



নর্থ-ওয়েস্ট পাওয়ার জেনারেশন কোম্পানী লিঃ
North-West Power Generation Company. Ltd.
ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018
Certified



(An Enterprise of Bangladesh Power Development Board)

ইউটিসি ভবন, (লেভেল ৩ ও ৪), ০৮ পান্থপথ, কাওরানবাজার, ঢাকা-১২১৫।

ফোন-৯১৪৫২৯১-৯২

প্রধান নির্বাহী কর্মকর্তা
নর্থ-ওয়েস্ট পাওয়ার জেনারেশন কোম্পানি লিঃ
ইউটিসি ভবন (লেভেল-৪)
কাওরানবাজার, পান্থপথ, ঢাকা।

বিষয়ঃ নর্থ-ওয়েস্ট পাওয়ার জেনারেশন কোম্পানি লিঃ-এ ২০২২-২৩ অর্থ বছরের ট্রেনিং ক্যালেন্ডার ও
ট্রেনিং মডিউল প্রণয়নে এতদসংক্রান্ত কমিটির প্রতিবেদন দাখিল প্রসঙ্গে।

সূত্রঃ ২৭.২৮.০০০০.৫০১.৪০৪.১৭.০৫৭৫

তারিখঃ ০৫/০৫/২০১৯ইং

উপর্যুক্ত বিষয় ও সূত্রের প্রেক্ষিতে, নর্থ-ওয়েস্ট পাওয়ার জেনারেশন কোম্পানি লিঃ-এর কর্মকর্তা-
কর্মচারীদের প্রশিক্ষণ প্রদানের মাধ্যমে পেশাগত জ্ঞান ও কর্মদক্ষতা বৃদ্ধির লক্ষ্যে ২০২২-২৩ অর্থবছরের জন্য
ইন-হাউজ ট্রেনিং ক্যালেন্ডার প্রস্তুতপূর্বক (পরিশিষ্ট-ক) কমিটির প্রতিবেদন (কপি সংযুক্ত) এতদসঙ্গে দাখিল
করা হল।

সংযোজনীঃ বর্ণনামতে।

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২৭/৫/২০২২
নির্বাহী পরিচালক (প্রকৌশল)
কর্পোরেট অফিস

নর্থ-ওয়েস্ট পাওয়ার জেনারেশন কোম্পানি লিঃ

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আহবায়ক, ট্রেনিং ক্যালেন্ডার প্রণয়ন ও বাস্তবায়ন কমিটি



Training Calendar 2022-2023



North-West Power Generation Company Limited

ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 Certified

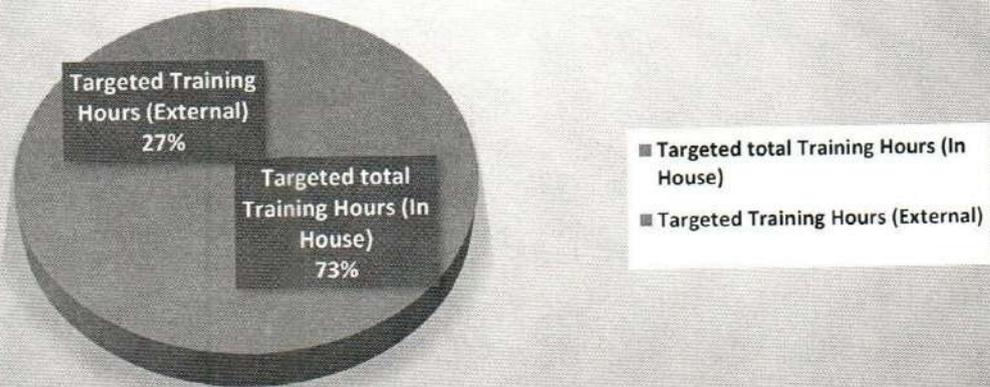
(An Enterprise of Bangladesh Power Development Board)

UTC Building (Level-3 &4), 8 Panthapath, Kawranbazar, Dhaka-1215, Bangladesh

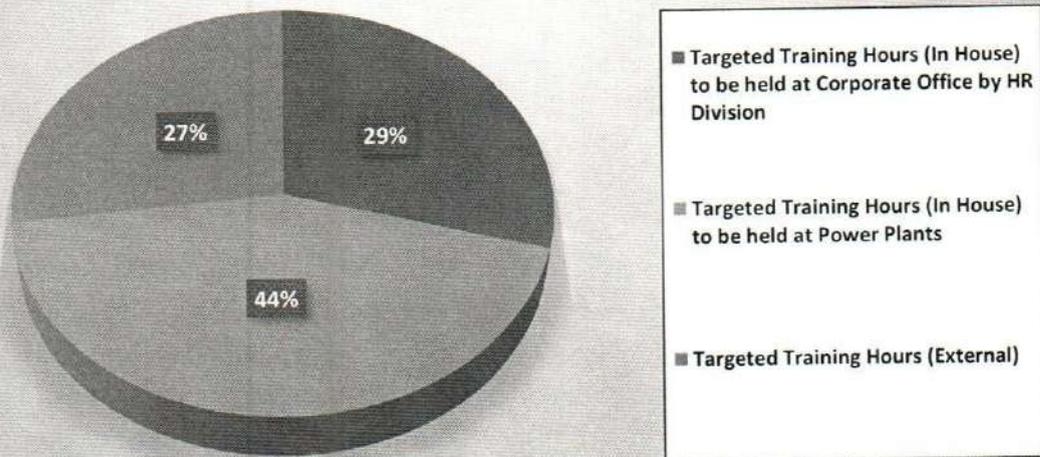
Overview of Training Calendar 2022-23

Total Employee of NWPGL	849 (Officer 416+Staff 433)
Total Required Training Hours (849*60)	50,940
Targeted Training Hours (In House) to be held at Corporate Office by HR Division	15,000
Targeted Training Hours (In House) to be held at Plant Offices	22,227
Achievable total Training Hours (In House)	37,227
Targeted Training Hours External (Foreign Training, Training of various Local Training Agencies, BPMI, Inter department Training, On-job Training)	13,713

Graphic Reprmentation of Targeted Internal & External Training Hours for the FY-2022-23



Targeted Training Hours by Corporated office, Dhaka, Power Plants & External Training providers





MONTHLY TRAINING SCHEDULE
FOR
CORPORATE OFFICE, NWPGL, DHAKA
FY-2022-23

Monthly Training Schedule for *Corporate Office, NWPGL, Dhaka*

Sl.	Name of the Topic	Month	Duration	No. of Participant	Target Group	Expected Training Hour	Comments
			(Session/Day)				
1	APA Structure for the Company and Field Level Offices	July 2022	3 Session	50	Officers	150	
2	Annual Performance Agreement: Method of target setting and evaluating the activities performed		3 Session	50	Officers	150	
3	Company Act		3 Session	40	Officers	120	
4	Power System Planning		3 Session	30	Officers	120	
5	Strategic Management for Mid Level Officers		3 Session	40	SDE/XE N equiv	120	
6	Microsoft Office Word & Excel (Batch-1)		02 Days	20	AA, OA	320	Course Based
7	NWPGL Service Rules: General Conduct and Discipline		03 Session	30	Staffs	90	
8	Office Discipline, General conduct & etiquettes with colleagues and senior officials		03 Session	30	Staffs	90	
9	Logbook register maintenance procedure		02 Session	20	Drivers	60	
10	Office Management & Office Administration		3 Days Long	20	Officers	480	Course Based
11	Basic Concepts on EIA and its Approval Process	Aug 2022	2 Session	20	Officers	40	
12	Occupational Health & Safety related		3 Session	30	Staffs	90	
13	Gender Awareness: National Women Development Policy 2011 and other related topics		2 Session	30	Officers	60	
14	Gender Awareness: National Women Development Policy 2011 and other related topics		2 Session	30	Staffs	60	
15	Microsoft Office Word & Excel (Batch-1)		02 Days	15	AA, OA	320	Course Based
16	Temporary Advance Adjustment Procedure		03 Session	20	AA, OA	60	
17	Delegation of Financial Power (DOFP)		03 Session	40	Officers	120	
18	Performance Management System		03 Session	30	Staffs	90	
19	Motivation in office work		03 Session	30	Staffs	90	
20	Annual Performance Appraisal		03 Session	30	Staffs	90	



21	Financing in Power Sector	Sept 2022	03 Session	30	Engineers/ Acc & Fin Officers	90	
22	Energy Auditing		03 Session	30	Technical Officers	90	
23	Awareness on Cyber Security		03 Session	20	Officers	60	
24	Public Procurement Management (PPR, PPA, E-GP)		05 Days Course	20	Officers	800	Course Based
25	Contract Documentation & Management		03 Session	20	Officers	60	
26	Office Discipline, General conduct & etiquettes with colleagues and senior officials		03 Session	30	Staffs	90	
27	Troubleshooting & Mechanical Maintenance of vehicle		03 Session	20	Drivers	160	
28	Power Purchase Agreement		03 Session	50	Engineers/ Acc & Fin Officers	150	
29	O&M of Combined Cycle, Engine & Solar Power Plant		5 Days Course	20	Technical Officers	800	Course Based
30	Basic Requirement of ISO 14001 (Environmental Management System)		2 Session	20	AE/AM to XEN/Manager eqv.	40	
31	Motivation, Work life Balance and Stress Management		03 Session	20	Officers	60	
32	Logbook register maintenance procedure		02 Session	20	Drivers	60	
33	Leadership & Strategic Management	Oct 2022	2 Session	20	SE/DGM & Above	320	Course Based
34	Project Management		03 Session	20	Technical Officers	60	
35	Managerial effectiveness & Leadership		2 Session	20	XEN/Managers	320	
36	Gender Awareness: National Women Development Policy 2011 and other related topics		2 Session	30	Officers	60	
37	Gender Awareness: National Women Development Policy 2011 and other related topics		2 Session	30	Staffs	60	
38	Special training Courses for drivers		01 Day	30	Drivers	240	Course Based

39	Motivation in office work		03 Session	30	Staffs	90	
40	Performance Management System (Goal Setting & key performance Indicators-KPI)		03 Session	30	Staffs	90	
41	Income tax and vat Rules & Regulations		03 Session	40	Officers	120	
42	Procurement Procedures		03 Session	40	Officers	120	
43	Integrated Management System (IMS) Policy & ISO Concept of NWPGL		03 Session	30	Staffs	90	
44	Power Purchase Agreement (PPA)		03 Session	50	Engineers/Acc& Fin Officers	150	
45	PTW Procedure		2 Days Course	20	Technical Officers	320	Course Based
46	E-mail Communication, ERP & Cybersecurity		1 Day Course	20	AA, OA	160	Course Based
47	Procurement Procedures	Nov 2022	03 Session	40	Officers	120	
48	Income tax Return Submission		03 Session	40	Staffs	120	
49	Vehicle Management & Driving Risk Awareness		03 Session	20	Drivers	60	
50	Motivation & Stress Management		03 Session	40	Officers	120	
51	Training on ERP		03 Session	40	Officers	120	
52	Common Trouble shooting of Computer & Internet browsing		02 Session	20	OA, AA	40	
53	Cyber Security awareness related		02 Session	30	Officers	60	
54	Project Management		03 Session	15	Technical Officers	45	
55	Advance Microsoft Excel for data analysis		03 Session	20	Officers	60	
56	Delegation of Financial Power (DoFP)		03 Session	30	Officers	90	
57	Fire Fighting Mock drill	Dec 2022	03 Session	50	Officers & Staff	150	
58	Int'l Finance/Accounts Standards (IFRS/IAS)		03 Session	20	Acc & Fin Officers	60	
59	Power Purchase Agreement (PPA)		03 Session	50	Officers	150	
60	General Conduct & Discipline		03 Session	30	AE/AM to XEN/Manager eqv.	90	
61	Annual Performance Appraisal Submission & Evaluation Process		03 Session	30	Staffs	90	
62	Performance Management System		03 Session	30	Staffs	90	
63	General Awareness for some Common Diseases		03 Session	40	Officers	120	
64	General Awareness for some Common Diseases		03 Session	30	Staffs	90	
65	Occupational Health & Safety related		03 Session	20	Staffs	60	

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66	Logbook register maintenance procedure		02 Session	20	Drivers	60		
67	Special Professional training Course for drivers	Jan 2023	01 Day	30	Drivers	240		
68	Occupational Health & Safety related		03 Session	20	Staffs	60		
69	Bill, Voucher Preparation & Entry		03 Session	20	OA, AA	60		
70	Financial Rules & Regulations		03 Session	20	OA, AA	60		
71	Standard Contract Documents		03 session	20	Engineers /Acc& Fin Officers	60		
72	General Awareness for some Common Diseases		03 Session	20	Officers	60		
73	First Aid & General Awareness for some Common Diseases		03 Session	20	Staffs	60		
74	Annual Performance Appraisal Submission and Evaluation Process		03 Session	20	Officers	60		
75	Public Procurement Rules & Procedure		3	20	Officers	60		
76	Auditing & Settlement of Audit Objection		03 Session	20	Officers	60		
77	Office Management & Office Administration		3 Days Long	20	Officers	480	Course Based	
78	Concept of ISO and Non-Conformity (NC) Closing Procedure		01 day	20	Officers	160	Course Based	
79	Common Trouble shooting of Computer & Internet browsing	Feb 2023	03 Session	20	OA, AA	60		
80	Special Professional training Course for drivers		01 Day	30	Drivers	240		
81	PMS		03 Session	20	Staffs	60		
82	Occupational Health, Safety & ISO Concept		03 Session	20	Staffs	60		
83	Etiquettes and Manners		03 Session	20	Staffs	60		
84	Innovation & Service Simplification		2	15	Officers	240		
85	Microsoft Power Point (Batch-1)		01 Day	15	OA, AA	120	Course Based	
86	Microsoft Power Point (Batch-2)		01 Day	15	OA, AA	120	Course Based	
87	IFRS/IAS Standards		3	20	Acc/Fin officers	60		
88	Procurement Procedures		3	30	officers	60		
89	NWPGCL Service Rules		March 2023	03 Session	20	Staffs	60	
90	Overview of Microsoft Word, Excel and Power Point (Batch-1)			01 Day	15	OA, AA	120	Course Based
91	Overview of Microsoft Word, Excel and Power Point (Batch-2)	01 Day		15	OA, AA	120	Course Based	
92	Training on ERP	3		20	Officers	60		
93	Leadership Training	03 Session		40	Officers	120		
94	Employees Service Rules	03 Session		20	Staffs	60		

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95	Etiquettes, Manners & Official Discipline		03 Session	15	Staffs	45	
96	Project Management		03 Session	15	Technical Officers	45	
97	Delegation of Financial Power		03 Session	40	Officers	120	
98	Procurement Procedures		03 Session	30	Officers	90	
99	Logbook register maintenance procedure		02 Session	20	Drivers	60	
100	O&M of Combined Cycle, Engine & Solar Power Plant		5 Days Course	20	Technical Officers	800	
101	Labour Law & Rules: Employee Health, Safety, Security & Welfare	April 2023	03 Session	20	Officers	60	
102	Auditing & Settlement of Audit Objections		03 Session	30	Officers	90	
103	Procurement Procedures		03 Session	30	Officers	90	
104	Employees Service Rules		03 Session	30	Officers	60	
105	Employees Service Rules		02 Session	30	Staffs	60	
106	Project Management		03 Session	15	Technical Officers	45	
107	Performance Management System (Goal Setting & key performance Indicators-KPI) and Annual Performance Agreement (APA)	May 2023	03 Session	40	Officers	120	
108	Fire Fighting Mock Drill		03 Session	50	Officers & Staff	200	
109	Employees Service Rules		03 Session	30	Officers	90	
110	Delegation of Financial Power		02 Session	30	Officers	60	
111	Vehicle Management & Driving Risk Awareness		03 Session	15	Drivers	45	
112	Advanced Excel application for data analysis and reporting		03 Session	15	Officers	45	
113	Motivation in Office Works		03 Session	30	Staffs	90	
114	Company Tax Return & VAT Return	June 2023	03 Session	40	Officers	120	
115	Methods of setting goals & evaluating the activities performed		03 Session	40	Officers	120	
116	Vehicle Act, Road Safety and Traffic Management		03 Session	40	Drivers	120	
117	Employees Service Rules: General conduct and Discipline		03 Session	20	Staffs	60	
118	Procurement Procedures		03 Session	20	Officers	60	
119	Employees Service Rules		03 Session	30	Officers	90	
	Total					15,000	

* As Covid-19 is being continued and considering the pandemic situation for long duration, planned most of the training through on-line medium.

Training Calendar 2022-2023

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

* 1 Session = 1 Hour

Note: If "Office Management & Office Administration" courses-based training cannot be arranged due to any reason the following session-based course may be arranged based on necessity. Employee Service Rules, NWPGL Service Rules: TA/DA Rules & Bill Submission Procedure, Policy & Rules of NWPGL, NWPGL Service Rules: General Conduct and Discipline, Labour Law

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APA target related Training Schedule organized by Corporate Office,

Sl.	Name of the Topic	Month	Duration (Session/Day)	No. of Participant	Target Group
1.	Right to Information (RTI)	July 2022	02 Session	50 (Online)	Officers
2.	Grievance Redress System (GRS) and Uses of GRS Software		02 Session	50 (Online)	Officers
3.	National Integrity Strategy (NIS)	August 2022	02 Session	50 (Online)	Officers
4.	Awareness on Anti-Corruption		02 Session	50 (Online)	Officers
5.	Citizen Charter	September 2022	03 Session	20	Officers
6.	e-Governance & Innovation		04 Session	40 (online)	Officers
7.	Fourth Industrial Revolution (4IR) related		02 Session	40 (online)	Drivers
8.	Right to Information (RTI)	October 2022	02 Session	50 (Online)	Officers
9.	Grievance Redress System (GRS) and Uses of GRS Software		02 Session	50 (Online)	Officers
10.	National Integrity Strategy (NIS)	November 2022	02 Session	50 (Online)	Officers
11.	Awareness on Anti-Corruption		02 Session	50 (Online)	Officers
12.	Citizen Charter	December 2022	03 Session	50 (Online)	Officers
13.	e-Governance & Innovation		02 Session	50 (Online)	Officers
14.	Fourth Industrial Revolution (4IR) related		03 Session	50	Officers & Staff
15.	Right to Information (RTI)	January 2023	02 Session	50 (Online)	Officers
16.	Grievance Redress System (GRS) and Uses of GRS Software		02 Session	50 (Online)	Officers
17.	National Integrity Strategy (NIS)	February 2023	02 Session	50 (Online)	Officers
18.	Awareness on Anti-Corruption		02	50	Officers

Training Calendar 2022-2023

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			Session	(Online)		
19.	Citizen Charter	March 2023	03 Session	20	Officers	
20.	e-Governance & Innovation		04 Session	40 (online)	Officers	
21.	Fourth Industrial Revolution (41R) related		02 Session	40 (online)	Drivers	
22.	Right to Information (RTI)	April 2023	02 Session	50 (Online)	Officers	
23.	Grievance Redress System (GRS) and Uses of GRS Software		02 Session	50 (Online)	Officers	
24.	National Integrity Strategy (NIS)	May 2023	02 Session	50 (Online)	Officers	
25.	Awareness on Anti-Corruption		02 Session	50 (Online)	Officers	
26.	Citizen Charter	June 2023	03 Session	20	Officers	
27.	e-Governance & Innovation		04 Session	40 (online)	Officers	
28.	Fourth Industrial Revolution (41R) related		02 Session	40 (online)	Drivers	
Total						








MONTHLY TRAINING SCHEDULE
FOR
SIRAJGANJ POWER STATION, NWPGL,
SIRAJGANJ
FY-2022-23

Training Calendar 2022-2023

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Monthly Training Schedule for Sirajganj Power Station

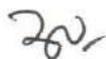
Sl. No	Name of the Topic	Month	Duration (Session)	No. of Participant	Target Group	Expected Training Hour
1.	Emergency handling of combined cycle power plant during Grid disconnection.	July 2022	03	50	Technical officers & staffs	150
2.	Introduction to SPPA (Siemens Power Plant Automation) T3000 Architecture & its Components and Troubleshooting.		03	50	Technical officers & staffs	150
3.	Basics of Filtration Process Based Water Treatment Plant Operation		03	50	Technical officers & staffs	150
4.	KPI Security Instructions-2013 and SMS of Sirajganj Power Station		03	50	Officers & Staffs	150
5.	Incident, Accident, Near-miss, Effective use of PPE & Safe Management of Special Works		03	50	Staffs	150
6.	Etiquette, manner, attitude and general conduct, discipline (Part-1)	August 2022	03	50	Officers	150
7.	a) Operation (Inspection, Monitoring, Operation, Control & Protection) of Combined Cycle Power Plant. b) Operation of Fire Fighting System of CCPP & Fire Incident handling. c) PTW (Unified) Procedure, LOTO System, Emergency Preparedness Plan (EPP) & Safety.		03	50	Technical officers & staffs	150
8.	Cooling Tower, performance and its maintenance.		03	50	Technical officers & staffs	150
9.	Inspection & Maintenance of Transformer		03	50	Technical Officers & staffs	150
10.	Overview of Grid-Tied Solar Photovoltaic (PV) Power Plant.		03	50	officers & Staffs	150
11.	Financial Management of NWPGCL	September 2022	03	50	Officers	150
11.	Gas Turbine Operation Procedure (start-up, fuel changeover, and running) with HSD.		03	50	Technical officers & staffs	150
12.	Root Cause Failure Analysis Tools & Techniques		03	50	Technical officers &	150
13.	Etiquette, manner, attitude and general conduct, discipline		03	50	Staffs	150
14.	Primary Management of Incident/Accident (First Aid).		03	50	Officers & staffs	150

Training Calendar 2022-2023

15.	Emergency Preparedness Plan (EPP), IMS (Integrated Management System) awareness		03	50	Officers	150
16.	Long Term Service Agreement (LTSA).	October 2022	03	50	Technical officers & staffs	150
17.	Condenser Air Evacuation System		03	50	Technical officers & staffs	150
18.	Basics concept of Resin Column Based Water Treatment Plant Operation		03	50	Technical officers & staffs	150
19.	Income Tax		03	50	Officers & staffs	150
20.	Control & Protection system of GT & ST		03	50	Technical officers & staffs	150
21.	Control Logic, Alarm Diagnostic and troubleshooting of I&C Equipment	November 2022	03	50	Technical officers & staffs	150
22.	Basic Networking, Internet and Cyber Security		03	50	Officers & staffs	150
23.	Emergency Preparedness Plan (EPP) and IMS (Integrated Management System) awareness		03	50	Staffs	150
24.	Etiquette, manner, attitude and general conduct, discipline (Part-2)		03	50	Officers	150
25.	Energy Auditing of Combined Cycle Power Plant.	December 2022	03	50	Technical officers & staffs	150
26.	Long term supply & Service Agreement (LTSA) of ST.		03	50	Technical officers & staffs	150
27.	Service Rules & Policy of NWPGL		03	50	Officers & staffs	150
28.	Environmental Management System (EMS), Environmental Legal Requirements		03	50	Officers	150
29.	Maintenance and Reliability Best Practices		03	50	Technical officers & staffs	150
30.	Operation procedure of Open Cooling Water system, Closed Cooling Water system, Condensate system and Rubber ball cleaning system of Steam turbine.	January 2023	03	50	Technical officers & staffs	150
31.	Power Transformer and its Protection		03	50	Technical officers & staffs	150
32.	Value Added Tax (VAT)		03	50	Officers & staffs	150

33.	Machine Guard, Isolation of Hazardous Energy, Electrical Safety, Occupational exposure to EMF and Electromagnetic Safety		03	50	Staffs	150
34.	Power Purchase Agreement (PPA)	February 2023	03	50	Officers	150
35.	Gas Turbine (GT) Air Filtration System		03	50	Technical officers & staffs	150
36.	Control Logic, Alarm Diagnostic and troubleshooting of I&C Equipment.		03	50	Technical officers & staffs	150
37.	Store management and Usage of Store Management software		03	50	Officers & staffs	150
38.	Chemical cleaning activities, Hazardous Chemical Management, Laboratory Safety Practices & Procedures and Hazardous Waste Management		03	50	Staffs	150
39.	Application to reduce mental stress.	March 2023	03	50	Officers	150
40.	Black out, Normalization and Emergency situation (Incident) handling of Combined Cycle Power Plant		03	50	Technical officers & staffs	150
41.	Result based management concept, PMS and key performance indicator		03	50	Officers & staffs	150
42.	Basic Life Support and its importance		03	50	Officers & staffs	150
43.	Common EHS Practices-1 (Occupational Health Safety)		03	50	Officers	150
44.	Power Purchase Agreement (PPA)	April 2023	03	50	Officers	150
45.	a) Schedule tests of steam turbine & HRSG & their necessity b) Protection & emergency situation handling of steam turbine.		03	50	Technical officers & staffs	150
46.	HP and LP Bypass Pneumatic Control systems.		03	50	Technical officers & staffs	150
47.	PPR-2008 & Delegation of financial Power- 2012 (Revenue)		03	50	Officers & staffs	150
48.	Effective use of Portable fire Extinguisher Cylinders		03	50	Staffs	150
49.	Operation, monitoring and troubleshooting of Steam turbine and its auxiliaries.	May 2023	03	50	Technical officers & staffs	150
50.	Maintenance of Boiler Feed Water Pump (Part-02)		03	50	Technical officers & staffs	150
51.	Differential Protection of a Power Transformer		03	50	Technical officers & staffs	150






52.	Laboratory Analysis & Quality Control of circulating water, DM water & steam water.	June 2023	03	50	Technical officers & staffs	150
53.	Common EHS Practices-2 (Occupational Health Safety).		03	50	Officers	150
54.	Common EHS Practices-2 (Occupational Health Safety).		03	50	Technical officers & staffs	150
55.	Operation (Start-up and Shut down) of Steam Turbine as per SOP (Standard Operating Procedure).		03	50	Officers	150
56.	Steam turbine Overhauling Part 2 with RCA of different types of Fractures and alignment procedures.		03	50	Technical officers & staffs	150
57.	Overview of NWPGL Safety Manual (After Final Approval)		03	50	Technical officers & staffs	150
Total						8,550

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

* 1 Session = 1 Hour

Total Permanent Employee of Sirajganj Power Station	300
Total Required Training Hours (300*60)	18,000
Targeted Training Hours (In House)	8,550
Achievable Training Hour (In House)	47%
Achievable Training Hour (External)	53%

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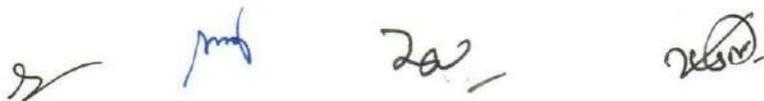
MONTHLY TRAINING SCHEDULE
FOR
KHULNA 225 MW CCPP, NWPGL, KHULNA
FY-2022-23

Training Calendar 2022-2023

Monthly Training Schedule for Khulna 225 MW CCPP

Sl. No	Name of the Course	Month	No. of Session	No. of Participant	Target Group	Expected Training Hour
1	An overview of various pumps used in Khulna 225 MW CCPP	July 2022	3	35	Technical officers & staffs	105
2	Operation and Maintenance of Fuel Gas System		3	35	Technical officers & staffs	105
3	Accident & Emergency Response and Occupational Safety management system		3	50	All officers and staffs	150
4	Importance of Water Treatment Plants in Power Plant Engineering		3	35	Technical officers & staffs	105
5	Electronic Government Procurement(e-GP)	August 2022	3	25	All officers	75
6	Operation and Maintenance of both Emergency Diesel Generator		3	35	Technical officers & staffs	105
7	Basic Networking		3	15	Technical officers	45
8	Diverter Damper and Stack Damper Operation		3	35	Technical officers & staffs	105
9	First Aid Training (only CPR)		3	50	All officers and staffs	150
10	Efficient and Smooth Operation of Steam Turbine		September 2022	3	35	Technical officers & Staff
11	Protection Devices for Abnormal Operating Conditions During Loss-of-Excitation	3		35	Technical Officers & Staff	105
12	Gas and Steam Turbine Control Logic	3		35	Technical officers & Staff	105
13	KPI Security Guidelines and Security of KPI	3		50	All officers and staffs	150
14	Chemical Dosing Systems in Power Plants for Water Conditioning	3		35	Technical officers & staffs	105
15	EH oil system of the Steam Turbine	October 2022	3	35	Technical officers & staffs	105
16	An Overview of Lube Oil System		3	35	Technical officers & staffs	105
17	Requirements of IMS manual & procedures and Legal requirements of ISO		3	50	All officers and staffs	150
18	Field Instrumentation Maintenance and Trouble-shooting		3	35	Technical Officers & Staff	105

Training Calendar 2022-2023



19	Protection Devices for Abnormal Operating Conditions During Pole Slipping		3	35	Technical Officers & Staff	105
20	Condensate Water System Operation	November 2022	3	35	Technical officers & staffs	105
21	General Conduct & Discipline		3	50	All officers and staffs	150
22	Operation and maintenance of Diverter Damper		3	35	Technical officers & staffs	105
23	Primary treatment for Wounds and Bleeding		3	50	All officers and staffs	150
24	Preventive Maintenance of Battery		3	35	Technical officers & staffs	105
25	Request for Quotation (RFQ)	December 2022	3	25	All officers	75
26	Rotor Barring System of GT and ST		3	35	Technical officers & staffs	105
27	Troubleshoot of Inverter (ST)		3	35	Technical officers & staffs	105
28	Operation and maintenance of Boiler Feed Pump		3	35	Technical officers & staffs	105
29	Environment Management system, Hot work, Confined space work, Work At height.		3	50	All officers and staffs	150
30	Control System Hardware Maintenance and Trouble-shooting	January 2023	3	35	Technical Officers & Staff	105
31	Gas Turbine Protection System		3	35	Technical officers & staffs	105
32	Operation and Maintenance of both BOP Air Compressor		3	35	Technical officers & staffs	105
33	General Security Instructions for KPI		3	50	All officers and staffs	150
34	Lighting (LED)		3	35	Technical officers & staffs	105
35	Primary treatment for Burn	February 2023	3	50	All officers and staffs	150
36	EH Oil System		3	35	Technical officers & staffs	105
37	Manner & Etiquette		3	50	All officers and staffs	150
38	Operation and Maintenance of ST Condensate and Vacuum System		3	35	Technical officers & staffs	105
39	All Air Compressors in Khulna 225 MW CAPP	March 2023	3	35	Technical officers & staffs	105
40	Different types of sensors and transmitters Calibration Procedure		3	35	Technical Officers & Staff	105
41	Open Tender Method (OTM)		3	25	All officers	75
42	Operation and Maintenance of Gas Booster Compressor		3	35	Technical officers & staffs	105

Training Calendar 2022-2023

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43	ISO Audit findings & Root cause analysis process		3	50	All officers and staffs	150
44	Income tax, VAT & Financial Management	April/ 2023	3	25	All officers	75
45	Synchronization Parameters		3	35	Technical Officers & Staff	105
46	Primary treatment for Electric shock		3	50	All officers and staffs	150
47	Analog input and output signal for GT and ST control system		3	35	Technical officers & staffs	105
48	Leave Rules	May/ 2023	3	50	All officers and staffs	150
49	Solar System		3	35	Technical officers & staffs	105
50	Digital input and output signal for GT and ST control system		3	35	Technical Officers & Staff	105
51	GT Lube oil system		3	35	Technical officers & staffs	105
52	Fire Safety Management	June/ 2023	3	50	All officers and staffs	150
53	Hazardous Chemical safety management		3	50	All officers and staffs	150
54	Fuel payment calculation in Monthly Energy Bill and an Overview of Fuel Oil management system of Khulna 225 MW CCPP		3	25	All officers	75
55	Training on Frequency Governing Mode operation (FGMO)		3	35	Technical officers & staffs	105
56	Motor & VFD		3	35	Technical officers & staffs	105
	Total					6345

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

* 1 Session = 1 Hour

Total Permanent Employee of Khulna 225 MW CCPP	133
Total Required Training Hours (133*60)	7,980
Targeted Training Hours (In House)	6345
Achievable Training Hour (In House)	79%
Achievable Training Hour (External)	21%

Training Calendar 2022-2023








MONTHLY TRAINING SCHEDULE
FOR
MADHUMATI 100 MW HFO BASED POWER PLANT,
NWPGCL, MADHUMATI
FY-2022-23

Training Calendar 2022-2023

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

Sl. No	Name of the Course	Month	No. of Session	No. of Participant	Target Group	Expected Training Hour
1	Overview and Basic of a HFO Based Engine Power Plant	July/ 2022	4	20	Technical officers & staffs	80
2	NWPGL Employee Service Rule 2016		3	25	Technical officers & staffs	75
3	Responses to Emergencies by Operation Team during Blackout, trip etc. Step by Step	August/ 2022	4	20	Technical officers & staffs	80
4	Electrical Wiring Diagram		3	15	Technical officers & staffs	45
5	Operation and maintenance of different types of motors	September/ 2022	2	15	Technical officers & staffs	30
6	Operation of Pre-Treatment Plant and Water Treatment Plant		3	20	Technical officers & staffs	60
7	Income Tax & VAT		3	25	All Officers and Staff	75
8	Trouble-shooting in field equipment's (Both Engine & BOP)	October/ 2022	4	15	Technical officers & staffs	60
9	Control System Overview/ Architecture		2	15	Technical officers & staffs	30
10	ISO 9001: Quality Management System		4	20	Technical officers & staffs	80
11	দাপ্তরিক শৃঙ্খলা, সহকর্মী ও উর্দ্ধতন কর্মকর্তাদের সাথে শিষ্টাচারবিধি		4	20	All Officers and Staff	80
12	Engine Based Power Plant Operation-1	November 2022	4	15	Technical officers & staffs	60
13	Signal transmission between field devices and I/O cards and controller		2	15	Technical officers & staffs	30
14	ISO 14001: Environmental Management System		4	20	All Officers and staffs	80
15	KPI Security Guidelines-2013 and Security Mgt. System of our Plant		4	15	All Officers and staffs	60
16	Dismantling & Reassembly of Generator		2	15	Technical officers	30

Training Calendar 2022-2023

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17	ISO 45001: Occupational Health and Safety Management System	December/ 2022	4	20	All Officers and staffs	80
18	Performance Appraisal Submission and Evaluation Process		2	25	All Officers and staffs	50
19	Overhauling of HFO Separator		8	15	Technical officers & staffs	120
20	Overview of Waste Heat Recovery System (Electrical Part)		2	15	Technical officers & staffs	30
21	Procurement (PPR& E-GP) Regulations		2	15	All Officers	30
22	Auditing & Settlement of Audit Objection	January/ 2023	2	15	All Officers	30
23	Maintenance on Crank mechanism: Crankshaft, connecting rod, piston and Linear, Big end bearing, counter weight		4	20	Technical officers and staffs	80
24	Engine Safety Systems and control logic		2	15	Technical officers	30
25	First Aid Training		3	20	All officers & staffs	60
26	Firefighting system of Madhumati 100 MW HFO Based Power Plant		4	25	All officers & staffs	100
27	Different types of sensors and transmitters		2	15	Technical officers and staffs	30
28	KPI Guideline & Security of KPI	February/ 2023	3	15	All Officers and staffs	45
29	Overhauling of LO Separator		8	15	Technical officers & Staffs	120
30	First Aid & Awareness Creation for some Common Disease		3	25	All officers & staffs	75
31	Fuel Supply, Handling & Storage System		3	15	Technical officers & staffs	45
32	Operation and maintenance of Emergency Diesel Generator	March/ 2023	2	15	Technical officers and Staffs	30
33	Engine Routine Maintenance		2	15	Technical officers and staffs	30
34	Engine Based Power Plant Operation-2		4	15	Technical officers and staffs	60






35	Non-destructive test.		2	15	Technical officers and staffs	30
36	ব্যক্তি পর্যায়ে লক্ষ্যমাত্রা নির্ধারণ এবং সম্পাদিত কার্যক্রমের মূল্যায়ন		3	25	All officers and staffs	75
37	Operation of Start Air Compressor & Instrument Air Compressor	April/ 2023	4	15	Technical officers & staffs	60
38	Firefighting system of Madhumati 100 MW HBPP		4	25	Technical officers & Staffs	100
39	Overhauling of Instrument & Start Air Compressor		8	15	All Officers and staffs	120
40	Job Safety Analysis		3	25	All officers and staffs	75
41	Accident & Emergency Response		3	25	All officers and staffs	75
42	Protection Relay Basics and troubleshooting		May/ 2023	2	15	Technical officers & staffs
43	Interlock System for Electrical Equipment.	2		15	Technical Officers & Staffs	30
44	Transformer protection and maintenance	2		15	Technical officers & staffs	30
45	Fuel Injection Pump servicing	2		15	Technical officers & staffs	30
Total						2665

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

* 1 Session = 1 Hour

Total Permanent Employee of Madhumati 100 MW HFO based Power Plant	67
Total Required Training Hours (67*60)	4,020
Targeted Training Hours (In House)	2665
Achievable Training Hour (In House)	66%
Achievable Training Hour (External)	24%

Training Calendar 2022-2023

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MONTHLY TRAINING SCHEDULE
FOR
BHERAMARA 410 MW CCPP, NWPGCL, KUSTIA
FY-2021-22

Training Calendar 2022-2023

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Monthly Training Schedule for Bheramara 410 MW CCPP

Sl. No	Name of the Course	Month	Duration (Session)	No. of Participant	Target Group	Expected Training Hour
1.	GT Online and offline blade washing, ST valve testing	July 2022	02	20	Technical Officers & Staffs	40
2.	Safe handling of various chemical & lab instrument in WTP		02	15	Technical Officers & Staffs	30
3.	Use of e-filing		02	50	Officers	100
4.	Introduction, Security System & Access Control System of KPI		02	20	Security Officers & Staffs	40
5.	Heart Attack, Stroke, Diabetes mellitus, Hypertension		02	50	Officers & Staffs	100
6.	GT Inlet Air, Combustion, GT Cooling & Sealing and GT Exhaust Gas System		02	25	Technical Officers & Staffs	50
7.	General Conduct & Discipline		02	50	Officers & Staffs	100
8.	Basics on Electrical Maintenance, Maintenance and Troubleshooting Techniques of Electrical Circuits & Equipment's.	August 2022	03	25	Technical Officers & Staffs	75
9.	Basics of schedule maintenance philosophy with EOH calculation. Impact of EOH on schedule maintenance.		02	25	Technical Officers & Staffs	50
10.	Maintenance & Trouble Shooting of Hydrogen & N2 Generation Units.		02	20	Technical Officers & Staffs	40
11.	Road Transport Act-2018 & Defensive Driving		02	10	Drivers	20
12.	Protocol of VIP visitors, Dealing with visitors, Contractors, workers and stakeholders		02	20	Security Officers & Staffs	40
13.	Construction, Design and Protection of Transformers		02	20	Technical Officers & Staffs	40
14.	Mechanical & Electrical isolation & normalization	September 2022	03	20	Technical Officers & Staffs	60
15.	Introduction to Distributed Control system (DCS) & Trend data, Historian data, Sequence of Event (SOE) Analysis of process signals		03	20	Technical Officers & Staffs	60

Training Calendar 2022-2023



16.	Usage of electrical testing & measuring equipment's for various systems.		02	20	Technical Officers & Staffs	40	
17.	Overview of GT air intake and Exhaust system, Cooling Air, sealing air System and required maintenance to maintain the healthiness of the system.		02	20	Technical Officers & Staffs	40	
18.	Assessment of Income Tax of an Employee as per Income Tax ordinance & Rules 1984.		03	50	Officers & Staffs	150	
19.	Study of asset performance and condition monitoring of power plant.		02	20	Technical Officers & Staffs	40	
20.	Compressor, blower fan, pump, bearing, lubrication system & sealing system used in WTP.		02	15	Technical Officers & Staffs	30	
21.	Operation of Centrifuging Machine & Navigation of Ovation Control System		02	20	Technical Officers & Staffs	40	
22.	Introduction to PLC System and Control Logics of HVAC, WTP, HGP & GBC System		October 2022	03	20	Technical Officers & Staffs	60
23.	SLD and Circuit Diagram Exploration for Major Systems.	02		20	Technical Officers & Staffs	40	
24.	Overview of Steam Turbine Lube Oil System, Control Oil system and Its Checking and Preventive maintenance.	03		20	Technical Officers & Staffs	60	
25.	জাতীয় শুদ্ধাচার কৌশল	02		35	Officers & Staffs	70	
26.	Control valve, transmitter system & controllers and control loop system of WTP	02		15	Technical Officers & Staffs	30	
27.	অগ্নি নির্বাপন মহড়া ও প্রশিক্ষণ	02		40	Officers & Staffs	80	
28.	Basic Microsoft Office and Internet, Networking & troubleshooting	02		25	Officers & Staffs	50	
29.	NWPGCL Service Rules	November 2022		02	30	Officers & Staffs	60
30.	Condenser Air Evacuation and its impact on STG output, COLTC			03	20	Technical Officers & Staffs	60
31.	Operation of Gas Turbine by HSD & Emergency Situation Handling			03	20	Technical Officers & Staffs	60

32.	Field Instrument setup, loop connection, maintenance and calibration of Control valves & Instruments using Portable Testing Devices	December 2022	03	20	Technical Officers & Staffs	60
33.	Etiquette, Manners & Official Discipline		03	25	Officers & Staffs	75
34.	Practical training on: - How to use of first aid box equipment & O2 cylinder		03	45	Officers & Staffs	135
35.	Awareness against Anti-Corruption		02	40	Officers & Staffs	80
36.	Computers & Peripherals usage, maintenance & troubleshooting		02	25	Officers & Staffs	50
37.	Basics of Generator & Motor and its Maintenances.		02	25	Technical Officers & Staffs	50
38.	An Overview on Occupational Health and Safety (OHS)		02	35	Officers & Staffs	70
39.	Fastener, adhesives, paint of WTP		02	15	Technical Officers & Staffs	30
40.	Basic First Aid management		03	45	Officers & Staffs	135
41.	Overview of Public Procurement Methods.		02	30	Officers	60
42.	GT fuel oil System and water injection system: Concerns, Operation and Maintenance.	02	25	Technical Officers & Staffs	50	
43.	Gas Turbine Inlet Air, Combustion and Exhaust Gas System	January 2023	20	02	Technical Officers & Staffs	40
44.	Feed Water circuit and Auxiliary Steam		20	02	Technical Officers & Staffs	40
45.	Head-to-Toe Training on PPE & PTW System (Lock-out Tag-out System LOTO)		25	02	Officers & Staffs	50
46.	মশাবাহিত, বায়ুবাহিত, মৌসুমী রোগবলাই প্রতিরোধে করণীয়		40	03	Officers & Staffs	120
47.	Maintenance and Troubleshooting of various Analyzing Systems including Sensing Instruments (SWAS & WTP System), GT & BOP Fire Detection System		25	03	Technical Officers & Staffs	75
48.	Description of Firefighting system and Response of Operation Team in case of Fire Incidents		25	03	Technical Officers & Staffs	75
49.	SLD of HV, MV, LV, DC& UPS system with Load list		20	03	Technical Officers & Staffs	60
50.	Cooling Water System: Performance and Maintenance.	February 2023	02	20	Technical Officers & Staffs	40

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51.	Steam System: Concerns, Operation and Maintenance.		02	25	Technical Officers & Staffs	50
52.	Right to Information Act (RTI)		02	30	Officers & Staffs	60
53.	Overview of Delegation of Financial Power-2012 (Revenue)		03	35	Officers	105
54.	Introduction to Office Internet Network and how to maintain Office Computers, Printers, etc		02	20	Officers & Staffs	40
55.	Security of VP (Vulnerable Point) and VA (Vulnerable Area): Importance & Threats		02	25	Security Officers & Staffs	50
56.	Block Description and Signal Identification of Netmation Control System		03	20	Technical Officers & Staffs	60
57.	HRSB General Description, Operating Instructions and Steam Lines	March 2023	02	20	Technical Officers & Staffs	40
58.	Working at height, Working in Confined Space, Safe Lifting & Material Handling		02	25	Technical Officers & Staffs	50
59.	Training on Online/Offline Test Procedure for Various Control Valves, EOST, GT & BOP VMS, Emergency Shutdown System		03	20	Technical Officers & Staffs	60
60.	Maintenance of Air Compressors and Dryer.		02	25	Technical Officers & Staffs	50
61.	Threat assessment & probable Solution, Guarding and monitoring premises.		02	20	Security Officers & Staffs	40
62.	Basic Concept of welding and NDT test of Welding Joint.		02	20	Technical Staffs	40
63.	Chemical Spillage, Electrical Hazard and Safety, Emergency Procedure		03	30	Technical Officers & Staffs	90
64.	Various heat exchanger system structure, operation, maintenance used in WTP.	02	15	Technical Officers & Staffs	30	
65.	Bangladesh Labor Act	03	30	Officers & Staffs	90	
66.	অভিযোগ প্রতিকার ব্যবস্থা এবং GRS বিষয়ক	02	40	Officers & Staffs	80	
67.	Gas Booster system and its operating principle	April 2023	02	20	Technical Officers & Staffs	40
68.	Gas and steam turbine protection & trip limits		02	20	Technical Officers & Staffs	40
69.	AVR and Excitation System of Generator.		02	25	Technical Officers & Staffs	50
70.	Pump & Motor alignment Procedure, Overview of different valves		02	20	Technical Officers & Staffs	40

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71.	Permissive & Protection System Scheme in GT ST & BOP Control System for major plant equipment	May 2023	02	20	Technical Officers & Staffs	40
72.	Instrument symbol and P&I drawing of WTP		02	15	Technical Officers & Staffs	30
73.	কোম্পানিতে সমন্বিত ব্যবস্থাপনা পদ্ধতির নীতিমালা (গুণমান, পরিবেশ, পেশাগত স্বাস্থ্য ও সুরক্ষা)		02	35	Officers & Staffs	70
74.	Incident Reporting, Patrol Tactic and Techniques		02	25	Security Officers & Staffs	50
75.	Construction Feature of GT and ST		02	25	Technical Officers & Staffs	50
76.	Aux Boiler operating principle and its construction feature		02	25	Technical Officers & Staffs	50
77.	Advance process technology of WTP and WWTP		02	16	Technical Officers & Staffs	32
78.	Performance Appraisal, Submission and Evaluation Process.	June 2023	03	30	Officers & Staffs	90
79.	Combined cycle Startup and Shutdown procedure		02	25	Technical Officers & Staffs	50
80.	GT Lube oil system, Control Oil system & Trip Mechanism		02	25	Technical Officers & Staffs	50
Total						4,667

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

* 1 Session = 1 Hour

Total Permanent Employee of Bheramara 410 MW CCPP	160
Total Required Training Hours (160*60)	9600
Targeted Training Hours (In House)	4,667
Achievable Training Hours (In House)	48%
Achievable Training Hours (External)	52%

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