

Annual Training Schedule for 2024-25
Directorate of Training and Career Development, BPDB, Dhaka

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
July-2024						
1	MA-01	The BPDB Employees Service Rules, Labor Law and Industrial Relationship	07	UDA/SAA/STENO/AA/LDA/JAA/Comp. Operator/ Technical Staffs or equivalent	08.07.2024	14.07.2024
2	MA-06	Customer Service Excellence & Office Etiquette.	07	Staffs of BPDB	02.07.2024	08.07.2024
3	MA-25	The role of power sector in Sustainable and Environment Friendly Development: Bangladesh Perspective.	07	XEN/DD/SDE/AE/AD	09.07.2024	15.07.2024
4	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).	03	Officers of BPDB	21.07.2024	23.07.2024
5	MA-11	বিপিডিবির ৪র্থ শ্রেণীর কর্মচারীদের প্রয়োজনীয় দক্ষতা ও গুণাবলী নিশ্চিত করার জন্য প্রশিক্ষণ।	07	Helper/MLSS/ Security Guard/Driver	23.07.2024	29.07.2024
6	MA-17	Development of Effective Negotiation through English Communication.	07	Officers of BPDB	24.07.2024	30.07.2024
August-2024						
7	T-37	Training for BPDB Doctors for Professional Knowledge & Skill Development (Part-1)	07	Medical Officers of BPDB	01.08.2024	09.08.2024
8	MA-07	National Integrity Strategy (NIS), Anti-Corruption, Etiquette & Manner, Professional Ethics & Organizational Behavior	07	Staffs of BPDB	05.08.2024	11.08.2024
9	Short Course	Training Module on Common Mistakes in Operation, Maintenance & Billing of Bangladesh Power Distribution System	03	SE/XEN/ SDE/ AE	12.08.2024	14.08.2024
10	T-53	Maintenance and Operational skill and management to gain optimum efficiency of a power plant.	07	Technical officers of BPDB	19.08.2024	25.08.2024
11	F-03	Accounts, Audit and Financial Activities of BPDB.	07	UDA/SAA/STENO/AA/LDA/JAA/ Store keeper	21.08.2024	28.08.2024
12	E-14	Procurement of Goods & Services in Accordance with PPR-2008 & PPA-2006	07	Officers of BPDB	19.08.2024	25.08.2024
September 2024						
13	T-41	Training for Professional Development of the Security Guard of BPDB.	07	Security Supervisor/ Inspector/ Security Guard	02.09.2024	08.09.2024
14	Short Course	Developing a Solar IPP Plant in Bangladesh	03	SE/XEN/SDE/AE/	03.09.2024	05.09.2024

SI. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
15	T-39	Security of KPI, Firefighting and safety procedure	07	Security Guard/ Staffs of BPDB	03.09.2024	09.09.2024
16	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	09.09.2024	15.09.2024
17	Short Course	Solar PV system: Design, Implementation and Operation and Maintenance.	03	SE/XEN/SDE/AE/	17.09.2024	19.09.2024
18	T-60	Company Law, Regulatory Framework of Power Purchase Agreement, and Legal Risk Management	07	Officers of BPDB	17.09.2024	23.09.2024
19	T-61	Insurance Policy for local and foreign procurement.	07	Officers of BPDB	23.09.2024	29.09.2024
October-2024						
20	T-72	Training for BPDB Doctors for Professional Knowledge & Skill Development (Part-3)	09	Medical Officers of BPDB	01.10.2024	09.10.2024
21	T-42	Driving Risks, Awareness, Vehicle Act, Road Safety & Traffic Management.	07	Drivers of BPDB	01.10.2024	07.10.2024
22	MA-28	File & Records Management, Preparation of Document & Organizational Structure Familiarization	07	UDA/SAA/STENO/AA/LDA/JAA/Computer Operator or equivalent	02.10.2024	08.10.2024
23	T-62	Smart Grids, Smart Power Management and Alternative Energy Systems for Future Smart Bangladesh	07	XEN/SDE/AE/SAE	14.10.2024	20.10.2024
24	E-19	Training on Design and Operation of SCADA system & SAS (Substation Automation System)	06	XEN/SDE/AE/SAE	16.10.2024	21.10.2024
25	E-13	Training on Civil Engineering & Architectural Design.	07	XEN/SDE/AE/SAE	21.10.2024	27.10.2024
26	Short Course	Waste to Energy: From Design to Implementation and O&M	03	SE/XEN/SDE/AE	22.10.2024	24.10.2024
27	MA-11	বিপিডিবির ৪র্থ শ্রেণীর কর্মচারীদের প্রয়োজনীয় দক্ষতা ও গুণাবলী নিশ্চিত করার জন্য প্রশিক্ষণ।	07	Helper/MLSS/Security Guard/Driver	23.10.2024	29.10.2024
November-2024						
28	T-36	PPR-2008, PPA-2006 & Delegation of Financial Power- 2018 of BPDB.	07	UDA/SAA/STENO/AA/LDA/JAA/Computer Operator or equivalent	04.11.2024	10.11.2024
29	Short Course	Wind Power Generation: From Design to Implementation & O&M	03	SE/XEN/SDE/AE/	03.11.2024	05.11.2024
30	F-05	Basic Idea on TAX, AIT, CD-VAT and other Financial Activities.	07	UDA/SAA/STENO/AA/LDA/JAA & Staff as Computer	06.11.2024	12.11.2024

SI. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
				Operator		
31	MA-30	Training for Inquiry Officers & Prosecutors of BPDB.	07	Officers of BPDB	12.11.2024	18.11.2024
32	T-63	Annual Procurement Planning (APP) and Delegation of Financial Power 2018 of BPDB	07	Officers of BPDB	18.11.2024	24.11.2024
33	E-08	Power Plant Reliability, Load Forecasting and Economic Operation of Thermal Power Plants.	07	XEN/SDE/AE/SAE	19.11.2024	25.11.2024
December-2024						
34	T-40	Training for Familiarization of common disease, diagnosis and remedies.	07	Medical Staff of BPDB	02.12.2024	08.12.2024
35	MA-01	BPDB Employees Service Rules, Labor Law and Industrial Relationship	07	UDA/SAA/STENO/AA/LDA/JAA/Comp. Operator/ Technical Staffs or equivalent	03.12.2024	09.12.2024
36	E-19	Training on Design and Operation of SCADA system & SAS (Substation Automation System)	06	XEN/SDE/AE/SAE	10.12.2024	15.12.2024
37	E-01	Protection of Switchgear Equipment, Sub-Station & Distribution Line, Fault Detection, Setting & Coordination	07	XEN/SDE/AE/SAE	15.12.2024	22.12.2024
38	T-33	Enhancing Academic and Professional Development for School Teachers.	07	School Teachers	23.12.2024	30.12.2024
39	T-31	Energy Management and Energy Auditing.	08	XEN/SDE/AE/SAE	24.12.2024	31.12.2024
January-2025						
40	T-30	Independent Power Producer (IPP) & Power Purchase Agreement (PPA).	07	Technical & Accounts Officer	01.01.2025	07.01.2025
41	E-06	Smart Pre-Payment Metering, Advanced Billing Systems, and Customer Service Excellence	07	XEN/SDE/AE/SAE	06.01.2025	12.01.2025
42	MA-06	Customer Service Excellence & Office Etiquette.	07	Staff of BPDB	08.01.2025	14.01.2025
43	MA-07	National Integrity Strategy (NIS), Anti-Corruption, Etiquette & Manner, Professional Ethics & Organizational Behavior	07	Staffs of BPDB	20.01.2025	26.01.2025
44	T-53	Maintenance and Operational skill and management to gain optimum efficiency of a power plant.	07	Technical officers of BPDB	22.01.2025	28.01.2025
45	T-54	Basic Course on Solar PV System Design.	07	XEN/SDE/AE	21.01.2025	27.01.2025
February-2025						
46	T-39	Security of KPI, Firefighting and safety procedure	07	Security Guard/ Staffs of BPDB	03.02.2025	09.02.2025
47	T-70	Basic Course on Electrical Safety, Electrical Personal Protective	07	Staff of BPDB	05.02.2025	11.02.2025

SI. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
		Equipment (PPE), Lockout & Tag out Standards, Electrical Emergency Response, Cleaning of Electrical Equipment				
48	T-61	Insurance Policy for local and foreign procurement.	07	Officers of BPDB	10.02.2025	16.02.2025
49	T-32	SWOT Analysis for Project Formulation, Implementation, Monitoring, Reporting, Evaluation and Closure	07	XEN/SDE/AE /SAE	17.02.2025	23.02.2025
50	MA-20	Social Engineering and Social Media Offence, Defense and 4 th Industrial Revolution.	07	Officers of BPDB	18.02.2025	24.02.2025
51	T-42	Driving Risks, Awareness, Vehicle Act, Road Safety & Traffic Management.	07	Drivers of BPDB	24.02.2025	02.03.2025
March-2025						
52	MA-01	BPDB Employees Service Rules, Labor Law and Industrial Relationship	07	UDA/SAA/ STENO/AA/LDA/ JAA/Computer Operator or equivalent	03.03.2025	09.03.2025
53	E-11	Implementation of Integrated Solid Waste Management & Conversion of Waste into Energy: Economic & Technical issues.	07	XEN/SDE/AE/SAE	05.03.2025	11.03.2025
54	MA-13	Leadership, good governance and Vision 2041.	07	Officers of BPDB	10.03.2025	16.03.2025
55	F-06	Training on LC Opening, Bank Guarantee, Customs Assessment, Goods Delivery Procedure, CD VAT, Tax, AIT & Income Tax	07	Officers of BPDB	12.03.2025	19.03.2025
56	E-20	Basic Course on Solar Power Plant Design, Tariff Calculation and Challenges (Technical & Political)	05	XEN/SDE/AE/SAE	19.03.2025	23.03.2025
April-2025						
57	MA-28	File & Records Management, Preparation of Document & Organizational Structure Familiarization	07	UDA/SAA/ STENO/AA/LDA/ JAA/Computer Operator or equivalent	07.04.2025	13.04.2025
58	T-38	Occupational Health & Safety Environment & First Aid.	08	Staff of BPDB	09.04.2025	16.04.2025
59	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	16.04.2025	22.04.2025
60	T-59	Procurement of Works & Services in Accordance with PPR-2008 & PPA-2006	07	Officers of BPDB	21.04.2025	27.04.2025

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
61	E-21	International Coal & Oil Procurement and Supply Chain Management	05	XEN/SDE/AE//SAE	23.04.2025	27.04.2025
May-2025						
62	MA-07	National Integrity Strategy (NIS), Anti-Corruption, Etiquette & Manner, Professional Ethics & Organizational Behavior	07	Staff of BPDB	05.05.2025	11.05.2025
63	T-34	Ensuring Sustainable Power Sector Through Energy Efficiency Development and Energy Conversion.	07	XEN/SDE/AE/AD/SAE	06.05.2025	12.05.2025
64	E-04	Coal procurement, Pricing Mechanism, Coal Management and Optimizing Operation and Maintenance of Coal Power Plants with efficient Coal Management across Thermal Power Plant Configurations	07	XEN/SDE/Chemist/AE/SAE	14.05.2025	20.05.2025
65	T-41	Training for Professional Development of the Security Guard of BPDB.	07	Security Supervisor/Inspector/Security Guard	19.05.2025	25.05.2025
June-2025						
66	T-39	Security of KPI, Firefighting and safety procedure	07	Security Guard/ Staffs of BPDB	28.05.2025	03.06.2025
67	MA-02	Office Administration, Personnel Management and File Management as per Secretariat Instruction 2014	07	Officers of BPDB	11.06.2025	17.06.2025
68	F-04	Auditing and Settlement of Audit Objection.	07	AE/AD(Accounts)/Store Officers/Sr. AD(Accounts)/SDE/D(Accounts)/XEN	16.06.2025	22.06.2025
69	T-63	Annual Procurement Planning (APP) and Delegation of Financial Power 2018 of BPDB	07	Officers of BPDB	18.06.2025	24.06.2025
70	T-38	Occupational Health & Safety Environment & First Aid.	07	Staff of BPDB	17.06.2025	23.04.2025

Number of Targeted "On the Job Training (OJT)" for 2023-24: 35

➤ On the Job Training on:-

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

Short Courses/Seminar (Deputy Director-1):

- 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

Short Courses/Seminars/Workshops (Deputy Director-2):

- Sustainable Power, the Pillar of Smart Bangladesh
- LNG: An alternative option for power generation.(Field visit to FSRU)
- Seminar on Grid Integration of Renewable Energy Resources.
- Short course on Cross-Border Electricity Trade (CBET) with field visit of HVDC substation.
- Short Course on Adult Learning & Participatory Teaching Methods.
- Short Course on Public Private Partnership Procurement (PPP)
- Hazard Identification & Risk Assessment (HIRA)
- Hydrogen Energy: Prospects & Challenges for Bangladesh (Including field visit).
- Integration of GIS with Electrical Power System Analysis Software (E-tap).
- Reliable Power to Meet the Challenges of the 4th Industrial Revolution.
- Renewable Energy Policy and Net Metering Guideline.(Field visit)
- Financial Model for Private Sector Power Generation.
- Awareness creation on E-waste and its management.(Including field visit)
- Prospects of Clean Energy Transformation and Sustainable Cross Border Energy Trade in South Asia.
- Promoting Energy Cooperation in SASEC Region.
- Workshop on HS Code for Customs Clearance.
- Seminar on Multilayer Solar Panel
- Basic Course on Floating Solar PV System
- Rooftop Solar and Net Metering Concept with Opex & Capex Model in Bangladesh.
- Basic Course on Rooftop Solar, Solar Irrigation System & Floating Solar System. (July/2024)

Short Courses/Seminar (Deputy Director-4):

- Risk and Dispute analysis on basis of an implemented project (case study) and solving procedure (2 days).
- Risk Factors and Challenges for International Tender Evaluation & Case Study of a Tender (2 days).
- Awareness on Energy Efficiency and Conservation- A Path to Sustainability (2 days).
- Inclusive education & autism, life skills based education, gender, NCF, techniques of class delivery & Noipunno app (2 days).
- Practical training on underground cable joint (2 days).
- Battery Storage in Bangladesh: Technology, Applications and Implementation
- Contract Administration in the Bangladesh Power Development Board (BPDB)

Training Course on Information Technology (IT)

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	To
July-2024						
1	IT-04	Training on ERP (Enterprise Recourse Planning) Software, D-nothi and File Management as per Secretariat Instruction-2014	07	UDA/LDA/AA/SA A/JAA and Staffs work as Computer Operator	03.07.2024	09.07.2024
2	IT-08	Training on AutoCAD for designing and Drafting	07	Engineers of BPDB	15.07.2024	22.07.2024
August -2024						
3	IT-07	Training on Computer Hardware, Hardware Installation and Troubleshooting	07	UDA/LDA/AA/SA A/JAA and Staffs work as Computer Operator	06.08.2024	12.08.2024
4	IT-12	Ethical hacking & cyber security in power sector, Policy and Operational Perspective	07	Engineers of BPDB	14.08.2024	21.08.2024
September-2024						
5	IT-15	Training on Audit Management & Monitoring System 2.0 (AMMS-2.0) Software & ERP (Enterprise Recourse Planning) software	07	UDA/LDA/AA/SA A/JAA and Staffs work as Computer Operator	02.09.2024	08.09.2024
6	IT-06	Electronic Government Procurement (e-GP) and Delegation of Financial Power-2018	07	Officers of BPDB	17.09.2024	23.09.2024
October-2024						
7	IT-03	Training on Fixed Asset management, Online Store management Software and Online Report Management System (RMS)	07	UDA/LDA/AA/SA A/JAA/Store Keeper	07.10.2024	14.10.2024
8	IT-16	3D modeling in Sketch Up and creating 3D Renderings in V-ray	07	Engineers of BPDB	16.10.2024	22.10.2024
November-2024						
9	IT-17	Training on Application Software, Software Installation and Troubleshooting	07	UDA/LDA/AA/SA A/JAA and Staffs work as Computer Operator	05.11.2024	11.11.2024
10	IT-09	Smart Grid and GIS Mapping	07	Engineers of BPDB	13.11.2024	19.11.2024
December-2024						
11	IT-02	Training on Internet Security and Cyber security	07	UDA/LDA/AA/SA A/JAA/Storekeeper	04.12.2024	10.12.2024

12	IT-13	Distribution System Analysis using ETAP software	07	Engineers of BPDB	11.12.2024	18.12.2024
January-2025						
13	IT-19	Training on Digital Office Solution: Use of mail in Office, Cloud Storage System (Google Drive, Drop box), and Meeting/Training with Google meet & Zoom, Office work with Google docs.	07	UDA/LDA/AA/SA A/JAA and Staffs work as Computer Operator	07.01.2025	13.01.2025
14	IT-14	Training on Database and SQL Fundamentals	07	Engineers of BPDB	15.01.2025	21.01.2025
February-2025						
15	IT-18	Training on Operating System and Command & Shell Script based Operation	07	Engineers of BPDB	11.02.2025	17.02.2025
March -2025						
16	IT-01	Basic Computer Skills of Primary School Teachers	07	School Teachers	11.03.2025	18.03.2025
April-2025						
17	IT-05	Training on 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	UDA/LDA/AA/SA A/JAA and Staffs work as Computer Operator	08.04.2025	15.04.2025
18	IT-20	Training on Online Report Management System (RMS), APA and ERP (Enterprise Recourse Planning) Software for Development of Work Procedure & Services	07	Officers of BPDB	23.04.2025	29.04.2025
May-2025						
19	IT-06	Electronic Government Procurement (e-GP) and Delegation of Financial Power-2018	07	Officers of BPDB	13.05.2025	19.05.2025
June-2025						
20	IT-04	Training on ERP (Enterprise Recourse Planning) Software, D-nothi and File Management as per Secretariat Instruction-2014	07	UDA/LDA/AA/SA A/JAA and Staffs work as Computer Operator	17.06.2025	23.06.2025

Special Short Courses (DD-3)

Sl. No	Course Name	Duration (Days)	Target Groups
1	Training on Basic Management , Human resource Management (HRM) and Human Resource Development (HRD)	02	Mid & Senior Level Officers
2	Effective Managerial Communication Skills, Inter-personal & intra-personal Communication skill development & Motivating people at workplace	01	Mid & Senior Level Officers
3	Managing Stress and Anxiety in the Workplace: Building workplace resilience	02	Junior, Mid & Senior Level Officers
4	Call Center (BPDB Hotline: 16200 & Power Division Hotline:16999)-Integrated Customer Care Solution	01	Junior, Mid & Senior Level Officers
5	Soft Skills Development for Professionals: Leadership & Negotiation Skills, Conflict Management with Emotional Intelligence.	02	Mid & Senior Level Officers
6	Time Management Mastery at Workplace : Do More, Stress Less	01	Junior, Mid & Senior Level Officers
7	Discussion on Tender Validity, Tender Security, Performance Security, FAC, PAC , LD of Tender	01	Junior, Mid & Senior Level Officers
8	Goods Procurement Process-PG3, Introduction of ITTs, Preparation of TDS, Technical Specifications, Tender Forms etc. on the basis of PPR-2008.	02	Junior, Mid & Senior Level Officers
9	Training on Online Report Management System (RMS)	02	Junior, Mid & Senior Level Officers
10	Effective Parenting for working Parents: Skills & Challenges	02	Officers
11	Presentation Preparation using Template and graphic with the help of AI.	02	Officers

Annual Training Schedule for 2024-25
Engineering Academy, BPDB
Kaptai, Rangamati

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group	Training Period	
					From	From
July-2024						
1	MA-01	The BPDB Employees Service Rules, Labor Law and Industrial Relationship	7	Officers of BPDB	02.07.2024	08.07.2024
2	MA-02	Office Administration, Personnel Management and File Management as per Secretariat Instruction 2014	7	Officers of BPDB	03.07.2024	09.07.2024
3	MA-32	Conflict resolution, Problem Solving, Emergency procedures, Employee engagement and Constructive Feedback	7	Officers of BPDB	10.07.2024	16.07.2024
4	MA-26	International Procurement and Supply Chain Management	6	AE/Equivalent and above	14.07.2024	20.07.2024
5	T-35	Preparation of Tender Document (Local, International, EOI & RFP), Contract Document, Risk Analysis & Solutions	7	Officers of BPDB	21.07.2024	27.07.2024
6	MA-07	National Integrity Strategy (NIS), Anti-Corruption, Etiquette & Manner, Professional Ethics & Organizational Behavior	7	Officers of BPDB	24.07.2024	30.07.2024
August-2024						
7	MA-09	Improving the Quality of Service and Skills of the Employees through Implementation of IMS in BPDB	7	Officers of BPDB	01.08.2024	07.08.2024
8	MA-33	Time management, Stress management, Building skills and Performance management	7	Officers of BPDB	04.08.2024	10.08.2024
9	MA-22	Stores Purchase and Online Store Management	7	Officers of BPDB	08.08.2024	14.08.2024
10	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines	7	Officers of BPDB	18.08.2024	24.08.2024
11	T-38	Occupational Health, Safety Environment & First Aid	7	Officers of BPDB	22.08.2024	28.08.2024
September 2024						
12	MA-21	Stores Management, Inventory System, Customs Assessment, Goods Delivery Procedure, CD VAT, Tax & AIT	7	AE to XEN or Equivalent	01.09.2024	07.09.2024

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group	Training Period	
					From	From
13	IT-04	Training on D-nothi, File Management as per Secretariat Instruction-2014 & ERP (HR & Finance Module) Software for Development of Work Procedure & Services with practical demonstration	7	Officers of BPDB	03.09.2024	09.09.2024
14	IT-01	Training on Microsoft Office 2010 (Word, Excel & PowerPoint), Internet Security, Cyber security, Cloud Storage System (Google Drive, Drop box) and Meeting/Training with Google meet & Zoom with practical demonstration	6	Officers of BPDB	12.09.2024	18.09.2024
15	E-05	Smart Grid, SCADA, Sub-Station Automation System (SAS), GIS Mapping	7	XEN/SDE/AE/SAE of BPDB	17.09.2024	23.09.2024
16	MA-19	Training on common diseases, diagnosis and remedy.	7	Officers of BPDB	22.09.2024	28.09.2024
17	MA-10	Inquiry Procedure & Report Writing, Punishment and Appeal According to the Service Rules of BPDB	7	Officers of BPDB	24.09.2024	30.09.2024
October-2024						
18	MA-01	The BPDB Employees Service Rules, Labor Law and Industrial Relationship	7	Officers of BPDB	02.10.2024	08.10.2024
19	E-07	Renewable Energy, Net Metering and Green House Effect in Bangladesh & Global Aspect	7	Technical Officers	06.10.2024	12.10.2024
20	MA-06	Customer Service Excellence & Office Etiquette	6	Officers of BPDB (Distribution)	10.10.2024	16.10.2024
21	MA-02	Office Administration, Personnel Management and File Management as per Secretariat Instruction 2014	7	Officers of BPDB	14.10.2024	20.10.2024
22	MA-13	Leadership, good governance and Vision 2041	7	AE/Equivalent and Above	22.10.2024	28.10.2024
23	IT-11	ERP (Enterprise Resource Planning) and Salary Automation through ERP, e-filing and APA.	7	Officers of BPDB	24.10.2024	30.10.2024
November-2024						
24	MA-09	Improving the Quality of Service and Skills of the Employees through	7	Officers of BPDB	03.11.2024	09.11.2024

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group	Training Period	
					From	From
		Implementation of IMS in BPDB				
25	MA-18	Training of Trainers (TOT)	7	1 st class Officer (From BPDB & BWDB)	05.11.2024	11.11.2024
26	MA-34	Role of Bangladesh Power Development Board in Power Sector	7	Officers of BPDB	12.11.2024	18.11.2024
27	MA-25	The role of power sector in Sustainable and Environment friendly Development: Bangladesh Perspective	7	Officers of BPDB	14.11.2024	20.11.2024
28	T-35	Preparation of Tender Document (Local, International, EOI & RFP), Contract Document, Risk Analysis & Solutions	7	Officers of BPDB	20.11.2024	26.11.2024
29	MA-07	National Integrity Strategy (NIS), Anti-Corruption, Etiquette & Manner, Professional Ethics & Organizational Behavior	7	Officers of BPDB	24.11.2024	30.11.2024
December-2024						
30	IT-06	Electronic Government Procurement (e-GP), APA and Delegation of Financial Power-2018	7	Officers of BPDB	01.12.2024	07.12.2024
31	T-58	Training for BPDB Doctors for Professional Knowledge & Skill Development (Part-3)	6	Medical Officers of BPDB	03.12.2024	08.12.2024
32	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).	6	Officers of BPDB	15.12.2024	21.12.2024
33	MA-24	Environmental Management System: Global aspect and ISO Standard	7	Officers of BPDB	18.12.2024	24.12.2024
34	T-33	Enhancing Academic and Professional Development for School Teachers	6	Head Master, Asst. Head Master & Asst. Teacher	23.12.2024	29.12.2024
January-2025						
35	MA-10	Inquiry Procedure & Report Writing, Punishment and	7	Officers of BPDB	01.01.2025	07.01.2025

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group	Training Period	
					From	From
		Appeal According to the Service Rules of BPDB				
36	MA-08	Grievance Redress System (GRS), Citizen Charter and Promises to Provide Related Services	7	Officers of BPDB	05.01.2025	11.01.2025
37	MA-13	Leadership, good governance and Vision 2041	7	XEN, DD and Above (From BPDB & BWBD)	09.01.2025	15.01.2025
38	MA-12	Next Generation Information and Knowledge Dissemination to Realize the Agenda 2030 for Sustainable Development	7	AE/Equivalent and above	13.01.2025	19.01.2025
39	MA-23	Sustainable Development and Green Environment	7	Officers of BPDB	21.01.2025	27.01.2025
40	MA-22	Stores Purchase and Online Store Management	7	Officers of BPDB	23.01.2025	29.01.2025
February-2025						
41	T-27	Tariff Rule, COP and Electricity Act 2018 and Rules 2020	7	Technical Officers	02.02.2025	08.02.2025
42	MA-19	Training on common diseases, diagnosis and remedy.	7	Officers of BPDB	04.02.2025	10.02.2025
43	MA-04	Strategic Human Resource Management and Office Administration for Senior Officers	5	SE equivalent and above (From BPDB & BWBD)	12.02.2025	17.02.2025
44	MA-14	Bangladesh: History, Society, Culture and Liberation War	6	Officers of BPDB	13.02.2025	19.02.2025
45	MA-25	The role of power sector in Sustainable and Environment friendly Development: Bangladesh Perspective	7	Officers of BPDB	23.02.2025	01.03.2025
46	MA-30	Training for Inquiry Officers & Prosecutors of BPDB	7	Officers of BPDB	25.02.2025	03.03.2025
March-2025						
47	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines	7	Officers of BPDB	05.03.2025	11.03.2025
48	E-02	Relay & Protection, Fault Level Calculation, Setting, Coordination and DCS & PLC (Basic)	7	Technical Officers of BPDB	06.03.2025	12.03.2025
49	MA-18	Training of Trainers (TOT)	7	1 st class Officers of BPDB	18.03.2025	24.03.2025

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group	Training Period	
					From	From
April-2025						
50	MA-04	Strategic Human Resource Management and Office Administration for Senior Officers.	7	XEN/Equivalent and above	06.04.2025	12.04.2025
51	T-71	Training for BPDB Doctors for Professional Knowledge & Skill Development(Part-2)	6	Medical Officers of BPDB	07.04.2025	12.04.2025
52	MA-01	The BPDB Employees Service Rules, Labor Law and Industrial Relationship	7	Officers of BPDB	07.04.2025	13.04.2025
53	MA-22	Stores Purchase and Online Store Management	7	Officers of BPDB	15.04.2025	21.04.2025
54	IT-06	Electronic Government Procurement (e-GP), APA and Delegation of Financial Power-2018	7	Officers of BPDB	17.04.2025	23.04.2025
55	MA-07	National Integrity Strategy (NIS), Anti-Corruption, Etiquette & Manner, Professional Ethics & Organizational Behavior	7	Officers of BPDB	24.04.2025	30.04.2025
56	MA-26	International Procurement and Supply Chain Management	6	AE/Equivalent and above	27.04.2025	03.05.2025
May-2025						
57	MA-24	Environmental Management System: Global aspect and ISO Standard	7	Officers of BPDB	04.05.2025	10.05.2025
58	MA-13	Leadership, good governance and Vision 2041	7	AE/Equivalent and Above	06.05.2025	12.05.2025
59	MA-10	Inquiry Procedure & Report Writing, Punishment and Appeal According to the Service Rules of BPDB	7	Officers of BPDB	11.05.2025	17.05.2025
60	MA-17	Development of Effective Negotiation through English Communication.	6	Officers of BPDB	14.05.2025	20.05.2025
61	MA-02	Office Administration, Personnel Management and File Management as per Secretariat Instruction 2014	7	Officers of BPDB	22.05.2025	28.05.2025
62	MA-21	Stores Management, Inventory System, Customs Assessment, Goods Delivery Procedure, CD VAT, Tax & AIT	7	AE to XEN or Equivalent	25.05.2025	31.05.2025
June-2025						
63	MA-01	The BPDB Employees Service Rules, Labor Law and Industrial Relationship	7	Officers of BPDB	12.06.2025	18.06.2025

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group	Training Period	
					From	From
64	MA-23	Sustainable Development and Green Environment	7	Officers of BPDB	15.06.2025	21.06.2025
65	IT-01	Training on Microsoft Office 2010 (Word, Excel & PowerPoint), Internet Security, Cyber security, Cloud Storage System (Google Drive, Drop box) and Meeting/Training with Google meet & Zoom	6	Officers of BPDB	19.06.2024	25.06.2024

Number of Targeted "On the Job Training (OJT)" for 2024-25: 30

➤ On the Job Training on:-

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

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

Annual Training Program for 2024-25 (BWDB)
Engineering Academy, BPDB
Kaptai, Rangamati

Sl. No	Course Title	Period/ Duration			Status of trainees	Target Person
		From	to	Days		
1	2	3	4	5	6	7
1	APA, NIS, GRS, Citizen Charter, Right to Info. & e-Governance and Innovation.	06.07.2024	13.07.2024	8	Officers of BWDB	25
2	D-nothi, File Management, Secretariat Instruction 2014, Office Administration.	22.07.2023	29.07.2024	8	Officers of BWDB	25
3	Land related, Legal matters & Survey.	05.08.2024	12.08.2024	8	SDE, AE & SAE & Equivalent Officers of BWDB	25
4	Foundation Training for SAE.	21.08.2024	11.09.2024	22	Newly recruited SAE of BWDB	27
5	Disaster Management, Participatory Water Management & Climate Change.	15.09.2024	21.09.2024	7	Officers of BWDB	25
6	Office Administration & D-nothi.	29.09.2024	05.10.2024	7	Officers of BWDB	25
7	Project Management (Preparation, Formulation of Project including all aspects of DPP)	09.10.2024	17.10.2024	9	SDE, AE & SAE of BWDB	25
8	Accounts, Audit & Financial Management	23.10.2024	31.10.2024	9	Officers of BWDB	25
9	Training of Trainers (TOT)	05.11.2024	11.11.2024	7	1st class Officer (From BPDB & BWDB)	12
10	Construction Management with Quality Assurance	06.11.2024	13.11.2024	8	SDE, AE & SAE of BWDB	25
11	O & M of BWDB Completed Project	17.11.2024	23.11.2024	7	SDE, AE & SAE of BWDB	25
12	IWRM & Participatory water Management	27.11.2024	04.12.2024	8	Officers of BWDB	25
13	Disaster Management, Participatory Water Management & Climate Change	09.12.2024	14.12.2024	6	Officers of BWDB	25
14	Etiquette, Manner, Official Discipline & Office Administration	22.12.2024	28.12.2024	7	Officers of BWDB	25
15	Foundation Training for Newly Recruited AE	04.01.2025	25.01.2025	22	Newly recruited Officers of BWDB	25
16	Leadership, Good Governance and Vision	09.01.2025	15.01.2025	7	Officers (From BPDB & BWDB)	12

Sl. No	Course Title	Period/ Duration			Status of trainees	Target Person
		From	to	Days		
1	2	3	4	5	6	7
	2041					
17	O & M of BWDB Irrigation Project & Completed Project	03.02.2025	09.02.2025	7	SDE, AE & SAE & Equivalent Officers of BWDB	25
18	Strategic Human Resource Management and Office Administration for Senior Officers	12.02.2025	17.02.2025	6	SE equivalent and above (From BPDB & BWDB)	10
19	Design, Implementation, Monitoring of BWDB Project	15.02.2025	22.02.2025	8	EE, SDE & AE of BWDB	25
20	Accounts, Audit & Financial Management	27.02.2025	08.03.2025	10	Officers of BWDB	25
21	Construction Management with Quality Assurance	19.03.2025	25.03.2025	7	SDE, AE & SAE of BWDB	25
22	Innovation in Citizen Service, Right to Information, GRS, APA, NIS & e-filing	03.04.2025	10.04.2025	8	Officers of BWDB	25
23	Land related, Legal matters & Survey.	20.04.2025	26.04.2025	7	Officers of BWDB	25
24	Office Administration, Disciplinary & Legal Matters	07.05.2025	13.05.2025	7	Officers of BWDB	25
25	APA, NIS, GRS, Citizen Charter, Right to Info. & e-Governance and Innovation	18.05.2025	24.05.2025	7	Officers of BWDB	25
26	Communicative English & Developing Effective Communication Skills	27.05.2025	01.06.2025	6	Officers of BWDB	25
27	Leadership, Good Governance, SDG & 4th Industrial Revolution	17.06.2025	24.06.2025	8	Officers of BWDB	25

N.B. Foundation Training Course will arrange in priority basis.

* On the Job Training (OJT) : 15 course

Target = 15 course x 25 persons in each course = 375 man days (= 375 x 9 = 3375 man hours).

Annual Training Schedule for 2024-25
Cox's Bazar Training Academy

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
July-2024						
1.	MA-10	Inquiry Procedure & Report Writing, Punishment and Appeal According to the Service Rules of BPDB.	07	Officers of BPDB	01.07. 2024	07.07. 2024
2.	MA-07	National Integrity Strategy (NIS), Anti-corruption, Etiquette & Manner, Professional Ethics and Organizational Behavior	07	Staff of BPDB	02.07. 2024	08.07. 2024
3.	T-39	Security of KPI, Firefighting and safety procedure.	07	Office Attendant/Security Guard & Technical Staff of BPDB	10.07. 2024	16.07. 2024
4.	T-26	Energy Meter Connection, Installation, Testing and Prepayment Meter Connection, Configure & Vending system in BPDB and Excellence Customer Service.	07	XEN/SDE/AE/SAE	11.07. 2024	17.07. 2024
5.	F-03	Accounts, Audit & Financial Activities of BPDB.	07	UDA/SAA/STENO /AA /LDA cum comp. opera. /JAA/ store keeper	21.07.2024	27.07.2024
August-2024						
6.	IT-04	D-nothi, File management, ERP for Development of world procedure & service as per secretariat instruction 2014	07	Officer of BPDB	01.08. 2024	07.08. 2024
7.	T-46	Operation & maintenance of HFO & Diesel Engine Based (HSD) Power Plant	07	Related Technical Staff	04.08. 2024	10.08. 2024
8.	IT-21	Computer Training on MS Office-MS World, MS, Excel and MS Power Point, BPDB Website, Internet Security, Cyber Security, Cloud Storage System	07	UDA/SAA/STENO /AA /LDA cum comp. opera. /JAA/ store keeper	11.08. 2024	17.08. 2024
9.	T-38	Occupational Health, Safety Environment and First Aid	07	Staff of BPDB	13.08. 2024	19.08. 2024
10.	E-07	Renewable Energy, Net Metering and Green House Effect in Bangladesh in Global Aspect.	07	(SAE, AE, SDE & XEN)	21.08.2024	27.08.2024
September 2024						
11.	IT-06	Electronic Government	07	Officers of	01.09.2024	07.09.2024

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
		Procurement (e-GP), APA & Delegation Finical Power.		BPDB		
12.	T-38	Occupational Health, Safety Environment and First Aid	07	Staff of BPDB	03.09. 2024	09.09. 2024
13.	F-03	Accounts, Audit & Financial Activities of BPDB.	07	UDA/SAA/STENO /AA /LDA cum comp. opera. /JAA/ store keeper	11.09. 2024	17.09. 2024
14.	T-24	Operation and Maintenance of Power & Distribution Transformer and 33/11 KV Substation	07	Related Technical Staff	12.09. 2024	18.09. 2024
15.	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	22.09.2024	28.09.2024
October-2024						
16.	MA-01	The BPDB Employee Service Rules, Labor Law and Industrial Relationship	07	Staff of BPDB	01.10. 2024	07.10. 2024
17.	MA-21	Stores Management, Inventory System, Customs Assessment, Goods Delivery Procedure, CD VAT, Tax & AIT	07	Officers of BPDB	03.10. 2024	09.10. 2024
18.	MA-07	National Integrity Strategy (NIS), Anti-Corruption, Etiquette & Manner, Professional Ethics and Organizational Behavior	07	Office Attendant/Driver/ Security Guard	10.10. 2024	16.10. 2024
19.	IT-06	Electronic Government Procurement (e-GP), APA & Delegation Finical Power.	07	Officers of BPDB	12.10. 2024	19.10. 2024
20.	T-26	Energy Meter Connection, Installation, Testing and Prepayment Meter Connection, Configure & Vending system in BPDB and Excellence Customer Service.	07	Related Technical Staff	20.10.2024	26.10.2024
November-2024						
21.	IT-04	D-nothi, File Management, ERP for Development of Work Procedure & Services as per Secretariat Instruction 2014	07	UDA/SAA/STENO /AA /LDA cum comp. opera. /JAA/ store keeper	03.11. 2024	09.11. 2024
22.	E-15	Operation and Maintenance of 33/11 KV Substation 132/33KV Grid Sub-station, Smart Grid and GIS sub-station.	07	XEN/SDE/AE/SAE	04.11. 2024	10.11. 2024
23.	T-25	Operation and Maintenance of 33	07	Related	12.11. 2024	18.11. 2024

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
		KV, 11 KV and 0.4 KV Distribution Line, Reduction of System Loss, right of way and Public Motivation		Technical Staff of BPDB		
24.	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	13.11. 2024	19.11. 2024
25.	MA-19	Training on common diseases, diagnosis and remedy.	07	Staff of BPDB	21.11.2024	27.11.2024
December-2024						
26.	F-04	Auditing and Settlement of Audit Objections	07	Staff of BPDB	01.12. 2024	07.12. 2024
27.	T-27	Tariff Rule, COP and electricity Act 2018 and rule 2020.	07	Officers of BPDB	02.01.2024	08.12. 2024
28.	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/STENO /AA /LDA cum comp. opera. /JAA/ store keeper	11.12.2024	17.12.2024
29.	T-26	Energy Meter Connection, Installation, Testing and Prepayment Meter Connection, Configure & Vending system in BPDB and Customer Service Excellence	07	Officers of BPDB	12.12. 2024	18.12. 2024
30.	T-33	Enhancing Academic and Professional Development for School Teachers	07	BPDB's School Teacher	22.12.2024	28.12.2024
31.	T-69	PPA-2006 & PPR-2008 For High Level Officials	03	SE/Director/Equivalent	21.12.2024	23.12.2024
January-2025						
32.	T-73	Training for BPDB Doctors for Professional Knowledge & Skill Development(Part-4)	07	Medical Officers of BPDB	01.01.2025	07.01.2025
33.	E-07	Renewable Energy, Waste Energy, Net Metering and Green House Effect in Bangladesh in Global Aspect.	07	XEN/SDE/AE/SAE	02.01. 2025	08.01. 2025
34.	IT-11	ERP (Enterprise Resource Planning) and Salary Automation Through ERP, d-filing and APA	07	UDA/SAA/STENO /AA /LDA cum comp. opera. /JAA/ store keeper	04.01. 2025	10.01. 2025
35.	T-64	Contract Management and Public Procurement Guideline	07	Officers of BPDB	12.01. 2025	18.01. 2025

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
36.	T-18	Operation & Maintenance of Power Plant Auxiliaries, BOP and Machine Alignment.	07	Related Technical staff of BPDB	13.01. 2025	19.01. 2025
37.	T-69	PPA-2006 & PPR-2008	03	XEN/DD Equivalent	21.01.2025	23.01.2025
38.	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	22.01.2025	28.01.2025
February-2025						
39.	F-04	Auditing and Settlement of Audit Objections	07	Officers of BPDB	02.02. 2025	08.02. 2025
40.	T-38	Occupational Health, Safety Environment and First Aid	07	Staff of BPDB	03.02. 2025	09.02. 2025
41.	IT-04	D-nothi, File Management, ERP for Development of Work Procedure & Services as per Secretariat Instruction 2014	07	UDA/SAA/STENO /AA /LDA cum comp. opera. /JAA/ store keeper	12.02. 2025	18.02. 2025
42.	T-68	Operation and maintenance of Gas Turbine and combined cycle Power Plant.	07	Related Technical Staff of BPDB	13.02. 2025	19.02. 2025
43.	T-63	Public Procurement Rules (PPR)-2008, PPA-2006 & delegation of Financial Power-2018 of BPDB	07	Officers of BPDB	22.02. 2025	27.02. 2025
March-2025						
44.	MA-01	The BPDB Employee Service Rules, Labor Law and Industrial Relationship	07	Staff of BPDB	02.03. 2025	08.03. 2025
45.	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	03.03. 2025	09.03. 2025
46.	T-39	Security of KPI, Firefighting and safety procedure	07	Office Attendant/ Driver, Security Guard & Technical Staff.	10.03. 2025	16.03. 2025
47.	MA-21	Stores Management, Inventory System, Customs Assessment, Goods Delivery Procedure, CD VAT, Tax & AIT	07	Officers of BPDB	12.03.2024	18.03.2024
48.	E-o6	Smart Prepayment Metering, computerized Billing System and Customer Service Excellence	07	Related Technical Staff	19.03.2024	25.03.2024

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
April-2025						
49.	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	06.04. 2025	12.04. 2025
50.	E-07	Renewable Energy, Waste Energy, Net Metering and Green House Effect in Bangladesh in Global Aspect.	07	XEN/SDE/AE/SAE	08.04. 2025	14.04. 2025
51.	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	15.04.2025	21.04.2025
52.	MA-03	Office Administration and Record Keeping	07	UDA/SAA/STENO /AA /LDA cum comp. opera. /JAA/ store keeper	24.04. 2025	30.04. 2025
May-2025						
53.	F-02	Accounts and Financial Management	07	Officers of BPDB	01.05. 2025	07.04. 2025
54.	E-06	Smart Pre-Payment Metering, Computerized Billing System and Customer Service Excellence	07	Related Technical Staff	04.05. 2025	10.04.2025
55.	MA-01	The BPDB Employee Service Rules, Labor Law and Industrial Relationship	07	Staff of BPDB	12.05. 2025	18.05. 2025
56.	T-27	Tariff Rule, COP and electricity Act 2018 and rule 2020.	07	Officers of BPDB	13.05. 2025	19.05. 2025
57.	MA-07	National Integrity Strategy (NIS), Anti-Corruption, Etiquette & Manner, Professional Ethics and Organizational Behavior	07	Office Attendant/Driver/ Security Guard	22.05. 2025	28.05. 2025
June-2025						
58.	T-63	Public Procurement Rules (PPR)-2008, PPA-2006 & delegation of Financial Power-2018 of BPDB	07	Officers of BPDB	11.06. 2025	17.06. 2025
59.	T-26	Energy Meter Connection, Installation, Testing and Prepayment Meter Connection, Configure & Vending system in BPDB and Excellence Customer Service.	07	Related Technical Staff	12.06. 2025	18.06. 2025
60.	IT-04	D-nothi, File Management, ERP for Development of Work Procedure & Services as per Secretariat Instruction 2014	07	Officers of BPDB	21.06. 2025	27.06. 2025

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
61.	T-38	Occupational Health, Safety Environment and First Aid	07	Staff of BPDB	22.06. 2025	28.06. 2025

Number of Targeted “On the Job Training (OJT)” for 2024-25: 25

➤ On the Job Training on:-

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

Annual Training Schedule for 2024-25
Chattogram Training Center, BPDB, Chattogram

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	To
July-2024						
1.	MA-19	Training on common diseases, diagnosis and remedy.	07	Officers of BPDB	01.07.2024	07.07.2024
2.	T-29	Training for Switch Board Attendant (SBA)	07	SBA/CA (Distribution)	02.07.2024	08.07.2024
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)	09.07.2024	15.07.2024
4.	MA-01	The BPDB Employees' Service Rules, Labor Law and Industrial Relationship	07	All Staff	21.07.2024	27.07.2024
5.	MA-05	Annual Performance Agreement (APA) and National Integrity Strategy (NIS)	02	Officers of BPDB	28.07.2024	29.07.2024
August-2024						
6.	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines.	07	XEN/SDE/AE/SAE	01.08.2024	07.08.2024
7.	T-40	Training for Familiarization of common disease, diagnosis and remedies.	07	BPDB Medical Staff	04.08.2024	10.08.2024
8.	F-04	Auditing and Settlement of Audit Objections	07	XEN/SDE/AE/DD(Accounts)/AD(Accounts)	08.08.2024	14.08.2024
9.	E-12	GIS Mapping and its application in BPDB.	07	XEN/SDE/AE/SAE	18.08.2024	24.08.2024
10.	T-39	Security of KPI, Firefighting and Safety Procedure	07	Security Guard/Staff	19.08.2024	25.08.2024
September 2024						
11.	E-02	Relay & Protection, Fault Level Calculation, Setting, Coordination and DCS (Basic)	07	Technical Officers of BPDB	01.09.2024	07.09.2024
12.	T-27	Tariff Rule, COP and Electricity Act 2018 and Rules 2020	07	Staff (Distribution)	02.09.2024	08.09.2024
13.	MA-02	Office Administration, Personnel Management and File Management as per Secretariat Instruction 2014	07	Officers of BPDB	09.09.2024	15.09.2024

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	To
14.	T-14	Operation of Combined Cycle Power Plant, Preparation and Startup Procedure of Auxiliaries.	07	Technical Staff (P/S)	17.09.2024	23.09.2024
15.	MA-08	Grievance Redress System (GRS), Citizen Charter and Promises to Provide Related Services	05	Staff	24.09.2024	28.09.2024
October-2024						
16.	E-07	Renewable Energy, Net Metering and Green House Effect in Bangladesh in Global Aspect	07	XEN/SDE/AE/SAE	01.10.2024	07.10.2024
17.	MA-01	The BPDB Employees' Service Rules, Labor Law and Industrial Relationship	07	All Staff	02.10.2024	08.10.2024
18.	T-24	Operation and Maintenance of Power & Distribution Transformer and 33/11 KV Substation	07	Technical Staff	15.10.2024	21.10.2024
19.	E-06	Smart Pre-Payment Metering, Computerized Billing System and Customer Service Excellence	07	Technical Staff (Distribution)	22.10.2024	28.10.2024
20.	T-03	Operation & Daily/Routine Maintenance of Gas Turbine Power Plant.	07	Technical Staff (P/S)	24.10.2024	30.10.2024
November-2024						
21.	E-05	Smart Grid, SCADA, Sub-Station Automation System (SAS), GIS Mapping.	07	Technical Officers	03.11.2024	09.11.2024
22.	MA-03	Office Administration & Record Keeping	07	AA/UDA/SAA/Steno/LDA/JAA/Equivalent	04.11.2024	10.11.2024
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	Staff	11.11.2024	17.11.2024
24.	T-29	Training for Switch Board Attendant (SBA)	07	SBA/CA (Distribution)	18.11.2024	24.11.2024
25.	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	21.11.2024	27.11.2024
December-2024						
26.	T-19	Basic and brief introduction, Analysis and Troubleshooting of Different Distributed Control	07	XEN/SDE/AE/SAE	01.12.2024	07.12.2024

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	To
		System (DCS) and Programmable Logic Controllers (PLC).				
27.	T-39	Security of KPI, Firefighting and Safety Procedure	07	Security Guard/Staff	02.12.2024	08.12.2024
28.	MA-13	Leadership, good governance and Vision 2041.	07	Officers of BPDB	09.12.2024	15.12.2024
29.	T-42	Driving Risk Awareness, Vehicle Act, Road Safety & Traffic Management	07	Driver of BPDB	17.12.2024	23.12.2024
January-2025						
30.	E-01	Relay & Protection, Fault Level Calculation, Setting, Coordination and DCS (Advanced-1)	07	XEN/SDE/AE/SAE	01.01.2025	07.01.2025
31.	T-33	Enhancing Academic and Professional Development for School Teachers	07	School Teachers of BPDB	02.01.2025	08.01.2025
32.	T-26	Energy Meter Connection, Installation, Testing and Prepayment Meter Connection, Configure & Vending system in BPDB and Customer Service Excellence.	07	Technical Staff (Distribution)	12.01.2025	18.01.2025
33.	MA-10	Inquiry Procedure & Report Writing, Punishment and Appeal According to the Service Rules of BPDB	07	Officers of BPDB	19.01.2025	25.01.2025
34.	T-48	Waste to Energy and its Environmental Impact	07	Technical Officers	23.01.2025	29.01.2025
February-2025						
35.	T-24	Operation and Maintenance of Power & Distribution Transformer and 33/11 KV Substation	07	Technical Staff (Distribution)	02.02.2025	08.02.2025
36.	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines	07	DD(Accounts)/AD(Accounts)/Accountant	03.02.2025	10.02.2025
37.	IT -04	Training on D-Nothi, File Management as per Secretariat Instruction-2014 & ERP (HR & Finance Module) Software for Development of Work Procedure & Services.	07	Officers of BPDB	11.02.2025	17.02.2025
38.	MA-19	Training on common diseases, diagnosis and remedy.	07	Staff	18.02.2025	24.02.2025
39.	MA-05	Annual Performance Agreement (APA) and National Integrity Strategy (NIS)	02	Officers of BPDB	25.02.2025	26.02.2025

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	To
March-2025						
40.	E-10	Renewable Energy & Micro Grid for Sustainable Development of the Power Sector of Bangladesh	07	Technical Officers	02.03.2025	08.03.2025
41.	MA-22	Stores Purchase and Online Store Management	07	Staff (Store)	03.03.2025	09.03.2025
42.	T-46	Operation & Maintenance of HFO & Diesel Engine based Power Plant	07	Technical Staff (P/S)	10.03.2025	16.03.2025
43.	MA-14	Bangladesh: History, Society, Culture, Liberation War	07	Staff	18.03.2025	24.03.2025
April-2025						
44.	T-35	Preparation of Tender Document (Local, International), Contract Document, Risk Analysis & Solutions	07	Officers of BPDB	06.04.2025	12.04.2025
45.	MA-03	Office Administration & Record Keeping	07	AA/UDA/S AA/LDA/J AA/ Equivalent	07.04.2025	13.04.2025
46.	T-27	BPDB Tariff Rule & Commercial Operation Procedure and Customer Service Excellence	07	Technical Staff (Distribution)	15.04.2025	21.04.2025
47.	MA-10	Inquiry Procedure & Report Writing, Punishment and Appeal According to the Service Rules of BPDB	07	Staff	22.04.2025	28.04.2025
48.	MA-05	Annual Performance Agreement (APA) and National Integrity Strategy (NIS)	02	Officers of BPDB	29.04.2025	30.04.2025
May-2025						
49.	IT -09	Smart Grid and GIS Mapping	07	XEN/SDE/ AE/SAE	06.05.2025	12.05.2025
50.	E-06	Smart Pre-Payment Metering, Computerized Billing System and Customer Service Excellence	07	Technical Staff (Distribution)	07.05.2025	13.05.2025
51.	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	14.05.2025	20.05.2025
52.	T-38	Occupational Health, Safety Environment and First Aid	07	Staff	18.05.2025	24.05.2025
53.	T-28	Operation & Maintenance of Power and Distribution Transformer, Protection of	07	Technical Officer	25.05.2025	31.05.2025

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	To
		Transformer, Oil Specification and Testing procedure of Transformer				
June-2025						
54.	F-04	Auditing and Settlement of Audit Objections	07	XEN/SDE/AE/DD(Accounts)/AD(Accounts)	09.06.2025	15.06.2025
55.	T-47	Optimization, Preservation and Maintenance of Boiler	07	Technical Staff (P/S)	10.06.2025	16.06.2025
56.	IT-04	D-nothi, File Management, ERP for Development of Work Procedure & Services as per Secretariat Instruction 2014	07	AA/UDA/SAA/Steno/LDA/JAA/Equivalent	17.06.2025	23.06.2025
57.	MA-21	Stores Management, Inventory System, Customs Assessment, Goods Delivery Procedure, CD VAT, TAX & AIT	07	AE to XEN or Equivalent	18.06.2025	24.06.2025
58.	MA-06	Customer Service Excellence & Office Etiquette	06	Staff	25.06.2025	30.06.2025

Target of “On the Job Training (OJT)” for the FY 2024-2025:22 no’s Seminar on International Women’s Day

➤ On the Job Training on:-

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

Annual Training Schedule for 2024-25
Ghorashal Training Center, BPDB, Ghorashal

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	To
July-2024						
01	T-04	Preparation and Operational Procedure of Gas Turbine auxiliaries.	10	Technical Staff	01-07-2024	10-07-2024
02	IT-01	Training on Microsoft Office 2010 (Word, Excel & PowerPoint), Internet Security, Cyber security, Cloud Storage System (Google Drive, Drop box) and Meeting/Training with Google meet & Zoom.	10	Technical/Non-Technical Staff	07-07-2024	16-07-2024
03	E-07	Renewable Energy, Net Metering and Green House Effect in Bangladesh in Global Affect.	08	XEN/ SDE/ AE/SAE	11-07-2024	18-07-2024
04	T-09	Preparation and Operational Procedure of Steam Turbine auxiliaries.	10	Technical Staff	20-07-2024	29-07-2024
05	IT-06	Electronic Government Procurement (e-GP) APA and Delegation of Financial Power-2018 of BPDB.	07	All Officers of BPDB	24-07-2024	30-07-2024
August-2024						
06	T-17	Ultra Super Critical Boiler & Coal Power Station Auxiliaries and Coal Handling Procedure.	10	Technical Staff	03-08-2024	12-08-2024
07	T-08	Operation of Power Plant Simulator (Gas Turbine).	10	Operator/ Attendant	08-08-2024	17-08-2024
08	T-16	Modern Coal Power Technology and Coal Procurement Process.	07	XEN/ SDE/ AE/SAE	11-08-2024	17-08-2024
09	T-13	Operational Procedure of Combined Cycle Power Plant	10	Technical Staff	20-08-2024	29-08-2024
10	T-42	Driving Risks, Awareness, Vehicle Act. Road Safety & Traffic Management.	10	Technical/Non-Technical Staff	22-08-2024	31-08-2024
September-2024						
11	T-51	Operation and Maintenance of Water Treatment Plant.	10	Technical Staff	02-09-2024	11-09-2024
12	MA-01	The BPDB Employee's Service Rules, Labor Law and Industrial Relationship.	10	Technical/Non-Technical Staff	05-09-2024	14-09-2024
13	E-16	Basic Idea of Solar, Wind and Hydro Power Plant.	08	XEN/ SDE/ AE/SAE	10-09-2024	17-09-2024
14	T-47	Optimization, Preservation and Schedule Maintenance of Boiler	10	Technical Staff	21-09-2024	30-09-2024

		and Boiler Auxiliaries.				
15	IT-02	Training on Internet Security, Cyber security, Cloud Storage System (Google Drive, Drop box) and Meeting/Training with Google meet & Zoom.	07	All Officers of BPDB	24-09-2024	30-09-2024
October-2024						
16	T-65	Alignment Technology of Rotating Machines.	10	Technical Staff	01-10-2024	10-10-2024
17	F-05	Basic Idea on TAX, AIT, CD-VAT and other Financial Activities.	10	Technical/Non-Technical Staff	07-10-2024	16-10-2024
18	T-10	Operational Procedure (Cold Startup, Semi-hot and Hot Startup) and Problem Diagnose procedure of Steam Turbine Power Plant.	08	XEN/ SDE/ AE/SAE	12-10- 2024	19-10-2024
19	T-50	Mechanical Maintenance for Power House Auxiliaries.	10	Technical Staff	20-10-2024	29-10-2024
20	T-47	Optimization, Preservation and Maintenance of Boiler.	10	Technical Staff	22-10-2024	31-10-2024
November-2024						
21	T-49	Electrical Maintenance of Power House Equipment.	10	Technical Staff	02-11-2024	11-11-2024
22	T-38	Occupational health Safety Environment and first Aid.	10	Technical/Non-Technical Staff	07-11-2024	16-11-2024
23	E-03	Fuel diversification and Fuel Management system of Power Plant.	07	XEN/ SDE/ AE/SAE	10-11-2024	16-11-2024
24	T-66	Mechanical Fabrication and Welding Technique.	10	Technical Staff	19-11-2024	28-11-2024
25	F-05	Basic Idea on TAX, AIT, CD-VAT and other Financial Activities.	07	All Officers of BPDB	24-11-2024	30-11-2024
December-2024						
26	T-67	Refrigeration and Air-Conditioning.	10	Technical Staff	01-12-2024	10-12-2024
27	T-06	Preparation Works for GBC and Auxiliary Equipment Startup for Gas Turbine.	10	Technical Staff	05-12-2024	14-12-2024
28	T-16	Basic Idea of Solar, Wind and Hydro Power Plant.	07	XEN/ SDE/ AE/SAE	12-12-2024	18-12-2024
29	T-47	Optimization, Preservation and Maintenance of Boiler	10	Technical Staff	19-12-2024	28-12-2024
30	T-33	Enhancing Academic and Professional Development for School Teachers.	10	School Teachers	20-12-2024	29-12-2024
January-2025						
31	T-04	Preparation and Operational Procedure of Gas Turbine auxiliaries.	10	Technical Staff	01-01-2025	10-01-2025
32	IT-01	Training on Microsoft Office	10	Technical/Non-	07-01-2025	16-01-2025

		2010 (Word, Excel & PowerPoint), Internet Security, Cyber security, Cloud Storage System (Google Drive, Drop box) and Meeting/Training with Google meet & Zoom.		Technical Staff		
33	T-46	Operation and schedule maintenance of HFO and HSD Engine based power plants.	07	XEN/ SDE/ AE/SAE	12-01-2025	18-01-2025
34	T-09	Preparation and Operational Procedure of Steam Turbine auxiliaries.	10	Technical Staff	20-01-2025	29-01-2025
35	IT-04	Training on D-Nothi, File Management as per Secretariat Instruction-2014 & ERP (HR & Finance Module) Software for Development of Work Procedure & Services.	07	All Officers of BPDB	23-01-2025	29-01-2025
February-2025						
36	T-17	Ultra Super Critical Boiler & Coal Power Station Auxiliaries and Coal Handling Procedure.	10	Technical Staff	02-02-2025	11-02-2025
37	T-38	Occupational health Safety Environment and first Aid.	10	Technical/Non-Technical Staff	08-02-2025	17-02-2025
38	T-65	Alignment Technology of Rotating Machines.	07	XEN/ SDE/ AE/SAE	12-02-2025	18-02-2025
39	T-13	Operational Procedure of Combined Cycle Power Plant.	10	Technical Staff	18-02-2025	27-02-2025
40	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines.	07	All Officers of BPDB	20-02-2025	26-02-2025
March-2025						
41	T-51	Operation and Maintenance of Water Treatment Plant.	10	Technical Staff	01-03-2025	10-03-2025
42	T-06	Preparation Works for GBC and Auxiliary Equipment Startup for Gas Turbine.	10	Technical Staff	03-03-2025	12-03-2025
43	E-17	Strategies for diagnosing and troubleshooting vibration issues in Power Plant Equipment.	07	XEN/ SDE/ AE/SAE	06-03-2025	12-03-2025
44	T-47	Optimization, Preservation and Schedule Maintenance of Boiler and Boiler Auxiliaries.	10	Technical Staff	13-03-2025	22-03-2025
45	MA-01	The BPDB Employee's Service Rules, Labor Law and Industrial Relationship.	10	Technical/Non-Technical Staff	18-03-2025	27-03-2025
April-2025						
46	T-65	Alignment Technology of Rotating Machines.	10	Technical Staff	06-04-2025	15-04-2025
47	IT-01	Training on Microsoft Office 2010 (Word, Excel &	10	Technical/Non-Technical Staff	07-04-2025	16-04-2025

		PowerPoint), Internet Security, Cyber security, Cloud Storage System (Google Drive, Drop box) and Meeting/Training with Google meet & Zoom.				
48	T-08	Operation of Power Plant Simulator (Gas Turbine).	07	XEN/ SDE/ AE/SAE	13-04-2025	19-04-2025
49	T-50	Mechanical Maintenance for Power House Auxiliaries.	10	Technical Staff	20-04-2025	29-04-2025
50	T-42	Driving Risks, Awareness, Vehicle Act. Road Safety & Traffic Management.	07	All Officers of BPDB	23-04-2025	29-04-2025
May-2025						
51	T-49	Electrical Maintenance of Power House Equipment.	10	Technical Staff	03-05-2025	12-05-2025
52	T-38	Occupational health Safety Environment and first Aid.	10	Technical/Non-Technical Staff	06-05-2025	15-05-2025
53	E-07	Renewable Energy, Net Metering and Green House Effect in Bangladesh in Global Affect.	07	XEN/ SDE/ AE/SAE	11-05-2025	17-05-2025
54	T-66	Mechanical Fabrication and Welding Technique.	10	Technical Staff	17-05-2025	26-05-2025
55	IT-01	Training on Microsoft Office 2010 (Word, Excel & PowerPoint), Internet Security, Cyber security, Cloud Storage System (Google Drive, Drop box) and Meeting/Training with Google meet & Zoom.	10	Technical/Non-Technical Staff	20-05-2025	29-05-2025
June-2025						
56	T-67	Refrigeration and Air-Conditioning.	10	Technical Staff	10-06-2025	19-06-2025
57	MA-01	The BPDB Employee's Service Rules, Labor Law and Industrial Relationship.	10	Technical/Non-Technical Staff	12-06-2025	21-06-2025
58	T-46	Operation and schedule maintenance of HFO and HSD Engine based power plants	08	XEN/ SDE/ AE/SAE.	14-06-2025	21-06-2025
59	T-47	Optimization, Preservation and Maintenance of Boiler.	10	Technical Staff	15-06-2025	24-06-2025
60	IT-04	Training on D-Nothi, and File Management as per Secretariat Instruction-2014 & ERP (HR & Finance Module) Software for Development of Work Procedure & Services.	07	All Officers of BPDB	22-06-2025	28-06-2025

Number of Targeted On the job training (OJT) for 2024-2025: 24 Nos.
Foundation Course: As per Recruitment

➤ On the Job Training on:-

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

Annual Training Schedule for 2024-25
Rajshahi Training Center, BPDB, Rajshahi

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
July-2024						
1	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	01.07.2024	07.07.2024
2	MA-03	Office Administration & Record Keeping.	07	Staffs of BPDB	02.07.2024	08.07.2024
3	T-23	Generator, Generator Auxiliaries, Types of Generator Excitation Systems, AVR, Generator Cooling System and High Voltage Insulation of Generator.	07	Technical Officer	09.07.2024	15.07.2024
4	T-24	Operation and Maintenance of Power & Distribution Transformer and 33/11 KV Substation.	07	Technical Staff	18.07.2024	24.07.2024
5	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines.	07	Officers of BPDB	21.07.2024	27.07.2024
6	F-04	Auditing and settlement of Audit Objections.	07	Staffs Of BPDB	22.07.2024	28.07.2024
August-2024						
7	T-47	Optimization, Preservation and Maintenance of Boiler.	07	Technical Staff	01.08.2024	07.08.2024
8	T-12	Schedule maintenance, Spare Management and Procurement Planning of Combined Cycle Power Plant.	07	XEN/SDE/AE/SAE	04.08.2024	10.08.2024
9	IT-11	ERP (Enterprise Recourse Planning) and Salary Automation through ERP, D-nothi and APA.	07	Staffs Of BPDB	07.08.2024	13.08.2024
10	F-03	Accounts, Audit and Financial Activities of BPDB.	07	UDA/SAA/STENO/A A/LDA/JA A	18.08.2024	24.08.2024
11	T-27	Tariff Rule, COP and Electricity Act 2018 and Rules 2020.	07	Officers Of BPDB	19.08.2024	25.08.2024
12	T-26	Energy Meter Connection, Installation, Testing and Prepayment Meter Connection,	07	Sales & Distribution related	22.08.2024	28.08.2024

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
		Configure & Vending system in BPDB and Customer Service Excellence.		technical staff		
September 2024						
13	T-46	Operation and Schedule Maintenance of HFO and HSD Engine based power plants.	07	Technical Staffs of Power Plants	01.09.2024	07.09.2024
14	T-29	Training for Switch Board Attendant.	07	SBA/CA (Distribution)	02.09.2024	08.09.2024
15	MA-10	Inquiry Procedure & Report Writing, Punishment and Appeal According to the Service Rules of BPDB.	07	Officers Of BPDB	05.09.2024	11.09.2024
16	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	17.09.2024	23.09.2024
17	T-24	Operation and Maintenance of Power & Distribution Transformer and 33/11 KV Substation.	07	Technical Staff	18.09.2024	24.09.2024
18	MA-22	Store Purchase and Online Store Management.	07	Technical Officer and Store Officer	22.09.2024	28.09.2024
October-2024						
19	T-14	Operation of Combined Cycle Power Plant, Preparation and Startup Procedure of Auxiliaries.	07	Technical Staff of Power Plant	01.10.2024	07.10.2024
20	MA-01	The BPDB Employees Service Rules, Labor Law and Industrial Relationship.	07	Staffs of BPDB	03.10.2024	09.10.2024
21	F-02	Accounts and Financial Management.	07	Officers of BPDB	06.10.2024	12.10.2024
22	E-02	Relay & Protection, Fault Level Calculation, Setting, Coordination and DCS (Basic).	07	Technical Officer	16.10.2024	22.10.2024
23	T-11	Operational Procedure of Steam Turbine Power Plant and Preparation and Startup Procedure	07	Technical Staff	17.10.2024	23.10.2024

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
		of Auxiliaries.				
24	T-27	Tariff Rule, COP and Electricity Act 2018 and Rules 2020.	07	Staffs of BPDB	20.10.2024	26.10.2024
November-2024						
25	T-47	Optimization, Preservation and Maintenance of Boiler.	07	Technical Staff	03.11.2024	09.11.2024
26	IT -04	Training on D-Nothi, File Management as per Secretariat Instruction-2014 & ERP (HR & Finance Module) Software for Development of Work Procedure & Services.	07	Staffs Of BPDB	05.11.2024	11.11.2024
27	T-24	Operation and Maintenance of Power & Distribution Transformer and 33/11 KV Substation.	07	Technical Officer	07.11.2024	13.11.2024
28	T-46	Operation and Schedule Maintenance of HFO and HSD Engine based power plants.	07	Technical Staff	18.11.2024	24.11.2024
29	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines.	07	Officers of BPDB	19.11.2024	25.11.2024
30	T-29	Training for Switch Board Attendant.	07	SBA/CA (Distributio	21.11.2024	27.11.2024
December-2024						
31	T-26	Energy Meter Connection, Installation, Testing and Prepayment Meter Connection, Configure & Vending system in BPDB and Customer Service Excellence.	07	Sales & Distribution related technical staff	01.12.2024	07.12.2024
32	E-09	Testing and Commissioning of both Power and Distribution Transformer.	07	XEN/SDE/AE/SAE	02.12.2024	08.12.2024
33	F-04	Auditing and settlement of Audit Objections.	07	Staffs of BPDB	05.12.2024	11.12.2024
34	T-11	Operational Procedure of Steam Turbine Power Plant and Preparation and Startup Procedure of Auxiliaries.	07	Technical Operator and Attendants of Power Plants	17.12.2024	23.12.2024
35	MA-01	The BPDB Employees Service Rules, Labor Law and Industrial	07	Officers of BPDB	18.12.2024	24.12.2024

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
		Relationship.				
36	T-27	Tariff Rule, COP and Electricity Act 2018 and Rules 2020.	07	Staffs Of BPDB	22.12.2024	28.12.2024
January-2025						
37	T-14	Operation of Combined Cycle Power Plant, Preparation and Startup Procedure of Auxiliaries.	07	Technical Staff of Power Plant.	01.01.2025	07.01.2025
38	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines	07	SAA/AA/JAA/UDA/LDA	02.01.2025	08.01.2025
39	E-06	Smart Pre-Payment Metering, Computerized Billing System and Customer Service Excellence.	07	Officers Of BPDB	05.01.2025	11.01.2025
40	IT -04	Training on D-Nothi, File Management as per Secretariat Instruction-2014 & ERP (HR & Finance Module) Software for Development of Work Procedure & Services.	07	Staffs Of BPDB	13.01.2025	19.01.2025
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	Technical Staff	15.01.2025	21.01.2025
42	T-16	Modern Coal Power Technology and Coal Procurement Process.	07	Technical Officer	19.01.2025	25.01.2025
February-2025						
43	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	02.02.2025	08.02.2025
44	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	03.02.2025	09.02.2025
45	T-27	Tariff Rule, COP and Electricity Act 2018 and Rules 2020.	07	Officers Of	05.02.2025	11.02.2025
46	T-11	Operational Procedure of Steam	07	Technical	17.02.2025	23.02.2025

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
		Turbine Power Plant and Preparation and Startup Procedure of Auxiliaries.		Operator and Attendants		
47	T-47	Optimization, Preservation and Maintenance of Boiler.	07	Technical Staffs of Power Plants	18.02.2025	24.02.2025
48	T-46	Operation and Schedule Maintenance of HFO and HSD Engine based power plants.	07	Technical Officers/ Chemist	19.02.2025	25.02.2025
March-2025						
49	T-14	Operation of Combined Cycle Power Plant, Preparation and Startup Procedure of Auxiliaries.	07	Technical Staff	02.03.2025	08.03.2025
50	MA-01	The BPDB Employees Service Rules, Labor Law and Industrial Relationship.	07	Staffs of BPDB	03.03.2025	09.03.2025
51	T-16	Modern Coal Power Technology and Coal Procurement Process.	07	Technical Officer	05.03.2025	11.03.2025
52	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	16.03.2025	22.03.2025
53	F-04	Auditing and settlement of Audit Objections.	07	Staffs Of BPDB	18.03.2025	24.03.2025
54	T-24	Operation and Maintenance of Power & Distribution Transformer and 33/11 KV Substation.	07	Technical Officer	19.03.2025	25.03.2025
April-2025						
55	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	09.04.2025	15.04.2025
56	MA-02	Office Administration, Personnel Management & File Management as per Secretariat Instruction 2014.	07	Officers of BPDB	10.04.2025	16.04.2025
57	T-46	Operation and Schedule Maintenance of HFO and HSD Engine based power plants.	07	Technical Staff	13.04.2025	19.04.2025
58	T-36	PPR-2008, PPA-2006, Preparation	07	SAA/AA/J	16.04.2025	22.04.2025

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
		of Tender Document & Public Procurement Guidelines.		AA/UDA/LDA		
59	E-09	Testing and Commissioning of both Power and Distribution Transformer.	07	XEN/SDE/AE/SAE	20.04.2025	26.04.2025
60	T-24	Operation and Maintenance of Power & Distribution Transformer and 33/11 KV Substation.	07	Technical Staff	21.04.2025	27.04.2025
May-2025						
61	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	05.05.2025	11.05.2025
62	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	06.05.2025	12.05.2025
63	MA-03	Office Administration & Record Keeping.	07	Staffs of BPDB	08.05.2025	14.05.2025
64	T-29	Training for Switch Board Attendant.	07	Technical Staff	15.05.2025	21.05.2025
65	T-46	Operation and Schedule Maintenance of HFO and HSD Engine based power plants.	07	Technical Officer/ Chemist	18.05.2025	24.05.2025
66	F-03	Accounts, Audit and Financial Activities of BPDB.	07	UDA/SAA/STENO/A A/LDA/JA A	20.05.2025	26.05.2025
June-2025						
67	F-05	Basic Idea in Tax, AIT, CD-VAT and Other Financial Activities	07	UDA/SAA/STENO/A A/LDA/JA A	15.06.2025	21.06.2025
68	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines	07	Officers of BPDB	16.06.2025	22.06.2025
69	MA-28	Training on File & Records Management, Preparation of Official Document and Familiarization with the Administrative Hierarchy &	07	Staffs of BPDB	22.06.2025	28.06.2025

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
		Organogram of BPDB.				
70	T-18	Coal Power Station Operation Procedure.	07	Technical Staffs of Power Plants	24.06.2025	30.06.2025

Number of Targeted "On the Job Training (OJT)" for 2024-25: 24

➤ On the Job Training on:-

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

Annual Training Schedule for 2024-25
Regional Training Center, BPDB, Tongi

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
July-2024						
1	T-03	Operation & Daily/Routine Maintenance of Gas Turbine Power Plant.	07	Technical Staff	02.07.2024	08.07.2024
2	MA-03	Office Administration & Record keeping	07	Staff	03.07.2024	09.07.2024
3	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines.	07	Officer	10.07.2024	16.07.2024
4	T-38	Occupational Health, Safety Environment and First Aid.	07	Staff	23.07.2024	29.07.2024
5	T-44	Repair and Maintenance of Power Transformer.	07	Technical Staff	24.07.2024	30.07.2024
August-2024						
6	T-27	Tariff Rule, COP and Electricity Act 2018 and Rules 2020	07	XEN/SDE/AE /SAE	05.08.2024	11.08.2024
7	IT-11	ERP (Enterprise Resource Planning) and Salary Automation through ERP, D-nothi and APA	07	Staff	06.08.2024	12.08.2024
8	T-45	Repair and Maintenance of Distribution Transformer.	07	Technical Staff	13.08.2024	20.08.2024
9	MA-01	The BPDB Employees Service Rules, Labor Law and Industrial Relationship.	07	Staff	19.08.2024	25.08.2024
10	T-14	Operation of Combined Cycle Power Plant, Preparation and Startup Procedure of Auxiliaries.	07	Technical Staff	21.08.2024	28.08.2024
September 2024						
11	T-43	Transformer Oil, Oil Testing Procedure & its Practical Demonstration.	07	Technical Staff	02.09.2024	08.09.2024
12	MA-06	Customer Service Excellence & Office Etiquette.	07	Staff	03.09.2024	09.09.2024
13	E-09	Testing & Commissioning of both Power & Distribution Transformer.	07	XEN/SDE/AE /SAE	11.09.2024	18.09.2024
14	T-36	PPR-2008, PPA-2006,	07	Assistant	17.09.2024	23.09.2024

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
		Preparation of Tender Document & Public Procurement Guidelines.		Accountant/SAA/JAA		
15	T-23	Generator, Generator Auxiliaries, Types of Generator Excitation Systems, AVR, Generator Cooling System and High Voltage Insulation of Generator.	07	Technical Staff	24.09.2024	30.09.2024
October-2024						
16	IT -06	Electronic Government Procurement (e-GP), APA and Delegation of Financial Power-2018	07	(Technical/Accounts Officers)	01.10.2024	07.10.2024
17	T-24	Operation and Maintenance of Power & Distribution Transformer and 33/11 KV Substation	07	Technical Staff	02.10.2024	08.10.2024
18	MA-01	The BPDB Employees Service Rules, Labor Law and Industrial Relationship.	07	Staff	15.10.2024	21.10.2024
19	T-27	Tariff Rule, COP and Electricity Act 2018 and Rules 2020.	07	Staff	22.10.2024	28.10.2024
20	T-03	Operation & Daily/Routine Maintenance of Gas Turbine Power Plant.	07	Technical Staff	23.10.2024	29.10.2024
November-2024						
21	T-14	Operation of Combined Cycle Power Plant, Preparation and Startup Procedure of Auxiliaries.	07	Technical Staff	04.11.2024	10.11.2024
22	IT-11	ERP (Enterprise Resource Planning) and Salary Automation through ERP, D-nothi and APA	07	Staff	05.11.2024	11.11.2024
23	MA-02	Office Administration, Personnel Management & File Managements per secretariat instruction -2014.	07	Officer	12.11.2024	18.11.2024
24	T-03	Operation & Daily/Routine Maintenance of Gas Turbine Power Plant.	07	Technical Staff	19.11.2024	25.11.2024

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
25	MA-01	The BPDB Employees Service Rules, Labor Law and Industrial Relationship.	07	Staff	20.11.2024	26.11.2024
December-2024						
26	T-20	Basic and brief introduction, Analysis and Troubleshooting of Mark VI and VIe control System and Generator Excitation System.	07	XEN/SDE/AE /SAE	02.12.2024	08.12.2024
27	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines.	07	Assistant Accountant/ SAA/JAA	04.12.2024	10.12.2024
28	T-04	Preparation and Operational Procedure of Gas Turbine auxiliaries.	07	Technical Staff	09.12.2024	15.12.2024
29	MA-03	Office Administration & Record keeping	07	Staff	17.12.2024	23.12.2024
30	T-38	Occupational Health, Safety Environment and First Aid.	07	Staff	18.12.2024	24.12.2024
January-2025						
31	T-43	Transformer Oil, Oil Testing Procedure & its Practical Demonstration.	07	Technical Staff	06.01.2025	12.01.2025
32	MA-06	Customer Service Excellence & Office Etiquette.	07	Staff	07.01.2025	13.01.2025
33	E-09	Testing & Commissioning of both Power & Distribution Transformer.	07	XEN/SDE/AE /SAE	14.01.2025	20.01.2025
34	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines.	07	Assistant Accountant/ SAA/JAA	21.01.2025	27.01.2025
35	T-23	Generator, Generator Auxiliaries, Types of Generator Excitation Systems, AVR, Generator Cooling System and High Voltage Insulation of Generator.	07	Technical Staff	22.01.2025	28.01.2025
February-2025						
36	IT -06	Electronic Government Procurement (e-GP), APA and Delegation of Financial Power-	07	(Technical/Accounts Officers)	03.02.2025	09.02.2025

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
		2018				
37	T-24	Operation and Maintenance of Power & Distribution Transformer and 33/11 KV Substation	07	Technical Staff	05.02.2025	11.02.2025
38	MA-01	The BPDB Employees Service Rules, Labor Law and Industrial Relationship.	07	Staff	10.02.2025	17.02.2025
39	T-27	Tariff Rule, COP and Electricity Act 2018 and Rules 2020.	07	Staff	18.02.2025	24.02.2025
40	T-03	Operation & Daily/Routine Maintenance of Gas Turbine Power Plant.	07	Technical Staff	19.02.2025	25.02.2025
March-2025						
41	T-14	Operation of Combined Cycle Power Plant, Preparation and Startup Procedure of Auxiliaries.	07	Technical Staff	03.03.2025	09.03.2025
42	IT-11	ERP (Enterprise Resource Planning) and Salary Automation through ERP, D-nothi and APA	07	Staff	05.03.2025	11.03.2025
43	MA-02	Office Administration, Personnel Management & File Managements per secretariat instruction -2014.	07	Officer	10.03.2025	16.03.2025
44	T-03	Operation & Daily/Routine Maintenance of Gas Turbine Power Plant.	07	Technical Staff	18.03.2025	24.03.2025
45	MA-01	The BPDB Employees Service Rules, Labor Law and Industrial Relationship.	07	Staff	19.03.2025	25.03.2025
April-2025						
46	T-20	Basic and brief introduction, Analysis and Troubleshooting of Mark VI and VIe control System and Generator Excitation System.	07	XEN/SDE/AE /SAE	09.04.2025	16.04.2025
47	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines.	07	Assistant Accountant/ SAA/JAA	13.04.2025	20.04.2025

Sl. No.	Course Code	Course Name	Duration (Day)	Target Group (25 Persons)	Training Period	
					From	From
48	T-04	Preparation and Operational Procedure of Gas Turbine auxiliaries.	07	Technical Staff	16.04.2025	22.04.2025
49	MA-03	Office Administration & Record keeping	07	Staff	21.04.2025	27.04.2025
50	T-38	Occupational Health, Safety Environment and First Aid.	07	Staff	23.04.2025	29.04.2025
May-2025						
51	T-03	Operation & Daily/Routine Maintenance of Gas Turbine Power Plant.	07	Technical Staff	05.05.2025	11.05.2025
52	MA-03	Office Administration & Record keeping	07	Staff	07.05.2025	13.05.2025
53	T-36	PPR-2008, PPA-2006, Preparation of Tender Document & Public Procurement Guidelines.	07	Officer	14.05.2025	20.05.2025
54	T-38	Occupational Health, Safety Environment and First Aid.	07	Staff	19.05.2025	25.05.2025
55	T-44	Repair and Maintenance of Power Transformer.	07	Technical Staff	21.05.2025	27.05.2025
June-2025						
56	T-27	Tariff Rule, COP and Electricity Act 2018 and Rules 2020	07	XEN/SDE/AE /SAE	15.06.2025	21.06.2025
57	IT-11	ERP (Enterprise Resource Planning) and Salary Automation through ERP, D-nothi and APA	07	Staff	18.06.2025	24.06.2025
58	T-45	Repair and Maintenance of Distribution Transformer.	07	Technical Staff	22.06.2025	28.06.2025
59	T-14	Operation of Combined Cycle Power Plant, Preparation and Startup Procedure of Auxiliaries.	07	Technical Staff	23.06.2025	29.06.2025

Short Course/"On the Job Training (OJT)"/Case Study

- a) Number of Targeted of "Different types of testing procedure of Sub-Station/Distribution equipment & practical demonstration" course at CERS, BPDB, Tongi, Gazipur, for FY 2024-25 :10
- b) Number of Targeted "On the Job Training (OJT)"/Case Study for FY 2024-25 : 10

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