

EASTERN REFINERY LIMITED
CHATTOGRAM.

Date : 18/06/2023

ANNUAL TRAINING CALENDAR

Period : July, 2023 to June, 2024

Duration : Day Long

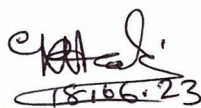
SL.	Topics	Target Group	Batch	Tentative Date	
01	সেবা প্রদান প্রতিশ্রুতি (Commitment to Provide Service)	Officer	1	Jul'23	
		Staff/Worker	1		
02	d-Nothi/ e-Filing System	Officer	2		
03	Computer Training on Office Management*	Officer	2		
		Staff/Worker	2		
04	Planning Management & Production Planning.	Officer	1		
		Staff/Worker	1		
05	Public Procurement Act & PPR-2008.	Officer	4		Aug'23
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'23	
		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'23	
		Staff/Worker	3		
13	Negotiation Skill & Conflict Management.	Officer	2		
14	Annual Confidential Report(ACR) Writing.	Officer	5	Nov'23	
15	Electronic Government Procurement (e-GP).	Officer	3		
16	Bangladesh Labour Laws & Labour Rules.	Officer	2	Dec'23	
		Staff/Worker	2		
17	Budget and Budgeting – Concept and Practice in ERL.	Officer	4		
18	Fire Fighting System of ERL.	Officer	3	Jan'24	
		Staff/Worker	3		
19	Inventory Control & Store Management.	Officer	1		
		Staff/Worker	1		
20	Occupational Health Hazard, Industrial Hygiene & First Aid.	Officer	3	Feb'24	
		Staff/Worker	3		
21	Crude Oil Procurement, Transportation, Lighterage Operations & Export/Import Operation.	Officer	1		
		Staff/Worker	1		

SL.	Topics	Target Group	Batch	Tentative Date	
22	ERL Security System.	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	Operation and Process Control Techniques of ERL SCP Unit.	Officer	1		
		Staff/Worker	1		
28	Maintenance Technique of Rotating Equipments.	Officer	1	May'24	
		Staff/Worker	1		
29	Foreign Trade – Export/Import Operations with LC Management.	Officer	1		
		Staff/Worker	1		
30	Instrumentation and Control Techniques.	Officer	1		
		Staff/Worker	1		
31	Public Service Innovation.	Officer	1		
		Staff/Worker	1		
32	Quality Control of Petroleum Products.	Officer	1		Jun'24
		Staff/Worker	1		
33	Crude Oil Processing Technology and ERL Operation.	Officer	1		
		Staff/Worker	1		
34	ABP unit operation, drum manufacturing and filling techniques.	Officer	1		
		Staff/Worker	1		
35	Electrical Power System in ERL.	Officer	1		
		Staff/Worker	1		
36	Audit Rules & Practices.	Officer	2		

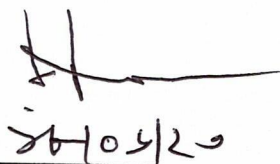
[* Four days long]



Training Officer



Manager (Training)



AGM (Training)