

EASTERN REFINERY LIMITED
CHATTOGRAM.

Date : 27/06/2024

ANNUAL TRAINING CALENDAR

Period : July 2024 to June 2025

Duration : Day Long

SL.	Topics	Target Group	Batch	Tentative Date	
01	সেবা প্রদান প্রতিশ্রুতি (Commitment to Provide Service)	Officer	1	Jul'24	
		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'24
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'24	
		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	Office Management & Etiquettes.	Officer	3		Oct'24
		Staff/Worker	3		
13	Negotiation Skill & Conflict Management.	Officer	2	Nov'24	
14	Annual Confidential Report(ACR) Writing.	Officer	5		
15	Electronic Government Procurement (e-GP).	Officer	3		
16	Bangladesh Labour Laws & Labour Rules.	Officer	2	Dec'24	
		Staff/Worker	2		
17	Budget and Budgeting – Concept and Practice in ERL.	Officer	4	Jan'25	
18	ERL Security System.	Officer	3		
		Staff/Worker	3		
19	Inventory Control & Store Management.	Officer	1		
		Staff/Worker	1		

[* Four days long]

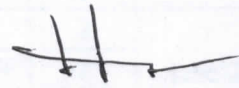


SL.	Topics	Target Group	Batch	Tentative Date
22	Fire Fighting System of ERL.	Officer	3	Mar'24
		Staff/Worker	3	
23	TS, PS & PQTC of Planning	Officer	1	
		Staff/Worker	1	
24	ERL Tank Farm Operation Techniques.	Officer	1	
		Staff/Worker	1	
25	অভিযোগ প্রতিকার ব্যবস্থা (Grievance Redress System)	Officer	2	Apr'24
		Staff/Worker	2	
26	Safety Management of Petroleum Refinery.	Officer	1	
		Staff/Worker	1	
27	Electrical Power System in ERL.	Officer	1	
		Staff/Worker	1	
28	Maintenance Technique of Rotating Equipments.	Officer	1	May'24
		Staff/Worker	1	
29	ABP unit operation, drum manufacturing and filling techniques.	Officer	1	
		Staff/Worker	1	
30	Instrumentation and Control Techniques.	Officer	1	
		Staff/Worker	1	
31	Quality Control of Petroleum Products.	Officer	1	
		Staff/Worker	1	
32	Operation and Process Control Techniques of ERL SCP Unit.	Officer	1	Jun'24
		Staff/Worker	1	
33	Crude Oil Processing Technology and ERL Operation.	Officer	1	
		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	Audit Rules & Practices.	Officer	2	

[* Four days long]


24/04/28

Training Officer


29/04/28

AGM (Training)