

**ASHUGANJ POWER STATION COMPANY LIMITED**

Document No. SF-HRM-15

Revision No.: 01

Effective Date: 30 June 2021

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Annual Training Plan 2021-22

Sl. No.	Course Code	Course Name	Duration (Day)	No. of participant (Men)	Target group	Training period						
						From	To					
July-2021												
Training has been suspended due to Covid-19												
August-2021												
Training has been suspended due to Covid-19												
September-2021												
1	OM-3	Annual Performances Agreement (APA)	01	70	Officers	07/9/2021	-					
2	OM-9	সেবা প্রদান প্রতিশুতি (সিটিজেন চার্টার)	01	70	Officers	07/9/2021	-					
3	OM-11	জাতীয় শুল্কাচার কর্মপরিকল্পনা (NIS)	01	86	Officers	25-9-2021	-					
4	OM-7	অভিযোগ প্রতিকার ব্যবস্থাপনা (GRS)	01	86	Officers	25-9-2021	-					
5	OM-9	সেবা প্রদান প্রতিশুতি (সিটিজেন চার্টার)	01	86	Officers	25-9-2021	-					
6	OM-8	ই-গৰ্ভনেল/ইনোভেশন	01	86	Officers	25-9-2021	-					
7	OM-12	৪ৰ্থ শিল্প বিপ্লবের চ্যালেঞ্জ মোকাবেলায় কৰনীয়	01	58	Officers	30/9/2021	-					
October-2021												
8	OM-8	নাগরিক সেবায় উন্নয়ন	01	21	Staff	14-10-2021	-					
9	OM-8	Innovation In Public Service	02	29	officer	16-10-2021	17-10-2021					
November-2021												
10	OM-7	অভিযোগ প্রতিকার ব্যবস্থাপনা (GRS)	1	44	Officer	10-11-2021	-					
11	OM-9	সেবা প্রদান প্রতিশুতি (সিটিজেন চার্টার)	1	44	Officer	10-11-2021	-					
12	OM-10	তথ্য অধিকার আইন	1	44	Officer	10-11-2021	-					
13	IT-3	TR-CR Management	1	17	Officer	8/11/2021	-					
14	OHS-1	Occupational Health, Safety & Environment, First Aid & Fire Fighting.	2	20	Staff	8/11/2021	9/11/2021					
15	OHS-2	Security, Firefighting, and safety Procedure for security staff.	2	12	Staff	10/11/2021	11/11/2021					
16	MM-1	Power Plant Mechanical Maintenance of CCPP	3	12	Staff	13-11-2021	15-11-2021					
17	OPN-2	Basic Operation Principle of Water Treatment Plant	2	12	Staff	16-11-2021	17-11-2021					
18	OM-6	E-filing	1	12	Staff	25-11-2021						
December-2021												
19	OM-1	APSCL Employees Service Rules Laboure Law and Corporate Relationship.	1	20	Staff	1/12/2021						
20	EM-1	Power Plant Electrical Maintenance of CCPP	3	12	Staff	2/12/2021	4/12/2021					
21	OM-8	ই-গৰ্ভনেল/ইনোভেশন	1	50	Officer	9/12/2021	-					

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22	OM-7	অভিযোগ প্রতিকার ব্যবস্থাপনা (GRS)	1	50	Officer	9/12/2021	-
23	OM-10	তথ্য অধিকার আইন	1	20	Officer	9/12/2021	
24	PM-1	Electronic Government Procurement (e-GP), PPR-2008 PPA-2006 and Delegation of Financial Power-2017.	2	15	Officer	14-12-2021	15-12-2021
25	EM-2	Operation, Maintenance of Sub-station	3	15	Staff	21-12-2021	23-12-2021
26	OPN-1	Power Plant Operation of CCPP	3	15	Staff	26-12-2021	28-12-2021
27	OM-6	E-Filing	1	12	Officer	29-12-2021	
January-2022							
28	OHS-1	Occupational Health, Safety & Environment, First Aid & Fire Fighting.	2	20	Staff	2/1/2022	3/1/2022
29	OM-1	APSCL Employees Service Rules Laboure Law and Corporate Relationship.	1	15	Staff	4/1/2022	
30	FM-2	Custom Assessment, Goods Delivery Procedure, CD VAT, Tax & AIT.	1	15	Officer	6/1/2022	
31	EM-1	Power Plant Electrical Maintenance of CCPP.	3	15	Officer	11/1/2022	13-01-2022
32	OHS-3	Training on Fire Detection and Protection System in Power plant Area &Office Building of APSCL	2	12	Staff	19-01-2022	20-01-2022
33	OM-7	অভিযোগ প্রতিকার ব্যবস্থাপনা (GRS)	1	25	Officer	23-01-2022	-
34	OM-9	সেবা প্রদান প্রতিশুতি (সিটিজেন চার্টার)	1	25	Officer	23-01-2022	-
35	OM-8	ই-গভর্নেন্স/ইনোভেশন	1	25	Officer	23-01-2022	-
February-2022							
36	IT-1	Computer Training on Internet Security, Cyber Security, Cloud Storage System.	2	12	Officer	5/2/2022	6/2/2022
37	FM-1	Financial Management for Power Sector	1	15	Officer	7/2/2022	
38	OHS-2	Security, Firefighting, and safety Procedure for security staff.	2	15	Staff	12/2/2022	13-02-2022
39	OM-4	Office Management, Corporate Ethics and Manner.	1	15	Officer	22-2-2022	
40	OM-1	APSCL Employees Service Rules Laboure Law and Corporate Relationship.	1	15	Staff	23-02-2022	
41	OM-7	তথ্য অধিকার আইন	1	20	Officer	26-2-2022	

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42	OM-8	ই-গভনেন্স/ইনোভেশন	1	25	Officer	26-2-2022	
March-2022							
43	OPN-1	Power Plant Operation of CCPP	3	15	Officer	8/3/2022	10/3/2022
44	PM-2	Preparation of Tender Document (Local, International & EOI)/Contract Document.	2	10	Officer	12/3/2022	13-3-22
45	EM-1	Power Plant Electrical Maintenance of CCPP.	3	12	Staff	14-0-22	16-3-22
46	OM-3	Annual Performance Agreement (APA)	1	20	Officer/staff	22-3-22	
47	OPN-2	Basic Operation Principle of Water Treatment Plant	2	15	Officer	23-03-22	24-03-22
48	OM-6	E-Filing	1	12	Staff	28-3-21	
April-2022							
49	MM-1	Power Plant Mechanical Maintenance of CCPP	3	12	Staff	2/4/2022	4/4/2022
50	OM-1	APSCL Employees Service Rules Laboure Law and Corporate Relationship.	1	20	Officer	9/4/2022	
51	OPN-3	Power Plant Operation	3	12	Staff	11/4/2022	13-4-22
52	EM-2	Operation, Maintenance of Sub-station	3	15	Officer	18-4-22	20-4-22
53	IT-2	Computer Training on MS office, Word, Excel, and Power Point, APSCL Website.	1	12	Officer	24-4-22	
May-2022							
54	OM-1	APSCL Employees Service Rules Laboure Law and Corporate Relationship.	1	15	Officer	15-5-22	
55	EM-1	Power Plant Electrical Maintenance of CCPP.	3	12	Officer	17-5-22	19-5-22
56	OHS-1	Occupational Health, Safety & Environment, First Aid & Fire Fighting.	2	20	Officer	21-5-22	22-5-22
57	OM-2	Office Administration & Record Keeping.	1	20	Staff	24-5-22	
58	FM-2	Custom Assessment, Goods Delivery Procedure, CD VAT, Tax & AIT.	1	10	Officer	25-5-22	
59	OM-5	Conflict Management & Leadership Management	1	10	Officer	29-5-22	
June-2022							
60	IT-1	Computer Training on Internet Security, Cyber Security, Cloud Storage System and Use of Virtual of online platform.	2	12	Officer	4/6/2022	5/6/2022
61	EM-1	Power Plant Electrical Maintenance	3	15	Staff	6/6/2022	8/6/2022

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62	FM-3	Financial Management for Non-Financial Executive.	1	12	Officer	18-06-22	

Proposed by

Executive Engineer (HRD)
Power Plant Training Centre (PPTC)
APSCL

Approved by

Managing Director
APSCL