



ওয়েস্ট জোন পাওয়ার ডিস্ট্রিবিউশন কোম্পানি লিমিটেড (ওজোপাডিকো)
WEST ZONE POWER DISTRIBUTION COMPANY LIMITED
 (An enterprise of Bangladesh Power Development Board)
 নির্বাহী প্রকৌশলী এর দপ্তর, ওজোপাডিকো ট্রেনিং ইনস্টিটিউট, কবির বটতলা, পাবলা, খুলনা-৯০০০।
 www.wzpdcl.org.bd, e-mail: wzpdcl.dtc@gmail.com



Memo No. Training: 27.22.4785.013.26.052.24.694

Date: 04.01.2024

Subject : **On the job training class routine.**
 Trainee : Officer & Staff.
 Venue : O&M Circle, Patuakhali.
 Date : **25.01.2024.**
 Class time : 1st Session : 09 - 00 to 10 - 20 , 2nd Session : 10-20 to 11-40, 3rd Session : 11-50 to 13-10, 4th Session : 13-40 to 15-00
 Rest time : Tea Break : 11-40 to 11-50, Prayer Break : 13-10 to 13-40.
 Course coordinator : Engr.Md.Habibur Rahman, XEN, WZPDCL Training Institute, Khulna.
 Asstt.Course coordinator : Engr.Md.Khoshrul Islam, SDE, WZPDCL Training Institute, Khulna.

Day & Date	Session	Subject Contain	Venue & Name of Office			
			O&M Circle Patuakhali,	S&D-Patuakhali	Bhola E/S	Borguna E/S
1	2	3	4	5	6	7
25.01.2024 Thursday	1 st & 2 nd 3 rd & 4 th	Sustainable Development Goals (SDGs) in Energy Sector & Innovation in power sector of Bangladesh. Customer Service Excellence. Annual Performance Agreement (APA). National Integrity Strategy. E-governance. Right to Information. Complain Management System.	SE	XEN	XEN	XEN

NB : Trainers are requested to supply necessary Course Materials (Summary Sheet) to the trainees & course coordinator.

Copy to.

- Executive Director (Operation/P&D/Fin.), WZPDCL, Khulna.
- S.E, O&M Circle, Patuakhali.
- XEN, S&D Divn.....
- Manager, RAO, Barisal/Khulna.
- Mr. _____
- Course coordinator-----
- Office copy

2024

(Engr.Md.Habibur Rahman)
 Executive Engineer
 WZPDCL Training Institute
 WZPDCL, Khulna.



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Memo No. Training: 27.22.4785.013.26.052.24.693

Date: 04.01.2024

- Subject : **On the job training class routine.**
 Trainee : Officer & Staff.
 Venue : O&M Circle, Barisal.
 Date : 24.01.2024.
 Class time : 1st Session : 09 - 00 to 10 - 20, 2nd Session : 10-20 to 11-40, 3rd Session : 11-50 to 13-10, 4th Session : 13-40 to 15-00
 Rest time : Tea Break : 11-40 to 11-50, Prayer Break : 13-10 to 13-40.
 Course coordinator : Engr.Md.Habibur Rahman, XEN, WZPDC Training Institute, Khulna.
 Asstt.Course coordinator : Engr.Md.Khoshrul Islam, SDE, WZPDC Training Institute, Khulna.

Day & Date	Session	Subject Contain	Venue & Name of Office									
			O&M Circle	S&D-1 Barisal	S&D-2, Barisal	S&D Jhalokathi	Pirojpur ESU	Kathalia ESU	Nolchity ESU	Vandaria ESU	ZRS	R.A.O
1	2	3	4	5	6	7	8	9	10	11	12	13
24.01.2024 Wednesday	1 st & 2 nd 3 rd & 4 th	Sustainable Development Goals (SDGs) in Energy Sector & Innovation in power sector of Bangladesh. Customer Service Excellence. Annual Performance Agreement (APA). National Integrity Strategy. E-governance. Right to Information. Complain Management System.	SE	XEN	XEN	XEN	XEN	RE	RE	RE	XEN	Manager

NB : Trainers are requested to supply necessary Course Materials (Summary Sheet) to the trainees.

Copy to.

- Executive Director (Operation/P&D/Fin.), WZPDCL, Khulna.
- S.E, O&M Circle, Barisal.
- XEN, S&D Divn.....
- Manager, RAO, Barisal/Khulna.
- Mr. _____
- Course coordinator-----
- Office copy.

2024

(Engr.Md.Habibur Rahman)
Executive Engineer
WZPDC Training Institute
WZPDCL, Khulna.



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Memo No. Training: 27.22.4785.013.26.052.24.691

Date: 04.01.2024

- Subject : **On the job training class routine.**
 Trainee : Officer & Staff.
 Venue : O&M Circle, Kushtia.
 Date : 23.01.2024.
 Class time : 1st Session : 09 - 00 to 10 - 20 , 2nd Session : 10-20 to 11-40, 3rd Session : 11-50 to 13-10, 4th Session : 13-40 to 15-00
 Rest time : Tea Break : 11-40 to 11-50, Prayer Break : 13-10 to 13-40.
 Course coordinator : Engr.Md.Habibur Rahman, XEN, WZPDC Training Institute, Khulna.
 Asstt.Course coordinator : Engr.Md.Khoshrul Islam, SDE, WZPDC Training Institute, Khulna.

Day & Date	Session	Subject Contain	Venue & Name of Office								
			O&M Circle, Kushtia	S&D-1 Kushtia	S&D-2 Kushtia	S&D, Jhenaidah, Kaliganz, Shailakupa, Kotchadpur, Maheshpur ESU	S&D, Chuadanga & Alamdanga ESU	Meherpur ESU	Kumarkhali ESU	Bheramara ESU	RAO
1	2	3	4	5	6	7	8	9	10	11	12
23.01.2024 Tuesday	1 st & 2 nd 3 rd & 4 th	Sustainable Development Goals (SDGs) in Energy Sector & Innovation in power sector of Bangladesh. Customer Service Excellence. Annual Performance Agreement (APA). National Integrity Strategy. E-governance. Right to Information. Complain Management System.	SE	XEN, AE	XEN, AE	XEN/RE	XEN, SDE, RE	XEN	RE	RE	Manager

NB : Trainers are requested to supply necessary Course Materials (Summary Sheet) to the trainees.

Copy to.

- Executive Director (Operation/P&D/Fin.), WZPDCL, Khulna.
- S.E, O&M Circle, Kushtia.
- XEN, S&D Div.....
- Manager, RAO, Kushtia /Khulna.
- Mr. _____
- Course coordinator-----
- Office copy.

(Signature)
04/01/2024

(Engr.Md.Habibur Rahman)
Executive Engineer
WZPDC Training Institute
WZPDCL, Khulna.

(Signature)



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Memo No. Training: 27.22.4785.013.26.052.24.690

Date: 04.01.2024

- Subject : On the job training class routine.
- Trainee : Officer & Staff.
- Venue : O&M Circle, Khulna.
- Date : 21.01.2024.
- Class time : 1st Session : 09 - 00 to 10 - 20 , 2nd Session : 10-20 to 11-40, 3rd Session : 11-50 to 13-10, 4th Session : 13-40 to 15-00
- Rest time : Tea Break : 11-40 to 11-50, Prayer Break : 13-10 to 13-40.
- Course coordinator : Engr.Md.Habibur Rahman, XEN, WZPDC Training Institute, Khulna.
- Asstt.Course coordinator : Engr.Md.Khoshrul Islam, SDE, WZPDC Training Institute, Khulna.

Day & Date	Session	Subject Contain	Venue & Name of Office							
			S&D-1, Khulna	S&D-2, Khulna	S&D-3, Khulna	S&D-4, Khulna	S&D, Bagerhat	Fultala ESU	Mongla ESU	RAO
1	2	3	4	5	6	7	8	9	10	11
21.01.2024 Sunday	1 st & 2 nd	Sustainable Development Goals (SDGs) in Energy Sector & Innovation in power sector of Bangladesh. Customer Service Excellence. Annual Performance Agreement (APA). National Integrity Strategy. E-governance. Right to Information. Complain Management System.	XEN, SDE	XEN	XEN	XEN, SDE	XEN	RE	RE	Manager
	3 rd & 4 th									

NB : Trainers are requested to supply necessary Course Materials (Summary Sheet) to the trainees.

Copy to.

1. Executive Director (Operation/P&D/Fin.), WZPDCL, Khulna.
2. S.E, O&M Circle, Khulna.
3. XEN, S&D Division.....
4. Manager, RAO, Khulna.
5. RE,
6. Course coordinator-----
7. Office copy.

(Handwritten signature) 04/01/2024

(Engr.Md.Habibur Rahman)
Executive Engineer
WZPDC Training Institute,
WZPDCL, Khulna.
Mobile: 01700-709719

(Handwritten signature)



ওয়েস্ট জোন পাওয়ার ডিস্ট্রিবিউশন কোম্পানি লিমিটেড (ওজোপাডিকো)

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Memo No. Training: 27.22.4785.013.26.052.24.689

Date: 04.01.2024

- Subject : **On the job training class routine.**
Trainee : Officer & Staff.
Venue : P&D, SCP, HQ, Khulna.
Date : 21.01.2024.
Class time : 1st Session : 09 - 00 to 10 - 20 , 2nd Session : 10-20 to 11-40, 3rd Session : 11-50 to 13-10, 4th Session : 13-40 to 15-00
Rest time : Tea Break : 11-40 to 11-50, Prayer Break : 13-10 to 13-40.
Course coordinator : Engr.Md.Habibur Rahman, XEN, WZPDC Training Institute, Khulna.
Asstt.Course coordinator : Engr.Md.Khoshrul Islam, SDE, WZPDC Training Institute, Khulna.

Day & Date	Session	Subject Contain	Venue & Name of Office.
			P&D, SCP, HQ, Khulna.
1	2	3	4
21.01.2024 Sunday	1 st & 2 nd 3 rd & 4 th	Sustainable Development Goals (SDGs) in Energy Sector & Innovation in power sector of Bangladesh. Customer Service Excellence. Annual Performance Agreement (APA). National Integrity Strategy. E-governance. Right to Information. Complain Management System.	SE, P&D / SCP, HQ, Khulna.

NB : Trainers are requested to supply necessary Course Materials (Summary Sheet) to the trainees.

04/01
2024

(Engr.Md.Habibur Rahman)
Executive Engineer
WZPDC Training Institute,
WZPDCL, Khulna.
Mobile: 01700-709719

Copy to.

1. Executive Director (Operation/P&D/Fin.), WZPDCL, Khulna.
2. S.E, P&D/ SCP, HQ, Khulna.
3. Manager, RAO, Khulna.
4. Course coordinator-----
5. Office copy.



ওয়েস্ট জোন পাওয়ার ডিস্ট্রিবিউশন কোম্পানি লিমিটেড (ওজোপাডিকো)

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Memo No. Training: 27.22.4785.013.26.052.24.692

Date: 04.01.2024

- Subject : **On the job training class routine.**
 Trainee : Officer & Staff.
 Venue : O&M Circle, Faridpur.
 Date : **24.01.2024.**
 Class time : 1st Session : 09 - 00 to 10 - 20 , 2nd Session : 10-20 to 11-40, 3rd Session : 11-50 to 13-10, 4th Session : 13-40 to 15-00
 Rest time : Tea Break : 11-40 to 11-50, Prayer Break : 13-10 to 13-40.
 Course coordinator : Engr.Md.Habibur Rahman, XEN, WZPDC Training Institute, Khulna.
 Asstt.Course coordinator : Engr.Md.Khoshrul Islam, SDE, WZPDC Training Institute, Khulna.

Day & Date	Session	Subject Contain	Venue & Name of Office										
			O&M Circle, Faridpur	S&D-1, Faridpur	S&D-2, Faridpur	S&D, Madaripur	Shariatpur ESU	Rajbari ESU, Goalonda & Pangsha ESU	Bhanga ESU	Sadarpur ESU	RAO	Madhukhali ESU	Gopalganj ESU
1	2	3	4	5	6	7	8	9	10	11	12	13	14
24.01.2024 Wednesday	1 st & 2 nd 3 rd & 4 th	Sustainable Development Goals (SDGs) in Energy Sector & Innovation idea in power sector of Bangladesh. Customer Service Excellence. Annual Performance Agreement (APA). National Integrity Strategy. E-governance. Right to Information. Complain Management System.	SE	XEN	XEN	XEN	XEN	XEN	RE	RE	Manager	RE	XEN

NB : Trainers are requested to supply necessary Course Materials (Summary Sheet) to the trainees.

Copy to-

- Executive Director (Operation/P&D/Fin.), WZPDCL, Khulna.
- S.E, O&M Circle, Faridpur.
- XEN, S&D Division/ RE, ESU.....
- Manager, RAO Faridpur /Khulna.
- Mr.....
- Course coordinator-----
- Office copy.

04/01/2024

(Engr.Md.Habibur Rahman)
Executive Engineer
WZPDC Training Institute
WZPDCL, Khulna.