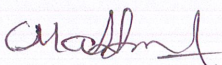

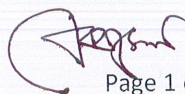


## POWER GRID COMPANY OF BANGLADESH LTD.


## ANNUAL TRAINING PLAN

Plan Period: July 2024 to June 2025

S.N.	Subject of Training	Target Group	Batch No	Time	Duration (Days)	Participants Per Batch	Man Days	Venue/ Organizer
1	Operation and Maintenance of Substations & Transmission Lines	SAE to SDE LM/FM/ELCT /TA	12	Oct'24 to Apr'25	4	30	1440	Grid Circles, PGCB
2	Operation & Maintenance of HV Substations & Switchgear Equipment	SAE to XEN LM/FM/ELCT /TA	2	Nov'24 to Jan'25	4	30	240	Grid Circles, PGCB
3	Operation, Maintenance, Inspection and Testing of Power Transformer	SAE to SDE	6	Oct'24 to May'25	3	30	540	Grid Circles, PGCB
4	Design, Construction, Maintenance & Testing of Power Transmission and Distribution Line	SAE to SDE	2	Sep'24 Jan'25	18	2	72	BPMI
5	Design, Operation, Maintenance and Protection of Electrical Substation	AE to XEN	2	Aug'24 Oct'24	14	4	112	BPMI
6	Design of Tower and Tower Foundation	SAE to XEN	4	Oct'24 to Apr'25	12	5	240	BPMI/PGCB
7	Substation Automation System (SAS)	SAE to SDE	2	Sep'24 & Feb'25	2	30	120	PGCB
8	GIS Maintenance & Automation System Troubleshoot	AE to SDE	2	Oct'24 Mar'25	2	30	120	GMDs, PGCB
9	Automation, Control & Protection System	SAE to XEN	2	Sep'24 to Dec'24	5	30	300	PGCB/Other Organization
10	Basic Training on GIS Mapping	SAE to AE	2	May'25	11	3	66	BPMI/Other Organization
11	Gas Insulated Switchgear (GIS)	SAE to SDE	2	Oct'24 to Jan'25	1	30	60	PGCB
12	Load Management & Substation Switching	SAE to SDE	1	Feb'25	3	30	90	PGCB/Other Organization
13	Underground Cable Jointing, Testing, Fault Identification and Maintenance	SAE to SDE & LM/FM/TA	2	Oct'24 Jan'25	3	30	180	PGCB
14	Underground Cable Line Design	SAE to XEN LM/FM/TA	2	Nov'24 to Mar'25	5	10	100	Other Organization
15	Maintenance of Power Transformer, Circuit Breaker and Substation Equipment	SAE to SDE LM/FM/TA	2	Oct'24 to Jun'25	2	30	120	Grid Circles, PGCB
16	Annual Maintenance of Transmission Line and Commissioning of Bay Equipment	SAE to SDE LM/FM/TA	2	Nov'24 Jan'25 Feb'25	1	30	60	Grid Circles, PGCB
17	Power Transformer Operation & Maintenance	SAE to SDE	1	Sep'24	1	30	30	Grid Circles, PGCB

Page 1 of 7



S.N.	Subject of Training	Target Group	Batch No	Time	Duration (Days)	Participants Per Batch	Man Days	Venue/ Organizer
18	Power System Operation and Control	SAE to SDE	1	Dec'24	3	30	90	PGCB
19	Maintenance Work of Battery & Battery Charger with DC System Troubleshoot	SAE to SDE & LM/FM/TA	1	Dec'24 Mar'25	2	30	60	Communication Circle
20	Maintenance Work of Tower	Elect/LM/FM/TA	1	Oct'24 to Nov'24	1	30	30	PGCB
21	Maintenance of CB, CT, PT, DS, ES, LA and Oil Leakage from Transformer, CT, PT	LM/FM/ELECT/TA	1	Dec'24 Feb'25	1	30	30	Grid Circles, PGCB
22	AutoCAD	AE to SE	1	Mar'25	12	2	24	BPMI/Other Organization
23	SMART Grid Operation	AE to XEN	1	Jan'25 Feb'25	2	20	40	PGCB/Other Organization
24	Insulation Resistance, Oil Quality and Oil Test	SAE to SDE	1	May'25	1	30	30	PGCB
25	Basic Power System Protection	SAE to SDE	2	Apr'25 May'25	12	4	96	BPMI/Other Organization
26	Relay and Protection	SAE to AE	2	Oct'24 Mar'25	10	4	80	PGCB/Other Organization
27	Insulation Checking, Transformer Insulation Measurement, BDT Test, Self Protection Test and Fault Trouble Shooting	SAE to AE Elect/LM/FM/TA	2	Feb'25	1	30	60	PGCB
28	Protection Drawing and Fault Analysis	SAE to SDE	1	Dec'24	2	20	40	PGCB/Other Organization
29	Tower Climbing & Maintenance Work at Overhead Line (On-site)	Elect/LM/FM/TA	2	Sep'24 to Oct'24	1	30	60	GMD & Substations, PGCB
30	Fault Finding Analysis Ability during Inspection	AE	2	Nov'24 Dec'24	1	40	80	PGCB/Other Organization
31	On-Job-Training on Transformer	SAE to XEN LM/FM/TA	6	Oct'24 to May'25	3	20	360	Grid Circles, PGCB
32	On-Site Training on Tower Materials	SAE to SDE LM/FM/TA	2	Nov'24 to Feb'25	2	30	120	PGCB
33	Project Management	AE/AM to CE/GM	2	Sep'24 to Apr'25	5	5	50	BPMI/Other Organization
34	Project Formulation, Implementation, Monitoring & Evaluation (PIME)	XEN to CE	1	Feb'25 Jun'25	15	5	75	BPMI
35	Project Financial Management	XEN to CE	1	Oct'24	5	30	150	PGCB/Other Organization
36	SMART Grid: Digital Bangladesh and Internet of Things (IOT)	AE to XEN	1	Sep'24	2	5	10	Other Organization
37	Contract Management & Negotiations	AE/AM to SE/DGM	1	Mar'25 May'25	10	10	100	BPMI

*Handwritten signature*

*Handwritten signature*

*Handwritten signature*

*Handwritten signature*

S.N.	Subject of Training	Target Group	Batch No	Time	Duration (Days)	Participants Per Batch	Man Days	Venue/ Organizer
38	Power System Planning with Variable Renewable Energy	XEN to CE	1	Jan'25	2	4	8	GIS/Other Organization
39	Energy Efficiency & Conservation	AE to SDE	4	Sep'24 to Jun'25	10	3	120	BPMI
40	Renewable Energy Sources and Grid Integration	AE to SE	1	Aug'24	1	30	30	PGCB/Other Organization
41	Fault Calculation, Setting Calculation & Coordination of Different Protective Relays	SAE to SDE	1	May'25 Jun'25	4	30	120	PGCB
42	Post-Fault Restoration & Analysis	SAE to SDE	1	Nov'24	2	30	60	PGCB
43	System Operating Procedure and Shutdown Process	SAE to SDE	2	Jun'25	1	30	60	PGCB
44	Overview of System Operation	AE to SDE	1	May'24	1	20	20	PGCB
45	Load Flow Analysis- PSS/Simulation	AE to XEN	2	Oct'24 Jan'25	12	3	72	BPMI/Other Organization
46	Load Dispatch Management of Bangladesh Power System	SAE to SDE	1	Dec'24	5	30	150	NLDC, PGCB
47	Operation & Maintenance of SCADA, EMS and Network Management	SAE to XEN LM/FM/TA	1	Nov'24 Feb'25	5	30	150	PGCB/Other Organization
48	Operation & Maintenance of Communication Network, Smart Communication Portfolio and Optical Communication	SAE to SDE	1	Dec'24	5	4	20	Other Organization
49	Operation, Maintenance and Management of Optical Fiber Cable	SAE to SE	1	Feb'25	2	20	40	PGCB/Other Organization
50	Certified Ethical Hacker Version 11	AE to SE	1	Nov'24	18	3	54	BPMI/ Other Organization
51	Red Hat Certified Engineer (RHCE)	AE to XEN	1	Aug'24	24	4	96	BPMI/Other Organization
52	Red Hat Security: Linux in Physical, Virtual and Cloud	AE to XEN	1	Sep'24	10	2	20	BPMI
53	Cyber Security & Awareness	AE to XEN	4	Nov'24 Jun'25	5	4	80	BCC/Other Organization
54	Total Quality Management including Industry 4.0	AE/AM to XEN/MAN	1	Mar'25	1	5	5	BPMI/BIM
55	ISO14001: Environmental Management System	SAE to XEN	1	Apr '25	5	4	20	BPMI/Other Organization
56	Advanced Microsoft Excel	SAE to SDE	2	Jul'24 Aug'24	7	4	56	NAPD/Other Organization
57	Essential Skills on MS Office, Networking and Security of IT	SAE to SDE	1	Dec'24	12	3	36	BPMI/Other Organization

*Handwritten signature*

*Handwritten signature*

*Handwritten signature*

*Handwritten signature*

S.N.	Subject of Training	Target Group	Batch No	Time	Duration (Days)	Participants Per Batch	Man Days	Venue/ Organizer
58	Fundamentals of Information & Communication Technology (ICT)	AA/Ad.Asst/P S/OA	2	Feb'25 Apr'25	2	30	120	PGCB/Other Organization
59	ICT and e-Governance Management Course	SAE/JAM to SDE/DM & AA//PS/SK	1	Apr'25	12	2	24	RPATC
60	Modern Office Management	AA/Admn. Asst/PS/SK	1	Jun'25	12	2	24	RPATC
61	HR for Non-HR	XEN to CE	1	May'25	2	40	80	PGCB
62	Advanced Training of Trainers (AToT)	XEN/MAN to CE/GM	3	Sep'24 Dec'24 Feb'25	7	4	84	BPMI
63	Training of Trainers (ToT)	AE/AM to XEN/MAN	6	Sep'24 to Jun'25	5	4	120	BPMI
64	Data Driven Decision Making (D3M)	AM to MAN	1	Jun'25	3	3	9	BPMI
65	Mock Drill on Fire Safety	All Employees	4	Sep'24 to Jun'25	1	30	120	PGCB/Other Organization
66	Industrial Relation	Jr. & Sr. Staff	4	Aug'24 to Apr'25	24	4	384	IRI, Tongi
67	D-Nothi Course	SAE/JAM to CE/GM & Staff	5	Jul'24 Jun'25	2	5	50	A2i/RPATC
68	D-Nothi Course	SAE/JAM to CE/GM & Staff	10	Jul'24 Jun'25	1	25	250	PGCB
69	Conduct and Discipline	Jr. & Sr. Staff	2	Mar'25 Apr'25	5	2	20	RPATC
70	Increasing Driving Skill and Awareness of Rules & Regulation	Driver	1	May'25	2	10	20	PGCB/Other Organization
71	Effective Communication Skills	AE/AM to XEN/MAN	2	Dec'24 Jan'25	5	3	30	NAPD/Other Organization
72	Leadership Development Program for Power Sector Organization	SE/DGM to ED	2	Mar'25 Apr'25	12	3	72	BPMI
73	Emotional Intelligence	AE/AM to CE/GM	2	Jul'24 Aug'24	1	30	60	PGCB
74	Organizational Development	XEN/MAN to CE/GM	1	Nov'24	5	4	20	BPMI/Other Organization
75	Future Training Needs for Power Sector Organization	XEN/MAN to SE/DGM	1	Apr'25	1	4	4	BPMI
76	National Integrity Strategy (NIS)	AE/AM to CE/GM	4	Jul'24 to Jun'25	1	40	160	PGCB
77	Citizen Charter	AE/AM to CE/GM & Staff	2	Jul'24 Jan'25	1	40	80	PGCB/Other Organization

*Mohamed*

*A*

*Pragati*

*D*

S.N.	Subject of Training	Target Group	Batch No	Time	Duration (Days)	Participants Per Batch	Man Days	Venue/ Organizer
78	Grievance Redress System (GRS)	AE/AM to CE/GM & Staff	2	Sep'24 Feb'25	1	40	80	PGCB/Other Organization
79	ERP on HR/Finance/Fixed Asset/ Procurement/Inventory Module	AE/AM to XEN/MAN & Staff	5	Dec'24	1	10	50	Power Cell/TechVision
80	Right to Information	SAE/JAM to XEN/MAN	3	Oct'24 to May'25	1	40	120	PGCB
81	Good Governance for Sustainable Development	XEN/MAN to CE/GM	2	Jan'25 Mar'25	5	2	20	NAPD/Other Organization
82	E-Governance & Innovation	AE/AM to SE/DGM	2	Nov'24 & Apr'25	1	30	60	PGCB
83	Awareness on Workplace Harassment	AE/AM to MAN/XEN	1	Dec'24	1	30	30	PGCB/Other Organization
84	Supervisory Skills and Management Competency	MAN to GM	1	Feb'25	2	3	6	BIM/NAPD/Other Organization
85	Conflict & Negotiations Management	SDE/DM to SE/DGM	1	Jul'24	3	30	90	PGCB/Other Organization
86	Basic Procurement Training Course	SAE/JAM to SDE/DM	6	Jul'24 to Jun'25	15	4	360	CPTU
87	One Day Refresher Course on Public Procurement	AE/AM to XEN/MAN	4	Dec'24 to Apr'25	1	4	16	CPTU
88	Public Procurement for Power Sector	AE/AM to SDE/DM	2	Sep'24 Feb'25	15	3	90	BPMI
89	e-GP Training	SAE/JAM to SDE/DM	3	Aug'24 to Mar'25	3	20	180	ESCB
90	Prospects & Challenges faced in 4IR	XEN/MAN to SE/DGM	1	Apr'25	1	30	30	PGCB/Other Organization
91	Management of Self, People and Performance (MSPP)	AM to MAN	1	Nov'24	3	4	12	BIM
92	Bangladesh Labour Law 2006 and Labour Rule-2015	SAE/JAM to AE/AM & AA/Admn. Asst/PS	2	Jan'25 Mar'25	2	30	120	PGCB
93	Occupational Health & Safety Management System: BS OHSAS 18001:2015	OA/G/CL/PO/CK/MSG	1	Dec'24	2	30	60	PGCB/Other Organization
94	Land Survey & Records Management	SAE/JAM to SE/DGM	1	Jan'25	5	3	15	NAPD/ Other Organization
95	English Language Learning Course	JAM to DM & Sr. Staff	2	Apr'25 May'25	12	1	24	RPATC
96	Secretariat Instructions and Office Communication	SAE/JAM to SDE/DM	4	Aug'24 to Nov'24	1	30	120	PGCB

*crabmt*

*[Signature]*

*[Signature]*

*[Signature]*

S.N.	Subject of Training	Target Group	Batch No	Time	Duration (Days)	Participants Per Batch	Man Days	Venue/ Organizer
97	Basic Human Resource Management	AM to MAN	1	Sep'24 Apr'25	15	3	45	BPMI/Other Organization
98	Workshop on Right to Information (RTI)	AE/AM to XEN/MAN	1	Aug'24	1	4	4	RPATC
99	Workshop on Women and Child Rights	AE/AM to XEN/MAN	1	Sep'24	1	4	4	RPATC
100	Workshop on Delta Plan	XEN/MAN to SE/DGM	1	Jan'25	1	2	2	RPATC
101	Workshop on Smart Bangladesh	AE/AM to SE/DGM	1	Mar'25	1	4	4	RPATC
102	Workshop on Annual Performance Agreement (APA)	XEN/MAN to CE/GM	1	Feb'25	1	4	4	RPATC
103	Asset & Inventory Management	AE/AM to XEN/MAN	1	Feb'25	5	15	75	ESCB
104	ভূমি ব্যবস্থাপনা	AE/AM to SE/DGM	1	Dec'24	3	30	90	ভূমি প্রশাসন প্রশিক্ষণ কেন্দ্র
105	Legal Issues for HR & Administrative Professional	JAM to MAN	1	Sep'24	2	5	10	NAPD/ Other Organization
106	HR Analytics (HRA)	AM to MAN	1	Feb'25	5	2	10	BIM/Other Organization
107	Manner & Etiquettes	Sr. & Jr. Staff	1	Mar'25 Apr'25	3	30	90	PGCB/Other Organization
108	Effective Communication Skills	Acc.Asst/Adm. Asst/PS/SK	1	Dec'24	2	30	60	PGCB
109	Digital Data Transformation in Managerial Applications and Decision Making	AE/AM to SDE/DM	1	Feb'25	2	3	6	BIM/Other Organization
110	VAT, Tax & Customs Duty	SAE/JAM to SE/DGM	1	Jul'24 Aug'24	2	30	60	PGCB
111	VAT, Tax & Customs Duty	Jr. & Sr. Staff	1	Jul'24 Aug'24	2	30	60	PGCB
112	Knowledge about Generally Accepted Accounting Principles	JAM to DGM	1	Mar'25	2	30	60	PGCB/Other Organization
113	Financial Management Course	AM to DGM	2	Sep'24	12	4	96	RPATC/BPMI
114	Basic Course on Financial Management & Governance	AM to MAN	1	Nov'24	3	30	90	PGCB
115	Financial Evaluation of Projects	AE/AM to SE/DGM	1	Sep'24	5	2	10	BPMI/Other Organization
116	Financial Management for Projects and Contracts	AE/AM to SE/DGM	1	Sep'24	2	5	10	Other Organization
117	International Financial Reporting Standards (IFRS), IAS & ISA	JAM to DGM	3	Sep'24 Nov'24	10	3	90	BPMI/Other Organization
118	Budget Procedure and Budgetary Control	AE/AM to SE/DGM	1	Feb'25	2	30	60	PGCB/Other Organization


Chakrabarti

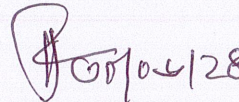
S.N.	Subject of Training	Target Group	Batch No	Time	Duration (Days)	Participants Per Batch	Man Days	Venue/ Organizer
119	iBAS++ এর ২০২৪-২০২৫ অর্থ বছরের বাজেট প্রণয়ন মডিউলে ডাটা এন্ট্রি প্রশিক্ষণ	JAM to DGM	1	Jul'24	1	4	4	Power Division
120	Company Act & Share Listing of Power Sector Utilities	AM to DM	1	Dec'24	8	2	16	BPMI/BSEC
121	Audit & Financial Management	AM to MAN	2	Jan'25 Jun'25	10	3	60	BPMI
122	Audit Objection and Settlement Procedure	AM to MAN	2	Jul'24 Oct'24	1	30	60	PGCB
123	Departmental Foundation Training	Newly Recruited AE/AM	2	Dec'24 to Jun'25	60	40	4800	BIAM Foundation
124	Departmental Foundation Training	Newly Recruited SAE	5	Aug'24 to Jun'25	40	40	8000	BIAM Foundation
125	Job Orientation Training	Newly Recruited Officers	11	Jul'24 to Dec'24	5	38	2090	PGCB
<b>Total=</b>							25876	
<b>Grand Total Man Days</b>							<b>= 25,876</b>	

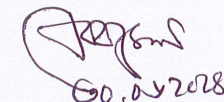
N.B.: 1. Training Target = Average 60 Man Hours for Each Employee.

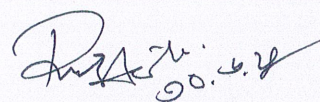
2. Training Target of PGCB= 3,446 (Total Manpower as on 31.05.2024) X 60 man hours = 2,06,760 Man-Hour

3. Programs are Tentative, Schedules may be Changed.

  
00/06/2028  
**Mahbubur Rahaman**  
Deputy Manager  
(Training Planning & Evaluation), PGCB

  
00/06/28  
**Md. Abdur Razzaque**  
Manager (TPE), A.C.  
PGCB, Dhaka.

  
00.06.2028  
**Md. Saidur Rahman**  
DGM (HRM), PGCB

  
00.06.28  
**(রুপক মোহাম্মদ নাসরুল্লাহ জামেদী)**  
মহাব্যবস্থাপক (পিএভএ)  
পিজিসিবি, আফতাবনগর, ঢাকা।