

Training Calendar

2018-2019



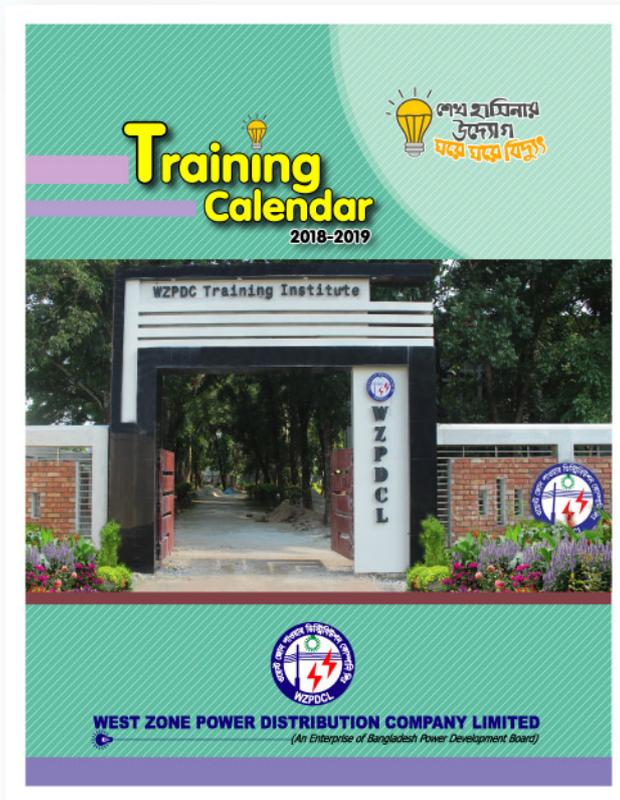
WEST ZONE POWER DISTRIBUTION COMPANY LIMITED

(An Enterprise of Bangladesh Power Development Board)





WZPDC Training Institute



Training
Calendar
2018-2019



WEST ZONE POWER DISTRIBUTION COMPANY LIMITED
(An Enterprise of Bangladesh Power Development Board)

“শেখ হাসিনার উদ্যোগ ঘরে ঘরে বিদ্যুৎ”

Training
Calendar
2018-2019





Managing Director, WZPDCL is presenting Flower bouquet to Honorable State Minister, Mr. Nasrul Hamid, MP on his "Visionary Leader of Change" award achievement



Managing Director, WZPDCL is receiving the 2nd best award for WZPDCL in "Innovation Showcasing" Exhibition from Honorable State Minister Mr. Nasrul Hamid, MP in presence of Secretary, Power Division, GOB. Dr. Ahmad Kaikaus.



Managing Director
WZPDCL, Khulna.



MESSAGE

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West Zone Power Distribution Company Limited (WZPDCL) is the largest Power Distribution Company comprising one third of the geographical area of Bangladesh in south western zone. Commercially & archaeologically important cities Khulna and Barisal Division as a whole & Greater Faridpur District of Dhaka Division are under the distribution domain of WZPDCL. Govt. is committed to provide electricity access to all the citizen of the country within year 2021. West Zone PDCL has been working relentlessly to materialize this goal with new projects under implementation & upcoming projects. At the same time we have given emphasis to the quality of electricity within reach to the people that has been enunciated in our mission & vision. What is more important to the company is to operate the distribution system smoothly ensuring uninterrupted power supply. So to say developing the capacity of the manpower is an important factor to achieve the goal. Without this it is almost impossible to achieve any target related to better service to the valued customer. We have been successful in doing so with our training centre named " WZPDCL Training Institute" situated in Khulna in an area of 2.72 acre, probably the largest one among all the distribution utilities in the country since its inception in 2003. Electricity distribution activity is a team work consisting technical & non-technical human resources. Accordingly both professional groups are given training to develop their skill in the conventional subject matters as well as new methodology & technology to cope with modern needs. However, every year we are making assessment of the needs of the trainee based on which our module of training is prepared. This is how all best available technological practices, service-quality, institutionalizing the disciplinary norms are implemented through training. Subject like good governance & National integrity strategy are newly integrated in our training program so that high moral excellence can be perceived by all strata of employee in the company.

The training programs of WZPDCL for FY 2018-2019 has been planned for training to 1,36,990 Man-hours. The Training Calendar is prepared with all necessary information through programs for the authorities as well as the participants of the company.

I hope the Training Program would be useful and helpful to the employees of WZPDCL for better performance of their job responsibilities more efficiently with high moral values.


Engr. Md. Shafique Uddin



Training
Calendar
2018-2019

“ওজোপাডিকো সবার ঘরে ঘরে বিদ্যুৎ পৌছে দেওয়ার কাজে নিয়োজিত”

MANAGEMENT



Engr. Md. Shafique Uddin
Managing Director, WZPDCL



Engr. Md. Hasan Ali Talukder
Executive Director (Engg.) (In-charge), WZPDCL



Ratan Kumar Debnath FCMA
Executive Director (Finance), WZPDCL



Abdul Motaleb FCMA
Company Secretary, WZPDCL

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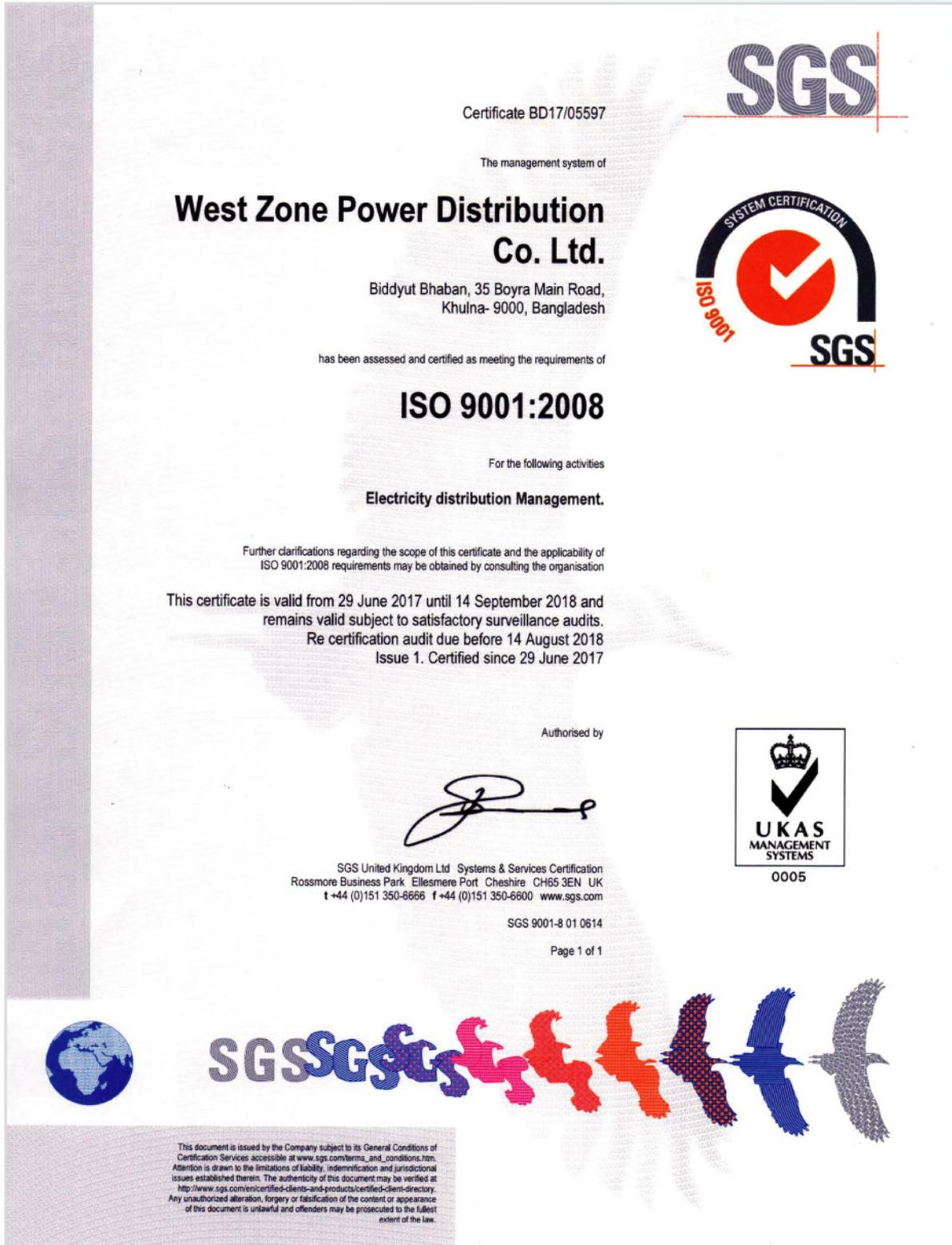
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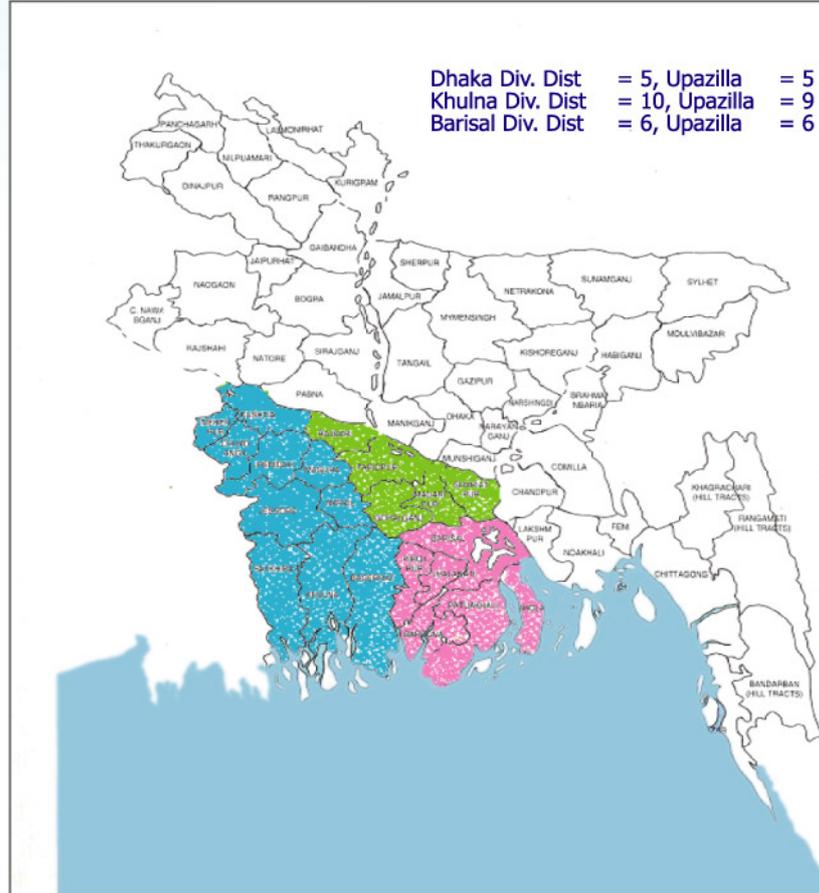
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ISO CERTIFICATION, WZPDCL



CORPORATE AREA MAP



WZPDCL Power Distribution Area

Corporate Area:

Districts :

Khulna Division: i. Khulna, ii. Bagerhat, iii. Satkhira, iv. Narail, v. Jessore, vi. Jhenidah, vii. Magura, viii. Kushtia ix. Meherpur, x. Chuadanga.

Dhaka Division: i. Faridpur, ii. Rajbari, iii. Madaripur iv. Shariatpur, v. Gopalganj.

Barisal Division: i. Barisal, ii. Jhalakathi, iii. Patuakhali, iv. Barguna, v. Bhola, vi. Pirojpur.

Upazillas:

Khulna Division: i. Fultala, ii. Mongla, iii. Kaligonj, iv. Kotchandpur, v. Maheshpur, vi. Sailkupa, vii. Alamdanga, viii. Bheramara, ix. Kumarkhali.

Dhaka Division: i. Pangsha, ii. Goalanda, iii. Madhukhali, iv. Sadarpur, v. Bhanga.

Barisal Division: i. Bhandaria, ii. Borhanuddin, iii. Nalcity, iv. Kathalia, v. Charfashion, vi. Monpura.

CHAPTER 1



Introduction



COMPANY vision

West Zone Power Distribution Company Limited is to provide quality and reliable electricity to the people of west zone area for desired economic, social and human development and to become a model & best power service provider in Bangladesh.



COMPANY mission



- To deliver quality electricity at reasonable and affordable prices with professional service excellence.
- To make electricity available to all citizens under WZPDCL area in 21 districts on demand by the year 2021.
- To provide specialized skilled services in distribution for promoting competition among ESUs.
- To follow international O & M standard and adopt modern technology and ensure improved, quality performance and satisfactory services to the consumers.
- To develop human resource by providing need based training.
- To ensure successful commercial operation with meaningful increase of income and reduction of expenditure and system loss.

CORE objectives

- ⊙ Rendering quality services for the consumers by innovativeness in the development of our service quality.
- ⊙ Maximizing Profit and Wealth of the Company for the interest of the owners and the shareholders.
- ⊙ Providing secured and friendly working atmosphere for the employees ensuring the contribution of each individual for the progress of the company.
- ⊙ Strengthening the social views by ensuring better services towards customers and taking corporate responsibility.
- ⊙ Taking all out efforts to uphold the national growth and development.



VISION statement of training

As the Government takes an interest in developing its human capital through educating and training its employees, the government seeks to play an active and significant role in achieving this goal by preparing advanced training programs aimed at not only refining the skills of its cadre of well-educated nationals but also by actively promoting the professional development of nationals working in government & non government agencies. To achieve these goals, the WZPDCL established a modern Training Institute named WZPDC Training Institute with qualified staff and equipped with computer labs and modern classrooms.

The term training refers to the acquisition of knowledge, skills and competencies as a result of the teaching of vocational or practical skills and knowledge that relate to specific useful competencies. Training has specific goals of improving one's capability, capacity and performance.

The need to continue training beyond initial qualifications: to maintain, upgrade and update skills throughout working life. People within many professions and occupations may refer to this sort of training as professional development.

MISSION statement of training

Training is a learning process that involves the acquisition of knowledge, sharpening of skills, concepts, rules or changing of attitudes and behaviors to enhance the performance of employees. An organization has a very close relationship with the trainee and the trainer because it is the first contact for both. The demand for the training in the organization increases when the organization wants:

- To hire new people - training as a means of training new recruits
- To Expand - When the company wants to increase its headcount
- To increase certain number of staff (in position) by a certain date
- To enhance the performance of employees

Demand for Training also increases when there is change in the nature of job, change in taste of consumer, change in methods of product development etc. The organization goes through the following steps for the transfer of training to the field.



It's a foremost duty of the organization to make the trainer and their organization aware of their culture, climate, responsibilities of organization etc.

Objective

- ✦ To develop skill of WZPDCL manpower with a view to enable them to implement extensive technical & non technical Knowledge.
- ✦ To disseminate knowledge to the trainees about Modern Management & Administration.
- ✦ To give knowledge about Service Rules, Accounts Management, Verification & Financial Rules.

Type of Training

- ✦ Training on Total Quality Management (TQM).
- ✦ Training on Power distribution related equipments & accessories.
- ✦ Training on Financial & Commercial Operation Management.
- ✦ Training on Computer (MS Word/ Microsoft Excel) & Computer Billing.
- ✦ Training on Electricity Act, Bangladesh Labor Law & Public Procurement Act.
- ✦ Training on General courses.

Training Method

- ✦ Lecture/Discussion.
- ✦ Demonstration.
- ✦ Audio Visual System.
- ✦ Practical Work/Fieldwork.
- ✦ Library Work.
- ✦ Reading procedure.
- ✦ Group Discussion
- ✦ Individual Evaluation

Facility of Training

- ✦ 02(Two) class room, 04 (four) Laboratory room, 01 (One) Computer Training Room
- ✦ Audio Visual Projection system: Overhead Projector, Multimedia Projector.
- ✦ Course Material.
- ✦ Library with different reference books and Booklet.
- ✦ Dormitory having 7 (Seven) rooms having accommodation facility of 26 trainees at a time.
- ✦ Dining room.
- ✦ Common room having Indoor games Facility, Newspaper, Magazine (Energy & Power).
- ✦ Outdoor Game (Volleyball).

Trainer

Apart from experienced and skilled Engineers, management officers from WZPDCL, Experienced & highly qualified trainers from BPDB, PGCB and different guest lecturers are invited to this training institute for conducting training.

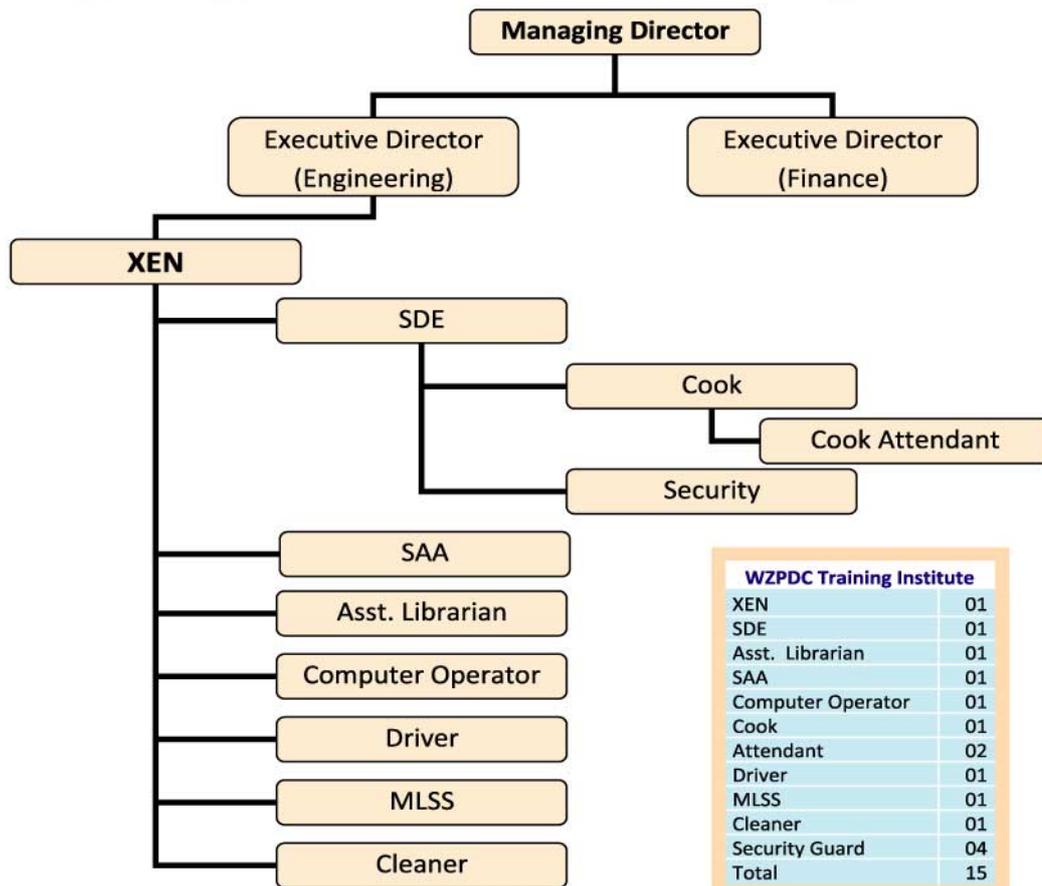
Trainees

- ✦ Chief Engineer
- ✦ Superintending Engineer / Deputy General Manager
- ✦ Executive Engineer / Manager
- ✦ Sub Divisional Engineer / Deputy Manager
- ✦ Assistant Engineer / Assistant Manager
- ✦ Sub Assistant Engineer / Junior Assistant Manager
- ✦ All Staffs (Technical & Non-Technical)

Recreation

Study tours are arranged to different important projects site & installations under WZPDCL and keeping resemblance with the subject matter of training. To make the visit more successful & with that view visits are arranged to different sub-station, offices & historical important places. During the training period trainees are also recreated by different types of indoor and outdoor games such as Chess, Playing Card, Ludo, Table Tennis, Caram and Volleyball. A gymnastic facility will provide in near future.

Organogram of WZPDC Training Institute



CHAPTER 2



Training Calendar ⚡

গ্রাহক সেবা কেন্দ্র

ওয়ার্ড জোন পাওয়ার ডিস্ট্রিবিউশন কোম্পানি লিঃ



On Job Training on Customer Service Excellence at S&D-1, Khulna.

WZPDCL Training Institute, Khulna.

Annual Training Program FY-2018-19

Course Contents	Trainee	Date (Duration)	No. of Course
Computer Courses			
Computer Billing, Hardware & Computer Trouble Shooting.	AA/SAA/JAA/LDA	21/10/2018 - 25/10/2018	1
Basic Concept of DPP & DPP Preparation. PPR-2008 & Electronic Government Procurement (e-GP)	All Officer	22/07/2018 – 26/07/2018	3
		07/10/2018 – 11/10/2018	
		10/02/2019 – 14/02/2019	
Auto CAD	All Officer	25/11/2018 – 29/11/2018	2
		20/01/2019 – 24/01/2019	
Basic Computer, Digital Filing, Internet, E-mail.	Staff	15/07/2018 – 19/07/2018	1
Corporate & Financial Management			
Financial Management, Business Concept, Cost Control, Cost Reduction, Break even analysis, Leadership, Motivation, Integrity Strategy, Disciplinary Procedures, KPI	All Officer	06/01/2019 – 10/01/2019	1
Mid Level Management, COP/ Distribution Code & Electricity Act.	All officer	11/11/2018 – 15/11/2018	1
Customer Relation			
Customer Care & Customer Service Excellence	Meter Reader	05/05/2019 – 09/05/2019	1
Human Resource Development			
Human Relation, Company service rule, Etiquette & Labor Law.	Staff	13/01/2019 – 17/01/2019	1
Integrity & Anti – Corruption, Office Administration & Recode Management	Staff	07/04/2019 – 11/04/2019	2
		12/05/2019 – 16/05/2019	
Integrity Strategy, Customer Care, Customer Service Excellence & Bangladesh Labor Law.	Staff	09/09/2018 – 13/09/2018	1
Enhancement of Technical Expertise			
Energy Meter, Customer Service Excellence & Pre-payment metering.	SDE/AE	31/03/2019 – 04/04/2019	1
Power & Distribution Transformer, Circuit Breaker, Relay & Protection.	SAE	05/08/2018 – 09/08/2018	2
	SDE/AE	23/09/2018 – 27/09/2018	
Circuit Breaker, Relay Protection.	SAE	09/12/2018 – 13/12/2018	1
Distribution Line, Power & Distribution Transformer, Energy Meter & Customer Service Excellence.	Technical Staff	08/07/2018 – 12/07/2018	5
		26/08/2018 – 30/08/2018	
	Helper	14/10/2018 – 18/10/2018	
	Technical Staff	04/11/2018 – 08/11/2018	
		10/03/2019 – 14/03/2019	
Advanced Course on Power & Distribution Transformer, Circuit Breaker, Relay & Protection.	All officer	03/03/2019 – 07/03/2019	1
Operation & Maintenance of Substation, Sub-Station Equipments, Power & Distribution Transformer.	SBA	16/09/2018 – 20/09/2018	4
	Lineman/Foreman	02/12/2018 – 06/12/2018	
	Technical Staff	03/02/2019 – 07/02/2019	
	SAE	21/04/2019 – 25/04/2019	
Substation equipments Operation & Maintenance, Firefighting & Safety Procedure.	SBA	27/01/2019 – 31/01/2019	1
Financial Management			
Accounts & Financial Management.	AA/SAA/JAA	24/02/2019 – 28/02/2019	1
General (Miscellaneous)			
Security Training Course	Security Guard	16/06/2019 – 20/06/2019	1
Training Course of MLSS	MLSS	23/06/2019 – 27/06/2019	1
Training of Trainer	Officers		
	Officers		
Orientation / Induction Course	Newly Appointed Employee		

WZPDCL Training Institute, Khulna

Month Wise Program 2018-2019

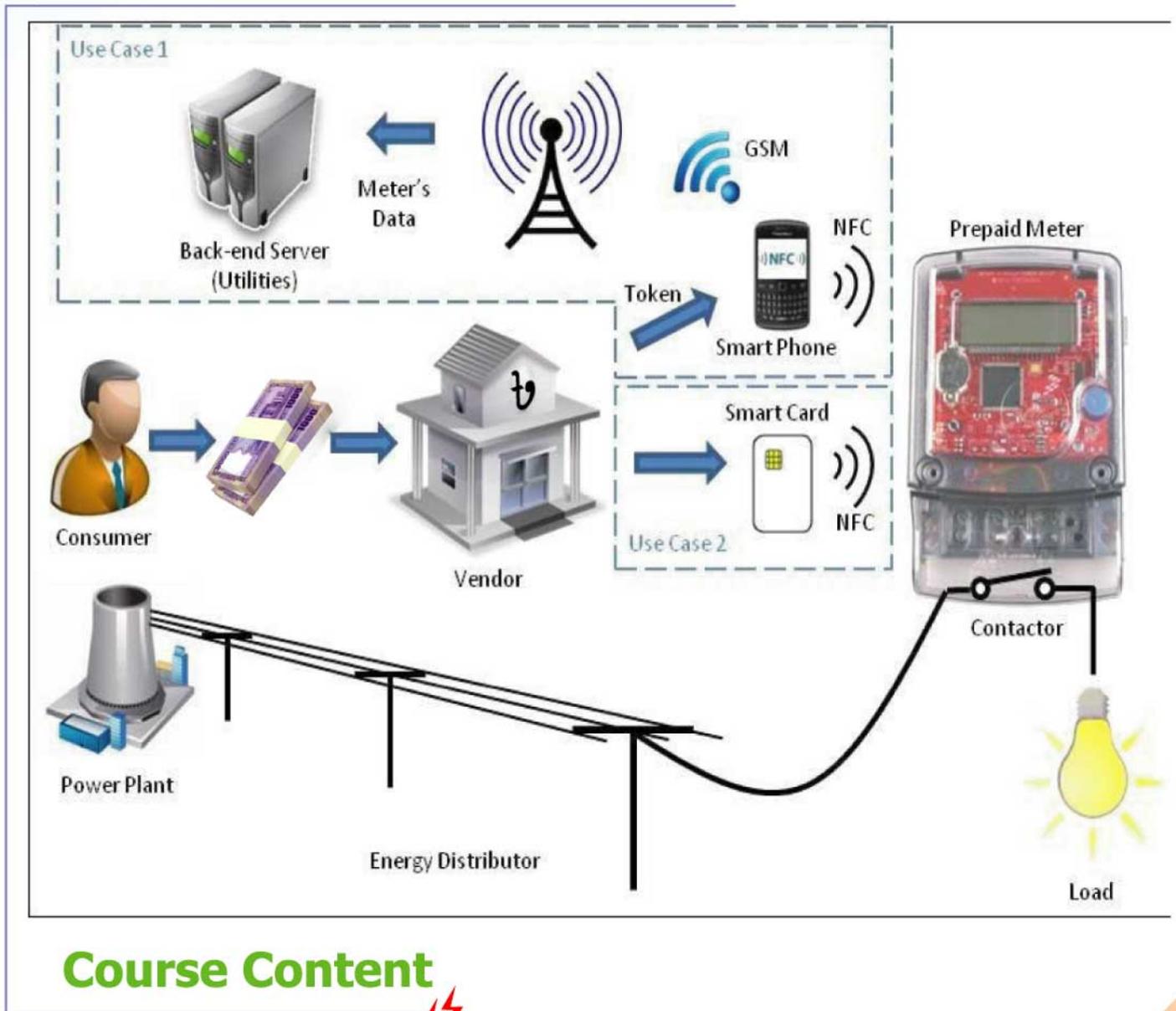
Duration	Course Name	Trainees
July- 2018		
08-12	Distribution Line, Power & Distribution Transformer, Energy Meter & Customer Service Excellence.	Technical Staff
15-19	Basic Computer (MS Word, Excel, Power Point), Digital Filing, Internet, E-mail.	Staff
22-26	Basic Concept of DPP & DPP Preparation. PPR-2008 & Electronic Government Procurement (e- GP)	All Officer
August-2018		
05-09	Power & Distribution Transformer, Circuit Breaker, Relay & Protection.	SAE
26-30	Distribution Line, Power & Distribution Transformer & Energy Meter, Customer Service Excellence.	Technical Staff
September-2018		
09-13	Integrity Strategy, Customer care, Customer Service Excellence & Bangladesh Labor Law.	Staff
16-20	Operation & Maintenance of Substation, Substation Equipments & Power Transformer.	SBA
23-27	Power & Distribution Transformer, Circuit Breaker, Relay & Protection.	SDE/AE
October-2018		
07-11	Basic Concept of DPP & DPP Preparation. PPR-2008 & Electronic Government Procurement (e-GP)	All Officer
14-18	Distribution Line, Power & Distribution Transformer, Energy Meter, Customer Service Excellence.	Helper
21-25	Computer Billing, Hardware and Computer trouble Shooting & E-filing.	AA/SAA/JAA/LDA
November-2018		
04-08	Distribution Line, Power & Distribution Transformer, Energy Meter & Customer Service Excellence.	Technical Staff
11-15	Mid Level Management, COP/ Distribution Code & Electricity Act.	All Officer
25-29	Auto CAD.	All Officer
December-2018		
02-06	Operation and Maintenance of Substation, Substation Equipment, Power & Distribution Transformer.	Lineman/Foreman
09-13	Circuit Breaker, Relay & Protection.	SAE

Duration	Course Name	Trainees
January-2019		
06-10	Financial Management, Business Concept, Cost Control, Cost Reduction, Break even analysis, Leadership, Motivation, Integrity Strategy, Disciplinary Procedures, KPI	All Officer
13-17	Human Relation, Company service rule, Etiquette & Bangladesh Labor Law.	Staff
20-24	Auto CAD	All Officer
27-31	Substation Equipments Operation & Maintenance, Firefighting & Safety Procedure.	SBA
February-2019		
03-07	Operation & Maintenance of Substation, Sub-Station Equipments, Power & Distribution Transformer.	Technical Staff
10-14	Basic Concept of DPP & DPP Preparation. PPR-2008 & Electronic Government Procurement (e-GP)	All Officer
24-28	Accounts & Financial Management.	AA/SAA/JAA
March-2019		
03-07	Advanced Course on Power & Distribution Transformer, Circuit Breaker, Relay & Protection.	All Officer
10-14	Distribution Line, Power & Distribution Transformer, Energy Meter & Customer Service Excellence.	Technical Staff
31-04	Energy Meter, Customer Service Excellence & Pre-payment Metering.	SDE/AE
April-2019		
07-11	Office Administration & Record Management.	Staff
21-25	Operation & Maintenance of Substation, Substation Equipments, Power & Distribution Transformer.	SAE
May-2019		
05-09	Customer Care & Customer Service Excellence.	Meter Reader
12-16	Integrity, Anti – Corruption, Office Administration & Record Management.	Staff
June-2019		
16-20	Security Training Course.	Security Guard
23-27	Training Course of MLSS.	MLSS



WZPDCL Headquarter, Boyra Main Road, Khulna-9000

CHAPTER 3



AUTO CAD

Name of the Course	: Auto CAD
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: All Officer
Duration	: 25/11/2018 - 29/11/2018 20/01/2019 - 24/01/2019
Number of Participant	: 15/20/25

Objectives:

To familiar with Auto CAD Program for developing modern Engineering Drawing through practicing with Auto CAD as well as free hand practice replacing old drawing Technique. Make capable Officer's to draw existing and proposed line, Sub-station and also civil structure.

Course Contents:

- ▶ To familiarize with basic elements of Auto CAD.
- ▶ To Familiarize with two dimensional (2D) drawing.
- ▶ Drawing with Auto CAD Practicing.
- ▶ Editing, Formatting and Standard Auto CAD tool bars.
- ▶ Practicing with specific two dimensional engineering drawing.
- ▶ Practicing with some electrical drawing (single line diagram).
- ▶ Practicing with some civil drawing.
- ▶ Editing and correction of some existing drawings.
- ▶ Use of Library symbols for speeding the drawing work.
- ▶ Innovation in Power Sector

Training Procedure:

Theoretical lecture & Discussion in the class
Practical Demonstration
Multimedia presentation
Group discussion

Trainer Evaluation : By Trainee

Trainee Evaluation : Written / Practical / Multimedia Presentation



MS WORD

Name of the Course	: MS WORD.
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: Staff
Duration	: 15/07/2018 - 19/07/2018
Number of Participant	: 15/20/25

Objectives:

To train & develop the participants on MS word application & make them enable to use their Office works (Documentation) using MS word.

Course Contents:

- ▶ Introduction to application software, Opening of MS Word.
- ▶ Introduction to Menu bar, Use of Key Board & Mouse.
- ▶ Create and save new documents.
- ▶ Folder creating, renames of folder, delete folder, restore folder.
- ▶ File menu, Format menu and Tools menu.
- ▶ Table menu & discussion on Bijoy software, Bangla type.
- ▶ Group discussion, Problem Solving & Decision making.

Training Procedure:

- Theoretical lecture & Discussion in the class
- Practical Demonstration
- Multimedia presentation
- Group discussion

Trainer Evaluation : By Trainee

Trainee Evaluation : Written / Practical



MS EXCEL

Name of the Course	: MS EXCEL
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: Staff
Duration	: 15/07/2018 - 19/07/2018
Number of Participant	: 15/20/25

Objectives:

To train & develop the participants on MS Excel applications & make them enable to complete use their Office works through MS Excel. Employee learns MS Excel an office can run efficiently.

Course Contents:

- ▶ Introduction to MS Excel (work sheet, cell, row, column etc).
- ▶ Over view of menu bars and all tool bars.
- ▶ Calculation (Addition, Subtraction, Multiplication, Division).
- ▶ Application of vital formulas & functions.
- ▶ Creation of Salary Sheet: Graph and sorting of chart.
- ▶ Group discussion, Problem solving & Decision making.

Training Procedure:

Theoretical lecture & Discussion in the class
Practical Demonstration
Multimedia presentation
Group discussion

Trainer Evaluation : By Trainee

Trainee Evaluation : Written / Practical



MS POWER POINT

Name of the Course	: MS Power Point
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: Officer/Staff
Duration	: 15/07/2018 - 19/07/2018
Number of Participant	: 15/20/25

Objectives:

To train & develop the participants on MS Power Point presentation, applications & make them enable to prepare their slide works through using MS Power Point.

Course Contents:

- ▶ Introduction to MS Power Point.
- ▶ Over view of menu bar and all toolbars.
- ▶ Slide creation, insert new slide, delete slide, slide presentation with picture, graph & chart.
- ▶ Slide setup, various types of animation, slide transition.
- ▶ Group discussion, problem solving & decision making.

Training Procedure:

Theoretical lecture & Discussion in the class
Practical Demonstration
Multimedia presentation
Group discussion

Trainer Evaluation : By Trainee

Trainee Evaluation : Written / Practical

DIGITAL FILING, INTERNET & E-MAIL

Name of the Course	: Digital Filing, Internet & e - mail.
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: Staff (UDA/LDA)
Duration	: 15/07/2018 - 19/07/2018
Number of Participant	: 15/20/25

Objectives:

To train & develop the participants on Digital filing & make them enable to complete use their Office works (Documentation) through using Digital filing. Learn about digital filing, create e-mail account and send message using e-mail.

Course Contents:

- ▶ Digital filling system.
- ▶ Scope of digital filling system.
- ▶ Use of modem, scanner and printer.
- ▶ Basic idea of internet browsing.
- ▶ What is internet & how it works.
- ▶ Scope of internet.
- ▶ Discussion about e-mail.
- ▶ Create an e-mail account.

Training Procedure:

Theoretical lecture & Discussion in the class
Practical Demonstration
Multimedia presentation
Group discussion

Trainer Evaluation : By Trainee

Trainee Evaluation : Written / Practical



HARDWARE & COMPUTER TROUBLE SHOOTING

Name of the Course	: Hardware & Computer Trouble Shooting
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: Staff
Duration	: 21/10/2018 - 25/10/2018 24/02/2019 - 28/02/2019
Number of Participant	: 15/20/25

Objectives:

To train up the participants on Trouble Shooting & Hard ware of the Computer. Learn how to identify major and minor problems of a computer.

Course Contents:

- ▶ Familiarize with computer fundamentals.
- ▶ Familiarize with basic electronics.
- ▶ Identification of computer accessories.
- ▶ Hardware assembling.
- ▶ Computer Trouble shooting.
- ▶ Installing operating system.
- ▶ Installing devices drivers.
- ▶ Installing application software.
- ▶ Practical demonstration & practice with computer.

Training Procedure:

Theoretical lecture & Discussion in the class
Practical Demonstration
Multimedia presentation
Group discussion

Trainer Evaluation : By Trainee

Trainee Evaluation : Written / Practical



COMPUTER BILLING

Name of the Course	: Computer Billing
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: Staff
Duration	: 21/10/2018 - 25/10/2018 (AA/SAA/JAA/LDA) 24/02/2019 - 28/02/2019 (AA/SAE/JAA/LDA)
Number of Participant	: 15/20/25

Objectives:

Learn about computer billing & Billing Software of WZPDCL.

Course Contents:

- ▶ How to start & shutdown the computer on billing.
- ▶ Opening of Computer billing software, Consumer Entry.
- ▶ Discuss about billing software.
- ▶ Amendment and manual adjustment.
- ▶ Processing & Printing of bills.
- ▶ Credit posting, Disconnection & Reconnection.
- ▶ Meter Replacement & other bill.
- ▶ MOD.
- ▶ Billing schedule.
- ▶ Billing input meter reading. Verifying of reading.
- ▶ Bill checking status before bill printing and dispatch.

Training Procedure:

Theoretical lecture & Discussion in the class
Practical Demonstration
Multimedia presentation
Group discussion

Trainer Evaluation : By Trainee

Trainee Evaluation : Written / Practical



MID LEVEL MANAGEMENT

Name of the Course	: Mid Level Management and Commercial Operation Procedure
Name of the Venue	: WZPDCL Training Institute, Khulna.
Trainees	: Officer
Duration	: 11/11/2018 - 15/11/2018
Number of Participant	: 15/20/25

Objectives:

To develop future executives of WZPDCL, the personnel to lead the Organization and to achieve the desired goal develop skill in carrying out the responsibilities as corporate. Demonstrate their ability in strategic management. Promote congenial organizational climate and quality culture for improving performance.

Course Contents:

- ▶ Policies of GOB. . Mission and Vision. Strategy and policy formulation. Roll of the Management. Strategic Management. Management by Objective. Office Management.
- ▶ Company Law.
- ▶ Development Scheme Preparation / Approval Method / Implementation Procedures. Preliminary Development project proposal / Development project proposal / project proposal / project completion Report.
- ▶ Decision making techniques. Leadership and team building. Behavior modification for improved performance. T Q M and Cultural Change.
- ▶ Manners, Etiquette & Honesty.
- ▶ Code of conduct Values & behaviors.
- ▶ Corporate Ethics. WZPDCL service rules.
- ▶ Anti Corruption Laws and combating corruption in the service sectors. Anti Corruption in Global Prospect. Anti Corruption in Power Sector.
- ▶ Budgetary control, Bank and Fund management.
- ▶ Customer service. Disaster management.
- ▶ Settlement of Audit Objection.
- ▶ Innovation in Power Sector

Training Procedure:

Theoretical lecture & Discussion in the class
Multimedia presentation
Group discussion

Trainer Evaluation : By Trainee

Trainee Evaluation : Written/Practical/Multimedia Presentation

OFFICE ADMINISTRATION & RECORD MANAGEMENT

Name of the Course	: Office Administration & Record Management
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: Staff (UDA / Stenographer / LDA)
Duration	: 07/04/2019 - 11/04/2019 12/05/2019 - 16/05/2019
Number of Participant	: 15/20/25

Objectives:

The participants will be able to understand the procedure & Process of Management & Record Keeping. Duties and responsibilities of the person concerned etc.

Course Contents:

- ▶ File Management, Opening files, Docketing, Recording Indexing and Drafting.
- ▶ Receive and issue, disposal, procedure for Diarizing & as well as referencing, Movement, submission and Dispatch of files etc.
- ▶ Letter writing, Different types. Conducting meeting, writing working paper and writing Minutes, Office inspecting report there on.
- ▶ Classification of record, Preservation of records and destruction of records.
- ▶ Maintaining safe working environment of self & subordinate offices.
- ▶ Office Management, Digital memo numbering and priority fixing etc.
- ▶ Basic idea of modern office equipments.
- ▶ Manners, Etiquette & Honesty. Audit objection and their Disposals
- ▶ Service rules, Corporate Ethics.
- ▶ Pay fixation, Pension and Gratuity.
- ▶ Inventory of stores, updating of stores, verification of stores, necessity of stores, procedure of keeping materials in stores and process of incoming and outgoing of materials.

Training Procedure:

Theoretical lecture & Discussion in the class
Practical Demonstration
Multimedia presentation
Group discussion

Trainer Evaluation : By Trainee

Trainee Evaluation : Written / Practical

CUSTOMER CARE & CUSTOMER SERVICE EXCELLENCE, TARIFF RULES & TARIFF MANAGEMENT

Name of the Course	: Customer care & Customer Service Excellence, Tariff Rules & Tariff Management.
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: Officer/Staff
Duration	: 15/07/2018 - 19/07/2018 (Technical Staff) 26/08/2018 - 30/08/2018 (Technical Staff) 09/09/2018 - 13/09/2018 (Staff) 14/10/2018 - 18/10/2018 (Helper) 04/11/2018 - 08/11/2018 (Technical Staff) 10/03/2019 - 14/03/2019 (Technical Staff) 31/03/2019 - 04/04/2019 (SDE/AE) 05/05/2019 - 09/05/2019 (Meter Reader)
Number of Participant	: 15/20/25

Objectives:

This course will enable the participants to acquire the knowledge of Tariff Management and Good Relation among the Customer & Authority.

Course Contents:

- ▶ Modern concept of salesmanship & types of customers.
- ▶ Why executive fail on the job.
- ▶ Service marketing & its characteristics.
- ▶ How to offer better customer services.
- ▶ Dealing with objective & exercise.
- ▶ Handling customer complains.
- ▶ Qualities of an officer.
- ▶ Developing effective customer relationship.
- ▶ How to motivate customers.
- ▶ Wining market & how to retain customers.
- ▶ How to develop effective customer relationship.
- ▶ Public relating in service marking.
- ▶ Service supply relationship.
- ▶ Manner, code of conduct, citizen charter.
- ▶ Organizational behavior.
- ▶ Tariff and Commercial Operation procedure.
- ▶ Procedure to include and exclude the required terms and clause.
- ▶ Detailing of technical activities and write up.
- ▶ Detailing and putting obligation of supply and work as international standards.
- ▶ Items to be discussed in the pre Bid meeting.
- ▶ Detailing of evaluation as per technical norms and jobs financial rule bid bone etc.
- ▶ Preparation of comparative statement.

Training Procedure:

Theoretical lecture & Discussion in the class
Practical Demonstration
Multimedia presentation
Group discussion

Trainer Evaluation : By Trainee

Trainee Evaluation : Written / Practical / Multimedia Presentation

HUMAN RELATIONS & COMPANY SERVICE RULE, ETIQUETTE

Name of the Course	: Human Relations & Company Service Rule, Etiquette
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: Staff
Duration	: 13/01/2019 - 17/01/2019
Number of Participant	: 15/20/25

Objectives:

This course will enable the participants to acquire the knowledge of etiquette to improve their behavior, manner, art of speaking, Service rules etc.

Course Contents:

- ▶ Company service rule & Etiquette
- ▶ Discussion on human relation and techniques of etiquette
- ▶ Necessity of etiquette in a public service organization.
- ▶ Service rule, leave rule, pension, TA/DA rules, Overtime
- ▶ Record management.
- ▶ First aid & Bath control.
- ▶ Labor welfare and trade union.
- ▶ Discipline and conduct rules.

Training Procedure:

Theoretical lecture & Discussion in the class
Practical Demonstration
Multimedia presentation
Group discussion

Trainer Evaluation : By Trainee

Trainee Evaluation : Written / Practical



INTEGRITY STRATEGY & ANTI-CORRUPTION

Name of the Course	: Integrity Strategy & Anti-corruption
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: Officer/Staff
Duration	: 09/09/2018 - 13/09/2018 (Staff) 06/01/2019 - 10/01/2019 (Officer) 13/01/2019 - 17/01/2019 (Staff) 12/05/2019 - 16/05/2019 (Staff)
Number of Participant	: 15/20/25

Objectives:

This course will enable the participants able to know Corruption, Anti-Corruption & Prevention of Corruption.

Course Contents:

- ▶ Corruption.
- ▶ Corruption Law-2004 (Offence & Punishment).
- ▶ Anti- Corruption Procedure such as Investigation, inquire, Charge-sheet & Judgment.
- ▶ Prevention of various Corruptions procedure.
- ▶ Integrity, Ethics, Trust & Good Governance.
- ▶ Company Act, Labor Law: Major Features of labor Codes-2006.
- ▶ Energy Law: Major Features of BEREC (Bangladesh Energy Regulation Commission) Act.
- ▶ Money Laundering Act - 2012

Training Procedure:

Theoretical lecture & Discussion in the class
Practical Demonstration
Multimedia presentation
Group discussion

Trainer Evaluation : By Trainee

Trainee Evaluation : Written / Practical / Multimedia Presentation

OPERATION & MAINTENANCE OF CIRCUIT BREAKER & ISOLATOR

Name of the Course	: Operation & Maintenance of Circuit Breaker & Isolator
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: Officer/Technical Staff
Duration	: 05/08/2018 - 09/08/2018 (SAE) 23/09/2018 - 27/09/2018 (SDE/AE) 09/12/2018 - 13/12/2018 (SAE) 03/03/2019 - 07/03/2019 (All Officer)
Number of Participant	: 15/20/25

Objectives:

To deliver knowledge & make them skilled on Operation, and maintenance of Circuit Breaker & Isolator, who are now serving in different offices of WZPDCL.

Course Contents:

- ▶ C.B Classification.
- ▶ Charging system.
- ▶ Inter locking of C.B.
- ▶ Basic operation Principle, Maintenance, Shut down procedure & use of Danger plates.
- ▶ Difference between C.B. & Isolator.
- ▶ Types of Isolators.
- ▶ Oil C.B & Types.
- ▶ Detail - Vacuum C.B, its usefulness.
- ▶ Detail - SF6. CB, Single puff, Double Puff.
- ▶ Refill of SF6 Gas, uses of SF6 CB.

Training Procedure:

Theoretical lecture & Discussion in the class
Practical Demonstration
Multimedia presentation
Group discussion

Trainer Evaluation : By Trainee

Trainee Evaluation : Written / Practical / Multimedia Presentation



OPERATION & MAINTENANCE OF DISTRIBUTION SUB STATION, SUB STATION EQUIPMENTS, POWER & DISTRIBUTION TRANSFORMER

Name of the Course	: Operation & Maintenance of Distribution Sub-station, Sub Station Equipments, Power & Distribution Transformer.
Name of the Venue	: WZPDCL Training Institute, Khulna.
Trainees	: Officer/Staff
Duration	: 16/09/2018 - 20/09/2018 (SBA) 02/12/2018 - 06/12/2018 (Lineman / Foreman) 27/01/2019 - 31/01/2019 (SBA) 21/04/2019 - 25/04/2019 (SAE)
Number of Participant	: 15/20/25

Objectives:

To deliver knowledge & make them skilled on Operation, and maintenance of Substation Equipments, Power & Distribution Transformer, who are now serving in different offices of WZPDCL.

Course Contents:

- ▶ Single line diagram study.
- ▶ Symbols: Abbreviation and single line diagram.
- ▶ Substation Equipments:
- ▶ Transformer: Types & classification / Basic principle / Installation / Operation & Maintenance.
- ▶ Transformer nameplate study.
- ▶ Testing procedures of Power & Distribution Transformer.
- ▶ Method of oil collection from transformer for testing.
- ▶ Transformer oil testing procedure.
- ▶ Discussion on Off Load & On Load tap changer of power transformer.
- ▶ Effect of temperature on transformer operation.
- ▶ Routine maintenance of transformers.
- ▶ Transformer vector group & their different mode of connection.
- ▶ CT & PT: Types & classification, construction, Testing.
- ▶ Lightening Arrester: Working principle, construction.
- ▶ Bus bar: Introduction to various bus bar systems, protection, Maintenance.
- ▶ System Grounding: Types, Materials used for grounding.
- ▶ Power Supply System: Transmission line & Distribution line, Discussion about Fuse, Circuit Breaker, Isolator, Relay, VHF, Carrier Communication and Transformer Protection.
- ▶ Battery & Battery Charger: Introduction, classification & Type, Operation Principle, Need, Maintenance.
- ▶ Shut Down and Clearance: Process of shutdown, co-ordination with load Dispatch.
- ▶ Safety Practice.
- ▶ Customer Service: Dealings with the consumer, Public relation.
- ▶ Innovation in Power Sector



Training Procedure:

- Theoretical lecture & Discussion in the class
- Practical Demonstration
- Multimedia presentation
- Group discussion

Trainer Evaluation : By Trainee

Trainee Evaluation : Written / Practical / Multimedia Presentation



Renovation and Construction of New Distribution Line, Under Project.



DISTRIBUTION LINE, POWER & DISTRIBUTION TRANSFORMER & ENERGY METER

Name of the Course	: Distribution Line, Power & Distribution Transformer and Energy Meter.
Name of the Venue	: WZPDCL Training Institute, Khulna.
Trainees	: Officer/Technical Staff
Duration	: 08/07/2018 - 12/07/2018 (Technical Staff) 05/08/2018 - 09/08/2018 (SAE) 26/08/2018 - 30/08/2018 (Technical Staff) 16/09/2018 - 20/09/2018 (SBA) 23/09/2018 - 27/09/2018 (SDE/AE) 14/10/2018 - 18/10/2018 (Helper) 04/11/2018 - 08/11/2018 (Technical Staff) 02/12/2018 - 06/12/2018 (Lineman/Foreman) 03/02/2019 - 07/02/2019 (Technical Staff) 10/03/2019 - 14/03/2019 (Technical Staff) 31/03/2019 - 04/04/2019 (SDE/AE) 21/04/2019 - 25/04/2019 (SAE)
Number of Participant	: 15/20/25

Objectives:

To deliver knowledge & make them skilled on Operation and maintenance of Substation Equipments, Power & Distribution Transformer, who are now serving in different offices of WZPDCL.

Course Contents:

- ▶ Single line diagram study.
- ▶ **Symbols:** Abbreviation and single line diagram
- ▶ **Substation Equipments:**
- ▶ **Distribution Transformer:** Selection of fuse & MCCB for distribution transformer.
Basic Principal of transformer, installation, schedule maintenance, earthing, Transformer fault, detail repair procedure of transformer, preparation of bill of materials for repair.
- ▶ Discussion on importance of Distribution Transformer earthing & load balancing.
- ▶ Parallel operation of transformer & their loading.
- ▶ General discussion on different tests (Open circuit / No load test, Oil test, Megar test etc).
- ▶ **CT & PT:** Types & classification, construction, Testing.
- ▶ **Lightening Arrester:** Working principle, construction,
- ▶ **Bus bar:** Introduction to various bus bar systems, protection, Maintenance.
- ▶ **System Grounding:** Introduction & Types, Materials used for grounding.
- ▶ **Power Supply System:** Transmission line & Distribution line, Discussion about Fuse, Circuit Breaker, Isolator, Relay and other Transformer protection equipments.
- ▶ Numbering, operating principle, fault calculation, relay coordination, curve, CT, PT selection, relay testing.
- ▶ **Shut Down and Clearance:** Process of shutdown, co-ordination with load Dispatch.
- ▶ **Energy Meter:** Classification & Type, Connection diagram, meter testing, meter testing with Meter Testing Equipments.
- ▶ CT, PT Matching, Indoor, Outdoor Meter, CT, PT Meter.
- ▶ Safety Practice.
- ▶ **Customer Service:** Dealings with the consumer, Public relation.
- ▶ Innovation in Power Sector

Training Procedure:

- Theoretical lecture & Discussion in the class
- Practical Demonstration
- Multimedia presentation
- Group discussion

Trainer Evaluation : By Trainee

Trainee Evaluation : Written / Practical / Multimedia Presentation

SAFETY

IS FULL TIME JOB



DON'T MAKE IT A PART TIME PRACTICE



SUBSTATION EQUIPMENTS OPERATION & MAINTENANCE

Name of the Course	: Substation Equipments Operation & Maintenance
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: Officer/Switch Board Attendant (SBA) / Technical Staff
Duration	: 16/09/2018 - 20/09/2018 (SBA) 02/12/2018 - 06/12/2018 (Lineman / Foreman) 27/01/2019 - 31/01/2019 (SBA) 03/02/2019 - 07/02/2019 (Technical Staff) 21/04/2019 - 25/04/2019 (SAE)
Number of Participant	: 15/20/25

Objectives:

To familiarize with basic principal of switching, safe operation and awarding shutdown, receiving clearance to restore power, recording the incidence, operation in emergency condition, fire fighting and emergency management

Course Contents:

- ▶ Introduction to substation equipments.
- ▶ Discussion on Off Load & On Load tap changer of power transformer.
- ▶ Introduction to meters reading and recording technique in log book record.
- ▶ Introduction to record complain and to attend complain.
- ▶ Normal switching technique and procedure.
- ▶ Discussion about the process of shutdown, co-ordination with load dispatch.
- ▶ Discussion about different types of meter, CB, Relays & other necessary equipments used in sub-station.
- ▶ Numbering, operating principle, fault calculation, relay coordination, curve, CT, PT selection, relay testing.
- ▶ Emergency switching and management.
- ▶ Awarding shutdown and receiving the clearance, power restoration.
- ▶ Fire fighting and safety application.
- ▶ Reporting an accident.
- ▶ Innovation in power Sector

Training Procedure:

Theoretical lecture & Discussion in the class
Practical Demonstration
Multimedia presentation
Group discussion

Trainer Evaluation : By Trainee

Trainee Evaluation : Written / Practical / Multimedia Presentation

ENERGY METER

Name of the Course	: Energy Meter
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: Officer / Technical Staff
Duration	: 15/07/2018 - 19/07/2018 (Technical Staff) 26/08/2018 - 30/08/2018 (Technical Staff) 14/10/2018 - 18/10/2018 (Helper) 04/11/2018 - 08/11/2018 (Technical Staff) 10/03/2019 - 14/03/2019 (Technical Staff) 31/03/2019 - 04/04/2019 (SDE/AE)
Number of Participant	: 15/20/25

Objectives:

To deliver knowledge & make them skilled on Operation and different types of Errors of Energy meter (Including Digital Meter).

Course Contents:

- ▶ Basic principle of Energy Meter.
- ▶ Classification & Type (Single Phase & Three Phase).
- ▶ Installation, connection & repair of energy meters.
- ▶ Application of multiplication factor.
- ▶ Basic principle of digital energy meter.
- ▶ Determination on proper meter sealing, neutral & case Earthing of energy meter.
- ▶ Causes of improper meter reading & its remedy.
- ▶ Discussion on display, time of the day metering, MD setting, reset setting etc.
- ▶ Practical demonstration 3- Phase & 1- Phase digital energy meter and site check technique at the consumer premises.
- ▶ Pilferage of electricity.
- ▶ Demonstration of error in energy meter due to circuit fault or faulty connection.
- ▶ CT, PT Matching, Indoor, Outdoor Meter, CT, PT Meter.
- ▶ Programming.

Training Procedure:

Theoretical lecture & Discussion in the class
Practical Demonstration
Multimedia presentation
Group discussion

Trainer Evaluation : By Trainee

Trainee Evaluation : Written / Practical / Multimedia Presentation

PREPAYMENT METER

Name of the Course	: Prepayment Meter
Name of the Venue	: WZPDCL Training Institute, Khulna.
Trainees	: Officer
Duration	: 15/07/2018 - 19/07/2018 (Technical Staff) 26/08/2018 - 30/08/2018 (Technical Staff) 14/10/2018 - 18/10/2018 (Helper) 04/11/2018 - 08/11/2018 (Technical Staff) 10/03/2019 - 14/03/2019 (Technical Staff) 31/03/2019 - 04/04/2019 (SDE/AE)
Number of Participant	: 15/20/25

Objectives:

To familiarize with Pre-Paid Metering System. To develop the knowledge about future metering (Pre-Paid Meter, Smart Meter) of WZPDCL.

Course Contents:

- ▶ A General Introduction to the Prepayment System
- ▶ Meter Standards, Regulations and Technologies
- ▶ Operational Component of Prepayment System
- ▶ Master Information Center (MIC)
- ▶ Utility Vending Stations (UVS)
- ▶ Utility Customization Center (UCC)
- ▶ Point of Sales (POS)
- ▶ Utility Consumers
- ▶ Three phase meters
- ▶ Hardware used in Prepayment System
- ▶ How prepayment meter works.
- ▶ How Smart Card, Keypad and On-line meter works.
- ▶ Network design for prepayment system.
- ▶ Software System for Prepayment metering system.
- ▶ Vending
- ▶ Load Management
- ▶ Tariff Management
- ▶ User Management
- ▶ Log Management
- ▶ Reporting
- ▶ Future Technology of Prepayment System (Smart metering system)

Training Procedure:

- Theoretical lecture & Discussion in the class
- Multimedia presentation
- Group discussion

Trainer Evaluation : By Trainee

Trainee Evaluation : Written / Practical / Multimedia Presentation

RELAY AND PROTECTION (Basic Course)

Name of the Course	: Relay and Protection (Basic Course)
Name of the Venue	: WZPDCL Training Institute, Khulna.
Trainees	: Officer
Duration	: 05/08/2018 - 09/08/2018 (SAE) 23/09/2018 - 27/09/2018 (SDE/AE) 09/12/2018 - 13/12/2018 (SAE)
Number of Participant	: 15/20/25

Objectives:

To Familiarize with basic principal of Protection, kind of Protection, Electromagnetic & Digital Relay Uses & Programming. To know about testing and calculation of the common relays.

Course Contents:

- ▶ Concept on Devise numbering. Basic concept of different type of relays (electro-magnetic, electronic and microprocessors based relays.)
- ▶ Operating principle, time curves, selection of curves, definite time etc as per field requirements.
- ▶ Relay coordination with the equipment, equipments operating time, charging time, Breaker operating cycle, time gap with other relays.
- ▶ Introduction of vector and vector notations, solving the vector calculations, calculations of complex quantity, analysis pf symmetrical and un-symmetrical faults.
- ▶ CT and PT selection as required by the protection requirements. Mac curve, knee point, ALU factors for the protection.
- ▶ DC system and its requirement for reliable protection.
- ▶ Basic relay testing, test on schedule maintenance work and recording.
- ▶ Feeder protection O / C, E / F and its circuit details, HRC fuses verses the relay curves.
- ▶ Digital Relays: Programming (By Computer), setting (Practical).
- ▶ Transformer protections.
- ▶ Innovation in Power Sector

Training Procedure:

Theoretical lecture & Discussion in the class
 Practical Demonstration
 Multimedia presentation
 Group discussion

Trainer Evaluation : By Trainee

Trainee Evaluation : Written / Practical / Multimedia Presentation



RELAY AND PROTECTION (ADVANCED COURSE)

Name of the Course	: Relay and Protection (Advanced Course)
Name of the Venue	: WZPDCL Training Institute, Khulna.
Trainees	: Officer
Duration	: 03/03/2019 - 07/03/2019
Number of Participant	: 15/20/25

Objectives:

To build up expertise on Protection of equipments in power system and to become conversant with protective equipments so that the leadership in protection related activities can be maintained. The advanced calculation of the relays and the determination of the protective malfunction of the existing system will be learned.

Course Contents:

- Discussion on detail fault level and fault calculation.
- Discussion on detail different types of relays.
- Basic calculation & setting principles of different types of distance relay.
- Discussion Microprocessor based modern relays covering distance and other line protection.
- Discussion on Industrial, bulk load motor protection, method of crating differential zones, Protection principles & its use in industrial environment.
- Discussion on bus - bar protection for different bus bar arrangement of sub - station.
- Discussion on different types of protection for transformer and feeders.
- Discussion of change over & auto transfer scheme for maintaining continuous auxiliary power.
- Innovation in Power Sector

Training Procedure:

Discussion & Lecture
Practical Demonstration
Visit for on job demonstration/Recreation tour
Multimedia Presentation
Evaluation of Training

Trainer Evaluation : By Trainee

Trainee Evaluation : Written / Practical / Multimedia Presentation

ELECTRICITY ACT, CASE FILING & REPORTING

Name of the Course	: Electricity Act, Case Filing & Reporting
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: Officer
Duration	: 11/11/2018 - 15/11/2018 (All Officer)
Number of Participant	: 15/20/25

Objectives:

- ▶ To familiarize with Electricity Act and right of WZPDCL.
- ▶ To familiarize with judicial system of Bangladesh
- ▶ To familiarize with essential element of a case
- ▶ Handling a case, protecting WZPDCL's right etc.

Course Contents:

- ▶ Discussion on structure of judicial system
- ▶ Classification of criminal courts
- ▶ Procedure of submission of a case
- ▶ Electricity rules, 1937, sub rule-48(1), amendment act 1993 and amendment ordinance 1983.
- ▶ Procedure of making prosecution report as per Electricity act.
- ▶ Submission of report to the court, issuance of notice to the accused
- ▶ Processing of issuance of summon, warrant and P & A.
- ▶ Framing a charge against a accused
- ▶ Procedure of taking evidence and cross the prosecution
- ▶ Sending the accused to the Hajat.
- ▶ Recovery of fine.
- ▶ Procedure of conduct of the mobile Court etc.
- ▶ National integrity policy, Etiquette & Manner.
- ▶ Awareness creation on disaster management and develop skill & abilities to affectively participate in disaster risk management activities.
- ▶ Innovation in Power Sector

Training Procedure:

Discussion and lecture
 Practical Demonstration
 Visit for on job demonstration / Recreation tour.
 Multimedia presentation
 Evaluation

Trainer Evaluation : By Trainee

Trainee Evaluation: Written / Practical / Multimedia Presentation



RENEWABLE ENERGY & ITS APPLICATION

Name of the Course	: Renewable Energy & Its Application
Name of the Venue	: WZPDCL Training Institute, Khulna.
Trainees	: Officer
Duration	: 05/08/2018 - 09/08/2018 (SAE) 23/09/2018 - 27/09/2018 (SDE/AE) 11/11/2018 - 15/11/2018 (All Officer) 09/12/2018 - 13/12/2018 (SAE) 03/03/2019 - 07/03/2019 (All Officer) 31/03/2019 - 04/04/2019 (SDE/AE) 21/04/2019 - 25/04/2019 (SAE)
Number of Participant	: 15/20/25

Objectives:

To provide training on the selected aspects of renewable energy applications and to create enough scopes to implement it in Bangladesh covering the rural and urban, commercial and industrial prospects of renewable energy and its applications

Course Contents:

- Convectional & Non-conventional energy scenario of the world and Bangladesh
- Fundamentals of Solar Radiation and Measurement Fundamentals of Electricity
- Solar cells and panel
- Charge controller and MPPT
- Measurement of solar radiation, Measurement of IV characteristics of a solar module performance testing of Charge Controller
- Electrical Energy storage. Inverter
- Design of Solar Home System. Grid connected PV system Installation of a off grid solar energy system
- Demonstration of a grid connected PV system. Study on an inverter
- Passive house heating and cooling
- Solar cooker and dryer. Solar water pumping. Solar water Heaters.
- Determination of thermal efficiency of a flat plate solar water heating system
- Thermal testing of a Box type solar cooker
- Instrumentation, Measurement and Wind resource assessment
- Wind turning aerodynamics, turbine types and output power estimation
- Biogas and technology options. Biomass and improved cook stoves
- Engineering Economics. Energy efficient lighting
- Feasibility study of a off grid solar home system
- National integrity policy, Etiquette & Manner.
- Awareness creation on disaster management and develop skill & abilities to affectively participate in disaster risk management activities.
- Innovation in Power Sector

Training Procedure:

Discussion and lecture
Practical Demonstration
Visit for on job demonstration / Recreation tour.
Multimedia presentation
Evaluation

Trainer Evaluation : By Trainee

Trainee Evaluation : Written / Practical / Multimedia Presentation

BASIC CONCEPT OF DPP & DPP PREPARATION. PPR-2008, ELECTRONIC GOVERNMENT PROCUREMENT (e-GP)

Name of the Course	: Basic Concept Of DPP & DPP Preparation. PPR-2008, Electronic Government Procurement (E-Gp)
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: Officer
Duration	: 22/07/2018 - 26/07/2018 07/10/2018 - 11/10/2018 10/02/2019 - 14/02/2019
Number of Participant	: 15/20/25

Objectives:

This course will enable the participants to acquire the knowledge about DPP, PPR-2008 & Electronic Government Procurement (e-GP)

Course Contents:

- ▶ E-GP guideline.
- ▶ Business Process Reengineering (BPR) Rules. (Regarding TEC, TOC formation).
- ▶ Public procurement Cycle.
- ▶ Security issue of e-GP system
- ▶ Stack holders of e-GP System
- ▶ Rules & Some Regulation of e-GP.
- ▶ Discussion on PPA-2006, PPR-2008, DOF of WZPDCL-2011, DOF for e-GP and Steps in Procurement Process.
- ▶ Tender Preparation (Select STD, TEC, TOC creation)
- ▶ Invitation of Tender
- ▶ Tender Doc Preparation.
- ▶ APP, TOC, TSC, TEC, Tender Evaluation, Approval Procedures and Contract Signing.
- ▶ Publication Workflow & of Tender Notice.
- ▶ e-GP Users and their roles (Like PE, PE Admin, HOPE, AU, AO, TEC, TOC)
- ▶ Creation of APP, Its approval & Publication. Workflow design and approval.
- ▶ Creation of TEC, its workflow design and approval.
- ▶ Creation of TOC its workflow design and approval.
- ▶ Tender Opening.
- ▶ Evaluation of Tender Part-1.
- ▶ Tender Evaluation Part-2
- ▶ Report workflow and approving process
- ▶ NOA Given.
- ▶ Contract Signing.
- ▶ Release/forfeit of Tender Security/P.G.
- ▶ Innovation in Power Sector

Training Procedure:

Theoretical lecture & Discussion in the class
Practical Demonstration
Multimedia presentation
Group discussion

Trainer Evaluation : By Trainee

Trainee Evaluation : Written / Practical / Multimedia Presentation



ACCOUNTS AND FINANCIAL MANAGEMENT

Name of the Course	: Accounts and Financial Management
Name of the Venue	: WZPDCL Training Institute, Khulna.
Trainees	: Officer / Staff (AA/SAA/JAA)
Duration	: 06/01/2019 - 10/01/2019 (All Officer) 24/02/2019 - 28/02/2019 (AA/SAA/JAA)
Number of Participant	: 15/20/25

Objectives:

On completion of the course, the participants shall be able to acquaint with financial rule & regulations relating to be important aspects of accounts, audit and solve any problem with the help of TQM.

Course Contents:

- ▶ Financial rules and financial delegation of power.
- ▶ Accounting, Budget.
- ▶ Commercial Activities, MOD Preparation.
- ▶ Tender (PPR-2008), Project Implementation.
- ▶ Discussion of TQM. 5-S Techniques, PISA, KAIZEN.
- ▶ Problem solving with the help of TQM, Case study.
- ▶ Income TAX & VAT.
- ▶ Pay fixation, pension and gratuity.
- ▶ A brief history of Audit, Audit methodology, Audit planning, Guidelines for internal auditors, Relationship between internal audit and external audit.
- ▶ Important concepts affection for the internal auditor's field work.
- ▶ How is an audit carried out in practice? Settlement of Audit Objection.
- ▶ Accounting information system.
- ▶ Commercial operation procedure and billing system.
- ▶ Budgetary control, Bank and fund management in WZPDCL. Managerial finance.
- ▶ Financial management on investment. Bank Reconciliation.
- ▶ Corporate Management and corporate culture.

Training Procedure:

Theoretical lecture & Discussion in the class
Multimedia presentation
Group discussion

Trainer Evaluation : By Trainee

Trainee Evaluation : Written / Practical / Multimedia Presentation

FINANCIAL MANAGEMENT, BUSINESS CONCEPT, COST CONTROL, COST REDUCTION, BREAK EVEN ANALYSIS, LEADERSHIP, MOTIVATION, INTEGRITY STRATEGY, DISCIPLINARY PROCEDURES, KPI

Name of the Course	: Financial Management, Business Concept, Cost Control, Cost Reduction, Break even analysis, Leadership, Motivation, Integrity Strategy, Disciplinary Procedures, KPI.
Name of the Venue	: WZPDCL Training Institute, Khulna.
Trainees	: Officer
Duration	: 06/01/2019 - 10/01/2019
Number of Participant	: 15/20/25

Objectives:

- ▶ To acquaint with Financial Rules & Regulations of WZPDCL.
- ▶ To know about the important aspects of Accounts, Financial Management.
- ▶ To be well equipped with required information for financial decision.
- ▶ To know about National integrity policy, Etiquette & Manner.

Course Contents:

- ▶ Mission, Vision, Goal & Reform action of WZPDCL & Corporate Culture.
- ▶ Accounting Information System of WZPDCL.
- ▶ Analysis of financial statements & its implication.
- ▶ Business Concept
- ▶ Cost control, Cost Reduction & Break even analysis.
- ▶ Leadership & Motivation
- ▶ Budgetary Control, Bank and Fund Management of WZPDCL.
- ▶ National integrity policy, Etiquette & Manner.
- ▶ Disciplinary Procedures of WZPDCL
- ▶ Key Performance Indicator (KPI)
- ▶ Awareness creation on disaster management and develop skill & abilities to affectively participate in disaster risk management activities.
- ▶ Innovation in Power Sector

Training Procedure:

Discussion and lecture
Practical Demonstration
Visit for on job demonstration / Recreation tour.
Multimedia presentation
Evaluation

Trainer Evaluation : By Trainee

Trainee Evaluation : Written / Practical / Multimedia Presentation



TRAINING OF SECURITY PERSONNEL

Name of the Course	: Security Guard Training
Name of the Venue	: WZPDCL Training Institute, Khulna.
Trainees	: Staff (Security Guard)
Duration	: 16/06/2019 - 20/06/2019
Number of Participant	: 15/20/25

Objectives:

To trained up personnel (Security) about Security of Companies Wealth, existing service rules, regulations & importance of their Duties.

Course Contents:

- ▶ Importance of security & Duties.
- ▶ Customer focused service
- ▶ Anti corruption laws & combating corruption in service sectors
- ▶ Corporate Ethics
- ▶ Behavior modification for improve performance
- ▶ Maintaining safe working environment of self & subordinate
- ▶ Customer service.
- ▶ Superior - subordinate relationship.

Training Procedure:

Theoretical lecture & Discussion in the class
Multimedia presentation
Group discussion

Trainer Evaluation : By Trainee

Trainee Evaluation : Written / Practical

FIRE FIGHTING & SAFETY PROCEDURE

Name of the Course	: Fire Fighting & Safety procedure
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: Switch Board Attendant (SBA)
Duration	: 27/01/2019 - 31/01/2019
Number of Participant	: 15/20/25

Objectives:

To familiarize Fire, accident and hazard and to train up personnel (staffs) develop skill initial warning and to act rapidly to the fire and hazard.

Course Contents:

- Discussion about fire and its classification.
- Discussion about source of fire.
- Discussion about different types of Hazard storage guideline.
- Discussion about different types of firefighting equipment.
- Danger & caution notice.
- Practical demonstration.
- First aid.
- Idea on flame detector, smoke detector, alarm, and resetting technique.
- Description on Accident Reporting.
- Treatment of electric shock, awareness, and precaution of health problem.

Training Procedure:

Theoretical lecture & Discussion in the class
Practical Demonstration
Multimedia presentation
Group discussion

Trainer Evaluation : By Trainee

Trainee Evaluation : Written / Practical



TRAINING OF MLSS

Name of the Course	: Training of Peon (MLSS)
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: Staff (MLSS)
Duration	: 23/06/2019 - 27/06/2019
Number of Participant	: 15/20/25

Objectives:

To train up personnel (MLSS) about how to serve Customers, Office personnel and familiarize with the manners and etiquette.

Course Contents:

- ▶ Important of cleaning.
- ▶ How to put up file.
- ▶ How to receive the telephone call, distribute letter, idea about protocol.
- ▶ How to serve food & beverage at meeting.
- ▶ Table manner.
- ▶ Customer focused service.
- ▶ Corporate ethics.
- ▶ Behavior modification for improved performance.
- ▶ Maintaining safe working environment of self & subordinate.
- ▶ Superior-subordinate relationship.
- ▶ Manners, Etiquette & Honesty.

Training Procedure:

Theoretical lecture & Discussion in the class
Practical Demonstration
Multimedia presentation
Group discussion

Trainer Evaluation : By Trainee

Trainee Evaluation : Written / Practical

শ্রম আইন ও শিল্প সম্পর্ক

কোর্সের নাম	: শ্রম আইন ও শিল্প সম্পর্ক কোর্স
প্রশিক্ষণ স্থানের নাম	: ওজোপাডিকো ট্রেনিং ইনস্টিটিউট, খুলনা।
প্রশিনার্থী	: অফিসার / স্টাফ
প্রশিক্ষণ মেয়াদ	: ১৫/০৭/২০১৮ - ১৯/০৭/২০১৮ (স্টাফ) ২২/০৭/২০১৮ - ২৬/০৭/২০১৮ (স্টাফ) ২৬/০৮/২০১৮ - ৩০/০৮/২০১৮ (স্টাফ) ০৯/০৯/২০১৮ - ১৩/০৯/২০১৮ (স্টাফ) ১৬/০৯/২০১৮ - ২০/০৯/২০১৮ (স্টাফ) ১৪/১০/২০১৮ - ১৮/১০/২০১৮ (হেল্পার) ২১/১০/২০১৮ - ২৫/১০/২০১৮ (স্টাফ) ০৪/১১/২০১৮ - ০৮/১১/২০১৮ (স্টাফ) ১১/১১/২০১৮ - ১৫/১১/২০১৮ (অফিসার) ০২/১২/২০১৮ - ০৬/১২/২০১৮ (ফোরম্যান/লাইনম্যান) ১৩/০১/২০১৯ - ১৭/০১/২০১৯ (স্টাফ) ০৭/০৪/২০১৯ - ১১/০৪/২০১৯ (স্টাফ) ০৫/০৫/২০১৯ - ০৯/০৫/২০১৯ (স্টাফ) ১২/০৫/২০১৯ - ১৬/০৫/২০১৯ (স্টাফ) ২৩/০৬/২০১৯ - ২৭/০৬/২০১৯ (স্টাফ)
অংশগ্রহনকারীর সংখ্যা	: ১৫/২০/২৫

প্রশিক্ষণের উদ্দেশ্য:

- শ্রমিক/কর্মচারীগণের পেশাগত কাজের দক্ষতা বৃদ্ধি
- আচার - নিয়ম- শৃংখলা
- সুযোগ সুবিধা বিষয়ে সচেতনতা ও ধারণা প্রদান করা

কোর্স বিষয়বস্তু:

- নিয়োগ ও চাকুরীর শর্তাবলী
- কর্মক্ষেত্রে নিরাপত্তা ও স্বাস্থ্যরক্ষা ব্যবস্থা
- শ্রম কল্যাণ
- কর্মঘন্টা ও ছুটি বিধি
- দূর্ঘটনা জনিত কারণে ক্ষতিপূরণ
- ট্রেড ইউনিয়ন ও শিল্প সম্পর্ক
- সিবিএ নির্বাচনী ব্যবস্থা, সিবিএ প্রতিনিধি ও অংশগ্রহনকারী হিসাবে ভূমিকা
- শ্রম বিরোধ নিষ্পত্তি, শ্রম আদালত
- শ্রম আইনের (২০০৬) আওতায় বিভাগীয় শৃংখলামূলক ব্যবস্থা গ্রহন পদ্ধতি
- শ্রম আইন সংশোধনী ২০১৩ এবং শ্রম আইন নীতিমালা ২০১৫
- শ্রমিক-মালিক সম্পর্ক
- সাধারণ আচারন ও শিষ্টাচার বিধি
- সততা ও দূর্নীতি

প্রশিক্ষণ পদ্ধতি:

- লেকচার ও দলগত আলোচনা
- শ্রেণী অনুশীলন
- উপস্থিতি এবং অংশগ্রহন
- মূল্যায়ন পরীক্ষা



TRAINING OF THE TRAINER

Name of the Course	: Training of the Trainer
Name of the Venue	: WZPDCL Training Institute, Khulna.
Trainees	: Officer
Duration	:
Number of Participant	: 15/20/25

Objectives:

To familiarize modern concept and principal of training, enable to develop lecture delivery capacity and training management, open discussion for exchange of personal experiences for improving training quality and train up resource person to develop employees of companies as assets.

Course Contents:

- Theoretical concept of training and training management.
- Difference between training and education, learning principles, training principles and styles, training cycle.
- How to assess the training requirement of individual trainee.
- Determining the level of trainees' knowledge of lecture delivery.
- Formulating the course module for specific target group.
- Presentation technique, class not, documentation preparation assess of lecture time etc.
- Completing, reviewing delivery modification to be made after receipt of feedback.
- TNA lesson plan preparation and quality assurance in Training function.
- Test and evaluation technique.

Training Procedure:

Theoretical lecture & Discussion in the class
Practical Demonstration
Multimedia presentation
Group discussion

Trainer Evaluation : By Trainee

Trainee Evaluation : Written / Practical / Multimedia Presentation

ORIENTATION COURSE

Name of the Course	: Orientation Course
Name of the Venue	: WZPDCL Training Institute, Khulna.
Trainees	: Newly recruited employee
Duration	:
Number of Participant	:

Objectives:

- To get basic idea of overall activities of WZPDCL.
- To acquaint with the Service rules, financial activities & other laws related to office functionalities.
- To acquaint with the technical & administrative activities related to distribution offices.
- To know about Operation, and maintenance of Substation Equipment Power & Distribution Transformer.
- To know about energy meter (Including Digital Meter, Pre-Paid Meter) and Solar Energy

Course Contents:

- Introduction to WZPDCL
- Introduction to Organogram in WZPDCL.
- Discussion on service rules of WZPDCL.
- Discussion about TQM.
- Discussion on Financial rules of WZPDCL.
- Commercial Operation Procedure (COP).
- Audit.
- Discussion on Human Resource Development, Human Recourse Management & Planning.
- Discussion on Operation & Maintenance of Sub-station & Sub-station Equipment such as CT & PT: Types & classification, construction, Testing, Maintenance Procedure.
- Circuit Breaker & Isolators:** Types & classifications.
- Operation/principle/maintenance/Difference between circuit breaker & isolator.
- Lightening Arrester:** Working principle, construction.
- Bus bar:** Introduction to various bus bar systems, protection, Maintenance.
- System Grounding:** Introduction & Materials used for grounding
- Discussion on Battery & Battery Charger
- Symbols:** Abbreviation and single line diagram
- Transformer:** Types, Basic principle, Installation, Operation, Maintenance. Transformer Protection. Transformer oil characteristics & oil testing.
- Power Supply System:** Transmission line & Distribution line, Discussion about Relay, VHF, Carrier Communication.
- Discussion on line hardware, conductor, cable, pole, Insulator & fitting.
- Bill of materials for LT & HT line, new connection & procedure for load approval.
- Discussion on digital single & three phase energy meter, Classification & Type, connection diagram, meter testing, Pilferage of electricity and protection. And also Pre-paid Meter.
- Prepaid Metering, Smart Metering.
- Customer Service:** Dealings with the consumer/Public relation.
- Tree Trimming:** Process/Right of ways/Line patrolling/Safety practice.
- Solar Energy:** Discussion about solar module, solar panel.

Training Procedure:

- Theoretical lecture & Discussion in the class
- Practical Demonstration
- Multimedia presentation
- Group discussion

Trainer Evaluation : By Trainee

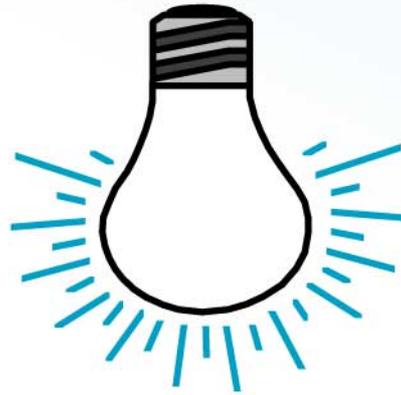
Trainee Evaluation : Written / Practical / Multimedia Presentation

CHAPTER 4



**Overview of WZPDC Training Institute
Internal Resource Person
External Resource Person**





Targeted Training Programs of WZPDCL

During 2018-2019

Total Employee of WZPDCL = 1957 nos.

Targeted training man hour 70 per employee

Required Total training (man hour) = 1957 X 70 = 1,36,990 Man hour.

In house training = 21,527 Man hour

On the job training = 1,15,463 Man hour

Total man hour = In house + O J T = 1,36,990 Man hour (Target)

In house Average Training Hours = 21527/1957=11

Total Employee of WZPDCL Last Year (2017-18) = 2044 nos

Targeted Man Hours, Last Year (2017-18) = 1,43,080 man hour

Targeted Training per employee 70 Man hour

Achieved Training per employee 75.39 Man hour

Achived Man Hours = 1,54,093 Man hour

Achivement in % = 107.70

On the Job Training Places & Target (2018-2019) WZPDCL

Sl no	Training Place	Total person to be Trained	Factor to be Multiplied= Targeted Trg. (-) Av. In House Trg. ie (70-11)=59	Total man Hours / Year	Man-hour / Month	Remark
1	Head Quarter	86	59	6020	502	
2	Project	47	59	3290	274	
3	WZPDC Training Institute	15	59	1050	88	
4	Khulna O & M Circle & its Jurisdiction and RAO	468	59	32760	2730	
5	Jessore O & M Circle & its Jurisdiction and RAO	264	59	18480	1540	
6	Faridpur O & M Circle & its Jurisdiction and RAO	282	59	19740	1645	
7	Barisal O & M Circle & its Jurisdiction and RAO	350	59	24500	2042	
8	Kushtia O & M Circle & its Jurisdiction and RAO	320	59	22400	1867	
9	Patuakhali O & M Circle & its Jurisdiction	125	59	8750	729	
	Total	1957		136990	11417	

FISCAL YEAR WISE TRAINING PROGRESS

WZPDCL Training Institute, WZPDCL, KHULNA.

SL No.	Financial Year	Total Employee to be Trained	Targeted manhours	Achieved manhour	Achievement (%)
1	2010-2011	2201	88040	93162	105.80
2	2011-2012	2188	109400	109400	100.00
3	2012-2013	2250	135000	155420	115.13
4	2013-2014	2287	137220	170561	124.30
5	2014-2015	2341	140460	152516	108.58
6	2015-2016	2268	158760	166426	104.83
7	2016-2017	2121	148470	158813	106.97
8	2017-2018	2044	143080	154093	107.70
9	2018-2019	1957	136990		



WZPDCL Training Institute, Khulna.

Training Flow Chart 2018-19

Subject	July	Aug	Sept	Oct.	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Computer Billing, Hardware, Computer Trouble Shooting.				21-25								
Basic concept of DPP, DPP Preparation. Electronic Government Procurement (e-Gp)	22-26			07-11				10-14				
Auto CAD					25-29		20-24					
Hardware & Computer Trouble Shooting, Internet, e-mail & Digital Filing	15-19											
Mid Level Management, COP/ Distribution Code & Electricity Act.					11-15							
Customer Care & Customer Service Excellence.											05-09	
Integrity strategy, Customer Care & Customer Service Excellence			09-13									
Human Relation, Company service rule, Etiquette & Labor Law Act.							13-17					
Integrity & Anti – Corruption, Office Administration & Recode Management										07-11	12-16	
Financial Management, Business Concept, Cost Control, Cost Reduction, Break even analysis, Leadership, Motivation, Integrity Strategy, Disciplinary Procedures, KPI							06-10					
Energy Meter, Customer Service Excellence & Pre Payment Meter.									31-04			
Power & Distribution Transformer, Circuit Breaker, Relay & Protection.		05-09	23-27	14-18								
Circuit Breaker, Relay & Protection.						09-13						
Distribution Line, Power & Distribution Transformer, Energy Meter & Customer Service Excellence.	08-12	26-30			04-08				10-14			
Advanced Course on Power & Distribution Transformer, Circuit Breaker, and Relay & Protection									03-07			

WZPDCL Training Institute, Khulna.

Training Flow Chart 2018-19

Subject	July	Aug	Sep	Oct.	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Operation & Maintenance of Substation, Sub-Station Equipments & Power Transformer			16-20			02-06		03-07		21-25		
Substation equipments Operation & Maintenance, Firefighting & Safety Procedure							27-31					
Accounts & Financial Management & Labor Law								24-28				
Security Training Course												16-20
Training Course of MLSS												23-27
Training of Trainer												
Orientation / Induction Course												



ON THE JOB TRAINING PROGRAM (CIRCLE WISE):- 2018-2019

Name of O & M Circle: Khulna, Jessore, Kushtia, Faridpur, Barisal, Patuakhali.

SL. No.	Month	Subject
1.	July - 18	Anticorruption, Ethics, Etiquette, Illegal electricity consumption and it panal code. Financial management and rule public Procurement rules and regulation, Tender. Motor Vehicale Maintanance, Logbook writing, Disaster Management, Office Administration, Illegal Electricity use, Integrity Strategy.
2.	Aug - 18	TQM, Safety practice, Natural disaster management, Firefighting. Motor Vehicale Maintanance, Logbook writing, Disaster Management, Office Administration, Illegal Electricity use, Integrity Strategy.
3.	Sep - 18	COP (Part 1 to 4) Its application, Data collection & Preparation of MOD. Solar energy and its application, Polution of environment. Motor Vehicale Maintanance, Logbook writing, Disaster Management, Office Administration, Illegal Electricity use, Integrity Strategy.
4.	Oct - 18	Line maintanance (33/11/0.4 KV); Substation & Transformer Maintanance. Tree treaming, Preparation of Maintenance Schedule, Integrity Strategy.
5.	Nov -18	New Service connection (1-Phase & 3-Phase), Load clearence, Meter test in spot, Meter reading collection procedure, Meter earthing (Practical). Motor Vehicale Maintanance, Logbook writing, Disaster Management, Office Administration, Illegal Electricity use, Integrity Strategy.
6.	Dec - 18	Transformor Megger test, Preparation of test result sheet, Routine check as per schedule, Earthing test of transformer, Transformer load balancing (Practical), Integrity Strategy.
7.	Jan - 19	Line maintanance (33/11/0.4 KV); Substation & Transformer maintanance. Tree treaming; Preparation of maintanance schedule. Accounts and Financial Management, Office Administration. Etiquette, Ethic, Integrity Strategy.
8.	Feb - 19	Transformor megger test, Preparation of test result sheet, Routine check as per schedule, Earthing test of transformer, Transformer load balancing (Practical). Accounts and Financial Management, Office Administration. Etiquette, Ethic, Integrity Strategy.
9.	Mar - 19	New Meter connection (1-Phase & 3-Phase), Load clearence, Meter test in spot, Meter reading collection procedure, Meter earthing (Practical). Accounts and Financial Management, Office Administration. Etiquette, Ethic, Integrity Strategy.
10.	Apr - 19	COP (Part 1 to 4) Its application, Data collection & Preparation of MOD. Solar energy and its application, Polution of environment. Accounts and Financial Management, Office Administration. Etiquette, Ethic. Integrity Strategy.
11.	May -19	Anticorruption, Ethics, Etiquette, Illegal electricity consumption and it panal code. Financial management and rule, Public procurement rules and regulation, Tender. Accounts and Financial Management, Office Administration. Etiquette, Ethic, Integrity Strategy.
12.	Jun - 19	TQM, Safety practice, Natural disaster management, Firefighting. Office Admn. Accounts and Financial Management, Office Administration. Etiquette, Ethic, Integrity Strategy.

WZPDC Training Institute, Khulna.

ON THE JOB TRAINING PROGRAMME, FY - 2018 - 2019 (CIRCLE WISE)

SL	Month	Subject	Name of Circle					
			H/Q Khulna	Jessore	Kushtia	Faridpur	Barisal	Patuakhali
1.	July – 18	Anticorruption, Ethics, Etiquette, Illegal electricity consumption and its panel code. Financial management and rule public Procurement rules and regulation, Tender. Motor Vehicle Maintenance, Logbook writing, Disaster Management, Office Administration, Illegal Electricity use, Integrity Strategy.	08/07/18 22/07/18	09/07/18 22/07/18	12/07/18 26/07/18	09/07/18 23/07/18	11/07/18 25/07/18	10/07/18 26/07/18
2.	Aug – 18	TQM, Safety practice, Natural disaster management, Firefighting. Motor Vehicle Maintenance, Logbook writing, Disaster Management, Office Administration, Illegal Electricity use, Integrity Strategy.	05/08/18 26/08/18	06/08/18 26/08/18	09/08/18 30/08/18	08/08/18 28/08/18	07/08/18 27/08/18	06/08/18 29/08/18
3.	Sep – 18	COP (Part 1 to 4) Its application, Data collection & Preparation of MOD. Solar energy and its application, Pollution of environment. Motor Vehicle Maintenance, Logbook writing, Disaster Management, Office Administration, Illegal Electricity use, Integrity Strategy.	10/09/18 24/09/18	09/09/18 24/09/18	11/09/18 26/09/18	12/09/18 26/09/18	13/09/18 27/09/18	13/09/18 27/09/18
4.	Oct – 18	Line maintenance (33/11/0.4 KV); Substation & Transformer Maintenance. Tree treaming, Preparation of Maintenance Schedule, Integrity Strategy.	07/10/18 21/10/18	07/10/18 22/10/18	09/10/18 23/10/18	11/10/18 24/10/18	11/10/18 25/10/18	11/10/18 25/10/18
5.	Nov – 18	New Service connection (1-Phase & 3-Phase), Load clearance, Meter test in spot, Meter reading collection procedure, Meter earthing (Practical). Motor Vehicle Maintenance, Logbook writing, Disaster Management, Office Administration, Illegal Electricity use, Integrity Strategy.	04/11/18 18/11/18	05/11/18 18/11/18	05/11/18 19/11/18	06/11/18 25/11/18	07/11/18 25/11/18	08/11/18 29/11/18
6.	Dec – 18	Transformer Megger test, Preparation of test result sheet, Routine check as per schedule, Earthing test of transformer, Transformer load balancing (Practical), Integrity Strategy.	02/12/18 23/12/18	02/12/18 23/12/18	03/12/18 24/12/18	05/12/18 27/12/18	06/12/18 27/12/18	09/12/18 30/12/18

SL	Month	Subject	Name of Circle					
			H/Q, Khulna	Jessore	Kushtia	Faridpur	Barisal	Patuakhali
7.	Jan – 19	Line maintenance (33/11/0.4 KV); Substation & Transformer maintenance. Tree treaming; Preparation of maintenance schedule. Accounts and Financial Management, Office Administration. Etiquette, Ethic, Integrity Strategy.	07/01/19 21/01/19	08/01/19 21/01/19	09/01/19 27/01/19	09/01/19 28/01/19	10/01/19 29/01/19	10/01/19 30/01/19
8.	Feb – 19	Transformer megger test, Preparation of test result sheet, Routine check as per schedule, Earthing test of transformer, Transformer load balancing (Practical). Accounts and Financial Management, Office Administration. Etiquette, Ethic, Integrity Strategy.	04/02/19 24/02/19	04/02/19 25/02/19	05/02/19 25/02/19	06/02/19 26/02/19	06/02/19 27/02/19	07/02/19 28/02/19
9.	Mar – 19	New Meter connection (1-Phase & 3-Phase), Load clearance, Meter test in spot, Meter reading collection procedure, Meter earthing (Practical). Accounts and Financial Management, Office Admin. Etiquette, Ethic, Integrity Strategy.	04/03/19 24/03/19	05/03/19 24/03/19	05/03/19 25/03/19	06/03/19 28/03/19	06/03/19 28/03/19	07/03/19 31/03/19
10.	Apr – 19	COP (Part 1 to 4) Its application, Data collection & Preparation of MOD. Solar energy and its application, Pollution of environment. Accounts and Financial Management, Office Administration. Etiquette, Ethic, Integrity Strategy.	02/04/19 22/04/19	02/04/19 22/04/19	03/04/19 24/04/19	04/04/19 24/04/19	04/04/19 25/04/19	04/04/19 29/04/19
11.	May – 19	Anticorruption, Ethics, Etiquette, Illegal electricity consumption and its panel code. Financial management and rule, Public procurement rules and regulation, Tender. Accounts and Financial Management, Office Administration. Etiquette, Ethic, Integrity Strategy.	06/05/19 20/05/19	06/05/19 21/05/19	07/05/19 22/05/19	07/05/19 23/05/19	08/05/19 26/05/19	09/05/19 28/05/19
12.	Jun – 19	TQM, Safety practice, Natural disaster management, Firefighting. Office Admn. Accounts and Financial Management, Office Administration. Etiquette, Ethic, Integrity Strategy.	23/06/19	24/06/19	24/06/19	25/06/19	26/06/19	26/06/19



West Zone Power Distribution Company Ltd.

Internal Resource Person

In House & On the Job Trainer
WZPDC Training Institute, WZPDCL, Khulna.

Sl. no	Name	Designation	Present Office	Contact No.	Mail address	Subjects
1.	Engr. Md. Shafique Uddin	MD, WZPDCL	H/Q	01713001424	enshafiq@yahoo.com wzpdcl.md@gmail.com	Power & Distribution Transformer, Meter, Natural Disaster Management, Safety Management, Customer care, KPI, Anticorruption, Integrity Strategy.
2.	Mr. R. K. Debnath	Executive Director (Finance)	H/Q	01713001426	ratanwzpdcl@gmail.com	Accounts & Finance.
3.	Engr. Md. Hassan Ali Talukder	Executive Director (Engg.) (In charge)	H/Q	01713001425	wzpdcl.ede@gmail.com	Substation Equipment, Power & Distribution Transformer, Energy Meter, Safety Management, Customer care.
4.	Engr. Md. Sabir Uddin	Chief Engineer (Energy, System Control & Service)	H/Q	01748668874	wzce.escs@gmail.com	Distribution system, Energy Control, Energy Meter, Safety Management, Customer Service.
5.	Mr. Rabindranath Datta	GM	H/Q	01700709701 01700709702	wzpdcl.fin@gmail.com wzpdcl.com.@gmail.com	Finance, Budget, Accounts. Commercial Operation.
6.	Mr. Abdul Motaleb	Company Secretary	H/Q	01714023405	motalebku@gmail.com	Budget, Adm., Company Affairs, Integrity Strategy.
7.	Engr. Md. Motahar Hossain	PD	SPDSP	01713012160	wzpd.spdsp@gmail.com	Project work & Developments.
8.	Engr. Md. Abu Hasan	SE	O & M, Khulna	01711297974	wzse.khulna@gmail.com	Distribution line, Development Work.
9.	Engr. Md. Mostafizur Rahman	SE	System Control & Protection	01713850213	wzse.protection@gmail.com	System Protection & Control.
10.	Engr. A. T. M. Tariqul Islam	SE	O & M, Faridpur	01711430895	wzse.faridpur@gmail.com	Power & Distribution Transformer, Energy Meter.
11.	Engr. Md. Roknuzzaman	SE	H/Q	0174	wzpdcl.se.com@gmail.com	Energy Import & Sells, SAIDI, SAIFI, System Loss Calculation, MOD
12.	Engr. Md. Abdul Mozid	SE	O&M, Patuakhali	01731639374	wzse.patuakhali@gmail.com	Power & Distribution Transformer, Energy Meter.
13.	Engr. Md Saifuzzaman	SE	P & D	01700709718	wzpdcl.planning@gmail.com wzse.protection@gmail.com	Project Management, Project work & Development.
14.	Engr. Shafiqul Islam	SE	H/Q	01700709730	eaupdsp@gmail.com	Project work & Developments.
15.	Engr. Md. Shahidul Alam	SE	O & M, Jessore	01711298373	wzse.jessore@gmail.com	Power & Distribution Transformer, Energy Meter.
16.	Mr. Md. Alamgir Kabir	DGM	H/Q	01700709703	dgmhrmadmn_wzpdcl@yahoo.com	Office Administration & Management.
17.	Mr. Md. Moklesur Rahman	DGM	H/Q	-	-	MS Word, Excel, MOD, COP.
18.	Mr. Md. Abdulla Faruk	DGM	H/Q	-	-	MS Word, Excel, MOD, COP.
19.	Engr. Md. Ikhtiar Uddin	SE (In Charge)	O & M, Barisal	01711347133	wzse.barisal@gmail.com	Power & Distribution Transformer, Energy Meter.
20.	Engr. Md. Arifur Rahman	SE (In Charge)	O & M, Kushtia	01711431410	wzse.kushtia@gmail.com	Power & Distribution Transformer, Energy Meter.

Sl. no	Name	Designation	Present Office	Contact No.	Mail address	Subjects
21.	Engr. Shahin Akter Pervin	XEN	WZPDC Training Institute, Khulna	01818326148 01700709719	wzpdcl.dtc@gmail.com shahin3112@gmail.com	Distribution line, MS Word, Solar Energy, Electricity Act. Integrity Strategy.
22.	Mr. Md. Azizur Rahman	Manager	H/Q	01700709706	aziz429@gmail.com	Audit.
23.	Mr. Abul Kashem Mollik	Manager	H/Q	01700709707	wzpdcl.com@gmail.com	Accounts. Commercial Operation, TQM.
24.	Mr. Sachindra Nath Halder	Manager	H/Q	01700709705	wz.manpro@gmail.com sacinwz@gmail.com	MS Word, Excel, MOD, COP.
25.	Mr. Md. Nazmul Huda	Manager (Admin)	HQ	01700709709	nazmulwzpdcl@gmail.com	Office Administration, Management.
26.	Engr. Md. Kowsar Ali Hawlader	XEN	Madaripur, ESU	01700709900	wz.madaripur@gmail.com	New Connection, Distribution Line.
27.	Engr. Md. Mahmudul Haque	XEN	S&D-1, Khulna.	01711297972	wz.khulna1@gmail.com	Battery, DC System.
28.	Engr. Md. Mamunur Rahman	XEN	S&D-2, Khulna.	01711297971	wz.khulna2@gmail.com	Distribution line, Power & Distribution Transformer.
29.	Engr. Monjul kumer Sarnakar	XEN	S&D-3, Khulna.	01711297973	wz.khulna3@gmail.com	Distribution line, Power & Distribution Transformer.
30.	Engr. Md. Rakib Uddin	XEN	DD-1, SPDSP	01700709720 01700709721	wzdpd.spdsp@gmail.com xen1.spdsp@gmail.com	Project work, Distribution Line, Power & Distribution Transformer.
31.	Engr. Md. Tofazzel Hossain	XEN	Prepayment Project	01700709722	tofaz73@gmail.com	Prepayment Meter
32.	Engr. Zahan -E- Shabnam	XEN	S&D-1, Jessore	01711298372	wz.jessore1@gmail.com	New Connection, Distribution Line.
33.	Engr. Md. Rezaul Karim	XEN	S&D-2, Jessore	01711298374	wz.jessore2@gmail.com	Distribution line, Transformer.
34.	Engr. Amullia Kumar Sarkar	XEN	S&D-2, Barisal	01711345829	wz.barisal2@gmail.com	New Connection, Distribution Line.
35.	Engr. Poritos Chandra Sarkar	XEN	DD-2, SPDSP, Jhenaidah.	01700709724 01734554784	Xen2.spdsp@gmail.com	Power & Distribution Transformer, Energy Meter, Project work & Developments.
36.	Engr. Md. Arifur Rahman	XEN	S&D-1, Kushtia	01700709821	wz.kushtia1@gmail.com	New Connection, Distribution Line.
37.	Engr. Md. Shahidul Islam	XEN	S&D-2, Kushtia	01700709834	wz.kushtia2@gmail.com	New Connection, Distribution Line.
38.	Engr. Poritos Chandra Sarkar	XEN	S & D Jhenaidah	01711423522	wz.jhenaidah@gmail.com	New Connection, Distribution Line.
39.	Engr. Md. Abdul Aziz	XEN	Meherpur ESU	01700709876	wz.meherpur@gmail.com	Power & Distribution Transformer, Energy Meter.
40.	Engr. G. M. Mahmud Prodan	XEN	DD-3, SPDSP, Faridpur	01700709725	xen2.spdsp@gmail.com	Project work, Distribution Line.
41.	Mr. Md. Toakkel Hossain	Manager	RAO, Barisal	01711345828	wzrao.barisal@gmail.com	MS Word, Excel, MOD, COP.
42.	Mr. Md. Moklesur Rahman	Manager	RAO, Faridpur	01700709883	wzrao.faridpur@gmail.com	MS Word, Excel, MOD, COP.
43.	Mr. Md. Anisur Rahman	Manager	RAO, Kushtia	01700709882	wzpdclrao.kushtia@gmail.com	MS Word, Excel, MOD, COP.
44.	Mr. Sonkkor Mondol	Manager	RAO, Jessore	01700709819	wzrao.jessore@gmail.com	MS Word, Excel, MOD, COP.
45.	Engr. Md. Ruhul Amin	Asst. Chief (In Charge)	HQ	01711297969	wzpdcl.ce@gmail.com	Project work & Development
46.	Engr. Md. Aminur Rahman	XEN (In Charge)	Rajbari ESU	01700709906	wz.rajbari@gmail.com	Distribution line, Power & Distribution Transformer.
47.	Engr. Md. Mamun-ur-Rashaid	XEN (In Charge)	Gopalganj ESU	01700709916	wz.gopalganj@gmail.com	Distribution line, Power & Distribution Transformer.
48.	Engr. Md. Idris Ali Molla	XEN (In Charge)	S & D Shariatpur	01700709921	wz.shariatpur@gmail.com	New Connection, Distribution Line.

Sl. no	Name	Designation	Present Office	Contact No.	Mail address	Subjects
49.	Engr. Md. Mosharrof Hossain	DM	H/Q	01700709716	dmdba@wzpdcl.org.bd hossain55@gmail.com	MS Word, Excel, Internet, email, e-Filing.
50.	Engr. Md. Monjurul Islam	XEN (In-Charge)	Magura, ESU	01700709802	magura.esu@gmail.com	New Connection, Distribution Line.
51.	Engr. Md. Faruq Hossain	XEN (In charge)	S & D-1, Barisal	01711341958	wz.barisal1@gmail.com	New Connection, Distribution Line.
52.	Engr. Md. Rashidul Hasan	XEN (In charge)	ZRS, Barisal	01700709976	wzpdclzrs.bsl@gmail.com	Power & Distribution Transformer, Energy Meter.
53.	Engr. Md. Rabiul Haque	XEN (In Charge)	S & D Pirojpur	01700709959	wz.pirojpur@gmail.com	Distribution line, Power & Distribution Transformer, New Connection.
54.	Engr. Md. Mijanur Rahman	XEN (In Charge)	S & D Jhalokathi	01700709964	wz.jhalokathi@gmail.com	New Connection, Distribution Line.
55.	Engr. Md. Abdus Salek khan	XEN (In Charge)	S & D Potuakhali	01700709977	wz.patuakhali@gmail.com	New Connection, Distribution Line.
56.	Engr. Sabuktagin	XEN (In charge)	S & D Chuadanga	01700709864 01700709865	wz.chuadanga@gmail.com	Power & Distribution Transformer, Energy Meter.
57.	Mr. Md. Abul Owhab	XEN (in Charge)	S&D-1, Faridpur	01700709884	wz.faridpur1@gmail.com	New Connection, Distribution Line, Transformer
58.	Engr. Md. Murshid Alam	XEN (In Charge)	S&D-2, Faridpur	01700709893	wz.faridpur2@gmail.com	New Connection, Distribution Line, Transformer
59.	Mr. Tapon Kumar Datto	Manager (In Charge)	RAO, Khulna	01724459944	wzrao.khulna@gmail.com	CPF, GPF, TA Bill, Income TAX, etc.
60.	Engr. Md. Jahangir Hossain	XEN (In-Charge)	S&D-4, Khulna.	01711297970	wz.khulna4@gmail.com	Distribution line, Power & Distribution Transformer.
61.	Engr. S. M. Monim	SDE	S&D-2, Khulna	01612965192	wz.khulna2@gmail.com	System Protection.
62.	Engr. Md. Shafiqul Islam	SDE	Expansion and Upgradation of Power Distribution System in West Zone area.	01717515021	eaupdsp@gmail.com	New Connection, Distribution Line, Transformer, Meter, MS office, COP, KPI, Substation.
63.	Engr. Gobaind Chandra Shaha	SDE	SPDSP, Khulna	01718507228	mak16_01@gmail.com	PPA-2006, PPR-2008, e-Gp, Project work & Development
64.	Engr. Debashis Pal	SDE	System Protection & Control	01926662344	dgp_eee@yahoo.com	Substation, Power & Distribution Transformer, System Protection, Battery.
65.	Md. Zia-ul-Haq	SDE	S&D-1, Khulna	01700709733	wz.khulna1@gmail.com	Distribution line, Power & Distribution Transformer.
66.	Engr. Rakibul Islam	SDE	H/Q	01927413869	rakibislam04@gmail.com	Computer, Digital filing, Internet, Prepayment Metering, e-Filing.
67.	Mr. Md. Rezaul Karim	DM	H/Q	01716258014	reza.wzpdcl@gmail.com	CPF, GPF, TA Bill etc.
68.	Engr. Md. Aminur Rahman	SDE	P&D, HQ	01912382795	eee.amin@yahoo.com	Solar Energy, New Connection, Distribution Line, Energy Meter.
69.	Engr. Md. Mehedi Hasan	SDE	SPDSP, HQ	01717488614	xen1.spdsp@gmail.com	PPA-2006, PPR-2008, e-GP, Project work & Development
70.	Engr. Kollayan Kumar	SDE	System Protection & Control	01714556987	wzse.protection@gmail.com	Auto CAD, System Protection
71.	Engr. Sadia Tabbasum	AE	MIS, HQ	01676110750	sadiawzpdcl@gmail.com	MS office, Internet, E-mail.
72.	Engr. Md. Nazrul Islam	AE	ICT	01550019800	nazrul.iba@gmail.com	MS office, Internet, E-mail, e-Filing.
73.	Engr. Md. Motiur Rahman	AE	System Protection & Control	01713580202	motiur.grs@gmail.com	Substation, Power & Distribution Transformer, System Protection.
74.	Engr. Md. Khoshrul Islam	AE	WZPDC Training Institute	01822878793	khoshrul.mech@yahoo.com	Auto CAD, e-filing, Renewable Energy.
75.	Mr. Md. Mominur Rahman	AM	H / Q	-	-	Security System.
76.	Mr. Kazi Tauhid Imran	SAE	WZPDC TI	01917711356	tauhid.imran@gmail.com	Computer , Digital filing, Internet

External Resource Person

West Zone Power Distribution Company Ltd. Khulna

Sl. no	Name	Designation	Present Office	Contact No.	Mail address	Subjects
1.	Mr. Mizanur Rhaman	Principal	Industrial Relation Institute, Khulna	01712617597	-	Bangladesh Labor Law Act., Rules
2.	Md. Osman Gani	AD	Industrial Relation Institute, Khulna	01681319590	-	Bangladesh Labor Law Act., Rules
3.	Md. Faruk Ahamed	AD	Industrial Relation Institute, Khulna	01914723876	-	Bangladesh Labor Law Act., Rules
4.	Mr.Zahid Hossain Shaikh	XEN Elec.	K. C. Corp.	01715166900	-	Solar Energy
5.	Engr. Md. Alamgir Hossain	XEN	Faridpur Power Station, Faridpur.	01811959575	-	PPA-2006, PPR-2008, e-GP
6.	Mr. Md. Abdur Razzak Bakhtiar	XEN	SPMD, PGCB, Khulna	01711298504	-	System Protection
7.	Mr. Md. Shahidul Islam	Add. Chief Metropolitan Magistrate.	Biddut Court, Khulna.	-	-	Electricity Act
8.	Md. Ariful Islam Munna	Director	Computer Gates, Khulna.	01711982583 01935782426	-	Computer Billing
9.	Mr. A. B. M. Ferdous	DD	Fire Service & Civil Defense.	01711266351	-	Fire Protection System.
10.	Mr. Rashedul Hasan	Instructor	Fire Service & Civil Defense.	-	-	Fire Protection System.



Managing Director, WZPDCL at a Question Session in Asia Clean Energy Forum (ACEF-2018) held in Manila, Philippines.

PHOTO GALLERY OF WZPDC TRAINING INSTITUTE



Photo Gallery of
WZPDC TRAINING INSTITUTE



Newly appointed Assistant Engineers with Managing Director at WZPDC Training Institute, Khulna.



Newly appointed Sub-Assistant Engineers with Managing Director at WZPDC Training Institute, Khulna.

Photo Gallery of WZPDC TRAINING INSTITUTE



Inauguration Ceremony of Development Work (Boundary Wall of WZPDC Training Institute) by Managing Director at WZPDC Training Institute.



Exchange of greetings from ICMAB Orientation Program.

Photo Gallery of
WZPDCL TRAINING INSTITUTE



Mr. Mrs. Maksuda Khatun, Chairman, WZPDCL Board of Directors at WZPDCL Training Institute



Opening Ceremony of Table Tennis Competition at WZPDCL Training Institute.

Photo Gallery of **WZPDCL TRAINING INSTITUTE**



Staff in the Training Class.



Practical Class is in progress on Circuit Breaker at Central Sub-station, Khulna.

Photo Gallery of **WZPDC TRAINING INSTITUTE**



Practical Training on Firefighting at WZPDC Training Institute, Khulna.



Managing Director is discussing e-filing at WZPDC Training Institute, Khulna.

Photo Gallery of
WZPDC TRAINING INSTITUTE



Managing Director is distributing Training material to newly appointed Sub-Asstt. Engineer at WZPDC Training Institute, Khulna.



Certificate Award Ceremony of Officers at WZPDC Training Institute attended by Managing Director, WZPDCL, Khulna.

Photo Gallery of
WZPDC TRAINING INSTITUTE



Certificate Award Ceremony of Sub-Assistant Engineer at WZPDC Training Institute attended by Executive Director (Finance), WZPDCL, Khulna.



Certificate Award Ceremony of Assistant Engineer at WZPDC Training Institute attended by Executive Director (Engineering), WZPDCL, Khulna.

Photo Gallery of
WZPDC TRAINING INSTITUTE



Certificate Award Ceremony of Sub-Assistant Engineer at WZPDC Training Institute attended by DGM HRM, WZPDCL, Khulna.



Certificate Award Ceremony of SBA at WZPDC Training Institute attended by Executive Engineer, WZPDC training Institute, Khulna.

Photo Gallery of
WZPDC TRAINING INSTITUTE



Engr. Md. Saifuzzaman, SE, P & D, Engr. Mst. Shahin Akter Pervin, XEN, WZPDC Training Institute Participat in a training on "Emerging Technologies, Leadership and Governance in the Power Sector" in London, UK.



Tour to 33/11 KV Sub-station, Mongla.

Photo Gallery of
WZPDC TRAINING INSTITUTE



Tour to Tungipara, Gopalganj.



Tour to Karamjol, Sundarban.

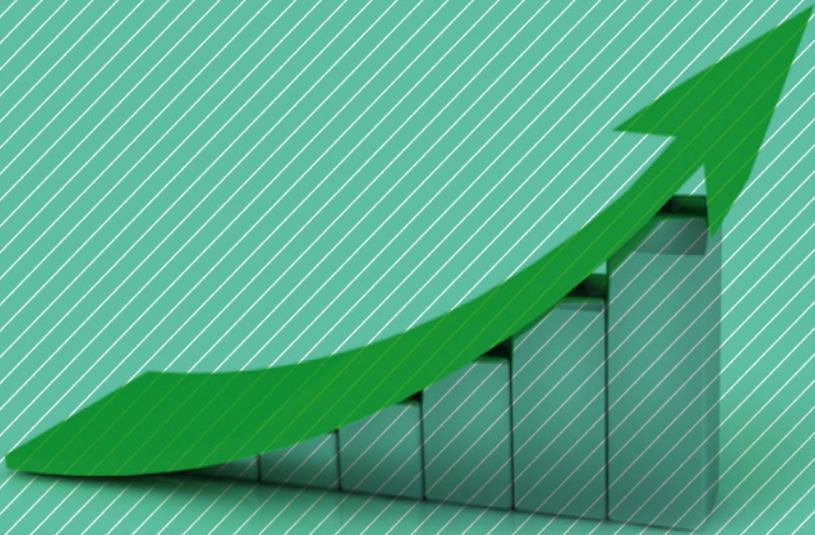
Photo Gallery of
WZPDC TRAINING INSTITUTE



Group Picture at Sea Beach, Kuakata.



Tour to Mujibnagar, Meherpur.



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WEST ZONE POWER DISTRIBUTION COMPANY LIMITED
(An Enterprise of Bangladesh Power Development Board)

মু: গ্লোরি, খুলনা ৯০১৭১১ ২৯ ৬৬ ১৯