

# Training Calendar 2024-25



Rural Power Company Limited  
Plot-52, Road-21, Nikunja-2, Khilkhet, Dhaka

## **Preface**

Rural Power Company Limited (RPCL) commitment to excellence in power generation is driven by the continuous development of our workforce. This calendar serves as our guide to the training opportunities available throughout the year, designed to enhance our employee's skills, knowledge, and safety practices.

At RPCL, we recognize that ongoing education is essential to staying ahead in our generation Company. Our training programs are specifically tailored to address the latest advancements in technology, industry regulations, and best practices in power generation.

We encourage our employees to explore the courses and sessions listed in this calendar and to take advantage of these valuable opportunities for professional growth. Employee's participation not only strengthens our individual expertise but also contributes to our collective success as a leader in the power generation sector. Our mission is to deliver reliable, safe, and innovative power generations.

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# CHAPTER-1

## INTRODUCTION



Rural Power Company Limited, Uttara office, Dhaka.

## 1.1 Rural Power Company Limited at a Glance

Rural Power Company Limited (RPCL) was registered as a public limited company under the Registrar of Joint Stock Companies and Firms (RJSC) on December 31, 1994, to alleviate the power crisis and meet the increasing power deMand of the country. The company was promoted by the Rural Electrification Board (REB) and five Palli Biddyut Samities (PBSs). The company is presently generating 392 MW of electricity from its four (four) power stations and 150 MW from B-R Powergen, a joint venture company of BPDB and RPCL. The present shareholders of the company are BREB and 17 (seventeen) PBSs.

Over the years, RPCL has gained vast experience in project implementation, operation, and maintenance of power plants. RPCL has established a Smart Prepayment Meter Assembling and Electrical Equipment Manufacturing Plant in Tongi, Gazipur. It is a joint venture with Shenzhen Star Instrument Co., Ltd. (Star Instrument), China, with a shareholding of RPCL 51% and Shenzhen Star Instrument Co., Ltd. (Star Instrument) 49%. The name of the Joint Venture Company (JVC) is Bangladesh Power Equipment Manufacturing Company Ltd. (BPEMC). RPCL is awarded an Integrated Management System (IMS) consisting of a of a Quality Management System (ISO 9001:2015), an Environmental Management System (ISO 14001:2015), and an Occupational Health and Safety Management System (OHS) (ISO 45001:2018) in the year 2020, which recognizes the company's commitment to international standards of quality and service.

## 1.2 Power Plants & Projects of RPCL

### 1.2.1 Power Plants in Operation

Srl.	Name of the Power Plants & Location
1.	Mymensingh 210 MW Combined Cycle Power Station, Shambhugonj, Mymensingh
2.	Gazipur 52 MW Dual Fuel Power Plant, Kadda, Gazipur
3.	Raozan 25 MW Dual Fuel Power Plant, Raozan, Chattogram
4.	Gazipur 105 MW HFO Fired Power Plant, Kadda, Gazipur

### 1.2.2 Ongoing Projects

Srl.	Name of the Power Plants & Location
1.	Mymensingh 360 MW Duel Fuel Combined Cycle Power Plant Project, Mymensingh
2.	Jamalpur 100 MW Solar PV Power Plant Project, Jamalpur.

### 1.2.3 Joint Venture Power Plant

Srl.	Name of the Joint Venture Companies	Name of the Power Plants & Location
1.	<b>B-R Powergen Ltd. (A joint Venture of BPDB and RPCL)</b>	150 MW Dual Fuel Power Plant, Kadda, Gazipur
2.	RPCL-NORINCO Intl. Power Limited (RNPL) is a joint venture of Bangladesh state-owned company Rural Power Company Limited (RPCL) and Chinese state-owned company NORINCO International Cooperation Limited (NORINCO).	Patuakhali 1320 (660x2) MW Coal-Based Thermal Power Plant, Kolapara, Patuakhali

### 1.2.4 Upcoming Projects:

Srl.	Name of the Power Plants & Location
1.	Patuakhali 50 MW Wind Power Plant Project, Kalapara Patuakhali.
2.	Chattogram 750 MW CCPP Gas/LNG Power Plant, Chattogram
3.	Gazipur 450 MW CCPP Project, Kadda Gazipur.

## 1.3 Vision, Mission & Values

### 1.3.1 Vision

To be leading power generating company in the region and to promote sustainable socio-economic development in rural areas of Bangladesh through reliable and uninterrupted power generation.

### 1.3.2 Mission

1.	To achieve excellence in project execution, quality, reliability, safety, and operational efficiency.
2.	To be an innovative and technology-driven organization.
3.	To be a company that creates value for its stakeholders.
4.	To relentlessly pursue new opportunities, capitalizing on synergies in the power generation sector.
5.	To consistently enhance our competitiveness and deliver profitable growth.
6.	To be a partner in nation-building and contribute towards the country's economic growth.

7.	To earn the trust and confidence of all stakeholders, exceeding their expectations.
8.	To uphold the guiding principles of trust, integrity, and transparency in all aspects of interactions and dealings.

### 1.3.3 Values

Safety	Safety is a core value over which no business objectives can have a higher priority.
Care	Care for Stakeholders-our Environment, Customers & Shareholders-both existing and potential, our Community and our People (our employee and partners).
Respect	Treat all stakeholders with respect and dignity.
Morale	Achieve the most admired standards of Ethics, through Integrity and mutual Trust.
Diligence	Do everything (set direction, deploy actions, analyze, review, plan and mitigate risks etc.) with thoroughness that delivers quality and Excellence-in all areas, and especially in Operations, Execution and Growth.

### 1.3.4 Success Milestones

2020	<ul style="list-style-type: none"> <li>Awarded Integrated Management System (IMS) Certificate that consist of Quality Management System (ISO 9001:2015); Environmental Management System (ISO 14001:2015) &amp; Occupational Health and Safety Management System-OHS (ISO 45001:2018).</li> </ul>
2016	<ul style="list-style-type: none"> <li>Achieved “Best Power Plant Award” for the year 2016 in National Electricity &amp; Energy Week.</li> <li>RPCL was awarded ISO 9001:2008 Certificate in recognition of implementation of Quality Management System (QMS) in the organization.</li> </ul>
2015	<ul style="list-style-type: none"> <li>Commercial operation of Kadda 150 MW Dual Fuel Power Plant-a Joint Venture Company of BPDB &amp; RPCL</li> </ul>
2013	<ul style="list-style-type: none"> <li>Commercial operation of “Raozan 25 MW Dual-Fuel Power Plant”</li> <li>RPCL is rewarded for “Mymensingh 210 MW Combined Cycle Power Station” as the best power plant in Public Sector.</li> </ul>
2012	<ul style="list-style-type: none"> <li>Commercial operation of “RPCL-Gazipur 52 MW Dual-Fuel Power Plant”</li> </ul>
2011	<ul style="list-style-type: none"> <li>RPCL is rewarded for “Mymensingh 210 MW Combined Cycle Power Station” as the best power plant in public sector</li> </ul>
2010	<ul style="list-style-type: none"> <li>Incorporation of “BPDB-RPCL Powergen Ltd.” a Joint Venture Company of RPCL and BPDB with equal shareholdings</li> </ul>
2000	<ul style="list-style-type: none"> <li>Commercial Operation of “Mymensingh Power Station”</li> </ul>
1994	<ul style="list-style-type: none"> <li>Incorporation of Rural Power Company Limited (RPCL) &amp; Registration of Joint Stock Companies &amp; Firms.</li> </ul>

## CHAPTER-2

### ABOUT THE TRAINING OF RPCL



Managing Director of RPCL Inaugurate the workshop on ‘Smart Bangladesh Binirman’ at MPS, Mymenshingh.

#### 2.1 About this Training Calendar

This calendar will be the basis for conducting training programs throughout the year. The RPCL Training Cell will follow this to fill up the training demand of the employees as well as meet the different training needs of different department.

## 2.2 Objective of this Training Calendar

The objective of this training calendar will be:

- a) Manage the up skilling process of existing employees.
- b) Plan the onboarding and training needs of new staff.
- c) Keep ahead of compliance training requirements.
- d) Disseminate information about the training requirements to others.
- e) Create a culture of personnel development and learning.
- f) Bring all the training information and processes together in one place.

## 2.3 Training Methodology

RPCL provides two types of training to its employees: on-the-job training and off-the-job training. RPCL provides on-the-job training through probation, internships, job rotations, etc. Off-the-job training is provided to the employees through lectures, video conferencing, business presentations, workshops, role-playing, etc. Training is for two types of employees at Rural Power Company Limited, i.e., newly recruited employees and existing employees. Newly recruited employees, who will be learning a whole new set of skills, will be provided induction and orientation training. Their training will be elaborate in nature and will last for a relatively longer period of time. Existing employees who are familiar with all activities will be provided refresher training, which will be of shorter duration compared to the new employees. Seminars and workshops will be arranged on a regular basis and will focus on current and important issues with the support of high officials, employees, and officials of the respective departments and external experts. Training courses are to be formally inaugurated and closed by the high officials of RPCL.



**Discussion Session on ‘HS Code, CPC and Classification of Goods’ Training**

## 2.4 Training Facilities

### 2.4.1 Internal Training Facilities

RPCL has a complete training facility at the Mymensingh Power Station (MPS), Shambhugonj, Mymensingh, and Gazipur 52 MW Dual Fuel Power Plant (GPP), Kodda, Gazipur. The training rooms are well furnished; they are decorated with sufficient light, and they are also air-conditioned. There are modern sound systems and multimedia facilities. Besides these, a room is allotted at the corporate office of RPCL for training with modern sound systems, multimedia, and internet facilities. Training will provide all kinds of training materials (i.e., pens, notebooks, audio-visual facilities, lecture scripts with hardcopy and softcopy, etc.) to the trainees. Moreover, RPCL arranges training at the Bangladesh Power Equipment Manufacturing Company Ltd. (BPEMC) Training Centre, which has the necessary arrangements for 40 (forty) Participants and is well equipped with all required training facilities.



**Workshop on ‘Good Governance on Power Plant Operation and Maintenance’ at BPEMC’s Training Centre, Tongi, Gazipur**

## **2.4.2 External Authorities/Institutes for providing Trainings:**

In order to full fill the training requirement of employees, RPCL employees are provided with trainings from the following external authorities/Institutes:

<b>Srl.</b>	<b>Name of the Organization/Training Institute</b>
1.	Bangladesh Power Management Institute (BPMI), Power Division, GoB
2.	Different Zonal Training Institutes, Bangladesh Power Development Board (BPDB)
3.	Regional Public Administration Training Centre (Dhaka & Chattogram)
4.	Power Cell, Power Division, MPEMR, GoB
5.	SREDA, Power Division, MPEMR, GoB
6.	Central Procurement Technical Unit (CPTU), IMED, Ministry of Planning, GoB
7.	Bangladesh Institute of Management (BIM), Ministry of Industry, GoB
8.	Bangladesh Institute of Administration and Management (BIAM) Foundation
9.	National Academy for Planning and Development (NAPD), Ministry of Planning, GoB

### 2.4.3 Foreign Training

There are foreign training opportunities for the employees of RPCL. Most of the foreign trainings and visits, such as the factory acceptance test (FAT), inspection of spare parts, inspection of the manufacturing process, pre-shipment inspection, etc., are supplier-provided training opportunities for employees under the procurement/EPC contract.

### 2.4.4 Distance Learning

In order to sustain business and increase employees' competencies, training is inevitable. So, adapting to the situation and to develop and retain the existing level of employees' knowledge, skills, abilities, and other competencies, the RPCL Training Cell arranged "distance/online training sessions" during the last 4 years.

## 2.5 Core Courses

### 2.5.1 Short Term Training Courses

<b>Srl.</b>	<b>Courses Name</b>
1.	Turbine Generator, Excitation System, Protection, Synchronization and Auxiliary System
2.	Balance of Plant Equipment Maintenance

3.	Training on Engine Cooling System, LO Analysis and Performance Indicator
4.	Heat Recovery Steam Generator and Diverter Instrumentation and Control System
5.	Black Start and Dead Bus Synchronization of a Power Plant
6.	Maintenance of Power Plant Auxiliary System, EGB and Auxiliary Boilers
7.	Water Treatment Unit Instrumentation and Control System
8.	Sub-Station Operation, Maintenance and Protection System
9.	Inventory of Engine and Auxiliaries Spare parts
10.	Operation & Maintenance of Heavy Furnace oil (HFO) and Diesel Engine based Power Plant
11.	RPCL Financial Management and Profitability
12.	RPCL Employee Service Rules-2016
13.	Training on Digital Nothi (D-Nothi) System
14.	Training on Power Sector ERP (Enterprise Resource Planning)
15.	National Integrity Strategy (NIS)
16.	Right to Information Act-2009 (RTI)
17.	Vehicle Management and Maintenance
18.	Fire Drill and Emergency Evacuation
19.	Grievance Redress System (GRS)

### 2.5.2 Special Training Courses

Srl.	Courses Name
1.	Design, Manufacturing and Testing of Transformer
2.	Procurement Management
3.	Free Governor Mode of Operation
4.	iBAS++ এর বাজেট প্রণয়ন মডিউল ডাটা এন্ট্রি
5.	ERP User Module Development Program
6.	Leadership Development Program
7.	‘স্মার্ট বাংলাদেশ বিনির্মাণ’
8.	Conduct and Discipline Course
9.	Design, Construction, Operation and Maintenance of Electrical Substation
10.	Project Formulation, Implementation, Monitoring & Evaluation (PIME)

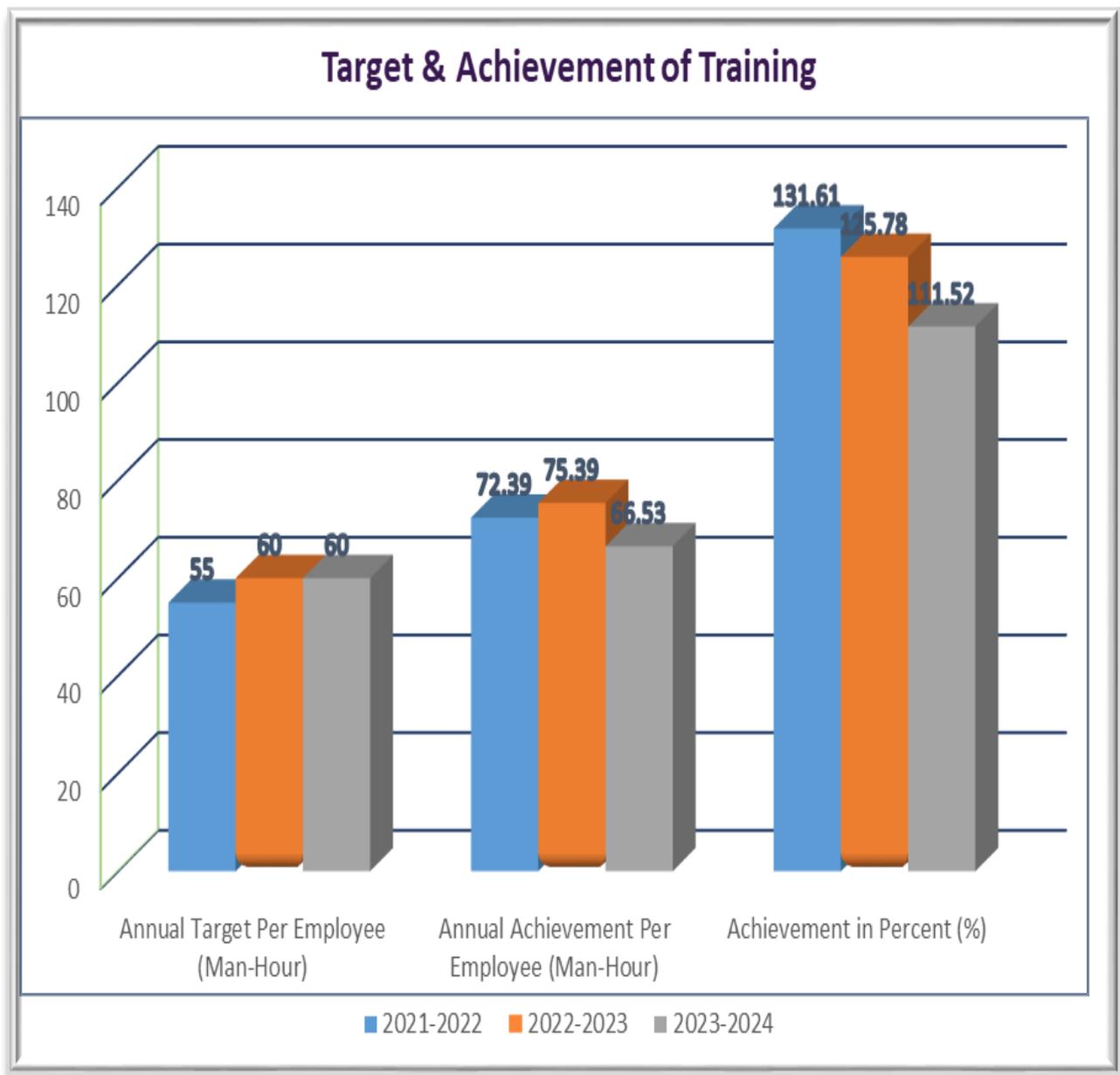
## CHAPTER-3 TRAINING SCENARIO OF RPCL



**Mr. Nirod Chandra Mondal, Joint Secretary, Power Division facilitated the Innovation Showcasing Program “Citizen Charter at RPCL on Head Quarter, Road-21, Nikunja-2, Khilkhet, Dhaka.**

### 3.1 Target & Achievement of Training Man-Hour for the Last 3 (Three) Years

Srl.	Financial Year	Annual Target Per Employee (Man-Hour)	Annual Achievement Per Employee (Man-Hour)	Achievement in Percent (%)
1.	2021-2022	55	72.39	131.61
2.	2022-2023	60	75.39	125.78
3.	2023-2024	60	66.53	111.52



**Target & Achievement of Training Man-Hour for the Last 3 (Three) Years**

### 3.2 Title Based Training for the last 3 Years

Srl.	Type of Training	Number of Training		
		2023-2024	2022-23	2021-22
1.	Management	37	67	50
2.	Technical	51	70	68
3.	Financial	17	7	9
<b>Total</b>		<b>105</b>	<b>154</b>	<b>127</b>

### 3.3 Training conducted by Bangladesh Power Management Institute (BPMI) in FY 2023-24:

Srl.	Subject/Topic	Participants	Duration (Day)
1.	Training of Trainers (TOT) on Gender-Balanced Workplace Development in Bangladesh Energy Sector	1	4
2.	Design, Construction, Operation & Maintenance of Electrical Substation	27	15
3.	Project Formulation, Implementation, Monitoring and Evaluation (PIME)	1	15
4.	Solar Technology Application Resource Centre (STAR-C) for Capacity Building on Solar Technology in Bangladesh	1	1
5.	Company Act and Share Listing of Power Sector Utilities	2	8
6.	Training on Energy Efficiency and Conservation	1	8
7.	Sustainable Wind Power Development in Bangladesh	2	1
8.	Design and Implementation of Solar Power Plant	2	14

### 3.4 Training conducted by Bangladesh Public Administration Training Center (RPATC, Dhaka & RPATC, Chattogram) in FY 2023-24

Srl.	Training/Workshop Name	Participants	Duration (Day)
1.	Workshop on Localization of Sustainable Development Goals (Dhaka)	1	1
2.	Fundamental Training Course (Dhaka)	1	26

Srl.	Training/Workshop Name	Participants	Duration (Day)
3.	Fundamental Training Course (Chattogram)	1	26
4.	Workshop on Public Procurement Emphasizing on e-GP (Dhaka)	1	1
5.	Workshop on Public Procurement Emphasizing on e-GP (Chattogram)	1	1
6.	Workshop on Perspective Plan 2021-2041(Dhaka)	1	1
7.	Workshop on Perspective Plan 2021-2041(Chattogram)	1	1
8.	Workshop on Delta Plan 2100 (Dhaka)	1	1
9.	Workshop on Delta Plan 2100 (Chattogram)	1	1
10.	Workshop on Annual Performance Agreement (APA) (Dhaka)	1	1
11.	Workshop on Annual Performance Agreement (APA) (Chattogram)	1	1
12.	Workshop on Smart Bangladesh (Dhaka)	1	1
13.	Workshop on Smart Bangladesh (Chattogram)	1	1
14.	Workshop on Digital Land Management (Dhaka)	1	1
15.	Workshop on Digital Land Management (Chattogram)	1	1

### 3.5 Training conducted by Ministry and others organizations:

Srl.	Training/Workshop Name	Participants	Duration (Day)
<b>Power Division</b>			
1.	তথ্য অধিকার ব্যবস্থাপনা (RTI) সিস্টেমে কর্মপরিকল্পনা প্রস্তুত ও ত্রৈমাসিক অগ্রগতির প্রতিবেদন তৈরী	3	1
2.	জ্বালানি দক্ষতা ও সংরক্ষণে সচেতনতা বৃদ্ধি	1	1
3.	সেবা প্রদান প্রতিশ্রুতি ব্যবস্থাপনা সিস্টেমে কর্মপরিকল্পনা প্রস্তুত ও ত্রৈমাসিক অগ্রগতির প্রতিবেদন তৈরির বিষয়ে প্রশিক্ষণ	3	1
4.	Improving Grid Frequency (Toward the New Challenges in Grid Frequency including the Introduction of Nuclear Power)	1	1
<b>Power Division_ CESI S.P.A., Italy JV_ Asian Development Bank (ADB)_World Bank</b>			
5.	Knowledge Sharing and Hands on Training for Off-Shore Wind Technical	1	11

6.	Draft Final Report (Phase-2) of Pre-Feasibility and Detailed Feasibility Study to Develop Off-shore Wind Farms in Bangladesh	1	1
7.	Solar PV Zoning Tool	1	7
<b>Power Cell</b>			
8.	User Acceptance Test (UAT)	4	1
9.	Power Sector ERP: Performance Appraisal	9	1
10.	ERP-User Acceptance Test (UAT)	2	1
11.	Power Sector ERP: Performance Appraisal Module	10	1
12.	Smart grid Experience Day	5	1
13.	Tender Management	2	1
14.	ইনভেন্টরী ম্যানেজমেন্ট	9	1
15.	ইআরপি-৪টি মডিউলের অপারেশনাল কোর প্রশিক্ষণ	11	1
16.	Knowledge Sharing Session of Hydro-morphological study at Jamalpur Char Area	2	1
17.	Tender Management-User Acceptance Test (UAT)	3	1
18.	Plant Management- User Acceptance Test	3	1
<b>BADGE, USAID, Asian Development Bank (ADB)</b>			
19.	Renewable Energy Auction Simulations	2	1
20.	Carbon Finance Mechanisms for Clean Energy Projects in Bangladesh	3	1
21.	Utility Scale Solar Power Plant and Grid Integration of Battery Energy Storage System	2	1
<b>A2i, ICT Ministry</b>			
22.	অনলাইন রিপোর্ট ম্যানেজমেন্ট সিস্টেম (RMS)	2	1
<b>Bangladesh Power Development Board (PDB)</b>			
23.	Basic Course on Solar PV System Design	1	8
24.	Design and Operation of SCADA system & SAS (Substation Automation System)	1	4
25.	Custom Clearance Assessment and Required Documentation	2	1
<b>Ministry of Finance (MOF)</b>			
26.	Filling up the forms of the Procedure to Regulate the Debt and Contingent Liabilities of SOEs and Abs	4	2
27.	iBAS++ উন্নয়ন বাজেট বাস্তবায়ন মডিউল	2	1
28.	Feedback of Debt and Contingent Liability (DCL) Statements from SOEs and ABs	2	1

29.	Validation Workshop on Enhanced Transparency Framework (ETF) Roadmap for Bangladesh	1	1
30.	iBAS++ এর বাজেট প্রণয়ন মডিউলে ডাটা এন্ট্রি	2	1
31.	২০২৪-২৫ অর্থ বছরের বাজেট পরিপত্র-১	2	1
32.	Foreign Aid Management System (FAMS)	2	1
33.	Workshop on Environmental and Social Risk Management	2	1
34.	Independent Performance Evaluation (IPE) and Database of SOEs and ABs	1	1
<b>Korean Embassy (KOTRA)</b>			
35.	Korea Bangladesh Economic Cooperation	1	1
<b>Bangladesh Society for Non-Destructive Testing (BSNDT)</b>			
36.	NDT for Assurance of Quality and Safety of Mega Projects	1	1
<b>Ministry of Environment, Forest and Climate Change (DoE)</b>			
37.	Hands-on Training on Bangladesh Climate Change Measurement, Reporting and Verification (MRV) System for Energy & IPPU Sector	1	1
38.	Stakeholder Workshop on the Readiness of Bangladesh to Article-6	1	1
<b>CPTU, Planning commission &amp; Planning Ministry</b>			
39.	Sensitization Workshop for project Directors	3	2
40.	বার্ষিক কর্মসম্পাদন পরিকল্পনা (এপিএ) বাস্তবায়নের নিমিত্ত ৩.৩ এর সূচক বিষয়ক কর্মশালা	3	1
41.	AMS software	12	3
42.	Procuring Entity (PE) Users	1	5
<b>Cabinet Division, Ministry of Cabinet</b>			
43.	শুদ্ধাচার কর্মপরিকল্পনা ও NIS অনলাইন সিস্টেম Software	2	1
<b>RPCL &amp; HEI, China</b>			
44.	Rotor Dynamic Balancing and Over speed Test of Steam Turbine	2	7
<b>United International University (UIU)</b>			
45.	Demand Response Enabled Smart Grid	2	1
46.	Exploring Smart Grids: Shaping The Future of Sustainable Energy	1	1
<b>RPCL, Owner's Engineer, China</b>			
47.	Project Performance Monitoring System (PPMS)	9	7

# CHAPTER-4

## TRAINING PLAN FOR THE FY 2024-25



**Tania Khan, Additional Secretary, Power Division facilitated the training on “National Integrity Strategy” at RPCL on Virtual Platform, Dhaka.**



**Mr. Md Jahidul Islam, Joint Secretary, Power Division facilitated the training on “Grievance Redress Service (GRS)” at RPCL on Virtual Platform, Dhaka.**

#### 4.1 Aggregate Training Plan by Training Hour for the FY 2024-2025

##### 4.1.1 RPCL

Srl.	Course Conducting Wing	Total Courses	Participants	Man Hour
1.	RPCL Head Office	37	91	7855
2.	Mymensingh 210 MW Combined Cycle Power Station	66	101	5612
3.	Gazipur 52 MW Dual-Fuel Power Plant	60	61	3689
4.	Gazipur 105 MW HFO Fired Power Plant	60	46	2538
5.	Raozan 25 MW Dual-Fuel Power Plant	48	45	2806
<b>Total</b>			<b>344</b>	<b>22500</b>

##### 4.1.2 Others Institution

Srl.	Course Conducting Wing	Total Courses	Participants	Man Hour
1.	Ministry	20	25	300
2.	Bangladesh Power Management Institution (BPMI)	08	10	1200
3.	Regional Public Administration Training Centre (RPATC)	12	12	200
4.	Training Institute for Chemical Industries (TICI) & Others Organizations	2	6	96
<b>Total</b>			<b>58</b>	<b>1796</b>

## 4.2 Training Plan:

### 4.2.1 Technical Training Plan for the FY 2024-2025

Srl.	Course Name	No. of Course	Duration (Day)	MH Per Day	Participants/ Course	Man Hour	Target Group (Grade Wise)
a	b	c	d	e	f	$g = (c \times d \times e \times f)$	h
1.	Industrial Accident and Safety Management	4	1	6	30	720	6-20
2.	Procurement Management	3	1	6	40	960	4-10
3.	ABB- Symphony Plus DCS	1	1	6	30	180	6-13
4.	Water Treatment and Boiler Water Conditioning of Power plant	1	2	6	20	240	6-16
5.	Schedule Maintenance of Liquid Fuel/ Engine Based Power Plant	2	1	6	25	300	5-13
6.	Schedule Maintenance of Combined Cycle Gas Turbine (CCGT) Power Plant	1	1	6	25	300	5-10
7.	Prospect of Renewable Energy in Bangladesh	1	1	6	25	150	5-8
8.	Project Management	2	1	6	25	150	5-10
<b>Total Man Hour</b>						<b>2850</b>	

#### 4.2.2 General Training Plan for the FY 2024-2025

Srl.	Course Name	No. of Course	Duration (Day)	MH Per Day	Participants/ Course	Man Hour	Target Group (Grade Wise)
a	b	c	d	e	f	$g = (c \times d \times e \times f)$	h
1.	Power Sector Integrated ERP (Performance Appraisal Sub-Module)	1	2	6	20	240	5-8
2.	RPCL Employee Service Rules-2016	1	2	6	20	240	5-10
3.	Leadership Development Program	1	1	5	25	125	6-14
4.	Fire Fighting, Fire Prevention, Rescue and First Aid Training	1	2	6	20	240	8-20
5.	Orientation/Induction training	1	2	6	25	300	8-10
6.	Traffic Laws and Vehicle Management	1	1	6	20	120	6-16
7.	Etiquette and Manners	1	2	4	25	200	10-20
8.	Land Management	1	1	6	30	180	8-15
9.	Training on IMS	1	1	4	35	140	5-12
10.	জাতীয় শুদ্ধাচার কৌশল	2	1	2	50	200	5-14
11.	মাইগভ প্ল্যাটফর্মের মাধ্যমে ডিজিটাইজেশন যোগ্য সরকারি সেবা নিশ্চিতকরণ ও ডিজিটাইজেশনের লক্ষ্যে কর্মশালা	2	1	5	25	250	5-10
12.	স্মার্ট বাংলাদেশ বিনির্মাণ সংক্রান্ত ৪টি স্তরের আলোকে করণীয় নির্ধারন বিষয়ক কর্মশালা/সেমিনার আয়োজন	4	1	4	30	480	5-10
13.	স্মার্ট বাংলাদেশ বিনির্মাণ শীর্ষক লার্নিং সেশন আয়োজন	2	1	5	25	250	5-10
14.	সেবা প্রদান প্রতিশ্রুতি বিষয়ক কর্মশালা/ প্রশিক্ষণ	1	1	6	30	180	6-18
15.	অভিযোগ প্রতিকার ব্যবস্থা এবং জিআরএস সফটওয়্যার বিষয়ক প্রশিক্ষণ	2	1	5	25	250	6-15
16.	তথ্য অধিকার আইন – ২০০৯ ও এর বিধিমালা, প্রবিধানমালা, স্বতঃপ্রণোদিত তথ্য প্রকাশ নির্দেশিকাসহ সংশ্লিষ্ট বিষয়ে কর্মকর্তা / কর্মচারীদের প্রশিক্ষণ আয়োজন	2	1	4	25	200	5-18
<b>Total Man Hour</b>						<b>3595</b>	

### 4.2.3 General Training Plan for the FY 2024-2025

Srl.	Course Name	No. of Course	Duration (Day)	MH Per Day	Participants/ Course	Man Hour	Target Group (Grade Wise)
a	b	c	D	e	f	$g = (c \times d \times e \times f)$	h
1.	Financial Information and Profitability Analysis	2	1	6	40	480	6-12
2.	Income Tax, VAT, ETDS and Customs.	1	1	6	25	150	5-10
3.	Understanding International Financial Reporting Standards (IFRS)	1	1	6	15	90	6-12
4.	Performance Audit and Financial Management	1	1	6	20	120	6-12
5.	Basic Course on Accounting Principles and Commercial Functions (LC, Shipping, Insurance, Customs, etc.)	1	1	6	15	90	6-14
6.	Assess and review analytics on Finance and Fixed Assets using ERP	1	1	6	20	120	5-10
<b>Total Man Hour</b>						<b>1050</b>	

### 4.3 Month Wise Training Plan for the FY 2024-25

July-2024						
Srl.	Name of the Course	Month	Duration	MH Per Day	Target Group	Participants
1.	Financial Information and Profitability Analysis	Jul-24	01 Day	6	Officer/Staff (Gr. 5-10)	30 persons
2.	Procurement Management	Jul-24	01 Day	7	Officer (Gr. 4-10)	20 persons
3.	Land Management	Jul-24	01 Day	6	Officer/Staff (Gr. 8-15)	30 persons

August-2024						
Srl.	Name of the Course	Month	Duration	MH Per Day	Target Group	Participants
4.	স্মার্ট বাংলাদেশ বিনির্মাণ সংক্রান্ত ৪টি স্তরের আলোকে করণীয় নির্ধারন বিষয়ক কর্মশালা/সেমিনার আয়োজন	Aug-24	01 Days	4	Officer (Gr. 5-10)	40 persons
5.	Power Sector Integrated ERP (Performance Appraisal Sub-Module)	Aug-24	02 Day	6	Officer (Gr. 5-8)	20 persons
6.	Industrial Accident and Safety Management	Aug-24	01 Day	7	Officer/ Staff (Gr. 5-15)	40 persons
7.	Assess and review analytics on Finance and Fixed Assets using ERP	Aug-24	01 Day	6	Officer (Gr. 5-10)	30 persons

September-2024						
Srl.	Name of the Course	Month	Duration	MH Per Day	Target Group	Participants
8.	Leadership Development Program	Sep-24	01 Day	6	Officer/ Staff (Gr. 6-14)	30 persons
9.	স্মার্ট বাংলাদেশ বিনির্মাণ শীর্ষক লার্নিং সেশন আয়োজন	Sep-24	01 Day	5	Officer (Gr. 5-10)	25 persons
10.	অভিযোগ প্রতিকার ব্যবস্থা এবং জিআরএস সফটওয়্যার বিষয়ক প্রশিক্ষণ	Sep-24	01 Day	5	Officer/Staff (Gr. 6-15)	25 persons
11.	Procurement Management	Sep-24	01 Day	7	Officer (Gr. 4-10)	20 persons

October-2024						
Srl.	Name of the Course	Month	Duration	MH Per Day	Target Group	Participants
12.	স্মার্ট বাংলাদেশ বিনির্মাণ সংক্রান্ত ৪টি স্তরের আলোকে করণীয় নির্ধারন বিষয়ক কর্মশালা/সেমিনার আয়োজন	Oct-24	01 Days	4	Officer (Gr. 5-10)	40 persons
13.	Orientation/Induction training	Oct-24	02 Days	6	Officer (Gr. 8-10)	30 persons
14.	জাতীয় শুদ্ধাচার কৌশল	Oct-24	01 Day	2	Officer/Staff (Gr. 5-12)	50 persons
15.	Project Management	Oct-24	01 Day	6	Officer	25 persons

(Gr. 5-10)						
November-2024						
Srl.	Name of the Course	Month	Duration	MH Per Day	Target Group	Participants
16.	সেবা প্রদান প্রতিশ্রুতি বিষয়ক কর্মশালা/ প্রশিক্ষণ	Nov-24	01 Day	6	Officer/Staff (Gr. 6-14)	30 persons
17.	Procurement Management	Nov-24	01 Day	7	Officer (Gr. 4-10)	20 persons
18.	Training on IMS	Nov-24	01 Day	6	Officer/Staff (Gr. 5-12)	50 persons
19.	Fire Fighting, Fire Prevention, Rescue and First Aid Training	Nov-24	02 Day	6	Officer/Staff (Gr. 8-20)	20 persons

December-2024						
Srl.	Name of the Course	Month	Duration	MH Per Day	Target Group	Participant
20.	RPCL Employee Service Rules-2016	Dec-24	02 Day	6	Officer (Gr. 5-10)	20 persons
21.	মাইগভ প্ল্যাটফর্মের মাধ্যমে ডিজিটাইজেশন যোগ্য সরকারি সেবা নিশ্চিতকরন ও ডিজিটাইজেশনের লক্ষ্য কর্মশালা	Dec-24	01 Day	5	Officer (Gr. 10-10)	25 persons
22.	Industrial Accident and Safety Management	Dec-24	01 Day	7	Officer/Staff (Gr. 5-15)	40 persons
23.	Schedule Maintenance of Engine Based (Liquid fuel) Power Plant	Dec-24	01 Day	6	Officer/Staff (Gr. 5-13)	30 persons

January-2025						
Srl.	Name of the Course	Month	Duration	MH Per Day	Target Group	Participants
24.	স্মার্ট বাংলাদেশ বিনির্মাণ শীর্ষক লার্নিং সেশন আয়োজন	Jan -25	01 Day	5	Officer (Gr. 5-10)	25 persons
25.	Schedule Maintenance of Combine Cycle Gas Turbine CCGT	Jan-25	01 Day	6	Officer (Gr. 5-10)	30 persons

26.	Understanding International Financial Reporting Standards (IFRS)	Jan -25	01 Day	6	Officer/Staff (Gr. 6-12)	15 persons
27.	ABB- Symphony Plus DCS	Jan -25	01 Day	6	Officer/Staff (Gr. 6-13)	30 persons

### February-2025

Srl.	Name of the Course	Month	Duration	MH Per Day	Target Group	Participants
28.	Etiquette and Manners	Feb -25	02 Day	4	Officer/Staff (Gr. 10-12)	25 persons
29.	তথ্য অধিকার আইন – ২০০৯ ও এর বিধিমালা, প্রবিধানমালা, স্বতঃপ্রণোদিত তথ্য প্রকাশ নির্দেশিকাসহ সংশ্লিষ্ট বিষয়ে কর্মকর্তা / কর্মচারীদের প্রশিক্ষণ আয়োজন	Feb -25	01 Day	4	Officer/Staff (Gr. 5-16)	25 persons
30.	Project Management	Feb -25	01 Day	6	Officer (Gr. 5-10)	25 persons
31.	তথ্য অধিকার আইন – ২০০৯ ও এর বিধিমালা, প্রবিধানমালা, স্বতঃপ্রণোদিত তথ্য প্রকাশ নির্দেশিকাসহ সংশ্লিষ্ট বিষয়ে কর্মকর্তা / কর্মচারীদের প্রশিক্ষণ আয়োজন	Feb -25	01 Day	4	Officer/ Staff (Gr. 5-16)	25 persons

### March-2025

Srl.	Name of the Course	Month	Duration	MH Per Day	Target Group	Participants
32.	Income Tax, VAT, ETDS and Customs.	Mar-25	01 Day	6	Officer (Gr. 5-10)	25 persons
33.	স্মার্ট বাংলাদেশ বিনির্মাণ সংক্রান্ত ৪টি স্তরের আলোকে করণীয় নির্ধারণ বিষয়ক কর্মশালা/সেমিনার আয়োজন	Mar-25	01 Days	4	Officer (Gr. 5-10)	40 persons
34.	Schedule Maintenance of Engine Based (Liquid fuel) Power Plant	Mar-25	01 Day	6	Officer/Staff (Gr. 5-13)	30 persons

35.	Traffic Laws and Vehicle Management	Mar-25	01 Day	6	Officer (Gr. 6-10)	20 persons
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### April-2025

Srl.	Name of the Course	Month	Duration	MH Per Day	Target Group	Participants
36.	জাতীয় শুদ্ধাচার কৌশল	Apr -25	01 Day	2	Officer/Staff (Gr. 5-12)	50 persons
37.	Industrial Accident and Safety Management	Apr -25	01 Day	7	Officer/ staff (Gr. 5-15)	40 persons
38.	মাইগভ প্ল্যাটফর্মের মাধ্যমে ডিজিটাইজেশন যোগ্য সরকারি সেবা নিশ্চিতকরন ও ডিজিটাইজেশনের লক্ষ্য কর্মশালা	Apr -25	01 Day	5	Officer (Gr. 10-10)	25 persons
39.	Performance Audit and Financial Management	Apr -25	01 Day	6	Officer/Staff (Gr. 5-12)	15 persons

### May-2025

Srl.	Name of the Course	Month	Duration	MH Per Day	Target Group	Participants
40.	Financial Information and Profitability Analysis	May-25	02 Day	6	Officer/Staff (Gr. 6-12)	30 persons
41.	Water Treatment and Boiler Water Conditioning of Power plant	May-25	02 Days	6	Officer/Staff (Gr. 6-13)	30 persons
42.	স্মার্ট বাংলাদেশ বিনির্মাণ সংক্রান্ত ৪টি স্তরের আলোকে করণীয় নির্ধারন বিষয়ক কর্মশালা/সেমিনার আয়োজন	May-25	01 Days	6	Officer (Gr. 5-10)	40 persons
43.	অভিযোগ প্রতিকার ব্যবস্থা এবং জিআরএস সফটওয়্যার বিষয়ক প্রশিক্ষণ	May-25	01 Day	5	Officer/Staff (Gr. 6-15)	25 persons

June-2025						
Srl.	Name of the Course	Month	Duration	MH Per Day	Target Group	Participants
44.	Basic Course on Accounting Principles and Commercial Functions (LC, Shipping, Insurance, Customs, etc.)	Jun-25	01 Day	6	Officer/Staff (Gr. 6-14)	15 persons
45.	Industrial Accident and Safety Management	Jun-25	01 Day	7	Officer/Staff (Gr. 5-15)	40 persons
46.	Prospect of Renewable Energy of Bangladesh	Jun-25	01 Day	6	Officer (Gr. 5-8)	30 persons

**Note: Each class consists of 90 minutes.**

## **CHAPTER-5**

### **ON THE JOB TRAINING SCHEDULE OF DIFFERENT POWER PLANTS OF RPCL**



**“Fire Fighting, Fire Prevention, Rescue and First Aid Training” at Gazipur Power Plant, Gazipur.**

**On the Job Training Schedule of Mymensingh 210 MW  
Combined Cycle Power Station for the FY 2024-25  
(1st July 2024 to 30th June 2025)**



**MYMENSINGH 210 MW COMBINED CYCLE POWER STATION**

## Department: Administration

Srl.	Training Topic	Date	Day	Hour	Participants	Total Hours	Target Group
1.	Fire Fighting and Safety Procedure	23.07.24, 19.11.24, 20.05.25	3	5	28	420	Officer and Staff
2.	RPCL Employee Service Rules-2016	22.10.24, 21.01.25, 11.03.25	3	5	28	420	Officer and Staff
3.	Etiquette and Manner	24.09.24, 15.04.25, 17.06.25	3	5	28	420	Officer and Staff
4.	Fire Drill and Emergency Evacuation	10.08.24, 18.12.24, 19.03.25, 22.06.25	4	5	28	560	Officer and Staff
<b>Total Man Hour:</b>						<b>1820</b>	

## Department: Mechanical Maintenance

Srl.	Training Title	Training Topics	Date	Day	Hour	participants	Man Hour	Target Group
1.	Safety and Tooling for Maintenance Work	(a) Safety and Personal Protective Equipment (PPE)	03.07.24 & 18.07.24	2	4	5	88	Officer and Staff
		(b) Firefighting System Study of Phase-I, II & III	12.07.24 & 26.07.24	2	4	6		Officer and Staff
(c) Operation and Maintenance of Workshop Equipment		07.08.24 & 21.08.24	2	4	5	88	Officer and Staff	
(d) Familiarization of Tools and Tackles for Maintenance Work		09.08.24 & 23.08.24	2	4	6		Officer and Staff	
3.	Administrative & Others	(a) RPCL Employee Service Rules-2016	04.09.24 & 18.09.24	2	4	6	96	Officer and Staff

		(b) Etiquette and Manner	11.09.24 & 25.09.24	2	4	6		Officer and Staff
4.		(a) Lube oil System Maintenance of GTG	02.10.24 & 09.10.24	2	4	5	80	Officer and Staff
		(b) GT cooling Water System Study and Maintenance	11.10.24 & 25.10.24	2	4	5		Officer and Staff
5.	Gas Turbine Maintenance	(c) Hydraulic Oil System Study and Maintenance	06.11.24 & 20.11.24	2	4	6	88	Officer and Staff
		(d) Starting Diesel Engine and EDGU Maintenance	08.11.24 & 22.11.24	2	4	5		Officer and Staff
6.		(e) Accessory Gear Box and Load Gear box Maintenance	04.12.24 & 18.12.24	2	4	5	88	Officer and Staff
		(f) Combustion Inspection of Gas Turbine	11.12.24 & 24.12.24	2	4	6		Officer and Staff
7.		(g) Hot Gas Path Inspection of Gas Turbine	01.01.25 & 15.01.25	2	4	6	88	Officer and Staff
		(h) Major Inspection of Gas Turbine	08.01.25 & 22.01.25	2	4	5		Officer and Staff
8.	HRSG Maintenance	(a) Study and Maintenance of Diverter and HPU	05.02.25 & 19.02.25	2	4	5	88	Officer and Staff
		(b) Maintenance of Different part of HRSG	22.02.25 & 26.02.25	2	4	6		Officer and Staff
9.		(c) Maintenance & Alignment of Single and Multi Stage Pumps	05.03.25 & 19.03.25	2	4	6	88	Officer and Staff
		(d) Maintenance of Different Types of Valve	12.03.25 & 27.03.25	2	4	5		Officer and Staff
10.	Steam Turbine Maintenance	(a) Minor Overhaul of Steam Turbine	02.04.25 & 16.04.25	2	4	5	88	Officer and Staff
		(b) Major Overhaul of	09.04.25 &	2	4	6		Officer and

		Steam Turbine	23.04.25					Staff
11.	Balance of Plant Equipment Maintenance	((a) Study and Maintenance of Instrument Air Compressor	07.05.25 & 21.05.25	2	4	5	88	Officer and Staff
		(b) Study and Maintenance of Air Cooled Condenser	14.05.25 & 28.05.25	2	4	6		Officer and Staff
12.	Balance of Plant Equipment Maintenance	(c) Maintenance of Different Equipment's of WTU	04.06.25 & 18.06.25	2	4	6	88	Officer and Staff
		(d) Study and Maintenance of Gas Booster Compressor.	11.06.25 & 25.06.25	2	4	5		Officer and Staff
<b>Total : (Man hour)</b>							<b>1056</b>	

### Department: Electrical, Instrumentation and Control:

Srl	Training Topic	Date	Day	Hour	participants	Man Hour	Target Group
1.	Water Treatment Unit Instrumentation and Control System	03.07.24	1	5	15	75	Officer and Staff
	(Safety) Electrical Working Safety						
2.	Gas Turbine Generator, Excitation System, Protection, Synchronization and Auxiliary System	04.08.24	1	5	15	75	Officer and Staff
	(Safety) Safety associated with hydraulic and Pneumatic Systems						
3.	PCS7 Control System: Basics, network architecture and fault finding Procedure	03.09.24	1	5	15	75	Officer and Staff
	(Safety) Chemical safety and Battery handling						
4.	Solar System Basics and troubleshooting	05.10.24	1	5	15	75	Officer and Staff
	(Safety) PPE						
5.	Gas Turbine Control and Instrumentation System	04.11.24	1	5	15	75	Officer and Staff
	(Safety) Working at height						

	and Ladder Safety						
6.	Power Transformer basics, Maintenance and fault troubleshooting	03.12.24	1	5	15	75	Officer and Staff
	(Safety) Hazards associated with Power Tools						
7.	Heat Recovery Steam Generator and Diverter Instrumentation and Control System	05.01.25	1	5	15	75	Officer and Staff
	(Safety) High Voltage Operational Safety and Hazards						
8.	Motor and Circuit Breaker maintenance and troubleshooting	03.02.25	1	5	15	75	Officer and Staff
	(Safety) Housekeeping, Cleanliness and Waste disposal						
9.	Steam Turbine instrumentation and control system	03.03.25	1	5	15	75	Officer and Staff
	(Safety) Electrical Hazards						
10.	Steam Turbine Generator, Excitation System, Protection, Synchronization and Auxiliary System	05.04.25	1	5	15	75	Officer and Staff
	(Safety) First Aid						
11.	Mark Vie Control System: Basics, network architecture and fault finding Procedure	05.05.25	1	5	15	75	Officer and Staff
	(Safety) Scaffolding Safety						
12.	Plant DC System, Inverter and EDGU Troubleshooting	03.06.25	1	5	15	75	Officer and Staff
	(Safety) Hand Tools safety and Fire fighting						
<b>Total : (Man hour)</b>						<b>900</b>	

### Department: Store & Inventory (1st Half Yearly):

Srl	Training Topic	Date	Day	Hour	participants	Man Hour	Target Group
1.	Store Management Software Operation and Procedure	01.07.24					Officer and Staff
		02.07.24	3	3	2	18	
		03.07.24					

2.	Refurbishment data, Histogram and Age Calculation of Capital Parts	03.08.24 04.08.24 05.08.24	3	3	2	18	Officer and Staff
3.	Coding in Material Management	01.09.24 02.09.24 03.09.24	3	3	2	18	Officer and Staff
4.	Materials Handling and Storage	01.10.24 02.10.24 03.10.24	3	3	2	18	Officer and Staff
5.	Studying stock records and remedial actions for Reported non-usable, Slow moving, and Excess or Dead Stock	02.11.24 03.11.24 04.11.24	3	3	2	18	Officer and Staff
6.	Safety, Personal Security, Knowledge of PPE and Fire Fighting	01.12.24 02.12.24 03.12.24	3	3	2	18	Officer and Staff
Total						108	

**Department: Store & Inventory (2nd Half yearly):**

Srl	Training Topic	Date	Day	Hour	participants	Man Hour	Target Group
7.	Conduct Regular Inventory of all Stocks and Materials, Balances with Records and Reconcile any Differences in order to Maintain Accuracy of Records	04.01.25 05.01.25 06.01.25	3	3	2	18	Officer and Staff
8.	Monitor Shelf-life Record of Materials (expiry dates)	01.02.25 02.02.25 03.02.25	3	3	2	18	Officer and Staff

9.	Check Documents, Quantity and Physical Condition of Materials Received in the Store	01.03.25 02.03.25 03.03.25	3	3	2	18	Officer and Staff
10.	Assess the Conditions of Products being Received and Ensure that they are Organized Properly in Storage and Protected from Damage	05.04.25 06.04.25 07.04.25	3	3	2	18	Officer and Staff
11.	Keeping Consumption Records of Spare Parts and Consumables for Possible Requirements in Future	06.05.25 07.05.25 08.05.25	3	3	2	18	Officer and Staff
12.	Inventory Procedure of GT and ST Spare Parts, BOP Spare Parts, Consumables and Tools & Equipment	01.06.25 02.06.25 03.06.25	3	3	2	18	Officer and Staff
<b>Total : (Man hour)</b>						<b>216</b>	

### Department: Services and Logistic

Srl.	Training Topic	Date	day	Hour	Participants	Man Hour	Target Group
1.	Safety & Personal Protective Equipment (PPE)	04.07.24	1	4	4	16	Officer and Staff
2.	R.C.C & Brick Drain Making Technique	06.08.24	1	5	4	20	Officer and Staff
3.	Quality Control & Specification of Building Construction Materials	05.09.24	1	4	4	16	Officer and Staff
4.	Civil Works Equipment and Their Utilization Technique.	08.10.24	1	5	4	20	Officer and Staff
5.	Dick Making Technique	12.11.24	1	4	4	16	Officer and Staff
6.	Procedure of Road Carpeting Technique	03.12.24	1	4.5	4	18	Officer and Staff
7.	Tiles Fitting Work Procedure	05.01.25	1	4	4	16	Officer and Staff
8.	R.C.C Retaining Wall, Lintels & Sunshade Making Technique	10.02.25	1	5	4	20	Officer and Staff

9.	Door & Window Fitting Technique	06.03.25	1	5	4	20	Officer and Staff
10.	Plastering Work Procedure	02.04.25	1	4.5	4	18	Officer and Staff
11.	Sanitary & Water Supply Works Technique	08.05.25	1	4	4	16	Officer and Staff
12.	Lime Concrete in Roof Terracing	03.06.25	1	5	4	20	Officer and Staff
<b>Total : (Man hour)</b>						<b>216</b>	

### Department: Operation

Srl.	Training Title	Training Topics	Date	Day	Hour	participants	Man Hour	Target Group
1.	Gas Turbine Operation	(a) Overall Basic Conception and Main Component with Configuration (b) Auxiliaries (P and ID study of LO,SDE, HO, FG, Sealing and cooling, Ratchet System and Others) (c) Start up and Shutdown Procedure (d) Protection and Interlock	15.07.24 22.07.24	2	8	12	192	Officer
2.	RSG/Boiler Operation	(a) Overall Basic Conception and Main Component with Configuration (b) Auxiliaries, Accessories and Mounting, Diverter System (c) Start up and Shutdown Procedure (d) Protection and Interlock	12.08.24 19.08.24	1	8	12	192	Officer

Srl.	Training Title	Training Topics	Date	Day	Hour	participants	Man Hour	Target Group
3.	BOP / Common System	(a) Overall Basic Conception and Main Component with Configuration. (b) IAC and air supply, CCW, Ejector, Condensate System (c) HP, LP Bypass and Steam System , Starting and Shutdown Time Diff. Valve Interlock	11.09.24 18.09.24	2	8	12	192	Officer
4.	Steam Turbine Operation	(a) Overall Basic Conception and Main Component with Configuration (b) Auxiliaries, (LO,HC Jacking Oil, Sealing Steam System, ACC System and Others) (c) Start up and Shutdown Procedure (d) Protection and Interlock	15.10.24 22.10.24	2	8	12	192	Officer
5.	Electrical System: Electrical System	(a) Overall Basic Conception and Main Component (Generator, x-former, SWGR and Substation) (b) Generator, Excitation and Synchronization System, EDGU. (c) Battery Charger, Inverter, Safe Ac and DC System (d) Protection and Interlock	12.11.24 19.11.24	2	8	12	192	Officer

Srl.	Training Title	Training Topics	Date	Day	Hour	participants	Man Hour	Target Group
6.	Safety & plant efficiency	a) PPE HSE, Different Safety Issue, Plant Efficiency and Daily Reporting (b) FN System, PTW, Plant and Equipment Isolation and Normalization Procedure (c) Black out Procedure Including System Restoration (d) Emergency Evacuation Procedure.	11.12.24 18.12.24	2	8	12	192	Officer
7.	WTU Operation & Boiler Chemistry:	a) Overall Basic Conception and Main Component with Configuration. (b) Pretreatment, Demi, WWTP Operation System & Laboratory Test Procedure. (c) HRSG Blow Down and its Dosing System (d) Safety, Protection and Interlock	14.01.25 21.01.25	2	8	12	192	Officer
8.	Plant isolation & normalization System	a) STG & HRSG Isolation and Normalization Procedure During Major Maintenance. (b) Safety and Isolation Procedure before Cl, HGPI, MI work start of the GT. (c) Cl, HGPI and MI Work Procedure as Per Manual. (d) Safety and Normalization Procedure after Cl,	14.02.24	2	8	12	192	Officer

Srl.	Training Title	Training Topics	Date	Day	Hour	participants	Man Hour	Target Group
		HGPI & MI of the Gas Turbine.						
9.	GT, GTG, ST, STG & 132 KV	a) ST, STG & I 32KV x-former Protection Relay Name and it's Alarm set point (b) GT, GTG & '132KV x-former Protection Relay Name and its Alarm set Point.	11.03.25 18.03.25	2	8	12	192	Officer
10.	Ratchet System Operation	a) GT Ratchet System Operation Procedure. (b) STG Turning Gear Operation Procedure.	15.04.25 22.04.25	2	8	12	192	Officer
11.	Compressor Wash Procedure:	a) Off Line Compressor Water Wash Procedure. (b) On Line Compressor Water Wash Procedure.	13.05.25 20.05.25	2	8	12	192	Officer
12.	General Training: Fire Fighting Training	a) Firefighting, Fire Prevention, Rescue and First Aid Training. (b) Plant firefighting System.	16.06.25 23.06.25	2	8	12	192	Officer
<b>Total : (Man hour)</b>							<b>2304</b>	

**ON JOB TRAINING SCHEDULE OF  
GAZIPUR 105 MW HFO FIREDPOWER PLANT  
FOR THE FY 2024-25**



**GAZIPUR 105 MW HFO FIRED POWER PLANT**

## Department: Administration

Srl.	Training Topic	Date	Day	Hour	Participants	Man Hour	Target Group
1.	RPCL Employee Service Rules-2016	06.07.24 to 07.07.24	1	4	8	64	Officer and Staff
2.	Training on Electronic Nothi (E-Nothi)	23.08.24	1	4	2	8	Officer
3.	Power Sector ERP (Enterprise Resource Planning)	21.09.24	1	4	8	32	Officer and Staff
4.	Fighting, Fire Prevention, Rescue and First Aid Training	08.10.24 to 09.10.24	2	4	8	64	Officer and Staff
5.	Good Governance	09.11.24 to 10.11.24	2	4	8	64	Officer and Staff
6.	National Integrity Strategy (NIS)	04.12.24 to 05.12.24	2	4	8	64	Officer and Staff
7.	Office Management	09.01.25	1	4	2	8	Officer
8.	Annual Performance Agreement (APA)	15.02.25 to 16.02.25	2	4	8	64	Officer and Staff
9.	Human Resource Management	06.03.25	1	4	2	8	Officer and Staff
10.	Etiquette and Manners	16.04.25 to 17.04.25	2	4	8	64	Officer and Staff
11.	Computer Skill Development (MS Office)	21.05.25 to 22.05.25	1	4	2	8	Officer
12.	Income Tax, Vat and Financial Management	11.06.25 to 12.06.25	1	4	2	8	Officer
<b>Total Man Hour:</b>						456	

## Department: Mechanical Maintenance

Srl.	Training Topic	Date	No. of Day	Hour	Participants	Man Hour	Target Group
1.	Engine Schedule Maintenance Course	06.07.24 to 07.07.24	2	4	13	104	Officer and Staff
2.	Maintenance of Lube Oil HFO Separator	19.08.24 to 20.08.24	2	3	13	78	Officer and Staff
3.	Mechanical Maintenance Course	07.09.24	1	4	13	52	Officer and Staff
4.	Turbo-Charger Maintenance and Efficiency Improvement of Engine	19.10.24	1	4	13	52	Officer and Staff
5.	Water Treatment and Boiler Water Conditioning of Power Plant	09.11.24	1	4	13	52	Officer and Staff
6.	Maintenance of Power Plant Auxiliary System	14.12.24	1	3	13	39	Officer and Staff
7.	Maintenance of Instrument and Starting Air Compressor	07.01.25	1	4	13	52	Officer and Staff
8.	Maintenance of Lube Oil HFO Separator	15.02.25	1	4	13	52	Officer and Staff
9.	Inventory of Engine and Auxiliaries Spare Parts	06.03.25	1	4	13	52	Officer and Staff
10.	Engine Schedule Maintenance Course	19.04.25	2	3	13	78	Officer and Staff
11.	Renewable Energy and its Application	10.05.25	1	4	13	52	Officer and Staff
12.	Mechanical Maintenance Course	14.06.25 to 15.06.25	1	4	12	48	Officer and Staff
<b>Total Man Hour:</b>						711	

## Department: Electrical Maintenance

Srl.	Training Topic	Date	Day	Hour	Participants	Man Hour	Target Group
1.	Plant DC System and Inverter	15.07.24	1	3	5	15	Officer and Staff
2.	Importance of Power Plant Auxiliaries	10.08.24	1	4	5	20	Officer and Staff
3.	Engine Safety Module ESM	18.09.24 to 19.09.24	2	3	5	30	Officer and Staff
4.	Plant DC System and Inverter	17.10.24	1	3	5	15	Officer and Staff
5.	Pre-Condition of Engine Starting System	23.11.24	1	4	5	20	Officer and Staff
6.	Maintenance of Exhaust Gas and Auxiliary Boiler	21.12.24	1	3	5	15	Officer and Staff
7.	Instrument and Starting Air System	11.01.25 to 12.01.25	2	3	5	30	Officer and Staff
8.	Importance of Power Plant Auxiliaries	18.02.25 to 19.02.25	2	4	5	40	Officer and Staff
9.	LV, MV and Its Protection	09.03.25	1	4	5	20	Officer and Staff
10.	Maintenance of Exhaust Gas and Auxiliary Boiler	13.04.25	1	4	5	20	Officer and Staff
11.	Different Types of Instruments and Its Working Principles	24.05.25	1	4	5	20	Officer and Staff
12.	Instrument and Starting Air System	17.06.25 to 18.06.25	2	3	5	30	Officer and Staff
<b>Total Man Hour:</b>						<b>275</b>	

## Department: Operation

Srl.	Training Topic	Date	Day	Hour	Participants	Man Hour	Target Group
1.	Operation and Maintenance of Power Station	06.07.24	1	4	17	68	Officer
2.	Water Treatment and Boiler Water Conditioning of Power Plant	17.08.24	1	4	17	68	Officer
3.	Boiler Operation and Maintenance	11.09.24 to 12.09.24	2	3	17	102	Officer
4.	a) Different Types of Instruments and its Working Principles, b) Plant Instrumentation	05.10.24	1	4	17	68	Officer
5.	Control Room Panel Introduction and LV, MV Control System.	13.11.24	1	4	17	68	Officer
6.	Important of Power Plant Auxiliary System Heat Transfer and Thermodynamics	19.12.24	1	4	17	68	Officer
7.	Renewable Energy and Its Application	27.01.25 to 28.01.25	2	4	17	136	Officer
8.	a) Oily water Treatment System and ETP b) Importance and Procedure of Testing Engines HFO, LFO and LO Quality	22.02.25	1	4	17	68	Officer
9.	Operation and Maintenance of Power Station	05.03.25 to 06.03.25	2	3	17	102	Officer
10.	a) Different Types of Instruments and its Working Principles, b) Plant Instrumentation	16.04.25	1	4	17	68	Officer
11.	Control Room Panel Introduction and LV, MV Control System	20.05.25 to 21.05.25	2	3	17	102	Officer
12.	Transmission System Reliability (Basic/Advanced)	21.06.25	1	4	17	68	Officer
<b>Total Man Hour:</b>						<b>986</b>	

## Department: Store

Srl.	Training Topic	Date	Day	Hour	Participants	Man Hour	Target Group
1.	Store Management and Inventory Control	07.07.24	1	3	2	6	Officer and Staff
2.	Studying Stock Records and Remedial Actions For Reported Non-Usable, Slow Moving and Excess or Dead Stock	17.08.24 to 18.08.24	1	4	2	8	Officer and Staff
3.	Store Management Software Operation and Procedure	21.09.24	2	3	2	12	Officer and Staff
4.	Keeping Consumption Records of Spare Parts	10.10.24	1	3	2	6	Officer and Staff
5.	Check Documents, Quality and Physical Condition of Material	09.11.24	1	4	2	8	Officer and Staff
6.	Fighting, Fire Prevention, Rescue and First Aid Training	10.12.24	1	3	2	6	Officer and Staff
7.	Good Governance	09.01.25	2	3	2	12	Officer and Staff
8.	Studying Stock Records and Remedial Actions For Reported Non-Usable, Slow Moving and Excess or Dead Stock	15.02.25	2	4	2	16	Officer and Staff
9.	Store Management and Inventory Control	06.03.25	1	4	2	8	Officer and Staff
10.	Check Documents, Quality and Physical Condition of Material	23.04.25 to 24.04.25	1	4	2	8	Officer and Staff
11.	Store Management Software Operation and Procedure.	21.05.25 to 22.05.25	1	4	2	8	Officer and Staff
12.	Keeping Consumption Records of Spare Parts	11.06.25 to 12.06.25	2	3	2	12	Officer and Staff
<b>Total Man Hour:</b>						110	

## **On The Job Training Schedule of Gazipur 52 MW Dual-Fuel Power Plant for the FY 2024-25**



**GAZIPUR 52 MW DUAL-FUEL POWER PLANT**

## Department: Administration

Srl.	Training Topic	Date	Day	Hour	Participants	Man Hour	Target Group
1.	RPCL Employee Service Rules-2016	06.07.24 to 07.07.24	2	4	19	152	Officer and Staff
2.	Training on Electronic Nothi (E-Nothi)	21.08.24	1	4	6	40	Officer
3.	Power Sector ERP (Enterprise Resource Planning)	21.09.24	1	4	19	95	Officer and Staff
4.	Fighting, Fire Prevention, Rescue and First Aid Training	08.10.24 to 09.10.24	2	4	19	152	Officer and Staff
5.	Good Governance	09.11.24 to 10.11.24	2	4	19	152	Officer and Staff
6.	National Integrity Strategy (NIS)	04.12.24 to 05.12.24	2	4	19	152	Officer and Staff
7.	Office Management	09.01.25	1	4	5	20	Officer
8.	Annual Performance Agreement (APA)	15.02.25 to 16.02.25	2	4	19	152	Officer and Staff
9.	Human Resource Management	06.03.25	1	4	5	20	Officer
10.	Etiquette and Manners	16.04.25 to 17.04.25	2	4	19	152	Officer and Staff
11.	Computer Skill Development (MS Office)	21.05.25 to 22.05.25	1	4	5	20	Officer and Staff
12.	Income Tax, Vat and Financial Management	11.06.25 to 12.06.25	1	4	5	20	Officer
<b>Total Man Hour:</b>						1127	

## Department: Mechanical Maintenance

Srl.	Training Topic	Date	Day	Hour	Participants	Man Hour	Target
1.	Engine Schedule Maintenance Course	06.07.24 to 07.07.24	2	4	12	96	Officer and Staff
2.	Maintenance of Lube Oil HFO Separator	19.08.24 to 20.08.24	2	3	12	72	Officer and Staff
3.	Mechanical Maintenance Course	06.09.24	1	4	12	48	Officer and Staff
4.	Turbo-Charger Maintenance and Efficiency Improvement of Engine	19.10.24	1	4	12	48	Officer and Staff
5.	Water Treatment and Boiler Water Conditioning of Power Plant	09.11.24	1	4	12	48	Officer and Staff
6.	Maintenance of Power Plant Auxiliary System	14.12.24	1	3	12	36	Officer and Staff
7.	Maintenance of Instrument and Starting Air Compressor	07.01.25	1	4	12	48	Officer and Staff
8.	Maintenance of Lube Oil HFO Separator	15.02.25	1	4	12	48	Officer and Staff
9.	Inventory of Engine and Auxiliaries Spare parts	06.03.25	1	4	12	48	Officer and Staff
10.	Engine Schedule Maintenance Course	18.04.25	2	3	12	72	Officer and Staff
11.	Renewable Energy and Its Application	10.05.25	1	4	12	48	Officer and Staff
12.	Mechanical Maintenance Course	14.06.25 to 15.06.25	2	4	12	96	Officer and Staff
<b>Total Man Hour:</b>						708	

## Department: Electrical Maintenance

Srl.	Training Topic	Date	Day	Hour	Participants	Man Hour	Target Group
1.	Plant DC System and Inverter	15.07.24	1	3	4	12	Officer and Staff
2.	Importance of Power Plant Auxiliaries	10.08.24	1	4	4	16	Officer and Staff
3.	Engine Safety Module ESM	18.09.24 to 19.09.24	2	3	4	24	Officer and Staff
4.	Plant DC System and Inverter	17.10.24	1	3	4	12	Officer and Staff
5.	Pre-Condition of Engine Starting System	23.11.24	1	4	4	16	Officer and Staff
6.	Maintenance of Exhaust Gas and Auxiliary Boiler	20.12.24	1	3	4	12	Officer and Staff
7.	Instrument and Starting Air System	11.01.25 to 12.01.25	2	4	4	32	Officer and Staff
8.	Importance of Power Plant Auxiliaries	18.02.25 to 19.02.25	2	4	4	32	Officer and Staff
9.	LV, MV and Its Protection	09.03.25	2	4	4	16	Officer and Staff
10.	Maintenance of Exhaust Gas & Auxiliary Boiler	13.04.25	1	4	4	16	Officer and Staff
11.	Different Types of Instruments and Its Working Principle	24.05.25	1	4	4	16	Officer and Staff
12.	Instrument and Starting Air System	17.06.25 to 18.06.25	2	4	4	32	Officer and Staff
<b>Total Man Hour:</b>						236	

## Department: Operation

Srl.	Training Topic	Date	Day	Hour	Participants	Man Hour	Target Group
1.	Operation and Maintenance of Power Station	06.07.24	1	4	26	104	Officer and Staff
2.	Water Treatment and Boiler Water Conditioning of Power Plant	17.08.24	1	4	26	104	Officer and Staff
3.	Boiler Operation and Maintenance	11.09.24 to 12.09.24	2	3	26	156	Officer and Staff
4.	Different Types of Instruments and Its working Principles, Plant Instrumentation	05.10.24	1	4	26	104	Officer and Staff
5.	Control Room Panel Introduction and LV, MV Control System.	13.11.24	1	4	26	104	Officer and Staff
6.	Important of Power Plant Auxiliary System Heat Transfer and Thermodynamics	19.12.24	1	4	26	104	Officer and Staff
7.	Renewable Energy and its Application	27.01.25	2	4	26	208	Officer and Staff
8.	Oily Water Treatment System and ETP, Importance and Procedure of Testing Engines HFO, LFO and LO Quality	22.02.25	1	4	26	104	Officer and Staff
9.	Operation and Maintenance of Power Station	05.03.25 to 06.03.25	2	3	26	156	Officer and Staff
10.	a) Different Types of Instruments and Its Working Principles, b) Plant Instrumentation	16.04.25	1	4	26	104	Officer and Staff
11.	Control Room Panel Introduction and LV, MV Control System	20.05.25 to 21.05.25	2	3	26	156	Officer and Staff
12.	Transmission System Reliability (Basic/Advanced)	21.06.25	1	4	26	104	Officer and Staff
Total Man Hour:						1508	

## Department: Store

Srl.	Training Topic	Date	Day	Hour	Participants	Man Hour	Target Group
1.	Store Management and Inventory Control	07.07.24	1	3	2	6	Officer and Staff
2.	Studying Stock Records and Remedial Actions For Reported Non-Usable, Slow Moving and Excess or Dead Stock	17.08.24 to 18.08.24	1	4	2	8	Officer and Staff
3.	Store Management Software Operation and Procedure	21.09.24	2	3	2	12	Officer and Staff
4.	Keeping Consumption Records of Spare Parts	10.10.24	1	3	2	6	Officer and Staff
5.	Check Documents, Quality and Physical Condition of Material	09.11.24	1	4	2	8	Officer and Staff
6.	Fighting, Fire Prevention, Rescue and First Aid Training	10.12.24	1	3	2	6	Officer and Staff
7.	Good Governance	09.01.25	2	3	2	12	Officer and Staff
8.	Studying Stock Records and Remedial Actions For Reported Non-Usable, Slow Moving and Excess or Dead Stock	15.02.25	2	4	2	16	Officer and Staff
9.	Store Management and Inventory Control	06.03.25	1	4	2	8	Officer and Staff
10.	Check Documents, Quality and Physical Condition of Material	23.04.25 to 24.04.25	1	4	2	8	Officer and Staff
11.	Store Management Software Operation and Procedure	21.05.25 to 22.05.25	1	4	2	8	Officer and Staff
12.	Keeping Consumption Records of Spare Parts	11.06.25 to 12.06.25	2	3	2	12	Officer and Staff
<b>Total Man Hour:</b>						<b>110</b>	

## **On Job Training Schedule of Raozan 25 MW Dual-Fuel Power Plant for the FY 2024-25**



**RAOZAN 25 MW DUAL-FUEL POWER PLANT**

**Department: Administration:**

Srl.	Training Topic	Date	Day	Hour	Participants	Man Hour	Target Group
1.	Citizen Charter	06.07.2024	1	4	18	72	Officer and Staff
2.	RPCL Employee Service Rules-2016	06.08.2024	1	5	17	85	Officer and Staff
3.	Emergency Evacuation and Fire Drill	07.09.2024	1	4	19	76	Officer and Staff
4.	Office Management and Record Keeping	05.10.2024	1	6	14	84	Officer and Staff
5.	Fire Fighting and Safety Procedure	04.11.2024	1	5	20	100	Officer and Staff
6	National Integrity Strategy	07.12.2024	1	5	16	80	Officer and Staff
7.	Etiquette and Manners	27.01.2025	1	5	17	85	Officer and Staff
8.	Grievance Redress Service (GRS)	26.02.2025	1	5	15	75	Officer and Staff
9.	Fire Fighting and Safety Procedure	08.03.2025	1	5	18	90	Officer and Staff
10.	RPCL Employee Service Rules-2016	26.04.2025	1	4	15	60	Officer and Staff
11.	Office Management and Record Keeping	07.05.2025	1	6	12	72	Officer and Staff
12.	Etiquette and Manners	26.06.2025	1	5	18	90	Officer and Staff
<b>Total Man Hour:</b>						<b>969</b>	

**Department: Mechanical Maintenance:**

Srl.	Training Topic	Date	Day	Hour	Participants	Man Hour	Target Group
1.	Inventory of Engine and Auxiliaries Spare parts	13.07.2024	1	5	8	40	Officer and Staff
2.	Engine Schedule Maintenance	17.08.2024	1	6	10	60	Officer and Staff
3.	Maintenance of Power Plant Auxiliary System, EGB and Auxiliary Boilers	14.09.2024	1	5	8	40	Officer and Staff
4.	Training on Engine Cooling System, LO Analysis and Performance Indicator	13.10.2024	1	6	8	48	Officer
5.	Maintenance of Power Plant Auxiliary System	10.11.2024	1	5	6	30	Officer
6.	Inventory of Engine and Auxiliaries Spare parts	14.12.2024	1	5	7	35	Officer
7.	Fire Fighting and Safety Procedure	20.01.2025	1	5	17	85	Officer
8.	Engine Schedule Maintenance	20.02.2025	1	6	10	60	Officer and Staff
9.	Maintenance of Instrument and Starting air Compressor, EDGU	15.03.2025	1	5	12	60	Officer and Staff
10.	Maintenance of Power Plant Auxiliary System, EGB and Auxiliary Boilers	19.04.2025	1	6	8	48	Officer
11.	Training on Engine Cooling System, LO Analysis and Performance Indicator	14.05.2025	1	5	10	50	Officer and Staff
12.	Maintenance of Instrument and Starting Air Compressor, EDGU.	18.06.2025	1	5	9	45	Officer
<b>Total Man Hour:</b>						<b>601</b>	

**Department: Electrical, Instrumentation and Control:**

Srl.	Training Topic	Date	Day	Hour	Participants	Man Hour	Target Group
1.	Fire Fighting and Safety Procedure	20.07.2024	1	5	16	80	Officer and Staff
2.	LV, MV and Its Protection	24.08.2024	1	5	10	50	Officer and Staff
3.	Sub-Station Operation, Maintenance and Protection System	21.09.2024	1	5	8	40	Officer
4.	Plant DC System, Inverter, Safe AC Troubleshooting and Electrical Hazards	20.10.2024	1	6	10	60	Officer
5.	Power Transformer Fault Troubleshooting and Protection System	17.11.2024	1	5	8	40	Officer and Staff
6.	LV, MV and Its Protection	21.12.2024	1	5	8	40	Officer and Staff
7.	Alternator Schedule Maintenance	13.01.2025	1	5	8	40	Officer
8.	Maintenance of Electrical Panels and Fault Findings	08.02.2025	1	5	6	30	Officer and Staff
9.	Plant DC System, Inverter, Safe AC Troubleshooting and Electrical Hazards	22.03.2025	1	5	8	40	Officer and Staff
10.	Alternator Schedule Maintenance	12.04.2025	1	6	8	48	Officer and Staff
11.	Sub-Station Operation, Maintenance and Protection System	21.05.2028	1	6	8	48	Officer and Staff
12.	Power Transformer Fault Troubleshooting and Protection System	12.06.2025	1	5	10	50	Officer and Staff
<b>Total Man Hour:</b>						<b>566</b>	

## Department: Operation

Srl.	Training Topic	Date	Day	Hour	Participants	Man Hour	Target Group
1.	Maintenance of EGB and Auxiliary Boilers	27.07.2024	1	5	9	45	Officer and Staff
2.	Different Types of instruments and it's Working Principles	29.08.2024	1	5	9	45	Officer and Staff
3.	Observations during Plant Running Condition	28.09.2024	1	5	10	50	Officer and Staff
4.	Working Principle of Man Machine Interface System	27.10.2024	1	5	10	50	Officer and Staff
5.	Different Panel and LV, MV Control System	27.11.2024	1	5	9	45	Officer and Staff
6.	RPCL Employee Service Rules-2016	28.12.2024	1	5	17	85	Officer and Staff
7.	Different Types of instruments and it's Working Principles	06.01.2025	1	6	9	54	Officer and Staff
8.	Alternator Schedule Maintenance	15.02.2025	1	5	10	50	Officer and Staff
9.	Training on Engine Cooling System, LO Analysis and Performance Indicator	29.03.2025	1	6	8	48	Officer and Staff
10.	Observations during Plant Running Condition	05.04.2025	1	6	9	54	Officer and Staff
11.	Fire Fighting and Safety Procedure	28.05.2025	1	5	18	90	Officer and Staff
12.	Operation and maintenance of different Pumps	05.06.2025	1	6	9	54	Officer and Staff
<b>Total Man Hour:</b>						<b>670</b>	

# CHAPTER-6

## TRAINING MODULE & CONTENT



**Post Training Evaluation Session**

# Technical Training

## Procurement Management

1.	Course Name	:	Public Procurement Management.
2.	Course Type	:	Institutional Management Training.
3.	Total Period	:	06 hours
4.	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.
5.	Participants	:	10 Persons
6.	Targets groups	:	JAM. SAE, AM, AE, SDE, XEN, Manager.
7.	Content	:	

Topic No.	Topics	Class Hour
	Registration.	
T 01	Inauguration and Importance of the Course.	01
T 02	Scope of Purchase, Procurement, and Coordination; Objectives, Definition and Methods of Procurement (in light of PPR 2008 & PPA 2006).	01
T 03	Methods of Procurements of goods: Local and International Procurement in light of PPR 2008. Procurement Approval Process.	01
T 04	INCOTERM and UCP 600 for International Procurement, E Procurement : Theory and Facts.	01
T 05	Material Requirement Planning (MRP I & MRP II), Enterprise Resources Planning (ERP), Business Process Reengineering (BPR), Value Analysis (VA) and Value Engineering (VE).	01
T 06	Procurement of Intellectual and Professional Services: a. Methods for Procurement of Intellectual and Professional Services. b. Expression of Interest (EOI). c. Terms of Reference (TOR). d. Request for Proposal (RFP) Document. e. Proposal Data Sheet (PDS). f. Evaluation of Proposals. g. Negotiations under the Methods QCBS, FBS and LCS. Approval, Signing, Completion of the Process.	02
T-07	e-GP and other Cross-cutting Issues: 1. Introduction of e-GP. 2. Roles of PE user, PE Admin, Organization Admin, Authorized Users. 3. Approval Procedures and Delegation of Financial Powers. 4. Anti-corruption Act-2004.	02
T-08	Case Study and Negotiation Techniques in Procurement.	01
<b>Total</b>		<b>10</b>

## Operation and Maintenance of Gas Turbine Power Plant

1.	Course Name	:	Operation and Maintenance of Gas Turbine Power Plant
2.	Course Type	:	Technical
3.	Total Period	:	6 Hours
4.	Course Objectives	:	<p>To Familiarize with the Different Power Generation Technologies</p> <p>To Familiarize with Gas Turbine Power Plant and its Different Categories.</p> <p>To Familiarize with the Components and Auxiliaries of Gas Turbine Power Plant.</p> <p>To Develop Skill of SDE/AE/SAE of Different Gas Turbine Power Stations of RPCL.</p> <p>To Familiarize with the Maintenance Activities of Gas Turbine Power Plant and its Auxiliaries.</p> <p>To Familiarize with the Operational Procedure of Gas Turbine Power Plants.</p>
5.	No. of Participants	:	20 Persons in each course
6.	Target Group	:	SDE/AE
7.	Training Methods	:	<p>Discussion and Lecture.</p> <p>Practical Demonstration.</p> <p>Multimedia Presentation.</p>

Topic No.	Topics	Class Hour
	Registration	
T 01	Inauguration and Importance of the Course.	01
T 02	Various Generation Technologies and their Economic Comparison.	01
T 03	-Gas Turbine Design Consideration and Different Categories of Gas Turbines. -Discussion on Gas Turbine Components and Important Points to be Considered in a Gas Turbine	01
T 04	-Discussions on details Start up Procedure of Gas Turbine and Essential Preparation for Proper Operation of Gas Turbines -Gas Turbine Cycle Analysis	01
T 05	-Discussion on Vibration Problems. -Discussion on Fuel and Fuel Properties -Discussion on Lubrication Management	01
T 06	-Discussion on Maintenance Technique and Maintenance Planning -Control System and Instrumentation	01
<b>Total</b>		<b>06</b>

## Inventory Control (Store)

1.	Course Name	:	Store Management and Inventory Control
2.	Course Type	:	Financial Management Training
3.	Total Period	:	4 hours
4.	Course Objectives	:	To able the Employees for Management of Store and Inventory of the Organization.
5.	Participants	:	20
6.	Target Group	:	Officers/Staffs of RPCL
7.	Course Content	:	

Topic No.	Topics	Class Hour
	Registration	
T 01	Inauguration and Importance of the course	01
T 02	Store Management and its Objectives, Purchasing Storage, Materials Handling, Inventory Control, Materials Requirement Planning, Distribution, Financial Aspects and Contractual Matters.	01
T 03	-Receipt and Inspection (Receipts from Suppliers, Transfers from other Storehouses, Returns from production or other departments, Inspection) -Issue and Dispatch (Authorization of Issues, Methods of Issuing Stores for Internal use, Dispatch of goods Outside the Organization)	01
T 04	Inventory Management and its Scope, Techniques of Inventory Management (Stock Review, ABC Analysis, VED Analysis, SDE Analysis, Just In Time, Vendor Managed Inventory)	01
<b>Total</b>		<b>04</b>

## General Training

### RPCL Employees Service Rules-2016

1.	Course Name	:	RPCL Employee Service Rules-2016.
2.	Course Type	:	Institutional Management Training.
3.	Total Period	:	6 hours
4.	Course Objectives	:	After Completion of the Training Course Participants will be Aware of and Clear Concept of General Conduct and Discipline, Leave, General Conditions of Service, Application of Service Rules and Over all Application of Service Rules.
5.	Participants	:	25 Persons
6.	Target Group	:	Office Staff, JAM, SAE, AM, AE, DM, SDE, XEN.
7.	Course Content	:	

Topic No.	Topics	Class Hour
	Registration.	
T 01	Inauguration and Importance of the Course.	01
T 02	Introduction to RPCL Employee Service Rules-2016, Application of Service Rules, General Conduct and Discipline, Leave and Transfer Rule, T/A & D/A Rules, Medical Allowance.	01
T 03	Fringe Benefits Rules, Honorarium, Bonus and Allowances.	01
T 04	Recruitment and Promotion Policies and Guidelines (Recruitment Policies; Recruitment Guidelines; Promotion Policies and Guidelines), Schedule of Recruitment and Promotion.	01
T 05	Service Record, Retirement, Termination and Resignation and Miscellaneous.	01
T 06	Post-test and Final Examination, Closing Session (Question and answer Review and Closing Speech).	01
<b>Total</b>		<b>06</b>

### Training on Digital Nothi (D-Nothi)

1.	Course Name	:	Training on Digital Nothi (D-Nothi).
2.	Course Type	:	Institutional Management Training.
3.	Total Period	:	6 hours
4.	Course Objectives	:	To Make Paperless Office and to Make the Overall System more Transparent and Increasing the Efficiency of the Employees.

5.	Participants	:	25
6.	Target Group	:	Officers of RPCL.
7.	Course Content	:	

Topic No.	Topics	Class Hour
	Registration.	
T 01	Inauguration and Importance of the course.	01
T 02	-Introduction to Nothi System, Use of Unicode, Unicode typing. -Login to Nothi System, Reset Password, Profile Management.	01
T 03	-Dak Upload (Public/Departmental), Dak Tracking, Draft Dak Preservation, Dak Sending Receipt, Dak Receive, Send Dak, Seal Prepare etc. -See Received Dak, Give Decision over Dak, Finish Dak, Dak Register and Reports.	01
T 04	-Nothi Preparation, Nothi Type, Nothi forward, Nothi Permission and Nothi Finish. -Convert Dak to Nothi, Dak Achieve. -Discuss about Nothi flow chart.	01
T 05	-Give Decision to Nothi, Create Nothi Section, Set Flag, Set Attachment, Nothi Archieve, Nothi Register etc. -Draft Letter Preparation, different type of letter (Government/Autonomous), Letter circulation (System/Out of System/SMS), Letter Circulation group. -Practice to Create Letter and Circulation. -Various Reporting in Nothi System with Nothi Admin Part (User creation/Transfer/Release designation).	01
T 06	Post Test & Examination and Closing session.	01
<b>Total</b>		<b>06</b>

### National Integrity Strategy (NIS)

1.	Course Name	:	National Integrity Strategy (NIS).
2.	Course Type	:	Institutional Management Training.
3.	Total Period	:	4 hours
4.	Course Objectives	:	To enhance and Energize the National and Work Life and the Reduction of Corruption from the lot of the Country.
5.	Participants	:	50
6.	Target Group	:	Officers and Employees.
7.	Course Content	:	

<b>Topic No.</b>	<b>Topics</b>	<b>Class Hour</b>
	Registration.	
T 01	Inauguration and Importance of the course.	01
T 02	Introduction about National Integrity Strategy, Mission and Vision of National Integrity Strategy.	01
T 03	Cumulative Objectives of National Integrity Strategy, Implementation Structure and Necessity of National Integrity Strategy.	01
T 04	Steps in Implementation of National Integrity Strategy, Post-test and Closing Session.	01
<b>Total</b>		<b>04</b>

### Grievance Redress System (GRS)

1.	Course Name	:	Grievance Redress System (GRS).
2.	Course Type	:	Institutional Training.
3.	Total Period	:	4 hours
4.	Course Objectives	:	To Increase the Efficiency of the Employees and Creating Accountability Among the Employees for Providing Service to the Key Stake Holders.
5.	Participants	:	30
6.	Target Group	:	Officers of RPCL.
7.	Course Content	:	

<b>Topic No.</b>	<b>Topics</b>	<b>Class Hour</b>
	Registration.	
T 01	Inauguration and Importance of the course.	01
T 02	Definition of Grievance Redress System, Background of Grievance Redress System.	01
T 03	Purposes of Grievance Redress System.	01
T 04	Application of Grievance Redress System in Organization, Post Test and Examination and Closing Session.	01
<b>Total</b>		<b>04</b>

### Right to Information (RTI) Act-2009

1.	Course Name	:	Right to Information Act (RTI)-2009.
2.	Course Type	:	Institutional Training.
3.	Total Period	:	4 hours
4.	Course Objectives	:	To Increase the Efficiency of the Employees and Creating Awareness about the Right of Information of the Employees.
5.	Participants	:	30
6.	Target Group	:	Officers of RPCL.
7.	Course Content	:	

Topic No.	Topics	Class Hour
	Registration.	
T 01	Inauguration and Importance of the Course.	01
T 02	Definition of Right to Information, Short Description about the Right to Information (RTI) Act-2009.	01
T 03	Purposes of Right to Information (RTI) Act-2009, Structures of Right to Information (RTI) Act-2009.	01
T 04	Application Procedure of Getting Information and the Duties of Information Providing Officer, What to do in Case of Failure of Getting Information?	01
<b>Total</b>		<b>04</b>

### Citizen's Charter

1.	Course Name	:	Citizen's Charter.
2.	Course Type	:	Institutional Training.
3.	Total Period	:	4 hours
4.	Course Objectives	:	To Increase the Efficiency of the Employees and Creating Accountability Among the Employees for Providing Service to the Key Stake Holders.
5.	Participants	:	30
6.	Target Group	:	Officers of RPCL.
7.	Course Content	:	

Topic No.	Topics	Class Hour
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	Registration	
T 01	Inauguration and Importance of the course.	01
T 02	Definition of Citizen's Charter, Previous Background of Citizen's Charter.	01
T 03	Objectives of Citizen's Charter.	01
T 04	Implementation Structure Plan of Citizen's Charter in RPCL, Post Test and Examination and Closing Session.	01
<b>Total</b>		<b>04</b>

### Good Governance

1.	Course Name	:	Good Governance.
2.	Course Type	:	Institutional Training.
3.	Total Period	:	6 hours
4.	Course Objectives	:	To Establish Good Governance in National and Work life.
5.	Participants	:	25
6.	Target Group	:	Officers of RPCL
7.	Course Content	:	
<b>Topic No.</b>	<b>Topics</b>		<b>Class Hour</b>
	Registration		
T 01	Inauguration and Importance of the course.		01
T 02	Previous history of Good Governance and its Parameters.		01
T 03	Brief discussion of elements of Good Governance (NIS, Citizen's Charter, GRS, APA, Right to Information).		01
T 04	Necessity of Good Governance in National Life.		01
T 05	Good Governance in Bangladesh (Problems and Possibility).		01
T 06	Post Test (Evaluation) and Closing Session (Question and Answer Review and Closing Speech).		01
<b>Total</b>			<b>06</b>

### Etiquette & Manners

1.	Course Name	:	Etiquette and Manners.
2.	Course Type	:	Institutional Management Training.
3.	Total Period	:	4 hours

4.	Course Objectives	:	To Enable the Employees to Acquire the Knowledge of Etiquette to Improve their Behavior, Manner, Art of Speaking and Enhance Good Relation Among them.
5.	Participants	:	25
6.	Target Group	:	Officers/Staffs of RPCL
7.	Course Content	:	

Topic No.	Topics	Class Hour
	Registration	
T 01	Inauguration and Importance of the course.	01
T 02	-Etiquette and Ethics. -Discussion on Human Relation and Techniques of Etiquette.	01
T 04	-Necessity of Etiquette in a Public Service Organization. -Developing Effective Customer Relationship.	01
T 06	Post Test and Examination and Closing Session.	01
<b>Total</b>		<b>04</b>

### Office Management & Record Keeping

1.	Course Name	:	Office Management and Record Management.
2.	Course Type	:	Institutional Management Training.
3.	Total Period	:	5 hours
4.	Course Objectives	:	Increase Office Efficiency and Develop the Management Attributes and Style Which is Helpful for Employee's Better Performance that Eventually Helps to Meet the Organization's Goal.
5.	Participants	:	25
6.	Target Group	:	Office Staff, JAM, SAE, AM, AE, DM, SDE.
7.	Course Content	:	

Topic No.	Topics	Class Hour
	Registration	
T 01	Inauguration and Importance of the course.	01
T 02	Awareness and Requirement of IMS Standard, Scope of Office Management, Functions of Office Management Including Office Building.	01

<b>Topic No.</b>	<b>Topics</b>	<b>Class Hour</b>
T 03	Official and Business Letters, Reports Writing and Forms Management, Office Work Simplification, Increase Office Efficiency, Effective and Business Communication.	01
T 04	Reception and Efficiency on Telephone Etiquette, The Office Environment and Environmental Awareness, Disaster Management, Ethics and National Integrity.	01
T 05	Post-test and Final Examination, Closing Session (Question and Answer Review and Closing Speech).	01
T 06	Awareness and Requirement of IMS Standard, Quality Management System (QMS).	01
T 07	Basic Methods of Filing, Digital Filing System and Electronic File, Alphabetical Method of Filing, Steps of Filing and Finding Records.	01
T 08	Transfer and Disposal of Files, Use of Computers in Record Keeping, Managing the Record Program.	01
T 09	Office Environment and Environmental Awareness, Disaster Management, Ethics and National Integrity.	01
<b>Total</b>		<b>09</b>

### Orientation/Induction on RPCL

1.	Course Name	:	Orientation Course.
2.	Course Type	:	Institutional Management Training.
3.	Total Period	:	6 hours
4.	Course Objectives	:	To Get Basic Idea of Overall Activities of RPCL.
5.	Participants	:	25
6.	Target Group	:	New/Existing Appointed Officers of RPCL.
7.	Course Content	:	

<b>Topic No.</b>	<b>Topics</b>	<b>Class Hour</b>
	Registration.	
T 01	Inauguration and Importance of the course.	01
T 02	About Different Power Plants of RPCL, Mission and Vision of RPCL, Safety Security and Accident of Power Plants and Environmental Aspects & Impact.	01
T 03	Post, Recruitment and Promotion Policies and Guidelines, General Condition of Service and Leave Rules, General Conduct and Discipline, Ethics and National Integrity, Service Record, Retirement Termination	02

Topic No.	Topics	Class Hour
	Resignation and Miscellaneous (Gratuity, CPF) .	
T 04	Honorarium, Bonus Allowances and Benefits, Internal Audit, APA and Innovation.	01
T 05	Post Test and Examination and Closing session.	01
<b>Total</b>		<b>06</b>

### Fire Fighting, Fire Prevention, Rescue and First Aid Training

1.	Course Name	:	Fighting, Fire Prevention, Rescue and First Aid Training.
2.	Course Type	:	Institutional Management Training.
3.	Total Period	:	5 hours
4.	Course Objectives	:	To Familiarize the Employees With Fire, Accident, Hazard and to Train up to Develop Skill Initial Warning and to Act Rapidly to the Fire and Hazard.
5.	Participants	:	30
6.	Target Group	:	Officers/Staffs of RPCL
7.	Course Content	:	

Topic No.	Topics	Class Hour
	Registration	
T 01	Inauguration and Importance of the course.	01
T 02	-Discussion about Fire and its Classification. -Discussion about Source of Fire. -Discussion about Different Types of Hazard Storage Guideline.	01
T 03	-Discussion about Different Types of Firefighting Equipment. -Danger and Caution Notice. -First Aid. -Idea on Flame Detector, Smoke Detector, Alarm, and Resetting Technique	01
T 04	-Practical Demonstration.	01
T 05	-Description on Accident Reporting. -Treatment of Electric Shock, Awareness, and Precaution of Health Problem. -Closing Session.	01
<b>Total</b>		<b>05</b>

## Vehicle Management & Traffic Laws

1.	Course Name	:	Vehicle Management and Traffic Laws.
2.	Course Type	:	Institutional Training.
3.	Total Period	:	4 hours
4.	Course Objectives	:	To Increase the Efficiency of the Drivers of RPCL and Creating Etiquette Knowledge Among them.
5.	Participants	:	25
6.	Target Group	:	Drivers and Relevant Officers/Staff of RPCL.
7.	Course Content	:	

Topic No.	Topics	Class Hour
	Registration	
T 01	Inauguration and Importance of the course.	01
T 02	Brief Description of Driving Laws of Bangladesh and Vehicle Management, Common Technical Problem in Vehicle and Overcome Procedure.	01
T 03	Different Types of Road Signals, Legal Rules in Driving, Fuel Supply System and Cooling System.	01
T 04	Procedures of Driving in adverse situation, What to do in case of Engine Over Heating, Driving etiquette.	01
<b>Total</b>		<b>04</b>

## Public Service Innovation (PSI)

1.	Course Name	:	Public Service Innovation (PSI)
2.	Course Type	:	General
3.	Total Period	:	12 hours (2 Days)
4.	Course Objectives	:	<ul style="list-style-type: none"> <li>-This Course Aims to Make the Employees Aware Regarding Service Innovation.</li> <li>- Hands on Practice of Service Innovation.</li> <li>- Provide knowledge to Redesign a Service.</li> <li>- Practicing Service Simplification Steps.</li> <li>- Empathy Building Training.</li> <li>- Making them Aware about Team Building.</li> <li>- RPCL Can Further Work and Tune the Design. practiced in Training and Implement the Procedure to Achieve APA Score.</li> </ul>

5.	No. of Participants	:	20 Persons in each Course
6.	Target Group	:	Officer (Pay Grade 8 to 5)
7.	Training Methods	:	Discussion and Lecture. Practical Demonstration. Multimedia Presentation, Flash Clips. Evaluation of Training.
8.	Content	:	

<b>Topic No.</b>	<b>Topics</b>	<b>Class Hour</b>
	Registration, Sharing Course Outline.	
T 01	Inauguration, Importance of the Course.	01
T 02	What is public Service Innovation?	01
T 03	Empathy Building.	01
T 04	Perception.	01
T 05	Service Selection and Problem Identification.	01
T 06	Service Simplification.	02
T 07	Innovative Idea Generation.	02
T 08	Team Building and Stake Holder Analysis and Using Social Media.	01
T 09	Innovation Team Activity Plan.	01
T 10	Post Test (Evaluation) and Closing session (Question and answer review and closing speech).	01
<b>Total</b>		<b>12</b>

## Financial Training

### Income TAX, VAT and Financial Management

1.	Course Name	:	Income TAX, VAT and Financial Management.
2.	Course Type	:	Financial Management Training.
3.	Total Period	:	6 hours
4.	Course Objectives	:	To Acquaint the Participants with Financial Rules and Regulations Relating to be Important Aspects of Accounts, Audit.
5.	Participants	:	10
6.	Target Group	:	Officers of RPCL.
7.	Course Content	:	

Topic No.	Topics	Class Hour
	Registration	
T 01	Inauguration and Importance of the course.	01
T 02	-Define Taxes as Compulsory Charges Imposed by Government on its Citizens and their Property. -Identify the most Common IRS forms (W2 and 1099). -Identify Appropriate Strategies to Avoid Overpayment of Income Taxes.	01
T 03	VAT and VAT Act.	01
T 04	Financial Management and its Objectives.	01
T 05	Application of Financial Management in Power Sector.	02
<b>Total</b>		<b>06</b>

### Financial Management

1.	Course Name	:	Public Financial Management.
2.	Course Type	:	Financial Management Training.
3.	Total Period	:	14 hours
4.	Course Objectives	:	To Familiarize with Public Financial Management.
5.	Participants	:	Manager/Deputy Manager/Assistant Manager.
6.	Course Content	:	

Topic No.	Topics	Class Hour
	Registration.	
T 01	Inauguration and Importance of the Course.	01
	<b>Module-1: Economic Policy, National Budget and Statutory Audit</b>	
T 02	Fiscal Policy and the Macro-Economic Framework of Bangladesh, Monetary Policy of Bangladesh and its Relationship with Fiscal Policy; Fiscal Deficit and Deficit Financing.	01
T 03	Public Debt Management in Bangladesh, Preparation of Non-Development and Development Budget, Accounting and Auditing System in Bangladesh; External Audit and Accountability.	01
	<b>Module-2: Financial and Treasury Rules</b>	
T 04	General Financial Rules and Treasury Rules, Public Finance and Budget Management Act 2009 and Financial Reporting Act 2015.	01
T 05	Role and Responsibilities of Drawing and Disbursing Officer, Anti-Corruption Act.	01
T 06	Discussion and Evaluation.	01
<b>Total</b>		<b>06</b>

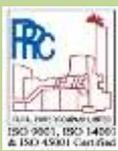
### Power Sector ERP (Enterprise Resource Planning)

1.	Course Name	:	Power Sector ERP (Enterprise Resource Planning).
2.	Course Type	:	Institutional Training.
3.	Total Period	:	6 hours
4.	Course Objectives	:	To Increase the Efficiency of the Employees in Govt. ERP (Enterprise Resource Planning) Software.
5.	Participants	:	25
6.	Target Group	:	Officers of RPCL.
7.	Course Content	:	

Topic No.	Topics	Class Hour
	Registration.	
T 01	Inauguration and Importance of the Course.	01
T 02	Definition of ERP and Its Revolution, Necessity of ERP in Govt. Organization.	01
T 03	ERP Capabilities, Different Modules of ERP.	01
T 04	HR and Pay Roll Module and Fixed Assets Module.	01
T 05	Procurement Module and Finance Module.	01
T 06	Post Test and Examination and Closing session.	01
<b>Total</b>		<b>06</b>



**Closing Session**



**RURAL POWER COMPANY LIMITED**  
**Plot-52, Road-21, Nikunja-2, Khilkhet, Dhaka-1229.**