

EASTERN REFINERY LIMITED
CHATTOGRAM.

Date : 08/07/2025

ANNUAL TRAINING CALENDAR


Period : July 2025 to June 2026


Duration : Day Long

SL.	Topics	Target Group	Batch	Tentative Date
01	সেবা প্রদান প্রতিশ্রুতি (Commitment to Provide Service)	Officer	1	Jul'25
		Staff/Worker	1	
02	d-Nothi/ e-Filing System	Officer	2	
03	Computer Training on Office Management*	Officer	2	
		Staff/Worker	2	
04	Planning Management & Production Planning.	Officer	1	
		Staff/Worker	1	
05	Public Procurement Act & PPR-2008.	Officer	4	Aug'25
06	Good Governance : NIS & APA.	Officer	4	
07	তথ্য অধিকার (Right to Information)	Officer	1	
		Staff/Worker	1	
08	Production, Supply and Control of Various Utilities of ERL.	Officer	1	Sep'25
		Staff/Worker	1	
09	Taxation, Vat & Custom Duty.	Officer	1	
		Staff/Worker	1	
10	Inspection Procedure Techniques and NDT.	Officer	1	
		Staff/Worker	1	
11	Effective Management System (5S, Kaizen)	Officer	1	
		Staff/Worker	1	
12	ERL Security System.	Officer	3	Oct'25
		Staff/Worker	3	
13	Negotiation Skill & Conflict Management.	Officer	2	Nov'25
14	Bangladesh Labour Laws & Labour Rules.	Officer	2	
		Staff/Worker	2	
15	Budget and Budgeting – Concept and Practice in ERL.	Officer	4	Dec'25
16	Annual Confidential Report(ACR) Writing.	Officer	5	
17	Audit Rules & Practices.	Officer	2	
18	Inventory Control & Store Management.	Officer	1	
		Staff/Worker	1	
19	Occupational Health Hazard, Industrial Hygiene & First Aid.	Officer	3	Jan'26
		Staff/Worker	3	
20	Crude Oil Procurement, Transportation, Lighterage Operations & Export/Import Operation.	Officer	1	
		Staff/Worker	1	

[* Four days long]

SL.	Topics	Target Group	Batch	Tentative Date
21	Fire Fighting System of ERL.	Officer	3	Feb'26
		Staff/Worker	3	
22	TS, PS & PQTC of Planning	Officer	1	
		Staff/Worker	1	
23	ERL Tank Farm Operation Techniques.	Officer	1	Mar'26
		Staff/Worker	1	
24	অভিযোগ প্রতিকার ব্যবস্থা (Grievance Redress System)	Officer	2	
		Staff/Worker	2	
25	Safety Management of Petroleum Refinery.	Officer	1	
		Staff/Worker	1	
26	Maintenance Technique of Rotating Equipments.	Officer	1	Apr'26
		Staff/Worker	1	
27	ABP unit operation, drum manufacturing and filling techniques.	Officer	1	
		Staff/Worker	1	
28	Electrical Power System in ERL.	Officer	1	
		Staff/Worker	1	
29	Instrumentation and Control Techniques.	Officer	1	
		Staff/Worker	1	
30	Office Management & Etiquettes.	Officer	3	May'26
		Staff/Worker	3	
31	Crude Oil Processing Technology and ERL Operation.	Officer	1	
		Staff/Worker	1	
32	Quality Control of Petroleum Products.	Officer	1	
		Staff/Worker	1	
33	Operation and Process Control Techniques of ERL SCP Unit.	Officer	1	Jun'26
		Staff/Worker	1	
34	Public Service Innovation.	Officer	1	
		Staff/Worker	1	
35	Foreign Trade – Export/Import Operations with LC Management.	Officer	1	
		Staff/Worker	1	
36	Electronic Government Procurement (e-GP).	Officer	3	


Asstt. Manager (Training)


06-109/28
AGM (Training)