement Rules-2008 & Delegation of Financial Power	10	Accounts related Non-Technical Staff	13.06.2020	22.06.2020
62	E-25	Operation of Power Plant Simulator Steam Turbine.	10	XEN/SDE/AE/ SAE	15.06.2020	24.06.2020
63	E-19	BPDB Tariff Rule & Commercial Operation Procedure	10	Technical Staff / Non-Technical Staff	20.06.2020	29.06.2020

Number of Targeted On the job training (OJT) for 2019-2020: 24Nos. (16 for Ghorashal Power Station and 8 for other offices.)

Rajshahi Training Center
BPDB, Rajshahi

Annual Training Schedule for 2019-20

Rajshahi Training Center

BPDB, Rajshahi.

Sl. No.	Course Code	Course Name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
July-2019						
01	T-06	Lineman Basic Course	9	Foreman, Lineman, Electrician, Helper	01.07.2019	09.07.2019
02	A-03	Accounts & financial management	9	XEN/DD/S-DE/AE/AD/SAE/Accountant	03.07.2019	11.07.2019
03	T-14	Fire Fighting & Safety Procedure	9	All Staff of BPDB	14.07.2019	22.07.2019
04	M-03	Office Administration & Record Keeping	9	Stenographer/ Steno Typist/ UDA/LDA/AA/SAA/-JAA/Equivalent	20.07.2019	28.07.2019
05	T-01	Distribution Line Maintenance	8	Foreman, Lineman, Electrician, Helper	27.07.2019	03.08.2019
06	T-16	Operation & Maintenance of Transformer	9	All Technical Staff	28.07.2019	05.08.2019
07	T-19	Occupational Health & safety Environment and first AID	9	All Technical Staff	29.07.2019	06.08.2019
August-2019						
08	T-07	Lineman advance	9	Foreman, Lineman, Electrician, Helper	19.08.2019	27.08.2019
09	T-20	Security of KPI, Fire fighting and safety procedure	9	Security guard/MLSS/MLSS Cum guard/Helper	20.08.2019	28.08.2019
10	T-04	Electrical Maintenance Course (Basic)	9	Electrician& related person	21.08.2019	29.08.2019
11	E-29	Operation & Maintenance of Power Plant	9	XEN/SDE/AE/SAE	28.08.2019	05.09.2019
September-2019						
12	T-06	Lineman Basic Course	10	Foreman, Lineman, Electrician, Helper	07.09.2019	16.09.2019
13	A-02	PPR-2008 & Delegation of Financial Power -2011	9	Accountant/ UDA/LDA/AA/SAA/-JAA/Equivalent	11.09.2019	19.09.2019
14	IT-05	E-GP & E-Filling	8	Officers Of BPDB	14.09.2019	21.09.2019
15	T-16	Operation & Maintenance of Transformer	9	All Technical Staff	18.09.2019	26.09.2019
16	T-07	Lineman Advance Course	9	Foreman, Lineman, Electrician, Helper	26.09.2019	04.10.2019
October-2019						
17	T-01	Distribution Line Maintenance	10	Electrician and line staff	01.10.2019	10.10.2019
18	IT-01	Computer Training on MS Word & Internet.	10	Staff Of BPDB	05.10.2019	14.10.2019
19	E-32	Operation & Maintenance of HFO & Diesel Engine based Power Plant	9	XEN/SDE/AE/SAE	09.10.2019	17.10.2019
20	T-08	Switch Board Attendant	9	SBA/CA/TD/AA	12.10.2019	20.10.2019
21	T-20	Security of KPI, Fire fighting and safety procedure	9	Security guard/MLSS/MLSS Cum guard/Helper	20.10.2019	28.10.2019

Sl. No.	Course Code	Course Name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
22	T-04	Electrical Maintenance Course (Basic)	9	Electrician& related person	22.10.2019	30.10.2019
23	E-22	Solid fuel coal: Type, properties, composition and heating value, construction of coal based thermal power plant.	9	XEN/SDE/AE/SAE	30.10.2019	07.11.2019
November-2019						
24	E-31	Operation & Maintenance of Steam Turbine Power Plant	10	Technical Staff of Power Plant	02.11.2019	11.11.2019
25	M-15	National integrity strategy, Anti corruption, Etiquette & Manner	9	Staff Of BPDB	12.11.2019	20.11.2019
26	T-04	Electrical Maintenance Course (Basic)	9	Electrician& related person	16.11.2019	24.11.2019
27	T-06	Lineman Basic Course.	9	Foreman, Lineman, Electrician, Helper	22.11.2019	30.11.2019
28	E-08	Operation & Maintenance of Distribution Line & Sub-station.	9	Technical Staff	23.11.2019	01.12.2019
December-2019						
29	T-07	Lineman Advance Course	9	Foreman, Lineman, Electrician, Helper	01.12.2019	09.12.2019
30	M-16	BPDB Employee service rules, etiquette & Manner	9	Staff Of BPDB	02.12.2019	10.12.2019
31	T-04	Electrical Maintenance Course (Basic)	10	Foreman, Lineman, Electrician, Helper	10.12.2019	19.12.2019
32	E-09	Relay& Protection Course (Basic)	8	XEN/SDE/AE/SAE	17.12.2019	24.12.2019
33	M-03	Office Administration & Record Keeping	10	UDA/SAA/STENO/AA/LDA/JAA/ Equivalent	22.12.2019	31.12.2019
34	T-01	Distribution Line Maintenance & Maintenance of 33/11 KV sub station	9	Foreman, Lineman, Electrician, Helper	28.12.2019	05.01.2020
January-2020						
35	E-08	Operation & Maintenance of Distribution Line & Sub-station.	9	Technical Staff	04.01.2020	12.01.2020
36	A-07	Auditing and Settlement of Audit Objection	9	JAA/SAA/LDA/UDA/AA	06.01.2020	14.01.2020
37	IT-01	Basic Computer, MS Word & Internet	8	Officers Of BPDB	11.01.2020	18.01.2020
38	T-04	Electrical Maintenance Course (Basic)	9	Foreman, Lineman, Electrician, Helper	15.01.2020	23.01.2020
39	T-08	Switch Board Attendant.	9	SBA/CA/TA/AA	18.01.2020	26.01.2020
February-2020						
40	IT-01	Basic Computer, MS Word & Internet.	9	Staff Of BPDB	01.02.2020	09.02.2020
41	A-04	Accounts & Financial Management: Bill Preparation.	9	Staff Of BPDB	03.02.2020	11.02.2020
42	E-08	Operation & Maintenance of Distribution Line & Sub-station.	9	Technical Staff	12.02.2020	20.02.2020
43	T-04	Electrical Maintenance Course(Basic)	9	Foreman, Lineman, Electrician, Helper	15.02.2020	24.02.2020
44	E-21	Electricity Act, Case Filing & Reporting	9	Officers Of BPDB	22.02.2020	01.03.2020

Sl. No.	Course Code	Course Name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
March-2020						
45	T-16	Operation & Maintenance of Transformer	9	All Technical Staff	01.03.2020	09.03.2020
46	E-08	Operation & Maintenance of Distribution Line & Sub-station.	9	Technical Staff of Power Plant	02.03.2020	10.03.2020
47	M-15	National integrity strategy, Anti corruption, Etiquette & Manner	9	Staff Of BPDB	07.03.2020	15.03.2020
48	T-07	Lineman Advance Course.	10	Foreman, Lineman, Electrician, Helper	12.03.2020	21.03.2020
49	M-16	BPDB Employee service rules, etiquette & Manner.	10	Staff Of BPDB	21.03.2020	30.03.2020
50	E-32	Operation & Maintenance of HFO & Diesel Engine based Power Plant	9	XEN/SDE/AE/SAE	22.03.2020	31.03.2020
April-2020						
51	T-04	Electrical Maintenance Course(Basic)	9	Foreman, Lineman, Electrician, Helper	28.03.2020	05.04.2020
52	E-08	Operation & Maintenance of Distribution Line & Sub-station	9	Technical Staff	31.03.2020	08.04.2020
53	E-31	Operation & Maintenance of Steam Turbine Power Plant	10	Technical Staff of Power Plant	04.04.2020	13.04.2020
54	T-20	Security of KPI, Fire fighting &safety procedure	10	Technical Staff	11.04.2020	20.04.2020
55	T-02	Energy Meter Installation, Connection & Testing	9	Sales/Generation, Distribution & commercial line staff	15.04.2020	23.04.2020
56	A-03	Accounts & financial management	9	XEN/DD/S-DE/AE/AD/SAE/Accountant	21.04.2020	29.04.2020
May-2020						
57	M-09	Training of Teacher	10	Technical Staff	30.04.2020	09.05.2020
58	M-15	National Integrity Strategy , Anti-corruption, Etiquette & Manner	10	LDA/UDA/ Steno Typist & Stenographer	02.05.2020	11.05.2020
59	T-19	Occupational Health & safety Environment.	9	Technical Staff	03.05.2020	12.05.2020
60	E-09	Relay and Protection Course (Basic)	10	XEN/SDE/AE/SAE	06.05.2020	14.05.2020
61	A-02	PPR-2008 & Delegation of Financial Power -2011	9	Accountant/ UDA/LDA/AA/SAA/-JAA/Equivalent	30.05.2020	07.06.2020
June-2020						
62	E-32	Operation & Maintenance of HFO & Diesel Engine based Power Plant	9	XEN/SDE/AE/SAE	01.06.2020	09.06.2020
63	T-04	Electrical Maintenance Course(Basic)	9	Foreman, Lineman, Electrician, Helper	06.06.2020	14.06.2020
64	M-16	BPDB Employee service rules, etiquette & Manner.	9	Staff Of BPDB	13.06.2020	20.06.2020
65	T-08	Switch Board Attendant.	9	SBA/CA/TD/AA	15.06.2020	23.06.2020
66	E-29	Operation & Maintenance of Power Plant	9	XEN/SDE/AE/SAE	16.06.2020	24.06.2020

Number of targeted "On the Job Training (OJT)" of the FY 2019-2020: 24 (Twenty Four)

প্রশিক্ষণের জন্য মনোনয়ন প্রদানের নমুনা ফরমেট

(বিউবো'র দপ্তর প্রধানগন নিম্নোক্ত ফরমেটে প্রশিক্ষনের জন্য মনোনয়ন প্রদান করতে পারেন। বিউবো বহির্ভূত বিদ্যুৎ সেক্টর সংশ্লিষ্ট প্রতিষ্ঠান/সংস্থা এর জন্য নির্ধারিত ফি প্রদান সাপেক্ষে পত্র যোগে মনোনয়ন প্রেরন প্রযোজ্য)।

বাংলাদেশ বিদ্যুৎ উন্নয়ন বোর্ড

প্রশিক্ষণের জন্য মনোনীত কর্মকর্তা/ কর্মচারীদের নামের তালিকা

প্রশিক্ষণ কেন্দ্রের নাম- প্রশিক্ষণ ও পেশা উন্নয়ন পরিদপ্তর/ কাপ্তাই প্রকৌশল একাডেমী/ কক্সবাজার ট্রেনিং একাডেমী/ চট্রগ্রাম/ রাজশাহী/ ঘোড়াশাল প্রশিক্ষণ কেন্দ্র/ আঞ্চলিক প্রশিক্ষণ কেন্দ্র টংগী। (প্রযোজ্যটি রেখে বাকীগুলো কেটে দিন)

মনোনয়ন প্রদানকারী দপ্তরের নাম ও ঠিকানা -

ক্রঃ নং	নাম	পদবী	কোর্সের নাম	কোর্স অনুষ্ঠিত হওয়ার তারিখ	মন্তব্য

দপ্তর প্রধানের স্বাক্ষর ও ঠিকানা

Addresses of Academy & Training Centre

1. **Directorate of Training & Career Development**
   BidyutBhaban, 9 th floor, 1 Abdul Gani Road
   Dhaka-1000.
   Phone: 02-9513550, 01819-221584
   E-mail: director.training@yahoo.com

2. **Regional Training Centre**
   Tongi, Gazipur
   Phone : 02-9801416, 01811-485157
   E-mail: rtc.tongi.pdb@gmail.com

3. **Engineering Academy**
   Kaptai, Rangamati
   Phone : 03529-56393, 01811-424735
   E-mail: deakaptai@yahoo.com

4. **Chittagonj Training Centre**
   Phone : 031-659132, 01755-607968
   E-mail: ddrtcctg@yahoo.com

5. **Cox'sbazar Training Academy**
   Cox'sbazar
   Phone : 0341-51761, 01777-743213
   E-mail: dir.tacox_bpdb@yahoo.com

6. **Rajshahi Training Centre**
   Phone : 0721-774060, 01777-760002
   E-mail: ddrtcrajshahi@gmail.com

7. **Ghorasal Training Centre**
   Polash, Norsindi
   Phone : 02-9354835, 01718-730095
   E-mail: dir.gtc@bpdb.gov.bd

বাংলাদেশ বিদ্যুৎ উন্নয়ন বোর্ড

প্রশিক্ষণ ও পেশা উন্নয়ন পরিদপ্তর, ঢাকা
কাপ্তাই প্রকৌশল একাডেমী
কক্সবাজার প্রশিক্ষণ একাডেমী
চট্টগ্রাম প্রশিক্ষণ কেন্দ্র
ঘোড়াশাল প্রশিক্ষণ কেন্দ্র
রাজশাহী প্রশিক্ষণ কেন্দ্র
টংগী আঞ্চলিক প্রশিক্ষণ কেন্দ্র
INDIA
PANCHAGARH
NILPHAMARI
THAKURGAON
LALMONIRHAT
KURIGRAM
RANGPUR
DINAJPUR
GAIBANDHA
JAIPURHAT
NAOGAON
RAJSHAHI
BOGRA
NAWABGANJ
RAJSHAHI
NATORE
SIRAJGANJ
PABNA
KUSHTIA
MEHERPUR
CHUADANGA
JHENAIDAH
MAGURA
JESSORE
NARAIL
KHULNA
SATKHIRA
KHULNA
BAGERHAT
INDIA
SHERPUR
JAMALPUR
NETRAKONA
MYMENSINGH
KISHOREGANJ
TANGAIL
GAZIPUR
NARSHINGDI
DHAKA
DHAKA
MANIKGANJ
RAJBARI
NARAYANGANJ
FARIDPUR
MUNSHIGANJ
SHARIATPUR
MADARIPUR
GOPALGANJ
BARISAL
PIROJPUR
BHOLA
JHALAKATI
PATUAKHALI
BARGUNA
BARISAL
SUNAMGANJ
SYLHET
SYLHET
MOULAVIBAZAR
HOBIGANJ
INDIA
BRAHMANBARIA
COMILLA
CHANDPUR
LAKSHMIPUR
NOAKHALI
FENI
KHAGRACHARI
HILL TRACTS
RANGAMATI
HILL TRACTS
CHITTAGONG
BANDARBAN
HILL TRACTS
COX'S BAZAR
BAY OF BENGAL