Annual Training Calendar

(2019-2020)

Sustainable and Renewable Energy Development Authority (SREDA)

Power Division
9th and 10th Level, IEB Bhaban, Ramna, Dhaka

Annual Training Calendar 2019-2020

SL. No.	Course Code	Course Title	Duration (Day)	Target group	Training Period From	To
July-2019						
1.	GT-1	National Integrity Strategy (NIS)	1	All officer		
August-2019						
2.	GT-2	Annual Performance Agreement (APA), Key Performance Indicators(KPI) & Result Based Management (RBM)	1	All officer		
3.	GT-3	PPA-2006 & PPR-2008	2	Director, DD, AD, PAst., Acct, PA		
September-2019						
4.	GT-4	e-GP	3	All officer		

5.	GT-5	e-Filing system	2	Director, DD, AD, PAst., Acct, PA		
October-2019						
6.	GT-6	Preparation of Budget	1	Director, DD, AD, PA		
7.	GT-7	Annual Procurement Plan	1	Director, DD, AD, PA		
November-2019						
8.	GT-8	Audit objection and settlement of Audit objection	2	All officer		
9.	GT-9	Basic idea on TAX, VAT and Financial Matters	1	DD, AD, PAst., Acct, PA		
December-2019						
10.	GT-10	Project Preparation, Management, Implementation & Reporting	1	Director, DD, AD		
11.	GT-11	Delegation of Financial Power and Administrative Power	2	DD, AD		
January-2020						
12.	GT-12	Store Management, Inventory System	1	DD, AD, PA		
13.	GT-13	Accounts & Financial Management, Bill Preparation	1	DD, AD, PA		
February-2020						
14.	GT-14	Duties and Responsibilities of DDO	1	Director, DD, AD		
15.	GT-15	SREDA Fund Rules & SREDA GPF Rules	1	All officer		
March-2020						
16.	GT-16	Introduction to Grievance Redress System (GRS)	1	All officer		
April-2020						
17.	GT-17	Employee Conduct Rules-1979 and Regular Attendance Rules-1982	2	DD, AD, PA		
18.	GT-18	Security of KPI, Firefighting and safety procedure	2	All officer		
May-2020						
19.	GT-19	Secretariat instruction, Office Administration & record Keeping	1	AD, PAst., Acct, PA		
20.	GT-20	SREDA ACT-2012 & Regulations	1	All officer		
June-2020						
21.	GT-21	Innovation in Public Service	2	All officer		

SL. No.	Course Code	Course Title	Duration (Day)	Target group		
22.	GT-22	Right to Information ACT-2009 (RTI)	2	All officer		
23.	GT-23	General Conduct and discipline, Inquiry procedure, punishment and Appeal Rules	1	Director, DD, AD, PA		

<div align="center">

Sustainable and Renewable Energy Development Authority (SREDA)

Annual Training Calendar 2019-2020

(Mainly for RE & EE wing officials)

</div>

SL. No.	Course Code	Course Title	Duration (Day)	Target group	Training Period	
					From	To
July-2019						
1.	RE-1	Financial analysis of A project or project Appraisal (as EE&C wing is Working on Energy efficiency Financing Program)	1	All officers		
2.	RE-2	Energy Efficiency in Textile and Garments Industries	1	All officers		
August-2019						
3.	RE-3	Basic understanding on Building Design both Architectural and MEP	1	All officers		
4.	RE-4	Energy Efficiency in Cement Sector	1	All officers		
September-2019						
5.	RE-5	Daylight Simulation for Building and Industries (Eco Tect)	1	All officers		
6.	RE-6	Energy Efficiency in Steel and Re-rolling Mills	1	All officers		
October-2019						
7.	RE-7	Energy Simulation for Building and Industries (Energy Plus)	1	All officers		
8.	RE-8	Energy Efficiency in Food and Beverage Industries	1	All officers		
November-2019						
9.	RE-9	Small Scale Solar PV or Wind Firm Design by RetScreen Software	1	All officers		
10.	RE-10	Energy Efficiency for Common Technologies (Transformer, Pump, Fan, Blower, Air-compressor, Boiler, Air-Compressor, LED etc.)	1	All officers		
December-2019						
11.	RE-11	Introduction to Energy Efficient Machineries of Textile Sector	1	All officers		

12.	RE-12	Waste Heat Recovery	1	All officers		
January-2020						
13.	RE-13	Introduction to Energy Efficient Machineries of Steel Rerolling Mills	1	All officers		
14.	RE-14	Energy Efficiency in Commercial Building	1	All officers		
February-2020						
15.	RE-15	Energy Efficiency in Transport Sector / Metro Rail	1	All officers		
16.	RE-16	Energy Efficiency in Residential Building	1	All officers		
March-2020						
17.	RE-17	Waste to Energy Generation	1	All officers		
18.	RE-18	Energy Conservation (using Appliances Efficiently)	1	All officers		
April-2020						
19.	RE-19	Waste water Treatment and Rainwater Harvesting	1	All officers		
20.	RE-20	Energy Efficiency for Refrigeration and Air-Conditioning System	1	All officers		

Sustainable and Renewable Energy Development Authority (SREDA)
Annual Training Calendar 2019-2020
(For newly joined/ recruited Employees)

SL. No.	Course Code	Course Title	Duration (Day)	Target group	Training Period	
					From	To
1.	F-1	Secretariat Instructions, Record Keeping & Modern Office Management	2	Newly joined/ recruited Employees		
2.	F-2	e-Filing system	2	Newly joined/ recruited Employees		
3.	F-3	SREDA ACT-2012 & SREDA Rules	1	Newly joined/ recruited Employees		
4.	F-4	PPA-2006, PPR-2008 & Delegation of Financial and Administrative Power	2	Newly joined/ recruited Employees		

SL. No.	Course Code	Course Title	Duration (Day)	Target group		
5.	F-5	Annual Performance Agreement (APA)	1	Newly joined/ recruited Employees		
6.	F-6	Employee Conduct Rules-1979 and Regular Attendance Rules-1982	1	Newly joined/ recruited Employees		

Sustainable and Renewable Energy Development Authority (SREDA)
Annual Training Calendar 2019-2020
(For Outsourcing Staffs)

SL. No.	Course Code	Course Title	Duration (Day)	Target group	Training Period	
					From	To
1.	OS-1	Employee Conduct Rules-1979 and Regular Attendance Rules-1982	1	Driver, MLSS, Security Guard, Cleaner		
2.	OS-2	Office Administration & record Keeping	1	Driver, MLSS, Security Guard, Cleaner		
3.	OS-3	National Integrity Strategy (NIS)	1	Driver, MLSS, Security Guard, Cleaner		
4.	OS-4	Security of KPI, Firefighting and safety procedure	1	Driver, MLSS, Security Guard, Cleaner		
5.	OS-5	Protocol, Manner & Etiquette	1	Driver, MLSS, Security Guard, Cleaner		

Training Roadmap of SREDA for FY: 2019-2020

			Training Plan Year: 2019-2020														
Class	Number of Employees (Employed)	Target of annual training per Employee (Hour)	Total Annual Training (Hour)	Month wise Training Details (Hour)													
				Jul-19	Aug-19	Sep-19	Oct-19	Nov-18	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Total
1st	22	70	1540	110	110	110	110	110	110	110	110	110	110	110	110	1320
2nd	6	70	420	30	30	30	30	30	30	30	30	30	30	30	30	360
3rd	23	70	1610	115	115	115	115	115	115	115	115	115	115	115	115	1380
4th	5	70	350	25	25	25	25	25	25	25	25	25	25	25	25	300
Total	56	70	3920	280	280	280	280	280	280	280	280	280	280	280	280	3360