

TRAINING CALENDAR 2018-2019



Training Directorate
BANGLADESH RURAL ELECTRIFICATION BOARD (BREB)
Nikunja-2, Khilkhet, Dhaka-1229



Message from Chairman Bangladesh Rural Electrification Board (BREB)

It is enormously delightful to know that Directorate of Training is going to publish the Training Calendar for the FY 2018-19 and through this training calendar, Training Directorate will step forward to achieve a specific goal for capacity building as well as career development of both BREB and PBS personnel. From the very beginning, Training Directorate has been playing a vital role for advancement of professionalism and knowledge for both BREB and PBS's officials. It's my pleasure to know that Training Directorate has completed above 75 man-hour training per person for both BREB & PBS officials in FY 2017-18.

It is well known to all that electricity distribution activity is a team work consisting of both technical and nontechnical human resources. Remembering this fact, BREB arranges different types of training program in a regular basis to develop their skill and knowledge in the conventional subject matters as well as new methodology and technology to cope with modern needs.

To materialize the present government's commitment for providing affordable and reliable electricity at all doorsteps by 2021, BREB is implementing a concentrated program that intends to increase access to electricity to 100% by 2019.

To achieve this goal, BREB will construct 50 thousand km line and 163 Nos of substaitons through which 20 lakh consumers will be connected in FY 2018-19. It is worth mentioning here that BREB has connected 38 Lakh 51 thousand consumers through construction of 55 thousand km line with the enhancement of capacity by 1045 MVA in FY 2017-18. Now BREB is serving electricity to 2 crore 31 lakh families/consumers through 4(four) Lakh km distribution line with the capacity of 9775 MVA.

In order to carry into effect our Honorable Prime Minister's Vision 2021 and Sustainable Development Goals (SDG), BREB has started Upazillawise hundred percent electrification program since 2015. Among 460 Nos of Upazillas, as of now 250 Nos of Upazillas have been 100% electrified. Hopefully the rest Upazillas will be electrified within 2019.

The basic tenet of BREB is to use electricity as a means of creating opportunities for improving agricultural production, education, health and enhancing socio-economic development in the rural areas, whereby there would be improvement in the standard of living and quality of life of the rural people and thereby, contributing to the economic base of our contry. Being a service oriented organization, BREB wants to have remarkable number of professional, well-trained and skilled manpower to manage it's huge number of customers and stakeholders with maximum efficiency and effectiveness.

BREB has started it's journey earlier for digitalization through various activities such as billing software, online application for consumer connection, online bill collection, One Point Customer Service

(My PBS) Union Data Center (UDC), on-line store management, on-line recruitment, video conferencing (with all PBSs at the same time),

E-MRS(Electronic Meter Reading System) to it's 80(Eighty) Palli Bidyut Samities for smooth and efficient performance. Furthermore, to ensure transparency and accountability in procurement activities, e-GP system has been introduced in Rural Electrification System. To materialize the dream of Digital Bangladesh, BREB has started to work on the live server of e-filling management system under access to information (a2i) program of Honorable Prime Minister's office from April 2017. In this connection, Training Directorate has developed a course curriculum for BREB employees and those training programs have sucessfully been completed. Now e-filling system is going on throughout the all offices of BREB .

In order to develop skilled persons to implement pre-payment metering system, several short term, mid term and long term trainings have been provided to the relevant persons and it's a continuous process. It is worth mentioning here that BREB is repeatedly arranging both local and overseas trainings for officials for enhancing efficiency in Rural Electrification Program. In FY 2017-18, BREB has arranged 190 Nos of local and 205 Nos of foreign training courses for both BREB and PBS officials in various countries.

As per the requirement of Power Division, Training Directorate has incorporated National Integrity Strategy (NIS) in all training courses by now, through which all of BREB and PBS's employees have been encouraged to practise integrity in their professional and personal life. It is an inspiring fact that, BREB has achived IMS:Quality Management System(QMS), Environmental Management System(EMS), Occupational Health and Safety(OHS) as per ISO 9001-2008, ISO 14001: 2004, OHSAS 18001:2007 respectively; briefly known as Intregrated Management System (IMS) in 2016 and ISO 9001:2008 Certificate in 2013 as a recognition of it's quality work and healthy working environment. Among 80 Nos of PBSs, 19 PBSs have achived ISO Certificate in June'2017. Besides this, due to the compliance of all requirement, ISO Certificate is going to be issued in favour of more 25 Nos. of PBSs soon.

The target of providing 70 hour training for each employee has been achived in FY 2017-18. In accordance with the APA(Annual Performance Agreement) target for FY 2018-19,Training Directorate has designed it's courses for 70 man-hours. Nevertheless, Training directorate puts it's highest priority to meet the demands for quality training in the present and upcoming challenges in rural electrification program. Futhermore, training directorate has incorporated foundation training course in training schedule for both BREB and PBSs officials for the first time which has been designed in such a way that it will be helpful to develop employee's skill, efficiency and integrity.I hope that training directorate will be able to conduct the training programs as scheduled in this training calendar with the help of it's competent and experienced trainers.

I cordially wish a grand success.



Major General Moin Uddin (Retd.)
Chairman



Foreword

Member (Administration)

Bangladesh Rural Electrification Board

We are very happy for successful preparation of annual training calendar for the FY 2018-19 to the need of different level of employees serving both in BREB and PBSs. Training is the key to success in this highly competitive professional era and BREB is the leading electricity distribution organization in Bangladesh, deals with various technical aspects of distribution network. At the same time it deals with commercial activities, consumer services and administrative matters. To gain knowledge about updated technologies and administrative matters, training is the only tool to keep the management of employee of the organization up-to-date with changing technology and new administrative ideas. It is worth mentioning here that Training directorate has been organizing in house training, field training, local training and foreign training in the field of engineering, management, finance and IT throughout the year and it's a ongoing process.

In addition, Training directorate has to innovate recent training needs for both BREB and PBSs officials to meet the challenges for sustainable development of rural electrification program.

Through the successful implementation of this training calendar, a significant number of motivated and empowered officials can be developed both in BREB and PBSs. In this calendar, lots of intensive training programs have been incorporated specially in the field of technical, administrative, financial and information technology. Hopefully these trainings will be helpful to develop distribution network knowledge, safety sense, discipline, manner, e-filling, e-GP, good governance and customer care excellence.

Finally, Thanks a lot to all the employees who associate with preparation of annual training calendar for the FY 2018-2019. I wish it's great success.

Md. Yeakub Ali Patwary
Member (Administration)



Preface

Director (Training Directorate)

Bangladesh Rural Electrification Board (BREB)

I am pleased to inform that Bangladesh Rural Electrification Board (BREB) is going to publish a comprehensive training calendar for the FY 2018-2019 and Training Directorate has given proper and adequate emphasis on human resource development for both BREB and PBSs Officials. To conduct technical, management and financial training successfully, BREB has developed a sufficient number of knowledgeable and efficient internal trainers through which the target of providing 70 man-hour training for each employee in the FY 2017-2018 has been achieved very successfully. Now, Power division has fixed up a target for BREB of providing average 70 hour training for each employee for fiscal year 2018-19 and training directorate is committed to achieve the target with a very special attention.

To run the BREB distribution system properly and smoothly, both BREB and PBSs need a sufficient number of knowledgeable engineers, executives in management and finance department. That's why training directorate has given a special emphasize to conduct different types of training programs to accomplish all types of training needs for all ranks of BREB/PBSs officials. Moreover, these training programs will help to build up an official work force which will also help to increase productivity of the employees in congenial working environment that will help to achieve the ultimate target and goal of BREB as well as PBSs. Training directorate is working very hard to enhance knowledge, skills and professionalism of BREB/PBS employees and other stakeholders personnel related to RE Program.

In this connection, Training Directorate is always developing new and up-to-date training curriculum for technical, finance and management section which relates to development of employees skill and efficiency level. To make e-filling management system successful in BREB, training directorate has arranged several numbers of training to familiarize BREB employees about e-filling system, and usage & advantages of e-filling management system. After participating in those trainings, most of the BREB officials are now capable to implement e-filling system in their assigned office.

Besides this, to provide quality training and training environment, training directorate is providing good effort for continual improvement to meet ISO and IMS (Integrated Management System).

I would like to congratulate all of my colleagues for successfully achieving training targets in the last fiscal year. Thanks a lot to all the employees who associated with the preparation of annual training calendar for the fiscal year 2018-2019.



(Md. Shah Alam)
Director

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Introduction

Every institution needs trained manpower to reach it's desired objectives and goals. It is well known to all that training increases knowledge, improves skills and makes positive changes in the mind of personnel. Remembering this fact, BREB Training Directorate organizes different types of theoretical and practical training programs for both BREB and PBS employees every year. The key responsibilities of Training Directorate are to organize compulsory training courses for BREB/PBS Employees for their promotion, confirmation and financial facilities. In addition, training directorate also arranges different types of training program to develop a professional, efficient, knowledgeable and honest working force in Rural Electrification system. Moreover, Training Directorate also monitors the need based training courses which are arranged in all PBSs for their employees to face upcoming challenges.

The Directorate of Training is conducting different types of training in it's own well decorated training class rooms and specialized Technical Training Center (TTC) located in Savar. As per Power Division and other Ministries' requirement, Training Directorate nominates participants in a regular basis for technical, management, ICT and finance related local training courses. Usually these courses are organized by CBISP Project of Power Division, National Planning and Development Academy (NAPD), Bangladesh Institute of Management (BIM) & Central procurement Technical Unit (CPTU). Besides these, new technical, administrative, managerial and financial training programs are also conducted to enhance knowledge about the upcoming technologies and new administrative challenges so that all BREB/PBS officials can perform their assigned duties more professionally and efficiently.

Bangladesh Rural Electrification Board is conducting various activities such as sending electricity bill through SMS, video conferencing with 80 PBSs, simultaneously online applications for consumer connection, job application for appointment and setting up pre-paid meter to make digital Bangladesh more effective. In collaboration with the office of the superintending engineer (ICT), the Directorate of Training has arranged sufficient number of e-filing training programs for BREB Employees. Now e-filing system has been successfully introduced to all offices in BREB.

As per the requirement of Power Division, Training Directorate has incorporated the subject "National Integrity Strategy" in all training courses by now, through which all of BREB and PBS's employees have been encouraged to practise integrity in their professional and personal life. It is encouraging that, BREB has achieved ISO 9001:2008 Certificate in 2013 and IMS(Intregrated Management System which is the combination of Quality Management System(QMS), Environmental Management System(EMS), Occupational Health and Safety(OHS) as per ISO 9001-2008, ISO 14001: 2004 & OHSAS 18001:2007 respectively) in 2016 as a recognition of it's quality work and healthy working environment. Among 80 Nos of PBSs, 19 PBSs have achieved ISO Certificate in Jun'2017. Moreover, due to the compliance of all requirement, ISO Certificate is going to be issued in favour of another 25 Nos. of PBSs soon.

TNA (Training Need Assessment) is being conducted periodically through which training need is determined for BREB and PBS officials. On the basis of TNA, Training Directorate updates the training curriculum and arranges necessary training. Specially, BREB has introduced the instruction series 300-51 & 300-08 for PBS employees and updates these series continuously when needed. Instruction series 300-51 contains the information for every permanent post of PBS employees that describes the training need for their promotion, confirmation, selection grade, career development etc. Besides this, Instruction series 300-08 contains the special training indication only for PBS Lineman.

Training Directorate has also introduced different types of Need Based Training curriculum for PBS employees to increase their competencies. These courses are only conducted at PBS premises and monitored by Training Directorate throughout the year. It is noted that training directorate is conjoining new need based training courses every year on the basis of the requirement of trainees.

This year (2018-19), Training Directorate has planned to conduct 48 (forty eight) Nos. of Need Based Training courses for PBSs employees to enhance their competency and efficiency. Among them, 44 Nos. of NBT has previously been launched and the rest 4 Nos. of NBT are going to be lunched soon. It is worth mentioning here that, these courses will be conducted at PBSs premises and monitored by the Training Directorate. To introduce new technology to the trainees and to fulfill trainee's requirement, numbers of Need Based Training (NBT) courses are increasing day by day.

In order to simplify and ease operations we have divided entire training program into three categories such as technical, finance and management training. Three sections of Training Directorate are assigned to implement the training program during the fiscal year in accordance with the training plan. Considering the above, Training Plan 2018-2019 has been designed. It is expected that through successful implementation of this calendar, BREB and PBS officials will be able to meet the upcoming challenges with their appropriate knowledge, skills and attitudes.

Facilities of Training under Training Directorate of BREB

- Well-furnished and air conditioned classroom.
- Classes conducted with multimedia projector, overhead projector and document camera.
- Audio sound system in classroom.
- Course material, File folder, pen, writing pad etc. are supplied.
- Light refreshment with tea during break of the training class.
- Waiting lounge with comfortable sitting arrangement during short break.
- Pure drinking water supply.
- Library facility.
- Indoor games such as table tennis, carom board in the hostel.
- TV in the hostel.

Objectives of the Training Calendar FY 2018-2019

Training program shall strive to achieve the following objectives:

- Keeping up-to-date and enhancing professional knowledge and skills are needed for better performance of individuals and organizations;
- Enable employees to keep abreast with the latest technology knowledge and skills and enable them to undertake current and future responsibilities in a more effective manner;
- Make learning one of the core values of the organization;
- Optimum utilization of the existing resource pool of knowledge within the establishment for the rapid growth of organization;
- Ensure value addition through training to the overall business process;
- Institutionalize learning opportunities that supplement work experience;
- Integrate organizational and individual developmental needs;
- Provide linkages between the different functionaries of training activities;
- Provide linkages of training activity with overall human resource function; Promoting better understanding of professional requirements as well as sensitization to professional, socioeconomic and political environment in which work is done, and bringing about right attitudinal orientation.

All Training centers of BREB/PBSs use the latest state of the art technology and aim to become a prestigious skill development center through excellent working environment and tie up with national and International training/ management Institutes.

Training Concerns

Training programs for the BREB/PBSs employees would focus on:

| | |
|----------------|---|
| Responsiveness | : To the challenging democratic needs and expectations of the citizens and organizational and technological developments. |
| Commitment | : To democratic values and concept of partnership and participative decision making. |
| Awareness | : Of technological, economic, social and environmental developments. |
| Accountability | : To ensure high performance in every professional field and cost effective methods of delivery. |

Benefits of Staff Training and Development

There are several reasons to make sure training opportunities are planned purposefully whether their objective is to increase knowledge, improve skills or change attitude.

- Staffs are better trained to do the day-to-day work. This produces better outcomes.
- Staffs are more confident and comfortable in doing their job.
- Staffs are prepared to assume increased responsibilities either on a project or through a promotion.
- Training opportunities can increase staff motivation to do a good job.
- Sends a message of recognition, respect and value from management to the employees.
- Makes it easier for managers and supervisors to find replacement staff when someone leaves.

Managers and staff both can take benefit from staff training and development. If there is direct client service, then the clients also get benefit.

Uniqueness of BREB Training

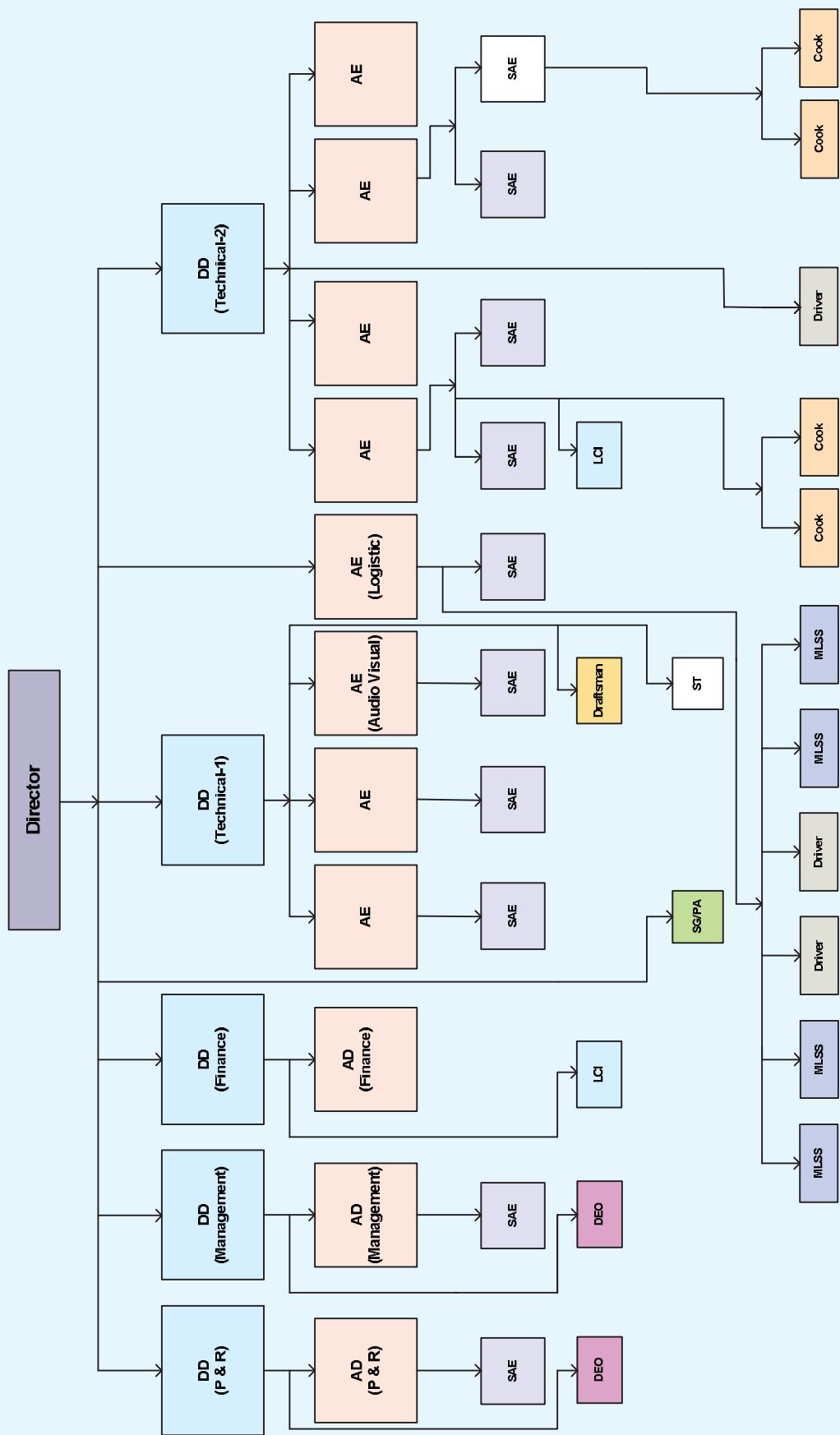
BREB/PBSs is the only organization in electrical utility under Power Division, where promotion and higher pay grades are directly linked with some training for each post. Only attendance in training course is not sufficient to comply. Trainees must have to obtain minimum 70% mark in theory and 75% mark in practical (if any). No employee is allowed to take part in a specific training course not more than three times. If any employee fails to score pass mark repeatedly three times in any mandatory training course for that post his/her door is closed forever to get promotion to the higher post or higher pay grade. This obligation has turned the employees toward enthusiasm for training.

Activities of training directorate in the last FY 2017-2018

Training Directorate emphasises capacity building and career development for BREB/PBSs Personnel. In the last FY year training directorate organized 4113 batches management, engineering and finance related training course, which was 113% of the Target. Training Directorate arranged some special training courses such as e-Filling, ICT, e-GP, GIS, capacity building and project management related training for BREB/PBS Employees in collaboration with a2i Program, CBISP Project, ICT Directorate, Bangladesh Institute of Management (BIM), Engineering Staff College of Bangladesh (ESCB), National Academy for Planning & Development (NAPD) etc.

In the last FY, Training Directorate also accomplished the nomination of about 28 participants for Foreign Training and about 177 representatives for Pre-shipment/Pre-delivery inspection on abroad through foreign trainee selection committee of BREB. In consequence with the objectives, Training Directorate also organized training for about 1564 contractors' manpower.

Organization Chart of Training Directorate





Prime Minister Inaugurated 15 Upzilla's Hundred Percent Electrification .



Major General Moin Uddin (Retd), Chairman, BREB inaugurated a Workshop for ease of service.



Training Plan for The FY of 2018-2019

Aggregate Training Plan by Training Hour for the FY of 2018-19

| SL No | Course to be Conducting Wing | Total No of Courses | Total No of Trainees | Total Trainee Hour |
|----------------|--------------------------------|---------------------|----------------------|--------------------|
| 01 | Planning & Record Wing | 26 | 895 | 39985 |
| 02 | Management Wing | 63 | 2205 | 63630 |
| 03 | Finance Wing | 51 | 1380 | 42225 |
| 04 | Technical Wing (HQ) | 68 | 1530 | 114690 |
| 05 | Technical Wing (TTC, Savar) | 129 | 3832 | 285170 |
| 06 | Need Based Training of 80 PBSs | 3680 | 110400 | 1408800 |
| Total = | | 4017 | 120242 | 1954500 |

Summary of Training Plan of P&R Section for the FY of 2018-19

| SL No. | Course Name | Course Code | No. of Course | Course Day | Course Hour for Each Course | Participant (Probable) Per Course | Total Participant (Probable) | Total Trainee-Hour (Probable) |
|---------------|---|-------------|---------------|------------|-----------------------------|-----------------------------------|------------------------------|-------------------------------|
| a | b | c | d | e | f | g | h=(d×g) | i=(h×f) |
| 1 | BREB Officer's Orientation | IO151 | 3 | 8 | 65 | 25 | 75 | 4875 |
| 2 | BREB Officer's (Class-II) | Dept. Exam | 2 | 13 | 75 | 25 | 50 | 3750 |
| 3 | BREB/PBS General Orientation | IO100 | 2 | 3 | 26 | 30 | 60 | 1560 |
| 4 | Office Management | IM110 | 2 | 3 | 22 | 30 | 60 | 1320 |
| 5 | Record Management | IM115 | 2 | 3 | 24 | 30 | 60 | 1440 |
| 6 | Dept. Exam (BREB Officers-1) | Dept. Exam | 2 | 12 | 93 | 30 | 60 | 5580 |
| 7 | Dept. Exam (BREB-Acc/Asstt:Acc/Auditor/Cashier) | Dept. Exam | 1 | 13 | 71 | 30 | 30 | 2130 |
| 8 | Dept. Exam (BREB - Staff) | Dept. Exam | 1 | 9 | 57 | 30 | 30 | 1710 |
| 9 | Dept. Exam PBS Officer's (AGM) | Dept. Exam | 2 | 11 | 87 | 30 | 60 | 5220 |
| 10 | Dept. Exam PBS Staff (EC) | Dept. Exam | 1 | 10 | 65 | 30 | 30 | 1950 |
| 11 | Dept. Exam PBS staff (Plant Acc./Acc.) | Dept. Exam | 1 | 10 | 65 | 30 | 30 | 1950 |
| 12 | Dept. Exam PBS staff (JE.) | Dept. Exam | 1 | 10 | 65 | 30 | 30 | 1950 |
| 13 | Dept. Exam PBS staff (PUC/MSC) | Dept. Exam | 1 | 10 | 65 | 30 | 30 | 1950 |
| 14 | Dept. Exam PBS Staff (WI) | Dept. Exam | 1 | 10 | 58 | 30 | 30 | 1740 |
| 15 | BREB & PBS Dept. Enquiry Procedure | IM 516 | 2 | 4 | 31 | 30 | 60 | 1860 |
| 16 | ACR writing Procedure | IM 601 | 2 | 1 | 5 | 100 | 200 | 1000 |
| Total= | | | 26 | | | | 895 | 39985 |

Summary of Training Plan of Management Section for the FY of 2018-19

| SL No | Course Name | Course Code | No.of Course | Course Day | Course Hour for Each Course | Participant (Probable) Per Course | Total Participant (Probable) | Total Trainee Hour (Probable) |
|---------|---|-------------|--------------|------------|-----------------------------|-----------------------------------|------------------------------|-------------------------------|
| a | b | c | d | e | f | g | h (dxg) | i (hxif) |
| 1 | Basic Supervision | IM 100 | 9 | 5 | 42 | 35 | 315 | 13230 |
| 2 | Awareness of Integrated Management Systems (QMS, EMS, OHSAS). | IM 109 | 1 | 3 | 26 | 35 | 35 | 910 |
| 3 | Office Management | IM 110 | 6 | 3 | 22 | 35 | 210 | 4620 |
| 4 | Record Management | IM 115 | 12 | 3 | 24 | 35 | 420 | 10080 |
| 5 | Personnel Management | IM 145 | 4 | 5 | 46 | 35 | 140 | 6440 |
| 6 | Labor Law and Industrial Relation | IM 260 | 5 | 3 | 24 | 35 | 175 | 4200 |
| 7 | Right of way and public motivation | IM 265 | 1 | 2 | 18 | 35 | 35 | 630 |
| 8 | Electricity Act and Rules | IM 270 | 2 | 3 | 26 | 35 | 70 | 1820 |
| 9 | Electricity Act and Rules | IM 271 | 2 | 2 | 18 | 35 | 70 | 1260 |
| 10 | Training of Trainers (TOT) | IM 275 | 2 | 4 | 37 | 35 | 70 | 2590 |
| 11 | PBS Instruction Series 200 300 | IM 343 | 1 | 3 | 27 | 35 | 35 | 945 |
| 12 | PBS Instructions | IM 347 | 1 | 3 | 27 | 35 | 35 | 945 |
| 13 | Establishing good Member Relations | IM 400 | 1 | 3 | 22 | 35 | 35 | 770 |
| 14 | Establishing good Member Relations | IM 401 | 2 | 2 | 18 | 35 | 70 | 1260 |
| 15 | Customer Service Excelliance | IM 402 | 1 | 2 | 19 | 35 | 35 | 665 |
| 16 | PBS Employee Service Rule and REB Act 2013 | IM 511 | 2 | 3 | 24 | 35 | 70 | 1680 |
| 17 | Departmental enquiry Procedure | IM 515 | 1 | 3 | 27 | 35 | 35 | 945 |
| 18 | Procurement in PBS System | IM 531 | 6 | 4 | 27 | 35 | 210 | 5670 |
| 19 | BREB/PBS General Orientation | IO 100 | 2 | 3 | 26 | 35 | 70 | 1820 |
| 20 | BREB/PBS Officer's Orientation | IO 150 | 2 | 6 | 45 | 35 | 70 | 3150 |
| Total = | | | 63 | | | | 2205 | 63630 |

BREB,s Training Calendar 2018-2019

Summary of Training Plan of Finance Section for the FY of 2018-19

| SL No | Course Name | Course Code | No.of Course | Course Day | Course Hour for Each Course | Participant (Probable) Per Course | Total Participant (Probable) | Total Trainee Hour (Probable) |
|-------|-------------------------------------|-------------|--------------|------------|-----------------------------|-----------------------------------|------------------------------|-------------------------------|
| a | b | c | d | e | f | g | h (dxg) | i (hxg) |
| 1 | Work Order Procedure | IF-570 | 8 | 3 | 24 | 25 | 200 | 4800 |
| 2 | Accounting / Billing Procedure | IF-320 | 10 | 7 | 53 | 24 | 240 | 12720 |
| 3 | Training on Tax and VAT | IF-566 | 8 | 4 | 28 | 30 | 240 | 6720 |
| 4 | Plant & Property Accounting | IF-340 | 3 | 4 | 27 | 30 | 90 | 2430 |
| 5 | Introduction on Financial Issue | IF-565 | 1 | 3 | 24 | 30 | 30 | 720 |
| 6 | Billing Procedure and Rate Schedule | IF-321 | 1 | 3 | 24 | 30 | 30 | 720 |
| 7 | Accounting Procedure Manual | IF-315 | 2 | 4 | 32 | 25 | 50 | 1600 |
| 8 | PBS General Accounts Manual | IF-310 | 2 | 7 | 53 | 25 | 50 | 2650 |
| 9 | Instruction Serise-200 | IF-338 | 2 | 4 | 30 | 30 | 60 | 1800 |
| 10 | Preparing of Financial Report | IF-330 | 2 | 3 | 30 | 30 | 60 | 1800 |
| 11 | PBS Audit Procedure | IF-345 | 2 | 3 | 19 | 30 | 60 | 1140 |
| 12 | Daily Collection Report Preparation | IF-341 | 1 | 3 | 19 | 30 | 30 | 570 |
| 13 | Imprest Fund Management | IF-362 | 3 | 2 | 15 | 25 | 75 | 1125 |
| 14 | Preparing of Electric Bill and C/P | IF-332 | 1 | 2 | 18 | 25 | 25 | 450 |
| 15 | Financial Planning & Management | IF-365 | 2 | 2 | 18 | 30 | 60 | 1080 |
| 16 | Financial Management | IF-367 | 2 | 3 | 24 | 30 | 60 | 1440 |
| 17 | BREB Accounting Procedure | IF-505 | 1 | 3 | 23 | 20 | 20 | 460 |
| | Total = | | 51 | | | | 1380 | 42225 |

Summary of Training Plan of Technical-HQ Section for the FY of 2018-19

| SL No | Course Name | Course Code | No.of Course | Course Day | Course Hour for Each Course | Participant (Probable) Per Course | Total Participant (Probable) | Total Trainee Hour (Probable) |
|-------|---|-------------|--------------|------------|-----------------------------|-----------------------------------|------------------------------|-------------------------------|
| a | b | c | d | e | f | g | $h=(d*g)$ | $i=(h*f)$ |
| 1 | Basic Computer Training | ICT-02 | 26 | 8 | 71 | 20 | 520 | 36920 |
| 2 | Basic Computer Training with Data base | ICT-04 | 1 | 10 | 82 | 20 | 20 | 1640 |
| 3 | PBS Distribution System Construction & Inspection | TC-015 | 3 | 13 | 107 | 30 | 90 | 9630 |

| | | | | | | | | |
|---------|--|---------|----|----|-----|----|------|--------|
| 4 | PBS Distribution System Construction & Inspection | TC-016 | 1 | 13 | 109 | 40 | 40 | 4360 |
| 5 | Warehouse management | TC-210 | 4 | 5 | 42 | 30 | 120 | 5040 |
| 6 | Warehouse management | TC-220 | 2 | 5 | 42 | 30 | 60 | 2520 |
| 7 | PBS Distribution System Construction & Inspection Field Training | TC-760 | 1 | 19 | 171 | 40 | 40 | 6840 |
| 8 | PBS System Design | TE-010 | 2 | 7 | 60 | 30 | 60 | 3600 |
| 9 | Distribution Line Staking | TE-200 | 4 | 4 | 35 | 30 | 120 | 4200 |
| 10 | E-file (Nothi) Management. | TE-380 | 3 | 3 | 15 | 20 | 60 | 900 |
| 11 | PBS System Operation & Maintenance | TO-100 | 2 | 13 | 109 | 30 | 60 | 6540 |
| 12 | Transport Maintenance | TO-610 | 2 | 3 | 18 | 30 | 60 | 1080 |
| 13 | Application of Global Positioning System(GPS) and Introductory Geographic Information System (GIS) | TO-821 | 2 | 5 | 43 | 20 | 40 | 1720 |
| 14 | Basic Consumer Wiring | TW- 010 | 2 | 11 | 90 | 30 | 60 | 5400 |
| 15 | Basic Consumer Wiring | TW- 015 | 2 | 15 | 130 | 30 | 60 | 7800 |
| 16 | Advanced Consumer Wiring | TW-100 | 2 | 9 | 70 | 30 | 60 | 4200 |
| 17 | Advance Consumer Wiring | TW-110 | 2 | 9 | 70 | 30 | 60 | 4200 |
| 18 | Foundation Training on IT | ICT-06 | 1 | 5 | 37 | 30 | 30 | 1110 |
| 19 | Router/Firewall Configuration, Wi-Fi Network | ICT-07 | 1 | 5 | 41 | 30 | 30 | 1230 |
| 20 | Advanced Database Management | ICT-09 | 1 | 14 | 120 | 30 | 30 | 3600 |
| 21 | Equipment Record Card (ERC) Data Flow Process | TE-370 | 4 | 2 | 18 | 30 | 120 | 2160 |
| Total = | | | 68 | | | | 1530 | 114690 |

Summary of Training Plan of Technical (TTC) Section for the FY of 2018-19

| SL No | Course Name | Course Code | No.of Course | Course Day | Course Hour for Each Course | Participant (Probable) Per Course | Total Participant (Probable) | Total Trainee Hour (Probable) |
|----------------|--|-------------|--------------|------------|-----------------------------|-----------------------------------|------------------------------|-------------------------------|
| a | b | c | d | e | f | g | $h = (d \times g)$ | $i = (h \times f)$ |
| 1 | Lineman Part-I | TL 010 | 1 | 21 | 172 | 30 | 30 | 5160 |
| 2 | Lineman Part-II | TL 020 | 24 | 16 | 132 | 30 | 720 | 95040 |
| 3 | Lineman Part-III | TL 030 | 24 | 15 | 126 | 30 | 720 | 90720 |
| 4 | Lineman Part-III (Retention Test) | TL 030 | 22 | 2 | 18 | 30 | 660 | 11880 |
| 5 | Lineman Part-III A | TL031 | 5 | 7 | 57 | 30 | 150 | 8550 |
| 6 | Lineman Part-IV A | TL 040 | 6 | 6 | 50 | 30 | 180 | 9000 |
| 7 | Lineman Part-IV B | TL 042 | 6 | 5 | 42 | 30 | 180 | 7560 |
| 8 | Lineman Part-IV C | TL 044 | 6 | 6 | 54 | 30 | 180 | 9720 |
| 9 | 1-φ Meter Testing | TO250 | 8 | 4 | 36 | 30 | 240 | 8640 |
| 10 | 3-φ Meter Testing | TO260 | 8 | 5 | 35 | 30 | 240 | 8400 |
| 11 | 33 KV Switching Station | TL045 | 4 | 4 | 35 | 48 | 192 | 6720 |
| 12 | OCR/ACR Operation Maintenance & Repair | TO 220 | 1 | 8 | 72 | 20 | 20 | 1440 |
| 13 | Transformer Operation Maintenance & Repair | TO 230 | 1 | 8 | 72 | 20 | 20 | 1440 |
| 14 | Voltage Regulator Operation Maintenance & Repair | TO 235 | 1 | 7 | 63 | 20 | 20 | 1260 |
| 15 | Meter Testing | TO 241 | 1 | 8 | 63 | 30 | 30 | 1890 |
| 16 | Meter Repair | TO 266 | 3 | 8 | 63 | 30 | 90 | 5670 |
| 17 | Basic Computer Training | ICT-02 | 4 | 8 | 71 | 20 | 80 | 5680 |
| 18 | Basic Computer Training | ICT-04 | 4 | 9 | 80 | 20 | 80 | 6400 |
| Total = | | | 129 | | | | 3832 | 285170 |

Summary of Training Plan of NBT Training Course for the FY of 2018-19

| Sl. No | Course Name | Course Code | No. of Course | Course Day | Course Hour for Each Course | Participant (Probable) Per Course | Total Participant (Probable) | Total Trainee-Hour (Probable) |
|--------|------------------------------|-------------|---------------|------------|-----------------------------|-----------------------------------|------------------------------|-------------------------------|
| a | b | c | d | e | f | g | $h = (d \times g)$ | $i = (h \times f)$ |
| 1 | Safety in Electrical Utility | NBT001 | 80 | 1 | 8 | 30 | 2400 | 19200 |
| 2 | First Aid | NBT002 | 80 | 1 | 9 | 30 | 2400 | 21600 |

| | | | | | | | | |
|----|---|--------|----|---|----|----|------|-------|
| 3 | Earthquake Management & Fire Fighting | NBT003 | 80 | 1 | 9 | 30 | 2400 | 21600 |
| 4 | Disaster Management | NBT004 | 80 | 1 | 9 | 30 | 2400 | 21600 |
| 5 | Transport Maintenance | NBT005 | 80 | 1 | 8 | 30 | 2400 | 19200 |
| 6 | Tools Maintenance | NBT006 | 80 | 1 | 9 | 30 | 2400 | 21600 |
| 7 | Basic Computer, Internet & Internet | NBT007 | 80 | 1 | 8 | 30 | 2400 | 19200 |
| 8 | Operation Maintenance & Repair of OCR/ACR for PBS Employee | NBT008 | 80 | 4 | 30 | 30 | 2400 | 72000 |
| 9 | Operation Maintenance & Repair of Transformer for PBS Employee | NBT009 | 80 | 4 | 30 | 30 | 2400 | 72000 |
| 10 | Operation Maintenance & Repair of Voltage Regulator For PBS Employee | NBT010 | 80 | 4 | 30 | 30 | 2400 | 72000 |
| 11 | Operation and Maintenance of Generator | NBT011 | 80 | 1 | 9 | 30 | 2400 | 21600 |
| 12 | Distribution Line Staking | NBT012 | 80 | 3 | 27 | 30 | 2400 | 64800 |
| 13 | Ensuring proper Permanent & Temporary Grounding for secure life while work in PBS distribution line & Equipment | NBT013 | 80 | 1 | 9 | 30 | 2400 | 21600 |
| 14 | Trouble shooting & different setting of electrical Equipment use in PBS Substation & distribution line | NBT014 | 80 | 1 | 9 | 30 | 2400 | 21600 |
| 15 | Billing Procedure and Consumer Account | NBT015 | 80 | 1 | 9 | 30 | 2400 | 21600 |
| 16 | Imprest Fund and collection Procedure | NBT016 | 80 | 1 | 9 | 30 | 2400 | 21600 |
| 17 | Basic Training on Meter Reading Procedure | NBT017 | 80 | 2 | 16 | 30 | 2400 | 38400 |

| | | | | | | | | |
|----|--|--------|----|---|----|----|------|-------|
| 18 | Basic Training on Electricity Bill Distribution and collection | NBT018 | 80 | 2 | 16 | 30 | 2400 | 38400 |
| 19 | Operation Maintenance & Repair of Circuit Breaker With Relay & Protective System of 33KV Switching Station | NBT019 | 80 | 2 | 17 | 30 | 2400 | 40800 |
| 20 | HT & LT Metering With CT/PT and Checking of proper Connectivity | NBT020 | 80 | 2 | 18 | 30 | 2400 | 43200 |
| 21 | Power Factor checking & Measurements | NBT021 | 80 | 1 | 9 | 30 | 2400 | 21600 |
| 22 | Loss Test of Repaired Distribution Transformer | NBT022 | 80 | 1 | 9 | 30 | 2400 | 21600 |
| 23 | Importance of capital & revenue expenses | NBT023 | 80 | 1 | 9 | 30 | 2400 | 21600 |
| 24 | Collection and Deposit Procedure | NBT024 | 80 | 1 | 9 | 30 | 2400 | 21600 |
| 25 | Human Resource Management | NBT025 | 80 | 1 | 9 | 30 | 2400 | 21600 |
| 26 | PBS Employee Service Rule | NBT026 | 80 | 1 | 9 | 30 | 2400 | 21600 |
| 27 | CT, PT Ratio and Meter Multiplying Factor | NBT027 | 80 | 1 | 9 | 30 | 2400 | 21600 |
| 28 | PBS Fund Management. | NBT028 | 80 | 1 | 9 | 30 | 2400 | 21600 |
| 29 | Meter reading, Bill Collection and Meter Disconnection Process. | NBT029 | 80 | 1 | 9 | 30 | 2400 | 21600 |
| 30 | Office Environment | NBT030 | 80 | 1 | 9 | 30 | 2400 | 21600 |
| 31 | Employee Engagement and Motivational approach. | NBT031 | 80 | 1 | 9 | 30 | 2400 | 21600 |
| 32 | Protection Setting / Relay Setting Of Different ACR / Circuit Breaker. | NBT032 | 80 | 1 | 9 | 30 | 2400 | 21600 |
| 33 | Detection Procedure of Over load Distribution Transformer. | NBT033 | 80 | 1 | 9 | 30 | 2400 | 21600 |
| 34 | SAIFI & SAIDI. | NBT034 | 80 | 2 | 18 | 30 | 2400 | 43200 |

| | | | | | | | | |
|---------|--|--------|------|---|----|----|--------|---------|
| 35 | 1-Phase Meter Testing, Calibration, Installation, Operation & Maintenance. | NBT035 | 80 | 2 | 17 | 30 | 2400 | 40800 |
| 36 | Ethics and National Integrity Strategy | NBT036 | 80 | 1 | 9 | 30 | 2400 | 21600 |
| 37 | Different Types of Audit & Settlement of Audit objection | NBT037 | 80 | 2 | 16 | 30 | 2400 | 38400 |
| 38 | Use of Bangla Unicode Software & Font | NBT038 | 80 | 1 | 9 | 30 | 2400 | 21600 |
| 39 | Service Process Simplification (SPS) | NBT039 | 80 | 2 | 17 | 30 | 2400 | 40800 |
| 40 | consumer class determination | NBT040 | 160 | 2 | 16 | 30 | 4800 | 76800 |
| 41 | consumer satisfaction management | NBT041 | 160 | 1 | 9 | 30 | 4800 | 43200 |
| 42 | Customer Service Excellence & Office Etiquette | NBM001 | 80 | 1 | 9 | 30 | 2400 | 21600 |
| 43 | Installation & Inspection of Pre-Payment Energy Meter | NBT042 | 80 | 2 | 18 | 30 | 2400 | 43200 |
| 44 | Installation & Inspection of Two Part Tariff Energy Meter | NBT043 | 80 | 2 | 18 | 30 | 2400 | 43200 |
| Total = | | | 3680 | | | | 110400 | 1408800 |



Major General Moin Uddin (Retd), Chairman, BREB in his office premises.



Public hearing at Kurigram-Lalmonirhat PBS to eliminate corruption .

Detailed Training Plan of P&R Section for the FY of 2018-19

| Sl No. | Planned Date | | Duration (Days) | Course Code | Course Name | Designation of Trainee | Venue |
|--------|--------------|------------|-----------------|-------------------------|------------------------------------|---------------------------------------|-------|
| | From | To | | | | | |
| 1 | 03/07/2018 | 11/07/2018 | 8 | IO151 | BREB Officer's Orientation | BREB Officer's (Class-1 & 11) | BREB |
| 2 | 17/07/2018 | 19/07/2018 | 3 | Part-1 (Class) | Dept. Exam | BREB Officer's (Class-II) | BREB |
| | 22/07/2018 | | 1 | Exam | Dept. Exam | BREB Officer's (Class-II) | BREB |
| | 23/07/2018 | | 1 | Viva | Dept. Exam | BREB Officer's (Class-II) | BREB |
| | 24/07/2018 | 26/07/2018 | 3 | Part-2 (Class) | Dept. Exam | BREB Officer's (Class-II) | BREB |
| | 29/07/2018 | | 1 | Exam | Dept. Exam | BREB Officer's (Class-II) | BREB |
| | 30/07/2018 | 01/08/2018 | 3 | Part-3 (Class) | Dept. Exam | BREB Officer's (Class-II) | BREB |
| | 05/08/2018 | | 1 | Exam | Dept. Exam | BREB Officer's (Class-II) | BREB |
| 3 | 07/08/2018 | 12/08/2018 | 4 | IM 516 | BREB & PBS Dept. Enquiry Procedure | BREB Officer's (Class-1 & 11) | BREB |
| 4 | 03/09/2018 | 05/09/2018 | 3 | Part-1 (Class) | Dept. Exam | BREB Officer's (Class-1) | BREB |
| | 09/09/2018 | | 1 | Exam | Dept. Exam | BREB Officer's (Class-1) | BREB |
| | 10/09/2018 | 12/09/2018 | 3 | Part-2 (Class) | Dept. Exam | BREB Officer's (Class-1) | BREB |
| | 16/09/2018 | | 1 | Exam | Dept. Exam | BREB Officer's (Class-1) | BREB |
| | 17/09/2018 | 18/09/2018 | 2 | Part-3(Class) | Dept. Exam | BREB Officer's (Class-1) | BREB |
| | 20/09/2018 | | 1 | Exam | Dept. Exam | BREB Officer's (Class-1) | BREB |
| | 23/09/2018 | | 1 | EX-Tempo Written & Viva | Dept. Exam | BREB Officer's (Class-1) | BREB |
| 5 | 25/09/2018 | 27/09/2018 | 3 | IO100 | BREB Genaral Oriantation | BREB Staff | BREB |
| 6 | 01/10/2018 | 09/10/2018 | 8 | IO151 | BREB Officer's Oriantation | BREB Officer's (Class-1& II) | BREB |
| 7 | 10/10/2018 | 11/10/2018 | 2 | Part-1 (Class) | Dept. Exam | BREB (Acc/Asstt:Acc/ Auditor/Cashiar) | BREB |

BREB's Training Calendar 2018-2019

| Sl No. | Planned Date | | Duration (Days) | Course Code | Course Name | Designation of Trainee | Venue |
|--------|--------------|------------|-----------------|-------------------------|-------------|--------------------------------------|-------|
| | From | To | | | | | |
| 8 | 14/10/2018 | | 1 | Exam | Dept. Exam | BREB (Acc/Asstt:Acc/Auditor/Cashiar) | BREB |
| | 15/10/2018 | | 1 | Viva | Dept. Exam | BREB (Acc/Asstt:Acc/Auditor/Cashiar) | BREB |
| | 16/10/2018 | | 1 | Part-2 (Class) | Dept. Exam | BREB (Acc/Asstt:Acc/Auditor/Cashiar) | BREB |
| | 18/10/2018 | | 1 | Exam | Dept. Exam | BREB (Acc/Asstt:Acc/Auditor/Cashiar) | BREB |
| | 21/10/2018 | | 1 | Part-3 (Class) | Dept. Exam | BREB (Acc/Asstt:Acc/Auditor/Cashiar) | BREB |
| | 23/10/2018 | | 1 | Exam | Dept. Exam | BREB (Acc/Asstt:Acc/Auditor/Cashiar) | BREB |
| | 24/10/2018 | | 1 | Part-4 (Class) | Dept. Exam | BREB (Acc/Asstt:Acc/Auditor/Cashiar) | BREB |
| | 25/10/2018 | | 1 | Exam | Dept. Exam | BREB (Acc/Asstt:Acc/Auditor/Cashiar) | BREB |
| | 28/10/2018 | 29/10/2018 | 2 | Part-5 (Class) | Dept. Exam | BREB (Acc/Asstt:Acc/Auditor/Cashiar) | BREB |
| | 31/10/2018 | | 1 | Exam | Dept. Exam | BREB (Acc/Asstt:Acc/Auditor/Cashiar) | BREB |
| 8 | 04/11/2018 | 05/11/2018 | 2 | Part-1 (Class) | Dept. Exam | PBS Staff (JE) | BREB |
| | 07/11/2018 | | 1 | Exam | Dept. Exam | PBS Staff (JE) | BREB |
| | 08/11/2018 | | 1 | Ex-Tempo (Class) | Dept. Exam | PBS Staff (JE) | BREB |
| | 11/11/2018 | | 1 | EX-Tempo Written & Viva | Dept. Exam | PBS Staff (JE) | BREB |
| | 12/11/2018 | 14/11/2018 | 3 | Part-2(Class) | Dept. Exam | PBS Staff (JE) | BREB |
| | 18/11/2018 | | 1 | Exam | Dept. Exam | PBS Staff (JE) | BREB |
| | 19/11/2018 | | 1 | Viva | Dept. Exam | PBS Staff (JE) | BREB |

| SI No. | Planned Date | | Duration (Days) | Course Code | Course Name | Designation of Trainee | Venue |
|--------|--------------|------------|-----------------|-------------------------|-------------------|------------------------|-------|
| | From | To | | | | | |
| 9 | 25/11/2018 | 27/11/2018 | 3 | Part-1 (Class) | Dept. Exam | PBS Staff (WI) | BREB |
| | 29/11/2018 | | 1 | Exam | Dept. Exam | PBS Staff (WI) | BREB |
| | 02/12/2018 | 04/12/2018 | 3 | Part-2 (Class) | Dept. Exam | PBS Staff (WI) | BREB |
| | 06/12/2018 | | 1 | Exam | Dept. Exam | PBS Staff (WI) | BREB |
| | 09/12/2018 | | 1 | Practical | Dept. Exam | PBS Staff (WI) | BREB |
| | 10/12/2018 | | 1 | Viva | Dept. Exam | PBS Staff (WI) | BREB |
| 10 | 11/12/2018 | 13/12/2018 | 3 | IM115 | Record Management | BREB Officer's / Staff | BREB |
| 11 | 17/12/2018 | 18/12/2018 | 2 | Part-1 | Dept. Exam | PBS Officer (AGM) | BREB |
| | 19/12/2018 | | 1 | Exam | Dept. Exam | PBS Officer (AGM) | BREB |
| | 20/12/2018 | | 1 | EX-Tempo Written & Viva | Dept. Exam | PBS Officer (AGM) | BREB |
| | 23/12/2018 | 26/12/2018 | 3 | Part-2 | Dept. Exam | PBS Officer (AGM) | BREB |
| | 27/12/2018 | | 1 | Exam | Dept. Exam | PBS Officer (AGM) | BREB |
| | 30/12/2018 | 31/12/2018 | 2 | Part-3 | Dept. Exam | PBS Officer (AGM) | BREB |
| | 01/01/2019 | | 1 | Exam | Dept. Exam | PBS Officer (AGM) | BREB |
| 12 | 01/01/2019 | 02/01/2019 | 2 | Part-1 (Class) | Dept. Exam | PBS Staff (P.A/A) | BREB |
| | 03/01/2019 | | 1 | Exam | Dept. Exam | PBS Staff (P.A/A) | BREB |
| | 06/01/2019 | | 1 | Ex-Tempo (Class) | Dept. Exam | PBS Staff (P.A/A) | BREB |
| | 07/01/2019 | | 1 | EX-Tempo Written & Viva | Dept. Exam | PBS Staff (P.A/A) | BREB |
| | 08/01/2019 | 10/01/2019 | 3 | Part-2(Class) | Dept. Exam | PBS Staff (P.A/A) | BREB |
| | 13/01/2019 | | 1 | Exam | Dept. Exam | PBS Staff (P.A/A) | BREB |
| | 14/01/2019 | | 1 | Viva | Dept. Exam | PBS Staff (P.A/A) | BREB |

BREB's Training Calendar 2018-2019

| Sl No. | Planned Date | | Duration (Days) | Course Code | Course Name | Designation of Trainee | Venue |
|--------|--------------|------------|-----------------|-------------------------|------------------------------------|-------------------------------|-------|
| | From | To | | | | | |
| 13 | 15/01/2019 | 17/01/2019 | 3 | IM 110 | Office Management | BREB Officer's / Staff | BREB |
| 14 | 20/01/2019 | 21/01/2019 | 2 | Part-1 (Class) | Dept. Exam | PBS Staff (EC) | BREB |
| | 23/01/2019 | | 1 | Exam | Dept. Exam | PBS Staff (EC) | BREB |
| | 24/01/2019 | | 1 | Ex- Tempo (Class) | Dept. Exam | PBS Staff (EC) | BREB |
| | 27/01/2019 | | 1 | EX-Tempo Written & Viva | Dept. Exam | PBS Staff (EC) | BREB |
| 15 | 06/02/2019 | | 1 | IM 601 | ACR writing Procedure | BREB Officer's (Class-1) | BREB |
| 16 | 10/02/2019 | 12/02/2019 | 3 | Part-1 (Class) | Dept. Exam | BREB Officer's (Class-II) | BREB |
| | 14/02/2019 | | 1 | Exam | Dept. Exam | BREB Officer's (Class-II) | BREB |
| | 17/02/2019 | | 1 | Viva | Dept. Exam | BREB Officer's (Class-II) | BREB |
| | 18/02/2019 | 20/02/2019 | 3 | Part-2 (Class) | Dept. Exam | BREB Officer's (Class-II) | BREB |
| | 24/02/2019 | | 1 | Exam | Dept. Exam | BREB Officer's (Class-II) | BREB |
| | 25/02/2019 | 27/02/2019 | 3 | Part-3 (Class) | Dept. Exam | BREB Officer's (Class-II) | BREB |
| | 03/03/2019 | | 1 | Exam | Dept. Exam | BREB Officer's (Class-II) | BREB |
| 17 | 04/03/2019 | 07/03/2019 | 4 | IM 516 | BREB & PBS Dept. Enquiry Procedure | BREB Officer's (Class-1 & 11) | BREB |
| 18 | 10/03/2019 | 11/03/2019 | 2 | Part-1 (Class) | Dept. Exam | PBS Staff (PUC/MSC) | BREB |
| | 13/03/2019 | | 1 | Exam | Dept. Exam | PBS Staff (PUC/MSC) | BREB |
| | 14/03/2019 | | 1 | Ex- Tempo (Class) | Dept. Exam | PBS Staff (PUC/MSC) | BREB |
| | 17/03/2019 | | 1 | EX-Tempo Written & Viva | Dept. Exam | PBS Staff (PUC/MSC) | BREB |
| | 18/03/2019 | 20/03/2019 | 3 | Part-2(Class) | Dept. Exam | PBS Staff (PUC/MSC) | BREB |
| | 24/03/2019 | | 1 | Exam | Dept. Exam | PBS Staff (PUC/MSC) | BREB |
| | 25/03/2019 | | 1 | Viva | Dept. Exam | PBS Staff (PUC/MSC) | BREB |
| 19 | 26/03/2019 | 28/03/2019 | 3 | IM115 | Record Management | BREB Officer's / Staff | BREB |

| SI No. | Planned Date | | Duration (Days) | Course Code | Course Name | Designation of Trainee | Venue |
|--------|--------------|------------|-----------------|-------------------------|----------------------------|------------------------------|-------|
| | From | To | | | | | |
| 20 | 31/03/2019 | 01/04/2019 | 2 | Part-1 | Dept. Exam | PBS Officer (AGM) | BREB |
| | 03/04/2019 | | 1 | Exam | Dept. Exam | PBS Officer (AGM) | BREB |
| | 04/04/2019 | | 1 | EX-Tempo Written & Viva | Dept. Exam | PBS Officer (AGM) | BREB |
| | 07/04/2019 | 09/04/2019 | 3 | Part-2 | Dept. Exam | PBS Officer (AGM) | BREB |
| | 11/04/2019 | | 1 | Exam | Dept. Exam | PBS Officer (AGM) | BREB |
| | 14/04/2019 | 15/04/2019 | 2 | Part-3 | Dept. Exam | PBS Officer (AGM) | BREB |
| | 17/04/2019 | | 1 | Exam | Dept. Exam | PBS Officer (AGM) | BREB |
| 21 | 23/04/2019 | 25/04/2019 | 3 | IM 110 | Office Management | BREB Officer's / Staff | BREB |
| 22 | 28/04/2019 | | 1 | IM 601 | ACR writing Procedure | BREB Officer's (Class-1) | BREB |
| 23 | 29/04/2019 | 02/05/2019 | 3 | Part-1 (Class) | Dept. Exam | BREB Officer's (Class-1) | BREB |
| | 05/05/2019 | | 1 | Exam | Dept. Exam | BREB Officer's (Class-1) | BREB |
| | 06/05/2019 | 08/05/2019 | 3 | Part-2 (Class) | Dept. Exam | BREB Officer's (Class-1) | BREB |
| | 12/05/2019 | | 1 | Exam | Dept. Exam | BREB Officer's (Class-1) | BREB |
| | 13/05/2019 | 14/05/2019 | 2 | Part-3(Class) | Dept. Exam | BREB Officer's (Class-1) | BREB |
| | 16/05/2019 | | 1 | Exam | Dept. Exam | BREB Officer's (Class-1) | BREB |
| | 19/05/2019 | | 1 | EX-Tempo Written & Viva | Dept. Exam | BREB Officer's (Class-1) | BREB |
| 24 | 21/05/2019 | 23/05/2019 | 3 | IO100 | BREB Genaral Oriantation | BREB Staff | BREB |
| 25 | 26/05/2019 | | 1 | Part-1 (Class) | Dept. Exam | BREB Staff | BREB |
| | 28/05/2019 | | 1 | Exam | Dept. Exam | BREB Staff | BREB |
| | 29/05/2019 | 30/05/2019 | 2 | Part-2 (Class) | Dept. Exam | BREB Staff | BREB |
| | 02/06/2019 | | 1 | Exam | Dept. Exam | BREB Staff | BREB |
| | 03/06/2019 | 05/06/2018 | 3 | Part-3 (Class) | Dept. Exam | BREB Staff | BREB |
| | 06/06/2019 | | 1 | Exam | Dept. Exam | BREB Staff | BREB |
| 26 | 09/06/2019 | 17/06/2019 | 8 | IO151 | BREB Officer's Oriantation | BREB Officer's (Class-1& II) | BREB |

Detailed Training Plan of Management Section for the FY of 2018-19

| SI No. | Planned Date | | Duration (Days) | Course Code | Course Name | Designation of Trainee | Venue |
|--------|--------------|------------|-----------------|-------------|--------------------------------------|------------------------|-------|
| | From | To | | | | | |
| 1 | 01/07/2018 | 30/07/2018 | 22 | IB 300 | BREB/PBS Officer's Foundation Course | Officers of BREB/PBSs | BREB |
| 2 | 01/07/2018 | 03/07/2018 | 3 | IM 115 | Record Management | PBS Officer/ Employee | BREB |
| 3 | 03/07/2018 | 05/07/2018 | 3 | IM 270 | Electricity Act and Rules | AJE (O&M/E&C/ P&M) | BREB |
| 4 | 08/07/2018 | 12/07/2018 | 5 | IM 100 | Basic Supervision | PBS Employee | BREB |
| 5 | 15/07/2018 | 19/07/2018 | 5 | IM 100 | Basic Supervision | PBS Employee | BREB |
| 6 | 22/07/2018 | 24/07/2018 | 3 | IM 115 | Record Management | PBS Officer/ Employee | BREB |
| 7 | 25/07/2018 | 26/07/2018 | 2 | IM 401 | Establishing good member relations | WI | BREB |
| 8 | 29/07/2018 | 31/07/2018 | 3 | IM 115 | Record Management | PBS Officer/ Employee | BREB |
| 9 | 01/08/2018 | 02/08/2018 | 2 | IM 271 | Electricity Act and Rules | AEC | BREB |
| 10 | 05/08/2018 | 07/08/2018 | 3 | IM 260 | Labor Law and Industrial Relation | AGM | BREB |
| 11 | 08/08/2018 | 14/08/2018 | 5 | IM 100 | Basic Supervision | PBS Employee | BREB |
| 12 | 03/09/2018 | 06/09/2018 | 4 | IM 275 | Training of Trainers (TOT) | WI | BREB |
| 13 | 09/09/2018 | 11/09/2018 | 3 | IM 110 | Office Management | PBS Employee | BREB |
| 14 | 12/09/2018 | 16/09/2018 | 3 | IM 260 | Labor Law and Industrial Relation | AGM | BREB |
| 15 | 17/09/2018 | 20/09/2018 | 4 | IM 531 | Procurement in PBS System | AGM | BREB |
| 16 | 23/09/2018 | 25/09/2018 | 3 | IM 115 | Record Management | PBS Officer/ Employee | BREB |
| 17 | 26/09/2018 | 30/09/2018 | 3 | IM 260 | Labor Law and industrial Relation | AGM | BREB |
| 18 | 01/10/2018 | 04/10/2018 | 4 | IM 531 | Procurement in PBS System | AGM | BREB |
| 19 | 07/10/2018 | 09/10/2018 | 3 | IM 115 | Record Management | PBS Officer/ Employee | BREB |
| 20 | 10/10/2018 | 14/10/2018 | 3 | IM 115 | Record Management | PBS Officer/ Employee | BREB |
| 21 | 15/10/2018 | 18/10/2018 | 4 | IM 531 | Procurement in PBS System | AGM | BREB |
| 22 | 21/10/2018 | 25/10/2018 | 5 | IM 100 | Basic Supervision | PBS Employee | BREB |
| 23 | 28/10/2018 | 30/10/2018 | 3 | IM 115 | Record Management | PBS Officer/ Employee | BREB |

| SI No. | Planned Date | | Duration (Days) | Course Code | Course Name | Designation of Trainee | Venue |
|--------|--------------|------------|-----------------|-------------|--|-------------------------|-------|
| | From | To | | | | | |
| 24 | 31/10/2018 | 04/11/2018 | 3 | IM 110 | Office Management | PBS Employee | BREB |
| 25 | 05/11/2018 | 08/11/2018 | 4 | IM 531 | Procurement in PBS System | AGM | BREB |
| 26 | 11/11/2018 | 13/11/2018 | 3 | IM 343 | PBS Instruction Series 200 300 | AA/APA | BREB |
| 27 | 14/11/2018 | 18/11/2018 | 3 | IM 110 | Office Management | PBS Employee | BREB |
| 28 | 19/11/2018 | 22/11/2018 | 3 | IM 115 | Record Management | PBS Officer/ Employee | BREB |
| 29 | 25/11/2018 | 29/11/2018 | 5 | IM 100 | Basic Supervision | PBS Employee | BREB |
| 30 | 02/12/2018 | 04/12/2018 | 3 | IM 110 | Office Management | PBS Employee | BREB |
| 31 | 05/12/2018 | 11/12/2018 | 5 | IM 100 | Basic Supervision | PBS Employee | BREB |
| 32 | 12/12/2018 | 13/12/2018 | 2 | IM 265 | Right of way and public motivation | AEC | BREB |
| 33 | 17/12/2018 | 24/12/2018 | 6 | IO 150 | BREB/PBS Officer's Orientation | AGM | BREB |
| 34 | 26/12/2018 | 30/12/2018 | 3 | IO 100 | BREB/PBS General Orientation | PBS Employee | BREB |
| 35 | 31/12/2018 | 06/01/2019 | 5 | IM 100 | Basic Supervision | PBS Employee | BREB |
| 36 | 07/01/2019 | 09/01/2019 | 3 | IM 511 | PBS Employee Service Rule and REB Act 2013 | PBS Officer/ Employee | BREB |
| 37 | 10/01/2019 | 15/01/2019 | 4 | IM 531 | Procurement in PBS System | AGM | BREB |
| 38 | 16/01/2019 | 22/01/2019 | 5 | IM 100 | Basic Supervision | PBS Employee | BREB |
| 39 | 23/01/2019 | 27/01/2019 | 3 | IM 110 | Office Management | PBS Employee | |
| 40 | 28/01/2019 | 30/01/2019 | 3 | IM 115 | Record Management | PBS Officer/ Employee | BREB |
| 41 | 31/01/2019 | 04/02/2019 | 3 | IM 115 | Record Management | PBS Officers & Employee | BREB |
| 42 | 05/02/2019 | 12/02/2019 | 6 | IO 150 | BREB/PBS Officer's Orientation | AGM | BREB |
| 43 | 13/02/2019 | 17/02/2019 | 3 | IM 260 | Labor Law and Industrial Relation | AGM | BREB |
| 44 | 18/02/2019 | 20/02/2019 | 3 | IM 115 | Record Management | PBS Officer/ Employee | BREB |
| 45 | 24/02/2019 | 26/02/2019 | 3 | IM 110 | Office Management | PBS Employee | BREB |
| 46 | 27/02/2019 | 28/02/2019 | 2 | IM 271 | Electricity Act and Rules | AEC | BREB |
| 47 | 03/03/2019 | 07/03/2019 | 5 | IM 145 | Personnel Management | AGM | BREB |
| 48 | 10/03/2019 | 12/03/2019 | 3 | IM 270 | Electricity Act and Rules | AJE (O&M/E&C/ P&M) | BREB |

BREB's Training Calendar 2018-2019

| SI No. | Planned Date | | Duration (Days) | Course Code | Course Name | Designation of Trainee | Venue |
|--------|--------------|------------|-----------------|-------------|---|------------------------|-------|
| | From | To | | | | | |
| 49 | 13/03/2019 | 14/03/2019 | 2 | IM 401 | Establishing good member relations | WI | BREB |
| 50 | 18/03/2019 | 20/03/2019 | 3 | IM 347 | PBS Instructions | Store Keeper/MCC | BREB |
| 51 | 21/03/2019 | 25/03/2019 | 3 | IM 400 | Establishing good member relations | AGM (MS) | BREB |
| 52 | 27/03/2019 | 31/03/2019 | 3 | IM 511 | PBS Employee Service Rule and REB Act 2013 | AGM | BREB |
| 53 | 01/04/2019 | 07/04/2019 | 5 | IM 145 | Personnel Management | AGM | BREB |
| 54 | 08/04/2019 | 11/04/2019 | 4 | IM 275 | Training of Trainers (TOT) | WI | BREB |
| 55 | 15/04/2019 | 18/04/2019 | 4 | IM 531 | Procurement in PBS System | AGM | BREB |
| 56 | 21/04/2019 | 25/04/2019 | 5 | IM 145 | Personnel Management | AGM | BREB |
| 57 | 28/04/2019 | 30/04/2019 | 3 | IM 515 | Departmental enquiry Procedure | AGM (GS) | BREB |
| 58 | 02/05/2019 | 06/05/2019 | 3 | IM 115 | Record Management | PBS Officer/ Employee | BREB |
| 59 | 16/06/2019 | 18/06/2019 | 3 | IM 260 | Labor Law and Industrial Relation | AGM | BREB |
| 60 | 18/06/2019 | 19/06/2019 | 2 | IM 402 | Customer Service Excelliance | GM/DGM | BREB |
| 61 | 19/06/2019 | 23/06/2019 | 3 | IO 100 | BREB/PBS General Orientation | PBS Employee | BREB |
| 62 | 24/06/2019 | 26/06/2019 | 3 | IM 109 | Awareness of Integrated Management Systems (QMS, EMS, OHSAS). | PBS Officer/ Employee | BREB |
| 63 | 24/06/2019 | 30/06/2019 | 5 | IM 145 | Personnel Management | AGM | BREB |

Detailed Training Plan of Finance Section for the FY of 2018-19

| SI No. | Planned Date | | Duration (Days) | Course Code | Course Name | Designation of Trainee | Venue |
|--------|--------------|----------|-----------------|-------------|-------------------------------|------------------------|-------|
| | From | To | | | | | |
| 1 | 01-07-18 | 09-07-18 | 7 | IF-320 | Accounting/Billing Procedure | Billing Asst. (R) | BREB |
| 2 | 10-07-18 | 12-07-18 | 4 | IF-566 | Basic Training on Tax and VAT | AGM/JE//EC/AEC | BREB |
| 3 | 15-07-18 | 23-07-18 | 7 | IF-310 | PBS General Accounts Manual | AGM(Fi)/AA/PAA | BREB |
| 4 | 28-07-18 | 30-07-18 | 3 | IF-570 | Work Order Procedure | AGM/JE/AJE/SA | PBS |

| SI No. | Planned Date | | Duration (Days) | Course Code | Course Name | Designation of Trainee | Venue |
|--------|--------------|----------|-----------------|-------------|--------------------------------------|------------------------|-------|
| | From | To | | | | | |
| 5 | 01-08-18 | 09-08-18 | 7 | IF-320 | Accounting/Billing Procedure | Billing Asst.(R) | BREB |
| 6 | 12-08-18 | 14-08-18 | 4 | IF-566 | Basic Training on Tax and VAT | AGM/JE//EC/AEC | BREB |
| 7 | 26-08-18 | 29-08-18 | 4 | IF-315 | PBS Accounting Procedure Manual | AGM(Fi)/AA/PAA | BREB |
| 8 | 04-09-18 | 06-09-18 | 3 | IF-570 | Work Order Procedure | AGM/JE/AJE/SA | PBS |
| 9 | 09-09-18 | 17-09-18 | 7 | IF-320 | Accounting/Billing Procedure | Billing Asst.(R) | BREB |
| 10 | 18-09-18 | 20-09-18 | 4 | IF-566 | Basic Training on Tax and VAT | AGM(Fi)/AA/PAA | BREB |
| 11 | 24-09-18 | 27-09-18 | 4 | IF-338 | Instruction Series-200 | AGM(Fi)/AA/PAA | BREB |
| 12 | 01-10-18 | 09-10-18 | 7 | IF-320 | Accounting/Billing Procedure | Billing Asst.(R) | BREB |
| 13 | 10-10-18 | 11-10-18 | 2 | IF-362 | Imprest Fund Management | Assitant Cashier | BREB |
| 14 | 14-10-18 | 16-10-18 | 4 | IF-566 | Basic Training on Tax and VAT | Billing Asst.(R) | BREB |
| 15 | 21-10-18 | 23-10-18 | 3 | IF-570 | Work Order Procedure | AGM(Fi)/AA/PAA | PBS |
| 16 | 28-10-18 | 31-10-18 | 4 | IF-338 | Instruction Series-200 | AGM(Fi)/AA/PAA | BREB |
| 17 | 03-11-18 | 05-11-18 | 3 | IF-570 | Work Order Procedure | AGM/JE/AJE/SA | PBS |
| 18 | 07-11-18 | 15-11-18 | 7 | IF-320 | Accounting/Billing Procedure | Billing Asst.(R) | BREB |
| 19 | 18-11-18 | 20-11-18 | 3 | IF-332 | Preparing of Electric Bill and C/P | Asst. Cashier | BREB |
| 20 | 25-11-18 | 28-11-18 | 4 | IF-330 | Preparing Financial Report (550) | AGM(Fi)/AA/PAA | BREB |
| 21 | 02-12-18 | 10-12-18 | 7 | IF-320 | Accounting/Billing Procedure | Billing Asst.(R) | BREB |
| 22 | 17-12-18 | 19-12-18 | 4 | IF-566 | Basic Training on Tax and VAT | AGM/JE//EC/AEC | BREB |
| 23 | 22-12-18 | 24-12-18 | 4 | IF-570 | Work Order Procedure | AGM/JE/AJE/SA | PBS |
| 24 | 01-01-19 | 09-01-19 | 7 | IF-320 | Accounting/Billing Procedure | Billing Asst.(R) | BREB |
| 25 | 13-01-19 | 14-01-19 | 2 | IF-365 | Financial Planning & Fund Management | GM/DGM | BREB |

BREB's Training Calendar 2018-2019

| Sl No. | Planned Date | | Duration (Days) | Course Code | Course Name | Designation of Trainee | Venue |
|--------|--------------|----------|-----------------|-------------|-------------------------------------|------------------------|-------|
| | From | To | | | | | |
| 26 | 15-01-19 | 17-01-19 | 3 | IF-345 | PBS Audit Procedure | AA/APA/Auditor | BREB |
| 27 | 20-01-19 | 23-01-19 | 4 | IF-340 | Plant & Property Accounting | AGM(Fi)/AA/APA | BREB |
| 28 | 27-01-19 | 29-01-19 | 3 | IF-330 | Preparing Financial Report (550) | AGM(Fi)/AA/PAA | BREB |
| 29 | 03-02-19 | 05-02-19 | 3 | IF-345 | PBS Audit Procedure | AD (F)/AGM (F) | BREB |
| 30 | 06-02-19 | 14-02-19 | 7 | IF-310 | PBS General Accounts Manual | AGM(Fi)/AA/PAA | BREB |
| 31 | 17-02-19 | 19-02-19 | 4 | IF-566 | Basic Training on Tax and VAT | AGM/JE//EC/AEC | BREB |
| 32 | 24-02-19 | 26-02-19 | 3 | IF-570 | Work Order Procedure | AGM/JE/AJE/SA | PBS |
| 33 | 03-03-19 | 11-03-19 | 7 | IF-320 | Accounting/Billing Procedure | Billing Asst.(R) | BREB |
| 34 | 12-03-19 | 14-03-19 | 4 | IF-566 | Basic Training on Tax and VAT | AGM/JE//EC/AEC | BREB |
| 35 | 18-03-19 | 21-03-19 | 4 | IF-340 | Plant & Property Accounting | AGM(Fi)/AA/PAA | BREB |
| 36 | 27-03-19 | 30-03-19 | 3 | IF-341 | Daily Collection Report Preparation | Asst. Cashier | BREB |
| 37 | 01-04-19 | 03-04-19 | 3 | IF-570 | Work Order Procedure | AGM/JE/AJE/SA | PBS |
| 38 | 07-04-19 | 15-04-19 | 7 | IF-320 | Accounting/Billing Procedure | Billing Asst.(R) | BREB |
| 39 | 17-04-19 | 18-04-19 | 2 | IF-362 | Imprest Fund Management | Asst. Cashier | BREB |
| 40 | 21-04-19 | 24-04-19 | 4 | IF-315 | PBS Accounting Procedure Manual | AGM(Fi)/AA/PAA | BREB |
| 41 | 28-04-19 | 30-04-19 | 3 | IF-505 | BREB Accounting Procedures | BREB AD (F)/A/A.A | BREB |
| 42 | 02-05-19 | 07-05-19 | 3 | IF-367 | Financial Management. | AD (Admin)/AE | BREB |
| 43 | 08-05-19 | 12-05-19 | 3 | IF-367 | Financial Management. | DD (Admin/tech) | BREB |
| 44 | 13-05-19 | 15-05-19 | 3 | IF-321 | Billing Procedure and Rate Schedule | Billing Supervisor | BREB |
| 45 | 19-05-19 | 21-05-19 | 3 | IF-565 | Introduction on Financial Issues | JE/AJE/PUC/MSC | BREB |
| 46 | 25-05-19 | 27-05-19 | 3 | IF-570 | Work Order Procedure | AGM/JE/AJE/SA | PBS |
| 47 | 02-06-19 | 10-06-19 | 7 | IF-320 | Accounting/Billing Procedure | Billing Asst.(R) | BREB |

| Sl No. | Planned Date | | Duration (Days) | Course Code | Course Name | Designation of Trainee | Venue |
|--------|--------------|----------|-----------------|-------------|--------------------------------------|------------------------|-------|
| | From | To | | | | | |
| 48 | 12-06-19 | 13-06-19 | 2 | IF-365 | Financial Planning & Fund Management | GM/DGM | BREB |
| 49 | 16-06-19 | 19-06-19 | 4 | IF-340 | Plant and Property Accounting | AGM(Fi)/AA/PAA | BREB |
| 50 | 22-06-19 | 25-06-19 | 4 | IF-566 | Basic Training on Tax and VAT | AGM/JE//EC/AEC | BREB |
| 51 | 26-06-19 | 27-06-19 | 2 | IF-362 | Imprest Fund Management | Asst. Cashier | BREB |

Detailed Training Plan of Technical-HQ for the FY of 2018-19

| Sl No. | Planned Date | | Duration (Days) | Course Code | Course Name | Designation of Trainee | Venue |
|--------|--------------|------------|-----------------|-------------|---|------------------------|-------|
| | From | To | | | | | |
| 1 | 01/07/2018 | 10/07/2018 | 8 | ICT-02 | Basic Computer Training | AEC | BREB |
| 2 | 01/07/2018 | 05/07/2018 | 5 | TC-210 | Ware house management | AGM (O&M/E&C/P&M) | BREB |
| 3 | 08/07/2018 | 12/07/2018 | 5 | TC-210 | Ware house management | AGM (O&M/E&C/P&M) | BREB |
| 4 | 11/07/2018 | 22/07/2018 | 8 | ICT-02 | Basic Computer Training | Assistant Cashier | BREB |
| 5 | 15/07/2018 | 18/07/2018 | 4 | TE-200 | Distribution line staking | AJE (O&M/E&C/P&M) | BREB |
| 6 | 22/07/2018 | 25/07/2018 | 4 | TE-200 | Distribution line staking | AJE (O&M/E&C/P&M) | BREB |
| 7 | 23/07/2018 | 01/08/2018 | 8 | ICT-02 | Basic Computer Training | WI | BREB |
| 8 | 29/07/2018 | 08/08/2018 | 9 | TW-100 | Advance Consumer Wiring | AGM (MS) | BREB |
| 9 | 02/08/2018 | 13/08/2018 | 8 | ICT-02 | Basic Computer Training | Store Keeper | BREB |
| 10 | 05/08/2018 | 20/08/2018 | 11 | TW-010 | Basic Consumer Wiring | AGM (MS) | BREB |
| 11 | 12/08/2018 | 16/08/2018 | 4 | TE-200 | Distribution line staking | AJE (O&M/E&C/P&M) | BREB |
| 12 | 27/08/2018 | 06/09/2018 | 8 | ICT-02 | Basic Computer Training | Billing Assistant | BREB |
| 13 | 27/08/2018 | 09/09/2018 | 9 | TW-100 | Advance Consumer Wiring | AGM (MS) | BREB |
| 14 | 09/09/2018 | 18/09/2018 | 8 | ICT-02 | Basic Computer Training | AJE (O&M/E&C/P&M) | BREB |
| 15 | 10/09/2018 | 25/09/2018 | 13 | TO-100 | PBS System operation & Maintenance | AJE (O&M/E&C/P&M) | BREB |
| 16 | 16/09/2018 | 17/09/2018 | 2 | TE-370 | Equipment Record Card (ERC) Data Flow Process | MT/MMCS | BREB |
| 17 | 19/09/2018 | 30/09/2018 | 8 | ICT-02 | Basic Computer Training | Meter Tester | BREB |
| 18 | 26/09/2018 | 08/10/2018 | 9 | TW-110 | Advance Consumer Wiring | WI | BREB |

BREB's Training Calendar 2018-2019

| Sl No. | Planned Date | | Duration (Days) | Course Code | Course Name | Designation of Trainee | Venue |
|--------|--------------|------------|-----------------|-------------|--|------------------------------|-------------------|
| | From | To | | | | | |
| 19 | 01/10/2018 | 10/10/2018 | 8 | ICT-02 | Basic Computer Training | MMCS | BREB |
| 20 | 07/10/2018 | 25/10/2018 | 15 | TW-015 | Basic Consumer Wiring | WI | BREB |
| 21 | 09/10/2018 | 22/10/2018 | 10 | ICT-04 | Basic Computer Training with Data base | BREB/PBS Manpower | BREB |
| 22 | 11/10/2018 | 22/10/2018 | 8 | ICT-02 | Basic Computer Training | Assistant Cashier | BREB |
| 23 | 23/10/2018 | 01/11/2018 | 8 | ICT-02 | Basic Computer Training | Billing Assistant | BREB |
| 24 | 23/10/2018 | 08/11/2018 | 13 | TC-016 | PBS Distribution System Construction & Inspection | AJE (O&M/E&C/P&M) | BREB |
| 25 | 04/11/2018 | 13/11/2018 | 8 | ICT-02 | Basic Computer Training | AEC | BREB |
| 26 | 11/11/2018 | 15/11/2018 | 5 | TC-220 | Ware house management | Store Keeper | BREB |
| 27 | 11/11/2018 | 06/12/2018 | 19 | TC-760 | PBS Distribution System Construction & Inspection (Field Training) | AJE (O&M/E&C/P&M) | BREB Field Office |
| 28 | 14/11/2018 | 26/11/2018 | 8 | ICT-02 | Basic Computer Training | Assistant Cashier | BREB |
| 29 | 18/11/2018 | 22/11/2018 | 4 | TE-200 | Distribution line staking | AJE (O&M/E&C/P&M) | BREB |
| 30 | 25/11/2018 | 29/11/2018 | 5 | TC-220 | Ware house management | AGM(Admn/ HR) | BREB |
| 31 | 25/11/2018 | 26/11/2018 | 2 | TE-370 | Equipment Record Card (ERC) Data Flow Process | MT/MMCS | BREB |
| 32 | 27/11/2018 | 06/12/2018 | 8 | ICT-02 | Basic Computer Training | AJE (O&M/E&C/P&M) | BREB |
| 33 | 02/12/2018 | 06/12/2018 | 5 | TO-821 | Application of Global Positioning System(GPS) and Introductory Geographic Information System (GIS) | BREB/PBS/Consultant Manpower | BREB/PBS |
| 34 | 09/12/2018 | 19/12/2018 | 8 | ICT-02 | Basic Computer Training | WI | BREB |
| 35 | 09/12/2018 | 27/12/2018 | 13 | TC-015 | PBS Distribution System Construction & Inspection | AGM (O&M/E&C/P&M) | BREB |
| 36 | 20/12/2018 | 01/01/2019 | 8 | ICT-02 | Basic Computer Training | ASK | BREB |
| 37 | 30/12/2018 | 07/01/2019 | 7 | TE-010 | PBS System Design | AGM (O&M/E&C/P&M) | BREB |
| 38 | 02/01/2019 | 13/01/2019 | 8 | ICT-02 | Basic Computer Training | Meter Tester | BREB |
| 39 | 08/01/2019 | 22/01/2019 | 11 | TW-010 | Basic Consumer Wiring | AGM (MS) | BREB |
| 40 | 14/01/2019 | 23/01/2019 | 8 | ICT-02 | Basic Computer Training | Billing Assistant | BREB |
| 41 | 24/01/2019 | 04/02/2018 | 8 | ICT-02 | Basic Computer Training | Store Keeper | BREB |
| 42 | 27/01/2019 | 29/01/2019 | 3 | TO-610 | Transport Maintenance | AEC | BREB |

| Sl No. | Planned Date | | Duration (Days) | Course Code | Course Name | Designation of Trainee | Venue |
|--------|--------------|------------|-----------------|-------------|--|--|----------|
| | From | To | | | | | |
| 43 | 30/01/2019 | 03/02/2019 | 3 | TO-610 | Transport Maintenance | BREB Drivers (Revenue/ Project/ Outsourcing) | BREB |
| 44 | 04/02/2019 | 10/02/2019 | 5 | TO-821 | Application of Global Positioning System(GPS) and Introductory Geographic Information System (GIS) | BREB/PBS/Consultant Manpower | BREB/PBS |
| 45 | 05/02/2019 | 14/02/2019 | 8 | ICT-02 | Basic Computer Training | AJE (O&M/E&C/P&M) | BREB |
| 46 | 11/02/2019 | 28/02/2019 | 13 | TC-015 | PBS Distribution System Construction & Inspection | AGM (O&M/E&C/P&M) | BREB |
| 47 | 17/02/2019 | 27/02/2019 | 8 | ICT-02 | Basic Computer Training | Assistant Cashier | BREB |
| 48 | 03/03/2019 | 07/03/2019 | 5 | TC-210 | Ware house management | AGM (O&M/E&C/P&M) | BREB |
| 49 | 03/03/2019 | 12/03/2019 | 8 | ICT-02 | Basic Computer Training | AEC | BREB |
| 50 | 03/03/2019 | 13/03/2019 | 9 | TW-110 | Advance Consumer Wiring | WI | BREB |
| 51 | 10/03/2019 | 14/03/2019 | 5 | TC-210 | Ware house management | AGM (O&M/E&C/P&M) | BREB |
| 52 | 10/03/2019 | 11/03/2018 | 2 | TE-370 | Equipment Record Card (ERC) Data Flow Process | AGM(MS) | BREB |
| 53 | 13/03/2019 | 24/03/2019 | 8 | ICT-02 | Basic Computer Training | ASK | BREB |
| 54 | 17/03/2019 | 19/03/2019 | 3 | TE-380 | E-file (Nothi) Management. | BREB Manpower | BREB |
| 55 | 20/03/2019 | 24/03/2019 | 3 | TE-380 | E-file (Nothi) Management. | BREB Manpower | BREB |
| 56 | 25/03/2019 | 04/04/2019 | 8 | ICT-02 | Basic Computer Training | MMCS | BREB |
| 57 | 27/03/2019 | 31/03/2019 | 3 | TE-380 | E-file (Nothi) Management. | BREB Manpower | BREB |
| 58 | 01/04/2019 | 22/04/2019 | 15 | TW-015 | Basic Consumer Wiring | WI | BREB |
| 59 | 07/04/2019 | 17/04/2019 | 8 | ICT-02 | Basic Computer Training | WI | BREB |
| 60 | 21/04/2019 | 30/04/2019 | 8 | ICT-02 | Basic Computer Training | Meter Tester | BREB |
| 61 | 23/04/2019 | 02/05/2019 | 7 | TE-010 | PBS System Design | AGM (O&M/E&C/P&M) | BREB |
| 62 | 05/05/2019 | 14/05/2019 | 8 | ICT-02 | Basic Computer Training | AJE (O&M/E&C/P&M) | BREB |
| 63 | 05/05/2019 | 21/05/2019 | 13 | TO-100 | PBS System operation & Maintenance | AJE (O&M/E&C/P&M) | BREB |
| 64 | 26/05/2019 | 11/06/2019 | 13 | TC-015 | PBS Distribution System Construction & Inspection | AGM (O&M/E&C/P&M) | BREB |
| 65 | 15/05/2019 | 21/05/2018 | 5 | ICT-06 | Foundation Training on IT | AJE (IT) | BREB |
| 66 | 22/05/2019 | 28/05/2019 | 5 | ICT-07 | Router/Firewall Configuration, Wi-Fi Network | AJE (IT) /JE (IT) | BREB |
| 67 | 29/05/2019 | 17/06/2019 | 14 | ICT-09 | Advanced Database Management | AJE (IT)/JE (IT) | BREB |
| 68 | 19/06/2019 | 20/06/2019 | 2 | TE-370 | Equipment Record Card (ERC) Data Flow Process | AGM (O&M/E&C/P&M) | BREB |

Detailed Training Plan of Technical (TTC) Section for the FY of 2018-19

| SI No. | Planned Date | | Duration (Days) | Course Code | Course Name | Designation of Trainee | Venue |
|--------|--------------|------------|-----------------|-------------|-----------------------------------|------------------------|------------|
| | From | To | | | | | |
| 1 | 04/07/2018 | 24/07/2018 | 15 | TL 030 | Lineman Part-III | Lineman Grade-1 | TTC, Savar |
| 2 | 07/07/2018 | 24/07/2018 | 16 | TL020 | Lineman Part-II | Lineman Grade-2 | PBS |
| 3 | 07/07/2018 | 24/07/2018 | 16 | TL020 | Lineman Part-II | Lineman Grade-2 | PBS |
| 4 | 07/07/2018 | 24/07/2018 | 16 | TL020 | Lineman Part-II | Lineman Grade-2 | PBS |
| 5 | 07/07/2018 | 24/07/2018 | 16 | TL020 | Lineman Part-II | Lineman Grade-2 | PBS |
| 6 | 08/07/2018 | 15/07/2018 | 6 | TL 040 | Lineman Part-IVA | PBS Line Technician | TTC, Savar |
| 7 | 09/07/2018 | 29/07/2018 | 15 | TL 030 | Lineman Part-III | Lineman Grade-1 | TTC, Savar |
| 8 | 10/07/2018 | 19/07/2018 | 8 | ICT 02 | Basic Computer Training | Data Entry Operator | TTC, Savar |
| 9 | 16/07/2018 | 22/07/2018 | 5 | TL 042 | Lineman Part-IVB | PBS Line Technician | TTC, Savar |
| 10 | 23/07/2018 | 30/07/2018 | 6 | TL 044 | Lineman Part-IVC | PBS Line Technician | TTC, Savar |
| 11 | 24/07/2018 | 25/07/2018 | 2 | TL 030 | Lineman Part-III (Retention Test) | Lineman Grade-1 | TTC, Savar |
| 12 | 25/07/2018 | 30/07/2018 | 4 | TO 250 | 1-Phase Meter Testing | AJE/JE | TTC, Savar |
| 13 | 30/07/2018 | 31/07/2018 | 2 | TL 030 | Lineman Part-III (Retention Test) | Lineman Grade-1 | TTC, Savar |
| 14 | 31/07/2018 | 09/08/2018 | 8 | TO 241 | Meter Testing | Meter Tester | TTC, Savar |
| 15 | 01/08/2018 | 09/08/2018 | 7 | TL 031 | Lineman Part-IIIA | Lineman Grade-1 | TTC, Savar |
| 16 | 05/08/2018 | 08/08/2018 | 4 | TO 250 | 1-Phase Meter Testing | AJE/JE | TTC, Savar |
| 17 | 29/08/2018 | 30/08/2018 | 2 | TL 030 | Lineman Part-III (Retention Test) | Lineman Grade-1 | TTC, Savar |
| 18 | 29/08/2018 | 20/09/2018 | 15 | TL 030 | Lineman Part-III | Lineman Grade-1 | TTC, Savar |
| 19 | 29/08/2018 | 10/09/2018 | 8 | ICT 02 | Basic Computer Training | Data Entry Operator | TTC, Savar |
| 20 | 03/09/2018 | 04/09/2018 | 2 | TL 030 | Lineman Part-III (Retention Test) | Lineman Grade-1 | TTC, Savar |
| 21 | 03/09/2018 | 23/09/2018 | 15 | TL 030 | Lineman Part-III | Lineman Grade-1 | TTC, Savar |
| 22 | 03/09/2018 | 10/09/2018 | 6 | TL 040 | Lineman Part-IVA | PBS Line Technician | TTC, Savar |
| 23 | 09/09/2018 | 13/09/2018 | 5 | TO 260 | 3-Phase Meter Testing | AJE/JE | TTC, Savar |
| 24 | 09/09/2018 | 26/09/2018 | 16 | TL020 | Lineman Part-II | Lineman Grade-2 | PBS |
| 25 | 09/09/2018 | 26/09/2018 | 16 | TL020 | Lineman Part-II | Lineman Grade-2 | PBS |

| Sl No. | Planned Date | | Duration (Days) | Course Code | Course Name | Designation of Trainee | Venue |
|--------|--------------|------------|-----------------|-------------|-----------------------------------|------------------------|------------|
| | From | To | | | | | |
| 26 | 09/09/2018 | 26/09/2018 | 16 | TL020 | Lineman Part-II | Lineman Grade-2 | PBS |
| 27 | 09/09/2018 | 26/09/2018 | 16 | TL020 | Lineman Part-II | Lineman Grade-2 | PBS |
| 28 | 09/09/2018 | 13/09/2018 | 5 | TO 260 | 3-Phase Meter Testing | AJE/JE | TTC, Savar |
| 29 | 10/09/2018 | 30/09/2018 | 15 | TL 030 | Lineman Part-III | Lineman Grade-1 | TTC, Savar |
| 30 | 11/09/2018 | 17/09/2018 | 5 | TL 042 | Lineman Part-IVB | PBS Line Technician | TTC, Savar |
| 31 | 12/09/2018 | 02/10/2018 | 15 | TL 030 | Lineman Part-III | Lineman Grade-1 | TTC, Savar |
| 32 | 16/09/2018 | 25/09/2018 | 8 | TO 266 | Meter Repair | Meter Tester | TTC, Savar |
| 33 | 18/09/2018 | 25/09/2018 | 6 | TL 044 | Lineman Part-IVC | PBS Line Technician | TTC, Savar |
| 34 | 23/09/2018 | 24/09/2018 | 2 | TL 030 | Lineman Part-III (Retention Test) | Lineman Grade-1 | TTC, Savar |
| 35 | 25/09/2018 | 26/09/2018 | 2 | TL 030 | Lineman Part-III (Retention Test) | Lineman Grade-1 | TTC, Savar |
| 36 | 01/10/2018 | 04/10/2018 | 4 | TL 045 | 33 KV Switching Station | AJE/JE/LT/LMG-1 | TTC, Savar |
| 37 | 01/10/2018 | 10/10/2018 | 8 | TO 266 | Meter Repair | Meter Tester | TTC, Savar |
| 38 | 01/10/2018 | 08/10/2018 | 6 | TL 040 | Lineman Part-IVA | PBS Line Technician | TTC, Savar |
| 39 | 08/10/2018 | 28/10/2018 | 15 | TL 030 | Lineman Part-III | Lineman Grade-1 | TTC, Savar |
| 40 | 09/10/2018 | 15/10/2018 | 5 | TL 042 | Lineman Part-IVB | PBS Line Technician | TTC, Savar |
| 41 | 10/10/2018 | 30/10/2018 | 15 | TL 030 | Lineman Part-III | Lineman Grade-1 | TTC, Savar |
| 42 | 14/10/2018 | 24/10/2018 | 9 | ICT 04 | Basic Computer Training | Data Entry Operator | TTC, Savar |
| 43 | 16/10/2018 | 23/10/2018 | 6 | TL 044 | Lineman Part-IVC | PBS Line Technician | TTC, Savar |
| 44 | 19/10/2018 | 20/10/2018 | 2 | TL 030 | Lineman Part-III (Retention Test) | Lineman Grade-1 | TTC, Savar |
| 45 | 23/10/2018 | 24/10/2018 | 2 | TL 030 | Lineman Part-III (Retention Test) | Lineman Grade-1 | TTC, Savar |
| 46 | 01/11/2018 | 19/11/2018 | 16 | TL020 | Lineman Part-II | Lineman Grade-2 | PBS |
| 47 | 01/11/2018 | 19/11/2018 | 16 | TL020 | Lineman Part-II | Lineman Grade-2 | PBS |
| 48 | 01/11/2018 | 19/11/2018 | 16 | TL020 | Lineman Part-II | Lineman Grade-2 | PBS |
| 49 | 01/11/2018 | 19/11/2018 | 16 | TL020 | Lineman Part-II | Lineman Grade-2 | PBS |
| 50 | 04/11/2018 | 25/11/2018 | 15 | TL 030 | Lineman Part-III | Lineman Grade-1 | TTC, Savar |
| 51 | 05/11/2018 | 08/11/2018 | 4 | TO 250 | 1-Phase Meter Testing | AJE/JE | TTC, Savar |
| 52 | 06/11/2018 | 27/11/2018 | 15 | TL 030 | Lineman Part-III | Lineman Grade-1 | TTC, Savar |

BREB's Training Calendar 2018-2019

| SI No. | Planned Date | | Duration (Days) | Course Code | Course Name | Designation of Trainee | Venue |
|--------|--------------|------------|-----------------|-------------|-----------------------------------|------------------------|------------|
| | From | To | | | | | |
| 53 | 11/11/2018 | 15/11/2018 | 5 | TO 260 | 3-Phase Meter Testing | AJE/JE | TTC, Savar |
| 54 | 12/11/2018 | 20/11/2018 | 7 | TL 031 | Lineman Part-III A | Lineman Grade-1 | TTC, Savar |
| 55 | 24/11/2018 | 25/11/2018 | 2 | TL 030 | Lineman Part-III (Retention Test) | Lineman Grade-1 | TTC, Savar |
| 56 | 25/11/2018 | 02/12/2018 | 6 | TL 040 | Lineman Part-IV A | PBS Line Technician | TTC, Savar |
| 57 | 28/11/2018 | 29/11/2018 | 2 | TL 030 | Lineman Part-III (Retention Test) | Lineman Grade-1 | TTC, Savar |
| 58 | 02/12/2018 | 10/12/2018 | 7 | TL 031 | Lineman Part-III A | Lineman Grade-1 | TTC, Savar |
| 59 | 02/12/2018 | 23/12/2018 | 15 | TL 030 | Lineman Part-III | Lineman Grade-1 | TTC, Savar |
| 60 | 03/12/2018 | 09/12/2018 | 5 | TL 042 | Lineman Part-IV B | PBS Line Technician | TTC, Savar |
| 61 | 04/12/2018 | 26/12/2018 | 15 | TL 030 | Lineman Part-III | Lineman Grade-1 | TTC, Savar |
| 62 | 10/12/2018 | 18/12/2018 | 6 | TL 044 | Lineman Part-IV C | PBS Line Technician | TTC, Savar |
| 63 | 17/12/2018 | 20/12/2018 | 4 | TO 250 | 1-Phase Meter Testing | AJE/JE | TTC, Savar |
| 64 | 23/12/2018 | 30/12/2018 | 5 | TO 260 | 3-Phase Meter Testing | AJE/JE | TTC, Savar |
| 65 | 26/12/2018 | 27/12/2018 | 2 | TL 030 | Lineman Part-III (Retention Test) | Lineman Grade-1 | TTC, Savar |
| 66 | 30/12/2018 | 31/12/2018 | 2 | TL 030 | Lineman Part-III (Retention Test) | Lineman Grade-1 | TTC, Savar |
| 67 | 02/01/2019 | 22/01/2019 | 15 | TL 030 | Lineman Part-III | Lineman Grade-1 | TTC, Savar |
| 68 | 02/01/2019 | 10/01/2019 | 7 | TL 031 | Lineman Part-III A | Lineman Grade-1 | TTC, Savar |
| 69 | 06/01/2019 | 15/01/2019 | 8 | ICT 02 | Basic Computer Training | Data Entry Operator | TTC, Savar |
| 70 | 06/01/2019 | 23/01/2019 | 16 | TL020 | Lineman Part-II | Lineman Grade-2 | PBS |
| 71 | 06/01/2019 | 23/01/2019 | 16 | TL020 | Lineman Part-II | Lineman Grade-2 | PBS |
| 72 | 06/01/2019 | 23/01/2019 | 16 | TL020 | Lineman Part-II | Lineman Grade-2 | PBS |
| 73 | 06/01/2019 | 23/01/2019 | 16 | TL020 | Lineman Part-II | Lineman Grade-2 | PBS |
| 74 | 06/01/2019 | 24/01/2019 | 15 | TL 030 | Lineman Part-III | Lineman Grade-1 | TTC, Savar |
| 75 | 07/01/2019 | 10/01/2019 | 4 | TL 045 | 33 KV Switching Station | AJE/JE/LT/LMG-1 | TTC, Savar |
| 76 | 13/01/2019 | 16/01/2019 | 4 | TO 250 | 1-Phase Meter Testing | AJE/JE | TTC, Savar |
| 77 | 27/01/2019 | 28/01/2019 | 2 | TL 030 | Lineman Part-III (Retention Test) | Lineman Grade-1 | TTC, Savar |
| 78 | 27/01/2019 | 03/02/2019 | 6 | TL 040 | Lineman Part-IV A | PBS Line Technician | TTC, Savar |

| SI No. | Planned Date | | Duration (Days) | Course Code | Course Name | Designation of Trainee | Venue |
|--------|--------------|------------|-----------------|-------------|-----------------------------------|------------------------|------------|
| | From | To | | | | | |
| 79 | 29/01/2019 | 30/01/2019 | 2 | TL 030 | Lineman Part-III (Retention Test) | Lineman Grade-1 | TTC, Savar |
| 80 | 31/01/2019 | 20/02/2019 | 15 | TL 030 | Lineman Part-III | Lineman Grade-1 | TTC, Savar |
| 81 | 03/02/2019 | 12/02/2019 | 8 | TO 266 | Meter Repair | Meter Tester | TTC, Savar |
| 82 | 04/02/2019 | 23/02/2019 | 15 | TL 030 | Lineman Part-III | Lineman Grade-1 | TTC, Savar |
| 83 | 04/02/2019 | 10/02/2019 | 5 | TL 042 | Lineman Part-IVB | PBS Line Technician | TTC, Savar |
| 84 | 10/02/2019 | 14/02/2019 | 5 | TO 260 | 3-Phase Meter Testing | AJE/JE | TTC, Savar |
| 85 | 11/02/2019 | 18/02/2019 | 6 | TL 044 | Lineman Part-IVC | PBS Line Technician | TTC, Savar |
| 86 | 03/03/2019 | 19/03/2019 | 16 | TL020 | lineman Part-II | lineman Grade-2 | PBS |
| 87 | 03/03/2019 | 19/03/2019 | 16 | TL020 | lineman Part-II | lineman Grade-2 | PBS |
| 88 | 03/03/2019 | 19/03/2019 | 16 | TL020 | lineman Part-II | lineman Grade-2 | PBS |
| 89 | 03/03/2019 | 19/03/2019 | 16 | TL020 | lineman Part-II | lineman Grade-2 | PBS |
| 90 | 03/03/2019 | 21/03/2019 | 15 | TL 030 | Lineman Part-III | Lineman Grade-1 | TTC, Savar |
| 91 | 03/03/2019 | 02/04/2019 | 21 | TL010 | Lineman Part-I | Apprentice Lineman | TTC, Savar |
| 92 | 05/03/2019 | 25/03/2019 | 15 | TL 030 | Lineman Part-III | Lineman Grade-1 | TTC, Savar |
| 93 | 10/03/2019 | 14/03/2019 | 5 | TO 260 | 3-Phase Meter Testing | AJE/JE | TTC, Savar |
| 94 | 11/03/2019 | 21/03/2019 | 9 | ICT 04 | Basic Computer Training | Data Entry Operator | TTC, Savar |
| 95 | 17/03/2019 | 20/03/2019 | 4 | TO 250 | 1-Phase Meter Testing | AJE/JE | TTC, Savar |
| 96 | 18/03/2019 | 28/03/2019 | 8 | ICT 02 | Basic Computer Training | Data Entry Operator | TTC, Savar |
| 97 | 19/03/2019 | 20/03/2019 | 2 | TL 030 | Lineman Part-III (Retention Test) | Lineman Grade-1 | TTC, Savar |
| 98 | 24/03/2019 | 25/03/2019 | 2 | TL 030 | Lineman Part-III (Retention Test) | Lineman Grade-1 | TTC, Savar |
| 99 | 01/04/2019 | 02/04/2019 | 2 | TL 030 | Lineman Part-III (Retention Test) | Lineman Grade-1 | TTC, Savar |
| 100 | 01/04/2019 | 08/04/2019 | 6 | TL 040 | Lineman Part-IVA | PBS Line Technician | TTC, Savar |
| 101 | 01/04/2019 | 04/04/2019 | 4 | TL 045 | 33 KV Switching Station | AJE/JE/LT/LMG-1 | TTC, Savar |
| 102 | 02/04/2019 | 22/04/2019 | 15 | TL 030 | Lineman Part-III | Lineman Grade-1 | TTC, Savar |
| 103 | 03/04/2019 | 04/04/2019 | 2 | TL 030 | Lineman Part-III (Retention Test) | Lineman Grade-1 | TTC, Savar |
| 104 | 07/04/2019 | 25/04/2019 | 15 | TL 030 | Lineman Part-III | Lineman Grade-1 | TTC, Savar |
| 105 | 09/04/2019 | 15/04/2019 | 5 | TL 042 | Lineman Part-IVB | PBS Line Technician | TTC, Savar |

BREB,s Training Calendar 2018-2019

| SI No. | Planned Date | | Duration (Days) | Course Code | Course Name | Designation of Trainee | Venue |
|--------|--------------|------------|-----------------|-------------|--|---------------------------------------|------------|
| | From | To | | | | | |
| 106 | 15/04/2019 | 18/04/2019 | 4 | TO 250 | 1-Phase Meter Testing | AJE/JE | TTC, Savar |
| 107 | 16/04/2019 | 23/04/2019 | 6 | TL 044 | Lineman Part-IVC | PBS Line Technician | TTC, Savar |
| 108 | 28/04/2019 | 29/04/2019 | 2 | TL 030 | Lineman Part-III (Retention Test) | Lineman Grade-1 | TTC, Savar |
| 109 | 01/05/2019 | 21/05/2019 | 15 | TL 030 | Lineman Part-III | Lineman Grade-1 | TTC, Savar |
| 110 | 05/05/2019 | 06/05/2019 | 2 | TL 030 | Lineman Part-III (Retention Test) | Lineman Grade-1 | TTC, Savar |
| 111 | 05/05/2019 | 23/05/2019 | 15 | TL 030 | Lineman Part-III | Lineman Grade-1 | TTC, Savar |
| 112 | 05/05/2019 | 14/05/2019 | 8 | TO220 | Operation, Maintenance & Repair of OCR/ACR for Engineer. | DGM(Tech), H/Q, AGM (E&C / O&M / P&M) | TTC, Savar |
| 113 | 05/05/2019 | 13/05/2019 | 7 | TL 031 | Lineman Part-III A | Lineman Grade-1 | TTC, Savar |
| 114 | 08/05/2019 | 26/05/2019 | 16 | TL020 | Lineman Part-II | Lineman Grade-2 | PBS |
| 115 | 08/05/2019 | 26/05/2019 | 16 | TL020 | Lineman Part-II | Lineman Grade-2 | PBS |
| 116 | 08/05/2019 | 26/05/2019 | 16 | TL020 | Lineman Part-II | Lineman Grade-2 | PBS |
| 117 | 08/05/2019 | 26/05/2019 | 16 | TL020 | Lineman Part-II | Lineman Grade-2 | PBS |
| 118 | 12/05/2019 | 16/05/2019 | 5 | TO 260 | 3-Phase Meter Testing | AJE/JE | TTC, Savar |
| 119 | 15/05/2019 | 26/05/2019 | 8 | TO230 | Operation, Maintenance & Repair of Transformer for Engineer. | DGM(Tech), H/Q, AGM (E&C / O&M / P&M) | TTC, Savar |
| 120 | 19/05/2019 | 29/05/2019 | 9 | ICT 04 | Basic Computer Training | Data Entry Operator | TTC, Savar |
| 121 | 26/05/2019 | 27/05/2019 | 2 | TL 030 | Lineman Part-III (Retention Test) | Lineman Grade-1 | TTC, Savar |
| 122 | 27/05/2019 | 04/06/2019 | 7 | TO235 | Operation, Maintenance & Repair of Voltage Regulator for Engineer. | DGM(Tech), H/Q, AGM (E&C / O&M / P&M) | TTC, Savar |
| 123 | 02/06/2019 | 12/06/2019 | 9 | ICT 04 | Basic Computer Training | Data Entry Operator | TTC, Savar |
| 124 | 02/06/2019 | 05/06/2019 | 4 | TL 045 | 33 KV Switching Station | AJE/JE/LT/LMG-1 | TTC, Savar |
| 125 | 02/06/2019 | 20/06/2019 | 15 | TL 030 | Lineman Part-III | Lineman Grade-1 | TTC, Savar |
| 126 | 03/06/2019 | 23/06/2019 | 15 | TL 030 | Lineman Part-III | Lineman Grade-1 | TTC, Savar |
| 127 | 04/06/2019 | 24/06/2019 | 4 | TO 250 | 1-Phase Meter Testing | AJE/JE | TTC, Savar |
| 128 | 16/06/2019 | 20/06/2019 | 5 | TO 260 | 3-Phase Meter Testing | AJE/JE | TTC, Savar |
| 129 | 24/06/2019 | 25/06/2019 | 2 | TL 030 | Lineman Part-III (Retention Test) | Lineman Grade-1 | TTC, Savar |



General Manager conference 2018.



Major General Moin Uddin (Retd), Chairman, BREB is delivering his valuable speech at General Manager conference-2018.

Name of the Training Course and Course Code

Management Training

| SI No. | Course Code | Name of the Courses |
|--------|--|---|
| 1 | IM115 | Record Management |
| 2 | IO151 | BREB Officer's Orientation |
| 3 | IO100 | BREB/PBS General Orientation |
| 4 | IM110 | Office Management |
| 5 | IB310 | PBS Board Director Orientation |
| 6 | IM100 | Basic Supervision |
| 7 | IM145 | Personnel Management |
| 8 | IM260 | Labor & Industrial Relation |
| 9 | IM265 | Right of way(R/W) and public motivation |
| 10 | IM270 | Electricity Act & Rules |
| 11 | IM271 | Electricity Act & Rules |
| 12 | IM275 | Training of Trainers (TOT) |
| 13 | IM343 | PBS Instructions Series 200,300 |
| 14 | IM347 | PBS Instructions |
| 15 | IM400 | Establishing good Member Relations |
| 16 | IM401 | Establishing good Member Relations |
| 17 | IM511 | PBS Employee Service Rule and BREB ACT |
| 18 | IM515 | Departmental Enquiry Procedure |
| 19 | IM531 | Procurement in PBS System |
| 20 | IO150 | BREB/PBS Officer's Orientation |
| 21 | IM105 | Management-Its Nature and Scope |
| 22 | IM530 | Procurement and Supply Chain Management |
| 23 | IM147 | Advance human resource management (HRM) |
| 24 | IM340 | PBS Policy instructions (Revision 01) |
| 25 | IM341 | PBS Policy instructions (Revision 01) |
| 26 | IM402 | Customer Service Excellence |
| 27 | IM403 | Customer Service Excellence |
| 28 | IM109 | Awareness of Integrated Management Systems (QMS, EMS, OHSAS). (Revision : 00) |
| 29 | IM516 | বাপৰিবো ও পৰিসেৱাৰ বিভাগীয় তদন্ত সম্পাদন প্ৰক্ৰিয়া |
| 30 | IM601 | বাৰ্ষিক গোপনীয় প্ৰতিবেদন লিখন পদ্ধতি |
| 31 | IM300 | BREB/PBS Officer's Foundation Course |
| 31 | Dept. Exam Curriculum/Syllabus for BREB 1 st class officers | |
| 32 | Dept. Exam Curriculum/Syllabus for BREB 2 nd class officers | |
| 33 | Dept. Exam Curriculum/Syllabus for BREB Asstt. Acc. & Auditor | |
| 34 | Dept. Exam Curriculum/Syllabus for BREB Staffs | |
| 35 | Dept. Exam Curriculum/Syllabus for BREB LCI | |
| 36 | Dept. Exam Curriculum/Syllabus for PBS AGM/JE/EC/MSC/PUC/Acc/Plant Acc | |
| 37 | Dept. Exam Curriculum/Syllabus for PBS Wiring Inspector | |

Financial Training

| Sl. No. | Course Code | Name of the Courses |
|---------|-------------|-------------------------------------|
| 01 | IF570 | Work Order Procedure |
| 02 | IF320 | Accounting/Billing Procedure |
| 03 | IF365 | Introduction on Financial Issue |
| 04 | IF321 | Billing Procedure and Rate Schedule |
| 05 | IF315 | Accounting Procedure Manual |
| 06 | IF310 | PBS General Accounts Manual |
| 07 | IF338 | Instruction Series 200 |
| 08 | IF330 | Preparing Financial Report(550) |
| 09 | IF345 | PBS Audit Procedure |
| 10 | IF341 | Daily Collection Report Preparation |
| 11 | IF362 | Imprest Fund Management |
| 12 | IF332 | Preparing of Electric Bill and C/P |
| 13 | IF340 | Plant and Property Accounting |
| 14 | IF565 | Introduction on Financial Issues . |
| 15 | IF566 | Basic Training on Tax and VAT. |
| 16 | IF367 | Financial Management |
| 17 | IF505 | BREB Accounting Procedure |

Technical Training

| Computer Courses : | | |
|---------------------------|-------------|--|
| Sl. No. | Course Code | Name of the Courses |
| 01 | ICT02 | Basic Computer Training |
| 02 | ICT04 | Basic Computer Training with database |
| 03 | ICT06 | Foundation Training on IT |
| 04 | ICT07 | Router / Firewall Configuration, Wi-Fi Network Configuration |
| 05 | ICT09 | Advanced Database Management |

| Construction Courses : | | |
|-------------------------------|-------------|--|
| Sl. No. | Course Code | Name of the Courses |
| 06 | TC015 | PBS distribution system construction & inspection |
| 07 | TC016 | PBS distribution system construction & inspection |
| 08 | TC210 | Warehouse management |
| 09 | TC220 | Warehouse management |
| 10 | TC760 | PBS distribution system construction & inspection Field Training |

| Engineering Courses: | | |
|--|-------|---|
| 11 | TE010 | PBS System Design |
| 12 | TE200 | Distribution Line Staking |
| 13 | TE370 | ERC data flow process |
| 14 | TE380 | E-file (Nothi) Management |
| Operation & Maintenance Courses : | | |
| 15 | TO220 | Operation, Maintenance & Repair of OCR/ACR for Engineer. |
| 16 | TO230 | Operation, Maintenance & Repair of Transformer for Engineer. |
| 17 | TO235 | Operation, Maintenance & Repair of Voltage Regulator for Engineer. |
| 18 | TO100 | PBS System operation & Maintenance |
| 19 | TO241 | Meter Testing |
| 20 | TO250 | Single Phase meter Testing & Repair |
| 21 | TO260 | Three Phase meter Testing & Repair |
| 22 | TO266 | Meter Repair |
| 23 | TO610 | Transport Maintenance |
| 24 | TO821 | Application of Global Positioning System (GPS) and introductory Geographic information System (GIS) |
| Lineman Courses : | | |
| 25 | TL010 | Lineman Part I |
| 26 | TL020 | Lineman Part II |
| 27 | TL030 | Lineman Part III |
| 28 | TL030 | Lineman Part III (Retention Test) |
| 29 | TL031 | Lineman Part IIIA |
| 30 | TL040 | Lineman Part IVA |
| 31 | TL042 | Lineman Part IVB |
| 32 | TL044 | Lineman Part IVC |
| 33 | TL045 | 33 KV Switching Station In PBS Distribution Line |
| Consumer Wiring Courses : | | |
| 34 | TW010 | Basic Consumer Wiring |
| 35 | TW015 | Basic Consumer Wiring |
| 36 | TW100 | Advanced Consumer Wiring |
| 37 | TW110 | Advance Consumer Wiring |

NBT Training

| Sl. No. | Course Code | Name of the Courses |
|---------|-------------|---------------------------------------|
| 01 | NBT001 | Safety in Electrical Utility |
| 02 | NBT002 | First Aid |
| 03 | NBT 03 | Earthquake Management & Fire Fighting |
| 04 | NBT004 | Disaster Management |

BREB's Training Calendar 2018-2019

| | | |
|----|--------|---|
| 05 | NBT005 | Transport Maintenance |
| 06 | NBT006 | Tools Maintenance |
| 07 | NBT007 | Basic Computer, Internet & Internet |
| 08 | NBT008 | Operation Maintenance & Repair of OCR/ACR for PBS Employee |
| 09 | NBT009 | Operation Maintenance & Repair of Transformer for PBS Employee |
| 10 | NBT010 | Operation Maintenance & Repair of Voltage Regulator for PBS Employee |
| 11 | NBT011 | Operation and Maintenance of Generator |
| 12 | NBT012 | Distribution Line Staking |
| 13 | NBT013 | Ensuring proper Permanent & Temporary Grounding for secure life while work in PBS distribution line & Equipment |
| 14 | NBT014 | Trouble shooting & different setting of electrical Equipment use in PBS Substation & distribution line |
| 15 | NBT015 | Billing Procedure and Consumer Account |
| 16 | NBT016 | Imprest Fund and collection Procedure |
| 17 | NBT017 | Basic Training on Meter Reading Procedure |
| 18 | NBT018 | Basic Training on Electricity Bill Distribution and collection |
| 19 | NBT019 | Operation Maintenance & Repair of Circuit Breaker With Relay & Protective System of 33KV Switching Station |
| 20 | NBT020 | HT & LT Metering With CT/PT and Checking of proper Connectivity |
| 21 | NBT021 | Power Factor checking & Measurements |
| 22 | NBT022 | Loss Test of Repaired Distribution Transformer |
| 23 | NBT023 | Importance of Capital & Revenue Expenses. |
| 24 | NBT024 | Collection and Deposit Procedure |
| 25 | NBT025 | Human Resource Management |
| 26 | NBT026 | PBS Employee Service Rule |
| 27 | NBT027 | CT, PT Ratio and Meter Multiplying Factor |
| 28 | NBT028 | PBS Fund Management. |
| 29 | NBT029 | Meter reading, Bill Collection and Meter Disconnection Process. |
| 30 | NBT030 | Office Environment |
| 31 | NBT031 | Employee Engagement and Motivational approach. |
| 32 | NBT032 | Protection Setting / Relay Setting Of Different ACR / Circuit Breaker. |
| 33 | NBT033 | Detection Procedure of Over load Distribution Transformer. |
| 34 | NBT034 | SAIFI & SAIDI. |
| 35 | NBT035 | 1-Phase Meter Testing, Calibration, Installation, Operation & Maintenance. |
| 36 | NBM001 | Customer Service Excellence & Office Etiquette |
| 37 | NBT036 | Ethics and National Integrity Strategy |
| 38 | NBT037 | Different Types of Audit & Settlement of Audit objection |
| 39 | NBT038 | Use of Bangla Unicode Software & Font |
| 40 | NBT039 | Service Process Simplification (SPS) |
| 41 | NBT040 | consumer class determination |
| 42 | NBT041 | consumer satisfaction management |
| 43 | NBT042 | Installation & Inspection of Pre-Payment Energy Meter |
| 44 | NBT043 | Installation & Inspection of Two Part Tariff Energy Meter |

Management Course Outlines

Record Management

1. Course Code : IM115
2. Course Name : Record Management (Revision:02)
3. Course Type : Institutional Management training
4. Total Period : 24
5. Course Objectives : After completion of this training course participants will be aware of different filing system and importance of proper record keeping, filing equipments, digital filing system and disposal of files.
6. Participants : BREB AD (Admn.), BREB Assistant Coordination Officer, BREB DD (Tech)/ XEN,BREB AE,BREB SAE,BREB AD (Finance),BREB Accountant ,PBS AGM (GS),PBS Enforcement Coordinator & Assistant, PBS AGM (COM),PBS AGM(ENG),PBS JE(ENG),PBS Store Keeper, PBS Assistant Store Keeper, PBS AGM(FIN),PBS Accountant & Accounts Assistant, PBS Plant Accountant And Assistant, PBS Billing Supervisor, PBS Billing Assistant/Data Entry Operator, PBS AGM(MS)
7. Course Content :

| Topic No. | Topics | Class Hour |
|-----------|---|------------|
| T 01 | Inauguration & importance of the course | 01 |
| T 02 | Awareness and requirement of ISO 9001:2015 Standard | 01 |
| T 03 | Introduction to records management and recording System as per Quality Management system (QMS). | 02 |
| T 04 | Basic methods of filing | 01 |
| T 05 | Digital filing system and electronic file | 01 |
| T 06 | Alphabetical method of filing | 01 |
| T 07 | Steps of filing and finding records | 01 |
| T 08 | Developing a Follow up file | 01 |
| T 09 | Numerical classing rules of filing | 01 |
| T 10 | Date wise and Geographical method of filing | 01 |
| T 11 | Filing materials and equipment | 01 |
| T 12 | Filing procedure manual | 02 |
| T 13 | Transfer and disposal of files | 01 |
| T 14 | Use of Computers in record keeping | 02 |
| T 15 | Managing the record program | 01 |
| T 16 | Office environment and environmental awareness. | 01 |
| T 17 | Disaster Management | 02 |
| T 18 | Ethics and National Integrity | 01 |
| T 19 | Post test and final examination | 01 |
| T 20 | Closing session(Question & answer review and closing speech) | 01 |
| | Total = | 24 |

Note: One period = One class hour = 40 minutes

8. Training Methodology :

- (a) Class room lecture
- (b) Group discussion
- (c) Exercise and presentation
- (d) Demonstration

9. Evaluation System :

- (a) Pre test
- (b) Post test
- (c) Final Examination

BREB Officers Orientation

1. Course Code : IO151
2. Course Name : BREB Officers Orientation.
3. Course Type : Institutional Operational Training.
4. Total Period : 65
5. Course Objectives : Socialization of the new employees with their jobs, co-workers and key aspects of the organization as a whole. To acquaint the new employees' understanding of the organization and adds purpose to their daily job activities and to familiarize with the corporate environment that helps them to meet the organizational needs to be achieved.
6. Participants : BREB's 1st & 2nd Class Employee.
7. Course Content :

| Topic No. | Topics | Class Hour |
|-----------|--|------------|
| | Registration | |
| T-01 | Inauguration & Importance of the course | 01 |
| T-02 | Rural Electrification concept, Area Coverage Rural Electrification (ACRE) background, Master plan, Approved project (DPP) and its implementation | 02 |
| T-03 | Socio economic impact of Rural electrification | 01 |
| T-04 | REB Ordinance, 1977 & REB Act, 2013 | 02 |
| T-05 | BREB By-laws & PBS Model By-laws | 02 |
| T-06 | BREB/PBS Policy instructions | 02 |
| T-07 | BREB service Code and Leave rules | 02 |
| T-08 | Code of conduct & Disciplinary procedure | 02 |
| T-09 | BREB Organogram and Functions/ Responsibilities of different offices. | 02 |
| T-10 | BREB/PBS Financial Management, BREB/PBS lending procedure. | 02 |
| T-11 | Sub-station construction, PBS Distribution system and line construction design criterion & PBS Head quarter electrical line design | 02 |
| T-12 | Material specification & Item no procedure | 01 |
| T-13 | Material procurement procedures under PPR'08 | 02 |
| T-14 | Material Clearance, Storage, Movement & Material management | 02 |
| T-15 | Concept of online consumer connection, House wiring , Consumer connection criterion and Power use | 02 |
| T-16 | The steps for developing a PBS & PBS Board | 02 |
| T-17 | Organizational Structure of a PBS, Functions/ Responsibilities of GM/Add GM/DGM/ Departmental heads | 02 |
| T-18 | PBS Board and it's standing committees and their duties and Responsibilities, Relationship between BREB and PBS Board | 02 |
| T-19 | Field Visit and Report Submission , Video projection on BREB & PBS Activities | 08 |
| T-20 | Introduction to Record Management and recording System as per Quality Management System (QMS) | 02 |
| T-21 | Basic Methods of Filing, Digital and electronic Filing system ,Use of Computers in record keeping | 02 |
| T-22 | Office management | 02 |
| T-23 | Noting, Summary & Reports writing, Drafting of Position Paper | 02 |
| T-24 | Office correspondence ,Official and Business letters & Forms management | 02 |
| T-25 | Effective Communication Skills | 02 |
| T-26 | Personality & leadership qualities | 02 |
| T-27 | Official Dress code &Table manner | 01 |
| T-28 | Office Etiquette & Behavior | 02 |

| | | |
|------|---|----|
| T-29 | Disaster Management | 02 |
| T-30 | Ethics & National Integrity | 02 |
| T-31 | Final Examination | 02 |
| T-32 | Closing Session (Question & answer review and closing speech) | 01 |
| | Total = | 65 |

Note: One period = One Class Hour = 40 minutes.

8 Training Methodology : (a) Class Lecture (b) Field Visit.
 9 Evaluation system : Examination.

BREB/PBS General Orientation

1. Course Code : IO100
2. Course Name : BREB/PBS General Orientation (Revision: 02)
3. Course Type : Institutional Operational Training
4. Total Period : 26
5. Course Objectives : Socialization of the new employees with their jobs, co workers and key aspects of the organization as a whole. To acquaint the new employees' understanding of the organization and adds purpose to their daily job activities and to familiarize with the corporate environment that helps them to meet the organizational needs to be achieved.
6. Participants : BREB SAE,BREB Assistant Accountant ,BREB Assistant Coordination Officer, BREB Accountant, BREB Tabulator, PBS Billing Assistant, PBS Wiring Inspector, PBS JE (COM), AJE(COM),PBS Accountant & Account Assistant, PBS Plant Accountant & Assistant, PBS Office Secretary cum Computer ,PBS Assistant Store Keeper, PBS Data Entry Operator ,PBS Enforcement Coordinator & AEC, PBS Cashier & Assistant Cashier.
7. Course Content :

| Topic No | Topics | Class Hour |
|----------|---|------------|
| | Registration & Pre Test | |
| T 01 | Inauguration & Importance of the Course | 1 |
| T 02 | Area Coverage Rural Electrification; Background, Concept, Master Plan, Present Phases | 2 |
| T 03 | Rural Electrification: Its Socio economic Impact and achievement to date | 2 |
| T 04 | BREB Bye laws and BREB/PBS model Bye laws | 1 |
| T 05 | Rural Electrification Board Ordinance, 1977 &BREB Act 2013 | 1 |
| T 06 | BREB Organizational Structure and Its Functions | 2 |
| T 07 | PBS Organizational Structure: General Manager and Function of Departmental Heads | 2 |
| T 08 | Awareness & Requirement of ISO 9001: 2008 Standard | 1 |
| T 09 | BREB/PBS Financial Management | 2 |
| T 10 | An Introduction to PBS Distribution System | 2 |
| T 11 | Environment and Disaster Management (EDM) | 2 |
| T 12 | An Introduction to BREB/PBS Policy Instructions | 1 |
| T 13 | BREB/PBS Material Management | 2 |
| T 14 | Office Environment | 1 |
| T 15 | Professional Integrity and combating Corruption | 1 |
| T 16 | Post Test & Review | 2 |
| T 17 | Closing Session (Question & Answer, Review & closing speech) | 1 |
| | Total = | 26 |

Note: One period = One Class hour = 40 minutes.

8 Training Methodology :
 (a) Class room lecture (b) Group discussion (c) Exercise and presentation (d) Demonstration
 9 Evaluation system : (a) Pre test (b) Post test (c) Mid Term Exam (d) Final Exam

Office Management

1. Course Code : IM110
2. Course Name : Office Management (Revision: 02)
3. Course Type : Institutional Management Training
4. Total Period : 22
5. Course Objectives : increase office efficiency and develop the management attributes & style which is helpful for employees better performance that eventually helps to meet the organization's goal.
6. Participants : Assistant Coordination Officer, BREB DD (Tech)/ XEN,BREB AE,BREB SAE,BREB AD (Finance),BREB Accountant, PBS AGM (GS),PBS Enforcement Coordinator & AEC,PBS AGM (COM),PBS AGM(ENG),PBS JE(ENG),PBS Store Keeper, PBS Assistant Store Keeper, PBS AGM(FIN),PBS Accountant & Assistant Accountant, PBS Plant Accountant And Assistant Plant Accountant, PBS AGM(MS).
7. Course Content :

| Topic No | Topics | Class Hour |
|----------|--|------------|
| T 01 | Inauguration & importance of the course | 01 |
| T 02 | Awareness and requirement of ISO 9001:2015 standard | 01 |
| T 03 | Scope of office management | 01 |
| T 04 | Functions of office management including office building. | 02 |
| T 05 | Official & business letters | 02 |
| T 06 | Reports writing & form management | 01 |
| T 07 | Office work simplification | 02 |
| T 08 | Reprographic procedures | 01 |
| T 09 | Controlling of departmental service | 01 |
| T 10 | Increase office efficiency adopting Ergonomics | 02 |
| T 11 | Effective & business communication | 01 |
| T 12 | Reception & efficiency on telephone etiquette | 01 |
| T 13 | The office environment and environmental awareness. | 01 |
| T 14 | Disaster Management | 02 |
| T 15 | Ethics and National Integrity | 01 |
| T 16 | Post test and final examination | 01 |
| T 17 | Closing session(Question & answer review and closing speech) | 01 |
| | Total = | 22 |

Note: One period = One class hour = 40 minutes

8. Training Methodology :

(a) Class room lecture (b) Group discussion (c) Exercise and presentation (d) Demonstration

9. Evaluation System : (a) Pre test (b) Post test (c) Final Examination

PBS Board Director Orientation

1. Course Code : IB310
2. Course Name : PBS Board Director Orientation.
3. Course Type : Institutional Operational Training.
4. Total Period : 28
5. Course Objectives : To aware the PBS Board Directors for their effective role in the PBS System
6. Participants : PBS Board Director & Lady Advisor .

7. Course Content :

| Topic No | Topics | Class Hour |
|-----------------|---|-------------------|
| | Registration | |
| T-01 | Inauguration & Importance of the course | 01 |
| T-02 | Rural Electrification concept, history of RE program & Background | 01 |
| T-03 | Socio-economic impact of RE program. | 01 |
| T-04 | Rural Electrification Board Act,2013 | 01 |
| T-05 | BREB By-laws & PBS Model By-laws | 01 |
| T-06 | Organizational Structure of BREB & PBS's | 02 |
| T-07 | Functions/Responsibilities of GM, DGM & Departmental Heads | 02 |
| T-08 | BREB/PBS Financial Management, lending procedure security of fund & PTA | 02 |
| T-09 | BREB/PBS Policy instructions | 01 |
| T-10 | Electricity Act, 1910 | 01 |
| T-11 | PBS Distribution System, line construction criteria, some important equipments & terminologies. (Service Drop, Consumer connection, Right of way, Load management, side connection, mini contractor, Irrigation connection, Deposit work, Master plan etc.) | 02 |
| T-12 | PBS Board and it's standing committees and their duties and Responsibilities | 01 |
| T-13 | Effective Participation of Board Director's in the Board meeting. | 02 |
| T-14 | Some mistaken/wrong ideas of Board directors & what they should do and shouldn't do. | 02 |
| T-15 | Role of Board directors for good working environment in the PBS | 01 |
| T-16 | Role of Board Director to ensure Good Governance in the PBS | 01 |
| T-17 | Role of Board Director's to resist corruption in the PBS's | 01 |
| T-18 | Member/Consumers right and its protection | 02 |
| T-19 | Review & Evaluation | 02 |
| T-20 | Closing Session (Question & answer review and closing speech) | 01 |
| | Total = | 28 |

Note: One period = One Class Hour = 40 minutes.

8 Training Methodology : Class Lecture

9 Evaluation system : Examination.

Basic Supervision

1. Course Code : IM100
2. Course Name : Basic Supervision (Revision: 02)
3. Course Type : Institutional Management Training
4. Total Period : 42
5. Course Objectives : To develop basic understanding of supervisor's role in management practice such as personality, leadership style, power and influence, labor relations, cooperation and conflicts etc. cope with changing work environment.
6. Participants : BREB Assistant Coordination Officer, BREB Store Keeper, BREB Accountant, PBS Enforcement Coordinator & Assistant, PBS JE(COM), AJE (COM),PBS JE(ENG),PBS Store Keeper, PBS Assistant Store Keeper, PBS Accountant & Accounts Assistant, PBS Plant Accountant & Assistant, PBS Billing Supervisor, PBS Billing Assistant, PBS Cashier & Assistant Cashier ,PBS PUC/MSC.

7. Course Content :

| Topic No | Topics | Class Hour |
|----------|--|------------|
| | Registration & Pre test | |
| T 01 | Inauguration & Important of the course | 1 |
| T 02 | Introduction to Supervisors job | 2 |
| T 03 | Importance of Knowing your Staff | 2 |
| T 04 | Personality | 2 |
| T 05 | Motivation and the Supervisor | 2 |
| T 06 | The Supervisor and the Work Group | 2 |
| T 07 | Communication Skills | 2 |
| T 08 | Customer Relations | 2 |
| T 09 | Awareness & Requirement of ISO 9001: 2015 Standard | 1 |
| T 10 | Leadership and the Supervisor | 2 |
| T 11 | Power and Influence | 2 |
| T 12 | Cooperation and Conflict | 2 |
| T 13 | Labor Relations | 2 |
| T 14 | The Primary Planning Process | 2 |
| T 15 | Training Your Staff | 2 |
| T 16 | Socialization of New Employees & Job Briefing | 2 |
| T 17 | Disaster Management | 2 |
| T 18 | Office Etiquette and Congenial Atmosphere | 1 |
| T 19 | Introduction to Performance Target Agreement (PTA) | 1 |
| T 20 | Family Planning & Impact of over population | 1 |
| T 21 | Socio economic Impact of RE Program | 2 |
| T 22 | Ethics and National Integrity | 2 |
| T 23 | Post Test & Final Examination | 2 |
| T-24 | Closing Session (Question & Answer, Review & closing speech) | 1 |
| Total = | | 42 |

Note: One period = One Class hour = 40 minutes.

8 Training Methodology :

(a) Class room lecture (b) Group discussion (c) Exercise and presentation (d) Demonstration

9 Evaluation system : (a) Pre test (b) Post test (c) Mid Term Exam (d) Final Exam

Personnel Management

1. Course Code : IM145
2. Course Name : Personnel Management (Revision: 02)
3. Course Type : Institutional Management Training
4. Total Period : 45
5. Course Objectives : To strengthen capacities in handling HR Issues; enhance participant's confidence and innovate abilities in addressing the challenges in the arena of HRM by changing attitude of etiquette to increase the organization's productivity.
6. Participants : BREB Deputy Director (Admn), BREB Assistant Director(Admn), BREB DD (Tech), XEN,BREB Assistant Engineer, BREB Deputy Director (Fin),BREB Assistant Director (Fin),BREB Accountant, PBS GM & DGM,PBS AGM (GS),PBS Enforcement Coordinator & Assistant, PBS AGM (COM),PBS AGM (ENG),PBS AGM (Fin),PBS AGM (MS).

7. Course Content :

| Topic No | Topics | Class Hour |
|----------|--|------------|
| | Registration & Pre Test | |
| T 01 | Inauguration & Importance of the course | 1 |
| T 02 | Introduction to Personnel Management | 1 |
| T 03 | Manpower Planning: Forecasting, Inventory and Programming | 3 |
| T 04 | Personnel Selection: Job Analysis | 2 |
| T 05 | Personnel Selection: Recruitment, Selection & Hiring | 2 |
| T 06 | Personnel Selection: Process and Procedure | 2 |
| T 07 | Personnel Selection: Selection of Manager | 2 |
| T 08 | Records keeping & Its' Maintenance | 2 |
| T 09 | Performance Appraisal: Subordinate Workers | 1 |
| T 10 | Performance Appraisal: Managers | 2 |
| T 11 | Awareness & Requirement of ISO 9001: 2015 Standard | 1 |
| T 12 | Employee nursing & Development: Introduction and Socialization of new Employees and Job Briefing | 1 |
| T 13 | Employee Development: Training and Coaching | 1 |
| T 14 | Employee Development: Counseling | 1 |
| T 15 | Human Asset Accounting | 2 |
| T 16 | Development of a Manager | 2 |
| T 17 | Compensation: Wage and Salary Plan | 2 |
| T 18 | Compensation: Benefits and Services | 2 |
| T 19 | Work Environment and Safety Issues | 1 |
| T 20 | Labor Relations | 2 |
| T 21 | Personnel Policy Manual | 1 |
| T 22 | Effective Utilization of Personnel | 2 |
| T 23 | Evaluation of Personnel Management Function | 1 |
| T 24 | Family Planning and impact on over population | 1 |
| T 25 | Disaster Management | 2 |
| T 26 | Ethics and National Integrity | 2 |
| T 27 | Post Test & Review | 2 |
| T 28 | Closing Session (Question & Answer, Review & closing speech) | 1 |
| | Total = | 45 |

Note: One period = One Class hour = 40 minutes.

8 Training Methodology :

(a) Class room lecture (b) Group discussion (c) Exercise and presentation (d) Demonstration

9 Evaluation system : (a) Pre test (b) Post test (c) Mid Term Exam (d) Final Exam

Labor Law and Labor relations

1. Course Code : IM260
2. Course Name : Labor Law and Labor relations (Revision 02)
3. Course Type : Institutional Management Training
4. Total Period : 24
5. Course Objectives : Capacity building on handling employee, their grievances, grievance intelligence and awareness development relating to labor law.
6. Participants : BREB DD (ADMIN),BREB AD (ADMIN),BREB DD (Tech)XEN,BREB AE DD(FIN), PBS GM & DGM,PBS AGM (GS),PBS Enforcement Co Coordinator & AEC,PBS AGM (COM),PBS AGM(ENG),PBS AGM(FIN),PBS AGM(MS).
7. Course Content :

| Topic No | Topics | Class Hour |
|----------|--|------------|
| T 01 | Inauguration & importance of the course | 01 |
| T 02 | Awareness and requirements of ISO 9001:2015 standard | 01 |

| | | |
|------|---|-----------|
| T 03 | Labor relations and its historical background, definition of Bangladesh labor law 2006 | 01 |
| T 04 | What Governs Labor relations & Labor law | 02 |
| T 05 | Influence of industrial relation, Ordinance of 1969 on Labor relations in Bangladesh | 02 |
| T 06 | Cause and effect of disputes, Settlement of disputes and Supervisors responsibilities as per labor law | 01 |
| T 07 | Definition of Trade unions and its organizing procedures | 01 |
| T 08 | Role of Trade unions in development of labor relations | 02 |
| T 09 | Case Study: Administrative action against a Trade union leader | 01 |
| T 10 | Effectiveness of BREB, KSKP and monthly staff meetings in maintaining labor relations in the organization | 02 |
| T 11 | Grievances and grievance management. | 01 |
| T 12 | Establishment of labor court and its functions | 02 |
| T 13 | Penalties and Procedures | 01 |
| T 14 | Office environment and environmental awareness | 01 |
| T 15 | Disaster Management | 02 |
| T 16 | Ethics and National Integrity | 01 |
| T 17 | Post and final examination | 01 |
| T 18 | Closing session(question & answer review and closing speech) | 01 |
| | Total = | 24 |

Note: One period = One class hour = 40 minutes

8. Training Methodology : (a) Class room lecture (b) Group discussion (c) Exercise and presentation (d) Demonstration

9. Evaluation System : (a) Pre test (b) Post test (c) Final Examination

Right of Way & Public Motivation

1. Course Code : IM265
2. Course Name : Right of Way & Public Motivation (Revision: 02)
3. Course Type : Institutional Management Training
4. Total Period : 18
5. Course Objectives : Awareness development for uninterrupted & reliable supply of electricity through removing obstacles on the distribution network and building up public opinion towards achieving the goal.
6. Participants : Enforcement coordinator & Asstt. Enforcement co-ordinator
7. Course Content :

| Topic No | Topics | Class Hour |
|----------|--|------------|
| T 01 | Inauguration & Importance of the Course | 01 |
| T 02 | Awareness and requirement of ISO 9001:2015 Standard | 01 |
| T 03 | Right of Way Clearance & its effect on electrical distribution System | 01 |
| T 04 | BREB Ordinance & Right of way in Electricity Act. | 01 |
| T 05 | Right of way clearing process, Safe tree cutting & standard of Right of Way Works as per instruction (100 28) | 02 |
| T 06 | Importance of Right of way activities for Secured & Uninterrupted power supply and Role of PBS Management. | 01 |
| T 07 | Role of consumers on right of way clearance activities. | 01 |
| T 08 | Right of way and owner's Rights on their property and Socio economic aspects of Bangladesh. | 01 |
| T 09 | Public awareness on right of way clearance activities, Enforcement on right of way cleaning activities for self motivated participation. | 01 |
| T 10 | Motivation; Principles of Motivation | 01 |
| T 11 | Technique of motivation & its application | 01 |
| T 12 | Office environment and environmental awareness | 01 |
| T 13 | Disaster Management | 02 |

| | | |
|------|--|----|
| T 14 | Ethics and National Integrity | 01 |
| T 15 | Post and final examination | 02 |
| T 16 | Closing session(Question & answer review and closing speech) | 01 |
| | Total = | 18 |

Note: One period = One class hour = 40 minutes

8. Training Methodology :

(a) Class room lecture (b) Group discussion (c) Exercise and presentation (d) Demonstration

9. Evaluation System : (a) Pre test (b) Post test (c) Final Examination

Electricity Act & Rules

1. Course Code : IM270
2. Course Name : Electricity Act & Rules (Revision: 02)
3. Course Type : Institutional Management Training
4. Total Period : 26
5. Course Objective : Awareness development on electricity acts and rules, and distribution & transmission code and other legal issues.
6. Participants : BREB Inspector, PBS AGM (COM), PBS JE/AJE (COM), PbS AGM (Eng), PBS JE (Eng), PBS AGM (MS).
7. Course Content :

| Topic No | Topics | Class Hour |
|----------|--|------------|
| T 01 | Inauguration and Importance of the Course | 01 |
| T 02 | Awareness and requirement of ISO 9001:2015 Standard | 01 |
| T 03 | Definitions (Part 1) | 02 |
| T 04 | Grant of License (Serial 3 t 27) | 04 |
| T 05 | Supply, Transmission and use of energy by non license (Part 3) | 02 |
| T 06 | Protective clauses | 02 |
| T 07 | The schedule | 02 |
| T 08 | Introduction to BREC and Distribution & Transmission Code | 02 |
| T 09 | Electricity Licensing Board (up to Part 1) & Part 1 though Part 11 | 03 |
| T 10 | Office environment and environmental awareness | 02 |
| T 11 | Disaster Management | 02 |
| T 12 | Ethics and National Integrity | 01 |
| T 13 | Post and final examination | 01 |
| T 14 | Closing session (Question & answer review and closing speech) | 01 |
| | Total = | 26 |

Note: One period = One class hour = 40 minute

8. Training Methodology :

(a) Class room lecture (b) Group discussion (c) Exercise and presentation (d) Demonstration

9. Evaluation System : (a) Pre test (b) Post test (c) Final Examination

Electricity Act & Rules

1. Course Code : IM271
2. Course Name : Electricity Act & Rules (Revision 02)
3. Course Type : Institutional Management Training
4. Total Period : 18
5. Course Objectives : Awareness development on electricity acts and rules, and distribution & transmission code and other legal issues.
6. Participants : PBS AGM(GS), Asstt. Enforcement Coordinator
7. Course Content :

| Topic No | Topics | Class Hour |
|----------|---|------------|
| T 01 | Inauguration & importance of the Course | 01 |
| T 02 | Awareness and requirement of ISO 9001:2015 Standard | 01 |

| | | |
|------|--|-----------|
| T 03 | Definitions (Part 1) | 01 |
| T 04 | Grant of License (Serial 3 to 27) | 03 |
| T 05 | Protective clauses | 02 |
| T 06 | Electricity Licensing Board (up to Part 1) | 02 |
| T 07 | Introduction to BERC and Distribution & transmission Code | 02 |
| T 08 | Office environment and environmental awareness | 01 |
| T 09 | Disaster Management | 02 |
| T 10 | Ethics and National Integrity | 01 |
| T 11 | Post and final examination | 01 |
| T 12 | Closing session(Question & answer review and closing speech) | 01 |
| | Total= | 18 |

Note: One period = One class hour = 40 minute

8. Training Methodology :

(a) Class room lecture (b) Group discussion (c) Exercise and presentation (d) Demonstration
 9. Evaluation System : (a) Pre test (b) Post test (c) Final Examination

Training of Trainers (TOT)

1. Course Code : IM275
2. Course Name : Training of Trainers (TOT) (Revision: 02)
3. Course Type : Institutional Management Training
4. Total Period : 36
5. Course Objectives : To develop the Trainer's insight about conducting training, its process and methodologies and human behavior involving in sense of adult learning
6. Participants : BREB Deputy Director (Admin),BREB Assistant Director (Admin),BREB Assistant Coordination Officer, BREB DD (Tech), XEN,BREB Assistant Engineer, BREB Sub Assistant Engineer ,BREB Deputy Director (Fin),BREB Assistant Director (Fin),BREB Accountant, PBS AGM (GS),PBS Enforcement Coordinator & Assistant, PBS AGM (COM),PBS JE (COM), AJE (COM) PBS AGM (ENG),PBS JE (ENG),PBS Store Keeper, PBS AGM (Fin),PBS Accountant & Accounts Assistant, PBS Plant Accountant & Assistant, PBS Billing Supervisor, PBS AGM (MS),PBS MSC/PUC,PBS Wiring Inspector.
7. Course Content :

| Topic No | Topics | Class Hour |
|----------|--|------------|
| | Registration & Pre Test | |
| T 01 | Inauguration and Importance of the Course | 1 |
| T 02 | Introduction to Training | 1 |
| T 03 | Scientific approach to Learning | 2 |
| T 04 | Training Cycle | 1 |
| T 05 | Role of a Trainer and Self Assessment | 1 |
| T 06 | Training Methods & Techniques | 2 |
| T 07 | Training Materials & Equipments | 1 |
| T 08 | Training Method: Lecture | 2 |
| T 09 | Training Method: Brainstorming | 2 |
| T 10 | Training Method: Lecture with Participatory Discussion | 2 |
| T 11 | Training Method: Small Group Discussion | 2 |
| T 12 | Training Method: Case Study | 2 |
| T 13 | Training Method Role Play | 2 |
| T 14 | Awareness & Requirement of ISO 9001: 2015 Standard | 1 |
| T 15 | Training Method: Demonstration | 2 |
| T 16 | Training Method: Field Visit | 2 |
| T 17 | Training Evaluation Process | 1 |
| T 18 | Group Exercise on different training Methods | 2 |

| | | |
|------|--|------------------|
| T 19 | Office Etiquette and Congenial Atmosphere | 1 |
| T 20 | Disaster Management | 2 |
| T 21 | Ethics and National Integrity | 1 |
| T 22 | Post Test & Review | 2 |
| T 23 | Closing Session (Question & Answer, Review & closing speech) | 1 |
| | | Total: 36 |

Note: One period = One Class hour = 40 minutes.

8. Training Methodology :

(a) Class room lecture (b) Group discussion (c) Exercise and presentation (d) Demonstration

9. Evaluation system : (a) Pre test (b) Post test (c) Mid Term Exam (d) Final Exam

PBS Instructions Series 200, 300

1. Course Code : IM343
2. Course Name : PBS Instructions Series 200, 300 (Revision 02)
3. Course Type : Institutional Management Training
4. Total Period : 27
5. Course Objectives : To develop understanding about policy instruction by laws and ensure proper application of the appropriate areas of official activities.
6. Participants : PBS Accountant & Assistant Accountant, Plant Accountant & PBS Assistant Plant Accountant.
7. Course Content :

| Topic No | Topics | Class Hour |
|----------|--|------------|
| T 01 | Inauguration & importance of the Course | 01 |
| T 02 | Awareness and requirement of ISO 9001:2015 standard | 01 |
| T 03 | Instruction: 200 02,03,05 | 02 |
| T 04 | Instruction: 200 08,09,13 | 02 |
| T 05 | Instruction: 200 16,19,20,21 | 02 |
| T 06 | Instruction: 200 24,29 | 01 |
| T 07 | Instruction: 200 27, 30, 31 | 02 |
| T 08 | Instruction: 300 13,14,16,17,18 | 02 |
| T 09 | Instruction: 300 24,27,28,29,30 | 02 |
| T 10 | Instruction: 300 32,33,34,36 | 02 |
| T 11 | Instruction: 300 40,42,48,50 | 02 |
| T 12 | Instruction: 300 51,52,53,55,58 | 02 |
| T 13 | Disaster Management | 02 |
| T 14 | Ethics and National Integrity | 01 |
| T 15 | Office environment and environmental awareness | 01 |
| T 16 | Post and final examination | 01 |
| T 17 | Closing session(Question & answer review and closing speech) | 01 |
| | Total= | 27 |

Note: One period = One class hour = 40 minutes

8. Training Methodology : (a) Class room lecture (b) Group discussion (c) Exercise and presentation (d) Demonstration

9. Evaluation System : (a) Pre test (b) Post test (c) Final Examination

PBS Instructions

1. Course Code : IM347
2. Course Name : PBS Instructions (100-30, 100-58, 100-60, 100-64, 200-06, 200-23, 300-9, 300-36, 300-52, 300-53, 300-60)
3. Course Type : Management and Institutional Training
4. Total Period : 26
5. Course Objectives : To develop understanding about Procurement, inventory Committee, Condemnation committee, disposal committee and wrtie-off Procedure of PBS Stores as well as BREB warehouse and Project stores.

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6. Participants : Store Keeper, Meter Mechanic-Cum-Supervisor
 7. Course Content :

| Topic No | Topics | Class Hour |
|----------|--|------------|
| | Registration | - |
| T-01 | Inauguration & Importance of the Course | 01 |
| T-02 | Principles of Store Management and its operational barriers. | 02 |
| T-03 | Preliminary Knowledge about Distribution Transformer, Power Transformer, ACR, voltage regulator, Lightening Arrester, Fuse Cutout, Capacitor, Meters and other materials (PBS instruction 100-30). | 02 |
| T-04 | Development and Maintenance of GIS for PBS Service Areas and Procurement Procedure under deposit works of PBSs (PBS instruction 100-60 and 100-64). | 02 |
| T-05 | Procedure of Material Receiving Report & Material Tickets and PBS General Accounts Manual (PBS Instruction 200-06 and 200-23). | 02 |
| T-06 | Guideline for sale of Mortgaged assets by PBS (PBS instruction 300-09) | 01 |
| T-07 | APP and Application of Procurement Method under PBS instruction 300-36: OTM, DPM, RFQ, LTM and Framework. | 02 |
| T-08 | Procedure for removal/sale/destruction of obsolete and condemned (unusable) Items/Materials of all BREB and PBS stores (PBS instruction 300-52). | 02 |
| T-09 | Principle of inventory in BREB central warehouse, BREB Project stores and PBS stores (PBS instruction 300-53). | 02 |
| T-10 | Guideline for Write-off of theft items/materials of PBSs (PBS instruction 300-60). | 02 |
| T-11 | Disaster Management | 02 |
| T-12 | Awareness & Requirement of ISO 9001: 2015 Standard | 01 |
| T-13 | Ethics and National Integrity | 01 |
| T-14 | Office Environment and Environmental awareness | 02 |
| T-15 | Post Test and Examination | 01 |
| T-16 | Closing Session (Question & Answer, Review & closing speech) | 01 |
| | Total: | 26 |

Note: One period = One Class Hour = 40 minutes.

8. Training Methodology: (a) Classroom Lecture (b) Group Discussion (c) Final Examination.

9. Evaluation system : (a) Pre-Test (b) Post-Test (c) Mid Term Evaluation (d) Final Evaluation

Establishing good Member Relation

1. Course Code : IM400
 2. Course Name : Establishing good Member Relation (Revision: 01)
 3. Course Type : Institutional Management Training
 4. Total Period : 22
 5. Course Objectives : To build up capacity for Sustainable, Sufficient & Smart Consumer service
 6. Participants : PBS GM & DGM, PBS AGM(MS)
 7. Course Content :

| Topic No | Topics | Class Hour |
|----------|---|------------|
| T 01 | Inauguration & importance of the course | 01 |
| T 02 | Awareness and requirement of ISO 9001:2015 standard | 01 |
| T 03 | Customer service & member relationship and village advisor meeting | 02 |
| T 04 | Holding the Annual general meeting | 02 |
| T 05 | Looking at other practices affecting membership | 01 |
| T 06 | News coverage for BREB news letter | 01 |
| T 07 | Implementation of member retention plan and responsibilities of the PBS board (exercise and discussion) | 02 |
| T 08 | Policy formation of an individual PBS (methods and implementation) | 01 |
| T 09 | Case studies | 02 |

| Topic No | Topics | Class Hour |
|----------|--|------------|
| T 10 | Member relations development program of a PBS | 02 |
| T 11 | Impact of electricity on socio economics activities and family planning. | 01 |
| T 12 | Office environment and environmental awareness | 01 |
| T 13 | Disaster Management | 02 |
| T 14 | Ethics and National Integrity | 01 |
| T 15 | Post and final examination | 01 |
| T 16 | Closing session(Question & answer review and closing speech) | 01 |
| Total= | | 22 |

Note: One period = One class hour = 40 minutes

8. Training Methodology :

(a) Class room lecture (b) Group discussion (c) Exercise and presentation (d) Demonstration
 9. Evaluation System : (a) Pre test (b) Post test (c) Final Examination

Establishing good Member Relation

1. Course Code : IM401
2. Course Name : Establishing good Member Relation (Revision: 01)
3. Course Type : Institutional Management Training
4. Total Period : 18
5. Course Objective : To build up capacity for Sustainable, Sufficient & Smart Consumer service.
6. Participants : PBS Wiring Inspector ,PBS Board Directors and Lady Advisors, PBS MS/PLI Coordinator
7. Course Content :

| Topic No | Topics | Class Hour |
|----------|--|------------|
| T 01 | Inauguration and Importance of the Course | 01 |
| T 02 | Awareness and requirement of ISO 9001:2015 Standard | 01 |
| T 03 | Objective of a consumer oriented organization, role of PBS Board Directors | 02 |
| T 04 | One Point service activities and maintenance of electronic data base | 01 |
| T 05 | Member service activities | 01 |
| T 06 | Annual general meeting & election of executive committee | 02 |
| T 07 | Human qualities of Officer/employs required in a service oriented organization | 01 |
| T 08 | PBS member consumer related instruction review and discussion | 02 |
| T 09 | Consumer member education and socialization with PBS culture | 01 |
| T 10 | Office environment and environmental awareness | 01 |
| T 11 | Disaster Management | 02 |
| T 12 | Ethics and National Integrity | 01 |
| T 13 | Post and final examination | 01 |
| T 14 | Closing session (Question & answer review and closing speech) | 01 |
| Total= | | 18 |

Note: One period = One class hour = 40 minute

8. Training Methodology :

(a) Class room lecture (b) Group discussion (c) Exercise and presentation (d) Demonstration
 9. Evaluation System : (a) Pre test (b) Post test (c) Final Examination

PBS Employee Service Rule and BREB ACT

1. Course Code : IM511
2. Course Name : PBS Employee Service Rule and BREB ACT. (Revision: 01)
3. Course Type : Management and Institutional Training
4. Total Period : 24
5. Course Objective : To appraise the PBS Officer and employees about the contents and application of the Service Code and newly enacted BREB act of 2013(Rule57 of 2013)
6. Participants : DGM ,AGM (Admin/ HR), AGM (O&M/E&C/P&M), AGM (MS), AGM(Fin Accounts/Revenue),Asst. Accountant, Accountant, Asst. Plant

Accountant, Plant Accountant, Store Assistant, Store Keeper, Store Co-Ordinator, AJE, JE, Wiring Inspector, MS/PUC Co-ordinator, EC, AEC, Meter tester, Meter Mechanic cum Supervisor, Asst Cashier, Cashier, BA, BS, Data entry operator, computer operator.

7. Course Content :

| Topic No | Topics | Class Hour |
|----------|---|------------|
| T 01 | Inauguration and Importance of the Course | 01 |
| T 02 | Overview of Service Code | 02 |
| T 03 | General conditions of service and recruitment. | 02 |
| T 04 | Leave, Traveling Allowance, Honorarium and Service Book | 02 |
| T 05 | Code of conduct, Disciplinary action, Enquiry procedure and Penalty. | 03 |
| T 06 | Temporary Suspension, Appeal, Reinstatement, Proceedings Pending in the court | 01 |
| T 07 | Retirement and other benefits | 02 |
| T 08 | Dismissal, Resignation, Resolving disputes | 01 |
| T 09 | BREB ACT 2013 (Rule 57 of 2013) and Empowerment of the Board | 02 |
| T 10 | Awareness and Requirement of ISO 9001: 2015 Standard | 01 |
| T 11 | Office Environment and Environmental awareness | 01 |
| T 12 | Disaster Management | 02 |
| T 13 | Ethics and National Integrity | 01 |
| T 14 | Post Test and Evaluation | 02 |
| T 15 | Closing Session | 01 |
| | Total= | 24 |

Note: One period = One class hour = 40 minute

8. Training Methodology :

(a) Class room lecture (b) Group discussion (c) Exercise and presentation (d) Demonstration
 9. Evaluation System : (a) Pre test (b) Post test (c) Final Examination

বিভাগীয় তদন্ত প্রক্রিয়া

1. Course Code : আইএমডু৫
2. Course Name : বিভাগীয় তদন্ত প্রক্রিয়া (Revision: 01)
3. Course Type : ব্যবস্থাপনা সংক্রান্ত প্রতিষ্ঠানিক প্রশিক্ষণ
4. Total Period : ২৭
5. Course Objective : দার্শনিক আচার-আচরণ সম্পর্কে প্রশিক্ষণার্থীদের ধারণা প্রদানসহ বিভাগীয় তদন্ত ধারা সূচনা করার পদ্ধতি, কৌশল, তদন্ত প্রতিবেদন প্রস্তুত, চার্জ শীটের আলোকে তদন্ত প্রতিবেদন প্রস্তুত, দায়-দায়িত্ব নির্ধারণ, দড় প্রদান ও আপীল শুনানী ইত্যাদি সম্পর্কে কর্মচারীদের জ্ঞান ও দক্ষতা বৃদ্ধি করা।
6. Participants : Designation of Participant, DD (Admin/Fin/Tech), AD/Admin/Fin), Asst Engg, GM, DGM ,AGM (Admin/HR), AGM (O&M/E&C/P&M), AGM (MS), AGM(Fin-Accounts/Revenue), Asst. Accountant, Accountant, Asst. Plant Accountant, Plant Accountant, Store Assistant, Store Keeper, Store Co-Ordinator, AJE, JE, Wiring Inspector, MS/PUC Co-ordinator, EC, AEC, Meter tester, Meter Mechanic cum Supervisor, Asst Cashier, Cashier, BA, BS, Data entry operator, computer operator
7. Course Content :

| Topic No | Topics | Class Hour |
|----------|--|------------|
| টি-০১ | উদ্বোধন ও কোর্সের গুরুত্ব | 01 |
| টি-০২ | ভূমিকাঃ বিভাগীয় তদন্ত, প্রক্রিয়া ও প্রয়োজনীয়তা | 01 |
| টি-০৩ | সাধারণ আচারণ ও শৃংখলা (চাকুরী বিধি অনুযায়ী) | 02 |
| টি-০৪ | অপরাধ, ইহার প্রকৃতি ও দণ্ডের ভিত্তি | 02 |

| | | |
|-------|---|----------|
| টি-০৬ | তদন্তের পদক্ষেপসমূহ | 02 |
| টি-০৭ | অভিযোগনামা প্রণয়ন ও তদন্ত কর্মটি গঠন | 02 |
| টি-০৮ | সাম্প্র, সাক্ষের প্রকারভেদ, সাম্প্র গ্রহণের পদ্ধতি ও সাক্ষের প্রতিবন্ধকতাসমূহ | 02 |
| টি-০৯ | তদন্ত প্রতিবেদন প্রস্তুতকরণ ও দাখিল | 02 |
| টি-১০ | শাস্তি বিধানঃ লঘু দণ্ড, গুরু দণ্ড (চাকুরী চূতি, অব্যাহতি, অপসারণ ও বরখাস্ত) | 03 |
| টি-১১ | শাস্তিমূলক আদেশের বিরুদ্ধে আপীল | 02 |
| টি-১২ | অফিস পরিবেশ ও পরিবেশ সচেতনতা | 01 |
| টি-১৩ | নৈতিকতা ও জাতীয় শুদ্ধাচার | 01 |
| টি-১৪ | দুর্যোগ ব্যবস্থাপনা | 02 |
| টি-১৫ | চূড়ান্ত পরীক্ষা ও মূল্যায়ন | 02 |
| টি-১৬ | সমাপনী অধিবেশন | 01 |
| | | মোট = 27 |

Note: One period = One class-hour = 40 minute

8. Training Methodology :

(a) Class-room lecture (b) Group discussion (c) Exercise and presentation (d) Demonstration
 9. Evaluation System : (a) Pre-test (b) Post test (c) Final Examination

Procurement in PBS System

1. Course Code : IM531
2. Course Name : Procurement in PBS System (PBS Instruction: 300 22, 300 36, 100 57, 100 58 & 100 64) (Revision: 01)
3. Course Type : Management and Institutional Training
4. Total Period : 27
5. Course Objective : To appraise the PBS Officer and employees about the contents and application of the Procurement in PBS System (PBS Instruction: 300 22, 300 36, 100 57, 100 58 & 100 64)
6. Participants : AGM (Admin/ HR), AGM (O&M/E&C/P&M), AGM (MS), AGM(Fin Accounts/Revenue), AEC
7. Course Content :

| Topic No | Topics | Class Hour |
|----------|--|------------|
| T 01 | Inauguration and Importance of the Course | 01 |
| T 02 | Definitions, General Procedures and Procurement Guidelines (PBS Instruction 300 36) | 01 |
| T 03 | Procurement Plan and its Implementation Procedures. (PBS Instruction 300 36) | 02 |
| T 04 | Application of Procurement Method under PBS instruction 300 36: RFQ & LTM | 03 |
| T 05 | Application of Procurement Method under PBS instruction 300 36: OTM, DPM and Frameworks. | 03 |
| T 06 | Sequences of PBS Procurement Under different Methods: RFQ & LTM> (PBS instruction 300 36) | 02 |
| T 07 | Sequences of PBS Procurement Under different Methods: OTM, DPM (PBS instruction 300 36) | 02 |
| T 08 | Evaluation Process, Approval Process (Authority for Administrative Approval & Financial Approval) and Administration of contracts/work orders (PBS Instruction 300 36) | 02 |
| T 09 | Guidelines for repair and maintenance of PBS Transport (PBS instruction 300 22) | 01 |
| T 10 | Guidelines for Civil work and maintenance of civil works under PBS own fund (PBS Instruction : 100 57) | 02 |
| T 11 | Procurement procedures under O&M, system Up-gradation and Deposit works through lead PBSs (PBS instructions 100 58 and 100 64) | 02 |
| T 12 | Preparation of Tender Documents: OTM, LTM, RFQ, DPM & Framework | 03 |
| T 13 | Disaster Management | 02 |

BREB's Training Calendar 2018-2019

| Topic No | Topics | Class Hour |
|----------|-------------------------------|-------------------|
| T 13 | Disaster Management | 02 |
| T 14 | Ethics and National Integrity | 01 |
| T 15 | Awareness of Autism | 01 |
| T 16 | Post Test and Evaluation | 01 |
| T 17 | Closing Session | 01 |
| | | Total = 27 |

Note : One Period = One Class hour = 40 minutes.

8 Training Methodology :

(a) Class room lecture (b) Group discussion (c) Exercise and presentation (d) Demonstration

9 Evaluation system : (a) Pre Test (b) Post test (c) Final Examination

BREB/PBS Officer's Orientation

1. Course Code : IO150
2. Course Name : BREB/PBS Officer's Orientation (Revision 02)
3. Course Type : Institutional Management Training
4. Total Period : 45
5. Course Objectives : Socialization with corporate culture of BREB/PBS and RE Program.
6. Participants : BREB DD (Admin)/ DD (Tech)XEN), BREB AD (Admin), BREB (AE), BREB DD (FIN), BREB AD (Finance), BREB Accountant, PBS GM & DGM, PBS AGM(GS) PBS Enforcement Coordinator & AEC, PBS AGM(COM), PBS AGM(ENG) PBS AGM(FIN), PBS AGM(MS)

7. Course Content :

| Topic No | Topics | Class Hour |
|----------|--|------------|
| T 01 | Inauguration & importance of the Course | 01 |
| T 02 | Awareness and requirements of ISO 9001:2015 standard | 01 |
| T 03 | Rural electrification concept, Master plan, Approved project (DPP) and its implementation. | 01 |
| T 04 | Area Coverage Rural Electrification (ACRE), Background and Socio economic impact of Rural electrification including family planning. | 01 |
| T 05 | Rural Electrification Board Ordinance, 1977 | 02 |
| T 06 | BREB organizational Structure and it's different offices | 02 |
| T 07 | PBS and the steps how to develop a PBS & PBS Board | 01 |
| T 08 | BREB By laws & PBS Model By laws | 03 |
| T 09 | Structure of a PBS and Personnel selection methods | 01 |
| T 10 | PBS GM : Duties and Responsibilities | 01 |
| T 11 | BREB/PBS Financial Management | 02 |
| T 12 | BREB/PBS Lending and Re lending terms and methods | 01 |
| T 13 | PBS Distribution system and line construction design criterion | 02 |
| T 14 | Material management and Material specification | 01 |
| T 15 | BREB/PBS Material procurement procedures | 01 |
| T 16 | Material clearance, storage and movement management | 01 |
| T 17 | PBS Head quarter, Electrical line and Sub station construction | 02 |
| T 18 | BREB/PBS Policy instructions | 02 |
| T 19 | Membership drive, Meter connection criterion, House wiring and Power use | 02 |
| T 20 | PBS Board and it's standing committees and committee's duty and responsibility | 01 |
| T 21 | PBS Policy manual development procedure | 01 |
| T 22 | Relationship between BREB and PBS Board | 01 |
| T 23 | Visit the activities of a PBS (Field Trip) | 07 |
| T 24 | Disaster Management | 02 |
| T 25 | Ethics and National Integrity | 02 |
| T 26 | Office environment and environmental awareness | 01 |

| Topic No | Topics | Class Hour |
|----------|--|-------------------|
| T 27 | Post and final examination | 01 |
| T 28 | Closing session(Question & answer review and closing speech) | 01 |
| | | Total = 45 |

Note: One period = One class hour = 40 minutes

8. Training Methodology

(a) Class room lecture (b) Group discussion (c) Exercise and presentation (d) Demonstration
 9. Evaluation System : (a) Pre test (b) Post test (c) Final Examination

Management : Its Nature & Scope

1. Course Code : IM105
 2. Course Name : Management: Its Nature & Scope (Revision: 02)
 3. Course Type : Institutional Management Training
 4. Total Period : 40
 5. Course Objectives : To acquaint the participants with the conceptual framework of modern management, its nature and scope, and to familiarize with the theory and practice of various management issues.
 6. Participants : BREB Assistant Director (Admn), BREB Assistant Coordination Officer, BREB DD (ENG), XEN, BREB AE, PBS GM & DGM ,PBS AGM (GS), PBS Enforcement Coordinator & Assistant, PBS AGM (COM), PBS AGM (ENG), PBS JE (ENG), PBS AGM (Fin), PBS AGM (MS).
 7. Course Content :

| Topic No | Topics | Class Hour |
|----------|---|------------------|
| | Registration & Pre test | |
| T 01 | Inauguration & Important of the Course | 1 |
| T 02 | Importance of Management | 1 |
| T 03 | Historical Influences on Management Practices | 2 |
| T 04 | Modern Management Concepts | 2 |
| T 05 | Management Functions | 2 |
| T 06 | Case Study: Management is different from Technical Specialization | 2 |
| T 07 | Awareness & Requirement of ISO 9001: 2015 Standard | 1 |
| T 08 | Planning Functions of Management | 2 |
| T 09 | Organizing Functions of Management | 2 |
| T 10 | Directing Functions of Management | 2 |
| T 11 | The Coordinating Function of Management | 2 |
| T 12 | The Controlling Function of Management | 2 |
| T 13 | Concept of Result Oriented Management & Accountability (ROMA) | 2 |
| T 14 | Leadership and Leadership Styles | 2 |
| T 15 | Concept of Total Quality Management (TQM) | 2 |
| T 16 | Developing yourself as a Manager | 2 |
| T 17 | Management by Objective (MBO) and Self Control | 2 |
| T 18 | Management Relationships in the PBS | 1 |
| T 19 | Office Etiquette and Congenial Atmosphere | 1 |
| T 20 | Disaster Management | 2 |
| T 21 | Ethics and National Integrity | 2 |
| T 22 | Post Test & Review | 2 |
| T 23 | Closing Session (Question & Answer, Review & closing speech) | 1 |
| | | Total: 40 |

Note: One period = One Class hour = 40 minutes.

8 Training Methodology : (a) Class room lecture (b) Group discussion

(c) Exercise and presentation (d) Demonstration

9 Evaluation system : (a) Pre test b) Post test (c) Mid Term Exam (d) Final Exam

Procurement & Supply Chain Management (PSCM)

1. Course Code : IM530
2. Course Name : Procurement & Supply Chain Management (PSCM) (Revision: 02)
3. Course Type : Institutional Management Training
4. Total Period : 45
5. Course Objectives : To enhance the deeper insight about procurement, purchase and coordination; to familiarize with the PPR 2008, PPA 2006 in procurement practice and to acquaint the participants with the International Purchasing and Supply Chain Management (SCM).
6. Participants : BREB Deputy Director (Admn), BREB Assistant Director(Admn) BREB DD (Tech), XEN,BREB Assistant Engineer, BREB Deputy Director (Fin),BREB Assistant Director (Fin),PBS GM & DGM,PBS AGM (GS),PBS AGM (COM),PBS AGM (ENG),PBS AGM (Fin),PBS AGM (MS).
7. Course Content :

| Topic No | Topics | Class Hour |
|----------|---|------------|
| | Registration & Pre Test | |
| T 01 | Inauguration & Importance of the Course | 1 |
| T 02 | Scope of purchase, procurement, and coordination; Objectives, Definition and Methods of Procurement (in light of PPR 2008 & PPA 2006) | 3 |
| T 03 | Methods of procurement of goods: Local and International Procurement in light of PPR 2008. | 3 |
| T 04 | Procurement of Works in light of PPR 2008 | 3 |
| T 05 | Procurement of Intellectual and Professional Services in Compliance with PPR 2008 | 3 |
| T 06 | Procurement Methods of PBSs purchases as per Policy Instruction 300 36 | 3 |
| T 07 | INCOTERM and UCP 600 for International Procurement | 2 |
| T 08 | An Overview of Supply Chain Management (SCM) | 2 |
| T 09 | Planning and Managing Inventories in a Supply Chain Process | 2 |
| T 10 | Green Procurement and Environmental Awareness | 2 |
| T 11 | Demand Forecasting : Collaborative Planning, Forecasting & Replenishment (CPFR) | 2 |
| T 12 | Material Requirement Planning (MRP I & MRP II), Enterprise Resource Planning (ERP), Business Process Reengineering (BPR), Value Analysis (VA), & Value Engineering (VE) | 2 |
| T 13 | E Procurement: Theory & Facts | 1 |
| T 14 | Strategic Sourcing for Successful Supply Chain Management | 2 |
| T 15 | Disbursement in light of Policy instruction 200 06 | 2 |
| T 16 | Case Study (Procurement/SCM) | 2 |
| T 17 | Negotiation Techniques in purchase and supply | 2 |
| T 18 | Awareness & Requirement of ISO 9001: 2015 Standard | 1 |
| T 19 | Disaster Management | 2 |
| T 20 | Ethics and National Integrity | 2 |
| T 21 | Post Test & Review | 2 |
| T 22 | Closing Session (Question & Answer, Review & closing speech) | 1 |
| | Total = | 45 |

Note: One period = One Class hour = 40 minutes.

8 Training Methodology :

(a) Class room lecture (b) Group discussion (c) Exercise and presentation (d) Demonstration

9 Evaluation system : (a) Pre test (b) Post test (c) Mid Term Exam (d) Final Exam

Advance Human Resource Management (HRM)

1. Course Code : IM147
 2. Course Name : Advance Human Resource Management (HRM) (Revision: 01)
 3. Course Type : Institutional Management Training
 4. Total Period : 90
 5. Course Objectives : To develop the competence needed to motivate and administer people who are focused on providing excellent service to their customers. And to enhance the participant's professionalism to learn more about Humans and how to convert them into valuable resources. Human Resource Management (HRM) will provide the techniques that focus on recruitment of, management of, and providing direction for the people who work in the organization. After completion of the training participants will be able to familiar with the HR tools that deals with issues related to people such as compensation, hiring, performance management, organization development, safety, wellness, benefits, employee motivation, communication, administration, and training.
 6. Participants : BREB Deputy Director (Admn), BREB Assistant Director(Admn), BREB DD (Tech), XEN BREB Assistant Engineer, BREB Deputy Director (Fin), BREB Assistant Director (Fin) PBS GM & DGM, PBS AGM (GS), PBS AGM (COM), PBS AGM (ENG), PBS AGM (Fin), PBS AGM (MS).

7. Course Content

| Topic No | Topics | Class Hour |
|----------|--|------------|
| | Registration & Pre Test | |
| T 01 | Inauguration & Importance of the course | 1 |
| T 02 | Strategic Management & HR as Organizational Strategic Partner | 2 |
| T 03 | Requirement of HR & Implementing the strategic HR plan | 2 |
| T 04 | Forecasting for Future HR Demand & Supply | 2 |
| T 05 | Establishing HR Needs & Planning | 2 |
| T 06 | Job Analysis: Definition, Purpose & Methods | 2 |
| T 07 | Methods of Collecting Job Analysis Information | 1 |
| T 08 | Assessing Job Analysis Methods | 1 |
| T 09 | Characteristics of Good Job Analysis | 1 |
| T 10 | Job Evaluation & Job Description | 2 |
| T 11 | Job Description as a Strategic HR Tool | 1 |
| T 12 | Recruitment Process & Sources of Recruitment: Internal vs. External | 2 |
| T 13 | Selection Methods: Interviewing and Testing | 2 |
| T 14 | Employee Socialization | 1 |
| T 15 | Induction and Placement of HR | 2 |
| T 16 | Performance Management: Theory to Practice | 2 |
| T 17 | Steps in Performance Appraisal & Traditional Methods and Modern Methods of Appraisal | 2 |
| T 18 | Pre requisites of an Effective and Successful Appraisal | 1 |
| T 19 | Performance Coaching and Counseling | 2 |
| T 20 | Feedback Model | 2 |
| T 21 | Compensation Program, Dimensions of a Compensation System & Types of Compensation | 2 |
| T 22 | Non Cash Benefits | 1 |
| T 23 | Key Steps in Developing Compensation Strategy & Payroll System | 2 |
| T 24 | Motivational Theories; Incentives for Motivating Employees | 2 |
| T 25 | Human Behavior | 2 |
| T 26 | Industrial Relations, Importance of Workplace Employee Relations | 2 |
| T 27 | Mid Term Examination | 1 |
| T 28 | Managing Conflict | 2 |

| Topic No | Topics | Class Hour |
|----------|--|------------|
| T 29 | Employee Discipline | 1 |
| T 30 | Employee's Health and Safety | 2 |
| T 31 | Grievance Handling & Employee Separation | 2 |
| T 32 | Modern Approaches of Training and Development | 1 |
| T 33 | Types of Training, Difference between Training and Development | 1 |
| T 34 | Setting Training Objectives ; Methods of Training | 2 |
| T 35 | Designing Training Program | 1 |
| T 36 | Training Needs Assessment (TNA) | 2 |
| T 37 | Evaluation of Training | 1 |
| T 38 | Career Planning, Process of Career Planning and career Development | 2 |
| T 39 | Organization's Role in Career Management | 2 |
| T 40 | Value of Career Motivation | 2 |
| T 41 | Succession Planning & Cost to Company (CTC) | 2 |
| T 42 | Bangladesh Labor Act 2006: Special Features | 2 |
| T 43 | Women and Children related Issue | 2 |
| T 44 | Employees' Welfare | 1 |
| T 45 | Departmental Proceeding in light of BREB Service Role'1990 | 2 |
| T 46 | Termination of Employment and Dismissal in light of Bangladesh labor Law | 2 |
| T 47 | Modern HR Concepts: Talent Identification and Management | 2 |
| T 48 | Organizational Structures & Organizational Development | 2 |
| T 49 | Human Resource Information System | 1 |
| T 50 | Awareness & Requirement of ISO 9001:2015 Standard | 1 |
| T 51 | Disaster Management | 2 |
| T 52 | Ethics and National Integrity | 2 |
| T 53 | Post Test & Review | 2 |
| T 54 | Closing Session (Question & Answer, Review & closing speech) | 1 |
| | Total = | 90 |

Note: One period = One Class hour = 40 minutes.

8 Training Methodology

(a) Class room lecture (b) Group discussion (c) Final Exam

9 Evaluation system : (a) Pre Test (b) Post Test (c) Mid-Term Exam (d) Final Exam

PBS Policy instructions

1. Course Code : IM340
2. Course Name : PBS Policy instructions (Revision 02)
3. Course Type : Institutional Management Training
4. Total Period : 27
5. Course Objectives : To develop understanding about policy instruction by laws and ensure proper application of the appropriate areas of official activities.
6. Participants : PBS GM & DGM,PBS AGM (GS),PBS AGM (MS),PBS Accountant & Assistant Accounts ,PBS Enforcement Co-ordinator
7. Course Content :

| Topic No | Topics | Class Hour |
|----------|---|------------|
| T 01 | Inauguration & importance of the course | 01 |
| T 02 | Awareness and requirement of ISO 9001:2015 standard | 01 |
| T 03 | PBS Policy Instruction 100 28, 37, 40, 41 | 02 |
| T 04 | PBS Policy Instruction 200 3, 4, 8, 9, 12 | 02 |
| T 05 | PBS Policy Instruction 200 13, 15, 16, 20 | 02 |
| T 06 | PBS Policy Instruction 200 21, 22, 24, 27 | 02 |
| T 07 | PBS Policy Instruction 200 29, 30, 31 | 02 |
| T 08 | PBS Policy Instruction 300 7,9, 12, 13, 14, 17, 24, | 03 |
| T 09 | PBS Policy Instruction 300 28, 29, 31, 33, 34 | 02 |