

**EASTERN REFINERY PLC.
CHATTOGRAM.**

Date : 01/07/2026

ANNUAL TRAINING CALENDAR
Period : July, 2026 to June, 2027
Duration : Day Long

SL.	Topics	Target Group	Batch	Tentative Date
01	তথ্য অধিকার (Right to Information)	Officer	1	Jul'26
		Staff/Worker	1	
02	d-Nothi/ e-Filing System.	Officer	2	
03	Bangladesh Labour Laws & Labour Rules.	Officer	2	
		Staff/Worker	2	
04	Planning Management & Production Planning.	Officer	1	
		Staff/Worker	1	
05	Public Procurement Act & PPR-2025.	Officer	4	Aug'26
06	Online Income Tax Return Submission.	Officer	3	
		Staff/Worker	3	
07	বিভাগীয় তদন্ত ও শাস্তিমূলক ব্যবস্থা ।	Officer	3	
08	সেবা প্রদান প্রতিশ্রুতি (Commitment to Provide Service)	Officer	1	
		Staff/Worker	1	
09	Safety Management of Petroleum Refinery.	Officer	1	Sep'26
		Staff/Worker	1	
10	Taxation, Vat & Custom Duty.	Officer	1	
		Staff/Worker	1	
11	Inspection Procedure Techniques and NDT.	Officer	1	
		Staff/Worker	1	
12	Effective Management System (5S, Kaizen)	Officer	1	Oct'26
		Staff/Worker	1	
13	Office Management & Etiquettes.	Officer	3	
		Staff/Worker	3	
14	Good Governance : NIS & GPMS.	Officer	4	Nov'26
15	Annual Confidential Report (ACR) Writing.	Officer	5	
16	Electronic Government Procurement (e-GP).	Officer	3	Dec'26
17	Computer Training on Office Management*	Officer	2	
		Staff/Worker	2	
18	Company's Financial Reporting & Budgetary Control- Concept and Practice in ER PLC..	Officer	4	
19	Fire Fighting System of ER PLC.	Officer	3	Jan'27
		Staff/Worker	3	
20	Inventory Control & Store Management.	Officer	1	
		Staff/Worker	1	

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SL.	Topics	Target Group	Batch	Tentative Date
21	Occupational Health Hazard, Industrial Hygiene & First Aid.	Officer	3	Feb'27
		Staff/Worker	3	
22	Crude Oil Procurement, Transportation, Lighterage Operations & Export/Import Operation.	Officer	1	
		Staff/Worker	1	
23	ER PLC. Security System.	Officer	3	Mar'27
		Staff/Worker	3	
24	Transfer Schedule (TS), Pumping Schedule (PS) & Product Quality Testing Card (PQTC) of Planning.	Officer	1	
		Staff/Worker	1	
25	ER PLC. Tank Farm Operation Techniques.	Officer	1	
		Staff/Worker	1	
26	অভিযোগ প্রতিকার ব্যবস্থা (Grievance Redress System) ।	Officer	2	Apr'27
		Staff/Worker	2	
27	System of Water Treatment, Cooling Water, Steam Distribution, Compressed Air, Power Generation & Fuel Supply at ER PLC.	Officer	1	
		Staff/Worker	1	
28	Operation and Process Control Techniques of ER PLC. SCP Unit.	Officer	1	May'27
		Staff/Worker	1	
29	Maintenance Technique of Rotating Equipments.	Officer	1	
		Staff/Worker	1	
30	Foreign Trade – Export/Import Operations with LC Management.	Officer	1	
		Staff/Worker	1	
31	Instrumentation and Control Techniques.	Officer	1	Jun'27
		Staff/Worker	1	
32	Quality Control of Petroleum Products.	Officer	1	
		Staff/Worker	1	
33	Crude Oil Processing Technology and ER PLC. 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 ER PLC.	Officer	1	
		Staff/Worker	1	
36	Audit Rules & Practices in ER PLC.	Officer	2	

[* Four days long]

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01.07.26

Training Officer

Manager (Training)



AGM (Training)