

# Training Calendar

2025-2026



**WEST ZONE POWER DISTRIBUTION COMPANY LIMITED**

(An Enterprise of Bangladesh Power Development Board)

# *Training Calendar*

*2025-2026*

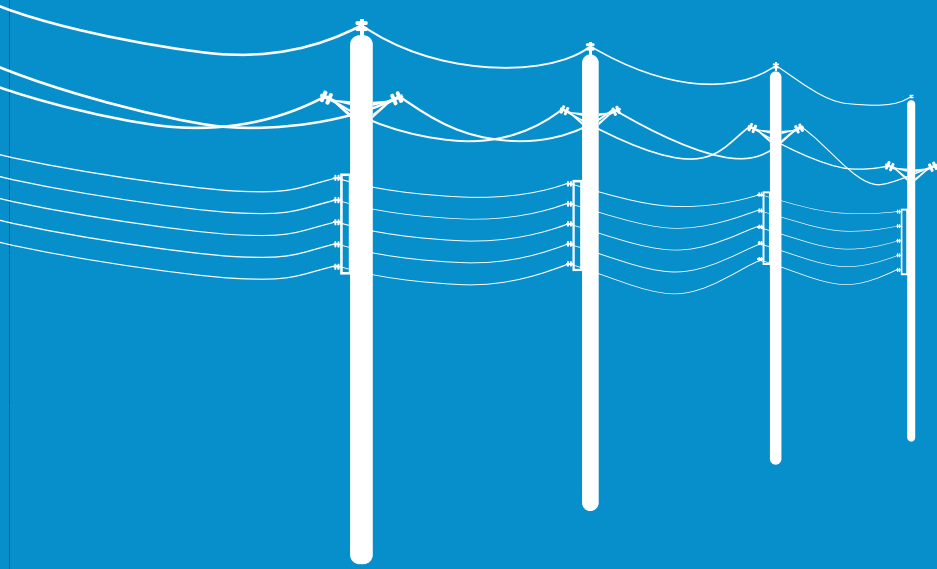


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## 2025-2026



**WEST ZONE POWER DISTRIBUTION COMPANY LIMITED**

(An Enterprise of Bangladesh Power Development Board)





Managing Director (A.C)  
West Zone Power Distribution Company Limited

## MESSAGE

West Zone Power Distribution Company Limited (WZPDCL) has been carrying out the responsibility of electricity distribution in south-western zone of the country to fill up the mission & vision of the government. It is the largest Power Distribution Company in terms of command area comprising 21 Districts & 21 sadar upazillas of the country. WZPDCL has already successfully achieved the goal of 100% electrification within its domain. As, Bangladesh has set a goal of becoming a developed country by 2041, it is naturally committed to improving the living standards of its citizens. So, our focus now is on supplying quality and reliable electricity service to our valued consumers. Moreover, as the construction and inauguration of the much-awaited PADMA bridge has been completed, commercial as well as industrial activities in the south-western region (under WZPDCL) of the country will take a rapid pace. Furthermore, massive infrastructure development projects such as Khulna Khanjahan Ali Airport, Economic Zone, Mongla Port development, Railway linkage & so on will further contribute to the load growth and enhancement of electricity demand in the region. To efficiently cater the ever increasing load demand and at the same time improving the quality and reliability of the service is indeed quite a challenge. Several development projects are currently in progress and several others are in the processing or pipeline for the required infrastructural and technological developments. But, WZPDCL realizes the fact that infrastructural development alone can't be sufficient in the pursuit of fulfillment of this challenge. Human resource development is the prime mover to accelerate all those endeavors without which the total machinery will not work properly.

"WZPDC Training Institute", situated in Khulna is the Institution where capacity development programs have been being held. With an area of 2.72 acre having facilities for sports and other recreational activities combined with a serene ambience, it is among the largest & most beautiful ones of its kind in the country. Professionals (both technical & non-technical) are given training for developing their skills in conventional subject matters as well as in new methodologies & technologies to cope with modern needs. Moreover, our needs for achieving excellence in service are revisited regularly and training modules are prepared and modified accordingly. Development of corporate culture, service-quality, best available technological practices for operation and maintenance, institutionalization of disciplinary norms, legal procedures etc. are some of the important fields on which training is imparted here. Topics like Good governance & National integrity strategy, SDGs etc. are also in our training program so as boost the motivation and morale of the trainees. WZPDC Training Institute has been successfully conducting training programs using different Virtual Platforms such as Zoom, Google Meet and Microsoft team's etc. following covid-19 safety guidelines.

The training programs of WZPDCL for FY 2025-2026 has been planned with a provision of 97,320 Man-hours training. The Training Calendar has been prepared with all the necessary details of different modules.

I hope the Training Program would be useful to the employees of WZPDCL in discharging their duties & responsibilities more efficiently.

**Mohammad Haider Ali**  
Managing Director (Addl. Charge)  
West Zone Power Distribution Company Limited (WZPDCL)

# MANAGEMENT TEAM



**Mohammad Haider Ali, FCMA**  
Managing Director (Addl. Charge), WZPDCL



**A.T.M. Tariqul Islam**  
Executive Director (P&D)-Addl. Charge



**Md. Alamgir Kabir**  
Executive Director (Admin)-Addl. Charge



**Md. Abdul Mozid**  
Executive Director (Operation)-Addl. Charge



*Head Quarter, WZPDCL*



*WZPDC Training Institute, WZPDCL, Khulna.*



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West Zone Power Distribution Co. (WZPDCL) Family on the Independence Day.



Tributes on the occasion of the Independence Day By the Managing Director Of WZPDCL.



# COVERAGE AREA

WZPDCL's electricity distribution system is divided into six geographic circles and serves 15,92,648 customers where the total authorized area consisting of 4,190 sq. km.

District: 21 Nos. Upazila: 21 Nos.  
S&D/ESU: 52 Nos.

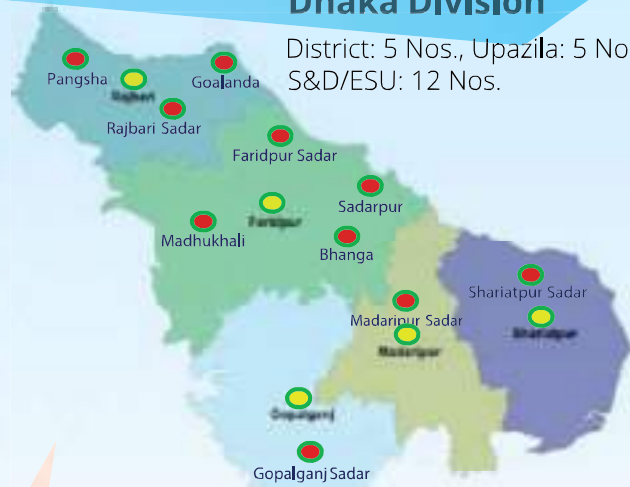
● District ● Upazila

## PHYSICAL TERRITORY OF WZPDCL

The three operational divisions are depicted in the image above:

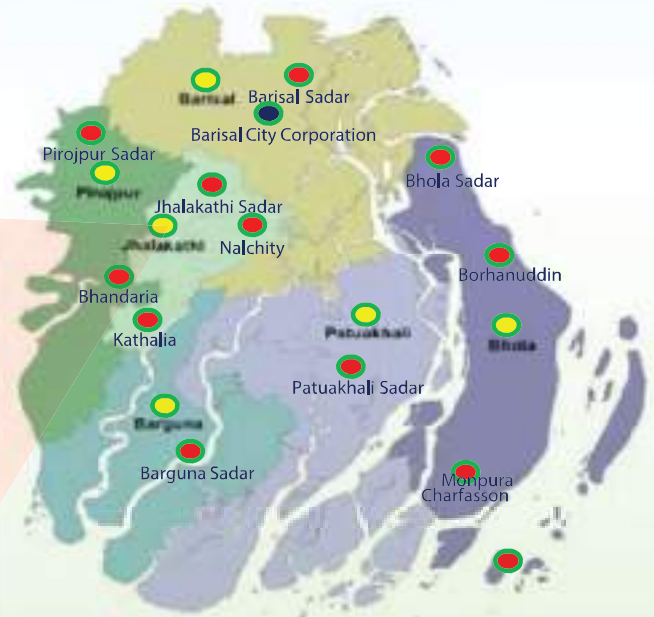
### Dhaka Division

District: 5 Nos., Upazila: 5 Nos.  
S&D/ESU: 12 Nos.



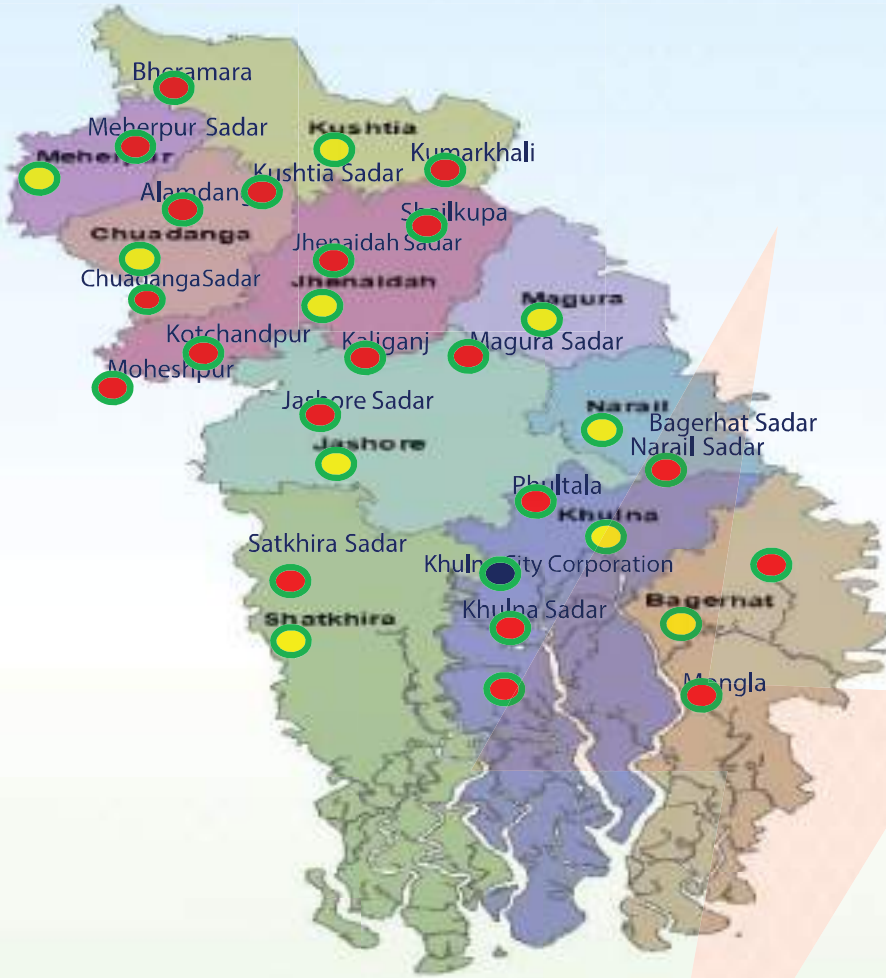
### Barishal Division

District: 6 Nos., Upazila: 6 Nos.  
S&D/ESU: 13 Nos.



## Khulna Division

District: 10 Nos.,  
Upazila: 10 Nos.  
S&D/ESU: 27 Nos.



### Distribution Circle

#### Division

Khulna

#### Districts

- Khulna ○ Khulna, Bagerhat
- Kushtia ○ Jhenaidah, Kushtia, Chuadanga, Meherpur
- Jashore ○ Jashore, Magura, Narail, Satkhira

#### Division

Dhaka (Partly)

#### Districts

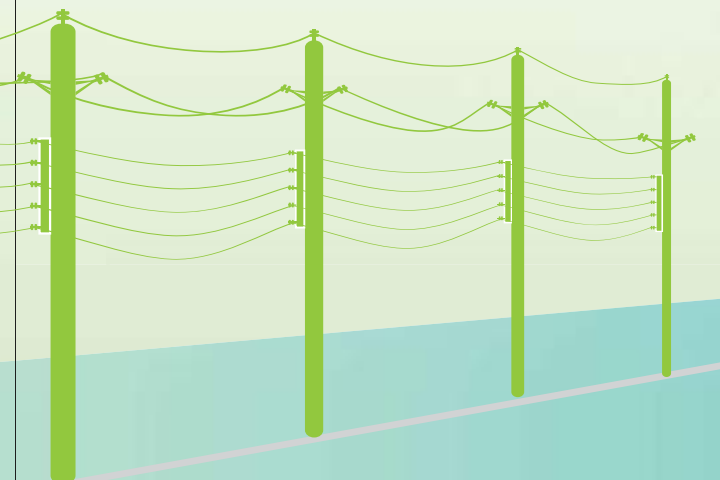
- Faridpur ○ Rajbari, Faridpur, Gopalganj, Madaripur, Sariatpur

#### Division

Barishal

#### Districts

- Barishal ○ Barishal, Jhalokathi, Pirojpur
- Patuakhali ○ Patuakhali, Borguna, Bhola





# CHAPTER-1

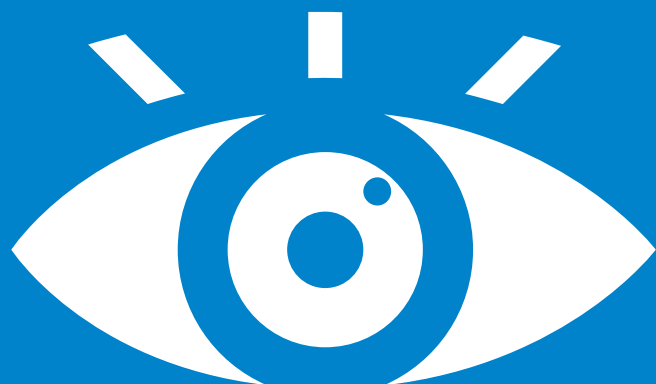
## Introduction

প্রশিক্ষণ দক্ষতা বাড়ায়



## COMPANY VISION

West Zone Power Distribution Company Limited is to provide quality and reliable electricity supply 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 provide quality electricity at reasonable and affordable prices through excellence in professional services.
- ▶ WZPDCL To bring all the people of 21 districts and 21 upazilas of the area under electricity service.
- ▶ Increasing competition among electricity supply units to provide specialized services.
- ▶ Ensuring the provision of advanced, quality and satisfactory service to the customers through following international standards in the management and maintenance work and using modern technology.
- ▶ Improving manpower through professional training as required.
- ▶ Ensuring consistent revenue growth, expense and system loss reduction through successful business operations.





# 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 because 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 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:

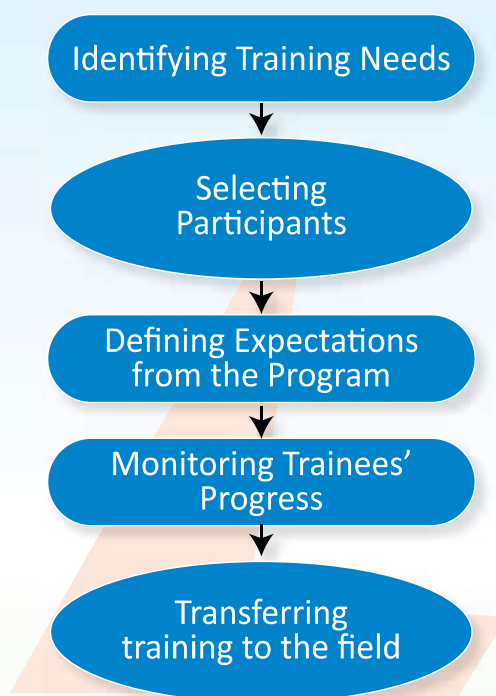
To hire new people – training as a means of training new recruits.

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 technology, 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 employee 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 Computer (Hardware & Software, MS Word, Microsoft Excel, Power Point, Internet, E-mail), Computer Billing, E-Filing, Web based Store management, online new connection & Customer Complain Management, Computer Billing, Auto CAD.
- ▶ Training on Operation & Maintenance of Substation & Substation related equipment with accessories.
- ▶ Training on Operation & Maintenance of Power distribution & Distribution Transformer related equipment with accessories.



- ▶ Smart Grid, Smart Prepayment Meter & GIS Mapping.
- ▶ Training on Financial & Commercial Operation Management.
- ▶ Training on Accounts & Financial Management.
- ▶ Training on CD, VAT, Tax etc.
- ▶ Training on Electricity Act.
- ▶ Basic Concept of DPP & DPP Preparation.PPR-2008 & Electronic Government Procurement (e-GP).
- ▶ Training on Office Administration & Record keeping & Record Management.
- ▶ Training on E-Fillings.
- ▶ Training on Sustainable Development Goals (SDGs), Energy Sector in Bangladesh.
- ▶ Training on National Integrity Strategy (NIS).
- ▶ Training on Customer Care & Customer Service Excellence.
- ▶ Training on Human Relation, Etiquette & Manner.
- ▶ Training on Right to Information.
- ▶ Training on E-Governance.
- ▶ Training on 4th Industrial Revolutions.
- ▶ Training on Innovation.
- ▶ Training on Total Quality Management (TQM).
- ▶ Training on Fire Fighting & Safety Procedure.
- ▶ Training on General courses.

## Training Method

- ▶ Lecture/Discussion.
- ▶ Demonstration.
- ▶ Audio Visual System.
- ▶ Model Sub-station with classroom/Practical Work/Fieldwork.
- ▶ Library Work.
- ▶ Reading procedure.
- ▶ Group Discussion.
- ▶ Individual Evaluation.
- ▶ Overall Course Evaluation/Multimedia Presentation.

## Facility of Training

- ▶ 02 (Two) class room, 01 (One) Laboratory room, 01 (One) Computer Training Room.
- ▶ 01 (One) Conference Room.
- ▶ 01 (One) Model Sub-station with classroom & Recreation Facilities.
- ▶ Audio Visual Projection system: Overhead Projector, Multimedia Projector.
- ▶ Course Material (Soft Copy or Hard Copy).
- ▶ Library with different reference books and Booklet.



- ▶ Dormitory having 8 (Eight) single rooms, 04 (Four) double rooms and 04 (Four) general hostel rooms having accommodation facility of 32 trainees at a time.
- ▶ 01 (One) Dining room.
- ▶ Common room having Indoor games Facility (Chess, Playing Card, Ludo, Table Tennis, Carom).
- ▶ Outdoor Game: Having Playground with Gallery (Lawn Tennis, Badminton, Volleyball).
- ▶ 01 (One) GYM Room with 02 Treadmill, 02 exercise cycle, Dumbbell, Power Twister, Hand Gripper, Weight Machine etc.
- ▶ Newspaper, Magazine (Energy & Power).
- ▶ Wonderful Garden with seating arrangement.
- ▶ Television with Akash DTH.
- ▶ 01 (One) Male Prayer Hall & 01 (One) Female Prayer Hall.
- ▶ Unlimited internet Facility through Wi-Fi Router.

## Trainer

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

## Trainees

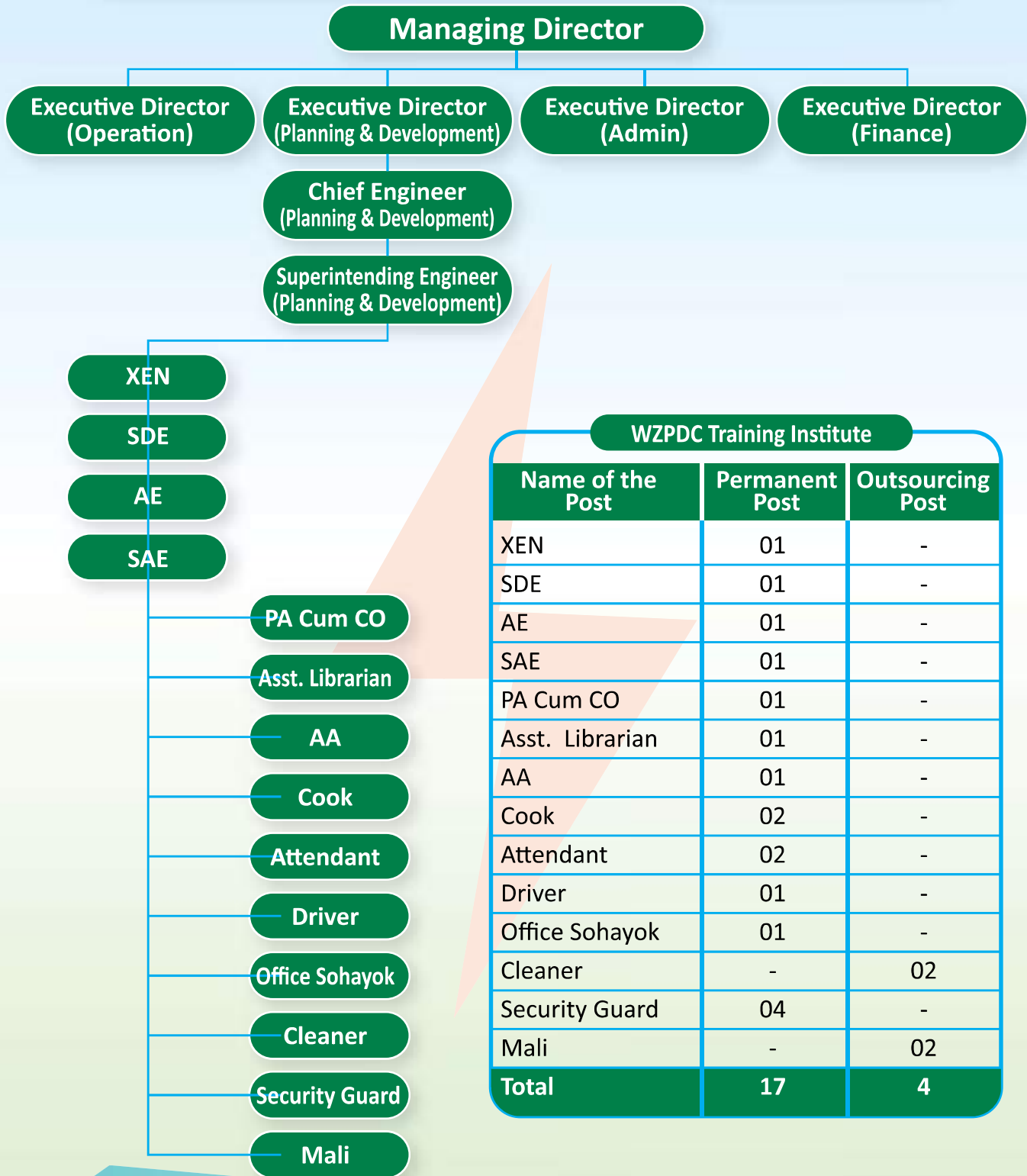
- ▶ Chief Engineer/General Manager.
- ▶ Superintending Engineer/Deputy General Manager.
- ▶ Executive Engineer/Manager.
- ▶ Sub-Divisional Engineer/Deputy Manager.
- ▶ Assistant Engineer/Assistant Manager.
- ▶ Sub-Assistant Engineer/Junior Assistant Manager
- ▶ All Staffs (Technical & Non-Technical)

## 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, different types of indoor and outdoor games such as Chess, Playing Card, Ludo, Carom, Table Tennis, Cricket, Lawn Tennis, Badminton, Lawn Tennis, and Volleyball also recreate trainees. Having a gymnastic facility with 02 Treadmill, 02 Exercise cycle, Dumbbell, Power Twister, Hand Gripper, Weight Machine.



# Organogram of WZPDC Training Institute



WZPDC Training Institute		
Name of the Post	Permanent Post	Outsourcing Post
XEN	01	-
SDE	01	-
AE	01	-
SAE	01	-
PA Cum CO	01	-
Asst. Librarian	01	-
AA	01	-
Cook	02	-
Attendant	02	-
Driver	01	-
Office Sohayok	01	-
Cleaner	-	02
Security Guard	04	-
Mali	-	02
<b>Total</b>	<b>17</b>	<b>4</b>



# CHAPTER-2

*Training calendar 2024-2025*



## WZPDC Training Institute, Khulna

### Annual Training Program FY: 2025-2026

Course Contents	Trainee	Date (Duration)	No. of Course
<b>Computer Related Courses</b>			
Basic Cyber Security, Natinal Web Portal & Report Management Software (RMS).	SDE/DM/AE/AM/SAE/JAM	07/06/26 - 11/06/26	01
Smart Prepayment Metering System.	SDE/AE/SAE	28/12/25 - 31/12/25 01/03/26 - 05/03/26	02
Online MOD, D-Nothi, New Connection & Customer Service Excellence.	SDE/AE/SAE	08/02/26 - 12/02/26	01
Procurement Management, Annual Procurement Plan (APP), Electronic Government Procurement (e-GP) System.	XEN/Manager/SDE/DM/AE/AM	08/03/26 - 12/03/26	01
Development of Project Proposal (DPP) in Power Distribution System.	SDE/AE	22/02/26 - 26/02/26	01
<b>Corporate &amp; Financial Management</b>			
Accounts & Financial Management, Delegation of Financial Power (DoFP), Auditing Settlement of Audit Objection, Basic Idea on TAX, VAT, CD-VAT and Financial Matter.	XEN/Manager/SDE/DM/AE/AM	04/01/26 - 08/01/26	02
	JAM/AA	27/07/25 - 31/07/25	
Tariff Rule, COP, Electricity Act, Case Filing & Reporting.	XEN/SDE/AE/SAE	26/10/25 - 30/10/25	01
<b>Human Resource Development</b>			
Company Service Rules, Etiquette & Manner.	UDA/AA/SAA/JAA/LDA	20/07/25 - 24/07/25	01
Human Relation, Motivation, Manner, Ethics & Etiquette.	MLSS	18/01/26 - 22/01/26	01
HRM & General Management.	XEN/Manager/SDE/DM/AE/AM	26/04/26 - 30/04/26	01
Record Keeping & Personnel Management.	DM/AM/JAM	24/08/25 - 28/08/25	01
<b>Enhancement of Technical Expertise</b>			
Operation & Maintenance of Substation, Substation Equipment, Power & Distribution Transformer.	Lineman/Helper/SBA	07/09/25 - 11/09/25	02
		09/11/25 - 13/11/25	
Testing, Commissioning, Maintenance & Troubleshooting of Substation.	SDE/AE/SAE	21/09/25 - 25/09/25	01



## WZPDC Training Institute, Khulna

### Annual Training Program FY: 2025-2026

Course Contents	Trainee	Date (Duration)	No. of Course
Energy Meter Installation, Connection, Testing & Loss Reduction Technique & Electricity Act-2018.	Foreman/ Lineman/ Helper	10/08/25 - 14/08/25	03
		15/02/26 - 19/02/26	
		10/05/26 - 14/05/26	
Energy Meter Installation, Connection, Testing (HT, LTI, LT, 33 KV Import Meter & 11 KV Feeder Meter), Data Downloading Procedure, Data Analysis and Net Metering.	AE/SAE	23/11/25 - 27/11/25	02
		19/04/26 - 23/04/26	
Distribution Line, Power & Distribution Transformer, Energy Meter & Customer Service Excellence.	Lineman/Helper	13/07/25 - 17/07/25	03
		19/10/25 - 23/10/25	
	SAE	07/12/25 - 11/12/25	
Power Distribution System Protection & Switchgear.	SDE/AE	05/04/26 - 09/04/26	01
Smart Grid, SCADA and GIS mapping.	SDE/AE	25/01/26 - 29/01/26	01
Design, Specification and Estimation of Different Tools & Equipments of Distribution System.	SDE/AE	12/10/25 - 16/10/25	01
ivil Works Layout and Estimation.	SDE/AE	17/08/25 - 21/08/25	01
<b>General (Miscellaneous)</b>			
Fire Safety Plan, Operation of Equipments, First Aid and its uses.	SAE/SBA	16/11/25- 20/11/25	01
Security Training Course.	Security Guard	03/05/26- 07/05/26	01
Orientation / Induction Course.	Newly Appointed Employees.	-	-



## WZPDC Training Institute, Khulna

### Month Wise Training Program:2025-2026

Duration	Course Name	Trainees
<b>July - 2025</b>		
13-17	Distribution Line, Power & Distribution Transformer, Energy Meter & Customer Service Excellence.	Lineman/Helper
20-24	Company Service Rules, Etiquette & Manner.	UDA/AA/SAA/ JAA/LDA
27-31	Accounts & Financial Management, Delegation of Financial Power (DoFP), Auditing settlement of Audit objection, Basic Idea on TAX, VAT, CD-VAT and Financial Matter.	Lineman/Helper
<b>August - 2025</b>		
10-14	Energy Meter Installation, Connection, Testing & Loss Reduction Technique & Electricity act-2018.	Foreman/Lineman/ Helper
17-21	Civil Works Layout and Estimation.	SDE/AE
24-28	Record Keeping & Personnel Management.	DM/AM/JAM
<b>September - 2025</b>		
07-11	Operation & Maintenance of Substation, Substation Equipment, Power & Distribution Transformer.	SBA/Lineman/ Helper
21-25	Testing, Commissioning, Maintenance & Troubleshooting of Substation.	SDE/AE/SAE
<b>October - 2025</b>		
12-16	Design, Specification and Estimation of Different Tools & equipments of Distribution System.	SDE/AE
19-23	Distribution Line, Power & Distribution Transformer, Energy Meter & Customer Service Excellence.	Lineman/Helper
26-30	Tariff Rule, COP, Electricity Act, Case Filing & Reporting.	XEN/SDE/AE/SAE
<b>November - 2025</b>		
09-13	Operation & Maintenance of Substation, Substation Equipment, Power & Distribution Transformer.	SBA/Lineman/ Helper
16-20	Fire Safety Plan, Operation of Equipments, First Aid and its uses.	SAE/SBA
23-27	Energy Meter Installation, Connection, Testing (HT, LTI, LT, 33 KV Import Meter & 11 KV Feeder Meter), Data Downloading Procedure, Data Analysis and Net Metering.	AE/SAE
<b>December - 2025</b>		
07-11	Distribution Line, Power & Distribution Transformer, Energy Meter & Customer Service Excellence.	SAE
28-31	Smart Prepayment Metering System.	SDE/AE/SAE



## WZPDC Training Institute, Khulna

### Month Wise Training Program:2025-2026

Duration	Course Name	Trainees
<b>January - 2026</b>		
04-08	Accounts & Financial Management, Delegation of Financial Power (DoFP), Auditing settlement of Audit objection, Basic Idea on TAX, VAT, CD-VAT and Financial Matter.	XEN/Manager/ SDE/DM/AE/AM
18-22	Human Relation, Motivation, Manner, Ethics & Etiquette.	MLSS
25-29	Smart Grid, SCADA & GIS Mapping.	SDE/AE
<b>February - 2026</b>		
08-12	Online MOD, D-Nothi, New Connection & Customer Service Excellence.	SDE/AE/SAE
15-19	Energy Meter Installation, Connection, Testing & Loss Reduction Technique & Electricity act-2018.	Foreman/Lineman/ Helper
22-26	Development of Project Proposal (DPP) in Power Distribution System.	SDE/AE
<b>March - 2026</b>		
01-05	Smart Prepayment Metering System.	SDE/AE/SAE
08-12	Procurement Management, PPA-2006, PPR-2008, Annual Procurement Plan (APP), Electronic Government Procurement (e-GP) System.	XEN/Manager/ SDE/ DM/AE/AM
<b>April - 2026</b>		
05-09	Power Distribution System Protection & Switchgear.	SDE/AE
19-23	Energy Meter Installation, Connection, Testing (HT, LTI, LT, 33 KV Import Meter & 11 KV Feeder Meter), Data Downloading Procedure, Data Analysis and Net Metering.	AE/SAE
26-30	HRM & General Management.	XEN/Manager/ SDE/DM/AE/AM
<b>May - 2026</b>		
03-07	Security Training Course.	Security Guard
10-14	Energy Meter Installation, Connection, Testing & Loss Reduction Technique & Electricity act-2018.	Foreman/Lineman/ Helper
<b>June - 2026</b>		
07-11	Basic Cyber Security, Natinal Web Portal & Report Management Software (RMS) .	SDE/DM/AE/AM/SAE/ JAM



# CHAPTER-3

## Course Content





## Basic Cyber Security, National Web Portal & Report Management Software (RMS).

<b>Name of the Course</b>	: Basic Cyber Security, National Web Portal & Report Management Software (RMS).
<b>Name of the Venue</b>	: WZPDC Training Institute, Khulna.
<b>Trainees</b>	: SDE/DM/AE/AM/SAE/JAM
<b>Duration</b>	: 07/06/2026 -11/06/2026
<b>Number of Participant</b>	: 20/25/30

### Objectives:

To train & develop the participants about Basic Cyber Security, National Web Portal & Report management Software (RMS) . Make them enable to protect their office from cyber threat. It consists of the protection of computer software, system and networks from threat. Also Know about National Web Portal & Report Management Software (RMS) they can know the system how they can prepare a good report.

### Course Contents:

#### Introduction to Cyber Security

- ▶ What is Cyber Security?
- ▶ Importance of Cyber Security in the digital world
- ▶ Common cyber threats: Malware, Phishing, Ransomware, Session Hijacking etc.
- ▶ Terminologies (Threat, Vulnerability, Risk, Exploit)
- ▶ how important of cyber security at Power Sector Utility and so on

#### Types of Cyber Attacks

- ▶ Phishing attacks
- ▶ Malware (virus, worm, trojan)
- ▶ Ransomware
- ▶ Denial-of-Service (DoS/DDoS)
- ▶ Man-in-the-Middle (MitM) attacks
- ▶ Social engineering

#### Securing Personal Devices

- ▶ Keeping software and OS updated
- ▶ Using strong passwords and password managers
- ▶ Two-Factor Authentication (2FA)
- ▶ Safe browsing practices
- ▶ Avoiding public Wi-Fi risks

#### Web Portal:

- ▶ Overview of NPF, Menu creation
- ▶ Banner
- ▶ Page and nested page
- ▶ Static and dynamic contents
- ▶ Block contents etc
- ▶ News, Tender, Notice and Admin Report
- ▶ Block and its use

#### RMS:

- ▶ RMS Overview,
- ▶ Single/Group Report,
- ▶ Report configuration,
- ▶ Report Migration,
- ▶ Different Roles of Unit Admin,
- ▶ Unit Head, Office Admin,
- ▶ Time extension/Correction of Report,
- ▶ Approved Report and Dashboard etc

### Training Procedure:

- ▶ Theoretical lecture (About Computer, Hardware, Trouble Shooting & Maintenance)
- ▶ Practical Practice about Trouble Shooting & Maintenance, MS Office, Internet Browsing & E-mail.
- ▶ Multimedia presentation

**Trainer Evaluation** : By Trainee

**Trainee Evaluation** : Written / Practical



## Smart Prepayment Metering System.

<b>Name of the Course</b>	: Smart Prepayment Metering System.
<b>Name of the Venue</b>	: WZPDC Training Institute, Khulna.
<b>Trainees</b>	: SDE/AE/SAE
<b>Duration</b>	: 28/12/2025-31/12/2025 01/03/2026 - 05/03/2026
<b>Number of Participant</b>	: 20/25/30

### Objectives:

The main objective of the programmers to apprise power utility professionals regarding philosophy, features and benefits of Smart/Smart Prepayment Metering System. This course will cover Smart/Smart Prepayment Metering System, Traditional ways of meter reading and unified prepayment metering system, Vending procedure and vending management.

### Course Contents:

- ▶ Overview of Smart/Smart Prepayment Metering System.
- ▶ Introduction to the Prepayment System.
- ▶ AMR/AMI and Smart Energy Meters.
- ▶ Operational Component of Prepayment System, Master Information Center (MIC), Utility Vending Stations (UVS), Utility Customization Center (UCC), Point of Sales (POS).
- ▶ Hardware used in Prepayment System.
- ▶ 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.
- ▶ Utility Login User, Name, Add Feeder, Transformer Area and Transformer, Tariff Solution, Meter Customization, Meter Management, User Authentication, Meter shifting.
- ▶ Vending Procedure, Vending Management, Data Re-issue, Online Data Reading, Reporting-Daily Vending, Monthly Vending, MOD.
- ▶ Future Technology of Prepayment System (Smart metering system).

### Training Procedure:

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

**Trainer Evaluation** : By Trainee

**Trainee Evaluation** : Practical/Written /Multimedia Presentation.

## Online MOD, D-Nothi, New Connection & Customer Service Excellence.

<b>Name of the Course</b>	: Online MOD, D - Nothi, New Connection & Customer Service Excellence.
<b>Name of the Venue</b>	: WZPDCL Training Institute, Khulna.
<b>Trainees</b>	: SDE/AE/SAE
<b>Duration</b>	: 08/02/2026 -12/02/2026
<b>Number of Participant</b>	: 20/25/30

### Objectives:

To make paperless office as a Digital Bangladesh deliver knowledge & make them skilled on E-filing (Nothi System), Online MOD & Online New Connection of WZPDCL.

### Course Contents:

#### Online MOD:

- ▶ Familiarization with Online MOD system.
- ▶ Functionalities and Features of Online Based MOD.
- ▶ working the Online MOD.
- ▶ Data Entry.
- ▶ Modification and Report Generation from Online based MOD.

#### E-Filing (Nothi System):

- ▶ Introduction to Nothi System, Profile management
- ▶ Dak Upload (Public/Departmental), Dak Tracking, Draft Dak Preservation, Dak sending Receipt, Dak Receive, Send Dak, Seal Prepare etc.
- ▶ See Received Dak, Give Decision over Dak, Finish Dak, Dak Register and Reports
- ▶ Nothi Preparation, Nothi Type, Nothi forward, Nothi Permission and Nothi Finish
- ▶ Convert Dak to Nothi, Dak Achieve
- ▶ Give Decision to Nothi, Create Nothi Section, Set Flag, Set Attachment, Nothi Archieve, Nothi Register etc.
- ▶ Draft Letter preparation, different type of letter (Government/Autonomous), Letter circulation (System/Out of System/SMS), Letter circulation group

#### New Connection:

- ▶ Online application process.
- ▶ Side Visit.
- ▶ Papers Verification.
- ▶ Online Payment.
- ▶ Application Approval & Rejection.
- ▶ Different user role, Reports, Setup & Trouble Shooting.
- ▶ Customer Service Excellence.
- ▶ Right to Information.

#### Training Procedure:

- ▶ Theoretical lecture & Discussion on Software User Manual.
- ▶ Practical Practice in the Computer Lab.
- ▶ Multimedia presentation.

**Trainer Evaluation** : By Trainee

**Trainee Evaluation** : Written / Practical.



## Procurement Management, Annual Procurement Plan (APP), Electronic Government Procurement (e-GP).

<b>Name of the Course</b>	: Procurement Management, Annual Procurement Plan (APP), Electronic Government Procurement (e-GP).
<b>Name of the Venue</b>	: WZPDC Training Institute, Khulna.
<b>Trainees</b>	: XEN/Manager/SDE/DM/AE/AM
<b>Duration</b>	: 08/03/2026 - 12/03/2026
<b>Number of Participant</b>	: 20/25/30

### Objectives:

To Integrate and share all information about government procurement and make a single e-procurement system for all public organizations and develop standard procurement process and electronic document with digital signature.

### Course Contents:

- ▶ Procurement Management.
- ▶ Annual Procurement Plan (APP).
- ▶ Basic Principles of Public Sector Procurement.
- ▶ E-GP Guideline.
- ▶ Business Process Reengineering (BPR) Rules (Regarding TEC, TOC formation).
- ▶ Public procurement Cycle.
- ▶ Security issue of e-GP system.
- ▶ Rules & Some Regulation of e-GP.
- ▶ Tender Preparation (Select STD, TEC, TOC creation)
- ▶ Invitation of Tender
- ▶ Tender Document Preparation.
- ▶ APP, TOC, TSC, TEC, Tender Evaluation, Approval Procedures and Contract Signing.
- ▶ Publication Workflow & 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/PG.
- ▶ Innovation in Power Sector.
- ▶ E-governance & Innovation in Power Sector.

### Training Procedure:

- ▶ Theoretical lecture & Discussion in the class.
- ▶ Multimedia presentation.

**Trainer Evaluation** : By Trainee

**Trainee Evaluation** : Multimedia Presentation.

## Development of Project Proposal (DPP) in Power Distribution System.

<b>Name of the Course</b>	: Development of Project Proposal (DPP) in Power Distribution System
<b>Name of the Venue</b>	: WZPDC Training Institute, Khulna.
<b>Trainees</b>	: SDE/AE
<b>Duration</b>	: 22/02/2026 - 26/02/2026
<b>Number of Participant</b>	: 20/25/30

### Objectives:

This course will enable the participants to acquire the knowledge about Basic Concept Of DPP and Preperation Of DPP.

### Course Contents:

- ▶ Basic Cocept of DPP.
- ▶ Preperation Of DPP.
- ▶ Basic Idea Of DPP in Power Sector.
- ▶ Preparation Of DPP in Power Distribution System.

### Training Procedure:

- ▶ Theoretical lecture & Discussion in the class.
- ▶ Multimedia presentation.

**Trainer Evaluation** : By Trainee

**Trainee Evaluation** : Multimedia Presentation.





## Accounts & Financial Management. Delegation of Financial Power (DoFP). Auditing settlement of Audit objection. Basic Idea on TAX, VAT, CD-Vat and Financial Matter.

<b>Name of the Course</b>	: Accounts & Financial Management. Delegation of Financial Power (DoFP), Auditing settlement of Audit objection, Basic Idea on TAX, VAT, CD-Vat and Financial Matter.
<b>Name of the Venue</b>	: WZPDC Training Institute, Khulna.
<b>Trainees</b>	: XEN/Manager/SDE/DM/AE/AM/JAM/AA
<b>Duration</b>	: 04/01/2026 - 08/01/2026 (XEN/Manager/SDE/DM/AE/AM) 27/07/2025 - 31/07/2025 (JAM/AA)
<b>Number of Participant</b>	: 20/25/30

### Objectives:

- ▶ To acquaint with Financial Rules & Regulations of WZPDCL.
- ▶ To know about the important aspects of Accounts, Finance & Audit Management.
- ▶ To be well equipped with required information for financial decision.
- ▶ To know about the Financial Delegation Power of WZPDCL.
- ▶ To know about TAX, CD-Vat, VAT and Financial Matter.

### Course Contents:

- ▶ Mission, Vision, Goal & Reform action of WZPDCL & Corporate Culture.
- ▶ Accounting Information System of WZPDCL.
- ▶ Analysis of financial statements & its implication.
- ▶ Business Concept.
- ▶ Computerized Accounting System.
- ▶ Commercial Operation Procedure & Billing System of WZPDCL.
- ▶ Analysis of Financial statement & its implication.
- ▶ Financial Delegation Power (Revenue & Project) of WZPDCL.
- ▶ Settlement of Audit Objection of WZPDCL.
- ▶ Budgetary Control, Bank and Fund Management of WZPDCL.
- ▶ Financial analysis on Investment.
- ▶ TAX Calculation.
- ▶ CD-Vat & VAT Calculation.
- ▶ National Integrity Strategy (NIS).
- ▶ E-governance & Innovation in Power Sector.

### Training Procedure:

- ▶ Discussion and lecture.
- ▶ Multimedia presentation.

**Trainer Evaluation** : By Trainee

**Trainee Evaluation** : Written / Multimedia Presentation.



## TARIFF RULE, COP, ELECTRICITY ACT, CASE FILING & REPORTING.

<b>Name of the Course</b>	: Tariff Rule, COP, Electricity Act, Case Filing & Reporting.
<b>Name of the Venue</b>	: WZPDCL Training Institute, Khulna.
<b>Trainees</b>	: XEN/SDE/AE/SAE
<b>Duration</b>	: 26/10/2025 - 30/10/2025
<b>Number of Participant</b>	: 20/25/30

### Objectives:

- ▶ To Familiarize with Tariff Rule.
- ▶ To Familiarize with COP.
- ▶ To Familiarize with Electricity Act.
- ▶ Handling a case, protecting WZPDCL's rights.

### Course Contents:

- ▶ Introduction to Tariff and Commercial Operation Procedure (COP).
- ▶ Classification of Consumer.
- ▶ Billing Rules, System.
- ▶ Detail Discussion on COP 1-4.
- ▶ Discussion on structure of judicial system.
- ▶ Classification of criminal courts.
- ▶ Procedure of submission a case.
- ▶ Electricity Act 2018, rule no 7.
- ▶ 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.
- ▶ Discussion on Integrity and Anti-corruption.

### Training Procedure:

- ▶ Theoretical lecture & Discussion in the class
- ▶ Multimedia presentation.

**Trainer Evaluation** : By Trainee

**Trainee Evaluation** : Written / Practical.



## COMPANY SERVICE RULES, ETIQUETTE & MANNER.

<b>Name of the Course</b>	: Human Relation, Company Service Rules, Etiquette & Manner.
<b>Name of the Venue</b>	: WZPDC Training Institute, Khulna.
<b>Trainees</b>	: UDA/AA/SAA/JAA/LDA
<b>Duration</b>	: 20/07/2025 - 24/07/2025
<b>Number of Participant</b>	: 20/25/30

### Objectives:

To train up personnel about how to serve Customers, Office personnel and familiarize with the Ethics, 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, Tthics, Etiquette & Honesty.
- ▶ National Integrity Strategy (NIS).
- ▶ E-governance & Innovation in Power Sector.

### Training Procedure:

- ▶ Theoretical Lecture & Discussion in the class.
- ▶ Practical Demonstration.
- ▶ Multimedia Presentation.

**Trainer Evaluation** : By Trainee

**Trainee Evaluation** : Written.

## HUMAN RELATION, MOTIVATION, MANNER, ETHICS & ETIQUETTE.

<b>Name of the Course</b>	: Human Relation, Motivation, Manner, Ethics & Etiquette.
<b>Name of the Venue</b>	: WZPDC Training Institute, Khulna.
<b>Trainees</b>	: MLSS
<b>Duration</b>	: 18/01/2026 - 22/01/2026
<b>Number of Participant</b>	: 20/25/30

### Objectives:

To train up personnel about how to serve Customers, Office personnel and familiarize with the Ethics, 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, Tthics, Etiquette & Honesty.
- ▶ National Integrity Strategy (NIS).
- ▶ E-governance & Innovation in Power Sector.

### Training Procedure:

- ▶ Theoretical Lecture & Discussion in the class.
- ▶ Practical Demonstration.
- ▶ Multimedia Presentation.

**Trainer Evaluation** : By Trainee

**Trainee Evaluation** : Written.



## HRM & General Management.

**Name of the Course** : HRM & General Management.

**Name of the Venue** : WZPDC Training Institute, Khulna.

**Trainees** : XEN/Manager/SDE/DM/AE/AM

**Duration** : 26/04/2026 - 30/04/2026

**Number of Participant** : 20/25/30

### Course Contents:

- ▶ Secretarial Instructions, Delegation of Administrative and Financial Power.
- ▶ File Management, Digital Filing and Issue Letter, Note Writing, Report and letter writing and practice.
- ▶ Conducting meeting and Minutes Drafting, office inspection and writing inspection report.
- ▶ inquiry and discipline, Departmental proceeding, Appeal and review.
- ▶ Annual performance agreement (APA)
- ▶ Labor law and CBA Issues.
- ▶ ERP (Enterprise Resource Planning)
- ▶ NIS (National Integrity Strategy)
- ▶ E-Filing.
- ▶ SDGs and Contemporary global issues.
- ▶ ICT and E-Governance.
- ▶ Improving Language skill and communication techniques.
- ▶ Environment and Disaster Management.
- ▶ Procurement Management.
- ▶ Effective Performance Management System.
- ▶ Motivation, Concept of Leadership and change Management.

### Training Procedure:

- ▶ Theoretical lecture & Discussion in the class.
- ▶ Practical Demonstration.

**Trainer Evaluation** : By Trainee

**Trainee Evaluation** : Written / Multimedia Presentation.



## RECORD KEEPING & PERSONNEL MANAGEMENT.

**Name of the Course** : Record Keeping & Personnel Management.

**Name of the Venue** : WZPDC Training Institute, Khulna.

**Trainees** : DM/AM/JAM

**Duration** : 24/08/2025 - 28/08/2025

**Number of Participant** : 20/25/30

### 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:

- ▶ Discussion about Office Administration, Office Management, Office Environment, Customer service Excellence.
- ▶ Discussion about Good Governance.
- ▶ Discussion about Leadership, Team Building.
- ▶ HRM and Human Resource Development.
- ▶ File Management, Opening files, Docketing, Recording Indexing and Drafting.
- ▶ Receive and issue, disposal, 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.
- ▶ Digital memo numbering and priority fixing etc.
- ▶ Basic idea of modern office equipments.
- ▶ Manners and Etiquette including Dining and table Manners.
- ▶ Conflict Management and other Management issues.
- ▶ Leave Rules.
- ▶ Manners, Etiquette & Honesty.
- ▶ National Integrity Strategy (NIS).
- ▶ E-governance & Innovation in Power Sector.

### Training Procedure:

- ▶ Theoretical lecture & Discussion in the class.
- ▶ Practical Demonstration.
- ▶ Multimedia presentation.

**Trainer Evaluation** : By Trainee

**Trainee Evaluation** : Written / Multimedia presentation.



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

<b>Name of the Course</b>	: Operation & Maintenance of Sub-station, Sub-Station Equipments, Power & Distribution Transformer.
<b>Name of the Venue</b>	: WZPDCL Training Institute, Khulna.
<b>Trainees</b>	: Lineman/Helper/SBA
<b>Duration</b>	: 07/09/2025 -11/09/2025 09/11/2025 - 13/11/2025
<b>Number of Participant</b>	: 20/25/30

### Objectives:

To deliver knowledge & make them skilled on Operation and Maintenance of Distribution Substation, Sub-Station Equipment's, 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 Equipment's.
- ▶ **Transformer:** Types & classification/Basic principle/Installation/Operation & Maintenance.
- ▶ Transformer nameplate study.
- ▶ Testing procedures of Power & Distribution Transformer.
- ▶ Method of oil collection from transformer and testing Procedure.
- ▶ Discussion about on Load, Off Load tap changing of power transformer.
- ▶ Effect of temperature on transformer operation.
- ▶ Routine maintenance of transformers.
- ▶ **CT & PT:** Types & classification, construction, Testing.
- ▶ **Lightning 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 and Transformer Protection.
- ▶ **Battery & Battery Charger:** Introduction, classification and Maintenance.
- ▶ **Shut Down and Clearance:** Process of shutdown, co-ordination with load Dispatch.
- ▶ Safety Practice.
- ▶ National Integrity Strategy (NIS).
- ▶ Complain Management System.

### Training Procedure:

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

**Trainer Evaluation :** By Trainee

**Trainee Evaluation :** Practical in Model Sub-Station/ Written.



## TESTING, COMMISSIONING, MAINTENANCE & TROUBLESHOOTING OF SUBSTATION.

<b>Name of the Course</b>	: Testing, Commissioning, Maintenance & Trouble shooting of Substation.
<b>Name of the Venue</b>	: WZPDC Training Institute, Khulna.
<b>Trainees</b>	: SDE/AE/SAE
<b>Duration</b>	: 21/09/2025 - 25/09/2025
<b>Number of Participant</b>	: 20/25/30

### Objectives:

Our training programs aims to offer increased knowledge of Substation equipment's to ensure smooth operation without interruption and to train fast, efficient and professional reactions to different scenarios, avoidance and failure mitigation. A very "hands-on" approach is used to teach the concepts. Understanding is then reinforced with real world examples. Interaction is encouraged between participants and the presenters to underpin the learning objectives

### Course Contents:

- ▶ Single line diagram study & Familiarization with substation equipment's. Preparation of substation maintenance plan & Record keeping procedure.
- ▶ Electrical safety and precautions related to operation and maintenance work.
- ▶ **Battery and Battery Charger:** Basic concept, Installation, Testing practices, Maintenance & troubleshooting
- ▶ **Circuit Breakers:** Basic Concept, classification, Construction & operation mechanism, Name plate parameter identification, Control schematics, Installation, testing practices, Maintenance & troubleshooting (practical),
- ▶ **Instrument Transformers:** Basic Concept, classification, Construction, Name plate parameter identification, Selection, Installation, Testing practices, Maintenance & troubleshooting.
- ▶ **Surge Arrestors:** Basic Concept, Construction and operation, Components, Testing practices, Maintenance & troubleshooting
- ▶ **Power Transformers:** Basic Concept, Construction & operation, Name plate parameter identification, Transformer accessories, Site care, Oil refilling, testing, OLTC operation, Maintenance and troubleshooting.
- ▶ **Substation Grounding system:** Concept, Installation, Earthing conductor size selection, mesh design, Earth resistance calculation, GPR, Step Voltage, Touch Voltage, testing & maintenance guideline as per IEEE 80
- ▶ **Voltage Feeder PCM panel:** Basic concepts on 11KV & 33 KV feeder PCM panel, Devices typically used for feeders PCM panel, Schematic Drawing study, Over current & Earth Fault protection, Trip Circuit Supervision Relay, Master Trip Relay, Integration of PCM panel with CB (practical).
- ▶ **Transformer Protection PCM panel:** Basic concepts on 33KV Transformer PCM Panel. Transformer Protection Philosophy, Selection Of Protection Scheme for Power and Distribution Transformer, Power Transformer Magnetizing Inrush Current concept, Schematic Drawing study, Transformer Differential Protection, Over current Protection, REF, Transformer Self Protection, OLTC operation procedure.
- ▶ Maintenance Procedure of 33KV & 11 KV Indoor AIS Switchgear, 11 KV Bus bar, Air conditioning system, Control room & Switch yard.
- ▶ Workshop on Substation Maintenance: 33/11KV Model Substation.

### Training Procedure:

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

**Trainer Evaluation** : By Trainee

**Trainee Evaluation** : Written / Practical in Model Substation/ Multimedia Presentation.



## ENERGY METER INSTALLATION, CONNECTION, TESTING & LOSS REDUCTION TECHNIQUE & ELECTRICITY ACT-2018.

<b>Name of the Course</b>	: Energy Meter Installation, Connection, Testing & Loss Reduction Technique & Electricity Act-2018.
<b>Name of the Venue</b>	: WZPDC Training Institute, Khulna.
<b>Trainees</b>	: Foreman/Lineman/Helper
<b>Duration</b>	: 10/08/2025 -14/08/2025 15/02/2026 -19/02/2026 10/05/2026 -14/05/2026
<b>Number of Participant</b>	: 20/25/30

### Objectives:

To deliver knowledge & make them skilled on energy meter installation, connection, and testing & loss reduction technique. A very “hands-on” approach is used to teach the concepts. Understanding is then reinforced with real world examples. Interaction is encouraged between participants and the presenters to underpin the learning objectives.

### Course Contents:

- ▶ Basic Theory (Voltage, Current, & Power Vectors Phases, Capacitive & Inductive Loads Real, Reactive & Apparent Power (Watts, Vars, VA)), Classification.
- ▶ Connection Diagram of Single-Phase Metering, three phase Energy Meters, CT-PT operated Meter.
- ▶ Practical demonstration on 3-Phase & 1-Phase digital energy meter connection and site check technique at the consumer premises.
- ▶ Determination on proper meter sealing, neutral & Earthing of energy meter.
- ▶ Pilferage of electricity.
- ▶ Demonstration of error in energy meter due to circuit fault or faulty connection.
- ▶ Instrument Transformers Current & Voltage (CT's & PT's),
- ▶ CT & PT Testing Procedure (Terminal Marking, Insulation Resistance, Ratio).
- ▶ Application of Overall Multiplication Factor. Cross checking procedure of OMF.
- ▶ HT Service connection Procedure & Installation of HT metering Unit. (Determination).
- ▶ Testing Procedure of Energy Metering Unit.
- ▶ Definition of Technical and Non-Technical Loss.
- ▶ Causes of Technical Loss in Transmission, Substation & Distribution line.
- ▶ Counter measures of Technical Loss in Transmission, Substation & Distribution line.
- ▶ Causes of Non-Technical Loss.
- ▶ Counter measures of Non-Technical Loss.
- ▶ Identify the major area where loss optimization would be more efficient.
- ▶ Electricity Act-2018.

### Training Procedure:

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

**Trainer Evaluation** : By Trainee

**Trainee Evaluation** : Practical / Written.



## ENERGY METER INSTALLATION, CONNECTION, TESTING, DATA DOWNLOADING PROCEDURE, DATA ANALYSIS & NET METERING.

<b>Name of the Course</b>	: Energy Meter Installation, Connection, Testing (HT, LTI, LT, 33 KV Import Meter & 11 KV Feeder Meter), Data Downloading Procedure, Data Analysis and Net Metering.
<b>Name of the Venue</b>	: WZPDC Training Institute, Khulna.
<b>Trainees</b>	: AE/SAE
<b>Duration</b>	: 23/11/2025 -27/11/2025 19/04/2026 -23/04/2026
<b>Number of Participant</b>	: 20/25/30

### Objectives:

To deliver knowledge and make them skilled on Installation, Connection, Operation and different types of Errors of Energy meter (HT, LTI, LT, 33 KV Import Meter, 11 KV Feeder Meter), data downloading procedure, analysis & net metering. A very “hands-on” approach is used to teach the concepts. Understanding is then reinforced with real world examples. Interaction is encouraged between participants and the presenters to underpin the learning objectives.

### Course Contents:

- ▶ Basic Theory (Voltage, Current, & Power Vectors Phases, Capacitive & Inductive Loads, Real, Reactive & Apparent Power (Watts, Vars, VA)), Classification, Connection Diagram of Single-Phase Metering, three phase Energy Meters CT-PT operated Meter, and Fault Analysis of 3-phase metering.
- ▶ Practical demonstration on Instrument Transformers Current & Voltage (CT's & PT's), CT & PT Accuracy Testing Procedure (Terminal Marking, Insulation Resistance, Ratio & Phase angle Error, Knee Point voltage as per IEC-60044-1&2 by ISA STS5000 Testing Bench (Practical). Application of overall Multiplication Factor. Cross checking procedure of OMF.
- ▶ Practical demonstration on 3-Phase & 1-Phase digital energy meter connection and site check technique at the consumer premises. Determination on proper meter sealing, neutral & Earthing of energy meter. Pilferage of electricity. Demonstration of error in energy meter due to circuit fault or faulty connection.
- ▶ Workshop on CT-PT Operated 3 Phase, 4 wire meter: Practical connection procedure, Fault analysis and rectification (using vector diagram), Accuracy testing (IEC 62053-22) by ISA DRTS 64 Testing bench. Data Downloading Procedure from Meter by Software and Downloaded Data Analysis.
- ▶ Net Metering, Different types of Net metering Connection, Consumer, Application Eligibility, Consumer Classification & Load, Billing system for Net Metering, Application Procedure, Tariff Structure, Necessary Equipment's for net metering with Protection, Net Metering System Checklist. Settlement Period. Definition of Roof and STC.

### Training Procedure:

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

**Trainer Evaluation** : By Trainee

**Trainee Evaluation** : Practical in Model Sub-Station/Written / Multimedia Presentation.



## DISTRIBUTION LINE, POWER & DISTRIBUTION TRANSFORMER, ENERGY METER & CUSTOMER SERVICE EXCELLENCE.

<b>Name of the Course</b>	: Distribution Line, Power & Distribution Transformer, Energy Meter & Customer Service Excellence.
<b>Name of the Venue</b>	: WZPDC Training Institute, Khulna.
<b>Trainees</b>	: SAE/Lineman/Helper
<b>Duration</b>	: 13/07/2025 -17/07/2025 (Lineman/Helper) 19/10/2025 -23/10/2025 (Lineman/Helper) 07/12/2025 -11/12/2025 (SAE)
<b>Number of Participant</b>	: 20/25/30

### Objectives:

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

### Course Contents:

- ▶ Single line diagram study.
- ▶ **Substation Equipment's:**
  - ▶ **Symbols:** Abbreviation and single line diagram
  - ▶ **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 equipment's.
- ▶ 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 Equipment's. CT, PT Matching, Indoor, Outdoor Meter, CT, PT Meter.
- ▶ **Safety Practice.**
- ▶ **Customer Service Excellence:** Dealings with the consumer, Public relation.

### Training Procedure:

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

**Trainer Evaluation :** By Trainee

**Trainee Evaluation :** Practical in Model Sub-Station/Written/Multimedia Presentation.



## POWER DISTRIBUTION SYSTEM, PROTECTION & SWITCHGEAR.

**Name of the Course** : Power Distribution System, Protection & Switchgear.

**Name of the Venue** : WZPDC Training Institute, Khulna.

**Trainees** : SDE/AE

**Duration** : 05/04/2026 -09/04/2026

**Number of Participant** : 20/25/30

### Objectives:

The course will provide an insight to Protection philosophy, commissioning & maintenance of the associated Protective Gears and relevant coordination technique. A very “hands-on” approach is used to teach the concepts. Understanding is then reinforced with real world examples. Interaction is encouraged between participants and the presenters to underpin the learning objectives.

### Course Contents:

- ▶ Philosophy of Power System Protection
- ▶ Protection concepts, Overview of Substation equipment with Device numbering, main and backup protection, security and dependability, selectivity, Protection types: fuses, over current protection, differential protection.
- ▶ Instrument transformers & DC system: Current transformers, Voltage transformers, Battery and Battery Charger - its role in Protection System.
- ▶ Circuit Breaker: Basic concept, Types, Schematic Drawing study, Design aspect, Maintenance, Repair and Troubleshooting.
- ▶ High Voltage Feeder Protection: Protection concepts for power 11KV & 33 KV feeders, Protection equipment typically used for feeders , Schematic Drawing study of typical PCM panel, Over current & Earth Fault protection, setting guidelines. ( 2 Session) Practical demonstration of 33 KV feeder protection scheme.
- ▶ Transformer Protection: Transformer Protection Philosophy, Guidelines for protection of power transformers Selection of Protection Scheme for Power and Distribution Transformer, Power Transformer Magnetizing Inrush Current concept and importance on protection setting, Transformer Differential Protection, Over current Protection, REF, Over fluxing Protection, Transformer Self Protection.
- ▶ Field Visit: Visit to a 33/11 KV Substation to demonstrate 33 KV feeder protection scheme & 33/11 KV Transformer Protection scheme.
- ▶ Power System Protection & relay coordination using simulation software:
  - ▶ Installation of software, Overview of system Elements, Familiarization with software interface, Drawing SLD of typical substation, Load flow study, Short circuit calculations
  - ▶ Relay Setting Calculation and Co-ordination, Critical Fault Clearing Time, Transformer Damage curve using simulation software as per IEEE-242: 2001 &
- ▶ Substation Grounding system: Concept, Installation, **Earthing conductor size selection, mesh design, Earth resistance calculation, GPR, Step Voltage, Touch Voltage**, testing & maintenance guideline as per IEEE 80



- ▶ Over Voltage Protection, Lightening Arrestor, Surge Diverter.
- ▶ Workshop on different types of Relays (Both 50/51 & 87) Practical connection, Configuration, Relay setting, troubleshooting:
  - ▶ Testing: Standards, Test plan development, Test equipment, practical testing by DRTS 64.
  - ▶ Relay setting management: Demonstration of setting software, Relay logic.
- ▶ Substation Maintenance Procedure:
  - ▶ Preparation of substation maintenance plan & Record keeping procedure, Safety Procedure.
  - ▶ Maintenance Procedure of 33/11 KV Power Transformer, 33KV Circuit Breaker, Isolator, 33KV CT, PT & other 33 KV equipment's.
  - ▶ Maintenance Procedure of 11 KV PCM Panel, switchgear & Bus bar.
  - ▶ Maintenance Procedure of PCM Panel, DC System, Air conditioning system, Control room & Switch yard.
  - ▶ Maintenance Procedure of Grounding system.
- ▶ E-governance & Innovation in Power Sector.

#### **Training Procedure:**

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

**Trainer Evaluation :** By Trainee

**Trainee Evaluation :** Practical in Model Sub-Station/ Multimedia Presentation/ Written.



Newly Constructed RE office Building, Fultola, Khulna.



## SMART GRID, SCADA & GIS MAPPING.

**Name of the Course** : Smart Grid, SCADA & GIS Mapping.

**Name of the Venue** : WZPDC Training Institute, Khulna.

**Trainees** : SDE/AE

**Duration** : 25/01/2026 -29/01/2026

**Number of Participant** : 20/25/30

### Objectives:

The main objective of the programmers to apprise power utility professionals regarding philosophy, features and benefits of Smart Grids. The course will cover the changeover process during migration from Conventional Grid to Smart Grid. Relevant topics like, Fault location indication system, SCADA, ADMS, GIS mapping, Smart Prepayment System AMR/AMI for Smart Grid will also be covered in the course.

### Course Contents:

- ▶ Overview of Smart Grid Technology, Features & Benefits of Smart Grid, Communication Technologies & Infrastructure.
- ▶ Introduction to Fault Passage Indicator (FPI), DCU & Fault location indication system software for Overhead lines.
- ▶ Introduction to SCADA & Substation automation, Standards and Protocols.
- ▶ Introduction to GIS mapping & ADMS Technology.
- ▶ Smart Grid implementation models.
- ▶ Introduction to the Prepayment System.
- ▶ AMR/AMI and Smart Energy Meters.
- ▶ Operational Component of Prepayment System, Master Information Center (MIC), Utility Vending Stations (UVS), Utility Customization Center (UCC), Point of Sales (POS).
- ▶ Hardware used in Prepayment System.
- ▶ 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.
- ▶ Practical Demonstration.
- ▶ Multimedia presentation.
- ▶ Group discussion.

**Trainer Evaluation** : By Trainee

**Trainee Evaluation** : Practical in Model Sub-station/Written /Multimedia Presentation.



## Design, Specification and Estimation of Different Tools & Equipments of Distribution System.

<b>Name of the Course</b>	: Design, Specification and Estimation of Different Tools Equipments of Distribution System.
<b>Name of the Venue</b>	: WZPDC Training Institute, Khulna.
<b>Trainees</b>	: SDE/AE
<b>Duration</b>	: 12/10/2025 -16/10/2025
<b>Number of Participant</b>	: 20/25/30

### Objectives:

The main objective of the programmers to familiarize of Different equipments in Distribution power system and their specification & use in power system.

### Course Contents:

- ▶ Overview of Power Distribution System.
- ▶ Discussion On Fundamental Types of Equipment in 33 kv line.
- ▶ Discussion On Fundamental Types of Equipment in 33/11 Substation.
- ▶ Discussion On Fundamental Types of Equipment in 11 kv line.
- ▶ Discussion On Fundamental Types of Equipment in 0.4 kv line.
- ▶ Discussion On Fundamental Types of Equipment in 11/0.4 kv Distribution Transformer.
- ▶ Discussion On Design & Specification of Equipment in 33 kv line, 11kv line, 0.4kv line, 33/11 kv substation and 11/0.4 kv Distribution Transformer.

### Training Procedure:

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

**Trainer Evaluation** : By Trainee

**Trainee Evaluation** : Practical in Model Sub-station/Written /Multimedia Presentation.



## Civil Works Layout and Estimation.

**Name of the Course** : Civil Works Layout and Estimation.

**Name of the Venue** : WZPDC Training Institute, Khulna.

**Trainees** : SDE/AE

**Duration** : 17/08/2025 -21/08/2025

**Number of Participant** : 20/25/30

### Objectives:

The main objective of the programmers to familiarize with different concepts on Civil Works layout and Estimation.

### Course Contents:

- ▶ Overview of Civil Works layout and Estimation.
- ▶ Discussion Basic Architectural Components.
- ▶ Basic Structural Component & Design Criteria.
- ▶ Sub Structure Construction Methods(Foundation, Underground Water Reservoir, Basement, Retaining wall etc).
- ▶ Study Of Drawing Layout(plan, Elevation, Section & Masterplan).
- ▶ Design Concept and Application.
- ▶ Super Structure Construction methods(column, Beam, Slab, Reinforcement etc).
- ▶ Utility services(Plumbing, Gas, Sewerage, Electricity).

### Training Procedure:

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

**Trainer Evaluation** : By Trainee

**Trainee Evaluation** : Written /Multimedia Presentation.



## FIRE SAFETY PLAN, OPERATION OF EQUIPMENTS, FIRST AID AND ITS USES.

**Name of the Course** : Fire Safety Plan, Operation of Equipments, First Aid and Its Use.

**Name of the Venue** : WZPDC Training Institute, Khulna.

**Trainees** : SAE/SBA

**Duration** : 16/11/2025 -20/11/2025

**Number of Participant** : 20/25/30

### Objectives:

- ▶ To familiarize with Plants Health hazard.
- ▶ To familiarize with safety Practice and regulation.
- ▶ To Action to be taken in case of emergency.
- ▶ To familiarize with regulation and definition of material storage.
- ▶ To familiarize Classification of hazardous materials.

### Course Contents:

- ▶ General safety rule and applicable clauses in the work area.
- ▶ Definition of open and confined area special measures for confined area.
- ▶ Classification of hazard, categories of hazard material, their storage location, Radiation & sound pollution, PPE and specific protective equipment, legal clauses and prevention.
- ▶ Procedure of permit seeking, receiving of permit and awarding of clearance for restoration of power, classification based on voltage level.
- ▶ Firefighting: Classification of fire and extinguisher, zone of application, use in the electrical fire.
- ▶ Refilling technique & principle of operation.
- ▶ Discussion on tags. Tag out and Lockout procedure special arrangement for acid, chemical and other material handling, classification of Hot and Cold job. Steps for Hot work, welding job at confined/open area.
- ▶ CO2 discharge system and safety arrangement for firefighting, fire sensor, flame and smoke detector in the firefighting system.
- ▶ Discussion on writing a report regarding health injuries.
- ▶ National Integrity Strategy (NIS).

### Training Procedure:

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

**Trainer Evaluation** : By Trainee

**Trainee Evaluation** : Written / Practical / Multimedia Presentation.



## SECURITY TRAINING COURSE.

<b>Name of the Course</b>	: Security Training Course.
<b>Name of the Venue</b>	: WZPDC Training Institute, Khulna.
<b>Trainees</b>	: Security Guard
<b>Duration</b>	: 03/05/2026 -07/05/2026
<b>Number of Participant</b>	: 20/25/30

### Objectives:

To trained up personnel (Security Guard) 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.
- ▶ Etiquette, Manner, Ethics etc.
- ▶ National Integrity Strategy (NIS).

### Training Procedure:

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

**Trainer Evaluation** : By Trainee

**Trainee Evaluation** : Written.



## ORIENTATION COURSE FOR TECHNICAL OFFICER.

**Name of the Course** : Orientation Course for Technical Officer.

**Name of the Venue** : WZPDC Training Institute, Khulna.

**Trainees** : Newly Recruited Technical 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's, Power & Distribution Transformer.
- ▶ To know about energy meter (HT, LTI, LT, 33 KV Import Meter, 11 KV Feeder Meter, Prepaid Meter), Net Metering. Data Downloading Procedure from Meter by Vinplus Software and Procedure. Downloaded Data Analysis in case of Technical Officer.

### Course Contents:

- ▶ 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's 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, Very High Frequency (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 33 KV Import Meter, 11 KV Feeder Meter, Prepaid Meter, Net 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.
- ▶ Electricity Act-2018.
- ▶ Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh.
- ▶ Capacity Building for Power Distribution Employees.
- ▶ E-governance & 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 in Model Sub-Station/ Multimedia Presentation



Newly Constructed 33/11 KV 2x10/13.33 MVA Substation, Fultola, Khulna.



## ORIENTATION COURSE FOR GENERAL OFFICER.

**Name of the Course** : Orientation Course for General Officer.

**Name of the Venue** : WZPDCL Training Institute, Khulna.  
**Trainees** : Newly Recruited General 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 Give knowledge about Service Rules.

### Course Contents:

- ▶ Introduction to Organogram in WZPDCL.
- ▶ Discussion on service rules of WZPDCL.
- ▶ Discussion about TQM.
- ▶ Discussion on Financial rules of WZPDCL.
- ▶ Commercial Operation Procedure (COP).
- ▶ Financial Delegation Power of WZPDCL.
- ▶ TA, DA, CPF, Gratuity rules of WZPDCL.
- ▶ Insurance Rules of WZPDCL.
- ▶ Audit.
- ▶ Discussion on Human Resource Development, Human Recourse Management & Planning.
- ▶ Customer Service: Dealings with the consumer/Public relation.
- ▶ Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh.
- ▶ Capacity Building for Power Distribution Employees.
- ▶ E-governance & 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.



# Chapter-4

**Overview of WZPDC Training Institute.**

**Internal resource person.**

**External resource person.**





## Targeted Training Programs of WZPDCL During 2025-2026

Total Employee of WZPDCL = 1,450 Nos.

Targeted training man hour 60 per employee

Required Total training (man hour) = 1,450 X 60 = 87000

Number of In-house Training Course for FY 2025-2026 = 25

Required Days for In-house Training = 149 Days

Number of Participant each Training Course = 25 Men

Hours per day of In-house Training = 6 hours

Total In-house Man-hour = 25x149x6= 22350 Man-hours.

In-house Training per Employee (Average) = 22350/1450 = 15.41 ~ 15 hours.

In house training = 1450 X 15 = 21750 Man-hours.

On the job training = 1450 X 45= 65250 Man-hours.

Total man hour = In-house + OJT = (21750 + 65250) = 87000 Man- hours (Target).

Total Employee of WZPDCL Last Year (2024-2025) = 1539 Nos.

Targeted Man Hours, Last Year (2024-2025) = 95220

Targeted Training per employee 60 hour

Achieved Training per employee 62.12 hours.

**Achived Man Hours = 98,573**

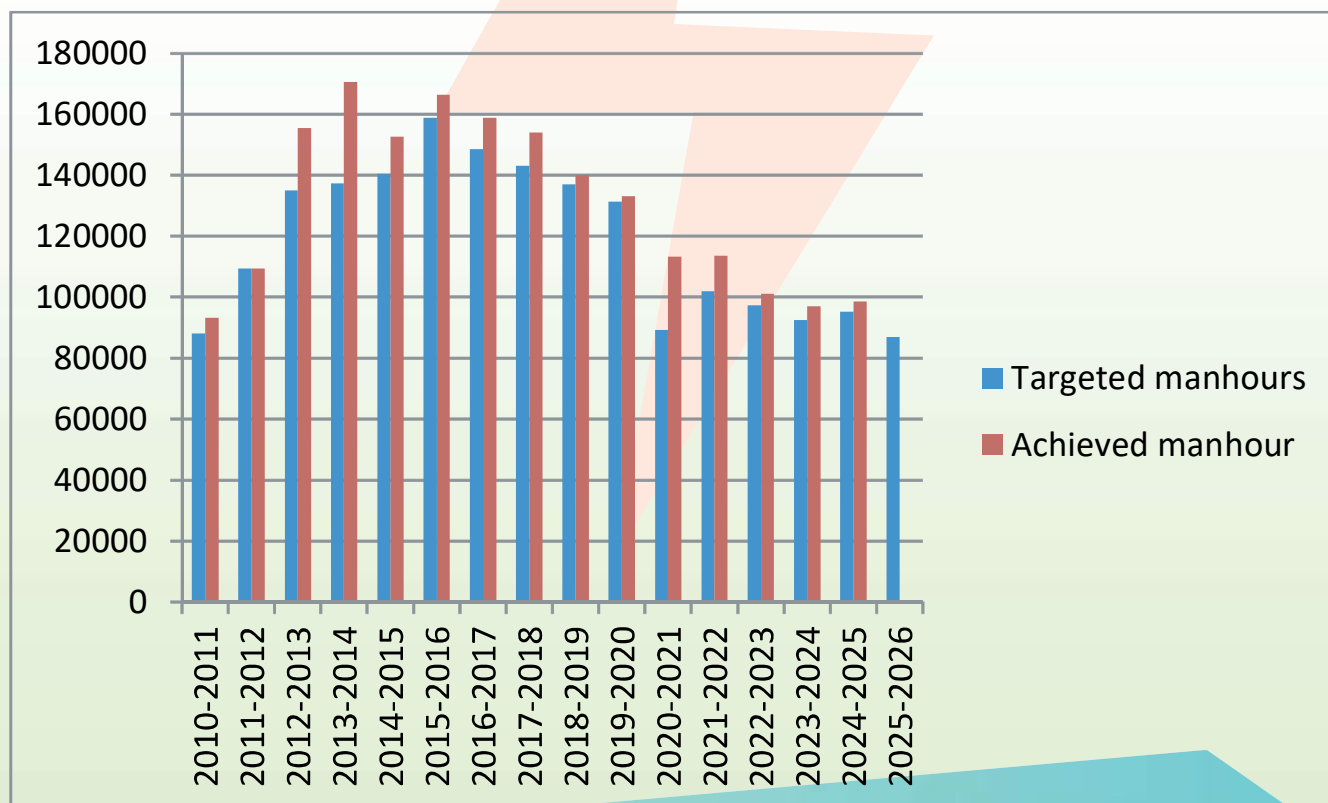
**Achivement in % = 103.53**

### On Job Training Places & Target (2025-2026) WZPDCL

Sl. No	Training Place	Total person to be Trained	On Job Training hour = Targeted Trg. (-) Av. In House Trg. ie (60-15) = 45	Total man Hours / Year	Man-hours/ Month
1	Head Quarter	125	45	5625	468
2	Project	21	45	945	78
3	WZPDC Training Institute	11	45	495	41
4	Khulna O & M Circle & its Jurisdiction and RAO	325	45	14625	1218
5	Jessore O & M Circle & its Jurisdiction and ZRS, RAO	178	45	8010	667
6	Faridpur O & M Circle & its Jurisdiction and RAO	242	45	10890	907
7	Barisal O & M Circle & its Jurisdiction and ZRS, RAO	221	45	9945	828
8	Kushtia O & M Circle & its Jurisdiction and RAO	230	45	10350	862
9	Patuakhali O & M Circle & its Jurisdiction	97	45	4365	363
<b>Total</b>		<b>1450</b>	<b>45</b>	<b>65250</b>	<b>-</b>

## FISCAL YEAR WISE TRAINING PROGRESS WZPDCL Training Institute, WZPDCL, KHULNA.

Sl No.	Financial Year	Total Employee to be Trained	Targeted Man-hour	Achieved Man-hour	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	124.00
5.	2014-2015	2341	140460	152516	108.58
6.	2015-2016	2268	158760	166426	104.83
7.	2016-2017	2121	148470	158813	107.00
8.	2017-2018	2044	143080	154093	107.70
9.	2018-2019	1957	136990	140071	102.25
10.	2019-2020	1877	131390	133001	101.22
11.	2020-2021	1786	89300	113267.5	130.64
12.	2021-2022	1699	101940	113561	111.40
13.	2022-2023	1622	97320	101088	103.87
14.	2023-2024	1542	92520	96996	104.84
15.	2024-2025	1587	95220	98573	103.53
16.	2025-2026	1450	87000		





## WZPDC Training Institute, Khulna. Training Flow Chart 2025-2026

Subject	July 2025	Aug. 2025	Sept. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Basic Cyber Security, National Web Portal & Report Management Software (RMS).												07-11
Smart Prepayment Metering System.						28-31			01-05			
Online MOD, D-Nothi, New Connection & Customer Service Excellence.								08-12				
Procurement Management, Annual Procurement Plan (APP), Electronic Government Procurement (e-GP) System.									08-12			
Development of Project Proposal (DPP) in Power Distribution System.								22-26				
Accounts & Financial Management, Delegation of Financial Power (DoFP), Auditing Settlement of Audit Objection, Basic Idea on TAX, VAT, CD-VAT and Financial Matter.	27-31						04-08					
Tariff Rule, COP, Electricity Act, Case Filing & Reporting.				26-30								
Company Service Rules, Etiquette & Manner.	20-24											
Human Relation, Motivation, Manner, Ethics & Etiquette.							18-22					
HRM & General Management.										26-30		
Record Keeping & Personnel Management.		24-28										
Operation & Maintenance of Substation, Substation Equipment, Power & Distribution Transformer.			07-11		09-13							
Testing, Commissioning, Maintenance & Troubleshooting of Substation.			21-25									
Energy Meter Installation, Connection, Testing & Loss Reduction Technique & Electricity Act-2018.		10-14						15-19			10-14	
Energy Meter Installation, Connection, Testing (HT, LTI, LT, 33 KV Import Meter & 11 KV Feeder Meter), Data Downloading Procedure, Data Analysis and Net Metering.												
Distribution Line, Power & Distribution Transformer, Energy Meter & Customer Service Excellence.					23-27					19-23		
Power Distribution System Protection & Switchgear.	13-17			19-23		07-11						
Smart Grid, SCADA and GIS mapping.							25-29					



## ON JOB TRAINING(OJT) PROGRAM (CIRCLE WISE):- 2025-2026

Name of O&M Circle: Khulna, Jashore, Kushtia, Faridpur, Barishal & Patuakhali.

Sl No.	Month	Subject
1	July, 2025	COP (Part 1 to 4) & Its application, Annual Performance Agreement (APA), Customer Service Excellence, National Integrity Strategy, Right to Information, Complain Management System.
2	August, 2025	Office Administration, Record Keeping and Personnel management, Annual Performance Agreement (APA), Customer Service Excellence, National Integrity Strategy, Right to Information & Complain Management System.
3	September, 2025	WZPDCL Service Rule-2016, Annual Performance Agreement (APA), Customer Service Excellence, National Integrity Strategy, Right to Information & Complain Management System.
4	October, 2025	Delegation of Financial Power, TA & DA Rules, Annual Performance Agreement (APA), Customer Service Excellence, National Integrity Strategy, Right to Information & Complain Management System.
5	November, 2025	Substation, Power & Distribution Transformer Maintenance, Annual Performance Agreement (APA), Customer Service Excellence, National Integrity Strategy, Right to Information & Complain Management System.
6	December, 2025	Tree Trimming, Preparation of Substation Maintenance Schedule, Annual Performance Agreement (APA), Customer Service Excellence, National Integrity Strategy, Right to Information & Complain Management System.
7	January, 2026	4th Industrial Revolution, Customer Service Excellence, Annual Performance Agreement (APA), National Integrity Strategy, Right to Information & Complain Management System.
8	February, 2026	Electricity Act-2018, Rule No.7; Illegal electricity consumption and penal code, Annual Performance Agreement (APA), Customer Service Excellence, National Integrity Strategy, Right to Information & Complain Management System.
9	March, 2026	New Service connection (1-Phase & 3-Phase), Online new Connection, Field visit, Paper verification, Load clearance, Meter test in spot, Meter reading collection procedure, Meter earthing (Practical). Pre-paid Meter Supervision.
10	April, 2026	Line Maintenance (33/11/0.4 KV); 33/11KV Substation, Power and Distribution Transformer Maintenance. Customer Service Excellence, National Integrity Strategy, Right to Information , Complain Management System & Annual Performance Agreement (APA).
11	May, 2026	Employee Engagement, 4th Industrial Revolution, Annual Performance Agreement (APA), Customer Service Excellence, National Integrity Strategy, Right to Information & Complain Management System.
12	June, 2026	Transformer Megger test, Preparation of test result sheet, Routine check as per schedule, Earthing test of transformer, 11/0.4 KV Transformer load balancing (Practical). Annual Performance Agreement (APA), Customer Service Excellence, National Integrity Strategy, Right to Information & Complain Management System.



## WZPDCL Training Institute, Khulna. ON JOB TRAINING (OJT) PROGRAM, FY: 2025 - 2026 (CIRCLE WISE)

SL	Month	Subject	Name of Circle					
			HQ, Khulna.	Jashore.	Kushtia.	Faridpur.	Barishal.	Patuakhali.
1.	July 2025	COP (Part 1 to 4) & Its application, Annual Performance Agreement (APA), Customer Service Excellence, National Integrity Strategy, Right to Information, Complain Management System.	13/07/25 20/07/25	14/07/25 21/07/25	15/07/25 22/07/25	16/07/25 23/07/25	17/07/25 24/07/25	17/07/25 24/07/25
2.	August 2025	Office Administration, Record Keeping and Personnel management, Annual Performance Agreement (APA), Customer Service Excellence, National Integrity Strategy, Right to Information & Complain Management System.	10/08/25 24/08/25	10/08/25 24/08/25	11/08/25 25/08/25	12/08/25 26/08/25	13/08/25 27/08/25	14/08/25 28/08/25
3.	September 2025	WZPDCL Service Rule-2016, Annual Performance Agreement (APA), Customer Service Excellence, National Integrity Strategy, Right to Information & Complain Management System.	07/09/25 21/09/25	08/09/25 22/09/25	08/09/25 22/09/25	09/09/25 22/09/25	10/09/25 24/09/25	11/09/25 25/09/25
4.	October 2025	Deligation of Financial Power, TA & DA Rules, Annual Performance Agreement (APA), Customer Service Excellence, National Integrity Strategy, Right to Information & Complain Management System.	12/10/25 19/10/25	13/10/25 20/10/25	14/10/25 21/10/25	14/10/25 21/10/25	15/10/25 22/10/25	16/10/25 23/10/25
5.	November 2025	Substation, Power & Distribution Transformer Maintenance, Annual Performance Agreement (APA), Customer Service Excellence, National Integrity Strategy, Right to Information & Complain Management System.	09/11/25 23/11/25	10/11/25 24/11/25	11/11/25 25/11/25	12/11/25 26/11/25	12/11/25 26/11/25	13/11/25 27/11/25
6.	December 2025	Tree Trimming, Preparation of Substation Maintenance Schedule, Annual Performance Agreement (APA), Customer Service Excellence, National Integrity Strategy, Right to Information & Complain Management System.	07/12/25 24/12/25	08/12/25 28/12/25	09/12/25 29/12/25	10/12/25 30/12/25	11/12/25 31/12/25	11/12/25 31/12/25

## WZPDC Training Institute, Khulna.

### ON JOB TRAINING (OJT) PROGRAM, FY: 2025 - 2026 (CIRCLE WISE)

SL	Month	Subject	Name of Circle					
			HQ, Khulna.	Jashore.	Kushtia.	Faridpur.	Barishal.	Patuakhali.
7.	January 2026	4th Industrial Revolution, Customer Service Excellence, Annual Performance Agreement (APA), National Integrity Strategy, Right to Information & Complain Management System.	11/01/26 25/01/26	11/01/26 25/01/26	12/01/26 26/01/26	13/01/26 27/01/26	14/01/26 28/01/26	15/01/26 29/01/26
8.	February 2026	Electricity Act-2018, Rule No.7; Illegal electricity consumption and penal code, Annual Performance Agreement (APA), Customer Service Excellence, National Integrity Strategy, Right to Information & Complain Management System.	08/02/26 22/02/26	09/02/26 23/02/26	09/02/26 23/02/26	10/02/26 24/02/26	11/02/26 25/02/26	12/02/26 26/02/26
9.	March 2026	New Service connection (1-Phase & 3-Phase), Online new Connection, Field visit, Paper verification, Load clearance, Meter test in spot, Meter reading collection procedure, Meter earthing (Practical). Pre-paid Meter Supervision.	08/03/26	09/03/26	10/03/26	10/03/26	11/03/26	12/03/26
10.	April 2026	Line Maintenance (33/11/0.4 KV); 33/11KV Substation, Power and Distribution Transformer Maintenance. Customer Service Excellence, National Integrity Strategy, Right to Information, Complain Management System & Annual Performance Agreement (APA).	19/04/26	20/04/26	21/04/26	22/04/26	22/04/26	23/04/26
11.	May 2026	Employee Engagement, 4th Industrial Revolution, Annual Performance Agreement (APA), Customer Service Excellence, National Integrity Strategy, Right to Information & Complain Management System.	10/05/26	11/05/26	12/05/26	13/05/26	14/05/26	14/05/26
12.	June 2026	Transformer Megger test, Preparation of test result sheet, Routine check as per schedule, Earthing test of transformer, 11/0.4 KV Transformer load balancing (Practical). Annual Performance Agreement (APA), Customer Service Excellence, National Integrity Strategy, Right to Information & Complain Management System.	21/06/26	21/06/26	22/06/26	23/06/26	24/06/26	25/06/26



## Internal Resource Person In House & On Job Training

Sl. No	Name	Designation	Present Office	Contact No.	Mail address	Subjects
1.	Mr. Mohammad Haider Ali	Managing Director (Addl. Charge)	Department of Managing Director	01713001424	wzpdcl.md@gmail.com	Natural Disaster Management, Safety Management, Customer care, APA, Anticorruption, Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh.
2.	Mr. Mohammad Haider Ali	Executive Director	Finance Department	01713001426	ed.finance@wzpdcl.gov.bd	Accounts & Finance. Budget, Commercial Operation.
3.	Engr. A.T.M Tariqul Islam	Executive Director (Addl. Charge)	Planning & Development Department	01713850224	ed.pnd@wzpdcl.gov.bd	System Loss, SAIDI, SAIFI, Project Management, Project work & Development. Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector.
4.	Engr. Md. Abdul Mozid	Executive Director (Addl. Charge)	Operation Department	01713001425	ed.operation@wzpdcl.gov.bd	Power & Distribution Transformer, Energy Meter. Customer care. Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector.
5.	Mr. Md. Alamgir Kabir	Executive Director (Addl. Charge)	Admin Department	01700709703	dgmhrnadmn_wzpdcl@yahoo.com	Office Administration & Management. Service Rule. Integrity Strategy.
6.	Engr. A.T.M Tariqul Islam	Chief Engineer	Planning & Development Department	01766690800	wzpdcl.ce@gmail.com	Substation Equipment, Power & Distribution Transformer, Energy Meter, Safety Management, Customer care. Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector.
7.	Engr. Md. Rokonzaman	Chief Engineer	ESCS Department	01713850211	wzce.escs@gmail.com	System Loss, SAIDI, SAIFI, Project Management, Project work & Development. Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector.
8.	Engr. Md. Abdul Mozid	Chief Engineer	Operation & Maintenance Department	01711297968	wzpdcl.ce@gmail.com	Substation Equipment, Power & Distribution Transformer, Energy Meter, Safety Management, Customer care. Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector.
9.	Mr. Md. Alamgir Kabir	General Manager	Admin Department	01700709703	dgmhrnadmn_wzpdcl@yahoo.com	Office Administration & Management. Service Rule. Integrity Strategy.
10.	Mr. Md. Azizur Rahman	General Manager (Addl. Charge)	Accounts & Finance, Audit	01700710000	wzpdcl.audit@gmail.com	Audit, Accounts & Finance. Budget, Commercial Operation.
11.	Engr. Md. Saifuzzaman	Project Director	MPDSGP	01700709721	wzpdcl.mpdsgp@gmail.com	Project work & Developments, Project Management, DPP .
12.	Engr. Md. Shafiqul Islam	Superintending Engineer	Procurement & Store Cell	01766690770	wz.procurement@gmail.com	PPA, PPR, Procurement Procedure, Store software (WZPDCL), Financial Delegation.
13.	Engr. Md. Shahidul Alam	Superintending Engineer	Planning & Development	01700709718	wzpdcl.planning@gmail.com	APP, Project & Development works.
14.	Engr. Zahan-E-Shabnam	Superintending Engineer	O & M Circle, Kushtia.	01711431410	wzse.kushtia@gmail.com	Power & Distribution Transformer, Energy Meter. Integrity Strategy.

## Internal Resource Person In House & On the Job Trainer

Sl. No	Name	Designation	Present Office	Contact No.	Mail address	Subjects
15.	Engr. Md. Arifur Rahaman	Superintending Engineer	Executive Director (Planning & Development)	01700709729	ar3033095@gmail.com	Project work & Developments. Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector.
16.	Engr. Amulla Kumar Sarkar	Superintending Engineer	O & M Circle, Jashore.	01711298373	wzse.jessore@gmail.com	Power & Distribution Transformer, Energy Meter. Integrity Strategy.
17.	Engr. Shahin Akter Pervin	Superintending Engineer	Commercial	01700709714	wzpdcl.com@gmail.com	Commercial activities, MOD, System Loss.
18.	Engr. Md. Rakib Uddin	Project Director	SPPMP	01766690830	rakib.uddin91@gmail.com	Project work, Distribution Line, Power & Distribution Transformer. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector.
19.	Engr. Md. Mahmudul Haque	Superintending Engineer	O & M Circle, Khulna.	01711297974	wzse.khulna@gmail.com	Battery, DC System.
20.	Engr. Md. Amzad Hossain	Superintending Engineer	O & M Circle, Faridpur.	01711430895	wzse.faridpur@gmail.com	Power & Distribution Transformer, Energy Meter. Integrity Strategy.
21.	Engr. Paritosh Chandra Sarker	Superintending Engineer	O & M Circle, Barishal.	01713850219	wzse.barisali@gmail.com	Power & Distribution Transformer, Energy Meter. Customer care. Integrity Strategy.
22.	Engr. Md. Shahidul Islam	Superintending Engineer	O & M Circle, Patuakhali.	01713850218	wzse.patuakhali@gmail.com	Power & Distribution Transformer, Energy Meter. Customer care. Integrity Strategy.
23.	Mr. Abdul Khaleq	Deputy General Manager	Finance	01700709701	wz.man.acc.project@gmail.com	Accounts & Finance. Budget, Commercial Operation.
24.	Mr. Md. Nazmul Huda	Deputy General Manager	Admin	01700709709	nazmulwzpdcl@gmail.com	Office Administration, Management.
25.	Engr. Kazi Abdul Aziz	Superintending Engineer (Exclusive)	System Control & Protection	01700709718	wzse.protection@gmail.com	System Protection & Control.
26.	Engr. Md. Mamunur Rahman	Superintending Engineer (Addl. Charge)	ICT	01766690770	se.ict@wzpdcl.gov.bd	E-Filing, Online New Connection, Paperless Complain Management, e-GP, MS Word, MS Excel, Internet, email. Online MOD.
27.	Engr. Md. Tofazzel Hossain	Superintending Engineer (Addl. Charge)	Pre-Payment Metering & Networking	01700709717	smartprepayment@gmail.com	Smart Prepayment Metering.
28.	Engr. Monjul Kumar Sarnokar	Executive Engineer	S&D-1, Barishal	01700709976	wz.barisal1@gmail.com	Distribution line, Power & Distribution Transformer.
29.	Engr. Md. Habibur Rahman	Executive Engineer	WZPDC Training Institute	01700709719	wzpdcl.dtc@gmail.com	Battery, DC System & Electricity Act.
30.	Engr. G. M. Mahmud Prodan	Executive Engineer	S&D-2, Jashore.	01711298374	wz.jessore2@gmail.com	Distribution line, Power & Distribution Transformer.
31.	Engr. Md. Mosharraf Hossain	Executive Engineer	ICT	01700709716	hossain55@gmail.com	E-Filing, Online New Connection, Paperless Complain Management, e-GP, MS Word, MS Excel, Internet, email. Online MOD. Innovation in power sector.
32.	Engr. Md. Ruhul Amin	Executive Engineer	CSO	01711297969	ramin.WZPDCL@gmail.com	Bill of Material, APA.
33.	Engr. Md. Shobukto gin	Executive Engineer	S&D-2, Jhenaidah.	01766690827	wz.jhenaidah2@gmail.com	New Connection, Distribution Line. Distribution line, Power & Distribution Transformer.



## Internal Resource Person In House & On the Job Trainer

Sl. No	Name	Designation	Present Office	Contact No.	Mail address	Subjects
34.	Engr. Md. Moinuddin	Executive Engineer	S&D-2, Khulna.	01711297971	wz.khulna2@gmail.com	New Connection, Distribution Line. Distribution line, Power & Distribution Transformer.
35.	Engr. Md. Jahangir Hossain	Executive Engineer	S&D-4, Khulna.	01711297970	wz.khulna4@gmail.com	Distribution line, Power & Distribution Transformer.
36.	Engr. Md. Murshid Alam	Executive Engineer	S&D-1, Khulna	01711297972	wz.khulna1@gmail.com	New Connection, Distribution Line, Distribution line, Power & Distribution Transformer.
37.	Engr. Amzad Hosen	Executive Engineer	S&D-1, Kushtia.	01700709821	wz.kushtia1@gmail.com	New Connection, Distribution Line. Distribution line, Power & Distribution Transformer.
38.	Engr. Md. Rakibul Islam	Executive Engineer	SPMP	01700709723	rakibislam04@gmail.com	Smart Prepayment Metering.
39.	Engr. Md. Khaleedul Islam Khan	Executive Engineer	Pirojpur ESU	01700709959	wz.pirojpur@gmail.com	New Connection, Distribution Line. Distribution line, Power & Distribution Transformer.
40.	Engr. Debashis Paul	Executive Engineer	System Protection.	01313720399	dkp_eee@yahoo.com	Substation, Power & Distribution Transformer, System Protection, Battery. Energy Metering, Net Metering.
41.	Engr. Md. Shafiqul Islam	Executive Engineer	S&D-5, Khulna	01766690840	wz.khulna5@gmail.com	PPA-2006, PPR-2008, e-GP, Project management, Project Implement, etc.
42.	Engr. Md. Mamun-or-Rashid	Executive Engineer	S&D-1, Rajbari	01700709906	wz.rajbari@gmail.com	Distribution line, Power & Distribution Transformer.
43.	Engr. Md. Ziaul Haq	Executive Engineer	S&D, Bagerhat.	01700709773	xen.wzbagerhat@gmail.com	Distribution line, Power & Distribution Transformer, New Connection.
44.	Engr. Md. Rashedul Islam Chowdhury	Executive Engineer	S & D Patuakhali.	01700709977	wz.patuakhali601@gmail.com	New Connection, Distribution Line. Distribution line, Power & Distribution Transformer.
45.	Engr. S. M. Monim	Executive Engineer	Procurement & Store	01322899645	wz.procurement@gmail.com	PPA-2006, PPR-2008, e-GP.
46.	Engr. Md. Aminur Rahman	Executive Engineer	Barguna ESU	01700709983	wz.barguna@gmail.com	New Connection, Distribution Line. Distribution line, Power & Distribution Transformer.
47.	Engr. Palash Kumar Gosh	Executive Engineer	Magura ESU.	01700709802	magura.esu@gmail.com	Distribution line, Power & Distribution Transformer.
48.	Engr. Md. Mehedi Hasan	Executive Engineer	Procurement & Store	01717488614	mehedi.wz@gmail.com	PPA-2006, PPR-2008, e-GP & DPP.
49.	Engr. Md. Kamal Uddin	Executive Engineer	Civil Works	01719571688	kamalruet051004@gmail.com	Civil works & Estimate.
50.	Engr. A H M Forhad Hossain	Executive Engineer	S&D-3, Khulna	01711297973	wz.khulna3@gmail.com	Distribution line, Power & Distribution Transformer.
51.	Engr. Md. Mizanur Rahman	Executive Engineer	S & D Madaripur	01700709900	wz.madaripur@gmail.com	New Connection, Distribution Line. Distribution line, Power & Distribution Transformer.
52.	Engr. Md. Nasir Uddin	Executive Engineer	S&D-1, Jashore	01711298372	wz.jessore1@gmail.com	Distribution line, Power & Distribution Transformer.
53.	Engr. Kalyan Kumar Debnath	Executive Engineer	Design & Inspection	01713850201	wzpdcl.dni@gmail.com	Design and Inspection, Substation Equipments, System Protection, Battery, Energy Meter.
54.	Engr. Pranab Chandra Debnath	Executive Engineer	S&D-1, Faridpur	01700709884	wz.faridpur1@gmail.com	Distribution line, Power & Distribution Transformer.
55.	Engr. Anupom Chakraborty	Executive Engineer	S&D-2, Kushtia.	01700709834	wz.kushtia2@gmail.com	New Connection, Distribution Line. Distribution line, Power & Distribution Transformer.

## Internal Resource Person In House & On the Job Trainer

Sl. No	Name	Designation	Present Office	Contact No.	Mail address	Subjects
56.	Engr. Sadia Tabassum	Executive Engineer	Commercial	01713850207	sadiawzpdcl@gmail.com	Commercial Activities.
57.	Engr. Md. Faruq Hossain	Executive Engineer	ZRS, Jashore.	01713850221	wzpdcl.zrs@gmail.com	Distribution Line. Distribution line, Power & Distribution Transformer.
58.	Engr. Md. Juwel Rana	Executive Engineer	Energy Audit	01713850200	wzpdcl.eac@gmail.com	Energy Meter Activities.
59.	Engr. Md. Mustafizur Rahman	Executive Engineer	S&D-2, Faridpur	01700709893	wz.faridpur2@gmail.com	New Connection, Distribution Line, Distribution line, Power & Distribution Transformer.
60.	Mr. Md. Rezaul Haq	Manager	HQ	01700709731	raokhulnawz@gmail.com	CPF, GPF, TA Bill, Income TAX, etc.
61.	Mr. Md. Rezaul Karim	Manager	RAO, Barisal	01713850222	wzrao.barisal@gmail.com	Pay fixation, TA Rule and preparation of TA Bill. Income Tax, Gratuity, CPF, MOD, COP.
62.	Mr. Md. Touhidul Islam	Manager (Incharge)	RAO, Jessore	01700709819	wzrao.jessore@gmail.com	Pay fixation, TA Rule and preparation of TA Bill. Income Tax, Gratuity, CPF, MOD, COP.
63.	Mr. Sarwar Hossain	Manager (Incharge)	RAO, Khulna.	01700709731	wzrao.khulna@gmail.com	Pay fixation, TA Rule and preparation of TA Bill. Income Tax, Gratuity, CPF, MOD, COP.
64.	Engr. Md. Matiur Rahman	Executive Engineer (Incharge)	S & D Jhalokathi	01700709964	wz.jhalokathi@gmail.com	New Connection, Distribution Line.
65.	Engr. Md. Mizanur Rahman	SDE	ICT	01845943591	mizan074017@gmail.com	Smart Prepayment Metering.
66.	Engr. Shoyaib Hossain	Executive Engineer (Incharge)	Sathkira ESU	01700709808	wz.sathkira@gmail.com	Electrical appliances, Hand Tools, Soft Skill, Safety Procedure. Electrician Trade Course.
67.	Engr. Md. Abdur Rahim	Executive Engineer (Incharge)	Meherpur ESU	01700709876	wz.meherpur@gmail.com	New Connection, Distribution Line.
68.	Engr. Md. Motiur Rahman	Project Director	Monpura Project	01713580202	motiur.grs@gmail.com	Substation, Power & Distribution Transformer, System Protection. Energy Metering, Net Metering. Innovation in Power Sector. Electrician Trade Course.
69.	Engr. Md. Jamal Hossain	Sub-divisional Engineer	Procurement	01322899636	jamalduet.eee99@gmail.com	PPA, PPR, Procurement Procedure, Store Software (WZPDCL), Financial Delegation, Electrician Trade Course.
70.	Engr. Md. Masudar Rahman	Sub-divisional Engineer	Executive Director (Operation)	01738349825	masud09ruet@gmail.com	Auto CAD, e-filing.
71.	Mr. Quamruzzaman	Manager (Incharge)	RAO, Kushtia	01700709882	wzpdclrao.kushtia@gmail.com	Pay fixation, TA Rule and preparation of TA Bill. Income Tax, Gratuity, CPF, MOD, COP.
72.	Engr. Nurunnahar Nupur	Sub-divisional Engineer	Planning & Development	01719729007	nupur0517@gmail.com	Auto CAD.
73.	Engr. Faria Haque Pushpo	Sub-divisional Engineer	Planning & Development	01713850203	fariahaque.p@gmail.com	Hand Tools, Safety Procedure. Electrician Trade Course.
74.	Engr. Robiul Islam	Sub-divisional Engineer	Planning & Development	01700709708	islamr38@gmail.com	Discussion about civil estimate, measurement, land survey, PDB Rate Schedule etc.
75.	Engr. Md. Ruhul Amin Linkon	Sub-divisional Engineer	Commercial	01766690772	wzpdcl.se.com@gmail.com	APA Target and Achievement.
76.	Mr. Md. Mominur Rahman	Deputy Assistant Manager	HQ	01713850208	wzpdcl.sec@gmail.com	Security System.
77.	Engr. Proma Das	Assistant Engineer	WZPDC TI	01713850217	promadasee@gmail.com	Substation, Power & Distribution Transformer,
78.	Kazi Md. Tauhid Imran	Assistant Engineer	WZPDC TI	01917711356	tauhid.imran@gmail.com	Computer, Digital filing, Internet.



## External Resource Person

Sl No.	Name	Designation	Present Office	Contact No.	Subjects
1.	Farzana Mamtaz	Secretary	Power Division	01329702423	National Integrity Strategy, APA.
2.	Md. Jahidul Islam	Joint Secretary	Power Division	01718768300	National Integrity Strategy, APA.
3.	Alia Meher	Joint Secretary	Power Division	01716269000	National Integrity Strategy, APA.
4.	Mst. Fouzia Hafsa	Joint District Judge	Biddut Court, Khulna.	01712515718	Electricity Act.
5.	Nusrat Farzana	Deputy Commissioner	Taxes Zone, Khulna.	01928168257	TAX.
6.	M. Javed Iqbal	Deputy Principal Information Officer	Regional Information Office, Dhaka.	01785797871	Right to Information.
7.	Mr. Samir Biswas	Director (Ex.), BCIC	Dafodil University, Dhaka	01711946034	PPA-2006, PPR-2008, & e-Gp System.
8.	Mr. Md. Humayan Kabir	System Analyst, ICT	Power Division	01673373128	APA
9.	Engr. Md. Shariful Islam	Executive Engineer, LGED	National Trainer on Public Procurement.	01819130844	PPA-2006, PPR-2008, & e-Gp System.
10.	Mr. Mehedi Hassan	Senior Information Officer	Regional Information Office, Khulna.	01724949534	Right to Information.
11.	Md. Ariful Islam Munna	Director	Computer Gates, Khulna.	01711982583 01935782426	Computer Billing
12.	Mr. Walif Hossain	Senior Station Officer	Fire Service & Civil Defense, Khalishpur, Khulna.	01739388668	Fire Protection System.



Training Institute Model Substation, WZPDCL, Khulna.



# Photo Gallery





*WZPDCL Family with Honorable Board of Directors.*



*Photo Session of Annual General Meeting (AGM) 2023-2024.*



*WZPDCL Family with Honourable Chairman.*



*In front of Newly Constructed Fultala Office Building.*



*Newly Appointed SBA with WZPDCL Higher Authority.*



*Photo Session of Volleyball Tournament.*



*Managing Director (A.C), WZPDCL giving Speech to Newly Appointed SBA.*



*Executive Director (P&D) (A.C), WZPDCL giving Certificate at Training Course Closing Ceremony.*



*Honorable Chairman, WZPDCL Giving Trophy to Winner of Volleyball Tournament.*



*WZPDCL Training Institute Class Room.*



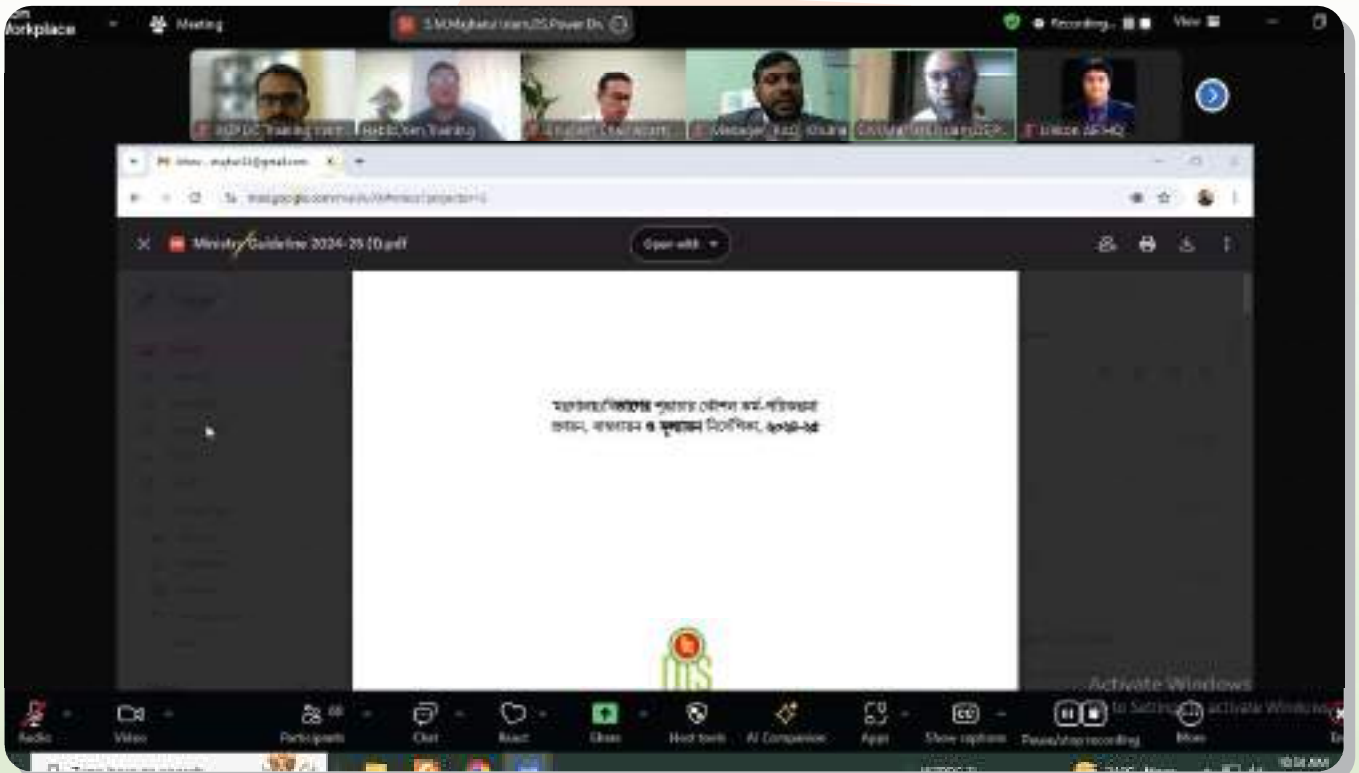
*Training in the Class Room.*



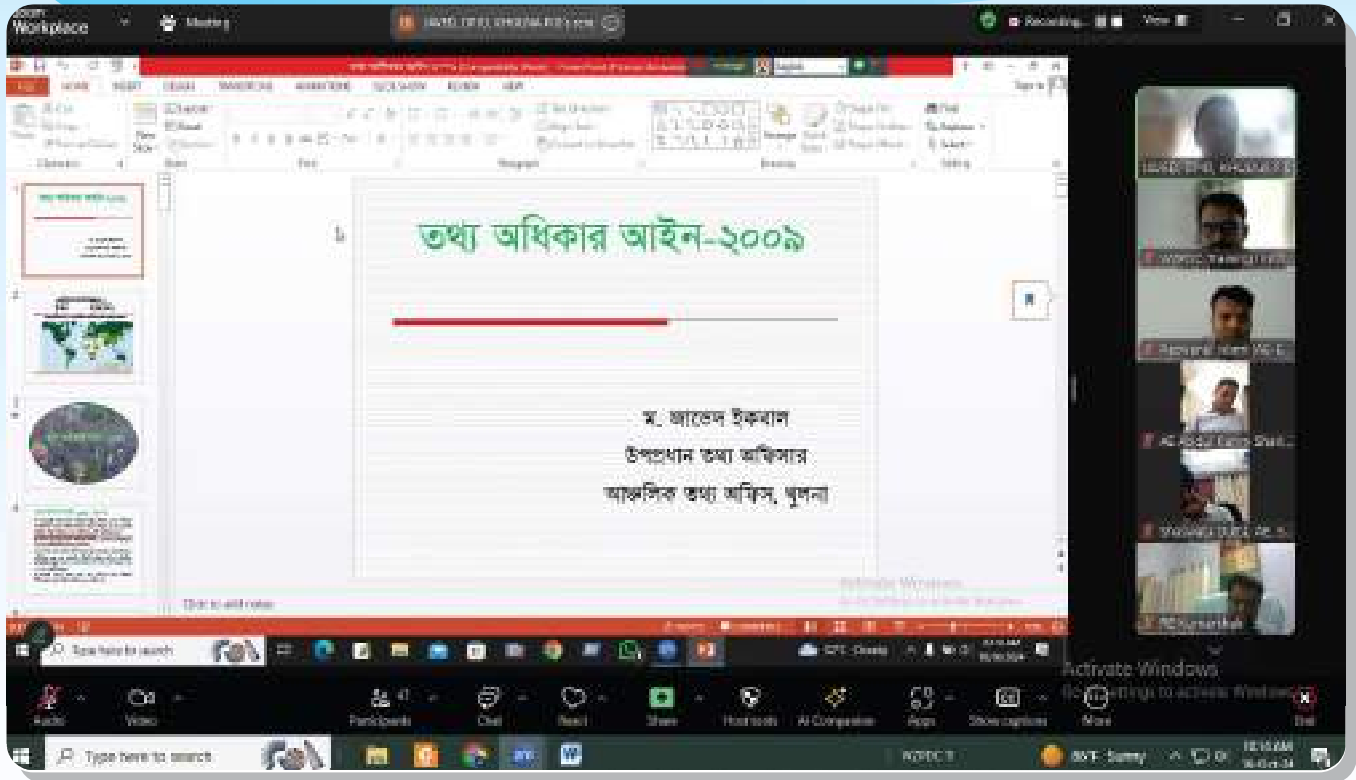
*Trainer Delevering Training to the Trainees.*



*Newly Appointed SBA's Closing Ceremony in Conference Room.*



*Mr. S.M. Majharul Islam, Deputy Secretary, Power Division Giving Speech about NIS on Zoom Platform.*



*Mr. M. Javed Iqbal, Deputy Principal Information Officer Giving Speech about Right to Information on Zoom Platform.*



*Fire Fighting Training by Fire Service & Civil Defence to WZPDCL Officer & Staff.*



*Practical Training on Fire Fighting at WZPDC Training Institute, Khulna.*



*Photo Session after Fire Fighting Training at Training Institute Play Ground, Khulna.*



## **WZPDC Training Institute**

**WEST ZONE POWER DISTRIBUTION COMPANY LTD. (WZPDCL), KHULNA.**

E-mail: [wzpdcl.dtc@gmail.com](mailto:wzpdcl.dtc@gmail.com)

Goalkhali, BGB Gate, Kabir Battala, Khulna-9000