

EASTERN REFINERY LIMITED

CHATTOGRAM.

Date : 27/05/2020

ANNUAL TRAINING PLAN

(Plan Period : July 2020 to June 2021)

SL	Subject of Training	Target Group	Batch	Time	Duration (Days)	Participants (per batch)	Man days	Venue/ Organizer
01	Electronic Government Procurement (e-GP).	Officer	3	Jul'20	1	20	60	ERL Training Centre
02	Annual Confidential Report(ACR) Writing.	Officer	5	Jul'20	1	30	150	Do
03	Audit Rules & Practices.	Officer	2	Aug'20	1	30	60	Do
04	Public Procurement Act & PPR-2008.	Officer	4	Aug'20	1	30	120	Do
05	ERL SCP Unit Operation and Control Techniques.	Officer + Staff/Worker	1 + 1	Aug'20	1	30	60	Do
06	Production, Supply and Control of Various Utilities of ERL.	Officer + Staff/Worker	1 + 1	Sep'20	1	30	60	Do
07	Leadership, Creative Problem Solving & Decision Making.	Officer + Staff/Worker	1 + 1	Sep'20	1	30	60	Do
08	Good Governance : National Integrity Strategy & Annual Performance Agreement (APA)	Officer	4	Sep'20	1	30	120	Do
09	Taxation, Vat & Custom Duty.	Officer + Staff/Worker	1 + 1	Oct'20	1	30	60	Do
10	Occupational Health Hazard, Industrial Hygiene & First Aid.	Officer + Staff/Worker	3 + 3	Oct'20	1	30	180	Do
11	ERL Tank Farm Operation Techniques.	Officer + Staff/Worker	1 + 1	Nov'20	1	30	60	Do
12	Inventory Control & Store Management.	Officer + Staff/Worker	1 + 1	Nov'20	1	30	60	Do

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

SL	Subject of Training	Target Group	Batch	Time	Duration (Days)	Participants (per batch)	Man days	Venue/ Organizer
13	Maintenance Technique of Rotating Equipments.	Officer + Staff/Worker	1 + 1	Nov'20	1	30	60	ERL Training Centre
14	Inspection Procedure Techniques and NDT.	Officer + Staff/Worker	1 + 1	Nov'20	1	30	60	Do
15	Effective Management System (5S, Kaizen)	Officer + Staff/Worker	1 + 1	Dec'20	1	30	60	Do
16	Safety Management of Petroleum Refinery.	Officer + Staff/Worker	1 + 1	Dec'20	1	30	60	Do
17	Negotiation Skill & Conflict Management.	Officer	2	Dec'20	1	30	60	Do
18	ERL Process Unit Operation and Process Control Techniques.	Officer + Staff/Worker	1 + 1	Dec'20	1	30	60	Do
19	Instrument Maintenance Techniques.	Officer + Staff/Worker	1 + 1	Jan'21	1	30	60	Do
20	Bangladesh Labour Laws & Labour Rules.	Officer + Staff/Worker	2 + 2	Jan'21	1	30	120	Do
21	e-Filing Training	Officer	2	Jan'21	1	20	40	Do
22	Fire Fighting Techniques.	Officer + Staff/Worker	4 + 4	Feb'21	1	30	240	Do
23	Public Service Innovation.	Officer + Staff/Worker	1 + 1	Mar'21	1	30	60	Do
24	Planning Management & Production Planning.	Officer + Staff/Worker	1 + 1	Mar'21	1	30	60	Do
25	Financial Mgt. & Budgetary Control.	Officer	4	Mar'21	1	30	120	Do
26	Export-Import, LC opening & Management.	Officer + Staff/Worker	1 + 1	Apr'21	2	30	120	Do
27	ERL Security System.	Officer + Staff/Worker	3 + 3	Apr'21	1	30	180	Do

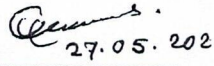
SL	Subject of Training	Target Group	Batch	Time	Duration (Days)	Participants (per batch)	Man days	Venue/ Organizer
28	Crude Oil Procurement, Transportation, Lighterage Operations, Export/Import Operation.	Officer + Staff/Worker	1 + 1	May'21	1	30	60	ERL Training Centre
29	Office Management & Etiquettes.	Officer + Staff/Worker	3 + 3	May'21	1	30	180	Do
30	Computer Training on Office Management	Officer + Staff/Worker	2 + 2	Jun'21	2	10	80	Do
31	Electrical Maintenance Techniques.	Officer + Staff/Worker	1 + 1	Jun'21	1	30	60	Do
1.	Quality Control of Petroleum Products.	Officer + Staff/Worker	1 + 1	Jun'21	1	30	60	Do


27.05.2020

Training Officer


27.05.2020

Manager (Training)


27.05.2020

AGM (Training)