



Bangladesh Power Development Board (BPDB)

Annual Training Schedule

2025-2026

Annual Training Schedule for 2025-26
Directorate of Training and Career Development, BPDB, Dhaka

SI. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
July-2025						
1.	MA-25	The role of power sector in Sustainable and Environment Friendly Development: Bangladesh Perspective.	07	XEN/DD/SDE/AE/AD	01.07.2025	08.07.2025
2.	MA-01	BPDB Employees Service Rules, Labor Law and Industrial Relationship	07	Staffs of BPDB	07.07.2025	13.07.2025
3.	T-74	বিউবো'র গাড়িচালকদের পেশাগত দক্ষতা উন্নয়ন বিষয়ক প্রশিক্ষণ। (ব্যাচ-১)	07	Drivers of BPDB	09.07.2025	15.07.2025
4.	MA-11	বিপিডিবির ৪র্থ শ্রেণীর কর্মচারীদের প্রয়োজনীয় দক্ষতা ও গুণাবলী নিশ্চিত করার জন্য প্রশিক্ষণ।	07	Helper/MLSS/ Security Guard/Driver	15.07.2025	21.07.2025
5.	MA-30	Training for Inquiry Officers & Prosecutors of BPDB.	07	Officers of BPDB	23.07.2025	29.07.2025
6.	MA-33	Time management, Stress management, Building skills and Performance management	07	Officers of BPDB	21.07.2025	27.07.2025
August-2025						
7.	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines	07	Officer/Staff	05.08.2025	11.08.2025
8.	T-37	Training for BPDB Doctors for Professional Knowledge & Skill development (Part-1)	07	Medical Officers of BPDB	04.08.2025	10.08.2025
9.	T-41	বিউবো'র নিরাপত্তা প্রহরীদের পেশাগত দক্ষতা উন্নয়নের জন্য প্রশিক্ষণ।	07	Security Supervisor/ Inspector/ Security Guard	04.08.2025	10.08.2025
10.	F-03	Accounts, Audit and Financial Activities of BPDB.	07	UDA/SAA/ STENO/AA/LDA/ JAA/Store keeper	20.08.2025	26.08.2025
11.	MA-17	Training on English Communication Skill for Public Speaking & Presentation.	07	Officers of BPDB	13.08.2025	19.08.2025
12.	E-06	Smart Pre-Payment Metering, Advanced Billing Systems, and Customer Service Excellence	07	XEN/SDE/AE/SAE	18.08.2025	24.08.2025
September-2025						
13.	MA-28	File & Records Management, Preparation of Document & Organizational Structure Familiarization	07	Staff of BPDB	10.09.2025	16.09.2025
14.	T-54	Basic Course on Solar PV System Design.	07	XEN/SDE/AE	03.09.2025	09.09.2025
15.	T-61	Insurance Policy for local and foreign procurement.	07	Officers of BPDB	17.09.2025	23.09.2025

SI. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
16.	T-60	Company Law, Regulatory Framework of Power Purchase Agreement, and Legal Risk Management	07	Officers of BPDB	23.09.2025	29.09.2025
17.	T-70	Basic Course on Electrical Safety, Electrical Personal Protective Equipment (PPE), Lockout & Tag out Standards, Electrical Emergency Response, Cleaning of Electrical Equipment	07	Staff of BPDB	16.09.2025	22.09.2025
18.	T-42	সড়ক নিরাপত্তা, ট্রাফিক ব্যবস্থাপনা এবং সড়ক দুর্ঘটনা প্রতিরোধে কার্যকরী কৌশল। (ব্যাচ-১)	07	Drivers of BPDB	01.09.2025	07.09.2025
October-2025						
19.	T-39	Security of KPI, Firefighting and safety procedure	07	Security Guard/ Staffs of BPDB	06.10.2025	12.10.2025
20.	T-72	Training for BPDB Doctors for Professional Knowledge & Skill Development (Part-3)	07	Medical Officers of BPDB	07.10.2025	13.10.2025
21.	MA-27	Risk and Dispute Analysis on Implemented Projects with Tender Case Studies, Risk Factors and Challenges in International Tender Evaluation	07	Officers of BPDB	08.10.2025	14.10.2025
22.	E-19	Training on Design and Operation of SCADA system & SAS (Substation Automation System)	06	XEN/SDE/AE/SAE	15.10.2025	21.10.2025
23.	MA-06	Training on Professional Service & Workplace Etiquette.	07	Staffs of BPDB	20.10.2025	26.10.2025
24.	T-59	Procurement of Goods & Services in Accordance with PPR-2008 & PPA-2006	07	Officers of BPDB	22.10.2025	28.10.2025
25.	MA-11	বিপিডিবি'র ৪র্থ শ্রেণীর কর্মচারীদের প্রয়োজনীয় দক্ষতা ও গুণাবলী নিশ্চিত করার জন্য প্রশিক্ষণ।	07	Helper/MLSS/ Security Guard/Driver	27.07.2025	02.11.2025
November-2025						
26.	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines	07	Officer/Staff	03.11.2025	09.11.2025
27.	E-22	Wind Power Generation: From Design to Implementation & O&M	07	SE/XEN/SDE/AE/	05.11.2025	11.11.2025
28.	E-13	Training on Civil Engineering & Architectural Design.	07	Technical officers of BPDB	10.11.2025	16.11.2025
29.	F-05	Basic Idea on TAX, AIT, CD-VAT and other Financial Activities.	07	UDA/SAA/ STENO/AA/LDA/JA A & Staff as Computer Operator	17.11.2025	23.11.2025
30.	T-75	Training for Non-Medical Personnel: Emergency Response & Basic Medical Skills	07	Staffs of BPDB	24.11.2025	30.11.2025
31.	T-63	Annual Procurement Planning (APP) and Delegation of Financial Power 2018 of BPDB	07	Officers of BPDB	17.11.2025	23.11.2025

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
32.	E-08	Power Plant Reliability, Load Forecasting and Economic Operation of Thermal Power Plants.	07	XEN/SDE/AE/SAE	26.11.2025	03.12.2025
December-2025						
33.	MA-22	Stores Purchase and Online Store Management	07	Officer/Staff	08.12.2025	14.12.2025
34.	T-40	Training for Familiarization of common disease, diagnosis and remedies.	07	Medical Staff of BPDB	04.12.2025	10.12.2025
35.	T-76	Procurement of Services in accordance with PPR-2008 & PPA-2006.	07	Officers of BPDB	01.12.2025	07.12.2025
36.	E-11	Energy Management and Energy Auditing	07	XEN/SDE/AE/SAE	17.12.2025	23.12.2025
37.	T-33	Enhancing Academic and Professional Development for School Teachers	07	School Teachers	23.12.2025	30.12.2025
38.	E-01	Protection of Switchgear Equipment, Sub-Station & Distribution Line, Fault Detection, Setting & Coordination	08	XEN/SDE/AE/SAE	24.12.2025	31.12.2025
39.	F-07	Audit Objection in the context of CD VAT, Advance Income Tax (AIT) and Source Tax Deduction (TDS) in Bangladesh Power Development Board (BPDB)	07	Officers of BPDB	30.12.2025	05.01.2026
January-2026						
40.	T-39	Security of KPI, Firefighting and safety procedure	07	Security Guard/ Staffs of BPDB	05.01.2026	11.01.2026
41.	E-23	Vibration Management in Power Plants.	07	XEN/SDE/AE/SAE	06.01.2026	12.01.2026
42.	T-42	সড়ক নিরাপত্তা, ট্রাফিক ব্যবস্থাপনা এবং সড়ক দুর্ঘটনা প্রতিরোধে কার্যকরী কৌশল। (ব্যাচ-২)	07	Drivers of BPDB	12.01.2026	18.01.2026
43.	T-70	Basic Course on Electrical Safety, Electrical Personal Protective Equipment (PPE), Lockout & Tag out Standards, Electrical Emergency Response, Cleaning of Electrical Equipment	07	Staff of BPDB	14.01.2026	20.01.2026
44.	MA-13	Leadership and good governance.	07	Officers of BPDB	21.01.2026	27.01.2026
45.	MA-32	Conflict resolution, Problem Solving, Emergency procedures, Employee engagement and Constructive Feedback	07	Officers of BPDB	21.01.2026	27.01.2026
February-2026						
46.	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines	07	UDA/SAA/STENO/AA/LDA/JAA/Computer Operator or equivalent	03.02.2026	10.02.2026
47.	E-20	Basic Course on Solar Power Plant Design, Tariff Calculation and Challenges (Technical & Political)	05	XEN/SDE/AE/SAE	02.02.2026	09.02.2026

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
48.	T-27	Tarif Rule, COP & Electricity Act 2018 & Rules 2020.	07	Staffs of BPDB	10.02.2026	16.02.2026
49.	MA-08	Grievance Redress System (GRS), Citizen Charter and Promises to Provide Related Services	07	Officers of BPDB	11.02.2026	17.02.2026
50.	MA-15	Junior Security Intelligence Training for BPDB's Security Personnel	07	Security Supervisors/ Security Inspectors	17.02.2026	23.02.2026
51.	T-61	Insurance Policy for local and foreign procurement.	07	Officers of BPDB	18.02.2026	24.02.2026
March-2026						
52.	MA-01	BPDB Employees Service Rules, Labor Law and Industrial Relationship	07	Staffs of BPDB	02.03.2026	08.03.2026
53.	E-21	International Coal & Oil Procurement and Supply Chain Management	07	XEN/SDE/AE//SAE	02.03.2026	08.03.2026
54.	MA-16	Training on Effective Negotiation Strategies for Professional Success.	07	Officers of BPDB	02.03.2026	08.03.2026
55.	MA-33	Time management, Stress management, Building skills and Performance management	07	Officers of BPDB	09.03.2026	15.03.2026
56.	T-38	Occupational Health & Safety Environment & First Aid.	07	Staff of BPDB	09.03.2026	15.03.2026
57.	MA-03	Office Administration & Record Keeping	08	Staff of BPDB	25.03.2026	01.04.2026
April-2026						
58.	MA-28	File & Records Management, Preparation of Document & Organizational Structure Familiarization	07	Staff of BPDB	01.04.2026	07.04.2026
59.	T-65	Alignment Technology of Rotating Machines.	07	XEN/SDE/AE/SAE	01.04.2026	07.04.2026
60.	T-74	বিউবো'র গাড়িচালকদের পেশাগত দক্ষতা উন্নয়ন বিষয়ক প্রশিক্ষণ। (ব্যাচ-২)	07	Drivers of BPDB	08.04.2026	15.04.2026
61.	E-01	Protection of Switchgear Equipment, Sub-Station & Distribution Line, Fault Detection, Setting & Coordination	07	XEN/SDE/AE/SAE	16.04.2026	22.04.2026
62.	MA-20	Social Engineering and Social Media Offence, Defense and 4 th Industrial Revolution	06	Officers of BPDB	13.04.2026	20.04.2026
63.	T-56	Part-1 Primary Energy: Demand and Supply Plan, Part-2 Power Development Plan: Optimization, Diversification, Least Cost and other scenarios	07	Officers of BPDB	22.04.2026	30.04.2026
May-2026						
64.	T-34	Ensuring Sustainable Power Sector Through Energy Efficiency Development and Energy Conversion.	07	XEN/SDE/AE/ AD/SAE	05.05.2026	11.05.2026
65.	T-41	বিউবো'র নিরাপত্তা প্রহরীদের পেশাগত দক্ষতা উন্নয়নের জন্য প্রশিক্ষণ	07	Security Supervisor/ Inspector/ Security Guard	04.05.2026	10.05.2026

SI. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
66.	MA-06	Training on Professional Service & Workplace Etiquette.	07	Staffs of BPDB	11.05.2026	17.05.2026
67.	T-70	Basic Course on Electrical Safety, Electrical Personal Protective Equipment (PPE), Lockout & Tag out Standards, Electrical Emergency Response, Cleaning of Electrical Equipment	07	Staff of BPDB	13.05.2026	19.05.2026
68.	MA-02	Office Administration, Personnel Management and File Management as per Secretariat Instruction 2014	07	Officers of BPDB	12.05.2026	18.05.2026
69.	T-32	SWOT Analysis for Project Formulation, Implementation, Monitoring, Reporting, Evaluation and Closure	07	XEN/SDE/AE /SAE	18.05.2026	24.05.2026
June-2026						
70.	T-44	Repair and Maintenance of Power Transformer	07	Technical Staff	03.06.2026	09.06.2026
71.	F-04	Auditing and Settlement of Audit Objection.	07	AE/AD(Accounts)/ Store Officers/Sr. AD (Accounts)/SDE/ DD (Accounts)/ XEN	02.06.2026	08.06.2026
72.	T-75	Training for Non-Medical Personnel: Emergency Response & Basic Medical Skills	07	Staffs of BPDB	01.06.2026	07.06.2026
73.	F-06	Training on LC Opening, Bank Guarantee, Customs Assessment, Goods Delivery Procedure, CD VAT, Tax, AIT & Income Tax	07	Officers of BPDB	08.06.2026	14.06.2026
74.	T-38	Occupational Health & Safety Environment & First Aid.	07	Staff of BPDB	16.06.2026	22.06.2026
75.	MA-10	Inquiry Procedure & Report Writing, Punishment & Appeal According to the Service Rules of BPDB.	07	Officers of BPDB	10.06.2026	16.06.2026

Number of Targeted "On the Job Training (OJT)" for 2025-26: 36

On the Job Training on:

- Visiting Large Power Station.
- Electricity Act- 2018 and Case Filing procedure.
- Firefighting, Security and Fire Safety of Power Plant of BPDB.
- Auditing and Settlement of Audit Objection.
- Inquiry Procedure, Case Filing Procedure & Report Writing.
- Pre-testing Commissioning of Sub-Station.
- Schedule Maintenance of Power Station.
- On Job Training at different Offices according to their needs.

Short Courses (Deputy Director-1):

- Exploring Power Sector Challenges with the Integrated Energy and Power Master Plan (IEPMP) 2023- August 2025
- Tariff Mechanisms in the Power Sector: Strategies for Effective Utility Pricing-September 2025
- Training on Automatic Meter Reading (AMR)- November 2025
- Solar Net Metering System-December 2025
- Coal Reserve and International Coal Market, Coal procurement, Coal Import and Pricing Mechanism-January 2026
- Strategy & Preparation of Tariff Proposal for IPP & Rental Power Projects with Case Studies-April 2026

Short Courses/Seminar (Deputy Director-2):

- Exploring Power Sector Challenges with the Integrated Energy and Power Master Plan (IEPMP) 2023-August 2024
- Tariff Mechanisms in the Power Sector: Strategies for Effective Utility Pricing-September 2024
- Training on Advanced metering infrastructure (AMI)- November 2024
- Solar Net Metering System-December 2024
- Coal Reserve and International Coal Market, Coal procurement, Coal Import and Pricing Mechanism-January 2025
- Strategy & Preparation of Tariff Proposal for IPP & Rental Power Projects with Case Studies-February 2025
- Advanced Power Plant Operations Training Utilizing Sifang Cybercrime Simulation at Shahjibazar 330MW CCPP, BPDB, Habiganj (Organized into 3 Specialized Groups).
- Power Purchase Agreements (PPA) in the Bangladesh Power Sector.
- Corporate Power Purchase Agreements (CPPA) in Bangladesh for the RMG and Textile Industries.
- Common Mistakes in Operation, Maintenance & Billing of Bangladesh Power Distribution System
- Grid Integration of Solar Photovoltaic, Energy Storage: Challenges & Solutions.
- Green Hydrogen.
- 66KV GIS, 33 KV CGIS Substation: O&M.
- Grid Integration of Solar Photovoltaic, Energy Storage: Challenges & Solutions.
- Green Hydrogen and Hydrogen Economy
- The Renewable Energy Paradox: Are We Ignoring the Environmental Cost?
- Capturing Fine Particles from Coal Fired Power Plant.
- Creating Utility Network in Geographic Information System.
- Smart Electric Utility
- EVs, Batteries and Charging Station.
- Energy Transition
- Technical seminar on FGMO & AGC, AMOD
- Seminar on Plastic Road: Plastic Pollution to Sustainable Solution- A step towards Circular Economy.
- Seminar on Climate Change & Environmental Issues in Development Project of Bangladesh: Its Policy's Framework and Challenge.
- Fire Hazard & Prevention.
- Seminar on Public Speaking.
- Fire Safety Engineering for Civil Engineers & Architects.
- Artificial Driven Cyber Security.

- FGMO & Black Start Facilities in Bangladesh.
- ACR Writing for Autonomous Body Govt. Officials.
- LIBOR to SOFR
- Document Digitalization.
- Audit Objection by FAPAD.
- Legal Procedure of Land Acquisition for Development Project.
- National Grid Code.
- Bond Management.
- Audit Objection Settlement Procedure regarding CD, VAT, IT & TDS.
- Coal Bill Calculation and Tariff Reduction for Coal based IPPs.
- PV syst.
- Seminar on GRS
- Seminar on Various ways to increase Energy Efficiency and save Electricity.
- Nuclear Power Plant: Technical & Financial Implication.
- Grooming & Dress Code of Gov. Officials.
- Seminar on BESS and Grid Stabilization.
- Industrial IOT
- Solar Inverter Technology

Workshop/Seminar/Short Courses (Deputy Director-4):

- Risk and Dispute analysis on basis of an implemented project (case study) and solving procedure (2 days).
- Effective Public Speaking and Presentation Skills.
- Risk Factors and Challenges for International Tender Evaluation & Case Study of a Tender (2 days).
- Practical training on underground cable joint (2 days).
- and Conservation- a Path to Sustainability

Training Course on Information Technology (IT)

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	To
July-2025						
1	IT-21	Microsoft Office Suite (Basic to Advanced): MS Word, MS Excel, MS PowerPoint etc	07	UDA/LDA/AA/SAA/JAA and Staffs work as Computer Operator	07.07.2025	13.07.2025
2	IT-04	Going Paperless: Smart File Handling with D-Nothi as per Secretariat Instruction-2014, ERP	07	Officers of BPDB	21.07.2025	27.07.2025
August -2025						
3	IT-02	Training on Internet Security and Cyber Security	07	UDA/LDA/AA/SAA/JAA/Storekeeper	04.08.2025	10.08.2025
4	IT-12	Ethical hacking & cyber security in power sector, Policy and Operational Perspective	07	Engineers of BPDB	18.08.2025	24.08.2025
September-2025						
5	IT-03	Training on Fixed Asset and Store management Software, Audit Management & Monitoring System 2.0 (AMMS-2.0) Software & ERP software	07	UDA/LDA/AA/SAA/JAA and Staffs work as Computer Operator	02.09.2025	08.09.2025
6	IT-06	Electronic Government Procurement (e-GP) and Delegation of Financial Power-2018	07	Officers of BPDB	15.09.2025	21.09.2025
October-2025						
7	IT-19	Smart Office Skills: Email, Cloud, Virtual Meetings etc.	07	UDA/LDA/AA/SAA/JAA/Store Keeper	06.10.2025	12.10.2025
8	IT-22	The Use of AI (Artificial Intelligence) - From Workplace to Everywhere	07	Officers of BPDB	20.10.2025	26.10.2025
November-2025						
9	IT-07	Computer Hardware, Application Software & Networking - Basics, Installation, and Troubleshooting	07	UDA/LDA/AA/SAA/JAA and Staffs work as Computer Operator	03.11.2025	09.11.2025
10	IT-09	Advanced Power System Modeling: Smart Grid & GIS Mapping	07	Engineers of BPDB	12.11.2025	18.11.2025
December-2025						
11	IT-02	Training on Internet Security and Cyber Security	07	UDA/LDA/AA/SAA/JAA/Storekeeper	02.12.2025	08.12.2025
12	IT-04	Going Paperless: Smart File Handling with D-Nothi as per Secretariat Instruction-2014, ERP	08	Officers of BPDB	22.12.2025	29.12.2025

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	To
January-2026						
13	IT-05	Mastering Office Work: Excel & PowerPoint	07	UDA/LDA/AA/SAA/JAA/Storekeeper	05.01.2026	11.01.2026
14	IT-14	Introduction to Database and SQL Fundamentals, Operating System and Command & Shell Script based Operation	07	Engineers of BPDB	19.01.2026	25.01.2026
February-2026						
15	IT -13	Distribution System Analysis using different software packages (ETAP, CYME, WASP, PSIM)	08	XEN/SDE/AE	08.02.2026	15.02.2026
16	IT-01	Digital Skills (Microsoft Tools) & Cyber Awareness for School Teachers	07	School Teachers of BPDB	23.02.2026	01.03.2026
March -2026						
17	IT-19	Smart Office Skills: Email, Cloud, Virtual Meetings etc.	08	UDA/LDA/AA/SAA/JAA and Staffs work as Computer Operator	25.03.2026	01.04.2026
April-2026						
18	IT-21	Microsoft Office Suite (Basic to Advanced): MS Word, MS Excel, MS PowerPoint etc.	07	UDA/LDA/AA/SAA/JAA and Staffs work as Computer Operator	06.04.2026	12.04.2026
19	IT-08	Training on AutoCAD for designing and Drafting	07	Engineers of BPDB	23.04.2025	29.04.2025
May-2026						
20	IT-06	Electronic Government Procurement (e-GP) and Delegation of Financial Power-2018	07	Officers of BPDB	05.05.2026	11.05.2026
June-2026						
21	IT-15	Training on Audit Management & Monitoring System 2.0 (AMMS-2.0) Software & ERP (Enterprise Resource Planning) software	07	Officers of BPDB	08.06.2026	14.06.2025
22	IT-04	Smart File Handling with D-Nothi as per Secretariat Instruction-2014, ERP	07	UDA/LDA/AA/SAA/JAA and Staffs work as Computer Operator	17.06.2025	23.06.2025

Special Short Courses (DD-3)			
	Course Name	Duration (Days)	Target Groups
1	Hands-on with PVsyst – Solar Plant Design and Simulation	02	Junior & Mid Level Officers
2	Hybrid Renewable Energy System Modeling Using HOMER	02	Junior & Mid Level Officers
3	Managing Stress and Anxiety in the Workplace: Building workplace resilience	02	Junior, Mid & Senior Level Officers
4	Soft Skills Development for Professionals: Leadership & Negotiation Skills, Conflict Management with Emotional Intelligence.	02	Mid & Senior Level Officers
5	Paperless Office: D-Nothi for Professionals	01	Junior, Mid & Senior Level Officers
6	Smart Project Management: From Planning to Implementation	02	Junior, Mid & Senior Level Officers
7	International Procurement & Supply Chain Management: Case Study	02	Mid & Senior Level Officers
8	Workplace Intelligence: Essential Soft Skills for Career Advancement	02	Junior, Mid & Senior Level Officers
9	Cloud Computing for Office Use: Basics of cloud storage and file sharing, Google Workspace, Collaborating in real time on documents	01	Junior, Mid & Senior Level Officers
10	Managing and analyzing data with Excel to increase official productivity	02	Junior & Mid Level Officers
11	Use of AI – From Workplace to Everywhere	02	Junior, Mid & Senior Level Officers
12	Balancing Professional Life and Parenting a Child with Special Needs	01	Junior, Mid & Senior Level Officers
13	Be Aware, Act Early: Cancer Detection Can Save Lives	01	Junior, Mid & Senior Level Officers
14	An Overview of Common Diseases with a Focus on Autoimmune Diseases and Rheumatoid Arthritis	01	Junior, Mid & Senior Level Officers

Annual Training Schedule for 2025-26
Engineering Academy, BPDB, Kaptai, Rangamati

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	To
July-2025						
1	MA-01	BPDB Employees Service Rules, Labor Law and Industrial Relationship	07	Officers of BPDB	01.07.2025	07.07.2025
2	E-02	Relay & Protection, Fault Level Calculation, Setting, Coordination and DCS (Basic) with Practical Demonstration	07	Technical Officers of BPDB	10.07.2025	16.07.2025
3	E-26	Power Plant Instrumentation, Process, Control & Troubleshooting (Basic)	07	XEN/SDE/AE/SAE of BPDB	14.07.2025	20.07.2025
4	MA-32	Conflict resolution, Problem Solving, Emergency procedures, Employee engagement and Constructive Feedback	07	Officers of BPDB	17.07.2025	23.07.2025
5	IT-04	Training on E-Filing, D-Nothi, File Management as per Secretariat Instruction-2014 & ERP (HR & Finance Module) Software for Development of Work Procedure & Services with practical demonstration	07	Officers of BPDB	24.07.2025	30.07.2025
August-2025						
6	MA-33	Time management, Stress management, Building skills and Performance management	08	Officers of BPDB	02.08.2025	09.08.2025
7	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines	07	Officers of BPDB	05.08.2025	11.08.2025
8	E-24	Distribution Line & Sub-Station Construction and its Operation & Maintenance	07	Technical Officers of BPDB	12.08.2025	18.08.2025
9	E-05	Smart Grid, SCADA, Sub-Station Automation System (SAS), GIS Mapping	08	XEN/SDE/AE/SAE of BPDB	16.08.2025	23.08.2025
10	MA-19	Training on common diseases, diagnosis and remedy	07	Officers of BPDB	19.08.2025	25.08.2025
September-2025						
11	MA-09	Improving the Quality of Service and Skills of the Employees through Implementation of IMS in BPDB	07	Officers of BPDB	01.09.2025	07.09.2025
12	IT-06	Electronic Government Procurement (e-GP), APA and Delegation of Financial Power-2018	07	Officers of BPDB	02.09.2025	08.09.2025
13	E-06	Smart Pre-Payment Metering, Computerized Billing System and Customer Service Excellence	07	Officers of BPDB	09.09.2025	15.09.2025

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	To
14	MA-12	Next Generation Information and Knowledge Dissemination to Realize the Agenda 2030 for Sustainable Development	07	Officers of BPDB	16.09.2025	22.09.2025
15	MA-22	Stores Purchase and Online Store Management	07	Officers of BPDB	18.09.2025	24.09.2025
16	MA-04	Strategic Human Resource Management and Office Administration for Senior Officers	03	Senior Officers of BPDB	27.09.2025	29.09.2025
October-2025						
17	MA-31	Role of Bangladesh Power Development Board in Power Sector.	07	Officers of BPDB	05.10.2025	11.10.2025
18	IT-01	Training on Microsoft Office 2010 (Word, Excel & Powerpoint), Internet Security, Cyber security, Cloud Storage System (Google Drive, Dropbox) and Meeting/Training with Google Meet & Zoom with practical demonstration	07	Officers of BPDB	06.10.2025	12.10.2025
19	T-28	Operation & Maintenance of Power and Distribution Transformer, Protection of Transformer, Transformer Oil Specification and Testing procedure of Transformer with Practical Demonstration	07	XEN/SDE/AE/SAE of BPDB	15.10.2025	21.10.2025
20	IT-11	ERP (Enterprise Resource Planning) and Salary Automation through ERP, e-filing and APA.	07	Officers of BPDB	16.10.2025	22.10.2025
21	MA-18	Training of Trainers (TOT)	07	1 st class Officer (From BPDB & BWDB)	23.10.2025	29.10.2025
November-2025						
22	T-35	Preparation of Tender Document (Local, International, EOI & RFP), Contract Document, Risk Analysis & Solutions with Practical Demonstration	07	Officers of BPDB	02.11.2025	08.11.2025
23	MA-25	The role of power sector in Sustainable and Environment friendly Development: Bangladesh Perspective	07	Officers of BPDB	03.11.2025	09.11.2025
24	T-27	Tariff Rule, COP and Electricity Act 2018 and Rules 2020	07	Technical Officers	12.11.2025	18.11.2025
25	T-62	Procurement of Goods & Services in Accordance with PPR-2008 & PPA-2006.	07	Officers of BPDB	13.11.2025	19.11.2025

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	To
26	MA-17	Training on English Communication Skill for Public Speaking & Presentation	07	Officers of BPDB	20.11.2025	26.11.2025
December-2025						
27	MA-23	Sustainable Development and Green Environment	07	Officers of BPDB	01.12.2025	07.12.2025
28	E-15	Operation and Maintenance of 33/11 KV Substation as per instruction of Distribution Manual of BPDB, 132/33KV Grid Substation, Smart Grid and GIS substation	07	Technical Officers of BPDB	03.12.2025	09.12.2025
29	MA-02	Office Administration, Personnel Management and File Management as per Secretariat Instruction 2014	08	Officers of BPDB	10.12.2025	17.12.2025
30	MA-24	Environmental Management System: Global aspect and ISO Standard	08	Officers of BPDB	13.12.2025	20.12.2025
31	T-33	Enhancing Academic and Professional Development for School Teachers	07	Head Master, Asst. Head Master & Asst. Teacher	21.12.2025	28.12.2025
January-2026						
32	MA-32	Conflict resolution, Problem Solving, Emergency procedures, Employee engagement and Constructive Feedback	08	Officers of BPDB	01.01.2026	08.01.2026
33	MA-13	Leadership, good governance and SDG	07	XEN, DD and Above (From BPDB & BWBD)	04.01.2026	10.01.2026
34	E-18	Circuit Breaker & Relay, Relay Coordination, Protection of Distribution & PowerTransformer, Protection of 33/11 KVSub-station & 132/33KV Grid Sub-station. Discussion About DCS system with Practical Demonstration	07	Technical Officers of BPDB	13.01.2026	19.01.2026
35	T-38	Occupational Health, Safety Environment and First Aid	07	Officers of BPDB	15.01.2026	21.01.2026
36	IT-05	Digital Office Solution: Use of mail in Office., Office work with Google docs, Slide, Sheets, Data Collection with Google forms, Worksheet data analysis, salary sheet using advance formula in MS Excel, Presenting Slides with text, images, graphs, video, and animation using MS Power Point).	07	Officers of BPDB	20.01.2026	26.01.2026
February-2026						
37	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines with Practical Demonstration	07	Officers of BPDB	01.02.2026	07.02.2026

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	To
38	MA-08	Grievance Redress System (GRS), Citizen Charter and Promises to Provide Related Services	07	Officers of BPDB	03.02.2026	09.02.2026
39	E-16	Basic Idea of Solar, Wind and Hidro Power Plant.	07	XEN/SDE/AE/SAE	11.02.2026	17.02.2026
40	MA-30	Training for Inquiry Officers & Prosecutors of BPDB	07	Officers of BPDB	16.02.2026	22.02.2026
41	MA-33	Time management, Stress management, Building skills and Performance management	07	Officers of BPDB	19.02.2026	25.02.2026
March-2026						
42	IT-06	Electronic Government Procurement (e-GP) (Preparation of Tender Document, Tender Evaluation and Contract Management with Practical Demonstration), APA and Delegation of Financial Power-2018	07	Technical Officers	01.03.2026	07.03.2026
43	MA-09	Improving the Quality of Service and Skills of the Employees through Implementation of IMS in BPDB	07	Officers of BPDB	04.03.2026	10.03.2026
44	E-02	Relay & Protection, Fault Level Calculation, Setting, Coordination and DCS & PLC (Advance) with Practical Demonstration	07	Technical Officers of BPDB	05.03.2026	11.03.2026
45	MA-01	BPDB Employees Service Rules, Labor Law and Industrial Relationship	07	Officers of BPDB	08.03.2026	14.03.2026
April-2026						
46	F-05	Basic Idea on TAX, AIT, CD-VAT and other Financial Activities	07	Officers of BPDB	02.04.2026	08.04.2026
47	F-02	Accounts & Financial Management	07	Officers of BPDB	05.04.2026	11.04.2026
48	MA-18	Training of Trainers (TOT)	07	1 st Class Officers of BPDB	16.04.2026	22.04.2026
49	E-15	Operation and Maintenance of 33/11 KV Substation as per instruction of Distribution Manual of BPDB, 132/33KV Grid Substation, Smart Grid and GIS substation	07	Technical Officers of BPDB	19.04.2026	25.04.2026
50	MA-25	The role of power sector in Sustainable and Environment friendly Development: Bangladesh Perspective	07	Officers of BPDB	27.04.2026	04.05.2026
May-2026						
51	MA-26	International Procurement and Supply Chain Management	07	AE/Equivalent and above	03.05.2026	09.05.2026
52	E-25	Grid Integration of Variable Renewable Energy (VRE): Impact and Challenges for Bangladesh and Mitigation of Challenges.	07	Technical Officers of BPDB	05.05.2026	11.05.2026

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	To
53	MA-19	Training on common diseases, diagnosis and remedy	07	Officers of BPDB	08.05.2026	14.05.2026
54	IT-04	Training on E-Filing, D-Nothi, File Management as per Secretariat Instruction-2014 & ERP (HR & Finance Module) Software for Development of Work Procedure & Services with practical demonstration	08	Officers of BPDB	13.05.2026	20.05.2026
June-2026						
55	MA-23	Sustainable Development and Green Environment	07	Officers of BPDB	01.06.2026	07.06.2026
56	T-28	Operation & Maintenance of Power and Distribution Transformer, Protection of Transformer, Transformer Oil Specification and Testing procedure of Transformer with Practical Demonstration	07	XEN/SDE/AE/SAE of BPDB	07.06.2026	13.06.2026
57	T-73	Training for BPDB Doctors for Professional Knowledge & Skill development (Part-1)	07	Medical Officers of BPDB	09.06.2026	15.06.2026
58	MA-10	Inquiry Procedure & Report Writing, Punishment and Appeal According to the Service Rules of BPDB with Case Study	07	Officers of BPDB	16.06.2026	22.06.2026

Number of Targeted "On the Job Training (OJT)" for 2025-2026: 30

Note: Foundation Training Course (if needed) will be implemented on priority basis and during the period schedule courses will be Reschedule.

Annual Training Program for 2025-26 (BWDB)
Engineering Academy, BPDB
Kaptai, Rangamati

Sl. No	Course Code	Course Title	Period/ Duration			Status of trainees	Target Person
			From	to	Days		
1	2	3	4	5	6	7	8
1	C-01	Professional Etiquette, Manner & Office Administration	08/07/2025	15/07/2025	08	Officers of BWDB	25
2	C-02	BWDB Probidhanmala, 2013, Departmental & Legal Proceedings	19/07/2025	26/07/2025	08	Officers of BWDB	25
3	C-03	Effective Public Speaking and Powerful Presentation Techniques	28/07/2025	04/08/2025	08	Officers of BWDB	25
4	C-04	D-nothi and E-Governance	07/08/2025	17/08/2025	08	Officers of BWDB	25
5	C-05	Public Procurement Guidelines: PPA-2006 and PPR-2008	20/08/2025	27/08/2025	08	Officers of BWDB	25
6	C-06	Land Management and Surveyin	31/08/2025	07/09/2025	08	Officers of BWDB	25
7	C-07	Project Management Essentials: From Planning to Execution	10/09/2025	17/09/2025	08	SDE, AE & Equivalent Officers of BWDB	25
8	C-08	Hydrology for Sustainable Water Management	21/09/2025	28/09/2025	08	XEN, DD(Geology), SDE, AE & Geologist of BWDB	25
9	C-09	Accounts, Audit & Financial Management	06/10/2025	13/10/2025	08	Officers of BWDB	25
10	C-10	Strategic Human Resource Management and Office Administration	20/10/2025	27/10/2025	08	Officers of BWDB	25
11	C-11	Training of Trainers (ToT)	25/10/2025	01/11/2025	08	1 st Class Officers from BPDB & BWDB	15
12	C-12	Land Management and Surveying	31/10/2025	06/11/2025	08	Officers of BWDB	25
13	C-13	Public Procurement Guidelines: PPA-2006 and PPR-2008	10/11/2025	17/11/2025	08	Officers of BWDB	25
14	C-14	Project Management Essentials: From Planning to Execution	23/11/2025	30/11/2025	08	SDE, AE & Equivalent Officers of BWDB	25
15	C-15	Construction Management with Quality Assurance	04/12/2025	11/12/2025	08	SDE, AE & SAE of BWDB	25
16	C-16	Disaster Management and Participatory Water Management	14/12/2025	22/12/2025	08	Officers of BWDB	25
17	C-17	BWDB Probidhanmala,2013, Departmental & Legal Proceedings	27/12/2025	03/01/2026	08	Officers of BWDB	25

18	C-18	Leadership, Good Governance and SDG	04/01/2026	11/01/2026	08	XEN, DD and above Officers of BPDB & BWDB	15
19	C-19	Accounts, Audit & Financial Management	07/01/2026	14/01/2026	08	Officers of BWDB	25
20	C-20	Surveying, Estimate Preparation and Budget Planning for Projects	18/01/2026	25/01/2026	08	SDE, AE & SAE of BWDB	25
21	C-21	APA, Good Governance and D-nothi	28/01/2026	04/02/2026	08	Officers of BWDB	25
22	C-22	Training of Trainers (ToT)	08/02/2026	15/02/2026	08	Officers of BWDB	25
23	C-23	Innovative Design of Water Resource Structures	21/02/2026	28/02/2026	08	XEN, SDE & AE of BWDB	25
24	C-24	NIS, GRS, R2I and Citizen Charter of BWDB	04/03/2026	11/03/2026	08	Officers of BWDB	25
25	C-25	Communicative English and Developing Effective Communicative Skills	06/04/2026	15/04/2026	08	Officers of BWDB	25
26	C-26	Operation and Maintenance (O&M) of BWDB Completed Projects	04/05/2026	11/05/2026	08	SDE, AE & SAE of BWDB	25
27	C-27	Accounts, Audit & Financial Management	02/06/2026	09/06/2026	08	Officers of BWDB	25
28	C-28	Land Management and Surveying	16/06/2026	23/06/2026	08	Officers of BWDB	25

N.B. Foundation Training Course will be arranged in priority basis.

* On the Job Training (OJT): 15 courses

Target = 15 course x 25 persons in each course = 375 mandays (= 375 x 9 = 3375 manhours)

Annual Training Schedule for 2025-26 Cox's Bazar Training Academy

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
July-2025						
1.	IT-05	Digital Office Solution: Use of mail in Office, Office work with Google docs, Slide, Sheets, Data Collection with Google Forms, Worksheet data analysis, salary sheet using advanced formula in MS Excel, Presenting Slides with text, images, graphs, video, and animation using MS Power Point)	07	Officer of BPDB	01.07.2025	08.07.2025
2.	IT-21	Computer Training on MS office-Word, Excel and Power Point, BPDB Website, Internet Security, Cyber Security, Cloud Storage System	07	UDA/SAA/ Stenographer /AA/LDA cum comp. opera. /JAA/ Store Keeper	02.07.2025	09.07.2025
3.	T-10	Operational Procedure (Cold Startup, Semi-hot and Hot Startup) and Problem Diagnose procedure of Steam Turbine Power Plant	07	Related Technical Staff	10.07.2025	16.07.2025
4.	T-38	Occupational Health, Safety Environment and First Aid	07	Staff of BPDB	13.07. 2025	19.07. 2025
5.	IT-17	Training on Application Software, Software Installation and Troubleshooting	07	Officers of BPDB	17.07.2025	23.07.2025
6.	E-15	Operation and Maintenance of 33/11 KV Substation, 132/33 KV Grid Substation. Smart Grid and GIS Substation.	07	Technical Officers of BPDB	21.07.2025	27.07.2025
August-2025						
7.	MA-10	Inquiry Procedure & Report Writing, Punishment and Appeal According to the Service Rules of BPDB.	07	Officers of BPDB	03.08.2025	09.08.2025
8.	MA-07	Anti-corruption, Etiquette & Manner, Professional Ethics and Organizational Behavior	07	Staff of BPDB	05.08.2025	11.08.2025
9.	T-39	Security of KPI, Firefighting and safety procedure.	07	Office Attendant/Security Guard & Technical Staff of BPDB	12.08.2025	19.08.2025
10.	T-26	Energy Meter Connection, Installation, Testing and Prepayment Meter Connection, Configure & Vending system in BPDB and Customer Service Excellence.	07	XEN/SDE/AE/SAE	13.08.2025	20.08.2025

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
11.	F-03	Accounts, Audit & Financial Activities of BPDB.	07	UDA/SAA/ STENO /AA /LDA cum comp. opera. /JAA/ store keeper	21.08.2025	27.08.2025
12.	F-07	Audit Objection in the context of CD VAT, Advance Income Tax (AIT) and Source Tax Deduction (TDS) in Bangladesh Power Development Board (BPDB).	07	Officers of BPDB	24.08.2025	30.08.2025
September 2025						
13.	MA-01	BPDB Employee Service Rules, Labor Law and Industrial Relationship	07	Staff of BPDB	01.09.2025	07.09.2025
14.	MA-21	Stores Management, Inventory System, Customs Assessment, Goods Delivery Procedure, CD VAT, Tax & AIT	07	Officers of BPDB	03.09.2025	09.09.2025
15.	MA-07	Anti-Corruption, Etiquette & Manner, Professional Ethics & Organizational Behavior	07	Office Attendant/Driver/ Security Guard	11.09.2025	17.09.2025
16.	IT-06	Electronic Government Procurement (e-GP), APA and Delegation of Financial Power-2018	07	Officers of BPDB	14.09.2025	20.09.2025
17.	T-26	Energy Meter Connection, Installation, Testing and Prepayment Meter Connection, Configure & Vending system in BPDB and Excellence Customer Service.	07	Related Technical Staff	22.09.2025	28.09.2025
18.	T-50	Mechanical Maintenance for Power House Auxiliaries	07	Technical Officers of BPDB	24.09.2025	30.09.2025
October-2025						
19.	IT-06	Electronic Government Procurement (e-GP), APA and Delegation of Financial Power-2018	07	Officers of BPDB	05.10.2025	11.10.2025
20.	T-38	Occupational Health, Safety Environment and First Aid	07	Staff of BPDB	07.10.2025	13.10.2025
21.	F-03	Accounts, Audit & Financial Activities of BPDB.	07	UDA/SAA/ Stenographar /AA /LDA cum comp. opera. /JAA/ store keeper	14.10.2025	20.10.2025
22.	T-68	Operation and maintenance of Gas Turbine and combined cycle power plant and their Auxiliaries including water treatment plant.	07	XEN/SDE/AE/SAE	15.10.2025	21.10.2025
23.	T-24	Operation and Maintenance of Power & Distribution Transformer and 33/11 KV Substation	07	Related Technical Staff	22.10.2025	28.10.2025
24.	T-69	Public Procurement Rules (PPR)-2008, PPA - 2006	07	Officers of BPDB	23.10.2025	30.10.2025

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
November-2025						
25.	F-04	Auditing and Settlement of Audit Objections	07	Staff of BPDB	03.11.2025	09.11.2025
26.	T-27	Tarif Rule, COP and electricity Act 2018 and rule 2020.	07	Officers of BPDB	04.11.2025	10.11.2025
27.	IT-21	Computer Training on MS Office-MS Word, MS, Excel and MS Power Point, BPDB Website, Internet Security, Cyber Security, Cloud Storage System	07	UDA/SAA/ Stenographer /AA /LDA cum comp. opera. /JAA/ Store Keeper	12.11.2025	18.11.2025
28.	T-26	Energy Meter Connection, Installation, Testing and Prepayment Meter Connection, Configure & Vending system in BPDB and Customer Service Excellence	07	Officers of BPDB	13.11.2025	19.11.2025
29.	T-23	Generator, Generator Auxiliaries, Types of Generator Excitation Systems, AVR, Generator Cooling System and High Voltage Insulation of Generator	07	Related Technical staff of BPDB	20.11.2025	26.11.2025
30.	F-07	Audit Objection in the context of CD VAT, Advance Income Tax (AIT) and Source Tax Deduction (TDS) in Bangladesh Power Development Board (BPDB).	07	Officers of BPDB	23.11.2025	29.11.2025
December-2025						
31.	IT-05	Digital Office Solution: Use of mail in Office., Office work with Google docs, Slide, Sheets, Data Collection with Google Forms, Worksheet data analysis, salary sheet using advanced formula in MS Excel, Presenting Slides with text, images, graphs, video, and animation using MS Power Point)	07	UDA/SAA/ Stenographer /AA /LDA cum comp. opera. /JAA/ Store Keeper	01.12.2025	07.12.2025
32.	E-15	Operation and Maintenance of 33/11 KV Substation, 132/33 KV Grid Substation. Smart Grid and GIS Substation.	07	Technical Officers of BPDB	02.12.2025	08.12.2025
33.	T-25	Operation and Maintenance of 33 KV, 11 KV and 0.4 KV Distribution Line, Reduction of System Loss, right of way and Public Motivation	07	Related Technical Staff of BPDB	11.12.2025	17.12.2025
34.	IT-10	Training on Digital Platform (E-Payment System, Prepayment Metering System, Smart Metering, Snapshot Meter Reading System, Online Store Management) in BPDB	07	Officers of BPDB	14.12.2025	20.12.2025
35.	MA-07	Anti-Corruption, Etiquette & Manner, Professional Ethics & Organizational Behavior	08	Staff of BPDB	22.12.2025	29.12.2025

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
36.	T-29	Training for Switch Board Attendant	07	SBA	24.12.2025	30.12.2025
January-2026						
37.	E-07	Renewable Energy, Waste Energy, Net Metering and Green House Effect in Bangladesh in Global Aspect.	07	Technical Officers of BPDB	04.01.2026	10.01.2026
38.	IT-11	ERP (Enterprise Resource Planning) and Salary Automation Through ERP, d-filing and APA	07	UDA/SAA/ Stenographer /AA /LDA cum comp. opera. /JAA/ Store Keeper	05.01.2026	11.01.2026
39.	T-64	Contract Management and Public Procurement Guideline	07	Officers of BPDB	12.01.2026	18.01.2026
40.	T-33	Enhancing Academic and Professional Development for School Teachers	07	BPDB's School Teacher	13.01.2026	19.01.2026
41.	T-25	Operation and Maintenance of 33 KV, 11 KV and 0.4 KV Distribution Line, Reduction of System Loss, right of way and Public Motivation	07	Related Technical Staff of BPDB	22.01.2026	28.01.2026
42.	T-71	Training for BPDB Doctors for Professional Skill Development (Part-4)	07	Medical Officers of BPDB	25.01.2026	31.01.2026
February-2026						
43.	E-18	Circuit Breaker & Relay, Relay Coordination, Protection of Distribution & Power Transformer, Protection of 33/11 KV Sub-station & 132/33KV Grid Sub-station.	07	XEN/SDE/AE/SAE	01.02.2026	07.02.2026
44.	IT-05	Digital Office Solution: Use of mail in Office., Office work with Google docs, Slide, Sheets, Data Collection with Google Forms, Worksheet data analysis, salary sheet using advanced formula in MS Excel, Presenting Slides with text, images, graphs, video, and animation using MS Power Point)	07	UDA/SAA/ Stenographer /AA /LDA cum comp. opera. /JAA/ Store Keeper	02.02.2026	08.02.2026
45.	F-06	Training on LC Opening, Bank Guarantee, Customs Assessment, Goods Delivery Procedure, CD VAT, TAX, AIT & Income Tax.	07	Officers of BPDB	09.02.2026	15.02.2026
46.	T-68	Operation and maintenance of Gas Turbine and combined cycle Power Plant.	07	Related Technical Staff of BPDB	11.02.2026	17.02.2026
47.	MA-17	Training on English Communication Skill for Public Speaking & Presentation.	07	Officers of BPDB	18.02.2026	24.02.2026

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
48.	MA-11	Training to ensure the requisite skills & qualities of 4th class employees of BPDB to conduct financial and administrative affairs with integrity and honesty.	07	Staff of BPDB	22.02.2026	28.02.2026
March-2026						
49.	MA-01	BPDB Employee Service Rules, Labor Law and Industrial Relationship	07	Staff of BPDB	01.03.2026	07.03.2026
50.	F-04	Auditing and Settlement of Audit Objections	07	Officers of BPDB	02.03.2026	08.03.2026
51.	E-16	Basic Idea of Solar, Wind and Hydro Power Plant.	07	Technical Officers of BPDB	05.03.2026	11.03.2026
52.	T-39	Security of KPI, Firefighting and safety procedure	07	Office Attendant/ Driver, Security Guard & Technical Staff.	09.03.2026	15.03.2026
53.	MA-21	Stores Management, Inventory System, Customs Assessment, Goods Delivery Procedure, CD VAT, Tax & AIT	07	Officers of BPDB	10.03.2026	16.03.2026
54.	E-06	Smart Prepayment Metering, computerized Billing System and Customer Service Excellence	07	Related Technical Staff	25.03.2026	31.03.2026
April-2026						
55.	F-02	Accounts and Financial Management	07	Officers of BPDB	01.04.2026	07.04.2026
56.	E-06	Smart Pre-Payment Metering, Computerized Billing System and Customer Service Excellence	07	Related Technical Staff	02.04.2026	08.04.2026
57.	MA-01	BPDB Employee Service Rules, Labor Law and Industrial Relationship	07	Staff of BPDB	09.04.2026	16.04.2026
58.	T-27	Tarif Rule, COP and electricity Act 2018 and rule 2020.	07	Officers of BPDB	20.04.2026	27.04.2026
59.	T-40	Training for Medical Staff of BPDB	07	Pharmacist/Medical Assistant/ Senior Staff Nurse/ Junior Staff Nurse/Lab Technician/Radiology Technician	22.04.2026	28.04.2026
60.	T-07	Scheduled Maintenance of Gas Turbine	07	Technical Staff of BPDB	23.04.2026	29.04.2026
May-2026						
61.	E-07	Renewable Energy, Waste Energy, Net Metering and Green House Effect in Bangladesh in Global Aspect.	07	XEN/SDE/AE/SAE	03.05.2026	09.05.2026
62.	T-25	Operation and Maintenance of 33 KV, 11 KV and 0.4 KV Distribution Line, Reduction of System Loss, right of way and Public Motivation	07	Related Technical Staff of BPDB	04.05.2026	10.05.2026

SI. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
63.	F-06	Training on LC Opening, Bank Guarantee, Customs Assessment, Goods Delivery Procedure, CD VAT, TAX, AIT & Income Tax.	07	Officers of BPDB	07.05.2026	13.05.2026
64.	T-68	Operation and maintenance of Gas Turbine and combined cycle power plant and their Auxiliaries including water treatment plant	07	Related Technical Staff of BPDB	11.05.2026	17.05.2026
65.	E-15	Operation and Maintenance of 33/11 KV Substation, 132/33 KV Grid Substation. Smart Grid and GIS Substation.	07	Technical Offices of BPDB	12.05.2026	18.05.2026
66.	MA-03	Office Administration and Record Keeping	07	UDA/SAA/ STENO /AA /LDA cum comp. opera. /JAA/ store keeper	19.05.2026	25.05.2026
June-2026						
67.	T-36	Public Procurement Rules PPR-2008, PPA-2006 & delegation of Financial Power-2018 of BPDB	07	Officers of BPDB	03.06.2026	09.06.2026
68.	T-26	Energy Meter Connection, Installation, Testing and Prepayment Meter Connection, Configure & Vending system in BPDB and Excellence Customer Service.	07	Related Technical Staff	04.06.2026	10.06.2026
69.	IT-05	E-Filing, File Management, ERP for Development of Work Procedure & Services as per Secretariat Instruction 2014	07	Officers of BPDB	11.06.2026	17.06.2026
70.	T-38	Occupational Health, Safety Environment and First Aid	07	Staff of BPDB	14.06.2026	20.06.2026
71.	T-64	Contract Management and Public Procurement Guideline.	07	Officers of BPDB	21.06.2026	27.06.2026
72.	T-23	Generator, Generator Auxiliaries, Types of Generator Excitation Systems, AVR, Generator Cooling System and High Voltage Insulation of Generator	07	Related Technical Staff of BPDB	22.06.2026	28.06.2026

Number of Targeted “On the Job Training (OJT)” for 2025-26: 30

Annual Training Schedule for 2025-26
Chattogram Training Center, BPDB, Chattogram

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	To
July-2025						
1.	MA-19	Awareness Creation for Some Common Diseases	07	Officers of BPDB	01.07.2025	08.07.2025
2.	T-29	Training for Switch Board Attendant (SBA)	07	SBA/CA (Distribution)	07.07.2025	13.07.2025
3.	T-26	Energy Meter Connection, Installation, Testing and Prepayment Meter Connection, Configure & Vending system in BPDB and Customer Service Excellence	07	Technical Staff (Distribution)	14.07.2025	20.07.2025
4.	MA-01	BPDB Employees' Service Rules, Labour Law and Industrial Relationship	07	Staff of BPDB	21.07.2025	27.07.2025
5.	MA-06	Training on Professional Service & Workplace Etiquette	07	Officers of BPDB	24.07.2025	30.07.2025
August-2025						
6.	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines	07	XEN/SDE/AE/SAE	03.08.2025	09.08.2025
7.	T-40	Training for Medical Staff of BPDB	07	BPDB Medical Staff	04.08.2025	10.08.2025
8.	F-04	Auditing and Settlement of Audit Objections	07	XEN/SDE/AE/DD(Acctounts)/AD(Acctounts)	11.08.2024	18.08.2025
9.	E-12	GIS Mapping and it's application in BPDB.	07	XEN/SDE/AE/SAE	19.08.2025	25.08.2025
10.	T-39	Security of KPI, Firefighting and Safety Procedure	07	Security Guard/Staff	24.08.2025	30.08.2025
September 2025						
11.	E-02	Relay & Protection, Fault Level Calculation, Setting, Coordination and DCS (Basic)	07	Technical Officers of BPDB	01.09.2025	07.09.2025
12.	T-27	Tariff Rule, COP and Electricity Act 2018 and Rules 2020	07	Staff (Distribution)	02.09.2025	08.09.2025
13.	MA-10	Inquiry Procedure & Report Writing, Punishment and Appeal According to the Service Rules of BPDB	07	Officers of BPDB	09.09.2025	15.09.2025
14.	T-28	Operation & Maintenance of Power and Distribution Transformer, Protection of Transformer, Oil Specification and Testing procedure of Transformer	07	Technical Officer	17.09.2025	23.09.2025
15.	T-14	Operation of Combined Cycle Power Plant, Preparation and Startup Procedure of Auxiliaries.	07	Technical Staff (P/S)	24.09.2025	30.09.2025

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	To
October-2025						
16.	E-07	Renewable Energy, Net Metering and Green House Effect in Bangladesh in Global Aspect	07	XEN/SDE/AE/SAE	05.10.2025	11.10.2025
17.	MA-03	Office Administration & Record Keeping	07	AA/UDA/SAA/Steno/LDA/JAA/Equivalent	04.10.2025	10.10.2025
18.	T-24	Operation and Maintenance of Power & Distribution Transformer and 33/11 KV Substation	07	Technical Staff (Distribution)	11.10.2025	17.10.2025
19.	E-06	Smart Pre-Payment Metering, Computerized Billing System and Customer Service Excellence	07	Technical Staff (Distribution)	19.10.2025	25.10.2025
20.	T-03	Operation & Daily/Routine Maintenance of Gas Turbine Power Plant.	07	Technical Staff (P/S)	24.10.2025	30.10.2025
November-2025						
21.	E-05	Smart Grid, SCADA, Sub-Station Automation System (SAS), GIS Mapping.	07	Technical Officers	02.11.2025	08.11.2025
22.	MA-01	BPDB Employees' Service Rules, Labour Law and Industrial Relationship	07	All Staff	03.11.2025	09.11.2025
23.	T-25	Operation and Maintenance of 33KV, 11KV and 0.4KV Distribution Line, Reduction of System Loss, Right of Way and Public Motivation	07	Technical Staff (Distribution)	10.11.2025	16.11.2025
24.	T-29	Training for Switch Board Attendant (SBA)	07	SBA/CA (Distribution)	17.11.2025	23.11.2025
25.	MA-02	Office Administration, Personnel Management and File Management as per Secretariat Instruction 2014	07	Officers of BPDB	24.11.2025	30.11.2025
26.	T-58	Training for BPDB Doctors for Professional Knowledge & Skill development (Part-3)	07	Medical Officers of BPDB	27.11.2025	03.12.2025
December-2025						
27.	T-19	Basic and brief introduction, Analysis and Troubleshooting of Different Distributed Control System (DCS) and Programmable Logic Controllers (PLC).	07	XEN/SDE/AE/SAE	01.12.2025	07.12.2025
28.	T-39	Security of KPI, Firefighting and Safety Procedure	07	Security Guard/Staff	02.12.2025	08.12.2025
29.	MA-13	Leadership, good governance and Vision 2041.	07	Officers of BPDB	09.12.2025	15.12.2025
30.	T-42	সড়ক নিরাপত্তা, ট্রাফিক ব্যবস্থাপনা এবং সড়ক দুর্ঘটনা প্রতিরোধে কার্যকরী কৌশল।	07	Driver of BPDB	17.12.2025	23.12.2025

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	To
31.	T-33	Enhancing Academic and Professional Development for School Teachers	07	School Teachers of BPDB	18.12.2025	24.12.2025
January-2026						
32.	E-01	Relay & Protection, Fault Level Calculation, Setting, Coordination and DCS (Advanced-1)	07	XEN/SDE/AE/SAE	01.01.2026	07.01.2026
33.	T-51	Operation and maintenance of Water Treatment Plant	07	Technical Staff	08.01.2026	14.01.2026
34.	T-26	Energy Meter Connection, Installation, Testing and Prepayment Meter Connection, Configure & Vending system in BPDB and Customer Service Excellence	07	Technical Staff (Distribution)	11.01.2026	17.01.2026
35.	MA-21	Stores Management, Inventory System, Customs Assessment, Goods Delivery Procedure, CD VAT, TAX & AIT	07	AE to XEN or Equivalent	18.01.2026	24.01.2026
36.	T-48	Waste to Energy and it's Environmental Impact	07	Technical Officers	23.01.2026	29.01.2026
February-2026						
37.	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines	07	DD(Acctounts)/AD(Acctounts)/Accountant	01.02.2026	08.02.2026
38.	MA-19	Awareness Creation for Some Common Diseases	07	Staff	02.02.2026	09.02.2026
39.	IT -04	Training on E-Filing, D-Nothi, File Management as per Secretariat Instruction-2014 & ERP (HR & Finance Module) Software for Development of Work Procedure & Services.	07	Officers of BPDB	10.02.2026	16.02.2026
40.	T-24	Operation and Maintenance of Power & Distribution Transformer and 33/11 KV Substation	07	Technical Staff (Distribution)	17.02.2026	24.02.2026
41.	MA-08	Grievance Redress System (GRS), Citizen Charter and Promises to Provide Related Services	05	Officers of BPDB	22.02.2026	26.02.2026
March-2026						
42.	E-10	Renewable Energy & Micro Grid for Sustainable Development of the Power Sector of Bangladesh	07	Technical Officers	01.03.2026	07.03.2026
43.	MA-22	Stores Purchase and Online Store Management	07	Staff (Store)	02.03.2026	08.03.2026
44.	T-10	Operation & Maintenance of HFO & Diesel Engine based Power Plant	07	Technical Staff (P/S)	09.03.2026	15.03.2026
45.	T-27	Tariff Rule, COP and Electricity Act 2018 and Rules 2020	07	Staff (Distribution)	10.03.2026	16.03.2026

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	To
April-2026						
46.	F-04	Auditing and Settlement of Audit Objections	07	XEN/SDE/AE/DD(Acctounts)/AD(Acctounts)	01.04.2026	07.04.2026
47.	MA-03	Office Administration & Record Keeping	07	AA/UDA/SAA/LDA/JAA/Equivalent	02.04.2026	08.04.2026
48.	IT-10	Training on Digital Platform (E-Payment System, Prepayment Metering System, Smart Metering, Snapshot Meter Reading System, Online Store Management) in BPDB	07	Officers of BPDB	09.04.2026	16.04.2026
49.	T-55	Training on SCADA, DMS, DA & OMS and SAS	07	XEN/SDE/AE/SAE	12.04.2026	18.04.2026
50.	MA-10	Inquiry Procedure & Report Writing, Punishment and Appeal According to the Service Rules of BPDB	07	Staff	19.04.2026	25.04.2026
May-2026						
51.	IT -09	Smart Grid and GIS Mapping	07	XEN/SDE/AE/SAE	03.05.2026	09.05.2026
52.	MA-06	Customer Service Excellence & Office Etiquette	07	Staff (Distribution)	04.05.2026	10.05.2026
53.	T-25	Operation and Maintenance of 33KV, 11KV and 0.4KV Distribution Line, Reduction of System Loss, Right of Way and Public Motivation	07	XEN/SDE/AE/SAE	11.05.2026	17.05.2026
54.	T-38	Occupational Health, Safety Environment and First Aid	07	Staff	12.05.2026	18.05.2026
55.	T-47	Optimization, Preservation and Maintenance of Boiler	07	Technical Staff (P/S)	19.05.2026	23.05.2026
June-2026						
56.	MA-02	Office Administration, Personnel Management and File Management as per Secretariat Instruction 2014	07	Officers of BPDB	01.06.2026	07.06.2026
57.	IT-05	e-Filing, File Management, ERP for Development of Work Procedure & Services as per Secretariat Instruction 2014	07	AA/UDA/SAA/Steno/LDA/JAA/Equivalent	02.06.2026	08.06.2026
58.	MA-08	Grievance Redress System (GRS), Citizen Charter and Promises to Provide Related Services	05	Staff	17.06.2026	23.06.2026
59.	T-35	Preparation of Tender Document (Local, International), Contract Document, Risk Analysis & Solutions	07	Officers of BPDB	18.06.2026	24.06.2026
60.	E-06	Smart Pre-Payment Metering, Computerized Billing System and Customer Service Excellence	07	Technical Staff (Distribution)	25.06.2026	30.06.2026

Target of "On the Job Training (OJT)" for the FY 2025-2026: 22 nos Seminar on women's day.

Annual Training Schedule for 2025-26
Ghorashal Training Center, BPDB, Ghorashal

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	To
July-2025						
01	T-04	Preparation and Operational Procedure of Gas Turbine and its auxiliaries.	08	Technical Staff	01.07.2025	08.07.2025
02	T-49	Electrical Maintenance of Power House Equipment.	07	Technical Staff	09.07.2025	15.07.2025
03	T-52	Protection of Boiler, Turbine Generator and Transformer.	07	XEN/ SDE/ AE/SAE	10.07.2025	16.07.2025
04	T-07	Scheduled Maintenance of Gas Turbine	07	XEN/ SDE/ AE/SAE	17.07.2025	23.07.2025
05	T-09	Preparation and Operational Procedure of Steam Turbine auxiliaries.	07	Technical Staff	22.07.2025	28.07.2025
August-2025						
06	T-38	Occupational health Safety Environment and first Aid.	07	Technical/Non-Technical Staff	03.08.2025	09.08.2025
07	T-42	সড়ক নিরাপত্তা, ট্রাফিক ব্যবস্থাপনা এবং সড়ক দুর্ঘটনা প্রতিরোধে কার্যকরী কৌশল।	07	Drivers of BPDB	06.08.2025	12.08.2025
08	T-15	Operation of Power Plant Simulator (CCPP)	07	Technical Officer	13.08.2025	19.08.2025
09	T-16	Modern Coal Power Technology and Coal Procurement Process.	07	XEN/ SDE/ AE/SAE	17.08.2025	23.08.2025
10	T-08	Operation of Power Plant Simulator (CCPP).	07	Operator/Attendant	21.08.2025	27.08.2025
September-2025						
11	T-51	Operation and Maintenance of Water Treatment Plant.	07	Technical Staff	01.09.2025	07.09.2025
12	IT-02	Training on Internet Security, Cyber security, Cloud Storage System (Google Drive, Dropbox) and Meeting/Training with Google meet & Zoom.	07	All Officers of BPDB	03.09.2025	09.09.2025
13	T-46	Operation and Schedule Maintenance of HFO and HSD Engine based Power Plants.	07	Technical Staff	11.09.2025	17.09.2025
14	T-20	Basic and brief introduction, Analysis and Troubleshooting of Mark VI and VIe control System and Generator Excitation System Inline with GT	07	XEN/ SDE/ AE/SAE	15.09.2025	21.09.2025
15	T-47	Optimization, Preservation and Schedule Maintenance of Boiler and Boiler Auxiliaries.	07	Technical Staff	23.09.2025	29.09.2025
	T-57	Training for BPDB Doctors for Professional Knowledge & Skill development (Part-2)	07	Medical Officers of BPDB	24.09.2025	30.09.2025

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	To
October-2025						
16	T-17	Ultra Super Critical Boiler & Coal Power Station Auxiliaries and Coal Handling Procedure.	07	Technical Staff	05.10.2025	11.10.2025
17	F-05	Basic Idea on TAX, AIT, CD-VAT and other Financial Activities.	07	Technical/Non-Technical Staff	07.10.2025	13.10.2025
18	T-15	Operation of Power Plant Simulator (CCPP)	07	Technical Officer	15.10.2025	21.10.2025
19	T-10	Operational Procedure (Cold Startup, Semi-hot and Hot Startup) and Problem Diagnose procedure of Steam Turbine Power Plant.	07	XEN/ SDE/ AE/SAE	19.10.2025	25.10.2025
20	T-47	Optimization, Preservation and Maintenance of Boiler.	07	Technical Staff	22.10.2025	28.10.2025
November-2025						
21	T-49	Electrical Maintenance of Power House Equipment	07	Technical Staff	02.11.2025	08.11.2025
22	T-21	Basic and brief introduction, Analysis and Trouble-shooting of Siemens PLC's	07	XEN/ SDE/ AE/SAE	04.11.2025	10.11.2025
23	T-67	Refrigeration and Air-Conditioning.	07	Technical Staff	12.11.2025	18.11.2025
24	E-03	Fuel diversification and Fuel Management System of Power Plant.	07	XEN/ SDE/ AE/SAE	13.11.2025	19.11.2025
25	T-23	Generator, Generator Auxiliaries, Types of Generator Excitation Systems, AVR, Generator Cooling System and High Voltage Insulation of Generator	07	XEN/ SDE/ AE/SAE	20.11.2025	26.11.2025
December-2025						
26	T-66	Mechanical Fabrication and Welding Technique.	07	Technical Staff	01.12.2025	07.12.2025
27	T-06	Preparation Works for GBC and Auxiliary Equipment Startup for Gas Turbine.	07	Technical Staff	03.12.2025	09.12.2025
28	T-46	Operation and schedule Maintenance (1K, 2K, 3K,4K etc.) of HFO and HSD Engine based power plants.	08	XEN/ SDE/ AE/SAE	11.12.2025	18.12.2025
29	T-22	Basic and brief introduction, Analysis and Trouble-shooting of S+ and INFI90 (ABB) Control System in Power Station	08	XEN/ SDE/ AE/SAE	14.12.2025	21.12.2025
30	T-38	Occupational health Safety Environment and first Aid.	08	Technical/Non-Technical Staff	21.12.2025	28.12.2025
January-2026						
31	T-14	Operation of Combined Cycle Power Plant, Preparation and Startup Procedure of Auxiliaries	07	Plant Operator/ Plant Attendant	01.01.2026	07.01.2026

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	To
32	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines.	07	All Officers of BPDB	05.01.2026	11.01.2026
33	T-09	Preparation and Operational Procedure of Steam Turbine & its auxiliaries.	07	Technical Staff	12.01.2026	18.01.2026
34	T-68	Operation and maintenance of Gas Turbine and combined cycle power plant and their Auxiliaries including water treatment plant.	07	Technical Officer	14.01.2026	20.01.2026
35	T-47	Optimization, Preservation and Schedule Maintenance of Boiler and Boiler Auxiliaries.	07	Technical Staff	22.01.2026	28.01.2026
February-2026						
36	T-17	Ultra Super Critical Boiler & Coal Power Station Auxiliaries and Coal Handling Procedure.	07	Technical Staff	01.02.2026	07.02.2026
37	T-05	Schedule maintenance and Spare Management & Procurement planning of Gas Turbine Power Plant	07	XEN/ SDE/ AE/SAE	04.02.2026	10.02.2026
38	T-13	Operational Procedure of Combined Cycle Power Plant.	07	Technical Staff	09.02.2026	15.02.2026
39	T-04	Schedule Maintenance, Spare Parts Management and procurement planning of Combined Cycle Power Plant.	07	XEN/ SDE/ AE/SAE	16.02.2026	22.02.2026
40	T-46	Operation and Schedule Maintenance of HFO and HSD Engine based power plants.	07	Technical Staff	18.02.2026	24.02.2026
March-2026						
41	T-51	Operation and Maintenance of Water Treatment Plant.	07	Technical Staff	01.03.2026	07.03.2026
42	T-68	Operation and maintenance of Gas Turbine and combined cycle power plant and their Auxiliaries including water treatment plant.	07	Technical Staff	04.03.2026	10.03.2026
43	MA-01	BPDB Employee's Service Rules, Labor Law and Industrial Relationship.	07	Technical/Non-Technical Staff	12.03.2026	18.03.2026
44	E-17	Strategies for diagnosing and troubleshooting vibration issues in Power Plant Equipment.	07	XEN/ SDE/ AE/SAE	15.03.2026	21.03.2026
45	T-47	Optimization, Preservation and Schedule Maintenance of Boiler and Boiler Auxiliaries.	07	Technical Staff	23.03.2026	29.03.2026
April-2026						
46	T-65	Alignment Technology of Rotating Machines.	07	Technical Staff	01.04.2026	07.04.2026
47	IT-01	Training on Microsoft Office 2010 (Word, Excel & PowerPoint),	07	Technical/Non-Technical Staff	06.04.2026	12.04.2026

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	To
		Internet Security, Cyber security, Cloud Storage System (Google Drive, Dropbox) and Meeting/ Training with Google meet & Zoom				
48	F-02	Accounts and Financial Management.	07	All Officers of BPDB	09.04.2026	15.04.2026
49	T-50	Mechanical Maintenance for Power House Auxiliaries	07	XEN/ SDE/ AE/SAE (Mechanical Engineer)	16.04.2026	22.04.2026
50	T-04	Preparation and Operational Procedure of Gas Turbine & its auxiliaries.	10	Technical Staff	23.04.2026	29.04.2026
May-2026						
51	T-49	Electrical Maintenance of Power House Equipment.	07	Technical Staff	02.05.2026	08.05.2026
52	E-07	Renewable Energy, Net Metering and Green House Effect in Bangladesh in Global Affect.	07	XEN/ SDE/ AE/SAE	05.05.2026	11.05.2026
53	T-11	Operational Procedure of Steam Turbine Power Plant and Preparation and Startup Procedure of Auxiliaries	07	Plant Operator/ Attendant	12.05.2026	18.05.2026
54	T-66	Mechanical Fabrication and Welding Technique.	07	Technical Staff	13.05.2026	19.05.2026
55	T-09	Preparation and Operational Procedure of Steam Turbine & its auxiliaries.	07	Technical Staff	21.05.2026	27.05.2026
June-2026						
56	T-14	Operation of Combined Cycle Power Plant, Preparation and Startup Procedure of Auxiliaries	07	Plant Operator/Plant Attendant	01.06.2026	07.06.2026
57	T-46	Operation and schedule maintenance (1K, 2K, 3K,4K etc.) of HFO and HSD Engine based power plants	07	XEN/ SDE/ AE/SAE.	04.06.2026	10.06.2026
58	T-51	Operation and Maintenance of Water Treatment Plant.	07	Technical Staff	11.06.2026	17.06.2026
59	T-13	Operational Procedure of Combined Cycle Power Plant	07	Technical Staff	15.06.2026	21.06.2026
60	T-47	Optimization, Preservation and Maintenance of Boiler.	07	Technical Staff	22.06.2026	28.06.2026

Number of Targeted On the job training (OJT)(Additional) for 2025-2026: 22 Nos.

Short Course and On The Job Trainign):

- Security of KPI, Fire Fighting and Safety Procedure with drill.
- Training on H₂ Plant and Generator Cooling System.
- Training on causes of Audit Objection, Mitigation Procedure, Framing of Replies & Report Writing Practice on the basis of Reference Audit Objection
- Training on Reverse Osmosis Water Treatment Plant.

Annual Training Schedule for 2025-2026
Rajshahi Training Center, BPDB, Rajshahi

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
July-2025						
1	T-23	Generator, Generator Auxiliaries, Types of Generator Excitation Systems, AVR, Generator Cooling System and High Voltage Insulation of Generator	07	Technical Officer	07.07.2025	13.07.2025
2	MA-03	Office Administration & Record Keeping	07	Staff of BPDB	08.07.2025	14.07.2025
3	T-29	Training for Switch Board Attendant	07	SBA/CA (Distribution)	09.07.2025	15.07.2025
4	F-04	Auditing and settlement of Audit Objections	07	Staff of BPDB	16.07.2025	22.07.2025
5	T-27	Tariff Rule, COP and Electricity Act 2018 and Rules 2020	07	Officers of BPDB	17.07.2025	23.07.2025
6	T-47	Optimization, Preservation and Maintenance of Boiler	07	Technical Staff	20.07.2025	26.07.2025
August-2025						
7	T-25	Operation and Maintenance of 33 KV, 11 KV and 0.4 KV Distribution Line, Reduction of System Loss, right of way and Public Motivation	07	Technical Staff	03.08.2025	09.08.2025
8	T-12	Schedule maintenance, Spare Management and Procurement Planning of Combined Cycle Power Plant	07	XEN/SDE/AE/SAE	04.08.2025	10.08.2025
9	IT-04	Training on E-filing, D-Nothi, File Management as per Secretariat Instruction 2014, ERP (HR Module) Software for Development of Work Procedure & Services	07	Staff of BPDB	05.08.2025	11.08.2025
10	T-14	Operation of Combined Cycle Power Plant, Preparation and Startup Procedure of Auxiliaries	07	Technical Staff of Power Plant	13.08.2025	19.08.2025
11	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines	07	Officers of BPDB	14.08.2025	20.08.2025
12	T-24	Operation and Maintenance of Power & Distribution Transformer and 33/11 KV Substation	07	Technical Staff	18.08.2025	24.08.2025
September-2025						
13	T-46	Operation and Schedule Maintenance (1K, 2K, 3K, 4K, etc.) of HFO and HSD Engine based power plants	07	Technical Staff of Power Plants	01.09.2025	07.09.2025
14	T-29	Training for Switch Board Attendant	07	SBA/CA (Distribution)	02.09.2025	08.09.2025
15	MA-02	Office Administration, Personnel Management & File Management as per Secretariat Instruction 2014	07	Officers of BPDB	03.09.2025	09.09.2025
16	F-03	Accounts, Audit and Financial Activities of BPDB	07	UDA/SAA/S TENO/AA/LDA/JAA	14.09.2025	20.09.2025

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
17	T-24	Operation and Maintenance of Power & Distribution Transformer and 33/11 KV Substation	07	Technical Officer	15.09.2025	21.09.2025
18	T-47	Optimization, Preservation and Maintenance of Boiler	07	Technical Staff	16.09.2025	22.09.2025
October-2025						
19	T-14	Operation of Combined Cycle Power Plant, Preparation and Startup Procedure of Auxiliaries	07	Technical Staff of Power Plant	05.10.2025	11.10.2025
20	T-27	Tariff Rule, COP and Electricity Act 2018 and Rules 2020	07	Staff of BPDB	06.10.2025	12.10.2025
21	F-02	Accounts and Financial Management	07	Officers of BPDB	07.10.2025	13.10.2025
22	MA-01	BPDB Employees Service Rules, Labour Law and Industrial Relationship	07	Staff of BPDB	15.10.2025	21.10.2025
23	E-02	Relay & Protection, Fault Level Calculation, Setting, Coordination and DCS (Basic	07	Technical Officer	16.10.2025	22.10.2025
24	T-11	Operational Procedure of Steam Turbine Power Plant and Preparation and Startup Procedure of Auxiliaries	07	Technical Staff	19.10.2025	25.10.2025
November-2025						
25	T-47	Optimization, Preservation and Maintenance of Boiler	07	Technical Staff	03.11.2025	09.11.2025
26	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines	07	Officers of BPDB	04.11.2025	10.11.2025
27	IT-04	Training on E-Filing, D-Nothi, File Management as per Secretariat Instruction-2014 & ERP (HR & Finance Module) Software for Development of Work Procedure & Services	07	Staff of BPDB	05.11.2025	11.11.2025
28	MA-11	Training to ensure the requisite skills & qualities of 4 th grade employees of BPDB to conduct financial and administrative affairs with integrity and honesty	07	4th grade employees of BPDB	12.11.2025	18.11.2025
29	T-46	Operation and Schedule Maintenance (1K, 2K, 3K, 4K, etc.) of HFO and HSD Engine based power plants	07	Technical Staff	17.11.2025	23.11.2025
30	T-26	Energy Meter Connection, Installation, Testing and Prepayment Meter Connection, Configure & Vending system in BPDB and Customer Service Excellence	07	Sales & Distribution related staff	18.11.2025	24.11.2025
31	T-24	Operation and Maintenance of Power & Distribution Transformer and 33/11 KV Substation	07	Technical Officer	19.11.2025	25.11.2025

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
December-2025						
32	T-29	Training for Switch Board Attendant	07	SBA/CA (Distribution)	01.12.2025	07.12.2025
33	E-09	Testing and Commissioning of both Power and Distribution Transformer.	07	XEN/SDE/AE/SAE	02.12.2025	08.12.2025
34	F-04	Auditing and settlement of Audit Objections	07	Staff of BPDB	03.12.2025	09.12.2025
35	MA-01	BPDB Employees Service Rules, Labour Law and Industrial Relationship	07	Officers of BPDB	17.12.2025	23.12.2025
36	T-11	Operational Procedure of Steam Turbine Power Plant and Preparation and Startup Procedure of Auxiliaries	07	Technical Operator and Attendants of Power Plants	18.12.2025	24.12.2025
37	T-27	Tariff Rule, COP and Electricity Act 2018 and Rules 2020	07	Staff of BPDB	22.12.2025	28.12.2025
January-2026						
38	T-14	Operation of Combined Cycle Power Plant, Preparation and Startup Procedure of Auxiliaries	07	Technical Staff of Power Plant.	01.01.2026	07.01.2026
39	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines	07	SAA/AA/JA A/UDA/LDA	05.01.2026	11.01.2026
40	E-06	Smart Pre-Payment Metering, Computerized Billing System and Customer Service Excellence	07	Officers of BPDB	06.01.2026	12.01.2026
41	IT-04	Training on E-Filing, D-Nothi, File Management as per Secretariat Instruction-2014 & ERP (HR & Finance Module) Software for Development of Work Procedure & Services	07	Staff of BPDB	14.01.2026	20.01.2026
42	T-16	Modern Coal Power Technology and Coal Procurement Process	07	Technical Officer	15.01.2026	21.01.2026
43	T-25	Operation and Maintenance of 33 KV, 11 KV and 0.4 KV Distribution Line, Reduction of System Loss, right of way and Public Motivation	07	Technical Staff	18.01.2026	24.01.2026
February-2026						
44	T-11	Operational Procedure of Steam Turbine Power Plant and Preparation and Startup Procedure of Auxiliaries	07	Technical Operator and Attendants	01.02.2026	07.02.2026
45	T-27	Tariff Rule, COP and Electricity Act 2018 and Rules 2020	07	Officers of BPDB	02.02.2026	08.02.2026
46	T-29	Training for Switch Board Attendant	07	SBA/CA (Distribution)	03.02.2026	09.02.2026
47	MA-03	Office Administration & Record Keeping	07	Staff of BPDB	09.02.2026	15.02.2026
48	T-46	Operation and Schedule Maintenance (1K, 2K, 3K, 4K, etc.) of HFO and HSD Engine based power plants	07	Technical Officers/ Chemist	10.02.2026	16.02.2026
49	T-47	Optimization, Preservation and Maintenance of Boiler	07	Technical Staff of Power Plants	11.02.2026	17.02.2026

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
March-2026						
50	T-14	Operation of Combined Cycle Power Plant, Preparation and Startup Procedure of Auxiliaries	07	Technical Staff	01.03.2026	07.03.2026
51	T-16	Modern Coal Power Technology and Coal Procurement Process	07	Technical Officer	02.03.2026	08.03.2026
52	MA-01	BPDB Employees Service Rules, Labour Law and Industrial Relationshi	07	Staff of BPDB	03.03.2026	09.03.2026
53	F-04	Auditing and settlement of Audit Objections	07	Staff of BPDB	08.03.2026	14.03.2026
54	T-24	Operation and Maintenance of Power & Distribution Transformer and 33/11 KV Substation	07	Technical Officer	09.03.2026	15.03.2026
55	T-25	Operation and Maintenance of 33 KV, 11 KV and 0.4 KV Distribution Line, Reduction of System Loss, Right of way and Public Motivation	07	Technical Staff	10.03.2026	16.03.2026
April-2026						
56	T-46	Operation and Schedule Maintenance (1K, 2K, 3K, 4K, etc.) of HFO and HSD Engine based power plant	07	Technical Staff	01.04.2026	07.04.2026
57	MA-10	Inquiry Procedure & Report Writing, Punishment and Appeal According to the Service Rules of BPDB	07	Officers of BPDB	02.04.2026	08.04.2026
58	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines	07	SAA/AA/JAA/UDA/LDA	06.04.2026	12.04.2026
59	T-26	Energy Meter Connection, Installation, Testing and Prepayment Meter Connection, Configure & Vending system in BPDB and Customer Service Excellence	07	Sales & Distribution related staff	15.04.2026	21.04.2026
60	E-09	Testing and Commissioning of both Power and Distribution Transformer	07	XEN/SDE/AE/SAE	16.04.2026	22.04.2026
61	T-24	Operation and Maintenance of Power & Distribution Transformer and 33/11 KV Substation	07	Technical Staff	19.04.2026	25.04.2026
62	T-72	Training for BPDB Doctors for Professional Knowledge & Skill development (Part-5)		Medical Officers of BPDB	22.04.2026	29.04.2026
May-2026						
63	T-25	Operation and Maintenance of 33 KV, 11 KV and 0.4 KV Distribution Line, Reduction of System Loss, Right of way and Public Motivation	07	Technical Staff	03.05.2026	09.05.2026
64	T-23	Generator, Generator Auxiliaries, Types of Generator Excitation Systems, AVR, Generator Cooling System and High Voltage Insulation of Generator	07	XEN/SDE/AE/SAE	04.05.2026	10.05.2026
65	MA-03	Office Administration & Record Keeping	07	Staff of BPDB	05.05.2026	11.05.2026

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
66	F-03	Accounts, Audit and Financial Activities of BPDB	07	UDA/SAA/S TENO/AA/ LDA/JAA	10.05.2026	16.05.2026
67	T-46	Operation and Schedule Maintenance (1K, 2K, 3K, 4K, etc.) of HFO and HSD Engine based power plants	07	Technical Officer/ Chemist	11.05.2026	17.05.2026
68	T-29	Training for Switch Board Attendant	07	SBA/CA (Distribution)	12.05.2026	18.05.2026
June-2026						
69	F-01	Basic Idea in Tax, AIT, CD-VAT and Other Financial Activities	07	UDA/SAA/S TENO/AA/ LDA/JAA	01.06.2026	07.06.2026
70	E-04	Solid Fuel coal; Types, Properties, Composition, Coal Management and Sub-Critical, Critical, Super Critical, Ultra-Super Critical Point of a Coal based Thermal Power Plant	07	Officers of BPDB	02.06.2026	08.06.2026
71	MA-01	BPDB Employees Service Rules, Labour Law and Industrial Relationship	07	Staff of BPDB	03.06.2026	09.06.2026
72	T-18	Coal Power Station Operation Procedure	07	Technical Staff of Power Plants	11.06.2026	17.06.2026
73	MA-22	Store Purchase and Online Store Management	07	Technical Officer and Store Officer	14.06.2026	20.06.2026
74	T-11	Operational Procedure of Steam Turbine Power Plant and Preparation and Startup Procedure of Auxiliaries	07	Technical Staff	15.06.2026	21.06.2026

Number of Targeted "On the Job Training (OJT)" for 2025-2026: 24

Annual Training Schedule for 2025-26 Regional Training Center, BPDB, Tongi

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
July-2025						
1	T-38	Occupational Health, Safety Environment and First Aid.	08	Staff of BPDB	02.07.2025	09.07.2025
2	T-44	Repair and Maintenance of Power Transformer.	07	Technical Staff	08.07.2025	14.07.2025
3	MA-03	Office Administration & Record keeping	07	Staff of BPDB	15.07.2025	21.07.2025
4	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines.	07	Officer of BPDB	16.07.2025	22.07.2025
5	MA-07	Anti-Corruption, Etiquette & Manner, Professional Ethics & Organizational Behavior	07	Staff of BPDB	22.07.2025	28.07.2025
6	T-14	Operation of Combined Cycle Power Plant, Preparation and Startup Procedure of Auxiliaries.	07	Technical Staff	23.07.2025	29.07.2025
August-2025						
7	IT-11	ERP (Enterprise Resource Planning) and Salary Automation through ERP, e-filing and APA	08	Staff of BPDB	03.08.2025	10.08.2025
8	F-04	Auditing and settlement of Audit Objections	07	AA/UDA/LDA/SAA/JAA/related Staff	06.08.2025	12.08.2025
9	T-03	Operation & Daily/Routine Maintenance of Gas Turbine Power Plant.	07	XEN/SDE/AE/SAE	11.08.2025	17.08.2025
10	T-45	Repair and Maintenance of Distribution Transformer.	07	Technical Staff	13.08.2025	19.08.2025
11	MA-01	BPDB Employees Service Rules, Labour Law and Industrial Relationship.	07	Staff of BPDB	18.08.2025	24.08.2025
12	T-39	Security of KPI, Firefighting and safety procedure	07	Security Guard/Staff	20.08.2025	26.08.2025
September 2025						
13	T-11	Operational Procedure of Steam Turbine Power Plant and Preparation & startup procedure of auxiliaries.	07	Technical Staff	02.09.2025	08.09.2025
14	IT -06	Electronic Government Procurement (e-GP), APA and Delegation of Financial Power-2018	07	(Technical/Accounts Officers)	03.09.2025	09.09.2025
15	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines.	07	Assistant Accountant/ SAA/JAA	10.09.2025	16.09.2025
16	T-43	Transformer Oil, Oil Testing Procedure & its Practical Demonstration.	07	Technical Staff	15.09.2025	21.09.2025
17	MA-06	Customer Service Excellence & Office Etiquette.	07	Staff of BPDB	17.09.2025	23.09.2025

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
18	T-38	Occupational Health, Safety Environment and First Aid.	07	Staff of BPDB	24.09.2025	30.09.2025
October-2025						
19	E-09	Testing & Commissioning of both Power & Distribution Transformer.	07	XEN/SDE/AE/SAE	06.10.2025	12.10.2025
20	T-24	Operation and Maintenance of Power & Distribution Transformer and 33/11 KV Substation	07	Technical Staff	07.10.2025	13.10.2025
21	MA-01	BPDB Employees Service Rules, Labour Law and Industrial Relationship.	07	Staff of BPDB	14.10.2025	20.10.2025
22	T-03	Operation & Daily/Routine Maintenance of Gas Turbine Power Plant.	07	Technical Staff	15.10.2025	21.10.2025
23	MA-03	Office Administration & Record keeping	07	Staff of BPDB	19.10.2025	26.10.2025
24	T-39	Security of KPI, Firefighting and safety procedure	07	Security Guard/Staff	22.10.2025	28.10.2025
November-2025						
25	T-14	Operation of Combined Cycle Power Plant, Preparation and Startup Procedure of Auxiliaries.	07	Technical Staff	04.11.2025	10.11.2025
26	IT-11	ERP (Enterprise Resource Planning) and Salary Automation through ERP, e-filing and APA	07	Staff of BPDB	05.11.2025	11.11.2025
27	T-03	Operation & Daily/Routine Maintenance of Gas Turbine Power Plant.	07	Technical Staff	12.11.2025	18.11.2025
28	MA-02	Office Administration, Personnel Management & File Managements per secretariat instruction-2014.	07	Officer of BPDB	19.11.2025	25.11.2025
29	T-44	Repair and Maintenance of Power Transformer.	07	Technical Staff	24.11.2025	30.11.2025
December-2025						
30	T-04	Preparation and Operational Procedure of Gas Turbine auxiliaries.	07	Technical Staff	02.12.2025	08.12.2025
31	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines.	07	Assistant Accountant/ SAA/JAA	03.12.2025	09.12.2025
32	T-45	Repair and Maintenance of Distribution Transformer.	08	Technical Staff	07.12.2025	14.12.2025
33	MA-07	Anti-Corruption, Etiquette & Manner, Professional Ethics & Organizational Behavior	07	Officer of BPDB	09.12.2025	15.12.2025
34	MA-03	Office Administration & Record keeping	07	Staff of BPDB	17.12.2025	23.12.2025
January-2026						
35	T-38	Occupational Health, Safety Environment and First Aid.	07	Staff of BPDB	05.01.2026	11.01.2026

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
36	T-44	Repair and Maintenance of Power Transformer.	07	Technical Staff	07.01.2026	13.01.2026
37	MA-17	Development of effective negotiation through English communication.	07	School Teacher	14.01.2026	20.01.2026
38	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines.	07	Officer of BPDB	19.01.2026	25.01.2026
39	T-11	Operational Procedure of Steam Turbine Power Plant and Preparation & startup procedure of auxiliaries.	07	Technical Staff	21.01.2026	27.01.2026
February-2026						
40	T-45	Repair and Maintenance of Distribution Transformer.	07	Technical Staff	03.02.2026	09.02.2026
41	IT-11	ERP (Enterprise Resource Planning) and Salary Automation through ERP, e-filing and APA	07	Staff of BPDB	04.02.2026	10.02.2026
42	T-14	Operation of Combined Cycle Power Plant, Preparation and Startup Procedure of Auxiliaries.	07	Technical Staff	11.02.2026	17.02.2026
43	T-03	Operation & Daily/Routine Maintenance of Gas Turbine Power Plant.	07	XEN/SDE/AE/SAE	16.02.2026	22.02.2026
44	MA-03	Office Administration & Record keeping	07	Staff of BPDB	18.02.2026	24.02.2026
March-2026						
45	T-43	Transformer Oil, Oil Testing Procedure & its Practical Demonstration.	07	Technical Staff	02.03.2026	08.03.2026
46	MA-06	Customer Service Excellence & Office Etiquette.	07	Staff of BPDB	03.03.2026	09.03.2026
47	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines.	07	Assistant Accountant/ SAA/JAA	04.03.2026	10.03.2026
48	IT -06	Electronic Government Procurement (e-GP), APA and Delegation of Financial Power-2018	07	(Technical/Accounts Officers)	09.03.2026	15.03.2026
April-2026						
49	T-24	Operation and Maintenance of Power & Distribution Transformer and 33/11 KV Substation	07	Technical Staff	01.04.2026	07.04.2026
50	MA-01	BPDB Employees Service Rules, Labour Law and Industrial Relationship.	07	Staff of BPDB	06.04.2026	12.04.2026
51	E-09	Testing & Commissioning of both Power & Distribution Transformer.	07	XEN/SDE/AE/SAE	07.04.2026	13.04.2026
52	T-03	Operation & Daily/Routine Maintenance of Gas Turbine Power Plant.	07	Technical Staff	15.04.2026	21.04.2026

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
53	T-39	Security of KPI, Firefighting and safety procedure	07	Security Guard/Staff	20.04.2026	26.04.2026
54	T-43	Transformer Oil, Oil Testing Procedure & its Practical Demonstration.	07	Technical Staff	22.04.2026	28.04.2026
May-2026						
55	T-45	Repair and Maintenance of Distribution Transformer.	07	Technical Staff	04.05.2026	10.05.2026
56	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines.	07	Assistant Accountant/ SAA/JAA	05.05.2026	11.05.2026
57	T-14	Operation of Combined Cycle Power Plant, Preparation and Startup Procedure of Auxiliaries.	07	Technical Staff	06.05.2026	12.05.2026
58	MA-02	Office Administration, Personnel Management & File Managements per secretariat instruction -2014.	07	Officer of BPDB	12.05.2026	18.05.2026
59	IT-11	ERP (Enterprise Resource Planning) and Salary Automation through ERP, e-filing and APA	07	Staff of BPDB	13.05.2026	19.05.2026
June-2026						
60	T-04	Preparation and Operational Procedure of Gas Turbine auxiliaries.	07	Technical Staff	03.06.2026	09.06.2026
61	MA-19	Training on common diseases, diagnosis and remedy	07	Officer of BPDB	08.06.2026	14.06.2026
62	MA-03	Office Administration & Record keeping	07	Staff of BPDB	10.06.2026	16.06.2026
63	T-38	Occupational Health, Safety Environment and First Aid.	07	Staff of BPDB	15.06.2026	21.06.2026
64	MA-01	BPDB Employees Service Rules, Labour Law and Industrial Relationship.	07	Staff of BPDB	17.06.2026	23.06.2026

On the Job Training (OJT)/Case Study

- a) **Number of Targeted of Case Study for FY 2025-26: 15**
- b) **Number of Targeted "On the Job Training (OJT)" for FY 2025-26: 15**