

# *Training Calendar* *2023-2024*



**WEST ZONE POWER DISTRIBUTION COMPANY LIMITED**

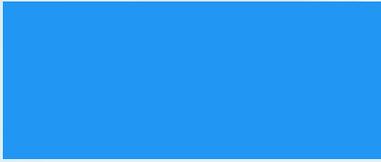
(An Enterprise of Bangladesh Power Development Board)

# *Training Calendar* *2023-2024*



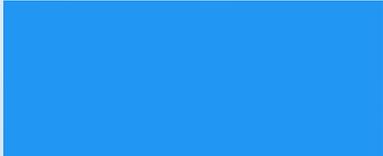
**WEST ZONE POWER DISTRIBUTION COMPANY LIMITED**

(An Enterprise of Bangladesh Power Development Board)



*WZPDC Training Institute, WZPDCL, Khulna.*





*Model Sub-station, WZPDC training Institute*





Managing Director  
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 & 20 sadar upazillas of the country. WZPDCL has already successfully completed the 100% of electrification within its domain which was the commitment of the Government. 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 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. Besides, massive infrastructure development projects such as Khulna Khanjahan Ali Airport, Economic Zone, Mongla Port development, Railway linkage & so on so forth 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 on going and several others projects are in the processing for the required infrastructural and technological development. 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.

"WZPDCL Training Institute", situated in Khulna is the Institution where capacity development programs can be held. Training Institute builds in with an area of 2.72 acre land having facilities for sports and other recreational activities combined with a serene ambience. It is one of the largest & most attractive ones of its kind in the country. Professionals (technical & non-technical) training are given where conventional subjects, new methodologies & technology are taught. 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. WZPDCL's Training Institute has been successfully conducting training programs using different Virtual Platforms such as Zoom, Google Meet and Microsoft team's etc.

The training programs of WZPDCL for FY 2023-2024 has been planned with a provision of 92,520 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 discharging their duties & responsibilities more efficiently.

  
(Engr. A.H.M. Mohiuddin)



Training Calendar  
2023-2024

## Management Team



**(Sk Aktar Hossain)**  
Managing Director (Addl. Charge).



**Ratan Kumar Debnath FOMA**  
Executive Director (Finance), WZPDCL



**Md. Shamsul Alam**  
Executive Director (Operation), WZPDCL



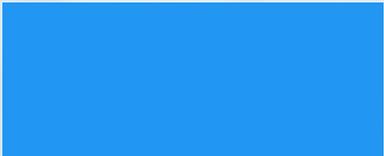
**Md. Akharul Islam**  
Executive Director (P & D), WZPDCL



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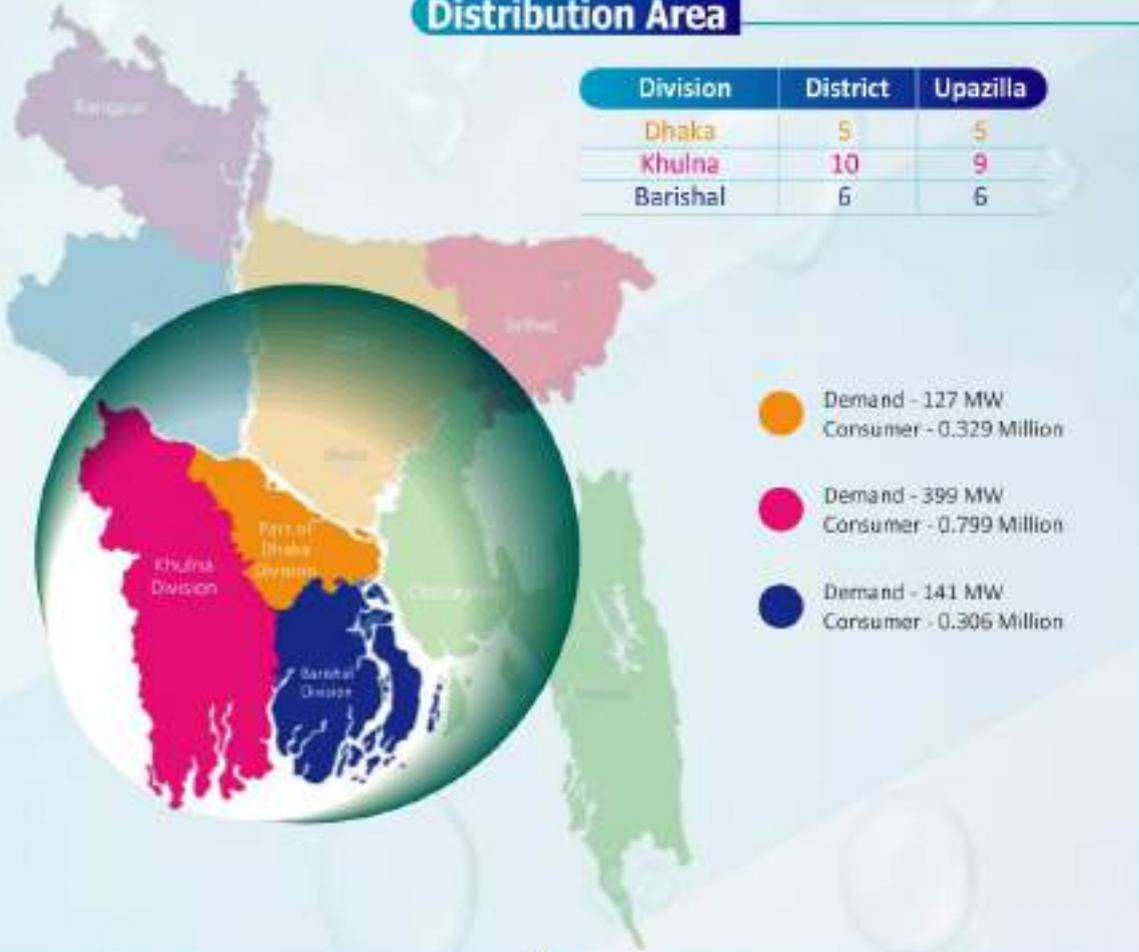


*WZPDCL Family.*



*WZPDCL Family.*

## Distribution Area



Districts	Upazillas
<b>Khulna Division:</b> 1. Khulna 2. Bagerhat 3. Satkhira 4. Narail 5. Jashore 6. Jhenidah 7. Magura 8. Kustia 9. Meherpur 10. Chuadanga.	<b>Khulna Division:</b> 1. Fultola 2. Mongla 3. Kaliganj 4. Kotchandpur 5. Maheshpur, 6. Saikupa 7. Alamdanga 8. Bheramara 9. Kumarkhali.
<b>Dhaka Division:</b> 1. Faridpur, 2. Rajbari 3. Madaripur 4. Shariatpur 5. Gopalganj.	<b>Dhaka Division:</b> 1. Pangsha 2. Goalanda 3. Madhukhali 4. Sadarpur 5. Bhanga.
<b>Barishal Division:</b> 1. Barishal 2. Jhalakathi 3. Patuakhali 4. Barguna 5. Bhoala 6. Pirojpur.	<b>Barishal Division:</b> 1. Bhandaria 2. Borhanuddin 3. Nalcity 4. Kathalia 5. Charfesson 6. Monpura.



# CHAPTER-1

## Introduction



প্রশিক্ষণ দক্ষতা বাড়ান





## 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.
- ▶ To bring all the people of 21 districts and 20 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 rooms, 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. Have 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



## WZPDC Training Institute, Khulna

### Annual Training Program FY: 2023-2024

Course Contents	Trainee	Date (Duration)	No. of Course
<b>Computer Courses</b>			
Basic Idea on Computer Hardware, Trouble Shooting & Maintenance. MS Word, Excel, Power point, Internet & E-mail.	UDA/AA/SAA/ JAA/LDA	02/06/2024-06/06/2024	01
Auto CAD	SDE/AE/SAE	17/12/2023-21/12/2023	01
Online MOD, E-Filing, New Connection & Customer Service Excellence.	SDE/AE/SAE	04/02/2024-08/02/2024	01
Procurement Management Training. Annual Procurement Plan (APP), Electronic Government Procurement (e-GP).	XEN/Manager/ SDE/DM/AE/AM	23/07/2023-27/07/2023	02
		25/02/2024-29/02/2024	
<b>Corporate &amp; Financial Management</b>			
Accounts & Financial Management. Delegation of Financial Power. Auditing Settlement of Audit Objection. Basic Idea on TAX, CD-Vat, VAT and Financial Matter.	XEN/Manger/ SDE/DM/ AE/AM	27/08/2023-31/08/2023	02
	JAM/AA	10/12/2023-14/12/2023	
Tariff Rule, COP, Electricity Act, Case Filing & Reporting.	XEN/SDE/AE/SAE	05/11/2023-09/11/2023	01
<b>Human Resource Development</b>			
Human Relation, Motivation, Manner, Ethics & Etiquette.	UDA/AA/SAA/ JAA/LDA	16/07/2024-20/07/2024	02
		Office Sohayok 14/01/2024-18/01/2024	
HRM & General Management.	XEN/Manager/ SDE/DM/AE/AM	10/03/2024-14/03/2024	01
Office Administration, Record Keeping & Personnel Management.	DM/AM/JAM	20/08/2023-24/08/2023	01
<b>Enhancement of Technical Expertise</b>			
Operation & Maintenance of Substation, Substation Equipment, Power & Distribution Transformer.	Lineman/Helper/ SBA	10/09/2023-14/09/2023	02
		03/12/2023-07/12/2023	
Testing, Commissioning, Maintenance & Troubleshooting of Substation.	SDE/AE/SAE	17/09/2023-21/09/2023	01

## WZPDC Training Institute, Khulna

### Annual Training Program FY: 2023-2024

Course Contents	Trainee	Date (Duration)	No. of Course
Energy Meter Installation, Connection, Testing & Loss Reduction Technique & Electricity Act-2018.	Foreman/ Lineman/ Helper	06/08/2023-10/08/2023	03
		11/02/2024-15/02/2024	
		12/05/2024-16/05/2024	
Energy Meter Installation, Connection, Testing (HT, LTI, LT, 33 KV Import Meter & 11 KV Feeder Meter), Data Downloading Procedure, Data Analysis and Net Metering.	SDE/AE	21/04/2024-25/04/2024	02
	SAE	26/11/2023-30/11/2023	
Distribution Line, Power & Distribution Transformer, Energy Meter & Customer Service Excellence.	Lineman/ Helper	09/07/2023-13/07/2023	04
		15/10/2023-19/10/2023	
		03/03/2024-07/03/2024	
	SAE	07/01/2024-11/01/2024	
Power Distribution System Protection & Switchgear.	SDE/AE	01/10/2023-05/10/2023	01
Smart Grid, Smart Prepayment Meter & GIS Mapping.	SDE/AE	21/01/2024-25/01/2024	01
<b>General (Miscellaneous)</b>			
Occupational Health, Safety Environment, First Aid & Disaster Management.	SBA/Lineman	12/11/2023-16/11/2023	01
Security Training Course.	Security Guard	05/05/2024-09/05/2024	01
Orientation / Induction Course.	Newly Appointed Employee	-	-



## WZPDC Training Institute, Khulna

### Month Wise Training Program 2023-2024

Duration	Course Name	Trainees
<b>July-2023</b>		
09-13	Distribution Line, Power & Distribution Transformer, Energy Meter & Customer Service Excellence.	Lineman/Helper
16-20	Human Relation, Company Service Rules, Etiquette & Manner.	UDA/AA/SAA/JAA/LDA
23-27	Procurement Management Training. Annual Procurement Plan (APP), Electronic Government Procurement (e-GP).	XEN/Manager/SDE/DM/AE/AM
<b>August-2023</b>		
06-10	Energy Meter Installation, Connection, Testing & Loss Reduction Technique & Electricity act-2018.	Foreman/Lineman
20-24	Office Administration, Record Keeping & Personnel Management.	DM/AM/JAM
27-31	Accounts & Financial Management. Delegation of Financial Power. Auditing settlement of Audit objection. Basic Idea on TAX, CD-Vat, VAT and Financial Matter.	XEN/Manager/SDE/DM/AE/AM
<b>September-2023</b>		
10-14	Operation & Maintenance of Substation, Substation Equipment, Power & Distribution Transformer.	Lineman/Helper/SBA
17-21	Testing, Commissioning, Maintenance & Troubleshooting of Substation.	SDE/AE/SAE
<b>October-2023</b>		
01-05	Power Distribution System Protection & Switchgear.	SDE/AE
15-19	Distribution Line, Power & Distribution Transformer, Energy Meter & Customer Service Excellence.	Lineman/Helper
<b>November-2023</b>		
05-09	Tariff Rule, COP, Electricity Act, Case Filing & Reporting.	XEN/SDE/AE/SAE
12-16	Occupational Health, Safety Environment, First Aid, Fire Fighting & Disaster Management.	SBA/Lineman
26-30	Energy Meter Installation, Connection, Testing (HT, LTI, LT, 33 KV Import Meter & 11 KV Feeder Meter), Data Downloading Procedure, Data Analysis and Net Metering.	SAE
<b>December-2023</b>		
03-07	Operation & Maintenance of Substation, Substation Equipment, Power & Distribution Transformer.	Lineman/Helper/SBA
10-14	Accounts & Financial Management. Delegation of Financial Power. Auditing settlement of Audit objection. Basic Idea on TAX & VAT and Financial Matter.	JAM/AA
17-21	Auto CAD.	SDE/AE/SAE



## WZPDC Training Institute, Khulna

### Month Wise Training Program 2023-2024

Duration	Course Name	Trainees
<b>January-2024</b>		
07-11	Distribution Line, Power & Distribution Transformer, Energy Meter & Customer Service Excellence.	SAE
14-18	Human Relation, Motivation, Manner, Ethics & Etiquette.	Office Sohayok
21-25	Smart Grid, Smart Prepayment Meter & GIS Mapping.	SDE/AE
<b>February-2024</b>		
04-08	Online MOD, E-Filing, New Connection & Customer Service Excellence.	SDE/AE/SAE
11-15	Energy Meter Installation, Connection, Testing & Loss Reduction Technique & Electricity act-2018.	Foreman/Lineman /Helper
25-29	Procurement Management Training. Annual Procurement Plan (APP), Electronic Government Procurement (e-GP).	XEN/Manager/ SDE/DM/AE/AM
<b>March-2024</b>		
03-07	Distribution Line, Power & Distribution Transformer, Energy Meter & Customer Service Excellence.	Lineman/Helper
10-14	HRM & General Management.	XEN/Manager/ SDE/DM/AE/AM
<b>April-2024</b>		
21-25	Energy Meter Installation, Connection, Testing (HT, LTI, LT, 33 KV Import Meter & 11 KV Feeder Meter), Data Downloading Procedure, Data Analysis and Net Metering.	SDE/AE
<b>May-2024</b>		
05-09	Security Training Course.	Security Guard
12-16	Energy Meter Installation, Connection, Testing & Loss Reduction Technique & Electricity act-2018.	Foreman/Lineman /Helper
<b>June-2024</b>		
02-06	Basic Idea on Computer Hardware & Trouble Shooting & Maintenance.MS Word, Excel, Power Point, Internet & E-mail.	UDA/AA/SAA/JAA/LDA



# CHAPTER 3

## Course Content



## Basic Idea on Computer Hardware & Trouble Shooting & Maintenance MS Word, Excel, Power Point, Internet & E-mail.

Name of the Course	: Basic Idea on Computer Hardware & Trouble Shooting & Maintenance. MS Word, Excel, Power Point, Internet & E-mail.
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: UDA/AA/SAA/JAA/LDA
Duration	: 02/06/2024-06/06/2024
Number of Participant	: 15/20/25

### Objectives:

To train & develop the participants on MS Office (MS Word, MS Excel and Power Point) application & make them enable to use their Office works (Documentation) using MS Office. Learn Internet Browsing. Create email account, sent message, Read Message, Print Received Message using email. To train up the participants on Computer Hardware, Trouble Shooting & Maintenance. Learn how to identify major and minor problems of a computer and Maintenance it.

### Course Contents:

- ▶ Familiarize with computer fundamentals. Identification of computer accessories.
- ▶ Hardware assembling.
- ▶ Computer Trouble shooting & Maintenance.
- ▶ Opening of MS Office.
- ▶ Introduction to MS Office, MS Excel & Power Point.
- ▶ Introduction to Menu bar, Use of Key Board & Mouse.
- ▶ Create and save new documents.
- ▶ File menu, Format menu and Tools menu.
- ▶ Table menu & discussion on Bijoy software, Bangle typing.
- ▶ Unicode Bengali typing
- ▶ Print Pre-view, Print.
- ▶ Introduction to Internet Browsing.
- ▶ Sending a Mail, Open a received mail & Print them.
- ▶ Create mail account, using mail, writing mail, sending mail, read mail.
- ▶ Innovation in Power Sector.
- ▶ National Integrity Strategy (NIS).
- ▶ Customer Service Excellence.

### 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



## AUTO CAD

Name of the Course	: Auto CAD
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: SDE/AE/SAE
Duration	: 17/12/2023-21/12/2023
Number of Participant	: 15/20/25

### Objectives:

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

### Course Contents:

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

### Training Procedure:

- ▶ Theoretical lecture (About Auto CAD Tool Bar & Tools).
- ▶ Practical Drawing Practice by Auto CAD Software.
- ▶ Multimedia presentation.

**Trainer Evaluation** : By Trainee

**Trainee Evaluation** : Practical with Multimedia Presentation.

## Online MOD, E-Filing, New Connection & Customer Service Excellence.

Name of the Course	: Online MOD, E-Filing, New Connection & Customer Service Excellence.
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: SDE/AE/SAE
Duration	: 04/02/2024-08/02/2024
Number of Participant	: 15/20/25

### Objectives:

To make paperless office as a Digital Bangladesh to 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 Archive, 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 Training. Annual Procurement Plan (APP), Electronic Government Procurement (e-GP).

Name of the Course	: Procurement Management Training. Annual Procurement Plan (APP), Electronic Government Procurement (e-GP).
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: XEN/Manager/SDE/DM/AE/AM
Duration	: 23/07/2023-27/07/2023, 25/02/2024-29/02/2024
Number of Participant	: 15/20/25

### 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 idea in Power Sector.

### 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.Auditing settlement of Audit objection.Basic Idea on TAX, CD-Vat, VAT and Financial Matter.

Name of the Course	: Accounts & Financial Management.Delegation of Financial Power.Auditing settlement of Audit objection.Basic Idea on TAX, CD-Vat, VAT and Financial Matter.
Name of the Venue	: WZPDCL Training Institute, Khulna.
Trainees	: XEN/Manager/SDE/DM/AE/AM JAM/AA
Duration	: 27/08/2023-31/08/2023 (XEN/Manager/SDE/DM/AE/AM) 10/12/2023-14/12/2023 (JAM/AA)
Number of Participant	: 15/20/25

### 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 idea 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.

Name of the Course	: TariffRule, COP, Electricity Act, Case Filing & Reporting.
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: XEN/SDE/AE/SAE
Duration	: 05/11/2023-09/11/2023
Number of Participant	: 15/20/25

### 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

## Human Relation, Motivation, Manner, Ethics & Etiquette.

Name of the Course	: Human Relation, Motivation, Manner, Ethics & Etiquette.
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: UDA/AA/SAA/JAA/LDA Office Sohayok
Duration	: 16/07/2024-20/07/2024 (UDA/AA/SAA/JAA/LDA) 14/01/2024-18/01/2024 (Office Sohayok)
Number of Participant	: 15/20/25

### 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, ethics, Etiquette & Honesty.
- ▶ National Integrity Strategy (NIS).
- ▶ E-governance & Innovation idea 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	: 10/03/2024-14/03/2024
Number of Participant	: 15/20/25

### 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

## Office Administration, Record Keeping & Personnel Management.

Name of the Course	: Office Administration, Record Keeping & Personnel Management.
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: DM/AM/JAM
Duration	: 20/08/2024-24/08/2023
Number of Participant	: 15/20/25

### Objectives:

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

### Course Contents:

- ▶ 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 of 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.

Name of the Course	: Operation & Maintenance of Sub-station, Sub-Station Equipments, Power & Distribution Transformer.
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: Lineman/Helper/SBA
Duration	: 10/09/2023-14/09/2023 03/12/2023-07/12/2023
Number of Participant	: 15/20/25

### Objectives:

To deliver knowledge & make them skilled on Operation and Maintenance of Distribution Substation, Sub-Station Equipments, Power & Distribution Transformer these are now serving in different offices of WZPDCL.

### Course Contents:

- ▶ Single line diagram study.
- ▶ **Symbols:** Abbreviation and single line diagram.
- ▶ Substation Equipments.
- ▶ **Transformer:** Types & classification/Basic principle/Installation/Operation & Maintenance.
- ▶ Transformer nameplate study.
- ▶ Testing procedures of Power & Distribution Transformer.
- ▶ Method of oil collection from transformer 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

Name of the Course	: Testing, Commissioning, Maintenance & Troubleshooting of Substation.
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: SDE/AE/SAE
Duration	: 17/09/2023-21/09/2023
Number of Participant	: 15/20/25

### Objectives:

Our training programs aims to offer increased knowledge of Substation equipments 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 equipments. 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 & trouble shooting (practical),**
- ▶ **Instrument Transformers: Basic Concept, classification, Construction, Nameplate parameter identification, Selection, Installation, Testing practices, Maintenance & troubleshooting.**
- ▶ **Surge Arrestors: Basic Concept, Construction and operation, Components, Testing practices, Maintenance & trouble shooting.**
- ▶ **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



*Training Calendar*  
2023-2024

## Energy Meter Installation, Connection, Testing & Loss Reduction Technique & Electricity Act-2018.

Name of the Course	: Energy Meter Installation, Connection, Testing & Loss Reduction Technique & Electricity Act-2018
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: Foreman/Lineman/Helper
Duration	: 06/08/2023-10/08/2023, 11/02/2024-15/02/2024, 12/05/2024-16/05/2024
Number of Participant	: 15/20/25

### 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 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.

Name of the Course	: Energy Meter Installation, Connection, Testing (HT, LTI, LT, 33 KV Import Meter & 11 KV Feeder Meter), Data Downloading Procedure, Data Analysis and Net Metering.
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: SDE/AE/SAE
Duration	: 26/11/2023-30/11/2023 (SAE) 21/04/2024-25/04/2024 (SDE/AE)
Number of Participant	: 15/20/25

### 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 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 ST55000 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 DRTS64 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 Equipments for net metering with Protection, Net Metering System Check list. 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.

Name of the Course	: Distribution Line, Power & Distribution Transformer, Energy Meter, Customer Service Excellence.
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: SAE Lineman/Helper
Duration	: 09/07/2023-13/07/2023 (Lineman/Helper) 15/10/2023-19/10/2023 (Lineman/Helper) 03/03/2024-07/03/2024 (Lineman/Helper) 07/01/2024-11/01/2024 (SAE)
Number of Participant	: 15/20/25

### Objectives:

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

### Course Contents:

- ▶ Single line diagram study.
- ▶ **Substation Equipments:**
  - **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.
  - **Lightning Arrester:** Working principle, construction.
  - **Bus bar:** Introduction to various bus bar systems, protection, Maintenance.
  - **System Grounding:** Introduction & Types, Materials used for grounding.
  - **Power Supply System:** Transmission line & Distribution line, Discussion about Fuse, Circuit Breaker, Isolator, Relay and other Transformer protection equipments.
- ▶ Numbering, operating principle, fault calculation, relay coordination, curve, CT, PT selection, relay testing.
- ▶ **Shut Down and Clearance:** Process of shutdown, co-ordination with load Dispatch.
  - **Energy Meter:** Classification & Type, Connection diagram, meter testing, meter testing Equipments. 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	: 01/10/2023-05/10/2023
Number of Participant	: 15/20/25

### 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 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 equipments 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 Trouble shooting.
- ▶ 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, Lightning 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 equipments.
  - 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.

## Smart Grid, Smart Pre-payment Meter & Gis Mapping.

Name of the Course	: Smart Grid, Smart Meter & GIS Mapping.
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: SDE/AE
Duration	: 21/01/2024-25/01/2024
Number of Participant	: 15/20/25

### 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



## Occupational Health, Safety Environment, First Aid And Disaster Management.

Name of the Course	: Occupational health, safety environment, first aid and disaster management.
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: Lineman/SBA
Duration	: 12/11/2023-16/11/2023
Number of Participant	: 15/20/25

### 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.
- ▶ CO<sub>2</sub> 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

Name of the Course	: Security Training Course
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: Security Guard
Duration	: 05/05/2024-09/05/2024
Number of Participant	: 15/20/25

### 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 Equipments, 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 Equipments such as CT & PT: Types & classification, construction, Testing, Maintenance Procedure.
- ▶ **Circuit Breaker & Isolators:** Types & classifications.
- ▶ Operation/principle/maintenance/Difference between circuit breaker & isolator.
- ▶ **Lightning 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 idea 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**



## Orientation Course for General Officer

Name of the Course	: Orientation Course for General Officer.
Name of the Venue	: WZPDC 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 idea 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 2023-2024

Total Employee of WZPDCL = 1,539 nos.  
 Targeted training man hour 60 per employee  
 Required Total training (man hour) = 1,539 X 60 = 92,340  
 Number of In-house Training Course for FY 2023-2024= 28  
 Required Days for In-house Training = 140 Days  
 Number of Participant each Training Course = 20 Man  
 Hours per day of In-house Training = 6 hours  
 Total In-house Man-hour = 20x140x6= 16,800 Man-hour  
 In-house Training per Employee (Average) = 16,800/1539= 10.92 ~ 11 hour  
 In house training = 1,539X 11=16,929Man hour  
 On the job training = 1,539X49=75,411 Man hour  
**Total man hour = In-house + O J T = (16,929 + 75,411)=92340Man hour (Target)**  
 Total Employee of WZPDCL Last Year (2022-2023) = 1,622nos  
 Targeted Man Hours, Last Year (2022-2023) = 97,320  
 Targeted Training per employee 60 hour  
 Achieved Training per employee 66.84 hour

**Achived Man Hours = 1,13,561**

**Achivement in % = 111.40**

### On the Job Training Places & Target (2022-2023) WZPDCL

Sl. no	Training Place	Total person to be Trained	On Job Training hour = Targeted	Total man Hours / Year	Man-hour/ Month
			Trg. (-) Av. In House Trg. ie (60-11)=49		
1	Head Quarter		49		
2	Project		49		
3	WZPDC Training Institute		49		
4	Khulna O & M Circle & its Jurisdiction and RAO		49		
5	Jessore O & M Circle & its Jurisdiction and ZRS, RAO		49		
6	Faridpur O & M Circle & its Jurisdiction and RAO		49		
7	Barisal O & M Circle & its Jurisdiction and ZRS, RAO		49		
8	Kushtia O & M Circle & its Jurisdiction and RAO		49		
9	Patuakhali O & M Circle & its Jurisdiction		49		
<b>Total</b>			<b>423</b>		

## Fiscal Year Wise Training Progress WZPDC Training Institute, WZPDCL, KHULNA.

Sl. No.	Financial Year	Total Employee to be Trained	Targeted manhours	Achieved manhour	Achievement (%)
1.	2010-2011	2201	88040	93162	105.80
2.	2011-2012	2188	109400	109400	100.00
3.	2012-2013	2250	135000	155420	115.13
4.	2013-2014	2287	137220	170561	124.00
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	1611	96660	97320	
14.	2023-2024	1539	92340		



## WZPDC Training Institute, Khulna. Training Flow Chart 2023-2024

Subject	July 2023	Aug. 2023	Sept. 2023	Oct. 2023	Nov. 2023	Dec. 2023	Jan. 2024	Feb. 2024	Mar. 2024	Apr. 2024	May 2024	Jun. 2024
Basic Idea on Computer Hardware, Trouble Shooting & Maintenance. MS Word, Excel, Power point, Internet & E-mail.												02-06
Auto CAD						17-21						
Online MOD, E-Filing, New Connection & Customer Service Excellence.								04-08				
Procurement Management Training. Annual Procurement Plan (APP), Electronic Government Procurement (e-GP).	23-27							25-29				
Accounts & Financial Management. Delegation of Financial Power. Auditing Settlement of Audit Objection. Basic Idea on TAX, CD-Vat, VAT and Financial Matter.		27-31				10-14						
Tariff Rule, COP, Electricity Act, Case Filing & Reporting.					05-09							
Human Relation, Company Service Rules, Etiquette & Manner.	16-20						14-18					
HRM & General Management.								10-14				
Office Administration, Record Keeping & Personnel Management.		20-24										
Operation & Maintenance of Substation, Substation Equipment, Power & Distribution Transformer.			10-14			03-07						
Testing, Commissioning, Maintenance & Troubleshooting of Substation.			17-21									
Energy Meter Installation, Connection, Testing & Loss Reduction Technique & Electricity Act-2018		06-10						11-15			12-16	
Energy Meter Installation, Connection, Testing (HT, LTI, LT, 33 KV Import Meter, 11 KV Feeder Meter), Data Downloading procedure, Data Analysis and Net Metering.					26-30					21-25		
Distribution Line, Power & Distribution Transformer, Energy Meter & Customer Service Excellence.	09-13			15-19			07-11	03-07				
Power Distribution System Protection & Switchgear				01-05								
Smart Grid, Smart Prepayment Meter & GIS Mapping.							21-25					
Power Distribution System Protection & Switchgear.												
Occupational Health, Safety Environment, First Aid & Disaster Management.					12-16							
Security Training Course											05-09	



**On the Job Training (OJT) PROGRAM:- 2023-2024**  
**Name of O & M Circle: Khulna, Jashore, Kushtia, Faridpur, Barishal & Patuakhali.**

Sl No.	Month	Subject
1.	July, 2023	COP (Part 1 to 4). Its application. Sustainable Development Goals (SDGs) in Energy Sector & Innovation idea in power sector of Bangladesh. Annual Performance Agreement (APA). Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System.
2.	August, 2023	Office Administration, Record Keeping and Personnel management. Annual Performance Agreement (APA). Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System.
3.	September, 2023	WZPDCL Service Rule-2016. Annual Performance Agreement (APA). Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System.
4.	October, 2023	Delegation of Financial Power, TA & DA Rules. Annual Performance Agreement (APA). Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System.
5.	November, 2023	Substation, Power & Distribution Transformer Maintenance. Sustainable Development Goals (SDGs) in Energy Sector & Innovation idea in power sector of Bangladesh. Annual Performance Agreement (APA). Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System.
6.	December, 2023	Tree Trimming, Preparation of Substation Maintenance Schedule. Sustainable Development Goals (SDGs) in Energy Sector & Innovation idea in power sector of Bangladesh. Annual Performance Agreement (APA). Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System.
7.	January, 2024	Sustainable Development Goals (SDGs) in Energy Sector & Innovation idea in power sector of Bangladesh. Customer Service Excellence. Annual Performance Agreement (APA). National Integrity Strategy. E-governance. Right to Information. Complain Management System.
8.	February, 2024	Electricity Act 2018, Rule No. 7. Illegal electricity consumption and penal code. Annual Performance Agreement (APA). Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System.
9.	March, 2024	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. Sustainable Development Goals (SDGs) in Energy Sector & Innovation idea in power sector of Bangladesh. Annual Performance Agreement (APA). Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System.
10.	April, 2024	Line Maintenance (33/11/0.4 KV). 11/33 KV Substation & Power and Distribution Transformer Maintenance. Sustainable Development Goals (SDGs) in Energy Sector & Innovation idea in power sector of Bangladesh. Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System. Annual Performance Agreement (APA).
11.	May, 2024	Leadership & Supervision, Employee Engagement. Sustainable Development Goals (SDGs) in Energy Sector & Innovation idea in power sector of Bangladesh. Annual Performance Agreement (APA). Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System.
12.	June, 2024	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). Sustainable Development Goals (SDGs) in Energy Sector & Innovation idea in power sector of Bangladesh. Annual Performance Agreement (APA). Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System.



**WZPDC Training Institute, Khulna.**  
**ON JOB TRAINING (OJT) PROGRAMME, FY: 2023 - 2024 (CIRCLE WISE)**

Sl No.	Month	Subject	Name of Circle					
			HQ, Khulna.	Jashore.	Kushtia.	Faridpur.	Barisal.	Patuakhali.
1.	July, 2023	COP (Part 1 to 4), Its application. Sustainable Development Goals (SDGs) in Energy Sector & Innovation idea in power sector of Bangladesh. Annual Performance Agreement (APA). Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System.	09/07/23 23/07/23	10/07/23 24/07/23	11/07/23 25/07/23	12/07/23 26/07/23	13/07/23 27/07/23	13/07/23 27/07/23
2.	August, 2023	Office Administration, Record Keeping and Personnel management. Annual Performance Agreement (APA). Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System.	06/08/23 20/08/23	07/08/23 21/08/23	08/08/23 22/08/23	09/08/23 23/08/23	10/08/23 24/08/23	10/08/23 24/08/23
3.	September, 2023	WZPDCL Service Rule-2016. Annual Performance Agreement (APA). Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System.	10/09/23 24/09/23	10/09/23 24/09/23	11/09/23 25/09/23	12/09/23 26/09/23	13/09/23 27/09/23	14/09/23 21/09/23
4.	October, 2023	Delegation of Financial Power, TA & DA Rules, Annual Performance Agreement (APA). Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System.	08/10/23 22/10/23	09/10/23 23/10/23	10/10/23 17/10/23	10/10/23 17/10/23	11/10/23 25/10/23	12/10/23 26/10/23
5.	November, 2022	Substation, Power & Distribution Transformer Maintenance. Sustainable Development Goals (SDGs) in Energy Sector & Innovation idea in power sector of Bangladesh. Annual Performance Agreement (APA). Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System.	05/11/23 19/11/23	06/11/23 20/11/23	07/11/23 21/11/23	07/11/23 21/11/23	08/11/23 22/11/23	09/11/23 23/11/23
6.	December, 2023	Tree Trimming, Preparation of Substation Maintenance Schedule. Sustainable Development Goals (SDGs) in Energy Sector & Innovation idea in power sector of Bangladesh. Annual Performance Agreement (APA). Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System.	10/12/23 24/12/23	11/12/23 26/12/23	12/12/23 26/12/23	13/12/23 27/12/23	14/12/23 28/12/23	14/12/23 28/12/23

**WZPDC Training Institute, Khulna.**  
**ON JOB TRAINING (OJT) PROGRAMME, FY: 2023 - 2024 (CIRCLE WISE)**

Sl No.	Month	Subject	Name of Circle					
			HQ, Khulna.	Jashore.	Kushtha.	Fariapur.	Barishal.	Patuakhali.
7.	January, 2024	Sustainable Development Goals (SDGs) in Energy Sector & Innovation idea in power sector of Bangladesh. Customer Service Excellence. Annual Performance Agreement (APA). National Integrity Strategy. E-governance. Right to Information. Complain Management System.	02/01/24 21/01/24	03/01/24 22/01/24	04/01/24 23/01/24	07/01/24 24/01/24	07/01/24 24/01/24	06/01/24 25/01/24
8.	February, 2024	Electricity Act 2018, Rule No. 7. Illegal electricity consumption and penal code. Annual Performance Agreement (APA). Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System.	11/02/24 25/02/24	12/02/24 26/02/24	13/02/24 27/02/24	14/02/24 27/02/24	08/02/24 22/02/24	08/02/24 22/02/24
9.	March, 2024	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. Sustainable Development Goals (SDGs) in Energy Sector & Innovation idea in power sector of Bangladesh. Annual Performance Agreement (APA). Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System.	05/03/24	06/03/24	07/03/24	05/03/24	06/03/24	07/03/24
10.	April, 2024	Line Maintenance (33/11/0.4 KV), 11/33 KV Substation & Power and Distribution Transformer Maintenance. Sustainable Development Goals (SDGs) in Energy Sector & Innovation idea in power sector of Bangladesh. Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System. Annual Performance Agreement (APA).	24/04/24	25/04/24	28/04/24	24/04/24	25/04/24	28/04/24
11.	May, 2024	Leadership & Supervision, Employee Engagement. Sustainable Development Goals (SDGs) in Energy Sector & Innovation idea in power sector of Bangladesh. Annual Performance Agreement (APA). Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System.	12/05/24 26/05/24	13/05/24 27/05/24	14/05/24 28/05/24	08/05/24 22/05/24	09/05/24 23/05/24	09/05/24 23/05/24
12.	June, 2024	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). Sustainable Development Goals (SDGs) in Energy Sector & Innovation idea in power sector of Bangladesh. Annual Performance Agreement (APA). Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System.	23/06/24	24/06/24	25/06/24	26/06/24	23/06/24	24/06/24



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

Sl No.	Month	Designation	Present Office	Contact No.	Mail address	Subject
01	Mr. Sk Aktar Hossain	Managing Director (Addl. Charge)	HQ	01713001424	wppd.md@gmail.com	Power & Distribution Transformer, Energy Meter, Natural Disaster Management, Safety Management, Customer care, APA, Anticorruption, Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector.
02	Mr. R. K. Debnath FCMA	Executive Director (Finance)	HQ	01713001426	ratanzppd@gmail.com	Accounts & Finance. Budget, Commercial Operation.
03	Engr. Md. Shamsul Alam	Executive Director (Operation)	HQ	01713001425	wppd.Lede@gmail.com	Power & Distribution Transformer, Energy Meter. Customer care. Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector.
04	Engr. Md. Akharul Islam	Executive Director (Planning & Development)	HQ	01713850224	ed.pnd@wppd.gov.bd	Power & Distribution Transformer, Energy Meter. Customer care. Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector.
05	Engr. Abu Hasan	Chief Engineer (ESCS)	HQ	01713850211	wce.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.
06	A N M Mostafizur Rahman	GM	HQ	01700710000	mostafiz1963@gmail.com	Accounts & Finance. Budget, Commercial Operation.
07	Engr. A.TM Tariqul Islam	Chief Engineer (Planning & Development)	HQ	01713850218	wppd.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.
08	Engr. Md. Rokonzaman	Chief Engineer (Operation)	HQ	01711297968	ce@wppd.gov.bd	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.
09	Mr. Md. Alamgir Kabir	DGM	HQ	01700709703	dgm@madmn_wppd@yahoo.com	Office Administration & Management. Service Rule. Integrity Strategy.
10	Mr. Md. Nazmul Huda	Company Secretary (A.C)	HQ	01714023405	mostafiz1963@gmail.com	Company Affairs, National Integrity Strategy.

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

Sl No.	Month	Designation	Present Office	Contact No.	Mail address	Subject
11	Engr. Md. Abdul Moaid	PD	SPDSP	01713012160	wcpd.spdsp@gmail.com	Project work & Developments.
12	Engr. Md. Saifuzzaman	SE	O & M Circle Faridpur	01711430895	wse.faridpur@gmail.com	Power & Distribution Transformer, Energy Meter. Integrity Strategy.
13	Engr. A. T. M. Tariqul Islam	SE	O & M Circle Barishal	01713850219	wse.patakhali@gmail.com	Power & Distribution Transformer, Energy Meter. Customer care. Integrity Strategy.
14	Engr. Md. Roknuzzaman	SE	HQ	01713850214	wse.com@gmail.com	Energy Import & Sells, SAIDI, SAIFI, System Loss Calculation, MDD.
15	Engr. Md. Shafigul Islam	PD	HQ	01700709730	waspdsp@gmail.com	Project work & Developments. Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector.
16	Mr. Md. Moklesur Rahman	DGM (Finance)	HQ	01700709701	wppd.com@gmail.com	Accounts & Finance. Budget. Commercial Operation.
17	Engr. Md. Shahidul Alam	SE	P & D	01700709718	wpdcl.planning@gmail.com	Project Management, Project work & Development. Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector.
18	Engr. Md. Shahidul Alam	SE	System Control & Protection	01700709718	wse.protection@gmail.com	System Protection & Control.
19	Engr. Md. Ikhtiar Hossain	SE	O & M Circle, Jashore	01711298373	wse.jessore@gmail.com	Power & Distribution Transformer, Energy Meter. Integrity Strategy.
20	Engr. Md. Ikhtiar Hossain	SE	O & M Circle, Kushtia	01711431410	wse.kushtia@gmail.com	Power & Distribution Transformer, Energy Meter. Integrity Strategy.
21	Engr. Md. Arifur Rahaman	PD	HQ	01700709729	eaupdsp@gmail.com	Project work & Developments. Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector.
22	Mr. Sachindra Nath Halder	DGM (Accounts)	HQ	01700709705	saoinwz@gmail.com	DPP, PPA-2005, PPR-2008, Tender.
23	Mr. Md. Azizur Rahman	DGM (Audit)	HQ	01700709706	wcpdcl.audit@gmail.com azr429@gmail.com	Audit.
24	Engr. Shahin Akter Pervin	SE (Incharge)	O & M, Circle Khulna	01711297974	wse.khsha@gmail.com	Power & Distribution Transformer, Energy Meter. Customer care. Renewable energy. Integrity Strategy.
25	Engr. Amulla Kumar Sarkar	SE (Incharge)	O & M, Circle Patakhali	01713850218	wse.barisal@gmail.com	Power & Distribution Transformer, Energy Meter. Integrity Strategy.
26	Engr. Md. Amzad Hossain	XEN	S & D-1, Barisal	01713850220	wz.barisal@gmail.com	New Connection, Distribution Line. Distribution Line, Power & Distribution Transformer
27	Mr. Md. Nazmul Huda	Manager (Admin)	HQ	01700709709	nazmulwdd@gmail.com	Office Administration, Management.



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

Sl No.	Month	Designation	Present Office	Contact No.	Mail address	Subject
28	Engr. Md. Mahmudul Haque	XEN	S&D-1, Khulna.	01711297972	wz.khulna1@gmail.com	Battery, DC System.
29	Engr. Md. Manzur Rahman	XEN	S&D-4, Khulna.	01711297970	wz.khulna4@gmail.com	Distribution line, Power & Distribution Transformer.
30	Engr. Md. Habibur Rahman	XEN	WZPDC Training Institute	01700709719	wzpdci.tr@gmail.com	Distribution line, Power & Distribution Transformer. Electricity Act.
31	Engr. Md. Rakib Uddin	PD	HQ	01700709720 01700709721	rakib.uddin5@gmail.com	Project work, Distribution Line, Power & Distribution Transformer. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector.
32	Engr. Md. Tafazzel Hossain	XEN	Meherpur ESU	01700709876	wz.meherpur@gmail.com	New Connection, Distribution Line, Power & Distribution Transformer.
33	Engr. Mohammad Shahidul Islam	XEN	S&D-1, Jashore	01711298372	wz.jessore1@gmail.com	New Connection, Distribution Line, Power & Distribution Transformer.
34	Engr. G. M. Mahmud Prodhan	XEN	S&D-2, Jashore	01711298374	wz.jessore2@gmail.com	Distribution line, Power & Distribution Transformer.
35	Engr. Moezul Karim Sarokar	XEN	S&D-3, Khulna	01711297973	wz.khulna3@gmail.com	Distribution line, Power & Distribution Transformer.
36	Engr. Md. Rashedul Islam Chowdhury	XEN	S & D, Jhenaidah	01711423522	wz.jhenaidah@gmail.com	New Connection, Distribution Line, Distribution line, Power & Distribution Transformer.
37	Engr. Md. Abdul Aziz	XEN	ZRS, Jashore	01700709876	wzpdci.zrs@gmail.com	Power & Distribution Transformer, Transformer Maintenance, etc.
38	Mr. Abul Kashem Mollik	Manager	H/Q	01700709707	wzpdci.com@gmail.com	Accounts, Commercial Operation, TQM, KAIZEN & APA.
39	Engr. Md. Jahangir Hossain	XEN	S&D-2, Khulna.	01711297971	wz.khulna2@gmail.com	Distribution line, Power & Distribution Transformer.
40	Engr. Md. Ruhul Amin	XEN (Asst. Chief)	HQ	01711297969	ramn.wzpdci@gmail.com wzpdci.ce@gmail.com	Bill of Material, APA.
41	Engr. Md. Mosharraf Hossain	XEN	H/Q	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.
42	Engr. Md. Sabuktakin	XEN	EAPOSP	01719434505	wz.eaposp.jhenaidah@gmail.com	Project work, Distribution Line, Power & Distribution Transformer. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector.
43	Engr. Md. Moir Uddin	XEN	S & D, Chuadanga	01700709864	wzpdci.chuadanga@gmail.com	New Connection, Distribution Line, Distribution line, Power & Distribution Transformer.
44	Engr. Md. Murshid Alam	XEN	S&D-2, Faridpur	01700709893	wz.faridpur2@gmail.com	New Connection, Distribution Line, Distribution line, Power & Distribution Transformer.
45	Engr. Md. Mamun-ur-Rashid	XEN	Rajbari ESU	01700709906	wz.rajbari@gmail.com	Distribution line, Power & Distribution Transformer.
46	Engr. Md. Zia-Ul-Haq	XEN	S&D, Bagerhat	01700709773	wz.wbagerhat@gmail.com	Distribution line, Power & Distribution Transformer, New Connection.

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

Sl No.	Month	Designation	Present Office	Contact No.	Mail address	Subject
47	Engt. S. M. Monin	XEN	HQ	01322899645	wz.procurement@gmail.com	PPA-2006, PPR-2008, e-GP.
48	Engt. Md. Khalidul Haq Khan	XEN	Bhola ESU	01700709988	wz.bhola@gmail.com	New Connection, Distribution Line. Distribution line, Power & Distribution Transformer.
49	Engt. Md. Shaful Islam	XEN	EUPDSP	01717515021	esupdsp@gmail.com	PPA-2006, PPR-2008, e-GP, Project management, Project Implement, etc. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector.
50	Engt. Debashis Paul	XEN	System Control & Protection	01313720399	dgp_eee@yahoo.com	Substation, Power & Distribution Transformer, System Protection, Battery, Energy Metering, Net Metering.
51	Engt. Md. Rakibul Islam	XEN	SPMP	01700709723	rakibislam04@gmail.com	Smart Prepayment Metering.
52	Engt. Md. Aminur Rahman	XEN	Gopalganj ESU	01700709916	wz.gopalganj@gmail.com	Distribution line, Power & Distribution Transformer.
53	Mt. Md. Rezaul Haq	Manager	RAO, Khulna	01700709731	rakibulhaq@gmail.com	CPF, GPF, TA Bill, Income TAX, etc.
54	Mt. Md. Anisur Rahman	Manager	RAO, Jessore	01700709819	wz.rao.jessore@gmail.com	Pay fixation, TA Rule and preparation of TA Bill, Income Tax, Gratuity, CPF, MOD, COP.
55	Mt. Md. Rezaul Karim	Manager	HQ	01700709712	reza.wspdc@gmail.com	Pay fixation, TA Rule and preparation of TA Bill, Income Tax, Gratuity, CPF, MOD, COP.
56	Engt. Palash Kumar Gosh	XEN (Incharge)	Satkhira ESU	01711297973	wz.khulna3@gmail.com	Distribution line, Power & Distribution Transformer.
57	Engt. Md. Monjurul Islam	XEN (Incharge)	Magura ESU	01700709802	magura.esu@gmail.com	New Connection, Distribution Line. Distribution line, Power & Distribution Transformer.
58	Engt. Pronab Kumar debnath	XEN (Incharge)	S&D-1, Kushtia	01700709821	wz.kushtia1@gmail.com	New Connection, Distribution Line. Distribution line, Power & Distribution Transformer.
59	Engt. Anupom Chakraborty	XEN (Incharge)	S&D-2, Kushtia	01700709834	wz.kushtia2@gmail.com	New Connection, Distribution Line. Distribution line, Power & Distribution Transformer.
60	Engt. Md. Abdur Rahim	XEN (Incharge)	S & D Jhalokathi	01700709964	wz.jhalokathi@gmail.com	New Connection, Distribution Line.
61	Engt. Md. Kamal Uddin	XEN (Incharge)	Shariatpur ESU	01700709921	wz.shariatpur@gmail.com	New Connection, Distribution Line. Distribution line, Power & Distribution Transformer.
62	Engt. Md. Mizanur Rahman	XEN (Incharge)	S & D Madaripur	01700709900	wz.madaripur@gmail.com	New Connection, Distribution Line. Distribution line, Power & Distribution Transformer.
63	Engt. Md. Faruq Hossain	XEN (Incharge)	S&D-2, Barisal	01713850221	wz.barisal2@gmail.com	New Connection, Distribution Line. Distribution line, Power & Distribution Transformer.
64	Mt. Abul Hossan Malik	Manager (Incharge)	RAO, Barishal	01713580222	wz.rao.barisal@gmail.com	Pay fixation, TA Rule and preparation of TA Bill, Income Tax, Gratuity, CPF, MOD, COP.
65	Mt. Aminul Islam	Manager (Incharge)	RAO, Kushtia	01700709882	wz.rao.kushtia@gmail.com	Pay fixation, TA Rule and preparation of TA Bill, Income Tax, Gratuity, CPF, MOD, COP.



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

Sl No.	Month	Designation	Present Office	Contact No.	Mail address	Subject
66	Engr. Md. Mehedi Hasan	SDE	EAPDSP, HQ	01717488614	mehedi.ha@gmail.com	PPA-2006, PPR-2008, e-GP, Project work & Development
67	Engr. Kollayan Kumar Debnath	SDE	System Protection & Control	01714556967	wae.protection@gmail.com	Auto CAD, Sub-station Equipments, System Protection
68	Engr. Sadia Tabassum	SDE	MIS, HQ	01713850207	sadiawpdd@gmail.com	MS office, Internet, E-mail.
69	Engr. Md. Muzanur Rahman	SDE	Prepaid Meter	01721429935	mzanor74017@gmail.com	Smart Prepayment Metering.
70	Engr. Shoyab Hossain	SDE	S&O-4, Khulna.	01700709764	w.khulna4@gmail.com	Electrical appliances, Hand Tools, Soft Skill, Safety Procedure. Electrician Trade Course. PPA, PPR, Procurement Procedure, Store
71	Engr. S.M. Omar Faruque Mamun	SDE	Procurement, HQ	01322899636	engg.mamun03@gmail.com	Software (WZPDCL), Financial Delegation, Electrician Trade Course.
72	Engr. Md. Motiur Rahman	SDE	System Protection & Control	01713580202	motiurgts@gmail.com	Substation, Power & Distribution Transformer, System Protection. Energy Metering, Net Metering, Innovation in Power Sector. Electrician Trade Course.
73	Engr. Md. Khoshrul Islam	SDE	WZPDC Training Institute	01713850217	khoshrul.mech@yahoo.com	Auto CAD, e-filing.
74	Engr. Nurunmahar Nupur	AE	P&D, HQ	01719729007	nupur0517@gmail.com	Auto CAD.
75	Engr. Faria Haque Pushpa	AE	P&D, HQ	01713850203	fariahaque.p@gmail.com	Hand Tools, Safety Procedure. Electrician Trade Course.
76	Engr. Robiul Islam	AE	P&D, HQ	017410254465	islamr38@gmail.com	Discussion about civil estimate, measurement, land survey, PDB Rate Schedule etc.
77	Mr. Md. Morinur Rahman	AM	HQ	01713850208		Security System.
78	Mr. Kazi Tauhid Inran	SAE	WZPDC TI	01917711356	tauhid.inran@gmail.com	Computer, Digital filing, Internet.

## External Resource Person

Sl No.	Month	Designation	Present Office	Contact No.	Subject
1.	Mr. Md. Habibur Rahman	Secretary	Power Division	01313083902	National Integrity Strategy, APA.
2.	Mr. Md. Ahsanur Rahman Hasib	Joint Secretary	Power Division	01716286341	National Integrity Strategy, APA.
3.	Mr. Tania Khan	Additional Secretary	Power Division	01766887443	National Integrity Strategy, APA.
4.	Mr. Alia Meher	Deputy Secretary	Power Division	01716269000	E-Governance, APA.
5.	Md. Sirajul Karim	Commissioner (TAX)	Taxes Zone, Khulna.	024-77700669	TAX.
6.	Mr. Md. Humayan Kabir	System Analyst, ICT	Power Division	01673373128	APA.
7.	Mr. Dr. Kh. Mahid Uddin	Deputy Inspector General	Khulna Range	01713374091	National Integrity Strategy, Anti-Corruption, Etiquette, Ethics, Organizational Behavior.
8.	Mr. Md. Abdullah-Al-Mamun	Add. Chief Metropolitan Magistrate.	Biddut Court, Khulna.	01712515718	Electricity Act.
9.	Mr. M. Jewel Iqbal	Deputy Principal Information Officer	Regional Information Office, Barishal.	01785797871	Right to Information.
10.	Md. Ariful Islam Munna	Director	Computer Gates, Khulna.	01711982583 01935782426	Computer Billing
11.	Mr. Meleq Ali Sharder	Senior Station Officer	Fire Service & Civil Defense, Khalishpur, Khulna.	01717790704	Fire Protection System.





# Photo Gallery





*General Meeting in Presence of Honorable Secretary, Power Division & Chairman, WZPDCL.*



*Honorable Secretary, Power Division visited Model Sub-station at WZPDC Training Institute.*







*Alia Meher, Deputy Secretary, Power Division Talking about E-governance & innovation Ideas in Power Sector on Zoom App.*

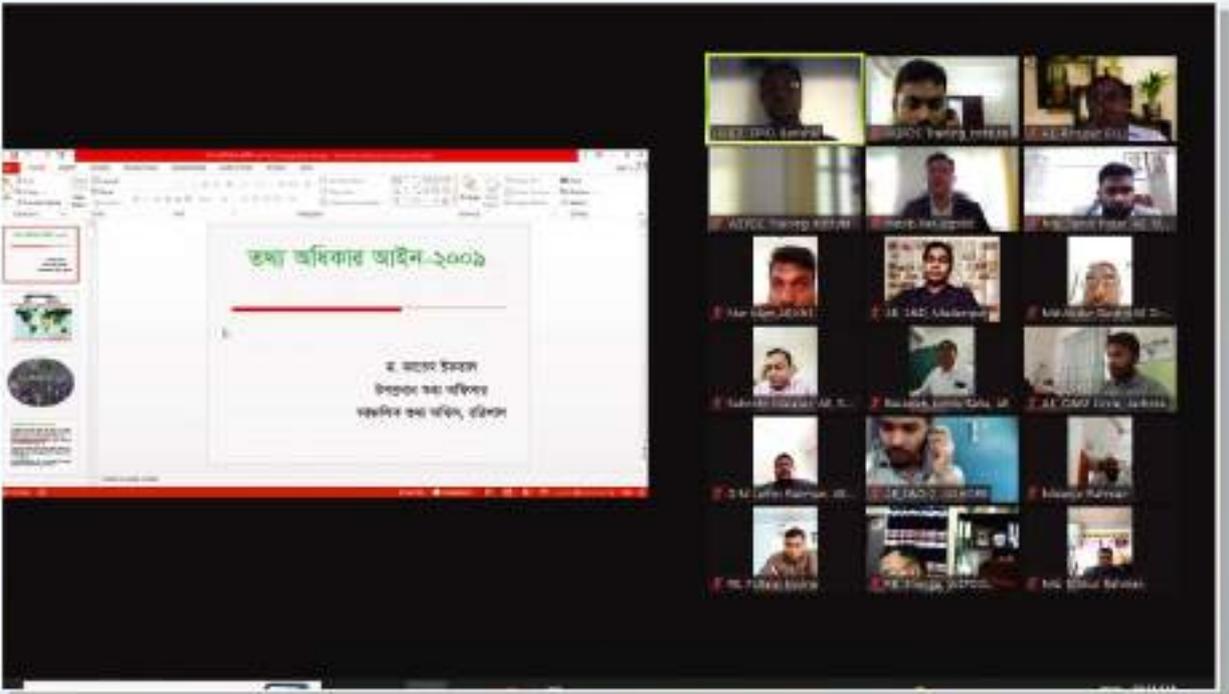


*Engr. Md. Abu Hasan, Chief Engineer (ESCS), talking about 4th IR on Zoom App.*





Md. Sirajul Karim, Commissioner (TAX), Taxes Zone, Khulna conducting a Training Class on TAX.



M. Javed Iqbal, Deputy Principal Information Officer conducting a Training Class on Right to information.



Workshop on Net metering Rooftop Solar conducting by SREDA, Power Division



Workshop on Nothy System conducting by DGM, HR & Admins, WZPDCL, Khulna.





*Training Class at WZPDC Training Institute.*



*Practical Training on Fire fighting.*



*Trainee receiving Certificate from Executive Director (Finance), WZPDCL, Khulna.*



*Trainee receiving Training materials from Chief Engineer (ESCS), WZPDCL, Khulna.*





*Trainee receiving Certificate from Executive Engineer, WZPDC Training Institute, Khujna.*



*Photo Session of newly appointed Officers after Foundation Training.*

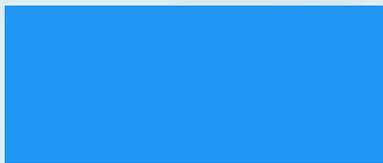


*Photo Session of newly appointed SBA after Foundation Training.*



*Photo Session of Trainees (Staff) after Training Course.*







## **WZPDCL Training Institute**

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

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