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BANGLADESH RURAL ELECTRIFICATION BOARD
BREB INSTRUCTION 700-14

Approval Date : 31/01/1993

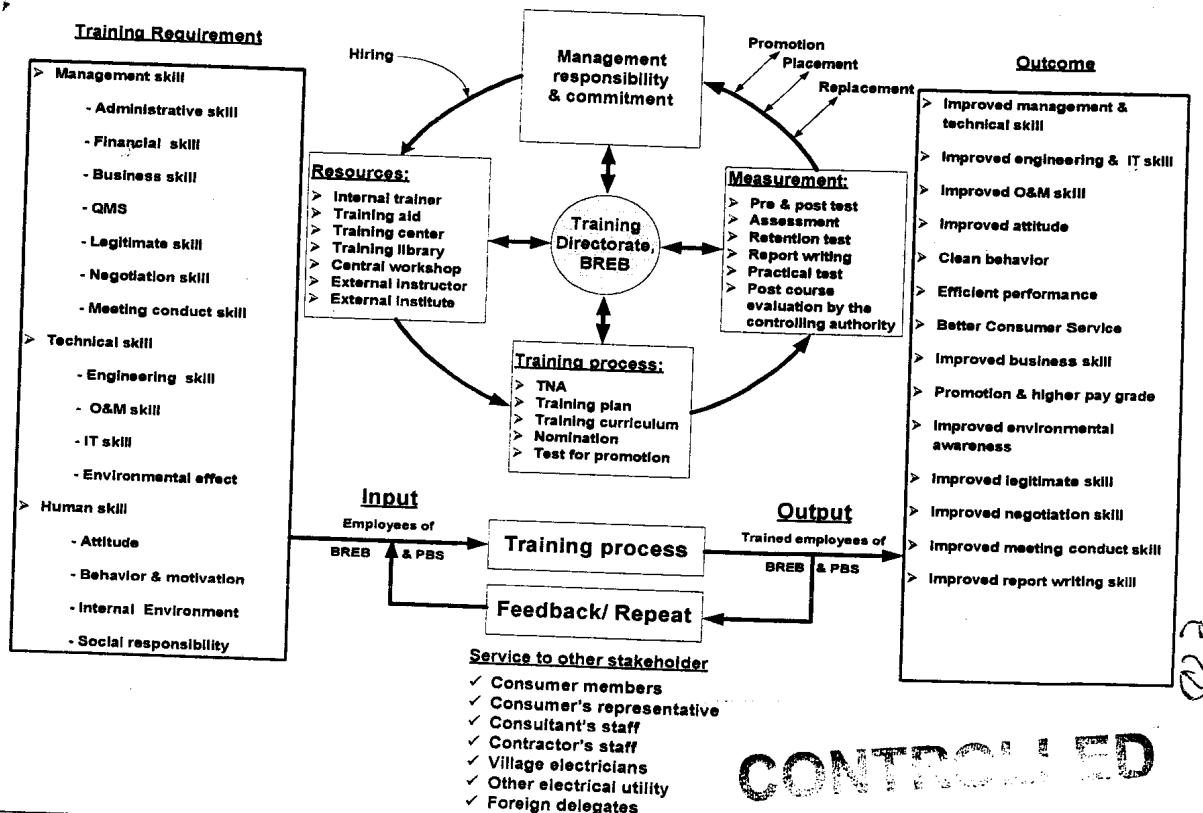
Revision Date : 26/10/2014

SUBJECT: Functions and organization of the BREB Directorate of Training.

BACKGROUND:

Traing Directorate was established with a vision to enhance the capacity of manpower of BREB, PBSS and other Stakeholders. The goal of BREB as a Pioneer in Rural electrification activities through area coverage of Bangladesh is to provide quality and affordable electricity ranging from developed industrial zones to the remotest corners of the country. To achieve this goal there is no alternative but to develop its human resources through continuous and quality training. Being a service oriented organization, BREB places utmost importance to the requirements of its PBSS, consumers and stakeholders with maximum efficiency and effectiveness. In this regard, BREB formulated an instruction by which its Training Directorate will be able to take necessary actions in the prospect of quality and effective Training Programmes.

PROCESS FLOW CHART OF TRAINING DIRECTORATE



CONTROLLED

| BANGLADESH RURAL ELECTRIFICATION BOARD | | | | |
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| BREB: Instruction 700-14 BREB Training Directorate | | | | |
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| 31/01/1993 | | | | |
| Revision Dates | 26/10/2014 | BREB | 01 of 14 | 01 |

আর এম শাহিসুর মহমান
 পরিচালক, এফএমটি সেল
 বাংলাদেশ পর্যটন বিনোদন বোর্ড, ঢাকা।

মোঃ ইমদাবুল ইসলাম
 পরিচালক, কর্মচারী প্রশাসন পরিবর্তন

(মোঃ ইমদাবুল ইসলাম)

(মোঃ মোজাম্বেল ইসলাম
 পরিচালক, প্রশাসন পরিবর্তন)

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PURPOSE :

To ensure that all personnel involved with the Bangladesh rural electrification program are adequately trained to fulfill their duties and responsibilities.

1. POLICY :

A. The Training Directorate will be responsible for IDENTIFYING TRAINING NEEDS for all personnels working in the Bangladesh rural electrification program in consultation with other Directorates, and the PBS systems. Training recipients will include all BREB and PBS personnels, PBS Board Directors, PBS Audit firm personnels, Consultant firm personnels, Construction Contractor personnels, Village Electricians, and Village Advisors.

B. The Training Directorate will be responsible for DEVELOPING INSTRUCTIONAL PROGRAMS according to the needs for training in consultation with other Directorates of BREB, the PBSs and it's stakeholders .

C. The Training Directorate will be responsible for ADMINISTERING THE INSTRUCTIONAL PROGRAMS which have been developed by and for Rural Electrification Board personnels and it's stakeholders.

D. The Training Directorate will be responsible for ARRANGING ALL SUPPLEMENTARY INSTRUCTIONAL PROGRAMS held outside of BREB but within BANGLADESH, when it is most prudent to fulfill identified needs for training.

E. The Training Directorate will be responsible for COORDINATING ALL TRAINING RELATED ASPECTS OF SUPPLEMENTARY INSTRUCTIONAL PROGRAMS HELD OUTSIDE OF BANGLADESH. Logistical tasks such as obtaining Government orders and permissions will be carried out by the competent authority of BREB.

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(মোঃ মাহমুদুল হক)

মানবিক ক্ষমতা বৃদ্ধির প্রতিক্রিয়া কর্মসূচির পরিচালক

মানবিক ক্ষমতা বৃদ্ধির প্রতিক্রিয়া কর্মসূচির পরিচালক

(মোঃ কেমান্দুল ইসলাম)

পরিচালক, কর্মচারী: প্রশাসন পরিদপ্তর

বাংলাদেশ সরকার

(মোঃ মোজাম্মেল হক)

পরিচালক (এমপিএসডি)

বাপুবিবো ঢাকা।

(এ আর এম স্টারিসুর রহমান)

পরিচালক, একাডেমিক সেল

বাংলাদেশ পদ্ধতি বিদ্যুত্যন মোড়, ঢাকা।

2. GENERAL :

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2.1 Identifying Training Needs: THE CURRICULAM AND CURRICULAM PLAN.

A. In order to identify training needs for all personnel working in the Bangladesh rural electrification program, the Training Directorate will maintain a Curriculum Plan that specifies the training programs in a career development plan for each job position in BREB, the PBSs, the PBS Auditing Firms, the Consultant and other Firms, the PBS electrical network system construction Contractor Firms personnel, the Village Electricians, and the Village Advisors.

B. The 'Course Curriculum' and 'Curriculum Plan' will be updated every four years or as and when required. The Course curriculum as well as 'curriculum Plan' will be developed or reviewed by the '**Curriculum Sub Committees (CSC)**' and approved by the following concern committee:

- 1) BREB/PBS Store management, Operation & maintenance of PBS distribution system and other maintenance related training:

| | |
|---|--------------------|
| (a) Chief Engineer (P&O) | - Convener |
| (b) Director, System Operation (Central) Directorate | - Member |
| (c) Director, MP&SS Directorate | - Member |
| (d) Director, Training Directorate | - Member |
| (e) Deputy Director (Tech), H/Q Training Directorate, | - Member-Secretary |

১/৮ ভার মোর্ট সভায় কর্তৃপক্ষ

সিদ্ধান্ত নং ১৯৯৪

১৯৯৪/১২/১২
(মোঃ মুন্তাবুল বাশার
সচিব, বাপবিবোর্ড)

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(এ আর এম ইমামুর রহমান)
পরিচালক, এফ এম এস সেল
বাংলাদেশ পান্তি বিন্দুত্বাধীন মোর্ট, ঢাকা।

(মোঃ মুন্তাবুল ইসলাম)
কর্মচারী, পরিচালক, পরিচালক, কর্মচারী, প্রশাসন পরিদপ্তর
বাপবিবোর্ড, ঢাকা।

(মোঃ মোজাম্মেল হক)
পরিচালক (এর্মাপএসএস)
বাপবিবোর্ড, ঢাকা।

2) Different types of engineering construction, PBS distribution system construction, other technical/engineering and contractor's personnel related training:

| | |
|--|--------------------|
| (a) Chief Engineer (Project) | - Convener |
| (b) Director, SE&D Directorate | - Member |
| (c) Superintending Engineer (Dhaka Zone) | - Member |
| (d) Director, Training Directorate | - Member |
| (e) Deputy Director (Tech), H/Q Training Directorate | - Member-Secretary |

3) Management of PBS Finance/Accounts related training:

| | |
|---|--------------------|
| (a) Controller (Finance & Accounts) | - Convener |
| (b) Director, Finance Directorate | - Member |
| (c) Director, PBS Loans and Audit Directorate | - Member |
| (d) Director, Training Directorate | - Member |
| (e) Deputy Director (Finance), Training Directorate | - Member-Secretary |

4) Financial Management related training for all cadre of BREB:

| | |
|---|--------------------|
| (a) Controller (Finance & Accounts) | - Convener |
| (b) Director, Finance Directorate | - Member |
| (c) Director, Accounts Directorate | - Member |
| (d) Director, Training Directorate | - Member |
| (e) Deputy Director (Finance), Training Directorate | - Member-Secretary |

৬২ কম কোর্ট প্রত্যয় অন্তর্বিদিত

সিদ্ধান্ত নং ২০৪৮

মোঃ মাহবুব বাশার
সর্বিবাপ্তিবোর্ড

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(মোঃ মাহবুব বাশার)
পরিচালক, প্রতিক্রিয়া পরিদপ্তরক শরীরক উদ্দিষ্ট আহমেদ (মোঃ উমদাদুল ইসলাম)
উপ-পরিচালক পরিচালক, কর্মচারী: প্রশাসন পরিদপ্তর

(মোঃ মোজাম্বেল হক)
পরিচালক (এমপিএসএস)
বাপ্তিবোর্ড, ঢাকা।

(এ আর এম হারিসুর রহমান)
পরিচালক, এফএমটি সেল
বাংলাদেশ পল্ট্টি বিদ্যুত্যান বোর্ড, ঢাকা।

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5) PBS Administrative Management related training:

| | |
|--|--------------------|
| (a) Executive Director | - Convener |
| (b) Director, PBS D&O Directorate (Senior most from Admin) | - Member |
| (c) Director, Public Relation Directorate | - Member |
| (d) Director, Training Directorate | - Member |
| (e) Deputy Director (Management), Training Directorate | - Member-Secretary |

6) Administrative related training for all cadre of BREB:

| | |
|--|---------------------|
| (a) Executive Director | - Convener |
| (b) Secretary, | - Member |
| (c) Director, Personnel Administration Directorate | - Member |
| (d) Director, Training Directorate | - Member |
| (e) Deputy Director (Management), Training Directorate | - Member- Secretary |

7) PBS Lineman related training:

| | |
|--|------------------|
| (a) Chief Engineer (P&O) | -Convener |
| (b) Director, System Operation (Central) Directorate | - Member |
| (c) Director, Training Directorate | - Member |
| (d) Deputy Director, Central Workshop, Savar, Dhaka | - Member |
| (e) Deputy Director (Tech), TTC, Savar, Training Directorate | -MemberSecretary |

C. For each job position the Curriculum Plan will specify, the name of the courses to be taken. Each course will have a title that reflects a single basic instructional objective to which the course is dedicated. The length of each program will be specified in terms of the minimum total number of instructional periods (Class Hours) required.

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ফাকির শরীফ উদ্দিন আহমেদকুঁ ইমদাদুল ইসলাম
উপ-পরিচালকপরিচালক, কর্মচারী প্রশাসন পরিদপ্তর

(মোঃ মোজাম্মেল হক)
পরিচালক (প্রিপিএসএস)
বাপুবিবো, ঢাকা।

(এ আর এম হারিমুর রহমান)
পরিচালক, এফএমটি সেল
বাংলাদেশ পর্যায়ত্যায়ন বোর্ড, ঢাকা।

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In most cases, courses will be grouped together into programs. The most likely groupings of courses will be presented in the plan. A career plan for each position will then show each year and the programs as groups of courses that ideally will take place in each year.

D. The final recommendations of each committee will be collected by the Training Directorate and consolidated into a proposed Curriculum Plan revision. This plan will first be reviewed by the concern Member and then by the Chairman, BREB. It will then be Placed on for BREB Board approval.

E. The approved Curriculum Plan will provide the basic framework for developing and administering all BREB conducted training.

F. In addition to the standard BREB training specified in the Curriculum Plan other needs for training will be identified and arranged for through individualized on-the-job training within the RE program, or by special training arrangements within Bangladesh or by special foreign programs to be conducted in other countries.

2.2 DEVELOPING INSTRUCTIONAL PROGRAMS:

A. The Training Directorate will be responsible for the development of each training course that is specified in the Curriculum Plan on a 'most needed first' basis.

B. The active involvement and contribution of all concerned Offices/Directorates will be sought in order to make each course effective and relevant according to the latest policies, instructions and conditions. This will be formally arranged through 'Curriculum Sub Committees (CSC)'. CSC will be responsible to propose a new course or review an existing course. For each course or a group of courses of similar type, one 'CSC' will be chosen with the approval of the concern Member.

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। আর এম আরিফুর রহমান (স্বাক্ষর কর্তা)
পরিচালক, এমএমটি সেল
নন্দেশ্বর বিদ্যুৎ বোর্ড, ঢাকা।

। মোঃ মাহবুব বান্দা (স্বাক্ষর কর্তা)
পরিচালক, প্রধান পরিদর্শক
নন্দেশ্বর বিদ্যুৎ বোর্ড, ঢাকা।

। মোঃ মাহবুব বান্দা (স্বাক্ষর কর্তা)
পরিচালক, এমপিএসএস
বাপুবিহু চারকা।

। মোঃ মাজালেল হক (স্বাক্ষর কর্তা)
পরিচালক, কর্মচারী প্রশাসন পরিদর্শক
নন্দেশ্বর বিদ্যুৎ বোর্ড, ঢাকা।

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A typical **CSC** will be comprised of officers at the Director or Deputy Director level from the Training Directorate and the one or two Offices/Directorates most closely associated with the main topics of the course(s). The members of a **CSC** for any given course will be required to contribute to the production of each of the course components as described in the following section 'C' below. Each component must also be reviewed and recommended for approval by the respective **CSC**. Each course will be finally approved by the respective Curriculum Committee as mentioned in section-2.1(B).

C. Each course will include the following components that need to be developed in a prescribed format developed by the Training Directorate.

1. **A Course description:** One course description will be developed for each course and will include the following sections but not limited to:
 - a. **Course code:** This will be allocated by Training Directorate and included in the Curriculum Plan after approved by the curriculum committee.
 - b. **Course title:** This will be proposed by the '**CSC**' and will be included in the curriculum plan after approved by the curriculum committee.
 - c. **Course type:** Such as Technical, Engineering, Operation, Construction, Lineman, Wiring, ICT, Institutional Management, Institutional Finance etc.
 - d. **A statement of objectives (Course objectives):** This will include one overall purpose of the course and also a list of desired performance capabilities to be gained by trainees through participation in the course.

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এ আর এম স্টার্সুর বহুমান
পরিচালক এফএমটি সেল
বাংলাদেশ পাঞ্জি বিদ্যুত বোর্ড, ঢাকা।

(মোঃ মাহবুবুল বাশার
পরিচালক)

কর্তৃক শর্মিক উদ্দিন আহমেদ
উপ-পরিচালক

(মোঃ ইমদাদুল ইসলাম)
পরিচালক, কর্মচারী প্রশাসন পরিদপ্তর

(মোঃ মোজাম্মেল হক)
পরিচালক (এমপিএসএন)
বাপরিবো, ঢাকা।

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e. **Participant:** A list of participant(s) including designation & ID No. (Identification Number) for whom the course is designed.

f. **An outline (Course content):** This will be a list of all topics in proper order along with the number of instructional periods (Class-Hours) and approximate class-weight factor (if possible) related to each topic and total periods (Class-Hours).

g. **A statement of methodology:** This will be a summary statement of the main teaching methods to be used to conduct the course.

i. **A model schedule:** The schedule will be based on the prevailing working day length and assuming holidays cannot disrupt it. This schedule will show the ideal order and time-wise distribution of course topics throughout the length of the course. Day may be adjusted by the Director (Training) for unavoidable situation, such as working hour is changed, long time absence of target trainees is seriously harmful to meet up the goal and function of the organization, etc. remaining class-hour unchanged.

2. **A Course Manual:** One course manual will be developed for each course. A course manual will serve as the main resource for the trainees in that course. Each course manual will contain a Table of Contents and one chapter for each topic in the course. Each chapter will contain the core information pertaining to the respective topic with reference to other resources such as concerned BREB/PBS Instruction, Policies, Government Rules, and Regulations etc. Course manuals may be initially developed in English but eventually all must be published in Bengali.

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Signature

মোঃ মোজাম্বেল হক
পরিচালক, কর্মচারী প্রশস্তন পরিদপ্তর
বাংলাদেশ গভীর বিদ্যুত্যন বোর্ড, ঢাকা।

মোঃ মোজাম্বেল হক
পরিচালক, কর্মচারী প্রশস্তন পরিদপ্তর
বাংলাদেশ গভীর বিদ্যুত্যন বোর্ড, ঢাকা।

মোঃ মোজাম্বেল হক
পরিচালক, কর্মচারী প্রশস্তন পরিদপ্তর
বাংলাদেশ গভীর বিদ্যুত্যন বোর্ড, ঢাকা।

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3. A Trainer's Manual: One trainer's manual will be developed for each course. A trainer's manual will serve as the main resource for the instructors/ trainers/ facilitators who conduct that course. Each trainer's manual will contain a Table of Contents and one Lesson Plan for each topic in the course. Each Lesson Plan will contain the core information pertaining to the respective topic (and chapter in the course Manual) with references to other resources such as concerned BREB/PBS Instruction Policies, Government rules, and Regulations etc. It will also contain notes on advanced preparation required for teaching each topic, extra material to be presented, audio-visual resources to be utilized, practical exercises, and other special teaching technique to be employed.

4. Audio-Visual Resources: Special Audio-Visual Resources will be developed or in some cases adapted for each course. These will include slide presentations, films, transparency/ document camera/ multimedia presentations, and video presentations. In some cases an audio-visual resource may be used for more than one course. In such case however, the resource will be reviewed by each concerned CSC in order to ensure it appropriateness for each course.

D. When each of the components as described above has been developed and proposed by a CSC the resulting course will be reviewed by the Director, Training. With the approval of the Director, Training, the course will then be offered on a pilot test basis, however for ordinary type new courses and for minor adjustment of existing courses, pilot test may be avoided. After the pilot test (if needed), adjustments may be made and approved by the CSC. This final form of the course will be reviewed by the Director, Training and forwarded to the concern Member for approval.

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(এ আর এম ইলাসুর রহমান)
পরিচালক, এক্সএমটি সেল
বাংলাদেশ পর্যায়বিন্দু অ্যান্ড চার্চা।

কর্তৃক প্রক্রিয় উদ্দিন আহমেদ
(মোঃ ইমদাদুল ইসলাম) পরিচালক (এক্সএমটি)
উপ-পরিচালক (মোঃ মোজাম্মেল হক)
পরিচালক, কর্মচারী প্রশাসন পরিদপ্তর বাপুবিবো চার্চা।
বাপুবিবো, ঢাকা।

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2.3 ADMINISTERING INSTRUCTIONAL PROGRAMS:

The Training Directorate will be responsible for administering the Instructional programs which have been developed by and for Rural Electrification Personnel. Several vital functions in this regard are outlined below:

A. GENERAL SUPPORT FUNCTIONS: The Director, Training will lead the training officers and staff in performing the following support functions required for all training activities. One Assistant Engineer- Logistics will be particularly concerned with the related arrangements.

1. Classroom and office facilities are to be planned, acquired and maintained. These must be sufficient in size and adequate to accommodate all training officers and staff alongwith classroom space, storage facilities and a library as per the needs of the training schedules. The Director, Training will periodically evaluate and report on the adequacy of facilities to higher authorities.
2. In addition to normal office equipment and staff, stenographic and photocopy/printing/ duplication facilities and personnel should be maintained to produce training written resources, such as circulars and training manual drafts etc. In some cases, production of printed resources, such as training manuals will be contracted to private publishing firms following the Public Procurement Regulation/Act.
3. Special audio-visual equipment and resources will be planned, acquired and maintained. Equipment for both production and display of audio-visual resources will be included.

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(মোস্তাফা মাহবুব ল বাশা
সচিব বাগবিলোর্ড)

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আর এম হারিসুর রহমান)
পরিচালক, এফএমটি সেল
লাদেশ পল্লী বিদ্যুত্তান বোর্ড, ঢাকা।

(মোঃ মুক্তিহু পাতেল ক) কুকির শরীর উদ্দিষ্ট আই (মোঃ ইন্দুল ইসলাম) (মোঃ মোজাম্মেল হক)
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4. Outdoor accommodations for practical training in technical areas will be planned, acquired and maintained. Training related to line design, line construction, line and equipment maintenance and operation and consumer wiring will include significant portions of time spent in practical exercises. Adequate materials, equipment and tools must be acquired, stored and maintained to support this aspect for training. A large flat field as close to the classroom facilities as possible will be maintained supporting this function. In all cases especially for technical training, necessary safety measures and work procedure must be maintained.
5. Hostel facilities must be provided. These must be adequate to accommodate all types of PBS and BREB personnel in numbers commensurate with the projected training schedules. Overnight lodging and food services will be arranged for these trainees, who normally live outside Dhaka or long way from training hostel/center/venue.

B. PLANNING FUNCTIONS: With the guidance of the Director, Training, the Deputy Director, Planning and Records will carry out special responsibilities for the following:

1. Projected schedules will be made by the Planning and Records section of the Training Directorate on a three month basis. These schedules will show the planned dates for all the specific courses in a coming quarter. Each quarterly schedule must be completed in final form not less than one month before the beginning of that quarter. These schedules will be made after consultation regarding new recruiting plans with the Directorate of Personnel Administration and the Directorate of PBS Human Resource. It will be the responsibility of those other Directorates to report all plans for new hiring and other likely developments that will require specific training programs during the quarter being planned.

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সচিব, রাজবিভাগ
(মোঃ মাহবুবুল বাশার
সচিব, রাজবিভাগ
(এস এম কামাল হোস্টেল)
সহকর্মী সচিব (বাড়ি)

। আর এম ধারিসুর রহমান)
পরিচালক, এফএমটি সেল
লাইসেন্স প্লাটা বিন্দু অফিস রোড, ঢাকা।

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2. In addition to the three month schedules, an annual target plan will be made each year to state in general terms the types of training and categories of recipients that will receive Training. This plan will be made at the beginning of each year and will be used to monitor the balance in training between the various aspects, such as requirements of PBS Instruction Policy 300-51 for PBSs and Service Rules for BREB. This early plan will be circulated to all concern stakeholders by the Director, Training.

C. COURSE PREPARTIONS: With the guidance of the Director, Training the Deputy Directors or equivalent, Institutional (Management, Finance and Others) Training and Technical Training will carry out special responsibilities for the following:

1. One officer (usually at the AD/AE level) will be assigned as the Course Coordinator and one officer (usually at DD level) will be assigned as course director for each course. The course coordinator will act under the leadership of the respective Deputy Director and course director will act under the leadership of Director (Training) to ensure that all the appropriate arrangements are made for a course from the planned stage to the completed records stage in order to assure success of the course.
2. A course information circular will be prepared and sent to all trainees and instructors/trainers/facilitators to be involved in a course. The circular must be issued and forwarded to all trainers/facilitators/concerned parties in time to permit smooth scheduling and personal planning. Each circular will contain the dates and titles of each course alongwith the list of topics, and a projected schedule and weight factor of appropriate topic. A circular will also contain all pertinent information related to personal preparations that should be made prior to the course and any notes on accommodations, travel or other information that might be of benefit to the participants.

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আর এম হারিসুর রহমান

পরিচালক, একাডেমিক সেল

নাদেশ পটু বিদ্যুত্বান বোর্ড, ঢাকা।

Signature

DR. M. HARISSUR RAHMAN

ফরিকির প্রতীক্ষা উদ্দিন আহমেদ

উপ-পরিচালক

মোঃ মাহবুব ইসলাম
পরিচালক, কর্মচারী প্রশাসন পরিদপ্তর
বাণিজ্যিক প্রশাসন বিভাগ

মোঃ মোজাম্মেল হক
পরিচালক (এমপিএসএস)
বাণিজ্যিক প্রশাসন বিভাগ
বাণিজ্যিক প্রশাসন বিভাগ

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3. Required hostel space, classroom facilities and outdoor practice space will be reserved and prepared as required for each course.
4. All instructors/trainers/facilitators including especially those from out side the Training Directorate will be supplied with the latest instructors Manual and/or other training aids and information.

D. COURSE ADMINISTRATION: With the guidance of the Director, Training, the Deputy Directors Institutional (Management, Finance and Others) Training and Technical Training will carry out special responsibilities for the following:

1. As in part C above the course coordinator will act under the leadership of the respective Deputy Director to ensure that all the appropriate arrangements are made for a course from the planned stage to the completed records stage in order to assure success of the course.
2. Safety, First Aid and emergency arrangements, such as ambulance will be maintained at all times for all persons involved in training.
3. Outside/Guest instructors will be reminded of their responsibilities as required to ensure timely adherence to all training schedules.
4. When required due to unexpected disruptions in training schedules classes may be shifted or the course may be prolonged in order to fulfill the minimum requirements. Such changes will be proposed by the concerned Deputy Director and approved by the Director (Training).
5. Testing of trainees will be conducted according to BREB Policy Instruction 700-12.

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আর এম হারিসুর রহমান
পরিচালক, এফএমটি সেল
বাংলাদেশ পর্যবেক্ষণ বোর্ড, ঢাকা।

ফরিদ শরীফ উদ্দিন আহমেদ
পরিচালক
উপ-পরিচালক

(মোঃ ইমদাদুল ইসলাম)
পরিচালক, কর্মচারী প্রশাসন পরিদপ্তর

(মোঃ মোজাম্মেল হক)
পরিচালক (এমপিএসএস)
বাপুবিবো, ঢাকা।

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6. Certain official training courses will be conducted by PBS staff. The list of such courses will be periodically updated in a separate instruction of 700 series and/or without including in instruction only the list of such training courses alongwith approved curriculum will be circulated by the Training Directorate, BREB. In most cases manuals and other training materials will be supplied by the BREB Training Directorate. The BREB Training Directorate will also provide testing and certification of trainees in most of the courses at the end of course, specially those have Course ID No. and training and/or test is conducted by the BREB Training Directorate or it's authorized person(s) or firms/vendors.

2.4 RECORDING TRAINING PROGRESS:

With the guidance of the Director, Training the Deputy Director, Planning and Records will carry out special responsibilities related to the following:

- A. At the conclusion of each course the coordinator will make a permanent record of the results for each trainee and notify the concerned parties of the same.
- B. At the beginning of each month the deputy Director, Institutional (Management, Finance and Others) Training and the Deputy Director, Technical Training will collect, all the basic information related to all the courses that began in the previous month. This will include the actual opening and closing dates the number of trainees and the number of instructional periods for each course. This information will be given to the Deputy Director, Planning and Records.
- C. The Deputy Director, Planning and records will maintain a permanent file of monthly training activity reports. Each monthly report will contain the titles and basic information for all the courses that took place in that month.
- D. At the beginning of each year the deputy Director, Planning and Records will compile an Annual Report covering all the training courses that were offered in the previous year. The annual Report will summarize the training outputs for the year and provide highlights of training emphasis that pertained to it.

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পরিচালক, কর্মসূচী প্রধান পরিদপ্তর পরিচালক (এমপিএসএস))
(মোঃ মাজামোল ইকবেল (এমপিএসএস))

এ আর এম হারিপুর রহমান
পরিচালক, এফএমটি সেল
বাংলাদেশ পর্যায় বিদ্যুৎ বোর্ড, ঢাকা।