



“শেখ হাসিনার উদ্যোগ, ঘরে ঘরে বিদ্যুৎ”
নর্থ-ওয়েস্ট পাওয়ার জেনারেশন কোম্পানি লিমিটেড
NORTH-WEST POWER GENERATION COMPANY LIMITED

ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 Certified
(An Enterprise of Bangladesh Power Development Board)
ইউটিসি ভবন, (লেভেল ৩ ও ৪), ০৮ পাহুপথ, কাওরান বাজার, ঢাকা-১২১৫।
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ব্যবস্থাপনা পরিচালক

নর্থ-ওয়েস্ট পাওয়ার জেনারেশন কোম্পানি লিমিটেড।

ইউটিসি ভবন (লেভেল-০৩ ও ০৪), ৮ পাহুপথ, ঢাকা-১২১৫।

G.M, HR
স্বাক্ষরিত
নর্থ-ওয়েস্ট পাওয়ার জেনারেশন কোম্পানি লিমিটেড
৩০.০৬.২০২৪

বিষয়ঃ নর্থ-ওয়েস্ট পাওয়ার জেনারেশন কোম্পানি লিমিটেড-এর ২০২৪-২০২৫ সালের প্রশিক্ষণ ক্যালেন্ডার প্রসঙ্গে।

সূত্রঃ ২৭.২৮.০০০০.৫০১.২৫.৪০৪.১৭.০৫৭৫, তারিখঃ ০৫/০৫/২০১৯

উপর্যুক্ত বিষয় ও সূত্রের প্রেক্ষিতে নর্থ-ওয়েস্ট পাওয়ার জেনারেশন কোম্পানি লিমিটেড-এর প্রস্তুতকৃত ২০২৪-২০২৫ অর্থ-বছরের প্রশিক্ষণ ক্যালেন্ডার (কপি সংযুক্ত) অনুমোদনের জন্য এতদসঙ্গে দাখিল করা হল।

সংযোজনীঃ বর্ণনামতে।


৩০/৬/২৪

(মোঃ আব্দুস সামাদ)

নির্বাহী পরিচালক (প্রকৌশল)

নর্থ-ওয়েস্ট পাওয়ার জেনারেশন কোম্পানি লিমিটেড
ও আহ্বায়ক, প্রশিক্ষণ ক্যালেন্ডার প্রণয়ন কমিটি

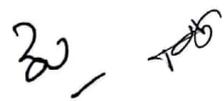
Training Calendar 2024-2025



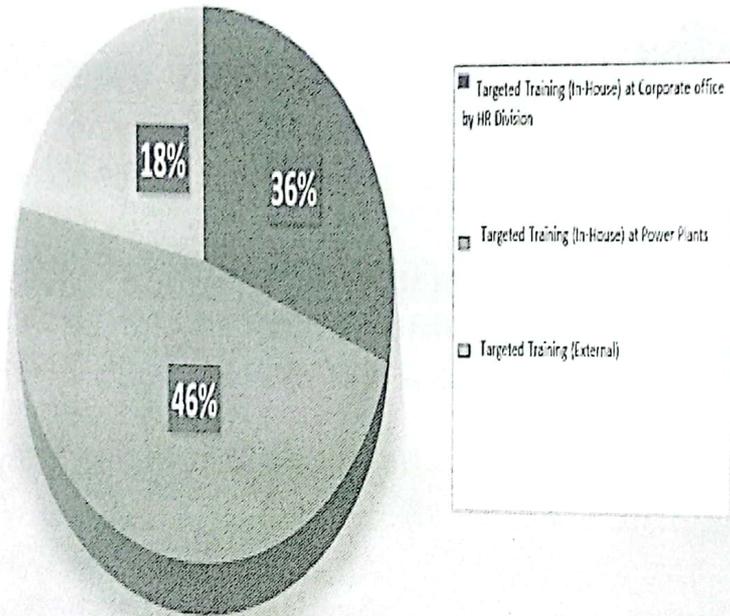
North-West Power Generation Company Limited
ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 Certified
(An Enterprise of Bangladesh Power Development Board)
UTC Building (Level-3 &4), 8 Panthapath, Kawranbazar, Dhaka-1215, Bangladesh

Overview of Training Calendar FY'2024-25

Total Employee of NWPGL	875 (Officer 424+Staff 451)
Total Required Training Hours (875*60)	52,500
Targeted Training Hours (In House & Course Based) to be conducted by HR Division, Corporate Office	18,860
Targeted Training Hours (In House) to be conducted at Plant Offices	23,950
Achievable total Training Hours (In House)	42,810
Targeted Training Hours External (Foreign Training, Training of various Local Training Agencies, BPMI, Inter department Training, On-job Training)	9,690


Targeted Training Conducted by Corporate Office, Dhaka, Power Plants & External Training providers



2 300 200 100



MONTHLY TRAINING SCHEDULE
FOR
CORPORATE OFFICE, NWPGL, DHAKA
FY-2024-25

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Monthly Training Schedule for Corporate Office, NWPGCL, Dhaka

Sl.	Name of the Topic	Month	Duration (Session)	No. of Participants	Target Group	Expected Training Hour	Comments
1.	Renewable, Clean & Green Energy and Carbon Credit: Concepts, Overview & Implementation	July, 2024	2	30	Officers	60	
2.	Cyber Security Awareness		2	30	Officers	60	
3.	Service Rule: General Condition of Service		3	30	Officers	90	
4.	Corporate Tax and VAT Return Preparation		3	20	A&F Officers	60	
5.	Basic Guidelines on how to use PPA, 2006 & PPR, 2008		3	30	Officers	90	
6.	Healthy posture and prevention of back pain		2	40	Officers	80	
7.	Uses of D-Nothi		2	20	OA, AA	40	
8.	Hypertension (HTN), Diabetes mellitus (DM) and our Concern		2	30	Staffs	60	
9.	ERP Data Entry		2	30	Staffs	60	
10.	Structuring of Power Purchase Agreement of different types of power plants	Aug, 2024	3	30	Officers	90	
11.	Company Law for Enhancing Corporate Governance		3	30	Officers	90	
12.	Primary Prevention of Diseases (i.e.-Vaccination)		2	30	Officers	60	
13.	Use of Official Language & Art of Speaking		2	40	Officers	80	
14.	Adjustment of Temporary Advance		3	20	OA, AA	60	
15.	Etiquette & Manner		3	30	Staffs	90	
16.	Effective use of ERP: HR Module		3	30	Officers	90	
17.	Effective use of ERP: Procurement Module		3	30	Officers	90	
18.	Total Productivity Management (TPM)		2	30	Officers	60	

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19.	Internal Control, Compliance and Risk Management	Sep, 2024	2	30	Officers	60	
20.	Advance Income Tax & VAT		2	30	A&F, Audit Officers	60	
21.	Business Attitude, Manner, Etiquette		2	30	Officers	60	
22.	Hypertension (HTN), Diabetes mellitus (DM) and our Concern		2	30	Officers	60	
23.	Driving Risks, Awareness, Vehicle Act, Road Safety & Traffic Rules		2	20	Drivers	40	
24.	Occupational Health & Safety		2	30	Staffs	60	
25.	Hygiene Measures: Food & Beverage		2 Days	20	OSS	320	
26.	Employees Service Rules: Service Benefits		2	30	Staffs	60	
27.	Total Quality Management (TQM)		2	30	Officers	60	
28.	Personal Tax return Preparation for FY'2024-2025	Oct, 2024	2	30	Officers	60	
29.	Understanding Export-Import regulations, Customs Assessments and Procedure		3	20	A&F Officers	60	
30.	Use of Different AI tools for Productivity		3	30	Officers	90	
31.	An Overview on Occupational Health & Safety		3	30	Officers	90	
32.	Service Rule: General Conduct & Discipline		2	40	Staffs	80	
33.	Common Trouble Shooting of Computer & Internet browsing		2	30	Staffs	60	
34.	First Aid & CPR		2	30	Staffs	60	
35.	Etiquette & Manner		3	40	Staffs	120	
36.	Healthy posture and prevention of back pain		2	40	Staffs	80	
37.	Labour Law & Rules: Employee Health, Safety, Security & Welfare		Nov, 2024	2	30	Officers	60
38.	Delegation of financial power (Revenue & Development) in the light of PPR	2		30	Officers	60	
39.	Annual Performance Appraisal Submission & Evaluation Process	2		40	Officers	80	
40.	Finance Act 2024: Changes and Implications for NWPGL	2		30	A&F Officers	60	

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41.	Emotional Intelligence		2	30	Officers	60	
42.	Enquiry Procedure & Report Writing		2	30	Officers	60	
43.	Effective use of ERP: Finance Module		3	20	Officers	60	
44.	Personal Tax return Preparation for FY 2024-2025		2	30	Staffs	60	
45.	Primary Prevention of Diseases (i.e.-Vaccination)		2	30	Staffs	60	
46.	Bill, Voucher Preparation & Entry		3	30	OA, AA	90	
47.	Office Management		5 Days	20	OA, AA	800	
48.	Various Policies (CPF, Welfare, CSR, Home loan), Rules and Circular of NWPGL		3	30	Staffs	90	
49.	Annual Performance Appraisal Submission & Evaluation Process	Dec, 2024	2	40	Officers	80	
50.	Use of Official Language & Art of Speaking		2	40	Officers	80	
51.	SDG-2030, Perspective Plan-2041 & Delta Plan-2100		4	60	Officers	240	
52.	Energy Management, Energy Auditing of Power Plants		3	30	Officers	90	
53.	Annual Performance Appraisal		2	40	Staffs	80	
54.	Service Rule: Leave Management		2	40	Staffs	80	
55.	Gender Awareness; National Women Development Policy-2011 & Related Issues		3	30	Staffs	90	
56.	Labour Law & Rules: Employee Health, Safety, Security & Welfare		2	40	Staffs	80	
57.	Healthy posture and prevention of back pain		2	40	Staffs	80	
58.	Effective use of ERP: Fixed Asset Module		Jan, 2025	2	30	Officers	60
59.	Contract Management	2		30	Officers	60	
60.	Commercial Terminology (Incoterm), HS Code & Application	2		30	Officers	60	
61.	Over the counter medicine (OTC) and our concern (Paracetamol, ORS)	2		60	Officers	120	
62.	Vehicle Trouble Shooting & General Fixing	3		20	Drivers	60	
63.	Proper Record Keeping & Documentation	2		30	OA, AA	60	

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64.	Service Rule: General Conduct & Discipline		2	40	Staffs	80	
65.	Common Trouble shooting of Computer & Internet browsing		2	30	Staffs	60	
66.	First Aid & CPR		2	30	Staffs	60	
67.	Climate Financing of Project (Adaptation and Mitigation Finance)	Feb, 2025	3	20	Officers	60	
68.	Discussion on Standard Documents (STD): Selection, Preparation & Implementation		3	30	Officers	90	
69.	Financial Management for Non-Finance Executives		3	30	Officers	90	
70.	Overview of Integrated Energy & Power Master Plan-2023: Key considerations for Power Generation Utilities		3	30	Officers	90	
71.	Project Financing for Power Sector in Bangladesh		3	30	Officers	90	
72.	Internal Audit: Control Mechanism & Audit Settlement		2	30	Officers	60	
73.	Service Rule: Recruitment & Promotion Policies & Guidelines		2	30	Staffs	60	
74.	Occupational Health & Safety		2	30	Staffs	60	
75.	Over the counter medicine (OTC) and our concern (Paracetamol, ORS)		3	30	Staffs	90	
76.	International Procurement and Contract Management using FIDIC guidelines			3	30	Officers	90
77.	Overview of "Mujib Climate Prosperity Plan 2022-41" and "Energy Efficiency and Conservation Plan up to 2030"		4	30	Officers	120	
78.	Preparation of Tax Challan and withholding Tax Return through e-TDS System	Mar, 2025	2	30	Officers	60	
79.	Implementation of ERP: Inventory Module		3	30	Officers	90	
80.	Heat Awareness		2	40	Officers	80	
81.	Feasibility Assessment and Project Appraisal Techniques with Financial and Economic Analysis		3	30	Officers	90	
82.	Overview on Integrated Management System (IMS) & ISO Concept		3	30	Officers	90	

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83.	Vehicle Management & Traffic Laws		2	30	Staffs	60	
84.	Uses of D-Nothi		2	20	OA, AA	40	
85.	Discipline in Workplace		2	30	Staffs	60	
86.	Insurance Documentation and Claim Processing	April' 2025	2	30	A&F Officers	60	
87.	Use of Official Language & Art of Speaking		2	40	Officers	80	
88.	E-Governance & Public Innovation		3	20	Officers	60	
89.	Gender Awareness; National Women Development Policy-2011 & Related Issues		3	30	Officers	90	
90.	ERP Data Entry		2	30	Staffs	60	
91.	Heat Awareness		2	40	Staffs	80	
92.	Service Rule: Service Record, Retirement, Termination, Resignation & Others		2	30	Staffs	60	
93.	First Aid & CPR		2	30	Staffs	60	
94.	Bill, Voucher Preparation & Entry		3	30	OA, AA	90	
95.	Motivation, Work-life Balance & Stress Management		May, 2025	2	30	Officers	60
96.	Types of legal agreements and formation of Valid Contract	3		20	Officers	60	
97.	Innovation and Service Process Simplification	2		30	Officers	60	
98.	Performance Management System (Goal Setting & Key Performance Indicators-KPI)	3		30	Officers	90	
99.	Internal Audit: Control Mechanism & Audit Settlement	2		30	Officers	60	
100.	Organizational Development	2		20	Officers	40	
101.	Hygiene Measures: Food & Beverage	2 Days		20	OSS	320	
102.	Maintain Logbook, Register and Vehicle Management	2		20	Drivers	40	
103.	Service Rule: Leave Management	2		40	Staffs	80	
104.	Performance Management System (Goal Setting & Key Performance Indicators-KPI)	2		30	Staffs	60	
105.	Fintech, Crypto Currency & Digital Currencies		3	30	Officers	90	
106.	Use of Official Language & Art of Speaking		2	40	Officers	80	

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107.	Performance Management System (Goal Setting & Key Performance Indicators-KPI)	June, 2025	3	30	Officers	90	
108.	Enquiry Procedure & Report Writing		2	30	Officers	60	
109.	First Aid & CPR		2	30	Officers	60	
110.	Delegation and different policies of NWPGL		2	30	Officers	60	
111.	Identifying and mitigating financial and non-financial risks of NWPGL		2	30	Officers	60	
112.	Motivation & Work-life Balance		2	30	Staffs	60	
113.	Gender Awareness; National Women Development Policy-2011 & Related Issues		3	30	Staffs	90	
114.	Proper Record Keeping & Documentation		2	30	OA, AA	60	
Total Hours =							9,540

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APA target related Training Schedule organized by Corporate Office

Sl.	Name of the Topic	No. of Training	Nature of Training (Quarterly/ Half Yearly)		Duration (Session)	Target Group
1	Learning Sessions	4	Quarterly		2	Officers
2	National Integrity Strategy (NIS)	4	Quarterly		2	All Employees
3	Right to Information (RTI)	2		Half Yearly	2	All Employees
4	SMART Bangladesh (E-Governance/ 4IR)	2		Half Yearly	2	All Employees
5	Citizen Charter	2		Half Yearly	2	All Employees

* Schedule may be changed/rearranged due to unavoidable circumstances.

* 1 Session = 1 Hour

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Course Based Training List

SL.	Name of the Topic	Target Group	Duration (Day/ Days)	No. of Participants	Expected Hours
1.	IAS and IFRSs relevant to the preparation of financial reports in the power sector	A&F Officers	5	20	800
2.	Wind Power Project Design Simulation using Windographer or SAM	Technical Officers	1	20	160
3.	Senior Management Program (Outside Dhaka)	Senior Management	3	15	360
4.	Project Appraisal and DPP Preparation for Power Generation Projects.	Technical Officers	1	20	160
5.	Bond Issue Management, Bond Valuation & Accounting for Bonds	A&F Officers	1	20	160
6.	E-GP (Tender Document Preparation, Tender Opening & tender Evaluation)	Officers	3	20	480
7.	Rate Schedule and Cost Estimation for Civil Works.	Officers	1	20	160
8.	Artificial Intelligence, Machine Learning and Deep Learning	IT Officers	3	10	240
9.	ISO Audit Settlement: NC Closing Procedure	Officers	1	20	160
10.	Mid-level Management Program (Outside Dhaka)	Officers	3	30	720
11.	Expert-level training on Microsoft Excel using Pivot Table, Power Query, Condition Formatting, VLOOKUP, Index Match, Macros, etc.	Officers	2	20	320
12.	Contract Management	Officers	3	15	360
13.	Planning, Monitoring and Controlling of Projects using MS Project software.	Technical Officers	1	20	160
14.	Public Procurement Management	Officers	5	10	400
15.	Companies Act 1994 and Good Governance	Officers	1	20	160
16.	Leadership Development Program	Officers	2	20	320
17.	Advance Certificate Course on Public Procurement	Officers	5	10	400
18.	Fire Safety Training (Fire Prevention, Extinction, Rescue and First Aid Related)	Officers	2	20	320

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19.	Understanding Corporate Laws for NWPGL: Labor Act, Contract Act, Negotiable Instrument Act	Officers	1	20	160
20.	Network Design Configuration, and Troubleshooting	IT Officers	1	20	160
21.	Financing Agreements/ Documents	A&F Officers	2	20	320
22.	Financing Modelling	A&F Officers	1	20	160
23.	Advanced Financial Management	Officers	3	20	480
24.	Total Quality Management Including Industry 4.0	Technical Officers	3	5	120
25.	Carbon Credit market and trading procedure	Technical Officers	1	20	160
26.	LNG and Coal Supply Chain Management for power generation	Technical Officers	1	20	160
27.	Key aspects of a Gas Supply Agreement for power projects	Technical Officers	1	20	160
28.	Integrated Performance Management of Project (Scope, Schedule and Cost)	Technical Officers	1	20	160
29.	Advanced-level training on Microsoft Power BI for data analysis.	Officers	1	20	160
30.	Frontier Technologies: IOT and Blockchain/ Data Science and Data Analytics	Officers	1	20	160
31.	Strategic Management & Leadership	Officers	1	20	160
32.	Environmental Management Systems	Officers	1	20	160
33.	Office Management	Staffs	5	20	800
Total Hours =					9,320

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Course Based Training List (Outside the Organization)

Sl.	Name of the Topic	Target Group	Duration (Day/ Days)	No. of Participants	Expected Hours
1.	Frontend & Backend Web Development	IT Officers	2	10	160
2.	NEBOH International General Certification in Occupational Health & Safety	EHS Officers	2	8	128
3.	Sustainable and Cost-effective O&M Procedures of Power Plant	Technical Officers	5	8	320
4.	Alignment Technology of rotating machine, Level 2	Technical Officers	5	5	200
5.	Generation Planning, Power Plant Project Formulation & Implementation	Technical Officers	3	8	192
6.	Non-Destructive Testing (NDT) Methods	Technical Officers	5	8	320
7.	Training on Advance Protection Relaying (Micom, ABB, Siemens, Schinder	Technical Officers	5	8	320
8.	Programming and Networking of PLC for Industrial Automation, Development of DCS system	Technical Officers	3	8	192
9.	Advanced PLC with SCADA System & its Application in Process Automation & Control	Technical Officers	5	5	200
10.	Inspection and troubleshooting of rotating machinery	Technical Officers	5	8	320
11.	Instrumental Methods of Chemical Analysis	Chemical Officers	3	5	120
12.	Advance Technology & Technical Asset Management	Technical Officers	2	5	80
13.	Power System Protection	Technical Officers	5	8	320
14.	Solar Project Design Simulation using PVSyst.	Technical Officers	2	20	320

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15.	Graphics and Motion Designing	JAM & OA	1	20	160
16.	Environmental Impact Assessment (EIA) & National and International Legal Requirements	Officers	1	20	160
17.	Key aspects of a Gas Supply Agreement for power projects	Technical Officers	1	20	160
Total Hours =					3672

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MONTHLY TRAINING SCHEDULE
FOR
SIRAJGANJ POWER STATION, NWPGL,
SIRAJGANJ
FY-2024-25

Monthly Training Schedule for Sirajganj Power Station

Sl. No	Name of the Topic	Month	Participant Type	No. of Participants	Duration (Session)	Expected Training Hours
1.	Bangladesh Labour Law and Rules	July, 2024	Officers & Staffs	50	02	100
2.	Firefighting control system.		Technical officers & staffs	50	02	100
3.	PV grid-connected solar power plant		Officers & Staffs	50	02	100
4.	Techniques of Power Point Presentation		Officers & Staffs	50	02	100
5.	Primary Management of Incident/Accident (First Aid).		Officers & Staffs	50	02	100
6.	Incident, Accident, Near-miss, Effective use of PPE & Safe Management of Special Works		Staffs	50	06	300
7.	Long Term Service Agreement	August, 2024	Officers	50	02	100
8.	Energy Audit of a Combined Cycle Power Plant		Officers	50	02	100
9.	Transformer oil testing, supervision, and maintenance		Technical officers & staffs	50	02	100
10.	Importance of Cyber Security		Technical officers & staffs	50	02	100
11.	Fundamental of Maintenances		Technical officers & staffs	50	02	100
12.	Emergency Preparedness Plan (EPP) and IMS (Integrated Management System) Awareness		Officers	50	02	100
13.	Organizational Behaviour	Sep, 2024	Officers	50	02	100
14.	Value Added Tax (VAT)		Officers & Staffs	50	02	100
15.	Basic of Generator Protections schemes		Technical officers & staffs	50	02	100

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16.	Gas Turbine EOH Fundamental		Technical officers & staffs	50	02	100
17.	a) Operating Strategy (Inspection, Monitoring, Operation & Control) of Combined Cycle Power Plant (CCPP) b) Operation of Fire Fighting System of CCPP c) PTW Procedure, LOTO System & Safety		Technical officers & staffs	50	02	100
18.	Basics concept of Resin Column Based Water Treatment Plant Operation		Technical officers & staffs	50	02	100
19.	Emergency Preparedness Plan (EPP), IMS (Integrated Management System) awareness		Staffs	50	02	100
20.	Maintenance and Reliability Best Practices	October, 2024	Technical officers & staffs	50	02	100
21.	Etiquette, Manner, Attitude and General Conduct, Discipline		Officers & Staffs	50	02	100
22.	Income Tax		Officers & Staffs	50	02	100
23.	Power Transformer Protection System (Part-1)		Technical officers & staffs	50	06	300
24.	Power Transformer Protection System (Part-2)		Technical officers & staffs	50	06	300
25.	Understanding of Failure Analysis and Investigation Techniques		Technical officers & staffs	50	02	100
26.	Maintenance Scope of Hot Gas Path Inspection (HGPI) of GT		Technical officers & staffs	50	02	100
27.	Solar Inverter		Technical officers & staffs	50	02	100
28.	Imarat Nirman Bidhimala & DAP 2022-35		Officers & Staffs	50	02	100
29.	Power Purchase Agreement (PPA)	Officers	50	02	100	

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30.	Motivation and Work-Life Balance	November, 2024	Officers & Staffs	50	02	100
31.	Training on fire detection and extinguishing system (Notifier and Minimax)		Technical officers & staffs	50	02	100
32.	Different types of Mechanical failures and remedy		Technical officers & staffs	50	02	100
33.	Steam Turbine control and protection, Control of differential expansion in different operational condition, ST Manual S/D process at sliding parameter		Technical officers & staffs	50	02	100
34.	KPI Security Instructions-2013 and SMS of Sirajganj Power Station.		Officers & Staffs	50	02	100
35.	Machine Guard, Isolation of Hazardous Energy, Electrical Safety, Occupational exposure to EMF and Electromagnetic Safety		Staffs	50	02	100
36.	Delta Plan-2100	December, 2024	Officers	50	02	100
37.	PPA, PPR & E-GP (Day-1)		Officers	50	06	300
38.	PPA, PPR & E-GP (Day-2)		Officers	50	06	300
39.	Emergency situation handling during running and startup of CCPP		Technical officers & staffs	50	02	100
40.	Chemical cleaning activities, Hazardous Chemical Management, Laboratory Safety Practices & Procedures and Waste Management System		Staffs	50	02	100
41.	Project Formulation & Project Implementation	January, 2025	Officers	50	02	100
42.	Training on PD analysis and RSO test for Generator		Technical officers & staffs	50	02	100
43.	Gas Turbine Operation Procedure (startup, fuel changeover, and running) with		Technical officers & staffs	50	02	100

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HSD						
44.	Steam Turbine Operation Procedure.	February, 2025	Technical officers & staffs	50	02	100
45.	Basic Life Support and its importance		Officers & Staffs	50	02	100
46.	Common EHS Practices (Occupational Health Safety)		Officers	50	02	100
47.	Vision 2041: Perspective Power & Energy	February, 2025	Officers	50	02	100
48.	Introducing & Using of different types of rigging materials used in power station.		Technical officers & staffs	50	02	100
49.	a) Schedule tests of steam turbine & HRSG & their necessity b) Protection & emergency situation handling of steam turbine.		Technical officers & staffs	50	02	100
50.	Basics of Filtration Process Based Water Treatment Plant Operation		Technical officers & staffs	50	02	100
51.	Effective use of Portable Fire Extinguisher Cylinders and manual fire-fighting system		Staffs	50	02	100
52.	4Th Industrial Revolution and Generative AI		Officer	50	02	100
53.	PPR-2008 & Delegation of financial Power- 2012 (Revenue)		Officers & Staffs	50	02	100
54.	Introduction to SPPA (Siemens Power Plant Automation) T3000 Architecture & its Components and Troubleshooting.	March, 2025	Technical officers & staffs	50	02	100
55.	Air Evacuation & Vacuum Development Mechanism in Condenser		Technical officers & staffs	50	02	100
56.	Black out, Normalization and Emergency situation (Incident) handling of Combined Cycle Power Plant		Technical officers & staffs	50	02	100
57.	Bangladesh Labour Law-2006 (Health, Safety, Security)		Officers & Staffs	50	02	100

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58.	Advance Microsoft office (Word, Excel, Power Point)	April, 2024	Officers & Staffs	50	02	100
59.	Control Logic, Alarm Diagnostic and troubleshooting of I&C Equipment.		Technical officers & staffs	50	02	100
60.	Long term supply & Service Agreement (LTSA) of ST		Technical officers & staffs	50	02	100
61.	Usage of store management software		Officers & Staffs	50	02	100
62.	GTG excitation system	May, 2025	Technical officers & staffs	50	02	100
63.	Understating of Steam Turbine Bearing clearances and float		Technical officers & staffs	50	02	100
64.	Laboratory Analysis & Quality Control of circulating water, DM water & steam water		Technical officers & staffs	50	02	100
65.	Soil Investigation & Building Materials, BNBC Provisions		Officers & Staffs	50	02	100
66.	Environmental Management System (EMS), Environmental Legal Requirements	June, 2025	Officers	50	02	100
67.	Result based management concept, PMS and APA targets (strategic objectives)		Officers & Staffs	50	02	100
68.	Financial Management of NWPGL & Ratio analysis		Officers & Staffs	50	02	100
69.	General Procedure of "Store Operations" and ERP Inventory Module.		Officers & Staffs	50	02	100
70.	Basic Networking, Internet and Cyber Security		Officers & Staffs	50	02	100
71.	Maintenance Scope of Cooling Tower and ST condenser	Technical officers & staffs	50	02	100	
Total				3,500	148	7,200

Total Employees= 73 (CE's off.) + 88 (U-1) + 81 (U-2) + 68 (U-3)
= 310

Total required training hours = 310*60=18,600 hours

Targeted in-house training hour = 7,200 hours (38.71% of Total Target)

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MONTHLY TRAINING SCHEDULE
FOR
KHULNA 225 MW CCPP, NWPGL,
KHULNA
FY-2024-25

Monthly Training Schedule for Khulna 225 MW CCPP

Sl. No	Name of the Course	Month	Target Group of participants	Duration (Session)	No. of Participant	Expected Training Hour
01	Power Purchase Agreement (PPA)	July/ 2024	All Officers	3	20	60
02	Lifting & rigging; Operation and Maintenance of Heavy Lifting Machineries		Technical Officers & Staffs	3	35	105
03	Gas turbine control logic		Technical Officers & Staffs	3	35	105
04	Hazard and Risk Assessment; Incident, Accident, Near-miss; & Effective use of PPE		All officers & staffs	3	50	150
05	Factors affecting the performance of CCPP	August/ 2024	Technical Officers & Staffs	3	35	105
06	Application of various motors in Industry		Technical Officers & Staffs	3	35	105
07	Hot works including welding		Technical Officers & Staffs	3	35	105
08	GT Trusted Control System		Technical Officers & Staffs	3	35	105
09	Dengue Fever		All officers & staffs	3	50	150
10	Steam and bypass operation	Sep/ 2024	Technical Officers & Staffs	3	35	105
11	Electrical Protection Philosophy of Power Transformer (Part-1)		Technical Officers & Staffs	3	35	105
12	Training course on centrifugal pumps: types, construction, maintenance, overhauling (batch-1)		Officers & Staff from MMD & Operation	5 days	6	240
13	Different types of sensors and transmitters working principle		Technical Officers & Staffs	3	35	105
14	Leave Rules		All officers & staffs	3	50	150
15	Fieldbus Protocols	Oct/ 2024	Technical Officers & Staffs	3	35	105
16	Training course on pipe fitting procedure (batch-1)		Officers & Staff from MMD & Operation	5 days	6	240
17	ABB DCS control logic		Technical Officers & Staffs	3	35	105
18	Gland seal system		Technical Officers & Staffs	3	35	105

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19	Safety Instructions for Work at height, Confined space entry, Hot work safety and Lifting Work		All officers and staffs	3	50	150
20	Manner & Etiquette	Nov/ 2024	All officers and staffs	3	50	150
21	Electrical Protection Philosophy of Generator of GT (Part-1)		Technical Officers & Staffs	3	35	105
22	Corrosion and Corrosion Protection		Technical Officers & Staffs	3	35	105
23	Gas Booster Compressor Control system		Technical Officers & Staffs	3	35	105
24	Individual Tax Assessment		All officers and staffs	3	50	150
25	GT compressor working principle, operation and various operating modes		Dec/ 2024	Technical Officers & Staffs	3	35
26	Substation Automation System	Technical Officers & Staffs		3	35	105
27	Tribology, Lubricant, Lubrication & greasing, lube oil analysis & tests	Technical Officers & Staffs		3	35	105
28	Different types of regulating and shutoff valves	Technical Officers & Staffs		3	35	105
29	KPI Security Guidelines and Security of KPI	All Officers, Staffs & Security Personnel		3	50	150
30	GT cooling and sealing system operation	Jan/ 2025	Technical Officers & Staffs	3	35	105
31	Electrical Protection Philosophy of Power Transformer (Part-2)		Technical Officers & Staffs	3	35	105
32	CO2 firefighting system: operating principle, components, troubleshooting, maintenance		Technical Officers & Staffs	3	35	105
33	Training on Frequency Governing Mode Operation (FGMO)		Technical Officers & Staffs	3	35	105
34	First Aid Training		All officers & staffs	3	50	150
35	Steam turbine protection system	Feb/ 2025	Technical Officers & Staffs	3	35	105
36	Basic Control System		Technical Officers & Staffs	3	35	105
37	Training course on centrifugal pumps: types, construction, maintenance, overhauling (batch-2)		Officers & Staff from MMD & Operation	5 days	6	240
38	Emergency Preparedness Plan (EPP) and Laboratory Safety Practices		All officers & staffs	3	50	150
39	General Conduct & Discipline		All officers & staffs	3	50	150
40	Different types of communication protocols.		Technical Officers & Staffs	3	35	105



41	GBC operation and protection	March/ 2025	Technical Officers & Staffs	3	35	105
42	Electrical Protection Philosophy of Generator of GT (Part-2)		Technical Officers & Staffs	3	35	105
43	Training course on pipe fitting procedure (batch-1)		Officers & Staff from MMD & Operation	5 days	6	240
44	Field instrumentation Maintenance and Trouble-shooting		Technical Officers & Staffs	3	35	105
45	Insulation Monitoring in electrical devices	April/ 2025	Technical Officers & Staffs	3	35	105
46	Construction, material composition, failure modes, maintenance of HRSG.		Technical Officers & Staffs	3	35	105
47	Turbine Supervisory Instruments (TSI)		Technical Officers & Staffs	3	35	105
48	General Security Instructions for KPI.		All Officers, Staffs & Security Personnel	3	50	150
49	Electrical Protection Philosophy of Generator of GT (Part-3)	May/ 2025	Technical Officers & Staffs	3	35	105
50	Procurement Procedure		All officers & staffs	3	50	150
51	Requirements of IMS manual & procedures and Legal requirements of ISO		All officers & staffs	3	50	150
52	Performance Management System (PMS)		All officers & staffs	3	50	150
53	Generator Load Frequency Control, Reactive power and voltage, Real and Reactive power transfer and sharing, Generator capability curve	June/ 2025	Technical Officers & Staffs	3	35	105
54	ISO Audit findings & Root cause analysis process		All officers and staffs	3	50	150
55	Reverse osmosis system of desalination		Technical Officers & Staffs	3	35	105
Total Hours =						8100

Total Employees	135
Total Required Training Hours (135*60)	8100
Targeted Training Hours (In House)	6945
Achievable Training Hours (In House)	85%
Achievable Training Hours (External)	15%

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MONTHLY TRAINING SCHEDULE
FOR
MADHUMATI 100 MW HFO BASED
POWER PLANT, NWPGL, MADHUMATI
FY-2024-25

Monthly Training Schedule for Madhumati 100 MW HFO based Power Plant, NWPGL

Sl	Training Name	Date	Trainee Category	Session	No. of Participants	Hours
1	General conduct and discipline	July-24	All officers & staffs	2	50	100
2	Operation and maintenance of Fuel System	July-24	Technical officers & staffs	4	35	140
3	Overview and basic of a HFO based engine power plant	July-24	Technical officers & staffs	4	35	140
4	Training on integrated management system	August-24	All officers & staffs	4	50	200
5	Maintenance schedule and measurement techniques of HFO based engine power plant	August-24	Technical officers & staffs	4	35	140
6	Responses to emergencies by operation team during blackout, trip etc.	August-24	Technical officers & staffs	2	35	70
7	Guide to plant safety for oil based power plant	September-24	All officers & staffs	3	50	150
8	Working principle of I&C devices used in boiler	September-24	Technical officers & staffs	2	35	70
9	Training on tightening torques and use of hydraulic tools	September-24	Technical officers & staffs	2	35	70
10	Punishment and appeal procedures of NWPGL	October-24	All officers & staffs	2	50	100
11	Fire hydrant network system used Madhumati 100 MW HFO based power plant	October-24	All officers & staffs	2	50	100
12	Installation and commissioning of protection relay	October-24	Technical officers & staffs	2	35	70
13	Maintenance and operation procedure of turbo charging and air cooling	October-24	Technical officers & staffs	2	35	70
14	Training on IT return submission	November-24	Technical officers & staffs	2	35	70
15	Engine governor and fuel rack system	November-24	Technical officers & staffs	2	35	70

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16	Training on engine start-up, shut-down and stand-by procedure	November-24	Technical officers & staffs	3	35	105
17	KPI guidelines, security and reporting systems	November-24	All officers & staffs	3	50	150
18	Performance appraisal submission and evaluation process	December-24	All Officers	3	25	75
19	Emergency preparedness and response	December-24	All officers & staffs	3	50	150
20	Training on overhauling work of W50 engines	December-24	Technical officers & staffs	4	35	140
21	VP (Vulnerable Point) security: importance & threats	December-24	Staffs of Security Department	2	15	30
22	Maintenance of substation components	January-25	Technical officers & staffs	2	35	70
23	Familiarization with devices for fire detection system	January-25	Technical officers & staffs	2	35	70
24	Core functions of security personnel in a KPI	January-25	Staffs of Security Department	2	15	30
25	Training on leave procedures of NWPGL	February-25	All officers & staffs	2	50	100
26	Types, position and usage of portable fire Extinguisher used Madhumati 100 MW HFO based power plant	February-25	All officers & staffs	2	50	100
27	Protection of power transformer	February-25	Technical officers & staffs	2	35	70
28	Fixed asset and stationery management system	March-25	All officers & staffs	2	50	100
29	Maintenance of motor-controlled actuators	March-25	Technical officers & staffs	2	35	70
30	Working principle of I&C devices used in engine	March-25	Technical officers & staffs	2	35	70
31	Maintenance of EGB, Auxiliary boiler, EDG and fire fighting system	April-25	Technical officers & staffs	6	35	210
32	Operation & maintenance of HFO separator and LO separator.	April-25	Technical officers & staffs	3	35	105
33	Overview of DC and UPS system	April-25	Technical officers & staffs	2	35	70

28

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NORTH-WEST
POWER GENERATION
COMPANY LIMITED

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34	Training on performance management system	May-25	All officers & staffs	3	50	150
35	Protective relaying for generators	May-25	Technical officers & staffs	2	35	70
36	Efficiency improvement technique used in Wartsilla W18V50 engine.	May-25	Technical officers & staffs	2	35	70
Total Hours =						3565

Total Employees	76
Total Required Training Hours (76*60)	4,560
Targeted Training Hours (In House)	3,565
Achievable Training Hours (In House)	78.18%
Achievable Training Hours (External)	21.82%

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MONTHLY TRAINING SCHEDULE

FOR

**BHERAMARA 410 MW CCPP,
NWPGCL, KUSTIA**

FY-2024-25

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Monthly Training Schedule for Bheramara 410 MW CCPP

SL	Name of the Course	Month	Participant Type	No. of Participant	Duration (Session)	Hour	Expected Training Hours
1	Bill Payment Procedure & check list	Jul-24	Officers & Staffs	40	03	3.00	120
2	Basic Microsoft Office & Internet, Networking & troubleshooting		Officers & Staffs	40	03	3.00	120
3	Skill development training on D-Nothi		Officers & Staffs	40	03	3.00	120
4	Integrated Management System		Officers & Staffs	40	03	3.00	120
5	Ergonomics for Desk Job		Officers & Staffs	35	03	3.00	105
6	Compressor, blower fan, pump, bearing, lubrication system & sealing system used in WTP		Technical Officers & Staffs	15	03	3.00	45
7	General Conduct & Discipline: Office Duties and Responsibilities		Officers & Staffs	40	03	3.00	120
8	Components, working principle and troubleshooting of hydraulic equipment.		Aug-24	Technical Officers & Staffs	20	03	3.00
9	Cyber Security Awareness	Officers & Staffs		35	03	3.00	105
10	Road Transport Act-2018 & Defensive Driving	Drivers		10	03	3.00	30
11	Protocol of VIP visitors, Dealing with visitors, Contractors, workers and stakeholders	Security Officers & Staffs		25	03	3.00	75
12	Solid Waste Management in Bheramara CCPP	Technical Staffs		30	03	3.00	90
13	NWPGCL Service Rules: Misconduct and Punishment	Officers & Staffs		40	03	3.00	120
14	Overview of Gas Turbine Lube Oil System and Control Oil System and Its Checking and Preventive maintenance.	Sep-24	Technical Officers & Staffs	20	03	3.00	60

15	Fire Fighting/ Electrical Shock Drill and Training	Oct-24	Officers & Staffs	35	03	3.00	105
16	Usage of electrical testing & measuring equipments for various systems .		Technical Officers & Staffs	25	03	3.00	75
17	Overview of GT air intake and Exhaust system, Cooling Air, Sealing air System and required maintenance to maintain the healthiness of the system		Technical Officers & Staffs	25	03	3.00	75
18	Income Tax, Its Change & Assesment of Tax an Employee as per Income Tax ordinance & Rules 2023		Officers & Staffs	50	03	3.00	150
19	Computers & Pheripherals usage & maintenance and Conference room meeting setup		Technical Officers & Staffs	30	03	3.00	90
20	Steam and Condesate Systems: Concerns, Operation and Maintenance.		Technical Officers & Staffs	25	03	3.00	75
21	Introduction to PLC System and Control Logics of HVAC, WTP, HGP & GBC System		Technical Officers & Staffs	25	03	3.00	75
22	NWPGCL Service Rules: Delegation of Administrative Powers		Officers & Staffs	35	03	3.00	105
23	Safe handling of chemical gaseous product and gas cylinder in WTP and Personal protective equipment for WTP		Technical Officers & Staffs	25	03	3.00	75
24	Introduction to Distributed Control system (DCS) & Trend data, Historian data, Sequence of Event (SOE) Analysis of process signals		Officers & Staffs	30	03	3.00	90
25	Crisis management: Analysis, challenges & mitigation technique	Security Officers & Staffs	25	03	3.00	75	
26	NWPGCL Service Rules: TA/DA and Leave Policy	Nov-24	Officers & Staffs	35	03	3.00	105
27	Basic Working Principles and functions of different Components of Power Transformer		Technical Officers & Staffs	25	03	3.00	75

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28	Field Instrument setup, loop connection, maintenance and calibration of Control valves & Instruments using Portable Testing Devices	Dec-24	Technical Officers & Staffs	25	03	3.00	75
29	Etiquette, Manners & Official Discipline		Officers & Staffs	35	03	3.00	105
30	Practical training on: - How to use of first aid box equipment & O2 cylinder -How to manage bleeding, CPR -Fracture, Electric shock & Snake bite management		Officers & Staffs	35	03	3.00	105
31	Various Policies of NWPGL		Officers & Staffs	35	03	3.00	105
32	Overview of N2 Generator and it's Common problems, remedies and Maintenance & Trouble Shooting of Hydrogen Generation Unit.		Officers & Staffs	25	03	3.00	75
33	Maintenance and Troubleshooting Techniques of Electrical Circuits & Equipment		Technical Officers & Staffs	25	03	3.00	75
34	An Overview on Occupational Health and Safety (OHS)		Officers & Staffs	30	03	3.00	90
35	Various pump, sealing system structure, Control valve, Lubrication, bearing system operation, maintenance used in WTP		Technical Officers & Staffs	15	03	3.00	45
36	Electrical Hazard and Safety and Safety & Health in the use of Chemicals at Work and Chemical Hazard Symbols		Officers & Staffs	30	03	3.00	90
37	Preparation of APP/RAPP & Budget		Officers	30	03	3.00	90
38	GT fuel oil System and water injection system: Concerns, Operation and Maintenance.		Technical Officers & Staffs	25	03	3.00	75
39	Gas Turbine Inlet Air, Combustion and Exhaust Gas System		Technical Officers & Staffs	25	03	3.00	75

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40	Mobile Use, Social Media & related security Threats in the Work Place	Jan-25	Security Officers & Staffs	25	03	3.00	75
41	Head-to-Toe Training on PPE & PTW System (Lock-out Tag-out System LOTO)		Officers & Staffs	30	03	3.00	90
42	Medical Benefits/Allowances and Medical bill Reimbursement Procedure		Officers & Staffs	35	03	3.00	105
43	Training on Online/Offline Test Procedure for Various Control Valves, EOST, GT & BOP VMS, Emergency Shutdown System		Technical Officers & Staffs	20	03	3.00	60
44	Description of Firefighting system and Response of Operation Team in case of Fire Incidents		Technical Officers & Staffs	25	03	3.00	75
45	SLD and Circuit Diagram Exploration for EDG, HGP and Switchgear Systems		Technical Officers & Staffs	25	03	3.00	75
46	Feed Water System: Concerns, Operation and Maintenance	Feb-25	Technical Officers & Staffs	20	03	3.00	60
47	Maintenance of Air Compressors and Dryer		Officers & Staffs	30	03	3.00	90
48	PPR-2008 & Its ammenends		Officers	30	03	3.00	90
49	4th Industrial Revolution and Smart Bangladesh		Officers & Staffs	30	03	3.00	90
50	Security of VP (Vulnerable Point) and VA (Vulnerable Area): Importance & Threats		Security Officers & Staffs	20	03	3.00	60
51	Electrical System and DC System Overview of the Bheramra 410MW CAPP		Technical Officers & Staffs	20	03	3.00	60
52	HRSB General Description, Operating Instructions and Steam Lines	Mar-25	Technical Officers & Staffs	25	03	3.00	75
53	Working at height, Working in Confined Space, Safe Lifting & Material Handling		Technical Officers & Staffs	25	03	3.00	75

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54	Maintenance and Troubleshooting of various Analyzing Systems including Sensing Instruments (SWAS & WTP System), GT & BOP Fire Detection System		Technical Officers & Staffs	25	03	3.00	75	
55	Cyber Security Awareness		Technical Officers & Staffs	25	03	3.00	75	
56	Physical Security: Threats analysis, assesment & Probable Solution and acting procedure & environmental controls		Security Officers & Staffs	25	03	3.00	75	
57	Overview of Steam Turbine Lube Oil System & testing and analysis of oil.		Technical Staffs	25	03	3.00	75	
58	Chemical Spillage, Emergency Procedure	Apr-25	Technical Officers & Staffs	35	03	3.00	105	
59	Various heat exchanger system structure, operation, maintenance used in WTP		Technical Officers & Staffs	15	03	3.00	45	
60	Desk Management		Officers & Staffs	35	03	3.00	105	
61	KPI Security Policy and KPI Security Manual of BCCPP		Officers & Staffs	25	03	3.00	75	
62	GT Lube oil system, Control Oil system & Trip Mechanism		Technical Officers & Staffs	25	03	3.00	75	
63	Gas and steam turbine protection & trip limits		Technical Officers & Staffs	25	03	3.00	75	
64	AVR and Excitation System of Generator.		Technical Officers & Staffs	25	03	3.00	75	
65	Pump & Motor alignment Procedure, Overview of different valves		Technical Officers & Staffs	25	03	3.00	75	
66	HVAC System of Bheramra 410MW CCPP		May-25	Technical Officers & Staffs	25	03	3.00	75
67	Instrument symbol and P&I drawing of WTP			Technical Officers & Staffs	15	03	3.00	45

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68	Total Quality Management		Officers & Staffs	30	03	3.00	90
69	Dealing with visitors, Contractors, workers and stakeholders and Incident Reporting		Security Officers & Staffs	25	03	3.00	75
70	Construction Feature of GT and ST		Technical Officers & Staffs	25	03	3.00	75
71	Preparation of APP/RAPP & Budget		Technical Officers & Staffs	35	03	3.00	105
72	Advance process technology of WTP and WWTP		Technical Officers & Staffs	15	03	3.00	45
73	Performance Appraisal, Submission and Evaluation Process.	Jun-25	Officers & Staffs	35	03	3.00	105
74	Combined cycle Startup and Shutdown procedure		Technical Officers & Staffs	25	03	3.00	75
75	Gas Booster system and its operating principle		Technical Officers & Staffs	25	03	3.00	75
						Total Hour	6240

Total Employees =	160
Total Required Training Hours = (160*60) =	9600
Achievable In House Training Hour =	6240
Total Targeted In House Training Hour (%) =	65%
Total Targeted External Training Hour (%) =	35%