



Bangladesh Power Development Board

**Annual Training Schedule
2017-2018**

Directorate of Training & Career Development

Biddyut Bhaban (Level-10)

1 Abdul Gani Road, Dhaka-1000

Phone # 9513550

Fax # 9574122

E-Mail: director.training@yahoo.com

**Directorate
of
Training & Career Development
BPDB, Dhaka**

Annual Training Schedule for 2017-18

Directorate of Training & Career Development, Dhaka

Sl. No.	Course code	Course name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
July-2017						
01.	M-01	Office Administration & Personnel Management	9	Officer	02.07.2017	10.07.2017
02.	T-20	Security of KPI, Fire fighting and safety procedure	9	Security Guard	04.07.2017	12.07.2017
03.	T-05	Occupational Health , Safety Environment, First aid & Security	9	Technical Staff	17.07.2017	25.07.2017
04.	M-16	BPDB Employees Service Rules, Etiquette and Manner.	9	UDA/SAA/ STENO /AA /LDA cum comp. opera./JAA	19.07.2017	27.07.2017
August-2017						
05.	M-10	General Conduct and discipline, Inquiry procedure, punishment and Appeal Rules	9	Officer	01.08.2017	9.08.2017
06.	A-02	PPR-2008 & Delegation of Financial Power	9	UDA/SAA/AA/ JAA	02.08.2017	10.08.2017
07.	E-12	Scheduleable Digital Meter, Smart Prepaid Meter, Smart Grid	9	XEN/SDE/AE/ SAE	16.08.2017	24.08.2017
08.	A-04	Accounts & Financial Management, Bill Preparation	9	UDA/SAA/ STENO /AA /LDA/JAA & equivalent	22.08.2017	30.08.2017
09.	A-11	Basic Idea in TAX, CD-VAT & VAT and Financial Matters	2	XEN/DD/ SDE/AE /AD/SAE/ Accountant	30.08.2017	31.08.2017
September-2017						
10.	M-26	Project Preparation, Management, Implementation & Reporting	9	XEN/DD/SDE/ AE/AD/SAE	06.09.2017	14.09.2017
11.	A-07	Auditing & Settlement of Audit Objection	9	UDA/SAA/ STENO /AA /LDA/JAA	11.09.2017	19.09.2017
12.	A-12	Preparation of Tender Document (Local, International & EOI)/Contract Document	9	XEN/DD/ SDE/AE /AD/SAE/ Accountant	18.09.2017	26.09.2017
13.	M-03	Office Administration & record Keeping	9	UDA/SAA/ STENO /AA /LDA/JAA & Equivalent	20.09.2017	28.09.2017
October-2017						
14.	E-33	Implementation and Foundation of SBU system in BPDB	9	SBU Related Officer	02.10.2017	10.10.2017

Sl. No.	Course code	Course name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
15.	M-18	Annual Performance Agreement (APA), Key Performance Indicators(KPI) & Result Based Management (RBM)	9	UDA/SAA/STENO /AA /LDA/JAA	03.10.2017	11.10.2017
16.	M-19	Tariff Rule, COP, Electricity Act and Management Information System (MIS)	9	UDA/SAA/STENO /AA /LDA/JAA & related Staff	12.10.2017	19.10.2017
17.	M-06	Labor Law & Industrial Relationship	9	UDA/SAA/ AA STENO/LDA cum comp. opera./JAA/ store keeper	16.10.2017	24.10.2017
18.	M-04	Store Management, Inventory System, Custom assessment and Goods delivery Procedure, VAT & AIT	9	Officer	23.10.2017	31.10.2017
November-2017						
19.	T-20	Security of KPI, Fire fighting and safety procedure	9	Security Guard/ MLSS	01.11.2017	09.11.2017
20.	E-26	Renewable Energy & Its Applications	9	XEN/SDE/AE/ SAE	07.11.2017	15.11.2017
21.	A-04	Accounts & Financial Management, Bill Preparation	9	UDA/SAA/STENO /AA /LDA/JAA & equivalent	13.11.2017	21.11.2017
22.	M-15	National Integrity Strategy, Anti Corruption/ Etiquette & Manners	9	XEN/DD/ SDE/AE /AD/SAE/Accountant/Store officer	20.11.2017	28.11.2017
23.	T-15	Electricity Act, Case Filing & Reporting	10	UDA/SAA/STENO /AA /LDA/JAA & related Staff	22.11.2017	30.11.2017
December-2017						
24.	T-05	Occupational Health , Safety Environment, First aid & Security	9	Officer	04.12.2017	12.12.2017
25.	M-16	BPDB Employees Service Rules, Etiquette and Manner.	9	UDA/SAA/ AA STENO/LDA cum comp. opera./JAA/ store keeper	05.12.2017	13.12.2017
26.	M-10	General Conduct and discipline, Inquiry procedure, punishment and Appeal Rules	10	UDA/SAA/STENO /AA /LDA/JAA & equivalent	18.12.2017	27.12.2017
27.	M-09	Training for Teacher	8	School Teacher of BPDB	24.12.2017	31.12.2017

Sl. No.	Course code	Course name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
January-2018						
28.	T-20	Security of KPI, Fire fighting and safety procedure	9	Security Guard	01.01.2018	09.01.2018
29.	M-24	Good Governance	9	XEN/DD/SDE/AE/AD/SAE	02.01.2018	10.01.2018
30.	A-07	Auditing & Settlement of Audit Objection	9	UDA/SAA/STENO/AA/LDA/JAA	14.01.2018	22.01.2018
31.	M-20	Design, Planning & Contract Management Course	9	XEN/DD/SDE/AE/AD/SAE	16.01.2018	24.01.2018
32.	T-02	Energy Meter Installation, Connection & Testing	9	UDA/SAA/STENO/AA/LDA/JAA & related Staff	23.01.2018	31.01.2018
February-2018						
33.	A-03	Accounts & Financial Management	8	XEN/DD/SDE/AE/AD/SAE/Accountant	01.02.2018	08.02.2018
34.	M-15	National Integrity Strategy, Anti Corruption/ Etiquette & Manners	9	UDA/SAA/ AA STENO/LDA cum comp. opera./JAA/ store keeper	04.02.2018	12.02.2018
35.	E-30	Operation & Maintenance of Combined Cycle Power Plant	9	XEN/SDE/AE/SAE (Including SBU related Officer)	11.02.2018	19.02.2018
36.	M-21	Training for Medical Staff	9	Medical Staff	12.02.2018	20.02.2018
March-2018						
37.	A-01	PPR-2008 & Delegation of Financial Power	9	XEN/DD/SDE/AE/AD/SAE/Accountant	05.03.2018	13.03.2018
38.	M-03	Office Administration & record Keeping	9	UDA/SAA/STENO/AA/LDA/JAA & equivalent	07.03.2018	15.03.2018
39.	M-06	Labor Law & Industrial Relationship	9	UDA/SAA/ AA STENO/LDA cum comp. opera./JAA/ store keeper	14.03.2018	22.03.2018
40.	M-04	Store Management, Inventory System, Custom assessment and Goods delivery Procedure, VAT & AIT	10	Officer	19.03.2018	28.03.2018

Sl. No.	Course code	Course name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
April-2018						
41.	T-05	Occupational Health , Safety Environment, First aid & Security	9	UDA/SAA/ STENO /AA /LDA/JAA & Technical staff	02.04.2018	10.04.2018
42.	T-20	Security of KPI, Fire fighting and safety procedure	9	Security Guard/ MLSS	03.04.2018	11.04.2018
43.	M-07	Communicative English & developing Effective communication skill.	9	Officer	15.04.2018	23.04.2018
44.	A-04	Accounts & Financial Management, Bill Preparation	9	UDA/SAA/ STENO /AA /LDA/JAA & equivalent	22.04.2018	30.04.2018
May-2018						
45.	M-16	BPDB Employees Service Rules, Etiquette and Manner.	8	XEN/DD/ SDE/AE /AD/SAE/Accountant/Store officer	03.05.2018	10.05.2018
46.	T-15	Electricity Act, Case Filing & Reporting	9	UDA/SAA/ STENO /AA /LDA/JAA & related Staff	07.05.2018	15.05.2018
47.	M-06	Auditing & Settlement of Audit Objection	9	Officer	13.05.2018	21.05.2018
48.	M-15	National Integrity Strategy, Anti Corruption/ Etiquette & Manners	9	UDA/SAA/ AA STENO/LDA cum comp. opera./JAA/ store keeper	16.05.2018	24.05.2018
June-2018						
49.	M-18	Annual Performance Agreement (APA), Key Performance Indicators(KPI) & Result Based Management (RBM)	10	UDA/SAA/ STENO /AA /LDA/JAA	03.06.2018	11.06.2018
50.	M-03	Office Administration & record Keeping	9	UDA/SAA/ STENO /AA /LDA/JAA & equivalent	04.06.2018	12.06.2018
51.	T-20	Security of KPI, Fire fighting and safety procedure	9	Security Guard	19.06.2018	27.06.2018
52.	M-25	Training for Doctor	2	Doctors of BPDB	24.06.2018	26.06.2018

Number of Targeted "On the Job Training (OJT)" for 2017-18 : 40

DD-1 - (PPR, Service rule, National Integrity Strategy, Anti-Corruption & Etiquette & Manners, Fire fighting, Labour Law, Design, planning, Preparation of tender doc., Income Tax & OJT)

DD- 2 - (Occupational health, General conduct, accounts & financial management, auditing, APA & KPI, Store management, Doctor, Medical staff & OJT)

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

DD- 4- (Office Administration, Schedulable Digital Meter, School teacher, Renewable energy, Communicative English, Project Management, SBU, Tariff Rule, Electricity Act, Good Governance, Energy Meter Installation, CCPP & OJT)

Annual Training Schedule for 2017-18

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 2017						
01.	IT-07	Computer Training on Microsoft Excel & internet, E- Filing, & Internet security.	09	UDA/LDA/AA/SAA/JA A and Computer Operator	05/07/2017	13/07/2017
02.	IT-10	Computer Training on Microsoft Word & internet, File management, Sorting, Indexing etc. E- Filing,	09	UDA/LDA/AA/SAA/JA A and Computer Operator	18/07/2017	26/07/2017
August 2017						
03.	IT-03	Computer Training on MS. Power Point, Internet , e-mail, E- Filing, Cloud Storage System.	09	UDA/LDA/AA/SAA/JA A and Computer Operator	02/08/2017	10/08/2017
04.	IT-05	Electronic Government Procurement (e-GP) & E- Filing	10	XEN/DD/ SDE/AE /AD/SAE & equivalent	20/08/2017	29/08/2017
September 2017						
05.	IT-07	Computer Training on Microsoft Excel & internet, E- Filing, & Internet security.	09	XEN/DD/ SDE/AE /AD/SAE & equivalent	10/09/2017	18/09/2017
06.	IT-05	Electronic Government Procurement (e-GP)) & E- Filing	09	AA/SAA/JAA /UDA	20/09/2017	28/09/2017
October 2017						
07.	IT-05	Electronic Government Procurement (e-GP) & E- Filing	10	XEN/DD/ SDE/AE /AD/SAE & equivalent	09/10/2017	18/10/2017
08.	IT-10	Computer Training on Microsoft Word & internet, File management, Sorting, Indexing etc. E- Filing,	09	UDA/LDA/AA/SAA/JA A and Computer Operator	22/10/2017	30/10/2017
November 2017						
09.	IT-07	Computer Training on Microsoft Excel & internet, E- Filing, & Internet security.	09	UDA/LDA/AA/SAA/JA A and Computer Operator	05/11/2017	13/11/2017
10.	IT-03	Computer Training on MS. Power Point, Internet , e-mail, E- Filing, Cloud Storage System.	09	XEN/DD/ SDE/AE /AD/SAE & equivalent	19/11/2017	28/11/2017
December 2017						
11.	IT-10	Computer Training on Microsoft Word & internet, File management, Sorting, Indexing etc. E- Filing,	09	UDA/LDA/AA/SAA/JA A and Computer Operator	3/12/2017	11/12/2017
12.	IT-08	Auto Cad	07	XEN/ SDE/AE /AD/SAE	11/12/2017	17/12/2017
13.	IT-07	Computer Training on Microsoft Excel & internet, E- Filing, & Internet security.	09	UDA/LDA/AA/SAA/JA A and Computer Operator	20/12/2017	28/12/2017

Sl.No.	Course code	Course name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
January 2018						
14.	IT-10	Computer Training on Microsoft Word & internet, File management, Sorting, Indexing etc. E- Filing,	09	UDA/LDA/AA/SAA/JA A and Computer Operator	03/01/2018	11/01/2018
15.	IT-03	Computer Training on MS. Power Point, Internet , e-mail, E- Filing, Cloud Storage System.	09	XEN/DD/ SDE/AE /AD/SAE & equivalent	15/01/2018	23/01/2018
February 2018						
16.	IT-07	Computer Training on Microsoft Excel & internet, E- Filing, & Internet security.	09	UDA/LDA/AA/SAA/JA A and Computer Operator	06/02/2018	14/02/2018
17.	IT-05	Electronic Government Procurement (e-GP) & E Filing	10	XEN/DD/SDE/AE /AD/SAE & equivalent	19/02/2018	28/02/2018
March 2018						
18.	IT-10	Computer Training on Microsoft Word & internet, File management, Sorting, Indexing etc. E- Filing,	09	UDA/LDA/AA/SAA/JA A and Computer Operator	04/03/2018	12/03/2018
19.	IT-07	Computer Training on Microsoft Excel & internet, E- Filing	09	XEN/DD/ SDE/AE /AD/SAE & equivalent	18/03/2018	25/03/2018
April 2018						
20.	IT-10	Computer Training on Microsoft Word & internet, File management, Sorting, Indexing etc. E- Filing,	09	UDA/LDA/AA/SAA/JA A and Equivalent	01/04/2018	09/04/2018
21.	IT-09	Computer Training on Digital Services(E-Payment system, Smart Metering, Snapshot Meter Reading System, Online Store Management, Video Conference ect.) in BPDB.& E- Filing,	09	XEN/DD/ SDE/AE /AD/SAE & equivalent	18/04/2018	26/04/2018
May 2018						
22.	IT-07	Computer Training on Microsoft Excel & internet, E- Filing, & Internet security.	09	UDA/LDA/AA/SAA/JA A and Computer Operator	02/05/2018	10/05/2018
23.	IT-04	Computer Networking system, internet & e-mail, E- Filing, Anti-Virus.	09	XEN/DD/ SDE/AE /AD/SAE & equivalent	14/05/2018	22/05/2018
June 2018						
24.	IT-03	Computer Training on MS. Power Point, Internet , e-mail, E- Filing, Cloud Storage System.	09	UDA/LDA/AA/SAA/JA A and Computer Operator	30/05/2018	07/06/2018
25.	IT-10	Computer Training on Microsoft Word & internet, File management, Sorting, Indexing etc. E- Filing,	09	UDA/LDA/AA/SAA/JA A and Computer Operator	20/06/2018	28/06/2018

Regional Training Center BPDB, Tongi, Gazipur

Annual Training Schedule for 2017-18

Regional Training Center

BPDB, Tongi, Gazipur

Sl. No.	Course code	Course name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
July-2017						
01	T-20	Security of KPI, Fire Fighting & Safety Procedure	08	S. Guard/MLSS/ Driver & related Staff	03.07.2017	10.07.2017
02	T-01	Distribution Line Maintenance	08	Electrician & Line Staff	06.07.2017	15.07.2017
03	M-03	Office Administration & Record Keeping	08	LDA/JAA/related Staff	11.07.2017	18.07.2017
04	M-06	Labour Law & Industrial Relationship	08	UDA/SAA/ related Staff	17.07.2017	24.07.2017
05	E-15	Distributed Control System	08	XEN/SDA/AE/ SAE	22.07.2017	29.07.2017
August-2017						
06	M-03	Office Administration & Record Keeping	08	UDA/SAA/ related Staff	05.08.2017	12.08.2017
07	T-04	Electrical Maintenance course basic	10	Electrician & related person	01.08.2017	10.08.2017
08	E-30	Operation and Maintenance of Combined Cycle Power Plant	09	SBU-Related Technical Officer	16.08.2017	24.08.2017
09	A-02	PPR-2008 & Delegation of Financial Power	10	ASSISTANT ACCOUNTANT/S AA/JAA	17.08.2017	26.08.2017
September-2017						
10	M-06	Labour Law & Industrial Relationship	10	UDA/JAA/ related Staff	10.09.2017	19.09.2017
11	A-09	Auditing & Settlement of Audit Objection.	08	Officer/Accountant	09.09.2017	16.09.2017
12	T-16	Operation and Maintenance Transformer	10	Technical Staff	18.09.2017	27.09.2017
13	E-19	BPDB Tariff Rule & Commercial Operation Procedure	10	SDE/AE/SAE	14/09/2017	23/09/2017
October-2017						
14	M-15	National Integrity Strategy, Anti corruption, Etiquette & Manner	08	S. Guard/MLSS Driver & Peon/DMO	02.10.2017	09.10.2017
15	M-06	Labour Law & Industrial Relationship	10	UDA/SAA/ related Staff	07.10.2017	14.10.2017
16	T-06	Basic Course for Lineman	10	Technical Staff	12.10.2017	21.10.2017

Sl. No.	Course code	Course name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
17	A-02	PPR-2008 & Delegation of Financial Power	10	Assistant Accountant/SAA/JAA	17.10.2017	26.10.2017
18	E-09	Relay and Protection Basic	08	XEN/SDE/AE/SAE	23.10.2017	30.10.2017
November-2017						
19	M-16	BPDB Employee service rules, Etiquette & Manner	08	S. Guard/MLSS & Peon/DMO/Driver	04.11.2017	11.11.2017
20	T-02	Energy Meter Installation, Connection & testing (dev/rev)	09	Sales/Distribution & Commercial line Staff	06.11.2017	14-11-2017
21	A-01	PPR-2008 & Delegation of Financial Power (dev/rev)	10	Officer	09.11.2017	18.11.2017
22	E-31	Operation and Maintenance of Steam Turbine	09	Technical Staff	15.11.2017	23.11.2017
23	T-03	Computerized Billing System	08	Meter Inspector/Meter Reader/Billing Staff/SAA/JAA	18.11.2017	25.11.2017
December-2017						
24	E-06	Operation and Maintenance Transformer.	08	Officer	04.12.2017	11.12.2017
25	M-03	Office Administration & Record Keeping	08	LDA/JAA/ related Staff	06.12.2017	13.12.2017
26	T-08	Switch board Attendant Course.	09	CA/SBA	12.12.2017	20.12.2017
27	A-06	APP, Tender Document & E-Tendering	10	Officer/Accountant	20.12.2017	30.12.2017
January-2018						
28	E-21	Electricity act, case filing & Reporting	08	O & M officer, SAE and above	01.01.2018	08.01.2018
29	T-16	Operation and Maintenance Transformer.	10	Technical Staff	06.01.2018	13.01.2018
30	T-19	Occupational Health, Safety Environment & First Aid	10	Technical Staff	09.01.2018	18.01.2018
31	T-20	Security of KPI Fire Fighting & Safety Procedure	08	S. Guard/MLSS cum Guard/ Driver & related Staff	17.01.2018	24.01.2018
32	T-10	Operation & Maintenance of Gas Turbine Power Plant	10	Technical Staff	18.01.2018	27.01.2018
February-2018						
33	E-11	Relay & Protection Advance	08	XEN/SDE/AE/SAE	03.02.2018	10.02.2018
34	E-23	Distribution line Maintenance of 33/11 KV S/S	09	Electrician & Line Staff	06.02.2018	14.02.2018
35	M-16	BPDB Employee service rules, Etiquette & Manner	08	Technical Staff	17.02.2018	24.02.2018

Sl. No.	Course code	Course name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
36	M-15	National Integrity Strategy, Anti corruption, Etiquette & Manner	08	S. Guard/MLSS & Peon/DMO/Driver	19.02.2018	26.02.2018
37	A-09	Auditing & Settlement of Audit Objection	08	Officer/Accountant	20.02.2018	27.02.2018
March-2018						
38	E-16	Operation & Maintenance of Gas Turbine Power Plant & its auxiliaries	08	SBU related Officer	03.03.2018	10.03.2018
39	T-02	Energy Meter Installation, Connection & testing	09	Sales/Distribution & Commercial line staff	05.03.2018	13.03.2018
40	T-20	Security of KPI Fire Fighting & Safety Procedure	08	S. Guard/MLSS cum Guard/ Driver & related Staff	14.03.2018	21.03.2018
41	T-07	Advance course for Lineman	10	Lineman/Helper/ Electrician	15.03.2018	24.03.2018
42	A-07	Auditing & Settlement of Audit Objection	08	Staff	22.03.2018	29.03.2018
April-2018						
43	T-06	Basic course for Lineman	10	Technical Staff	02.04.2018	11.04.2018
44	A-01	PPR-2008 & Delegation of Financial Power (dev/rev)	10	Officer	03.04.2018	12.04.2018
45	E-23	Distribution line Maintenance of 33/11 KV S/S	09	Electrician & Line Staff	08.04.2018	16.04.2018
46	T-16	Operation & Maintenance Transformer	10	Technical Staff	17.04.2018	26.04.2018
47	M-03	Office Administration & Record Keeping	08	UDA/SA/related staff	21.04.2018	28.04.2018
May-2018						
48	T-08	Switch board Attendant Course.	09	CA/SBA	02.05.2018	10.05.2018
49	M-16	BPDB Employee service rules, Etiquette & Manner	08	S. Guard/MLSS cum Guard/ Peon/DMO/Driver	05.05.2018	12.05.2018
50	T-03	Computerized Billing System	08	Meter Inspector/Meter Reader/Billing Staff/SAA/JAA	19.05.2018	26.05.2018
51	E-30	Operation and Maintenance of Combined Cycle Power Plant.	10	SBU Related Officer	14-05-2018	23-05-2018
June-2018						
52	M-06	Labour Law and Industrial relationship	08	LDA/JAA/ Related Staff	02.06.2018	09.06.2018
53	A-07	Auditing & Settlement of Audit Objection	08	Staff	30.05.2018	06.06.2018
54	T-10	Operation and Maintenance of Gas Turbine Power Plant.	10	Technical Staff	21.06.2018	30.06.2018
55	E-15	Distributed Control System	08	XEN/SDE/AE/ SAE	20.06.2018	27.06.2018

Number of targeted “On the Job Training (OJT)” the FY 2017-18: 15

Engineering Academy

Kaptai, Rangamati

Annual Training Schedule for 2017-18
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 2017						
01	E-02	Induction training 50 person	30	Newly recruited SAE	08.07.2017	06.08.2017
02	A-01	Public Procurement Rules-2008 & Delegation of Financial Power & E-GP/E- Tendering. 20 persons (10 persons from each board)	9	XEN/DD/SDE/AE/ AO/AD/Equivalent officer of BPDB & BWDB	23.07.2017	31.07.2017
August 2017						
03	E-02	Induction training 50 person	32	Newly recruited SAE	09.08.2017	09.09.2017
September 2017						
04	M-13	Senior Officers Management Training Course- 14 persons (7 persons from each Board)	7	SE/ Director /Addl. Director of BPDB & BWDB	11.09.2017	17.09.2017
05	E-19	Tariff Rules & Commercial Operation Procedure, Electricity Act& MIS. 15 persons	9	XEN/SDE/AE/ SAE of BPDB	19.09.2017	27.09.2017
October 2017						
06	E-18	Operation & Maintenance of Thermal Power Plants & its auxiliaries. 15 persons	9	XEN/SDE/Chemist /AE /SAE of BPDB & SBU	30.09.2017	09.10.2017
07	E-27	Independent Power Producer (IPP) 15 persons	9	XEN/SDE/AE of BPDB	12.10.2017	21.10.2017
08	E-10	Operation & maintenance of combined cycle power plants & its auxiliaries. 15 persons)	9	XEN/SDE/Chemist /AE /SAE of BPDB	23.10.2017	31.10.2017
09	M-08	Training of Trainers (TOT) 20 Persons (10 persons from each Board)	9	Officers of BPDB & BWDB	26.10.2017	04.11.2017
November 2017						
10	E-23	Protection & Maint. of 33/11kV X-former, 33/11 kV Feeder & Dist. X-former. 15 persons	9	XEN/SDE/AE/ SAE of BPDB	05.11.2017	13.11.2017
11	M-02	Purchase & Store Management 15 persons	9	Officers of BPDB & SBU	06.11.2017	14.11.2017
12	E-03	Distribution Re-orientation Course 15 persons	9	XEN/SDE/AE/ SAE of BPDB	18.11.2017	26.11.2017
13	A-13	Orientation Course 30 persons	11	Newly Promoted AD of Accounts/ Finance/Audit	27.11.2017	07.12.2017

Sl. No.	Course code	Course name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
December 2017						
14	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. 15 persons	9	XEN/SDE/AE/SAE of BPDB	09.12.2017	17.12.2017
15	M-24	Good governance - 20 Persons (10 persons from each Board)	10	Officers of BPDB & BWDB	18.12.2017	27.12.2017
16	E-27	Independent Power Producer(IPP) 15 persons	10	XEN/SDE/AE/SAE of BPDB	03.01.2018	11.01.2018
17	M-05	Special Training for Inquiry Officers 15 persons	9	Officers of BPDB	03.01.18	11.01.18
January 2018						
18	E-26	Renewable Energy & its Application 15 persons	9	XEN/SDE/AE/SAE of BPDB	13.01.2018	21.01.2018
19	M-15	National Integrity Strategy, Anti Corruption/ Etiquette & Manners 15 persons	9	Officers of BPDB	23.01.2018	31.01.2018
20	E-18	Operation & Maintenance of Thermal Power Plants & its auxiliaries. 15 persons	9	XEN/SDE/Chemist/AE /SAE of BPDB	24.01.2018	01.02.2018
February 2018						
21	E-23	Protection & Maint. of 33/11kV X-former, 33/11 kV Feeder & Dist. X-former. 15 persons	9	XEN/SDE/AE/SAE of BPDB	03.02.2018	11.02.2018
22	E-31	Operation & maintenance of Steam Turbine Power plants	9	XEN/SDE/Chemist /AE/ SAE of BPDB	05.02.2018	13.02.2018
23	E-16	Operation & Maintenance of Gas Turbine Power Plants & its auxiliaries 15 persons	10	XEN/SDE/Chemist /AE/ SAE of BPDB & SBU	17.02.2018	26.02.2018
24	M-13	Senior Officers Management Training Course-14 persons (7 persons from each Board)	7	SE/ Director /Addl. Director of BPDB & BWDB	28.02.2018	06.03.2018
March 2018						
25	E-09	Relay & Protection (Basic Course) 15 persons	9	XEN/SDE/AE/SAE	12.03.2018	20.03.2018
26	A-01	Public Procurement Rules-2008 & Delegation of Financial Power & E-GP/E-Tendering. 20 persons (10 persons from each board)	9	XEN/DD/SDE/AE/AO/AD/Equivalent officer of BPDB & BWDB	17.03.2018	25.03.2018
27	E-16	Operation & Maintenance of Gas Turbine Power Plants & its auxiliaries 15 persons	10	XEN/SDE/Chemist/AE/ SAE of BPDB & SBU.	24.03.2018	02.04.2018
28	M-07	Communicative English & Developing Effective Communication Skills. 15 persons	9	Officers of BPDB	28.03.2018	05.04.2018

Sl. No.	Course code	Course name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
April 2018						
29	E-04	Power Plants Re-Orientation Course 15 persons	9	XEN/SDE/AE/SAE of BPDB	04.04.2018	12.04.2018
30	E-07	Operation & Maintenance of Distribution Lines & Sub-Station 15 persons	9	XEN/SDE/AE/SAE of BPDB	16.04.2018	24.04.2018
31	E-20	Occupational Health, Safety Environment, First Aid & Fire Fighting, 15 persons	9	Officers of BPDB	22.04.2018	30.04.2018
May 2018						
32	M-14	Project Management 15 persons	9	XEN/SDE/AE BPDB (including SBU)	05.05.2018	13.05.2018
33	IT-06	Electronic Government Procurement (e-GP)	9	Officers of BPDB (including SBU)	16.05.2018	24.05.2018
34	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. 15 persons	9	XEN/SDE/AE/SAE of BPDB	19.05.2018	27.05.2018
35	M-12	Strategic Human Resource Management 15 persons	9	Officers of BPDB (including SBU)	29.05.2018	06.06.2018
June 2018						
36	E-32	Operation Maintenance of a Heavy Furnace Oil (HFO) and Diesel Engine based Power Plant 15 Person	9	XEN/SDE/AE/SAE of BPDB	19.06.2018	27.06.2018
37	M-01	Office Administration & Personnel Management 15 Persons	9	Officers of BPDB	20.06.2018	28.06.2018

Number of Targeted for “On the Job Training (OJT)”: 36 nos. (30 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 2017-18
Engineering Academy, BPDB
 Kaptai, Rangamati
Bangladesh Water Development Board (BWDB)

Sl. No.	Name of Courses and No. of participants	Duration (Day)	Target group (15 Persons)	Training Period	
				From	To
01	e-Governance & Office Administration 20 Persons	9	XEN/DD/SDE/AE/AD (Equivalent)	11/07/17	19/07/17
02	PPA, PPR, DoFP & e-GP 20 Persons	9	XEN/DD/SDE/AE/AO/ AD/ Equivalent Officers	23/07/17	31/07/17
03	Accounts, Audit & Financial Management 20 Persons	9	SDE/AE/AO/AD/SAE	02/08/17	10/08/17
04	Design of Hydraulic Structures 20 Persons	9	XEN/SDE/AE	23/08/17	31/08/17
05	Foundation Training 20 Persons	34	Newly Recruited AE (Equivalent Officer)	11/09/17	14/10/17
06	Senior Officers Management Training Course 14 persons 7- Persons from each Board	7	SE/Director/Additional Director of BPDB & BWDB	11/09/17	17/09/17
07	Construction Management 20 Persons	9	SDE/AE/SAE	16/10/17	24/10/17
08	Training of Trainers (TOT) 20 Persons (10 persons from each Board)	9	Officers of BPDB & BWDB	26/10/17	04/11/17
09	Foundation Training 20 Persons	29	Newly Recruited AE (Equivalent Officer) /SAE of	15/11/17	12/12/17
10	Good Governance- 20 Persons 10-Persons from each Board	9	Officers of BPDB & BWDB	18/12/17	27/12/17
11	O & M of Completed Project 20 Persons	9	SDE/AE/SAE	02/01/18	10/01/18
12	Project Management & MIS 20 Persons	9	XEN/DD/SDE/AE/AD (Equivalent)	14/01/18	22/01/18
13	Accounts, Audit & Financial Management 20 Persons	9	Officers of BWDB	13/02/18	22/02/18
14	Senior Officers Management Training Course -14 Persons 7-Persons from each Board	7	SE/Director/Additional Director of BPDB & BWDB	28/02/18	06/03/18
15	Strategic Human Resource Management 20 Persons	9	XEN/DD/SDE/AE/AD & Equivalent Officers	07/03/18	15/03/18
16	Public Procurement Rules-2008 & Delegation of Financial Power & E-GP/E- Tendering. 20 persons (10 persons from each board)	9	XEN/DD/SDE/AE/AO/AD/Equ ivalent officer of BPDB & BWDB	17/03/18	25/03/18
17	Disaster Management in the context of Bangladesh 20 Persons	9	Officers of BWDB	09/04/18	17/04/18
18	Innovation in Citizen Service, Right to Information, GRS & Citizen Charter. 20 Persons	9	XEN/DD/SDE/AE/AO/ AD/ Equivalent Officers	07/05/18	15/05/18
19	National Integrity Strategy, Anti Corruption/ Etiquette & Manners 20 Persons	9	XEN/DD/SDE/AE/AO/ AD/ Equivalent Officers	30/05/18	07/06/18

Number of targeted "On the Job Training (OJT)" for 2017-18: 12 nos.

- Note: 1. Foundation Training Course (if needed) will be implemented on priority basis (during that period schedule courses will be discarded).
 2. Training schedule will be finalized by the Executive Committee of Engineering Academy.

Cox'sbazar Training Academy

BPDB, Cox's Bazar

Annual Training Schedule for 2017-18

Cox'sbazar Training Academy

BPDB, Cox's Bazar

Sl. No.	Course code	Course name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
July 2017						
01	E-04	Power Plants Re-orientation Course.	7	All Technical Staff.	05-07-2017	11-07-2017
02	M-21	Training for Medical Staff	7	Medical Staff	06-07-2017	12-07-2017
03	M-16	BPDB Employee service rules, etiquette & Manner.	7	Foreman/Line-man/Electrician & Equivalent	13-07-2017	19-07-2017
04	E-26	Renewable Energy & its Application	7	XEN/SDE/AE/SAE/chemist & Equivalent	14-07-2017	20-07-2017
05	M-24	Good Governance	7	Staff of BPDB	23-07-2017	29-07-2017
06	T-25	KPI Fire fighting & Safety Procedure.	7	Helper/Security Guard/ MLSS.	24-07-2017	30-07-2017
August 2017						
07	M-12	Strategic Human Resource Management.	8	Officer's of BPDB	01-08-2017	08-08-2017
08	T-16	Operation & Maintenance of Transformer.	8	Technical Staff.	02-08-2017	09-08-2017
09	M-14	Project Management.	8	PD (CE/SE) & Project Related XEN/DD/SDE/AE/AD/SAE	11-08-2017	18-08-2017
10	M-03	Office Administration & Record Keeping	8	Staff	12-08-2017	19-08-2017
11	M-17	Awareness creation for some common diseases.	8	Staff of BPDB	20-08-2017	27-08-2017
12	M-15	National Integrity Strategy, Etiquette & Manners	8	Helper/Security Guard/ MLSS.	21-08-2017	28-08-2017
September 2017						
13	M-06	Labour law & industrial relationship.	7	UDA/SAA/STENO/AA/LDA/JAA & Equivalent	07-09-2017	13-09-2017
14	M-16	BPDB Employee service rules, etiquette & Manner.	7	Helper	08-09-2017	14-09-2017
15	M-02	Purchase and Stores Management.	7	Officer	15-09-2017	21-09-2017
16	E-08	Operation & Maintenance of distribution lines & sub-station	7	Distribution Technical Staff.	16-09-2017	22-09-2017
17	A-02	PPR -2008 & Delegation of Financial power.	7	Officer	23-09-2017	29-09-2017

Sl. No.	Course code	Course name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
18	M-15	National Integrity Strategy, Etiquette & Manners	7	Driver /MLSS/Security Guard & Equivalent	24-09-2017	30-09-2017
October 2017						
19	E-28	Environmental Management Systems	8	Officer of BPDB	02-10-2017	09-10-2017
20	E-23	Operation & Maintenance of 33/11KV Sub-Station & Distribution Line.	8	Technical Staff.	03-10-2017	10-10-2017
21	A-07	Auditing & Settlement of Audit Objections	8	UDA/AA/SAA/LD A/JAA/Computer Operator & Equivalent	12-10-2017	19-10-2017
22	T-19	Occupational Health, Safety Environment & Aid.	8	Helper	13-10-2017	20-10-2017
23	A-03	Accounts & Financial Management.	8	CE/PD/SE/D/XEN /DD/SDE/ AE/AD & Equivalent	22-10-2017	29-10-2017
24	T-25	KPI Fire fighting & Safety Procedure.	8	Security Guard/MLSS cum guard	23-10-2017	30-10-2017
November 2017						
25	E-07	Operation & Maintenance of Distribution lines & Sub-station.	8	Chief Chemist/ XEN/SDE/AE/Che mist/SAE	01-11-2017	08-11-2017
26	E-04	Power Plants Re-orientation Course.	8	All technical Staff BPDB.	02-11-2017	09-11-2017
27	M-22	Development Skills and Techniques.	8	CE/PD/SE/D/XEN /DD/SDE/ AE/AD & Equivalent	11-11-2017	18-11-2017
28	M-06	Labour law & Industrial relationship.	8	Helper/Security Guard/MLSS cum guard	12-11-2017	19-11-2017
29	M-03	Office Administration & Record Keeping.	8	UDA/LDA/JAA/S AA/AA	21-11-2017	28-11-2017
30	T-08	Switch Board Attendant	8	SBA/CA/TA/BA/P A/Lineman & Equivalent	22-11-2017	29-11-2017
December 2017						
31	E-04	Power Plants Re-Orientation Course	7	XEN/SDE/AE/ SAE & Equivalent	02-12-2017	08-12-2017
32	M-06	Labour law & Industrial relationship.	8	Helper/Security Guard/MLSS cum guard	02-12-2017	09-12-2017
33	A-10	Financial Analysis for Decision Making.	8	CE/Director/ Addl. Director/XEN/DD/ SDE	11-12-2017	18-12-2017
34	A-13	Orientation Course 30 Persons	10	Newly Promoted AD of Accounts/ Finance/Audit	10-12-2017	19-12-2017
35	M-09	Training for Teacher.	8	Teacher	21-12-2017	28-12-2017

Sl. No.	Course code	Course name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
36	E-23	Distribution line maintenance & maintenance of 33/11KV Sub-station.	8	Electrician/Line Staff/SBA & Equivalent	22-12-2017	29-12-2017
January 2018						
37	M-12	Strategic Human Resource Management.	8	CE/SE/Director/ Addl. Director/ XEN/DD/SDE	01-01-2018	08-01-2018
38	T-16	Operation & Maintenance of Transformer	8	All technical Staff BPDB.	02-01-2018	09-01-2018
39	M-25	Training For Doctor	8	BPDB's Doctor	11-01-2018	18-01-2018
40	A-07	Auditing & Settlement of Audit objection	8	UDA/SAA/STEN O/AA/LDA/JAA.	12-01-2018	19-01-2018
41	E-04	Power Plants Re-orientation Course	8	XEN/SDE/AE/SA E/Chemist	21-01-2018	28-01-2018
42	M-15	National Integrity Strategy, Etiquette & Manner.	8	Helper/MLSS/ MLSS cum Guard/peon/Driver	22-01-2018	29-01-2018
February 2018						
43	M-23	Leadership Development.	8	CE/PD/ SE/ Director/ Addl. Director/DD/XEN/ SDE	01-02-2018	08-02-2018
44	T-02	Energy Meter Installation, Connection & Testing.	8	All Technical Staff.	02-02-2018	09-02-2018
45	E-04	Power Plant Re-orientation Course	8	XEN/SDE/AE/SA E & Equivalent	11-02-2018	18-02-2018
46	M-06	Labour Law & Industrial relationship.	8	Helper	12-02-2018	19-02-2018
47	A-02	PPR -2008 & Delegation of Financial power.	7	AA/UDA/SAA /JAA/ LDA/ Equivalent	22-02-2018	28-02-2018
48	T-18	Operation of Water Treatment Plant	8	Chemical/Attendant/Related Persons.	22-02-2018	29-02-2018
March 2018						
49	E-07	Operation & Maintenance of Sub-Station & Lines.	8	XEN/SDE/AE/SA E	01-03-2018	08-03-2018
50	M-06	Labour law & Industrial relationship.	8	Helper/MLSS/ Security Guard/ Driver	02-03-2018	09-03-2018
51	M-07	Communicative English & Development effective Communication skill.	8	officer of BPDB	11-03-2018	18-03-2018
52	T-12	Customer service Excellence & Distribution Code.	8	Distribution related Staff	12-03-2018	19-03-2018
53	M-16	BPDB Employee service rules, etiquette & Manner.	8	UDA/AA/SAA/JA A/LDA/Steno/Computer Operator.	21-03-2018	28-03-2018
54	T-09	Mechanical Maintenance Course, Basic	8	Machinist/Mechanics/Mechanical Fitter/Pump Operator/Plumber/ Welder Completed basic	22-03-2018	29-03-2018

Sl. No.	Course code	Course name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
April 2018						
55	A-03	Accounts & Financial Management.	8	XEN/DD/SDE/AE/AD/SAE & Equivalent	01-04-2018	08-04-2018
56	T-25	KPI Fire fighting& Safety Procedure.	8	Security Guard/MLSS cum guard/Helper.	02-04-2018	09-04-2018
57	E-29	Operation & Maintenance of power plant.	8	XEN/SDE/AE/SAE	11-04-2018	18-04-2018
58	T-16	Operation & Maintenance of Transformer.	8	All Technical Staff of BPDB	12-04-2018	19-04-2018
59	M-03	Office Administration & Record Keeping.	8	UDA/AA/SAA/JA A/LDA Computer Operator.	21-04-2018	28-04-2018
60	T-19	Occupational Health, Safety Environment & First Aid Course	8	Medical Related Staff & Technical/Non-Technical Staff	22-04-2018	29-04-2018
May 2018						
61	M-09	Training for Teacher.	7	Teacher	02-05-2018	08-05-2018
62	T-03	Comp. Billing system, Bill distribution Record keeping system of BPDB.	8	M. Inspector/ M. Reader/Bill distributor Equivalent.	02-05-2018	09-05-2018
63	M-25	Training for Doctor	8	Doctor of BPDB.	11-05-2018	18-05-2018
64	E-23	Distribution lines Maintenance & Maintenance of 33/11 KV sub-station.	8	Helper	12-05-2018	19-05-2018
65	A-01	PPR -2008 & Delegation of Financial power.	8	XEN/DD/SDE/AD/AE/SAE.	21-05-2018	28-05-2018
66	A-06	APP/Tender document/Contract document/e-tendering	8	UDA/AA/SAA/JA A & Equivalent	22-05-2018	29-05-2018
June 2018						
67	E-09	Relay & Protection Basic.	8	XEN/SDE/AE/SAE	01-06-2018	08-06-2018
68	M-15	National integrity strategy, Anti-corruption, etiquette & Manner.	8	Helper/MLSS/Driver/ Security Guard.	02-06-2018	09-06-2018
69	A-06	APP & Tender Document/Contract Document/E- Tendering.	8	Officer of BPDB.	11-06-2018	18-06-2018
70	M-16	BPDB Employee service rules, Etiquette & Manners.	8	Foreman/SBA/Attendant/Lineman & Equivalent	12-06-2018	19-06-2018
71	E-21	Electricity act, Case Filing & Reporting.	8	XEN/SDE/AD/AE/SAE	21-06-2018	28-06-2018
72	E-19	BPDB Tariff rule & commercial operation procedure	8	Staff of BPDB	22-06-2018	29-06-2018

Number of Targeted “On the Job Training (OJT)” for 2017-18: 20

Chittagong Training Center BPDB, Khulshi, Chittagong

Annual Training Schedule for 2017-18

Chittagong Training Center

BPDB, Khulshi, Chittagong

Sl. No.	Course code	Course name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
July-2017						
01	T-06	Basic Course for Lineman	10	Electrician/Lineman/ Helper	01/07/17	10/07/17
02	T-19	Occupational Health Safety Environment and First Aid.	10	All technical staff/ Security Guard	08/07/17	17/07/17
03	T-20	Security of KPI, Fire fighting and Safety Procedure	10	Staff (Technical & Non Technical/ Security guard)	15/07/17	24/07/17
04	M-11	Total Quality Management (TQM).	09	Staff	19/07/17	27/07/17
05	M-01	Office Administration & Personnel Management	10	Officers	22/07/17	31/07/17
August-2017						
06	E-09	Relay and Protection, Basic Course.	10	SDE/AE/SAE	01/08/17	10/08/17
07	M-03	Office Administration & Record Keeping.	09	AA/SAA/UDA/LD A /JAA	05/08/17	13/08/17
08	T-08	Switch Board Attendant	10	SBA/CA/TA/BA/PA	19/08/17	28/08/17
09	M-06	Labour Law & Industrial Relationship.	10	Staff (Technical & Non Technical)	21/08/17	30/08/17
September-2017						
10	T-02	Energy Meter Installation, Connection & Testing.	10	Meter Reader/ Electrician/ Lineman/ Helper	05/09/17	14/09/17
11	T-20	Security of KPI, Fire fighting and Safety Procedure	10	Staff (Technical & Non Technical/Security Guard)	09/09/17	18/09/17
12	E-23	Maintenance of Distribution Line & 33/11KV Sub- station and safety Procedure.	10	Electrician/Lineman/ Helper	16/09/17	25/09/17
13	A-05	Corporate & Financial Management	09	Officers	20/09/17	28/09/17
October-2017						
14	A-04	Accounts and Financial Management, Bill Preparation.	10	Asstt. Accountant/ SAA/ JAA	02/10/17	11/10/17
15	T-14	Fire Fighting and Safety Procedure.	10	All technical staff/ Security Guard	07/10/17	16/10/17
16	M-15	National Integrity Strategy, Anti Corruption, Etiquette & Manner.	10	Officers	14/10/17	23/10/17

Sl. No.	Course code	Course name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
17	T-11	Electrical Maintenance Course	10	Forman/Electrician / Lineman/ Helper	15/10/17	24/10/17
18	M-21	Training for Medical Staff	10	BPDB Medical Staff	21/10/17	30/10/17
November-2017						
19	T-06	Basic Course for Lineman	09	Electrician/ Lineman/ Helper	04/11/17	12/11/17
20	M-07	Communicative English & Developing Effective Communication Skill.	10	Officers	05/11/17	14/11/17
21	T-12	Customer Service Excellence & Distribution Code.	10	Staff (Technical & Non Technical)	11/11/17	20/11/17
22	A-02	PPR-2008 & Delegation of Financial Power (Dev/Rev)-2011.	10	Asstt. Accountant/ SAA/ JAA	18/11/17	27/11/17
December-2017						
23	T-16	Operation & Maintenance of Transformer.	10	All technical staff	02/12/17	11/12/17
24	A-07	Auditing and Settlement of Audit Objection.	09	JAA/ SAA/LDA/ UDA/Asstt. Accountant.	04/12/17	12/12/17
25	T-07	Advance Course for Lineman	09	Electrician/ Lineman/ Helper	09/12/17	17/12/17
26	T-19	Occupational Health Safety Environment and First Aid.	10	All technical staff/ Security guard	18/12/17	27/12/17
27	E-24	SCADA in BPDB.	10	Officers	19/12/17	28/12/17
January-2018						
28	E-17	Operation & Maintenance of Gas Turbine Power Plant & its auxiliaries	10	Staff (Technical)	01/01/18	10 /01/18
29	A-06	App/Tender Document/Contract Document (E Tendering).	10	Officers	06/01/18	15/01/18
30	M-09	Training of Teachers.	10	School Teachers of BPDB	14/01/18	23/01/18
31	M-16	BPDB Employee service rules, Etiquette & Manners.	10	MLSS / MLSS Cum guard/ Helper	16/01/18	25 /01/18
32	M-11	Total Quality Management (TQM).	10	Staff (Technical & Non Technical)	22/01/18	31 /01/18
February-2018						
33	T-04	Electrical Maintenance Course (Basic)	10	Forman/Electrician / Lineman/ Helper	03/02/18	12/02/18
34	M-15	National integrity strategy, Anti corruption, etiquette & Manner.	10	Staff	05/02/18	14/02/18
35	A-01	PPR – 2008 & delegation of financial power (Dev/Rev)-2011.	10	Officers	17/02/18	26/02/18
36	T-12	Customer Service Excellence & Distribution Code.	10	AA/SAA/UDA/LD A/ JAA/SBA/CA	19/02/18	28/02/18

Sl. No.	Course code	Course name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
March-2018						
37	T-16	Operation & Maintenance of Transformer.	10	All technical staff	04/03/18	13/03/18
38	M-06	labour Law & Industrial relationship.	10	Staff (Technical & Non Technical)	10/03/18	19/03/18
39	E-03	Re-Orientation Course (Distribution)	09	Officers	17/03/18	25/03/18
40	T-20	Security of KPI, Fire fighting and Safety Procedure	09	Staff (Technical & Non Technical/ Security guard)	21/03/18	29/03/18
41	IT-06	e – GP (Electronic Government procurement)	10	AA/SAA/UDA/LDA /JAA	22/03/18	31/03/18
April-2018						
42	M-03	Office Administration & Record Keeping.	10	AA/SAA/ JAA/ UDA /LDA	01/04/18	10/04/18
43	E-21	Electricity Act, Case Filing & Reporting.	10	Officers	07/04/18	16/04/18
44	A-02	PPR – 2008 & delegation of financial power (Dev/Rev)-2011.	10	Asstt. Accountant/ SAA/JAA/ UDA/LDA	15/04/18	24/04/18
45	T-06	Basic Course for Lineman	10	Electrician/ Lineman/ Helper	17/04/18	26/04/18
46	E-23	Distribution Line Maintenance & Maintenance of 33/11 kv Sub- station.	10	Forman/Electrician / Lineman/ Helper	21/04/18	30/04/18
May-2018						
47	A-06	App/Tender Document/Contract Document (E Tendering).	10	Officers	05/05/18	14/05/18
48	A-04	Accounts and Financial Management, Bill Preparation.	10	Asstt. Accountant/ SAA/ JAA	07/05/18	16/05/18
49	E-31	Operation & Maintenance of Steam Turbine Power Plant	10	Staff (Technical)	19/05/18	28/05/18
50	T-20	Security of KPI, Fire fighting and Safety Procedure	10	Staff (Technical & Non Technical/ Security guard)	20/05/18	29/05/18
51	M-12	Strategic Human Resource Management. (HRM)	10	Officers	31/05/18	09/06/18
June-2018						
52	M-16	BPDB Employee service rules, Etiquette & Manners.	10	Staff (Technical & Non Technical)	02/06/18	11/06/18
53	T-11	Electrical Maintenance Course	10	Forman/Electrician / Lineman/ Helper	19/06/18	28/06/18
54	T-20	Security of KPI, Fire fighting and Safety Procedure.	11	Staff (Technical & Non Technical/ Security guard)	20/06/18	30/06/18

Number of Targeted On the job training (OJT) for 2017-2018: 36 Nos.

Ghorasal Training Center BPDB, Palash, Narsingdi

Annual Training Schedule for 2017-18

Ghorasal Training Center

BPDB, Palash, Narsingdi

Sl. No.	Course code	Course name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
July-2017						
01	E-20	Occupational Health, Safety Environment, First Aid & Fire Fighting.	10	Technical Staff / Non-Technical Staff	03/07/2017	12/07/2017
02	E-25	Operation of Power Plant Simulator	10	XEN/SDE/AE/SAE	04/07/2017	13/07/2017
03	E-02	Induction Training 50 Persons	30	Newly Recruited SAE	08/07/2017	06/08/2017
04	M-08	TOT	7	XEN/DD/SDE/AE/AD	16/07/2017	22/07/2017.
05	E-31	Operation & maintenance of Steam Turbine Power Plant	10	Technical Staff	15/07/2017.	24/07/2017
August-2017						
06	E-14	Maintenance of Combined Cycle Power Plant .	10	Technical Staff	03/08/2017	12/08/2017.
07	A-01	Public Procurement Rules-2008 & Delegation of Financial Power	7	XEN/DD/SDE/ Sr. Chemist /AE/AD/Chemist	07/08/2017	13/08/2017
08	E-02	Induction Training 50 Persons	32	Newly Recruited SAE	09/08/2017	09/09/2017
09	M-30	Anti-Corruption, Professional Ethics, Etiquette & Manner	7	Technical Staff / Non-Technical Staff	17/08/2017	23/08/2017
10	E-20	Occupational Health, Safety Environment, First Aid & Fire Fighting.	10	Technical Staff / Non-Technical Staff	19/08/2017.	28/08/2017
11	M-27	BPDB Service Rule & Necessary Law	7	Technical Staff / Non-Technical Staff	21/08/2017	27/08/2017
September-2017						
12	E-31	Operation & Maintenance of Steam Turbine Power Plant	10	Technical Staff	10/09/2017	19/09/2017
13	E-13	Operation of Combined Cycle Power Plant	10	Technical Staff	16/09/2017.	25/09/2017
14	E-19	BPDB Tariff rule & Commercial Operation Procedure	7	Technical Staff / Non-Technical Staff	17/09/2017	23/09/2017.
15	IT-05	E-GP & E-Filing	7	XEN/DD/SDE/ Sr. Chemist /AE/AD/Chemist	20/09/2017	26/09/2017
October-2017						
16	T-10	Operation & Maintenance of Gas Turbine Power Plant	10	Technical Staff	05/10/2017	14/10/2017.

Sl. No.	Course code	Course name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
17	E-05	Operation & Maintenance of Electric Sub-Station and Evacuation Facilities of Power Station	10	XEN/SDE/AE/SAE	09/10/2017	18/10/2017
18	A-02	Public Procurement Rules-2008 & Delegation of Financial Power	10	Accounts related Non-Technical Staff	16/10/2017	25/10/2017
19	E-31	Operation & Maintenance of Steam turbine Power Plant	10	Technical Staff	21/10/2017.	30/10/2017
November-2017						
20	IT-07	Information & Communication Technology	10	Technical Staff / Non-Technical Staff	04/11/2017.	13/11/2017
21	E-25	Operation of Power Plant Simulator	10	XEN/SDE/AE/SAE	06/11/2017	15/11/2017
22	M-28	National integrity Strategy, Anti-Corruption and Professional Ethics	7	XEN/DD/SDE/ Sr. Chemist /AE/AD/Chemist/SAE	19/11/2017	25/11/2017.
23	T-10	Operation & Maintenance of Gas turbine Power Plant	10	Technical Staff	21/11/2017	30/11/2017
24	T-17	Instrumentation & Control System	7	Technical Staff	22/11/2017	28/11/2017
December-2017						
25	E-13	Operation of Combined Cycle Power Plant	10	Technical Staff	02/12/2017.	11/12/2017
26	T-13	Operation & Maintenance of Water Treatment Plant	7	Technical Staff	11/12/2017	17/12/2017
27	E-05	Operation & Maintenance of Electric Sub-Station and Evacuation Facilities of Power Station	7	Technical Staff	18/12/2017	24/12/2017
28	M-27	BPDB Service Rule & Necessary Law	8	XEN/DD/SDE/AE/AD/SAE	24/12/2017	31/12/2017
January-2018						
29	M-30	Anti-Corruption, Professional Ethics, Etiquette & Manner	7	Technical Staff / Non-Technical Staff	31/12/2017	06/01/2018
30	E-25	Operation of Power Plant Simulator	10	XEN/SDE/AE/SAE	02/01/2018	11/01/2018
31	M-08	TOT	7	XEN/DD/SDE/AE/AD	21/01/2018	27/01/2018.
32	E-31	Operation & maintenance of Steam Turbine Power Plant	10	Technical Staff	15/01/2018	24/01/2018
February-2018						
33	E-14	Maintenance of Combined Cycle Power Plant .	10	Technical Staff	04/02/2018	13/02/2018
34	A-01	Public Procurement Rules-2008 & Delegation of Financial Power	7	XEN/DD/SDE/ Sr. Chemist /AE/AD/Chemist/SAE	05/02/2018	11/02/2018
35	M-30	Anti-Corruption, Professional Ethics, Etiquette & Manner	7	Technical Staff / Non-Technical Staff	11/02/2018	17/03/2018.

Sl. No.	Course code	Course name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
36	M-27	BPDB Service Rule & Necessary Law	7	Technical Staff / Non-Technical Staff	19/02/2018	25/02/2018
March-2018						
37	E-31	Operation & Maintenance of Steam Turbine Power Plant	10	Technical Staff	04/03/2018	13/03/2018
38	E-19	BPDB Tariff rule & Commercial Operation Procedure	10	Technical Staff / Non-Technical Staff	05/03/2018	14/03/2018
39	M-09	Training For Teacher	7	School Teacher of BPDB	12/03/2018	18/03/2018
40	IT-05	E-GP & E-Filing	7	XEN/DD/SDE/ Sr. Chemist /AE/AD/Chemist	18/03/2018	24/03/2018.
41	E-13	Operation of Combined Cycle Power Plant	10	Technical Staff	20/03/2018	29/03/2018
April-2018						
42	T-10	Operation & Maintenance of Gas Turbine Power Plant	10	Technical Staff	31/03/2018.	09/04/2018
43	M-29	Special Course on Leadership & Good Governance	10	XEN/DD/SDE/AE/AD/SAE	07/04/2018.	16/04/2018
44	A-02	Public Procurement Rules-2008 & Delegation of Financial Power	10	Accounts related Non-Technical Staff	17/04/2018	26/04/2018
45	E-31	Operation & Maintenance of Steam turbine Power Plant	10	Technical Staff	19/04/2018	28/04/2018.
May-2018						
46	IT-07	Information & Communication Technology	7	Technical Staff / Non-Technical Staff	06/05/2018	12/05/2018.
47	E-25	Operation of Power Plant Simulator	10	XEN/SDE/AE/SAE	05/05/2018.	14/05/2018
48	T-10	Operation & Maintenance of Gas turbine Power Plant	10	Technical Staff	14/05/2018	23/05/2018
49	T-17	Instrumentation & Control System	7	Technical Staff	13/05/2018	19/05/2018
50	M-30	Anti-Corruption, Professional Ethics, Etiquette & Manner	7	Technical Staff / Non-Technical Staff	21/05/2018	27/05/2018
June-2018						
51	E-13	Operation of Combined Cycle Power Plant	10	Technical Staff	26/05/2018.	04/06/2018
52	T-13	Operation & Maintenance of Water Treatment Plant	7	Technical Staff	30/05/2018	05/06/2018
53	E-05	Operation & Maintenance of Electric Sub-Station and Evacuation Facilities of Power Station	7	Technical Staff	04/06/2018	10/06/2018
54	M-27	BPDB Service Rule & Necessary Law	8	XEN/DD/SDE/AE/AD/SAE	24/06/2018	30/06/2018

Number of Targeted On the job training (OJT) for 2017-2018: 24Nos. (16 for Ghorashal Power Station and 8 for other offices.)

Rajshahi Training Center BPDB, Rajshahi

Annual Training Schedule for 2017-18

Rajshahi Training Center

BPDB, Rajshahi.

Sl. No.	Course code	Course name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
July-2017						
01	M-16	BPDB Employee service rules, etiquette & Manner.	8	Staff Of BPDB	03-07-17	10-07-17
02	T-06	Lineman Basic Course	8	Foreman, Lineman, Electrician, Helper	05-07-17	12-07-17
03	T-16	Operation & Maintenance of Transformer	8	Technical Staff	11-07-17	18-07-17
04	T-04	Electrical Maintenance Course (Basic)	8	Foreman, Lineman, Electrician, Helper	15-07-17	22-07-17
05	E-29	Operation & Maintenance of Power Plant & It's Auxiliaries	8	Technical Staff of Power Station	23-07-17	30-07-17
August-2017						
06	T-07	Lineman Advance Course	8	Foreman, Lineman, Electrician, Helper	01-08-17	08-08-17
07	T-04	Electrical Maintenance Course (Basic)	8	Foreman, Lineman, Electrician, Helper	03-08-17	10-08-17
08	T-14	Fire Fighting & Safety Procedure	8	Staff Of BPDB	16-08-17	23-08-17
09	E-29	Operation & Maintenance of Power Plant & It's Auxiliaries	8	Technical Staff of Power Station	17-08-17	24-08-17
10	T-08	Switch Board Attendant.	8	SBA/CA/TA/AA	19-08-17	26-08-17
September-2017						
11	M-03	Office Administration & Record Keeping.	8	LDA/UDA/Steno Typist & Stenographer	11-09-17	18-09-17
12	T-06	Lineman Basic Course	8	Foreman, Lineman, Electrician, Helper	12-09-17	19-09-17
13	T-16	Operation & Maintenance of Transformer	8	Technical Staff	18-09-17	25-09-17
14	E-23	Distribution Line Maintenance & Maintenance of 33/11 KV sub station	8	Foreman, Lineman, Electrician, Helper	20-09-17	27-09-17
15	T-02	Energy Meter Installation, Connection & Testing.	8	Technical Staff	23-09-17	30-09-17
October-2017						
16	T-07	Lineman Advance Course	8	Foreman, Lineman, Electrician, Helper	02-10-17	09-10-17
17	T-20	Security of KPI, Fire fighting and safety procedure.	8	Technical Staff	04-10-17	11-10-17
18	M-15	National integrity strategy ,Anti corruption, Etiquette & Manner.	8	Staff Of BPDB	10-10-17	17-10-17

Sl. No.	Course code	Course name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
19	E-08	Operation & Maintenance of Distribution Lines & sub-station.	8	Technical Staff of Power Station	16-10-17	23-10-17
20	E-29	Operation & Maintenance of Power Plant & It's Auxiliaries	8	Technical Staff of Power Station	21-10-17	28-10-17
21	T-19	Occupational Health & safety Environment and first AID.	8	All Technical Staff	24-10-17	31-10-17
November-2017						
22	T-06	Lineman Basic Course	8	Foreman, Lineman, Electrician, Helper	01-11-17	08-11-17
23	T-08	Switch Board Attendant.	8	SBA/CA/TA/AA	06-11-17	13-11-17
24	A-09	Auditing and Settlement of Audit objection	8	Officer of BPDB	07-11-17	14-11-17
25	M-03	Office Administration & Record Keeping.	8	LDA/UDA/Steno Typist & Stenographer	15-11-17	22-11-17
26	T-04	Electrical Maintenance Course (Basic)	8	Foreman, Lineman, Electrician, Helper	18-11-17	25-11-17
27	T-16	Operation & Maintenance of Transformer	8	Technical Staff	28-11-17	05-12-17
December-2017						
28	T-07	Lineman Advance Course.	8	Foreman, Lineman, Electrician, Helper	04-12-17	11-12-17
29	IT-02	Computer Training on M/S Excel & Internet.	8	Officer Of BPDB	06-12-17	13-12-17
30	A-03	Accounts & Financial Management.	8	XEN/DD/SDE/AE/AD	12-12-17	19-12-17
31	E-29	Operation & Maintenance of Power Plant & It's Auxiliaries	8	Technical Staff of Power Station	18-12-17	26-12-17
32	M-09	Teacher's Training	8	School Teacher's of PDB	23-12-17	30-12-17
January-2018						
33	T-06	Lineman Basic Course.	8	Foreman, Lineman, Electrician, Helper	01-01-18	08-01-18
34	E-09	Relay& Protection Basic Course.	8	SDE/AE/SAE	03-01-18	10-01-18
35	IT-01	Basic Computer, MS Word & Internet	8	Staff Of BPDB	09-01-18	16-01-18
36	T-04	Electrical Maintenance Course (Basic)	8	Foreman, Lineman, Electrician, Helper	13-01-18	20-01-18
37	T-16	Operation & Maintenance of Transformer	8	Technical Staff	17-01-18	24-01-18
38	M-03	Office Administration & Record Keeping.	8	LDA/UDA/Steno Typist & Stenographer	23-01-18	30-01-18

Sl. No.	Course code	Course name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
February-2018						
39	T-07	Lineman Advance Course.	8	Foreman, Lineman, Electrician, Helper	31-01-18	07-02-18
40	T-14	Fire Fighting & Safety Procedure	8	Staff Of BPDB	05-02-18	12-02-18
41	E-29	Operation & Maintenance of Power Plant & It's Auxiliaries	8	Technical Staff of Power Station	06-02-18	13-02-18
42	IT-02	Computer Training on M/S Excel & Internet.	8	Officer Of BPDB	17-02-18	24-02-18
43	T-08	Switch Board Attendant.	8	SBA/CA/TA/AA	20-02-18	28-02-18
March-2018						
44	T-06	Lineman Basic Course.	8	Foreman, Lineman, Electrician, Helper	26-02-18	05-03-18
45	T-19	Occupational Health & safety Environment and first AID.	8	All Technical Staff	06-03-18	13-03-18
46	A-07	Auditing and Settlement of Audit Objection	8	JAA/SAA/LDA/UDA/AA /Accountant	10-03-18	17-03-18
47	T-04	Electrical Maintenance Course (Basic)	8	Foreman, Lineman, Electrician, Helper	14-03-18	21-03-18
48	T-16	Operation & Maintenance of Transformer	8	Technical Staff	20-03-18	28-03-18
April-2018						
49	T-07	Lineman Advance Course.	8	Foreman, Lineman, Electrician, Helper	01-04-18	08-04-18
50	T-20	Security of KPI, Fire fighting and safety procedure.	8	Technical Staff	04-04-18	11-04-18
51	IT-01	Basic Computer, MS Word & Internet	8	Officers Of BPDB	09-04-18	16-04-18
52	M-15	National integrity strategy ,Anti corruption, Etiquette & Manner.	8	Staff Of BPDB	17-04-18	24-04-18
53	E-29	Operation & Maintenance of Power Plant & It's Auxiliaries	8	Technical Staff of Power Station	21-04-18	28-04-18
May-2018						
54	T-06	Lineman Basic Course.	8	Foreman, Lineman, Electrician, Helper	02-05-18	09-05-18
55	T-08	Switch Board Attendant.	8	SBA/CA/TA/AA	07-05-18	14-05-18
56	A-04	Accounts & Financial Management: Bill Prepar.	8	Assistant Accountant/SAA /JAA	15-05-18	22-05-18
57	E-21	Electricity Act, Case Filing & Reporting	8	Officers Of BPDB	19-05-18	26-05-18
58	T-04	Electrical Maintenance Course(Basic)	8	Foreman, Lineman, Electrician, Helper	23-05-18	30-05-18
59	T-16	Operation & Maintenance of Transformer	8	Technical Staff	29-05-18	05-06-18

Sl. No.	Course code	Course name	Duration (Day)	Target group (15 Persons)	Training Period	
					From	To
June-2018						
60	E-23	Distribution Line Maintenance & Maintenance of 33/11 KV sub station	8	Foreman, Lineman, Electrician, Helper	30-05-18	06-06-18
61	T-07	Lineman Advance Course.	8	Foreman, Lineman, Electrician, Helper	03-06-18	10-06-18
62	A-01	PPR-2008 & Delegation of Financial Power	8	XEN/DD/SDE/AE/AD	19-06-18	26-06-18
63	T-02	Energy Meter Installation, Connection & Testing.	8	Technical Staff	20-06-18	27-06-18

Number of targeted “On the Job Training (OJT)” the FY 2017-18: 24 (Twenty Four)

Note: If additional training course (if needed) will be implemented on priority basis at Rajshahi Training Center then during that time schedule courses may be discarded.

cōkŋŋbi Rb" gŋbvqb cōvŋbi bgbv diŋu

(weDŋevŋi `Bi cōvbMb wŋtge³ diŋtŋU cōkŋŋbi Rb" gŋbvqb cōvb KiŋZ cvŋi b | weDŋev ewnfŋZ we`ŋr tm±i msŋkøó cōZōvb/ ms`v Gi Rb" wbaŋi Z wd cōvb mvŋtŋŋ cŋ thvŋM gŋbvqb tcōb cōhvR") |

evsj vŋ`k we`ŋr Dbqb tevW[©]

cōkŋŋYi Rb" gŋbvbxZ KgRZŋ/KgPvi xŋ`i bvŋgi Zvj Kv

cōkŋŋY ŋKŋ`ŋ i bvg- cōkŋŋY I tckv Dbqb cwi`Bi/KvBvB cōKŠkj GKvŋWgx/K· evRvi tUŋbs GKvŋWgx/ PUMŋg/ ivRkvnx/ tNvovkvj cōkŋŋY ŋKŋ`ŋAvĀwj K cōkŋŋY ŋKŋ`ŋUsMx | (cōhvR" wU ŋiŋL evKx, ŋj v ŋKŋU w`b) gŋbvqb cōvbKvix`Bŋi i bvg I wKvbv -

μt bs	bvg	c`ex	ŋKvŋmŋ bvg	ŋKvm [©] AbyōZ nl qvi Zwi L	gšZe"

`Bi cōvŋbi ŋŋŋi I wKvbv

Addresses of Academy & Training Centre

1. Directorate of Training & Career Development

**Biddiut Bhaban, 9 th floor, 1 Abdul Goni Road
Dhaka-1000.**

Phone- 02-9513550, 01819221584

Fax- 02-9574122

email- director.training@yahoo.com

2. Engineering Academy

Kaptai, Rangamati

Phone- 03529-56393, 01811424735

e-mail: deakaptai@yahoo.com

3. Cox'sbazar Training Academy

Cox'sbazar.

Phone - 0341-51761, 01777743213

e-mail : dir.tacox_bpdb@yahoo.com

4. Regional Training Centre

Tongi, Gazipur

Phone-02-9801416, 01811485157

e-mail: rtctongi@yahoo.com

5. Rajshahi Training Centre

Phone-0721-774060, 01777760002

e-mail: ddrtcrajshahi@gmail.com

6. Chittagonj Training Centre

Phone-031-659132, 01755607968

e-mail: ddrtcctg@yahoo.com

7. Ghorasal Training Centre

Polash, Norsindi

Phone-02-9354835, 01718730095

e-mail: dir.gtc@bpdb.gov.bd