



# TRAINING CALENDAR 2023-2024



**RURAL POWER COMPANY LIMITED**

House-19, Road-1/B, Sector-9, Uttara Model Town, Dhaka-1230





**Inaugural Ceremony of 'Orientation training of RPCL' at RPCL, Uttara, Dhaka.**



**Training Session on 'Procurement Management' at BPEMC's Training Centre, Tongi, Gazipur.**



**Training on 'Vehicle Maintenance & Management' at RPCL, Uttara, Dhaka.**





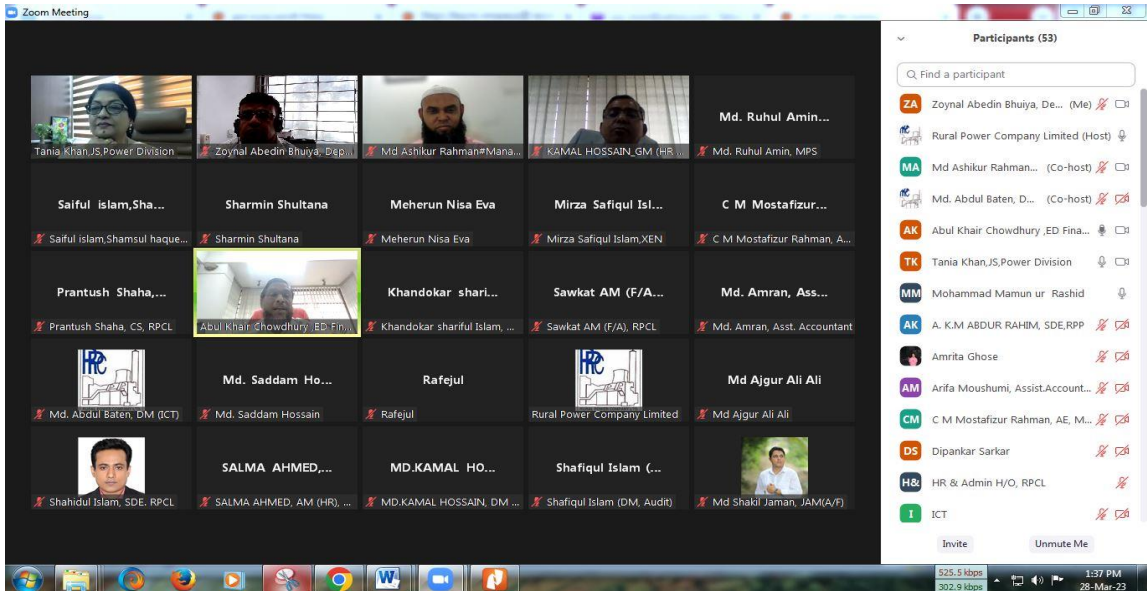
**Hands on Training of 'Vehicle Maintenance & Management' at Car Workshop, Uttara, Dhaka.**



**Managing Director of RPCL Inaugurate the workshop on 'The Role of Internet of Things (IOT) facing the Challenges of 4IR' at BPEMC's Training Centre, Tongi, Gazipur.**



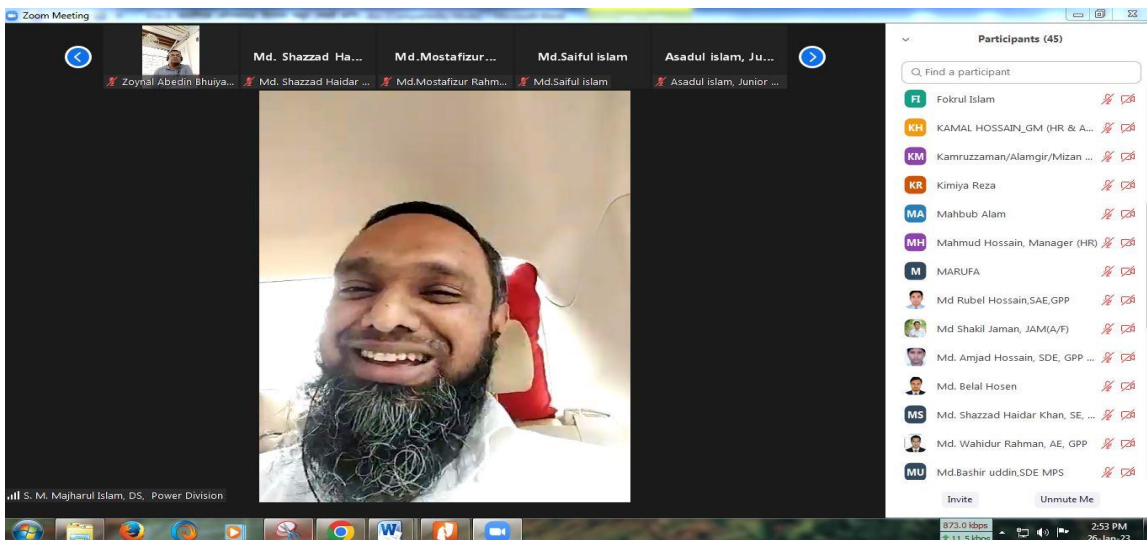
**Workshop on 'The Role of Internet of Things (IOT) facing the Challenges of 4IR' at BPEMC's Training Centre, Tongi, Gazipur**



**Tania Khan, Additional Secretary, Power Division facilitating training on “National Integrity Strategy” using Virtual Platform for RPCL Employees.**



**Mr. Nirod Chandra Mondal, Joint Secretary, Power Division facilitating training on “Citizen Charter” using Virtual Platform for RPCL Employees.**



**Mr. S.M. Majharul Islam, Deputy Secretary, Power Division facilitating training on “Right to Information Act-2009” using Virtual Platform for RPCL Employees.**





**Mr. A.S.M. Mahfuzul Alam, Deputy Secretary, a2i, DoICT facilitating the Workshop on “Remote Sensing (RS) & Artificial Intelligence (AI)” at BPMC’s training center, Tongi, Gazipur.**



**Group Presentation at BPEMC’s Training Centre, Tongi, Gazipur.**



**Discussion and Overview of a Training Session.**

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# CHAPTER-1

## INTRODUCTION



## 1.1 Rural Power Company Limited at a Glance

Rural Power Company Limited (RPCL) was registered as a Public Limited Company under the Registrar of Joint Stock Companies and Firms (RJSC) on December 31, 1994, to alleviate the power crisis and meet the increasing power demand of the country. The company was promoted by the Rural Electrification Board (REB) and five Palli Bidyut Samities (PBSs). The company is presently generating 392 MW of electricity from its four power stations and 150 MW from B-R Powergen, a joint venture company of BPDB and RPCL. The present shareholders of the company are BREB and 17 (Seventeen) PBSs.

Over the years, RPCL has gained vast experience in project implementation, operation, and maintenance of power plants. RPCL and Shenzhen Star Instrument Co., Ltd. (Star Instrument), China, established a Joint Venture Company (JVC), namely Bangladesh Power Equipment Manufacturing Company Ltd. (BPEMC), aimed at producing Smart payment meters, Electric equipment, and Smart Grid Equipment. RPCL is awarded an Integrated Management System (IMS) consisting of a Quality Management System (ISO 9001:2015), an Environmental Management System (ISO 14001:2015), and an Occupational Health and Safety Management System (OHS) (ISO 45001:2018) in the year 2020, which recognizes the Company's commitment to the international standards of quality and service.

## 1.2 Power Plants & Projects of RPCL

### 1.2.1 Power Plants in Operation

Srl.	Name of the Power Plants & Location
1.	Mymensingh 210 MW Combined Cycle Power Station, Shambhugonj, Mymensingh
2.	Gazipur 52 MW Dual Fuel Power Plant, Kadda, Gazipur
3.	Raozan 25 MW Dual Fuel Power Plant, Raozan, Chattogram
4.	Gazipur 105 MW HFO Fired Power Plant, Kadda, Gazipur

### 1.2.2 Ongoing Projects

Srl.	Name of the Power Plants & Location
1.	Mymensingh 360 MW Dual Fuel Combined Cycle Power Plant Project, Mymensingh
2.	Construction of 100 MW Solar Power Plant at Madargonj in Jamalpur District.



### 1.2.3 Joint Venture Power Plant

Srl.	Name of the Joint Venture Companies	Name of the Power Plants & Location
1.	<b>B-R Powergen Ltd. (A joint Venture of BPDB and RPCL)</b>	150 MW Dual Fuel Power Plant, Kadda, Gazipur
2.	RPCL-NORINCO Intl. Power Limited (RNPL) - A joint venture of Bangladesh state-owned company Rural Power Company Limited (RPCL) and Chinese state-owned company NORINCO International Cooperation Limited (NORINCO)	Patuakhali 1320 (660x2) MW Coal-Based Thermal Power Plant, Kolapara, Patuakhali

### 1.2.4 Upcoming Projects

Srl.	Name of the Power Plants & Location
1.	Gazipur 450 MW CCPP Project, Kadda, Gazipur
2.	Gazipur 225 MW CCPP Project, Kadda, Gazipur

## 1.3 Vision, Mission & Values

### 1.3.1 Vision

To be a role-model power generation company in the region and to enhance socio-economic development in rural areas of Bangladesh through reliable power generation.

### 1.3.2 Mission

a.	To achieve excellence in project execution, quality, reliability, safety and operational efficiency.
b.	To be an innovative and technology-driven organization.
c.	To be a company that creates value for its stakeholders.
d.	To relentlessly pursue new opportunities, capitalizing on synergies in power generation sector.
e.	To consistently enhance our competitiveness and deliver profitable growth.
f.	To be a partner in nation building and contribute towards country's economic growth.
g.	To earn the trust and confidence of all stakeholders, exceeding their expectations.
h.	To uphold the guiding principles of trust, integrity and transparency in all aspects of interactions and dealings.

### 1.3.3 Values

<b>Safety</b>	Safety is a core value over which no business objectives can have a higher priority.
<b>Care</b>	Care for Stakeholders-our Environment, Customers & Shareholders-both existing and potential, our Community and our People (our employee and partners).
<b>Respect</b>	Treat all stakeholders with respect and dignity.
<b>Ethics</b>	Achieve the most admired standards of Ethics, through Integrity and mutual Trust.
<b>Diligence</b>	Do everything (set direction, deploy actions, analyze, review, plan and mitigate risks etc.) with thoroughness that delivers quality and Excellence-in all areas, and especially in Operations, Execution and Growth.

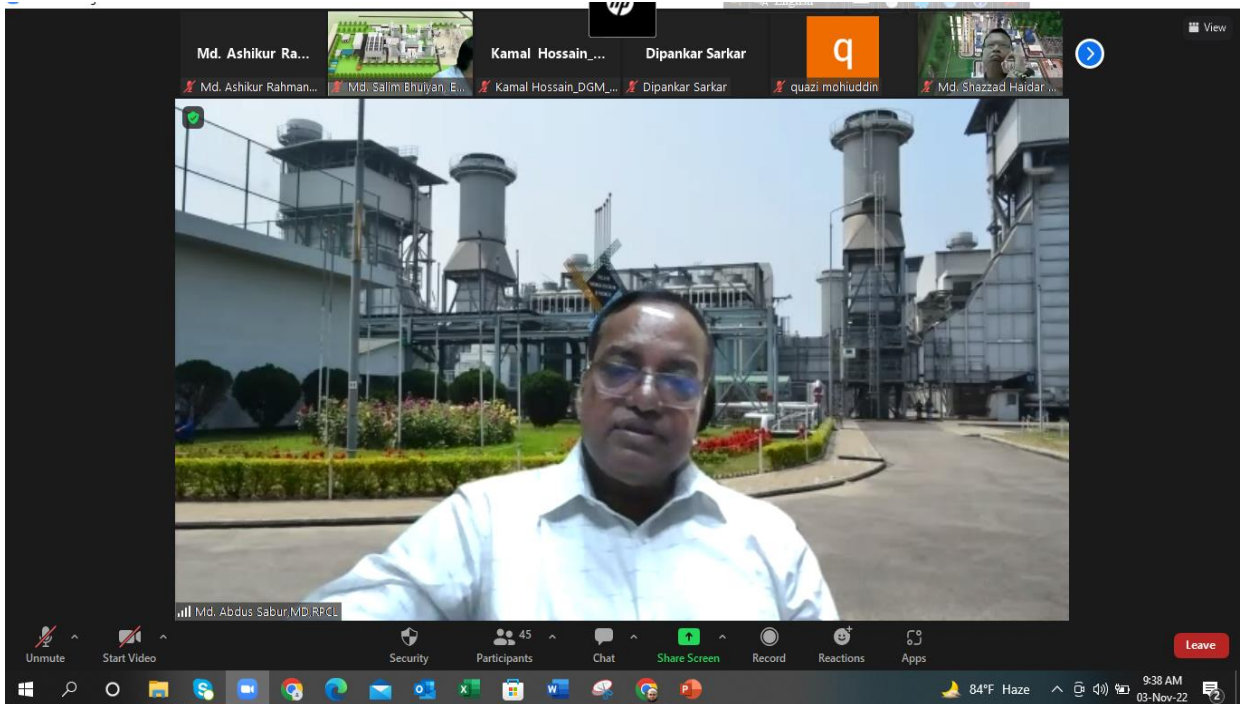
### 1.3.4 Success Milestones

2021	<ul style="list-style-type: none"> <li>Commercial operation of Bangladesh Power Equipment Manufacturing Company Ltd. (BPMEC)-a Joint Venture Company of RPCL &amp; Shenzhen Star Instrument Co., Ltd. (Star Instrument), China</li> </ul>
2020	<ul style="list-style-type: none"> <li>Awarded Integrated Management System (IMS) Certificate that consist of Quality Management System (ISO 9001:2015); Environmental Management System (ISO 14001:2015) &amp; Occupational Health and Safety Management System-OHS (ISO 45001:2018).</li> </ul>
2016	<ul style="list-style-type: none"> <li>Achieved “Best Power Plant Award” for the year 2016 in National Electricity &amp; Energy Week.</li> <li>RPCL was awarded ISO 9001:2008 Certificate in recognition of implementation of Quality Management System (QMS) in the organization.</li> </ul>
2015	<ul style="list-style-type: none"> <li>Commercial operation of Kadda 150 MW Dual Fuel Power Plant-a Joint Venture Company of BPDB &amp; RPCL</li> </ul>
2013	<ul style="list-style-type: none"> <li>Commercial operation of “Raozan 25 MW Dual-Fuel Power Plant”</li> <li>RPCL is rewarded for “Mymensingh 210 MW Combined Cycle Power Station” as the best power plant in Public Sector.</li> </ul>
2012	<ul style="list-style-type: none"> <li>Commercial operation of “RPCL-Gazipur 52 MW Dual-Fuel Power Plant”</li> </ul>
2011	<ul style="list-style-type: none"> <li>RPCL is rewarded for “Mymensingh 210 MW Combined Cycle Power Station” as the best power plant in Public Sector</li> </ul>
2010	<ul style="list-style-type: none"> <li>Incorporation of “BPDB-RPCL Powergen Ltd.” a Joint Venture Company of RPCL and BPDB with equal shareholdings</li> </ul>
2000	<ul style="list-style-type: none"> <li>Commercial Operation of “Mymensingh Power Station”</li> </ul>
1994	<ul style="list-style-type: none"> <li>Incorporation of Rural Power Company Limited (RPCL) &amp; Registration of Joint Stock Companies &amp; Firms.</li> </ul>



# Chapter-2

## Overview of the Training of RPCL



Training through Virtual Platform, RPCL, Dhaka.



Training Session

## **2.1 About this Training Calendar**

This calendar will be the basis for conducting training programs throughout the year. The RPCL Training Cell will follow this to fulfill the training demands of the employees as well as satisfy the different training needs of different authorities.

## **2.2 Objective of this Training Calendar**

The objective of this training calendar will be:

1. To upgrade and manage the up skilling process of existing human resources.
2. To plan the onboarding and training needs of newly hired human resources.
3. To keep concentrating and look into the future of compliance training requirements.
4. To collaborate and communicate with stakeholders who have different perspectives, interests, and expectations on training needs.
5. To create and cultivate a culture of personnel development and learning.
6. To accumulate information, skill inventory, and placement of the right people for the right job.

## **2.3 Training Methodology**

RPCL provides two types of training to its employees: on-the-job training and off-the-job training. On-the-job training is provided through probation, internship, job rotation, job instruction, or training through step-by-step and group assignments, etc. Off-the-job training is provided to the employees through lectures, video conferencing, business presentations, workshops, role-playing, etc. Rural Power Company Limited provides training for two types of employees: newly recruited employees and existing employees. Newly recruited employees, who will be learning a whole new set of skills, will be provided with induction and orientation training. Their training will be elaborate in nature and last for a relatively longer period. Existing employees who are familiar with all activities will be provided refresher training, which will be of shorter duration compared to the new employees. Seminars and workshops will be arranged on a regular basis and will focus on current and important issues with the support of High Officials, employees, and Officials of the respective departments and External Experts. Training courses are to be formally inaugurated and closed by High Officials of the RPCL.

## **2.4 Training Facilities**

### **2.4.1 Internal Training Facilities**

RPCL has complete training facility at Mymensingh Power Station (MPS), Shambhugonj, Mymensingh & Gazipur 52 MW Dual Fuel Power Plant (GPP), Kodda, Gazipur. The training



rooms are well-furnished, decorated with bright light and provided with air conditioning. The classrooms are equipped with modern learning facilities and multimedia system.

Besides these, at Corporate Office of RPCL a room is facilitated for training having multimedia system and other required facilities. Training Cell provides with all kinds of training materials (i.e. pen, notebook, audio-visual facilities, lecture scripts with hardcopy & softcopy etc.) to the trainees. Moreover, RPCL uses the training facilities of Bangladesh Power Equipment Manufacturing Company Ltd. (BPEMC) Training Centre that has necessary arrangements for 30 (Thirty) participants.

### **2.4.2 External Authorities / Institutes for providing Trainings:**

In order to full fill the training requirement of employees, RPCL employees are provided with trainings from the following External Authorities/Institutes:

<b>Srl.</b>	<b>Name of the Organization/Training Institute</b>
1.	Bangladesh Power Management Institute (BPMI), Power Division, MPEMR, GoB
2.	Different Zonal Training Institutes, Bangladesh Power Development Board (BPDB)
3.	Regional Public Administration Training Centre (Dhaka & Chattogram)
4.	Power Cell, Power Division, MPEMR, GoB
5.	SREDA, Power Division, MPEMR, GoB
6.	Central Procurement Technical Unit (CPTU), IMED, Ministry of Planning, GoB
7.	Bangladesh Institute of Management (BIM), Ministry of Industry, GoB
8.	Bangladesh Institute of Administration and Management (BIAM) Foundation
9.	National Academy for Planning and Development (NAPD), Ministry of Planning, GoB

### **2.4.3 Foreign Training**

There are foreign training opportunities for the employees of RPCL. Most of the foreign trainings / visits such as Factory Acceptance Test (FAT), Inspection of Spare Parts, Inspection of Manufacturing Process, and Pre-Shipment Inspection etc. are supplier provided training opportunities for employees under the Procurement / EPC contract.

### **2.4.4 Distance Learning**

In order to sustain in business and increase employees' competencies, training is an inevitable. So, adapting with situation to develop and retain existing level of employee's knowledge, skills, abilities & other competencies, RPCL Training Cell too often arranges Distance learning

sessions /Online training sessions.

## 2.5 Core Courses

### 2.5.1 Short Term Training Courses

Srl.	Course Name
1.	Sub-Station Operation, Maintenance and Protection System
2.	Operation & Maintenance of Heavy Furnace Oil (HFO) and Diesel Engine Based Power Plant
3.	Maintenance of Power Plant Auxiliary System, EGB and Auxiliary Boilers
4.	Training on Engine Cooling System, LO Analysis and Performance Indicator
5.	Inventory of Engine and Auxiliaries Spare Parts
6.	Water Treatment Unit Instrumentation and Control System
7.	Turbine Generator, Excitation System, Protection, Synchronization and Auxiliary System
8.	Store Management Software Operation and Procedure.
9.	RPCL Financial Management and Profitability
10.	RPCL Employee Service Rules-2016
11.	Training on Digital Nothi (D-Nothi) System
12.	Preparation of Power Purchase Agreement (PPA) and Tariff Structure of Power Plant.
13.	Training on Power Sector ERP (Enterprise Resource Planning)
14.	National Integrity Strategy (NIS)
15.	Right to Information Act-2009 (RTI)
16.	Vehicle Management and Maintenance
17.	Fire Drill and Emergency Evacuation
18.	Grievance Redress System (GRS)
19.	Income Tax, Vat and Financial Management
20.	Black Start and Dead Bus Synchronization of a Power Plant



## 2.5.2 Special Training Courses

Srl.	Course Name
1.	Capacity Building Training Program A-1 Strengthening Quantitative Analysis Capability Using Econometric Model for Integrated Energy and Power Master Plan (IEPMP)
2.	Procurement Management
3.	Orientation/Induction Training Program for Newly Recruited Employees
4.	RE (Solar) Tools Dissemination to Introduce and Receive Inputs and Suggestions for Improvements of Two RE Tools Development
5.	GT Complete -Final Rotor Alignment
6.	iBAS++ এর বাজেট প্রণয়ন মডিউল ডাটা এন্ট্রি
7.	Petty Cash Management
8.	Digital Leadership
9.	৪র্থ শিল্প বিপ্লবের চ্যালেঞ্জ মোকাবেলায় করণীয়
10.	Conduct and Discipline Course
11.	Design, Construction, Operation and Maintenance of Electrical Substation
12.	Project Formulation, Implementation, Monitoring and Evaluation (PIME)

# CHAPTER-3

## TRAINING SCENARIO OF RPCL



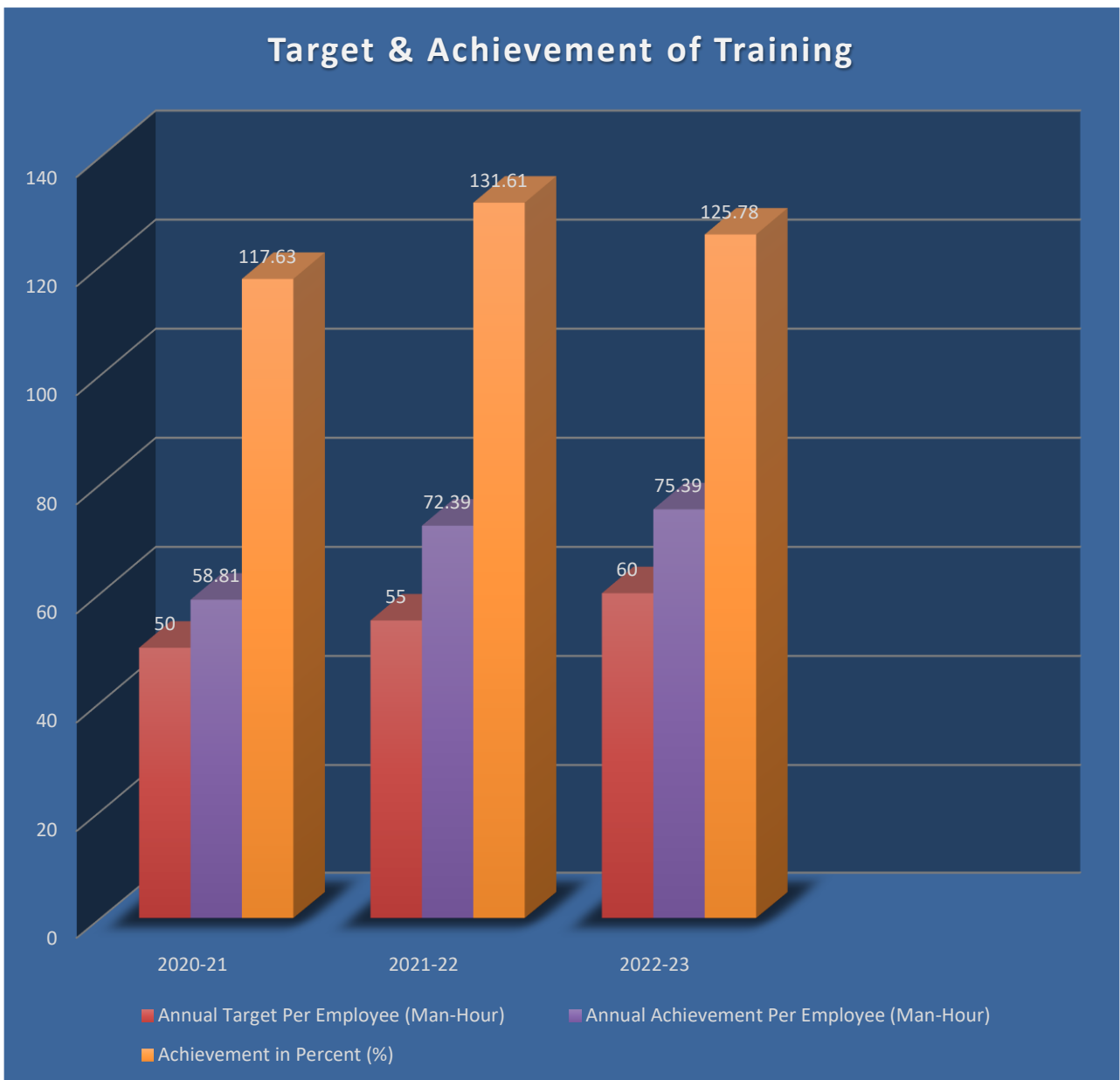
**Training Facilities-1**



**Training Facilities-2**

### 3.1 Target & Achievement of Training Man-Hour for the Last 3 (Three) Years

Srl.	Financial Year	Annual Target Per Employee (Man-Hour)	Annual Achievement Per Employee (Man-Hour)	Achievement in Percent (%)
1.	2020-21	50	58.81	117.63
2.	2021-22	55	72.39	131.61
3.	2022-23	60	75.39	125.78



**Target & Achievement of Training Man-Hour for the Last 3 (Three) Years**



### 3.2 Title Based Training for the last 3 Years

Srl.	Type of Training	Number of Training		
		2022-23	2021-22	2020-21
1.	Management	67	50	60
2.	Technical	70	68	17
3.	Financial	7	9	6
<b>Total</b>		<b>144</b>	<b>83</b>	<b>127</b>

### 3.3 Training conducted by Bangladesh Power Management Institute (BPMI) in FY 2022-23:

Srl.	Subject/Topic	Participants	Duration (Day)
1.	বুনিয়াদি প্রশিক্ষণ কোর্স-৪র্থ ব্যাচ	4	60
2.	Leadership Development Programmer for Power Sector Organizations	2	18
3.	International Financial Reporting Standards (IFRS)	1	10
4.	BPMI Training Management Software Trial	4	1
5.	Basic Training on Substation Automation System	1	12
6.	Human Resource Management (HRM)	1	20
7.	Refresher Course on Project Formulation, Implementation, Monitoring and Evaluation (PIME)	1	7
8.	Design, Construction, Operation and Maintenance of Electrical Substation	1	13
9.	Certified Ethical Hacker (CEH) Version-ii	1	17
10.	Design, Construction, Operation and Maintenance of Electrical Substation	1	16
11.	International Procurement and Supply Chain Management (IPSCM)	2	15
12.	Load Flow Analysis	1	9
13.	1. Generator Protection in Power Plant	3	10

<b>Srl.</b>	<b>Subject/Topic</b>	<b>Participants</b>	<b>Duration (Day)</b>
14.	Essential Skill on MS Office, Networking and Security of IT for Officers	1	12
15.	Project Formulation, Implementation, Monitoring and Evaluation (PIME)	1	13
16.	Essential Skill on MS Office, Networking and Security of IT for officers	1	12
17.	Advanced Course on Oracle Database 19C:Automatic Storage Management (ASM) and Real Application Cluster (RAC)	1	9
18.	Advanced Training of Trainers (ATOT)	1	7
19.	Design, Construction, Operation and Maintenance of Different Types of Boilers and Turbines of Power Plant	2	11
20.	Public Procurement for Power Sector	1	18
21.	Project Formulation, Implementation, Monitoring and Evaluation (PIME)	1	19
22.	Power System Protection	1	16
	Leadership Development Programme for Power Sector Organizations	2	16
24.	Instrumentation and Control System in Power Station	2	13
25.	Audit and Financial Management	1	14
26.	Load Flow Analysis	1	11
27.	Future Training Needs for Power Sector Organizations (PSOs)	3	1
28.	Integrated Management System (IMS)	1	7
29.	Basic Training on O&M of CCGT Power Plant	2	12
30.	Renewable Energy Implementation Challenges and Way Forward	2	1
31.	Design, Manufacturing and Testing of Transformer	1	72

### 3.4 Training conducted by Bangladesh Public Administration Training Center (RPATC, Dhaka & RPATC, Chattogram) in FY 2022-23

Srl.	Training/Workshop Name	No of Participants	Duration (Day)
1.	Conduct and Discipline (Dhaka)	1	5
2.	Conduct and Discipline (Chattogram)	1	5
3.	Procurement Management Course (Dhaka)	1	12
4.	Procurement Management Course (Chattogram)	1	12
5.	Workshop on Right to Information (Dhaka)	1	1
6.	Workshop on Right to Information (Chattogram)	1	1
7.	Fundamental Training Course (Dhaka)	1	12
8.	Office Management and ICT Course	1	12
9.	Workshop on Women and Child Rights (Dhaka)	1	1
10.	Workshop on Women and Child Rights (Chattogram)	1	1
11.	Fundamental Training Course (Chattogram)	1	26
12.	Workshop on National Integrity Strategy (Dhaka)	1	1
13.	Workshop on National Integrity Strategy (Chattogram)	1	1
14.	Workshop on Localization of Sustainable Development Goals (SDGS) (Dhaka)	1	1
15.	Workshop on Localization of Sustainable Development Goals (SDGS) (Chattogram)	1	1
16.	Fundamental Training Course	1	19
17.	Workshop on Public Procurement (Dhaka)	1	1
18.	Workshop on Public Procurement (Chattogram)	1	1
19.	Workshop on Perspective Plan 2041(Dhaka)	1	1
20.	Workshop on Perspective Plan 2041 (Chattogram)	1	1
21.	Workshop on Delta Plan 2100 (Dhaka)	1	1
22.	Workshop on Delta Plan 2100 (Chattogram)	1	1
23.	Workshop on Annual Performance Agreement (APA) (Dhaka)	1	1



Srl.	Training/Workshop Name	No of Participants	Duration (Day)
24.	Workshop on Annual Performance Agreement (APA) (Chattogram)	1	1
25.	Workshop on Amar Gram Amar Shohor (Dhaka)	1	1

### 3.5 Training conducted by Ministry and others organizations:

Srl.	Training/Workshop Name	Participants	Duration (Day)
<b>Power Division</b>			
1.	ISA-National Stakeholder Consultation Workshop	1	1
2.	ISA-Ground Mounted/Floating Solar	3	5
3.	Capacity Building Training Program A-1 Strengthening Quantitative Analysis Capability Using Econometric Model for Integrated Energy and Power Master Plan (IEPMP)	1	3
4.	Draft Final Report of Study on Energy Auditing and Efficiency Improvement Procedures for Power Plants and Assessment of Co-generation Potential in the Industrial Sector	1	1
5.	Capacity Enhancement Training Program on Strengthening Quantitative Analysis Capability Using Econometric Model for Integrated Energy and Power Master Plan (IEPMP)	1	3
6.	Options for Energy Storage in Bangladesh	3	3
7.	জ্বালানি দক্ষতা ও সংরক্ষণে সচেতনতা বৃদ্ধি	1	1
8.	Potential and Opportunities in Energy Storage for the Bangladesh Power Sector	2	2
9.	RE (Solar) Tools Dissemination to Introduce and Receive Inputs and Suggestions for Improvements of Two RE Tools Development	1	1
<b>Tech Vision &amp; Power Cell</b>			
10.	Technical Assistance for the Smart Grid Roadmap in Bangladesh-workshop	3	1
11.	ERP Module and Sub-Module Training	11	1
12.	Feasibility Study for Multipurpose Use of Land and Renewable Energy Project in Bangladesh	2	1

Srl.	Training/Workshop Name	Participants	Duration (Day)
13.	ERP Module Leave and Salary Integration Requirement Validation Session	9	1
14.	Business Requirements Documents (BRD)	3	1
15.	Power Sector ERP: Session on HR Module Pending Issues with all Utilities	5	1
16.	Business Requirements Development (BRD)_Performance Appraisal	3	1
17.	Power Sector ERP: Finance & Procurement Module pending Issues and Employee Self Service (ESS) of RPCL	26	1
<b>SREDA</b>			
18.	Workshop on Interim Report	1	1
19.	Draft Renewable Energy Policy	1	1
<b>A2i, DoICT</b>			
20.	ডি-নথির ব্যবহার ও বাস্তবায়ন বিষয়ক দক্ষতা উন্নয়ন প্রশিক্ষণ	9	2
<b>BADGE &amp; BWGED</b>			
21.	Automatic Generation Control (AGC) and Automated Merit Order Dispatch (AMOD) with Power System Flexibility	2	2
22.	'Bangladesh Energy Prosperity 2050	2	3
23.	Capacity Building Training on Bangladesh Grid Code for Generators	2	1
<b>National Academy for Planning and Development (NAPD)</b>			
24.	Advanced Microsoft Excel 18	1	18
<b>BERC/BEPRC</b>			
25.	Energy Audit Manual 2	1	2
26.	Fourth Industrial Revolution: Challenges and Smart Solutions in Power Sector of Bangladesh	2	1
27.	Block Chains and Secure Smart Grid: Challenges and opportunities for 4IR	2	1
<b>Bangladesh Institute of Management (BIM)</b>			
28.	Operations and Supply Chain Management Including 4IR (OSCM) 3	1	3
29.	Digital Transformation in Government Offices 10	1	10
30.	Smart Office in Alignment with Smart Bangladesh	1	10

Srl.	Training/Workshop Name	Participants	Duration (Day)
<b>Ministry of Finance (MOF)</b>			
31.	বাজেট পরিপত্র-১	2	1
32.	iBAS++ এর বাজেট প্রণয়ন মডিউল ডাটা এন্ট্রি	3	1
<b>Saifur Enayet &amp; Associates (SEA)</b>			
33.	VAT & INCOME TAX	2	8
<b>Ministry of Environment, Forest and Climate Change (DoE)</b>			
34.	Workshop on Nationally Appropriate, Indicators, Monitoring and Reporting Framework for NDC Priority Adaptation Activities	1	1
35.	Workshop on Monitoring Agreement Framework in Bangladesh for Mitigation Activities	1	1
36.	Training on Environmental and Social Safeguards Frameworks and Procedures for Climate Change and Development Projects	1	1
37.	Training on Energy Sector	2	1
38.	Technical Mid Term	3	1
<b>CPTU, Planning commission &amp; Planning Ministry</b>			
39.	e-GP (Policy Level)	1	1
40.	Sensitization Workshop for Project Directors	3	1
41.	Organization Administration	1	1
42.	AMS সফটওয়্যার	2	2
43.	ন্যাশনাল টেন্ডারস ডাটাবেজ মডিউল	1	1
<b>RPCL &amp; Hubei Electric Power Survey and Design Institute (HUBDI), China</b>			
44.	Mechanical Maintenance Procedures for Engine-Based Power Plant	21	12
<b>RPCL &amp; HEI, China</b>			
45.	GT complete -Final Rotor Alignment	10	1
46.	Dynamic Balancing & Over Speed Test	12	2
<b>SIMENS Energy Bangladesh Limited</b>			
47.	Webinar on Configuration of SIPROTEC 5Protection Relay by DIGSI 5 Software	12	1
48.	LTSA (With Supply of Schedule Capital Part and Consumables)	14	1



<b>Srl.</b>	<b>Training/Workshop Name</b>	<b>Participants</b>	<b>Duration (Day)</b>
<b>National Productivity Organization (NPO) &amp; UNFCCC</b>			
<b>49.</b>	উৎপাদনশীলতা উন্নয়ন	1	1
<b>50.</b>	Fashion Industry Charter for Climate Action Policy Dialogue, Bangladesh	1	1
<b>SAJ Engineering &amp; Trading Company</b>			
<b>51.</b>	Webinar on Industrial Practice of Machine Condition Monitoring and Impact of Production Cost	1	1

# CHAPTER-4

## TRAINING PLAN FOR THE FY 2023-24



**“Firefighting and First Aid” Training at MPS, Mymensingh.**

#### 4.1 Aggregate Training Plan by Training Hour for the FY 2023-2024

##### 4.1.1 RPCL Course Conducting Wing

Srl.	Course Conducting Wing	Courses	Participants	Total (Man Hour)
1.	RPCL Head Office	38	92	7370
2.	Mymensingh 210 MW Combined Cycle Power Station	70	102	6011
3.	Gazipur 52 MW Dual-Fuel Power Plant	60	64	2969
4.	Gazipur 105 MW HFO Fired Power Plant	60	44	2327
5.	Raozan 25 MW Dual-Fuel Power Plant	47	46	2822
<b>Total</b>			<b>348</b>	<b>21499</b>

##### 4.1.2 Others Institution

Srl.	Course Conducting Wing	Courses (Tentative)	Participants (Tentative)	Total Man Hour
1.	Ministry	15	15	150
2.	Bangladesh Power Management Institution (BPMI)	10	15	1500
3.	Regional Public Administration Training Centre (RPATC)	20	20	400
4.	Training Institute for Chemical Industries (TICI) & Others Organizations	3	5	120
<b>Total</b>			<b>55</b>	<b>2170</b>

#### 4.2.1 Technical Training Plan for the FY 2023-2024

Srl.	Course Name	No. of Course	Duration (Day)	MH Per Day	Participants/ Course	Total Man Hour	Target Group (Grade Wise)
a	B	C	d	E	f	$g = (c \times d \times e \times f)$	H
1.	Generator Protection System (GTG) G-60 Relay	1	1	6	30	180	4-8

2.	Procurement Management	1	2	6	30	360	4-10
3.	Preparation of Power Purchase Agreement (PPA) Preparation & Negotiation Module	1	1	6	35	210	4-10
4.	ABB- Symphony Plus DCS	1	1	6	30	180	6-13
5.	Water Treatment and Boiler Water Conditioning of Power Plant	1	1	6	40	240	6-13
6.	Operation & Maintenance of Heavy Furnace Oil (HFO) and Diesel Engine Based Power Plant	1	1	6	35	210	5-13
7.	Plant DC System, Inverter, Safe AC Troubleshooting and Electrical Hazards and Safety	1	1	6	40	240	5-10
8.	Engine Turbocharger Maintenance and Efficiency Improvement	1	1	6	30	180	5-20
9.	Engine Performance Indicator, Lube Oil Analysis and Engine Cooling System	1	1	6	30	180	5-10
10.	S/S Operation, Maintenance and Protection System	1	1	6	30	180	6-10
11.	Power Transformer Fault Troubleshooting and Protection System	1	1	6	30	180	5-10
12.	Occupational Health & Safety (OHS)	1	1	3	30	90	5-10
13.	Environment & Social Management Plan (ESMP)	1	1	4	30	120	5-10
14.	Stakeholder Engagement	1	1	6	30	180	5-10
15.	Environment, Health & Safety (EHS)	1	1	5	30	150	5-10
<b>Total Man Hour</b>						<b>2880</b>	

#### 4.2.2 General Training Plan for the FY 2023-2024

Srl.	Course Name	No. of Course	Duration (Day)	MH Per Day	Participants / Course	Total Man Hour (MH)	Target Group (Grade Wise)
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A	B	C	d	e	f	$g = (c \times d \times e \times f)$	h
1.	Leadership Development Program	1	1	6	35	210	5-8
2.	Training on IMS	1	2	3	30	180	5-10
3.	RPCL Employee Service Rules-2016	1	1	6	30	180	6-14
4.	Fire Fighting, Fire Prevention, Rescue and First Aid Training	1	2	6	20	240	8-20
5.	Orientation training	1	2	6	20	240	8-10
6.	HR Analytics	1	1	6	20	120	6-10
7.	Land Management	1	1	6	25	150	6-10
8.	Etiquette and Manners	2	1	4	30	240	10-20
9.	Traffic Laws and Vehicle Management	1	1	6	30	180	8-15
10.	ডি-নথি ব্যবস্থাপনা	1	1	6	50	300	5-14
11.	জাতীয় শুদ্ধাচার কৌশল	2	1	3	50	300	5-12
12.	স্মার্ট বাংলাদেশ বিনির্মাণ বিষয়ক কর্মশালা	2	1	5	30	300	5-10
13.	সেবা প্রদান প্রতিশ্রুতি বিষয়ক কর্মশালা/ প্রশিক্ষণ	1	1	6	30	180	6-14
14.	অভিযোগ প্রতিকার ব্যবস্থা এবং জিআরএস সফটওয়্যার বিষয়ক প্রশিক্ষণ	2	1	3	30	180	6-15
15.	তথ্য অধিকার আইন - ২০০৯	2	1	4	25	200	5-16
	<b>Total Man Hour</b>					<b>3200</b>	

#### 4.2.3 Financial Training Plan for the FY 2023-2024

Srl.	Course Name	No. of Course	Duration (Day)	MH Per Day	Participants/ Course	Total Man Hour (MH)	Group (Grade)
A	B	C	D	e	f	$g = (c \times d \times e \times f)$	h

Srl.	Course Name	No. of Course	Duration (Day)	MH Per Day	Participants/ Course	Total Man Hour (MH)	Group (Grade)
1.	Financial Information and Profitability Analysis	1	2	6	30	360	6-12
2.	Banking and Commercial Activities	1	1	6	25	150	6-10
3.	Income Tax, VAT, ETDS and Customs.	1	1	6	30	180	5-10
4.	Understanding International Financial Reporting Standards (IFRS)	1	1	6	20	120	6-12
5.	Performance Audit and Financial Management	1	1	6	15	90	6-12
6.	Basic Course on Accounting Principles and Commercial Functions (LC, Shipping, Insurance, Customs, etc.)	1	1	6	15	90	6-14
7.	Assess and Review Analytics on Finance and Fixed Assets using ERP	1	1	6	30	180	5-10
8.	Petty Cash and Impress Fund Management	1	1	4	30	120	5-14
<b>Total Man Hour</b>						<b>1290</b>	

### 4.3 Month Wise Training Plan for the FY 2023-24

July-2023						
Srl.	Course Name	Month	Duration	MH Per Day	Target Group	Participants
1.	Income Tax, VAT, ETDS and Customs	Jul-23	01 Day	6	Officer/Staff (Gr. 4-14)	30 persons
2.	National Tenderers Database Module (Procurement Management)	Jul-23	01 Day	6	Officer (Gr. 4-10)	30 persons

3.	অভিযোগ প্রতিকার ব্যবস্থা এবং জিআরএস সফটওয়্যার	Jul-23	01 Day	3	Officer (Gr. 6-15)	30 persons
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August-2023						
Srl.	Course Name	Month	Duration	MH Per Day	Target Group	Participants
4.	জাতীয় শুদ্ধাচার কৌশল	Aug-23	01 Day	3	Officer (Gr. 5-12)	50 persons
5.	Preparation of Power Purchase Agreement (PPA) Preparation and Negotiation Module	Aug-23	02 Days	6	Officer (Gr. 4-10)	35 persons
6.	Petty Cash Management	Aug-23	01 Day	4	Officer (Gr. 5-14)	30 persons
7.	ডি-নথি ব্যবস্থাপনা	Aug-23	01 Day	6	Officer (Gr. 5-14)	50 persons
8.	Engine Turbocharger Maintenance and Efficiency Improvement	Aug-23	01 Day	6	Officer/ staff (Gr. 5-20)	30 persons

September-2023						
Srl.	Course Name	Month	Duration	MH Per Day	Target Group	Participants
9.	Leadership Development Program	Sep-23	01 Day	6	Officer (Gr. 5-8)	35 persons
10.	Land Management	Sep-23	01 Day	6	Officer (Gr. 6-10)	25 persons
11.	তথ্য অধিকার আইন-২০০৯	Sep-23	01 Day	4	Officer (Gr. 5-16)	25 persons
12.	Generator Protection System (GTG) G-60 Relay	Sep-23	02 Day	6	Officer (Gr. 4-8)	30 persons

October-2023						
Srl.	Course Name	Month	Duration	MH Per Day	Target Group	Participants
13.	স্মার্ট বাংলাদেশ বিনির্মাণ বিষয়ক প্রশিক্ষণ	Oct-23	01 Day	5	Officer (Gr. 8-10)	20 persons

14.	Orientation Training	Oct-23	02 Days	6	Officer (Gr. 8-10)	60 persons
15.	Water Treatment and Boiler Water Conditioning of power plant	Oct-23	02 Days	6	Officer (Gr. 6-13)	40 persons
16.	Occupational Health & Safety (OHS)	Oct-23	1 Day	3	Officer (Gr. 5-10)	40 persons

November-2023						
Srl.	Course Name	Month	Duration	MH Per Day	Target Group	Participants
17.	সেবা প্রদান প্রতিশ্রুতি বিষয়ক কর্মশালা	Nov-23	01 Day	6	Officer (Gr. 6-14)	30 persons
18.	Etiquette and Manners	Nov-23	1 Day	4	Officer (Gr. 10-12)	30 persons
19.	ABB- Symphony Plus DCS.	Nov-23	01 Day	6	Officer (Gr. 6-13)	30 persons
20.	Fire Fighting, Fire Prevention, Rescue and First Aid Training	Nov-23	02 Day	6	Officer (Gr. 8-20)	20 persons
21.	Environment & Social Management Plan (ESMP)	Nov-23	01 Day	4	Officer (Gr. 5-10)	30 persons
22.	Training on IMS	Nov-23	01 Day	3	Officer (Gr. 5-8)	30 persons

December-2023						
Srl.	Course Name	Month	Duration	MH Per Day	Target Group	Participants
23.	RPCL Employees Service Rules- 2016	Dec-23	01 Day	6	Officer/Staff (Gr. 6-14)	30 persons
24.	অভিযোগ প্রতিকার ব্যবস্থা এবং জিআরএস সফটওয়্যার বিষয়ক প্রশিক্ষণ	Dec-23	01 Day	3	Officer (Gr. 6-15)	30 persons
25.	Assess and Review Analytics on Finance and Fixed Assets using	Dec-23	01 Day	6	Officer/Staff (Gr. 5-10)	30 persons



	ERP					
26.	Operation and Maintenance of Heavy Furnace Oil (HFO) and Diesel Engine Based Power Plant (Including 01 Workshop)	Dec-23	01 Day	6	Officer/Staff (Gr. 5-13)	35 persons
27.	Stakeholder Engagement	Dec-23	01 Day	6	Officer/Staff (Gr. 5-10)	30 persons

January-2024						
Srl.	Course Name	Month	Duration	MH Per Day	Target Group	Participants
28.	স্মার্ট বাংলাদেশ বিনির্মাণ বিষয়ক কর্মশালা	Jan-24	01 Day	5	Officer (Gr. 5-10)	25 persons
29.	Training on IMS	Jan-24	02 Day	3	Officer (Gr. 5-8)	30 persons
30.	Basic Course on Accounting Principles and Commercial Functions (LC, Shipping, Insurance, Customs, etc.)	Jan-24	01 Day	6	Officer (Gr. 6-14)	15 persons
31.	HR Analytics	Jan-24	01 Day	6	Officer (Gr. 6-10)	20 persons

February-2024						
Srl.	Course Name	Month	Duration	MH Per Day	Target Group	Participants
32.	Traffic Laws and Vehicle Management	Feb-24	01 Day	6	Officer (Gr. 5-13)	30 persons
33.	তথ্য অধিকার আইন-২০০৯	Feb-24	01 Day	4	Officer (Gr. 5-16)	25 persons
34.	Plant DC System, Inverter, Safe AC Troubleshooting and Electrical Hazards and Safety.	Feb-24	01 Day	6	Officer (Gr. 5-10)	40 persons

March-2024						
Srl.	Course Name	Month	Duration	MH Per Day	Target Group	Participants
35.	Banking and Commercial Activities	Mar-24	01 Day	6	Officer (Gr. 6-10)	25 persons
36.	Power Transformer Fault Troubleshooting and Protection System	March-24	01 Day	6	Officer (Gr. 5-10)	30 persons
37.	Etiquette and Manners	Mar-24	01 Day	4	Officer (Gr. 10-12)	30 persons
38.	Environment, Health & Safety (EHS)	Mar-24	01 Day	5	Officer (Gr. 5-10)	30 persons
39.	Training on IMS	Mar-24	01 Day	3	Officer (Gr. 5-8)	30 persons

April-2024						
Srl.	Course Name	Month	Duration	MH Per Day	Target Group	Participants
40.	জাতীয় শুদ্ধাচার কৌশল	Apr-24	01 Day	3	Officer (Gr. 5-12)	50 persons
41.	S/S Operation, Maintenance and protection System	Apr-24	01 Day	6	Officer (Gr. 6-10)	30 persons
42.	Understanding International Financial Reporting Standards (IFRS)	Apr-24	01 Day	6	Officer (Gr. 6-12)	20 persons

May-2024						
Srl.	Course Name	Month	Duration	MH Per Day	Target Group	Participants
43.	Financial Information and Profitability Analysis	May-24	02 Day	6	Officer (Gr. 6-12)	30 persons
44.	Engine Performance Indicator, Lube Oil Analysis and Engine Cooling System	May-24	01 Day	6	Officer/Staff (Gr. 5-10)	30 persons

June-2024						
Srl.	Course Name	Month	Duration	MH Per Day	Target Group	Participants
45.	Performance Audit and Financial Management	Jun-24	01 Day	6	Officer (Gr. 6-12)	15 persons
46.	Training on IMS	Jun-24	01 Day	3	Officer (Gr. 5-8)	30 persons

**Note: Each class duration is 90 minutes.**

## **CHAPTER-5**

### **On the job Training Schedule of Different Power Plants of RPCL**



**On the Job Training Schedule of Mymensingh  
210 Mw Combined Cycle Power Station for the  
FY 2023-24  
(1st July 2023 to 30th June 2024)**



**MYMENSINGH 210 MW COMBINED CYCLE POWER STATION**

## Department: Administration

Srl.	Course Name	Date	No. of Day	MH Per Day	Participants	Total Hour	Target Group
A	b	c	d	e	f	g = (dxexf)	h
1.	Fire Fighting and Safety Procedure	23.07.23, 19.11.23, 20.05.24	3	5	29	435	Grade: 05-20
2.	RPCL Employee Service Rules-2016	22.10.23, 21.01.24, 11.03.24	3	5	29	435	Grade: 05-20
3.	Etiquette and Manner	24.09.23, 15.04.24, 17.06.24	3	5	29	435	Grade: 05-20
4.	Fire Drill and Emergency Evacuation	10.08.23, 11.02.24	2	5	29	290	Grade: 05-20
<b>Total Man Hour (MH):</b>						<b>1595</b>	

## Department: Mechanical Maintenance

Srl.	Course Name	Training Topic	Date	No. of Day	MH Per Day	participants	Total hour	Target Group
a	b	c	d	e	f	g	h = (exfxg)	i
1.	Safety and Tooling for Maintenance Work	(a) Safety and Personal Protective Equipment (PPE)	05.07.23, 19.07.23	2	4	6	96	Grade: 11-20
		(b) Firefighting System Study of Phase-I, II & III	12.07.23, 26.07.23	2	4	6		Grade: 11-20
2.	Safety and Tooling for Maintenance Work	(c) Operation and Maintenance of Workshop Equipment.	02.08.23, 16.08.23	2	4	6	96	Grade: 11-20
		(d) Familiarization of Tools and Tackles for Maintenance Work	09.08.23, 23.08.23	2	4	6		Grade: 11-20

Srl.	Course Name	Training Topic	Date	No. of Day	MH Per Day	participants	Total hour	Target Group
a	b	c	d	e	f	g	h = (exfxg)	i
3.	Administrative & Others	(a) RPCL Employee Service Rules-2016	06.09.23, 20.09.23	2	4	6	96	Grade: 11-20
		(b) Etiquette and Manner	13.09.23, 27.09.23	2	4	6		Grade: 11-20
4.	Gas Turbine Maintenance	(a) Lube Oil System Maintenance of GTG.	04.10.23, 18.10.23	2	4	6	96	Grade: 11-20
		(b) GT Cooling Water System Study and Maintenance	11.10.23, 25.10.23	2	4	6		Grade: 11-20
5.		(c) Hydraulic Oil System Study and Maintenance	01.11.23, 15.11.23	2	4	6	96	Grade: 11-20
		(d) Starting Diesel Engine and EDGU Maintenance	08.11.23, 22.11.23	2	4	6		Grade: 11-20
6.		(e) Accessory Gear Box and Load Gear box Maintenance	06.12.23, 20.12.23	2	4	6	96	Grade: 11-20
		(f) Combustion Inspection of Gas Turbine	13.12.23, 27.12.23	2	4	6		Grade: 11-20
7.		(g) Hot Gas Path Inspection of Gas Turbine	03.01.24, 17.01.24	2	4	6	96	Grade: 11-20
		(h) Major Inspection of Gas Turbine	10.01.24, 24.01.24	2	4	6		Grade: 11-20
8.	HRSG Maintenance	(a) Study and Maintenance of Diverter and HPU	07.02.24, 21.02.24	2	4	6	96	Grade: 11-20
		(b) Maintenance of Different part of	14.02.24, 28.02.24	2	4	6		Grade: 11-20

Srl.	Course Name	Training Topic	Date	No. of Day	MH Per Day	participants	Total hour	Target Group
a	b	c	d	e	f	g	h = (exfxg)	i
		HRSG						
9.		(c) Maintenance & Alignment of Single and Multi Stage Pumps	06.03.24, 20.03.24	2	4	6	96	Grade: 11-20
		(d) Maintenance of Different Types of Valve	13.03.24, 27.03.24	2	4	6		Grade: 11-20
10.	Steam Turbine Maintenance	(a) Minor Overhaul of Steam Turbine	03.04.24, 17.04.24	2	4	6	96	Grade: 11-20
		(b) Major Overhaul of Steam Turbine	10.04.24, 24.04.24	2	4	6		Grade: 11-20
11.	Balance of Plant Equipment Maintenance	(a) Study and Maintenance of Instrument Air Compressor	01.05.24, 15.05.24	2	4	6	96	Grade: 11-20
		(b) Study and Maintenance of Air Cooled Condenser.	08.05.24, 22.05.24	2	4	6		Grade: 11-20
12.	Balance of Plant Equipment Maintenance	(c) Maintenance of Different Equipment's of WTU	05.06.24, 19.06.24	2	4	6	96	Grade: 11-20
		(d) Study and Maintenance of Gas Booster Compressor.	12.06.24 , 26.06.24	2	4	6		Grade: 11-20
<b>Total Man hour (MH):</b>							<b>1152</b>	

**Department: Electrical, Instrumentation and Control**

Srl.	Course Name	Date	No. of Day	MH Per Day	Participants	Total hour	Target Group
a	b	c	D	e	f	g = (dxexf)	h



Srl.	Course Name	Date	No. of Day	MH Per Day	Participants	Total hour	Target Group
a	b	c	D	e	f	g = (dxexf)	h
1.	Steam Turbine Instrumentation and Control System	03.07.23	1	6	16	96	Grade: 6-17
	Electrical Hazards and Safety						
2.	Steam Turbine Generator, Excitation System, Protection, Synchronization and Auxiliary System	05.08.23	1	6	16	96	Grade: 6-17
	First Aid						
3.	PCS7 Control System: Basics, Network Architecture and Fault Finding Procedure.	04.09.23	1	6	16	96	Grade: 6-17
	Chemical Safety and Battery handling (Safety)						
4.	Solar System Basics and Troubleshooting	03.10.23	1	6	16	96	Grade: 6-17
	PPE						
5.	Mark Vie Control System: Basics, Network Architecture and Fault Finding Procedure.	05.11.23	1	6	16	96	Grade: 6-17
	Scaffolding Safety						
6.	Plant DC System, Inverter and EDGU Troubleshooting	05.12.23	1	6	16	96	Grade: 6-17
	(Safety) Hand Tools Safety and Fire Fighting						
7.	Water Treatment Unit Instrumentation and Control System	03.01.24	1	6	16	96	Grade: 6-17
	(Safety) Electrical Working Safety						

Srl.	Course Name	Date	No. of Day	MH Per Day	Participants	Total hour	Target Group
a	b	c	D	e	f	g = (dxexf)	h
8.	Gas Turbine Generator, Excitation System, Protection, Synchronization and Auxiliary System	04.02.24	1	6	16	96	Grade: 6-17
	Safety Associated with Hydraulic and Pneumatic Systems. (Safety)						
9.	Gas Turbine Control and Instrumentation System	04.03.24	1	6	16	96	Grade: 6-17
	Working at Height and Ladder Safety.						
10.	Power Transformer Basics, Maintenance and Fault Troubleshooting	03.04.24	1	6	16	96	Grade: 6-17
	Hazards Associated with Power Tools (Safety)						
11.	Heat Recovery Steam Generator and Diverter Instrumentation and Control System	05.05.24	1	6	16	96	Grade: 6-17
	High Voltage Operational Safety and Hazards. (Safety)						
12.	Motor and Circuit Breaker Maintenance and Troubleshooting	03.06.24	1	6	16	96	Grade: 6-17
	Housekeeping, Cleanliness and Waste disposal (Safety)						
<b>Total Man hour (MH):</b>						1152	

**Department: Store & Inventory (1st Half Yearly)**

Srl.	Course Name	Date	No. of Day	MH Per Day	participants	Total hour	Target Group
a	b	c	D	e	f	g = (dxexf)	h
01.	Store Management Software Operation and procedure	03.07.23 04.07.23 05.07.23	3	3	4	36	Grade 8-13
02.	Refurbishment data, Histogram and Age Calculation of Capital Parts	01.08.23 02.08.23 03.08.23	3	3	4	36	Grade 8-13
03.	Coding in Material Management	02.09.23 03.09.23 04.09.23	3	3	4	36	Grade 8-13
04.	Materials Handling and Storage	01.10.23 02.10.23 03.10.23	3	3	4	36	Grade 8-13
05.	Studying Stock Records and Remedial Actions for Reported non-usable, Slow Moving, and Excess or Dead Stock	04.11.23 05.11.23 06.11.23	3	3	4	36	Grade 8-13
06.	Safety, Personal Security, knowledge of PPE and Fire Fighting	02.12.23 03.12.23 04.12.23	3	3	4	36	Grade 8-13
<b>Total Man hour (MH):</b>						<b>216</b>	

**Department: Store & Inventory (2nd Half yearly)**

Srl.	Course Name	Date	No. of Day	MH Per Day	participants	Total hour	Target Group
a	b	c	D	e	f	g = (dxexf)	h
07.	Conduct Regular Inventory of all Stocks and Materials, Balances with Records and Reconcile any Differences in order to Maintain Accuracy of	01.01.24 02.01.24 03.01.24	3	3	4	36	Grade 8-13

	Records						
08.	Monitor Shelf-life Record of Materials (expiry dates)	03.02.24 04.02.24 05.02.24	3	3	4	36	Grade 8-13
09.	Check Documents, Quantity and Physical Condition of Materials Received in the Store	02.03.24 03.03.24 04.03.24	3	3	4	36	Grade 8-13
10.	Assess the Conditions of Products being Received and Ensure that they are Organized Properly in Storage and Protected from Damage	01.04.24 02.04.24 03.04.24	3	3	4	36	Grade 8-13
11.	Keeping Consumption Records of Spare Parts and Consumables for Possible Requirements in Future	04.05.24 05.05.24 06.05.24	3	3	4	36	Grade 8-13
12.	Inventory Procedure of GT and ST Spare Parts, BOP Spare Parts, Consumables and Tools and Equipment	01.06.24 02.06.24 03.06.24	3	3	4	36	Grade 8-13
<b>Total Man hour (MH):</b>						<b>216</b>	

### Department: Services and Logistic

Srl.	Training Topic	Date	No. of day	Hour / Day	Participants	Total hour	Target Group
a	b	c	D	e	f	g = (dxexf)	h
1.	R.C.C Retaining Wall, Lintels and Sunshade Making Technique	07.05.23	1	4	5	20	Grade-5-20
2.	Sanitary and Water Supply Works Technique	08.03.23	1	4	5	20	Grade-5-20
3.	Lime Concrete in Roof Terracing	09.11.23	1	4	5	20	Grade-5-20

4.	R.C.C and Brick Drain Making Technique	10.08.23	1	4	5	20	Grade-5-20
5.	Door and Window Fitting Technique	11.02.23	1	4	5	20	Grade-5-20
6.	Safety and Personal Protective Equipment (PPE)	12.10.23	1	4	5	20	Grade-5-20
7.	Sanitary and Water Supply Works Technique	01.08.24	1	4	5	20	Grade-5-20
8.	Fire Fighting System	02.05.24	1	4	5	20	Grade-5-20
9.	Dick Making Technique	03.13.24	1	4	5	20	Grade-5-20
10.	Procedure of Road Carpeting Technique.	04.06.24	1	4	5	20	Grade-5-20
11.	Plastering Work Procedure.	05.04.24	1	4	5	20	Grade-5-20
12.	Fire Fighting System	06.07.24	1	4	5	20	Grade-5-20
<b>Total Man hour (MH):</b>						<b>240</b>	

### Department: Operation

Srl.	Course Name	Training Topics	Date	No. of Day	MH Per Day	participants	Total hour	Target Group
a	b	c	D	e	f	g	h = (exfxg)	i
1.	Gas Turbine Operation	(a) Overall Basic Conception and Main Component with Configuration (b) Auxiliaries (P and ID Study of LO,SDE, HO, FG, Sealing and Cooling, Ratchet System and Others) (c) Start up and Shutdown	12.07.23	1	8	15	120	Grade-06-10



Srl.	Course Name	Training Topics	Date	No. of Day	MH Per Day	participants	Total hour	Target Group
a	b	c	D	e	f	g	h = (exfxg)	i
		Procedure						
2.	RSG/Boiler Operation	(a) Operation and Maintenance of Work Shop Equipment (b) Protection and Interlock	09.08.23	1	8	15	120	Grade-06-10
3.	BOP / Common System	(a) Overall Basic Conception and Main Component with Configuration. (b) IAC and air supply, CCW, Ejector, Condensate System (c) HP, LP Bypass and Steam System , Starting and Shutdown Time Diff. Valve Interlock	13.09.23	1	8	15	120	Grade-06-10
4.	Steam Turbine Operation	(a) Overall Basic Conception and Main Component with Configuration (b) Auxiliaries, (LO, HC Jacking Oil, Sealing Steam System, ACC System and Others) (c) Start up and Shutdown procedure (d) Protection and Interlock	11.10.23	1	8	15	120	Grade-06-10

Srl.	Course Name	Training Topics	Date	No. of Day	MH Per Day	participants	Total hour	Target Group
a	b	c	D	e	f	g	h = (exfxg)	i
5.	Electrical System	(a) Overall Basic Conception and Main Component (Generator, x-former, SWGR and Substation) (b) Generator, Excitation and Synchronization System, EDGU. (c) Battery Charger, Inverter, Safe Ac and DC System (d) Protection and Interlock	08.11.23	1	8	15	120	Grade-06-10
6.	Safety & plant efficiency	a) PPE HSE, Different Safety Issue, Plant Efficiency and Daily Reporting (b) FN System, PTW, Plant and Equipment Isolation and Normalization Procedure (c) Black out Procedure Including System Restoration (d) Emergency Evacuation Procedure.	13.12.23	1	8	15	120	Grade-06-10
7.	WTU Operation & Boiler Chemistry:	a) Overall Basic Conception and Main Component with Configuration. (b) Pretreatment, Demi, VVWTP Operation System and Laboratory Test Procedure. (c) HRSG Blow Down and its	10.01.24	1	8	15	120	Grade-06-10

Srl.	Course Name	Training Topics	Date	No. of Day	MH Per Day	participants	Total hour	Target Group
a	b	c	D	e	f	g	h = (exfxg)	i
		Dosing System (d) Safety, Protection and Interlock						
8.	Plant isolation & normalization System	a) STG & HRSG Isolation and Normalization Procedure During Major Maintenance. (b) Safety and Isolation Procedure before CI, HGPI work start of the GT. (c) CI, HGPI and Work Procedure as Per Manual. (d) Safety and Normalization Procedure after CI, HGPI & MI of the Gas Turbine.	14.02.24	1	8	15	120	Grade-06-10
9.	GT, GTG, ST, STG & 132 KV	a) ST, STG & I 32KV x-former Protection Relay Name and it's Alarm set point (b) GT, GTG & '132KV x-former Protection Relay Name and its Alarm set Point.	13.03.24	1	8	15	120	Grade-06-10
10.	Ratchet System Operation	a) GT Ratchet System Operation Procedure. (b) STG Turning Gear Operation Procedure.	10.04.24	1	8	15	120	Grade-06-10

Srl.	Course Name	Training Topics	Date	No. of Day	MH Per Day	participants	Total hour	Target Group
a	b	c	D	e	f	g	h = (exfxg)	i
11.	Compressor Wash Procedure	a) Off Line Compressor Water Wash Procedure. (b) On Line Compressor Water Wash Procedure.	08.05.24	1	8	15	120	Grade-06-10
12.	General Training: Fire Fighting Training	a) Firefighting, Fire Prevention, Rescue and First Aid Training. (b) Plant Firefighting System.	12.06.24	1	8	15	120	Grade-06-14
<b>Total Man hour (MH):</b>							<b>1440</b>	

**MH: Man Hour**

**On the Job Training Schedule of Gazipur 105 MW  
HFO Fired Power Plant for the FY 2023-24  
(1st July 2023 to 30th June 2024)**



**GAZIPUR 105 MW HFO FIRED POWER PLANT**



## Department: Administration

Srl.	Course Name	Date	No. of Day	MH Per Day	Participants	Total Hour	Target Group
a	b	C	D	e	f	g = (dxexf)	h
1.	RPCL Employee Service Rules-2016	05.07.23	1	4	8	32	Grade-06-15
2.	Training on D-.Nothi	23.08.23 to 24.08.23	2	4	2	16	Grade-06-15
3.	Power Sector ERP (Enterprise Resource Planning)	21.09.23	1	5	8	40	Grade-06-15
4.	Good Governance	12.10.23	1	4	6	24	Grade-06-17
5.	Fighting, Fire Prevention, Rescue and First Aid Training.	09.11.23	1	4	8	32	Grade-07-15
6.	National Integrity Strategy (NIS)	06.12.23	1	4	6	24	Grade-07-20
7.	Office Management	09.01.24	2	4	2	16	Grade-07-10
8.	Annual Performance Agreement (APA)	15.02.24	2	5	6	60	Grade-07-20
9.	Human Resource Management	06.03.24	2	4	6	48	Grade-07-14
1.0	Etiquette and Manners	17.04.24 to 18.04.24	1	4	8	32	Grade-07-20
11.	Computer Skill Development (MS Office)	22.05.24 to 23.05.24	2	4	2	16	Grade-07-12
12.	Income Tax, Vat and Financial Management	11.06.24 to 12.06.24	2	4	2	16	Grade-07-10
<b>Total Man Hour:</b>						356	

## Department: Mechanical Maintenance

Srl.	Course Name	Date	No. of Day	MH Per Day	Participants	Total Hour	Target Group
a	b	c	D	e	f	g = (dxexf)	h
1.	Engine Schedule Maintenance Course	05.07.23 to 06.07.23	2	4	12	96	Grade-07-20
2.	Maintenance of Lube Oil HFO Separator	19.08.23 to 20.08.23	2	3	12	72	Grade-07-20
3.	Mechanical Maintenance Course	06.09.23	1	4	12	48	Grade-07-20
4.	Turbo-Charger Maintenance and Efficiency Improvement of Engine	18.10.23	1	4	12	48	Grade-07-20
5.	Water Treatment and Boiler Water Conditioning of Power Plant	08.11.23	1	4	12	48	Grade-07-20
6.	Maintenance of Power Plant Auxiliary System	13.12.23	1	3	12	36	Grade-07-20
7.	Maintenance of Instrument and Starting Air Compressor	07.01.24	1	4	12	48	Grade-07-20
8.	Maintenance of Lube Oil HFO Separator	15.02.24	1	4	12	48	Grade-07-20
9.	Inventory of Engine and Auxiliaries Spare Parts	06.03.24	1	4	12	48	Grade-07-20
10.	Engine Schedule Maintenance Course	18.04.24	2	3	12	72	Grade-07-20
11.	Renewable Energy and its Application	09.05.24	1	4	12	48	Grade-07-20
12.	Mechanical Maintenance Course	13.06.24	1	4	12	48	Grade-07-20
<b>Total Man Hour (MH):</b>						660	

## Department: Electrical Maintenance

Srl.	Course Name	Date	No. of Day	MH Per Day	Participants	Total Hour	Target Group
a	b	c	D	e	f	g = (dxexf)	h
1.	Plant DC System and Inverter	04.07.23	1	3	5	15	Grade-07-18
2.	Importance of Power Plant Auxiliaries	10.08.23	1	4	5	20	Grade-07-20
3.	Engine Safety Module ESM	20.09.23 to 21.09.23	2	3	5	30	Grade-07-20
4.	Plant DC System and Inverter	17.10.23	1	3	5	15	Grade-07-18
5.	Pre-Condition of Engine Starting System	23.11.23	1	4	5	20	Grade-07-15
6.	Maintenance of Exhaust Gas and Auxiliary Boiler	20.12.23	1	3	5	15	Grade-07-17
7.	Instrument and Starting Air System	10.01.24 to 11.01.24	2	3	5	30	Grade-07-18
8.	Importance of Power Plant Auxiliaries.	18.02.24 to 19.02.24	2	4	5	40	Grade-07-20
9.	LV, MV and Its Protection	09.03.24	1	4	5	20	Grade-07-18
10.	Maintenance of Exhaust Gas and Auxiliary Boiler	13.04.24	1	4	5	20	Grade-07-17
11.	a) Different Types of Instruments and Its Working Principles, b) Plant Instrumentation.	23.05.24	1	4	5	20	Grade-07-16
12.	Instrument and Starting Air System	19.06.24 to 20.06.24	2	3	5	30	Grade-07-20
<b>Total Man Hour (MH):</b>						275	

## Department: Operation

Srl.	Course Name	Date	No. of Day	MH Per Day	Participants	Total Hour	Target Group
a	b	C	D	e	f	g = (dxexf)	h
1.	Operation and Maintenance of Power Station	06.07.23	1	4	12	48	Grade-07-20
2.	Water Treatment and Boiler Water Conditioning of Power Plant	16.08.23	1	5	12	60	Grade-07-12
3.	Boiler Operation and Maintenance	13.09.23 to 14.09.23	2	4	12	96	Grade-07-10
4.	a) Different Types of Instruments and its Working Principles b) Plant Instrumentation	04.10.23	1	5	12	60	Grade-07-10
5.	Control Room Panel Introduction and LV, MV Control System	15.11.23	1	5	12	60	Grade-07-10
6.	Important of Power Plant Auxiliary System Heat Transfer and Thermodynamics	20.12.23	1	5	12	60	Officer
7.	Renewable Energy and Its Application	24.01.24 to 25.01.24	2	4	12	96	Grade-07-10
8.	a) Oily water Treatment System and ETP, b) Importance and Procedure of Testing Engines HFO, LFO and LO Quality	22.02.24	1	6	12	72	Grade-07-10
9.	Operation and Maintenance of Power Station	07.03.24	1	4	12	48	Grade-07-10
10.	a) Different Types of Instruments and its Working Principles, b) Plant Instrumentation	16.04.24	1	5	12	60	Grade-07-10

Srl.	Course Name	Date	No. of Day	MH Per Day	Participants	Total Hour	Target Group
a	b	C	D	e	f	g = (dxexf)	h
11.	Control Room Panel Introduction and LV, MV Control System	20.05.24 to 21.05.24	2	4	12	96	Grade-07-10
12.	Transmission System Reliability	20.06.24	1	5	12	60	Grade-07-10
<b>Total Man Hour (MH):</b>						816	

### Department: Store

Srl.	Course Name	Date	No. of Day	MH Per Day	Participants	Total Hour	Target Group
a	b	C	d	e	f	g = (dxexf)	h
1.	Store Management and Inventory Control	05.07.23	1	3	4	12	Grade-07-20
2.	Studying Stock Records and Remedial Actions For Reported Non-Usable, Slow Moving and Excess or Dead Stock	23.08.23 to 24.08.23	1	4	4	16	Grade-07-20
3.	Store Management Software Operation and procedure	21.09.23	2	3	4	24	Grade-07-20
4.	Keeping Consumption Records of Spare Parts	12.10.23	1	3	4	12	Grade-07-20
5.	Check Documents, Quality and Physical Condition of Material	09.11.23	1	4	4	16	Grade-07-20
6.	Fighting, Fire Prevention, Rescue and First Aid Training	06.12.23	1	3	4	12	Grade-07-20
7.	Good Governance	09.01.24	2	3	4	24	Grade-07-20



Srl.	Course Name	Date	No. of Day	MH Per Day	Participants	Total Hour	Target Group
a	b	C	d	e	f	g = (dxexf)	h
8.	Studying Stock Records and Remedial Actions For Reported Non-Usable, Slow Moving and Excess or Dead Stock	15.02.24	2	4	4	32	Grade-07-16
9.	Store Management and Inventory Control	06.03.24	1	4	4	16	Grade-07-17
10.	Check Documents, Quality and Physical Condition of Material	17.04.24 to 18.04.24	1	4	4	16	Grade-07-18
11.	Store Management Software Operation and Procedure	22.05.24 to 23.05.24	1	4	4	16	Grade-07-15
12.	Keeping Consumption Records of Spare Parts	11.06.24 to 12.06.24	2	3	4	24	Grade-07-14
<b>Total Man Hour (MH):</b>						220	

MH: Man Hour

**On the Job Training Schedule of Gazipur 52 MW  
Dual-Fuel Power Plant for the FY 2023-24  
(1st July 2023 to 30th June 2024)**



**GAZIPUR 52 MW DUAL-FUEL POWER PLANT**

## Department: Administration

Srl.	Course Name	Date	No. of Day	MH Per Day	Participants	Total Hour	Target Group
a	b	C	D	e	f	g = (dxexf)	h
1.	RPCL Employee Service Rules-2016	05.07.23	1	4	24	96	Grade-06-20
2.	Training on Digital Nothi (D-Nothi)	23.08.23, 24.08.23	2	4	10	80	Grade-06-20
3.	Power Sector ERP (Enterprise Resource Planning)	21.09.23	1	5	20	100	Grade-06-20
4.	Good Governance	12.10.23	1	4	24	96	Grade-06-20
5.	Fighting, Fire Prevention, Rescue and First Aid Training	09.11.23	1	5	24	120	Grade-06-20
6..	National Integrity Strategy (NIS)	06.12.23	1	4	24	96	Grade-06-20
7.	Office Management	09.01.24	1	4	5	20	Grade-05-10
8.	Annual Performance Agreement (APA)	15.02.24	1	5	22	110	Grade-06-20
9.	Human Resource Management	06.03.24	2	5	20	200	Grade-06-20
10.	Etiquette and Manners	17.04.24, 18.04.24	2	4	24	192	Grade-06-20
11.	Computer Skill Development (MS Office)	22.05.24, 23.05.24	2	4	6	48	Grade-06-10
12.	Income Tax, Vat and Financial Management	11.06.24, 12.06.24	2	5	6	60	Grade-06-10
<b>Total Man Hour (MH):</b>						1218	

## Department: Mechanical Maintenance

Srl.	Course Name	Date	No. of Day	MH Per Day	Participants	Total Hour	Target
a	b	c	D	e	f	g = (dxexf)	h
1.	Engine Schedule Maintenance Course	05.07.23, 06.07.23	2	4	8	64	Grade-06-17
2.	Maintenance of Lube Oil HFO Separator	19.08.23, 20.08.23	2	3	8	48	Grade-06-20
3.	Mechanical Maintenance Course	06.09.23	1	4	8	32	Grade-06-20
4.	Turbo-Charger Maintenance and Efficiency Improvement of Engine	18.10.23	1	4	8	32	Grade-06-20
5.	Water Treatment and Boiler Water Conditioning of Power Plant	08.11.23	1	4	8	32	Grade-06-20
6.	Maintenance of Power Plant Auxiliary System	13.12.23	1	3	8	24	Grade-06-20
7.	Maintenance of Instrument and Starting Air Compressor	07.01.24	1	4	8	32	Grade-06-20
8.	Maintenance of Lube Oil HFO Separator	15.02.24	1	4	8	32	Grade-06-20
9.	Inventory of Engine and Auxiliaries Spare parts	06.03.24	1	4	8	32	Grade-06-20
10.	Engine Schedule Maintenance Course	18.04.24	2	3	8	48	Grade-06-20
11.	Renewable Energy and Its Application	09.05.24	1	4	8	32	Grade-06-20
12.	Mechanical Maintenance Course	13.06.24	1	4	8	32	Grade-06-20
<b>Total Man Hour (MH):</b>						440	

## Department: Electrical Maintenance

Srl.	Course Name	Date	No. of Day	MH Per Day	Participants	Total Hour	Target Group
a	b	c	D	e	f	g = (dxexf)	h
1.	Plant DC System and Inverter	04.07.23	1	3	5	15	Grade-06-15
2.	Importance of Power Plant Auxiliaries	10.08.23	1	4	5	20	Grade-06-16
3.	Engine Safety Module ESM	20.09.23, 21.09.23	2	3	5	30	Grade-06-16
4.	Plant DC System and Inverter	17.10.23	1	3	5	15	Grade-06-16
5.	Pre-Condition of Engine Starting System	23.11.23	1	4	5	20	Grade-06-17
6.	Maintenance of Exhaust Gas and Auxiliary Boiler	20.12.23	1	3	5	15	Grade-06-16
7.	Instrument and Starting Air System	10.01.24, 11.01.24	2	3	5	30	Grade-06-16
8.	Importance of Power Plant Auxiliaries	18.02.24, 19.02.24	2	4	5	40	Grade-06-16
9.	LV, MV and Its Protection	09.03.24	1	4	5	20	Grade-06-16
10.	Maintenance of Exhaust Gas & Auxiliary Boiler	13.04.24	1	4	5	20	Grade-06-16
11.	Different Types of Instruments and Its Working Principle	23.05.24	1	4	5	20	Grade-06-20
12.	Instrument and Starting Air System	19.06.24, 20.06.24	2	3	5	30	Grade-06-20
<b>Total Man Hour (MH):</b>						275	



## Department: Operation

Srl.	Course Name	Date	No. of Day	MH Per Day	Participants	Total Hour	Target Group
a	b	C	D	e	f	g = (dxexf)	h
1.	Operation and Maintenance of Power Station	06.07.23	1	4	12	48	Grade-06-10
2..	Water Treatment and Boiler Water Conditioning of Power Plant	16.08.23	1	5	12	60	Grade-06-10
3.	Boiler Operation and Maintenance	13.09.23, 14.09.23	2	4	12	96	Grade-06-20
4.	a) Different Types of Instruments and Its working Principles, b) Plant instrumentation	04.10.23	1	5	12	60	Grade-06-10
5.	Control Room Panel Introduction and LV, MV Control System.	15.11.23	1	5	12	60	Grade-06-20
6.	Important of Power Plant Auxiliary system Heat Transfer and thermodynamics	20.12.23	1	5	12	60	Grade-06-10
7.	Renewable Energy and its Application	24.01.24, 25.01.24	2	4	12	96	Grade-06-20
8.	Oily Water Treatment System and ETP, Importance and Procedure of Testing Engines HFO, LFO and LO Quality	22.02.24	1	6	12	72	Grade-06-20
9.	Operation and Maintenance of Power Station	07.03.24	1	4	12	48	Grade-06-10
10.	a) Different Types of Instruments and Its Working Principles, b) Plant Instrumentation	16.04.24	1	5	12	60	Grade-06-20
11.	Control Room Panel Introduction and LV, MV Control System	20.05.24, 21.05.24	2	4	12	96	Grade-06-20
12.	Transmission System Reliability	20.06.24	1	5	12	60	Officer
<b>Total Man Hour (MH):</b>						816	

## Department: Store

Srl.	Course Name	Date	No. of Day	MH Per Day	Participants	Total Hour	Target Group
a	B	C	D	e	f	g = (dxexf)	h
1.	Store Management and Inventory Control	05.07.23	1	3	4	12	Grade-06-17
2.	Studying Stock Records and Remedial Actions For Reported Non-Usable, Slow Moving and Excess or Dead Stock	23.08.23, 24.08.23	1	4	4	16	Grade-06-17
3.	Store Management Software Operation and procedure	21.09.23	2	3	4	24	Grade-06-17
4.	Keeping Consumption Records of Spare Parts	12.10.23	1	3	4	12	Grade-06-17
5.	Check Documents, Quality and Physical Condition of Material	09.11.23	1	4	4	16	Grade-06-17
6.	Fighting, Fire Prevention, Rescue and First Aid Training	06.12.23	1	3	4	12	Grade-06-17
7.	Good Governance	09.01.24	2	3	4	24	Grade-06-17
8.	Studying Stock Records and Remedial Actions For Reported Non-Usable, Slow Moving and Excess or Dead Stock	15.02.24	2	4	4	32	Grade-06-17
9.	Store Management and Inventory Control	06.03.24	1	4	4	16	Grade-06-17
10.	Check Documents, Quality and Physical Condition of Material	17.04.24, 18.04.24	1	4	4	16	Grade-06-17
11.	Store Management Software Operation and Procedure	22.05.24, 23.05.24	1	4	4	16	Grade-06-17
12.	Keeping Consumption Records of Spare Parts	11.06.24, 12.06.24	2	3	4	24	Grade-06-17
Total Man Hour (MH):						220	

**On the Job Training Schedule of Raozan 25 MW  
Dual-Fuel Power Plant for the FY 2023-24  
(1st July 2023 to 30th June 2024)**



**RAOZAN 25 MW DUAL-FUEL POWER PLANT**

**Department: Administration**

Srl.	Course Name	Date	No. of Day	MH Per Day	Participants	Total Hour	Target Group
a	b	C	D	e	f	g = (dxexf)	h
1.	RPCL Employee Service Rules-2016	06.07.23	1	4	15	60	Grade-07-20
2.	Citizen Charter	24.08.23	1	6	15	90	Grade-07-20
3.	Emergency Evacuation and Fire Drill	06.09.23	1	3	20	60	Grade-06-20
4.	Etiquette and Manners	22.10.23	1	3	8	24	Grade-11-20
5.	National Integrity Strategy	30.11.23	1	6	12	72	Grade-07-17
6.	Grievance Redress System	11.12.23	1	5	20	100	Grade-07-20
7.	Fire Fighting and Safety Procedure	14.01.24	1	4	18	72	Grade-07-17
8.	Office Management and Record Keeping	21.02.24, 22.02.24	2	4	8	64	Grade-06-10
9.	Fire Fighting and Safety Procedure	23.03.24	1	3	15	45	Grade-07-17
10.	Etiquette and Manners	18.05.24	1	3	12	36	Grade-07-17
11.	Office Management and Record Keeping	06.06.24	2	4	10	80	Grade-06-10
<b>Total Man Hour:</b>						<b>703</b>	

## Department: Mechanical Maintenance

Srl.	Course Name	Date	No. of Day	MH Per Day	Participants	Total Hour	Target Group
a	b	C	d	e	f	g = (dxexf)	h
1.	Scheduled Maintenance of Engine	10.07.23	1	6	8	48	Grade-07-17
2.	Fire Fighting and Safety Procedure	12.08.23	1	5	10	50	Grade-07-18
3.	Maintenance of Power Plant Auxiliary System	29.08.23	1	6	7	42	Grade-07-18
4.	Training on Engine Cooling System, LO Analysis and Performance Indicator	26.09.23, 27.09.23	2	6	8	96	Grade-06-10
5.	Maintenance of Power Plant Auxiliary System, EGB and Auxiliary Boilers	06.11.23	2	6	6	72	Grade-06-10
6.	Scheduled Maintenance of Engine	27.12.23, 28.12.23	2	4	7	56	Grade-06-10
7.	Inventory of Engine and Auxiliaries Spare Parts	29.01.24, 30.01.24	2	5	6	60	Grade-06-10
8.	Maintenance of Instrument and Starting air Compressor, EDGU.	10.02.24	1	6	12	72	Grade-07-18
9.	Maintenance of Power Plant Auxiliary System, EGB and Auxiliary Boilers	13.03.24	1	6	12	72	Grade-07-20
10.	Training on Engine Cooling System, LO Analysis and Performance Indicator	16.04.24	2	5	6	60	Grade-06-10
11.	Maintenance of Instrument and Starting air Compressor, EDGU.	29.05.24	1	4	10	40	Grade-07-17
12.	Inventory of Engine and Auxiliaries Spare Parts	20.06.24	1	6	6	36	Grade-07-17
<b>Total Man Hour:</b>						<b>704</b>	

## Department: Electrical, Instrumentation and Control

Srl.	Course Name	Date	No. of Day	MH Per Day	Participants	Total Hour	Target Group
a	b	c	d	e	f	g = (dxexf)	h
1.	Sub-Station Operation, Maintenance and Protection System	24.07.23, 25.07.23	2	4	8	64	Grade-07-20
2.	Plant DC System, Inverter, Safe AC Troubleshooting and Electrical Hazards	08.08.23	1	3	10	30	Grade-07-20
3.	LV, MV and Its Protection	11.09.23	1	4	8	32	Grade-06-10
4.	Fire Fighting and Safety Procedure	15.10.23	1	6	12	72	Grade-07-18
5.	Maintenance of Electrical Panels and Fault Findings	11.11.23	1	6	8	48	Grade-07-20
6.	Alternator Schedule Maintenance	18.12.23	1	5	8	40	Grade-07-17
7.	LV, MV and Its Protection	22.01.24	1	5	8	40	Grade-06-10
8.	Power Transformer Fault Troubleshooting and Protection System	26.02.24, 27.02.24	2	4	6	48	Grade-07-17
9.	Sub-Station Operation, Maintenance and Protection System	05.03.24, 6.003.24	2	5	8	80	Grade-07-17
10.	Scheduled Maintenance of Alternator	11.04.24	1	6	8	48	Grade-07-17
11.	Power Transformer Fault Troubleshooting and Protection System	11.05.24	1	6	6	36	Grade-07-17
12.	Plant DC System, Inverter, Safe AC Troubleshooting and Electrical Hazards	11.06.24	1	4	10	40	Grade-07-17
<b>Total Man Hour:</b>						<b>578</b>	



## Department: Operation

Srl	Course Name	Date	No. of Day	MH Per Day	Participants	Total Hour	Target Group
a	b	c	d	e	f	g = (dxexf)	h
1.	Training on Engine Cooling System, LO Analysis and Performance Indicator	15.07.23, 16.07.23	2	4	9	72	Grade-06-10
2.	Alternator Schedule Maintenance	19.08.23	1	6	9	54	Grade-06-10
3.	Observations During Plant Running Condition	20.09.23	1	5	9	45	Grade-06-10
4.	RPCL Employee Service Rules-2016	08.10.23	2	5	9	90	Grade-06-10
5.	Operation and Maintenance of Different Pumps	25.11.23	1	5	9	45	Grade-06-10
6.	Fire Fighting and Safety Procedure	05.12.23	1	6	9	54	Grade-06-10
7.	Different Panel and LV, MV Control System	09.01.24, 10.01.24	2	6	9	108	Grade-06-10
8.	Different Types of Instruments and its Working Principles	13.02.24	1	5	9	45	Grade-06-10
9.	Maintenance of EGB and Auxiliary Boilers	27.03.24, 28.03.24	2	6	9	108	Grade-06-10
10.	Working Principle of Man Machine Interface System	23.04.24	1	6	9	54	Grade-06-10
11.	Observations During Plant Running Condition	21.05.24	1	6	9	54	Grade-06-10
12.	a) Different Types of Instruments and its Working Principles, b) Plant Instrumentation	24.06.24, 25.06.24	2	6	9	108	Grade-06-10
<b>Total Man Hour (MH):</b>						<b>837</b>	

**CHAPTER-6**  
**Training Module & Course Content**

## Technical Training

### Procurement Management

1.	Course Name	:	Public Procurement Management
2.	Course Type	:	Institutional Management Training
3.	Total Period	:	06 hours
4.	Course Objectives	:	To enhance the deeper insight about procurement, purchase and coordination; to familiarize with the PPR 2008, PPA 2006 in procurement practice and to acquaint the participants with the international purchasing.
5.	Participants	:	10 Persons
6.	Targets groups	:	JAM. SAE, AM, AE, SDE, XEN, Manager
7.	Content	:	

Topic No.	Topics	Class Hour
	Registration	
T 01	Inauguration and Importance of the course	01
T 02	Scope of purchase, procurement, and coordination; objectives, definition and methods of Procurement (in light of PPR 2008 and PPA 2006)	01
T 03	Methods of procurements of goods: Local and International Procurement in light of PPR 2008. Procurement approval process	01
T 04	INCOTERM and UCP 600 for International Procurement, E Procurement : Theory and Facts	01
T 05	Material Requirement Planning (MRP I and MRP II), Enterprise Resources Planning (ERP), Business Process Reengineering (BPR), Value Analysis (VA) and Value Engineering (VE)	01
T 06	Procurement of Intellectual and Professional Services: a. Methods for Procurement of Intellectual and Professional Services b. Expression of Interest (EOI) c. Terms of Reference (TOR) d. Request for Proposal (RFP) Document e. Proposal Data Sheet (PDS) f. Evaluation of Proposals	02

Topic No.	Topics	Class Hour
	g. Negotiations under the methods QCBS, FBS and LCS Approval, Signing, Completion of the Process	
T-07	e-GP and other Cross-cutting Issues: 1. Introduction of e-GP 2. Roles of PE user, PE admin, Organization admin, authorized users. 3. Approval Procedures and Delegation of Financial Powers 4. Anti-corruption Act-2004	02
T-08	Case Study & Negotiation Techniques in Procurement	01
<b>Total</b>		<b>10</b>

### e-GP System and National Tenderer database

1.	Course Name	:	Public Procurement Management
2.	Course Type	:	Institutional Procurement Management Training
3.	Total Period	:	06 hours
4.	Course Objectives	:	To enhance the deeper insight about e-GP procurement System, purchase and coordination; to familiarize with Procuring Entity Users in procurement practices and to acquaint the participants with National and international purchasing
5.	Participants	:	25 Persons
6.	Targets groups	:	JAM. SAE, AM, AE, SDE, XEN/ Manager etc
7.	Content	:	

Topic No.	Topics	Class Hour
	Registration	
T 01	Inauguration and Importance of the course	01
T 02	e-GP and other Cross-cutting Issues: <ul style="list-style-type: none"> <li>▪ Introduction of e-GP;</li> <li>▪ Roles of PE user, PE admin, Organization admin, authorized users;</li> <li>▪ Approval Procedures and Delegation of Financial Powers;</li> <li>▪ Anti-corruption Act-2004.</li> </ul>	01
T 03	e-GP Home Page, Dashboard, Annual Procurement Plan, Tender Notice	01

Topic No.	Topics	Class Hour
	and Tender Document	
T 04	Tenderer Database <ul style="list-style-type: none"> <li>▪ Add Work Experience (e-GP) Completed &amp; Ongoing               <ul style="list-style-type: none"> <li>○ Contact Info.</li> <li>○ Experience Info</li> </ul> </li> <li>▪ Add Payment Certificate (e-GP)               <ul style="list-style-type: none"> <li>○ Contact Info.</li> <li>○ Payment Certificate</li> </ul> </li> <li>▪ Add Litigation (e-GP)               <ul style="list-style-type: none"> <li>○ Contact Info.</li> <li>○ Litigation Info.</li> </ul> </li> </ul>	01
	○ Process Work Experience	01
T 05	Evaluation Closing Ceremony	01
<b>Total</b>		<b>06</b>

### Operation and Maintenance of Gas Turbine Power Plant

1.	Course Name	:	Operation And Maintenance of Gas Turbine Power Plant
2.	Course Type	:	Technical
3.	Total Period	:	6 Hours
4.	Course Objectives	:	To familiarize with Gas Turbine Power Plant and its different Categories. To familiarize with the components & Auxiliaries of Gas Turbine Power Plant. To develop skill of SDE/AE/SAE of different Gas Turbine Power stations of RPCL. To familiarize with the maintenance activities of gas turbine power plant & its auxiliaries. To familiarize with the operational procedure of gas turbine power plants.
5.	No. of Participants	:	20 Persons in each course
6.	Target Group	:	SDE/AE
7.	Training Methods	:	Discussion and Lecture Practical Demonstration Multimedia presentation

Topic No.	Topics	Class Hour
	Registration	
T 01	Inauguration and Importance of the course	01
T 02	Various Generation technologies and their economic comparison	01
T 03	-Gas Turbine Design consideration and different categories of Gas turbines. -Discussion on gas turbine components and Important points to be considered in a gas turbine	01
T 04	-Discussions on details start up procedure of gas turbine and essential preparation for proper operation of gas turbines -Gas turbine cycle analysis	01
T 05	-Discussion on vibration problems. -Discussion on fuel and fuel properties -Discussion on lubrication management	01
T 06	-Discussion on maintenance technique & maintenance planning -Control system and instrumentation	01
<b>Total</b>		<b>06</b>

### Inventory Control (Store)

1.	Course Name	:	Store Management & Inventory Control
2.	Course Type	:	Financial Management Training
3.	Total Period	:	4 hours
4.	Course Objectives	:	To able the employees for management of store and inventory of the organization.
5.	Participants	:	20
6.	Target Group	:	Officers/Staffs of RPCL
7.	Course Content	:	

Topic No.	Topics	Class Hour
	Registration	
T 01	Inauguration & Importance of the course	01



Topic No.	Topics	Class Hour
T 02	Store Management and its objectives, Purchasing storage, materials handling, inventory control, materials requirement planning, distribution, financial aspects and contractual matters.	01
T 03	-Receipt and Inspection (Receipts from suppliers, Transfers from other storehouses, Returns from production or other departments, Inspection) -Issue and Dispatch (Authorization of issues, Methods of issuing stores for internal use, Dispatch of goods outside the organization)	01
T 04	Inventory Management and its scope, Techniques of inventory Management (Stock Review, ABC Analysis, VED Analysis, SDE Analysis, Just In Time, Vendor Managed Inventory)	01
<b>Total</b>		<b>04</b>

## General Training

### RPCL Employees Service Rules-2016

1.	Course Name	:	RPCL Employee Service Rules-2016
2.	Course Type	:	Institutional Management Training
3.	Total Period	:	6 hours
4.	Course Objectives	:	After completion of the this training course participants will be aware of and clear concept of General Conduct & Discipline, Leave, General conditions of service, Application of Service Rules and over all application of Service Rules.
5.	Participants	:	25 Persons
6.	Target Group	:	Office Staff, JAM, SAE, AM, AE, DM, SDE, XEN
7.	Course Content	:	

Topic No.	Topics	Class Hour
	Registration	
T 01	Inauguration & Importance of the course	01

T 02	Introduction to ,2016-RPCL Employee Service Rules Application of Service Rules, General Conduct and Discipline, Leave and Transfer Rule, T/A & D/A Rules, Medical Allowance	01
T 03	Fringe Benefits Rules, Honorarium, Bonus and Allowances	01
T 04	Recruitment and Promotion Policies & Guidelines (Recruitment Policies; Recruitment Guidelines; Promotion Policies & Guidelines), Schedule of Recruitment and Promotion.	01
T 05	Service Record, Retirement, Termination and Resignation and Miscellaneous	01
T 06	Post-test and final examination, Closing session (Question and answer review and closing speech)	01
<b>Total</b>		<b>06</b>

### Training on D-Nothi

1.	Course Name	:	Training on Electronic Nothi (D-Nothi)
2.	Course Type	:	Institutional Management Training
3.	Total Period	:	6 hours
4.	Course Objectives	:	To make paperless office and to make the overall system more transparent and increasing the efficiency of the employees.
5.	Participants	:	25
6.	Target Group	:	Officers of RPCL
7.	Course Content	:	

Topic No.	Topics	Class Hour
	Registration	
T 01	Inauguration and Importance of the course	01
T 02	-Introduction to Nothi System, Use of Unicode, Unicode typing -Login to Nothi System, Reset password, Profile management	01
T 03	-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	01
T 04	-Nothi Preparation, Nothi Type, Nothi forward, Nothi Permission and	01

	Nothi Finish -Convert Dak to Nothi, Dak Achieve -Discuss about Nothi flow chart	
T 05	-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 -Practice to create letter and circulation -Various Reporting in Nothi System with Nothi Admin Part (User creation/ Transfer/ Release designation)	01
T 06	Post Test and Examination and Closing session	01
<b>Total</b>		<b>06</b>

### National Integrity Strategy (NIS)

1.	Course Name	:	National Integrity Strategy (NIS)
2.	Course Type	:	Institutional Management Training
3.	Total Period	:	4 hours
4.	Course Objectives		To enhance and energize the national and work life and the reduction of corruption from the lot of the country.
5.	Participants	:	50
6.	Target Group	:	Officers and Employees
7.	Course Content	:	

Topic No.	Topics	Class Hour
	Registration	
T 01	Inauguration & Importance of the course	01
T 02	Introduction about National Integrity Strategy, Mission and Vision of National Integrity Strategy	01
T 03	Cumulative Objectives of National Integrity Strategy, Implementation Structure and Necessity of National Integrity Strategy	01
T 04	Steps in implementation of National Integrity Strategy, Post-test and	01

Topic No.	Topics	Class Hour
	Closing session	
<b>Total</b>		<b>04</b>

### Grievance Redress System (GRS)

1.	Course Name	:	Grievance Redress System (GRS)
2.	Course Type	:	Institutional Training
3.	Total Period	:	4 hours
4.	Course Objectives	:	To increase the efficiency of the employees and creating accountability among the employees for providing service to the key stake holders.
5.	Participants	:	30
6.	Target Group	:	Officers of RPCL
7.	Course Content	:	

Topic No.	Topics	Class Hour
	Registration	
T 01	Inauguration & Importance of the course	01
T 02	Definition of Grievance Redress System, Background of Grievance Redress System	01
T 03	Purposes of Grievance Redress System	01
T 04	Application of Grievance Redress System in organization, Post Test and Examination and Closing session	01
<b>Total</b>		<b>04</b>

### Right to Information (RTI) Act-2009

1.	Course Name	:	Right to Information Act (RTI)-2009
2.	Course Type	:	Institutional Training
3.	Total Period	:	4 hours

4.	Course Objectives	:	To increase the efficiency of the employees and creating awareness about the right of information of the employees.
5.	Participants	:	30
6.	Target Group	:	Officers of RPCL
7.	Course Content	:	

Topic No.	Topics	Class Hour
	Registration	
T 01	Inauguration & Importance of the course	01
T 02	Definition of Right to Information, Short description about the Right to Information (RTI) Act-2009	01
T 03	Purposes of Right to Information (RTI) Act-2009, Structures of Right to Information (RTI) Act-2009	01
T 04	Application procedure of getting information and the duties of information providing officer, What to do in case of failure of getting information	01
<b>Total</b>		<b>04</b>

### Citizen's Charter

1.	Course Name	:	Citizen's Charter
2.	Course Type	:	Institutional Training
3.	Total Period	:	4 hours
4.	Course Objectives	:	To increase the efficiency of the employees and creating accountability among the employees for providing service to the key stake holders.
5.	Participants	:	30
6.	Target Group	:	Officers of RPCL
7.	Course Content	:	

Topic No.	Topics	Class Hour
	Registration	
T 01	Inauguration & Importance of the course	01
T 02	Definition of Citizen's Charter, Previous background of Citizen's Charter.	01
T 03	Objectives of Citizen's Charter	01
T 04	Implementation structure plan of Citizen's Charter in RPCL, Post Test and Examination and Closing session	01
<b>Total</b>		<b>04</b>

### Good Governance

1.	Course Name	:	Good Governance
2.	Course Type	:	Institutional Training
3.	Total Period	:	6 hours
4.	Course Objectives	:	To establish good governance in national and work life.
5.	Participants	:	25
6.	Target Group	:	Officers of RPCL
7.	Course Content	:	

Topic No.	Topics	Class Hour
	Registration	
T 01	Inauguration and Importance of the course	01
T 02	Previous history of Good Governance & its Parameters	01
T 03	Brief discussion of elements of Good Governance (NIS, Citizen's Charter, GRS, APA, Right to Information)	01
T 04	Necessity of Good Governance in national life	01
T 05	Good Governance in Bangladesh (Problems & Possibility)	01
T 06	Post Test (Evaluation) and Closing session (Question and answer review and closing speech)	01
<b>Total</b>		<b>06</b>



## Etiquette & Manners

1.	Course Name	:	Etiquette and Manners
2.	Course Type	:	Institutional Management Training
3.	Total Period	:	4 hours
4.	Course Objectives	:	To enable the employees to acquire the knowledge of etiquette to improve their behavior, manner, art of speaking and enhance good relation among them.
5.	Participants	:	25
6.	Target Group	:	Officers/Staffs of RPCL
7.	Course Content	:	

Topic No.	Topics	Class Hour
	Registration	
T 01	Inauguration & Importance of the course	01
T 02	-Etiquette and Ethics. -Discussion on human relation and techniques of etiquette	01
T 04	-Necessity of etiquette in a public service organization -Developing effective customer relationship.	01
T 06	Post Test and Examination and Closing session	01
<b>Total</b>		<b>04</b>

## Office Management & Record Keeping

1.	Course Name	:	Office Management and Record Management
2.	Course Type	:	Institutional Management Training
3.	Total Period	:	5 hours
4.	Course Objectives	:	Increase office efficiency and develop the management attributes and style which is helpful for employee's better performance that eventually helps to meet the organization's goal.
5.	Participants	:	25

6.	Target Group	:	Office Staff, JAM, SAE, AM, AE, DM, SDE
7.	Course Content	:	

Topic No.	Topics	Class Hour
	Registration	
T 01	Inauguration and Importance of the course	01
T 02	Awareness and requirement of IMS Standard, Scope of office management, Functions of office management including office building	01
T 03	Official and business letters, Reports writing and forms management, Office work simplification, Increase office efficiency, Effective and business communication	01
T 04	Reception and efficiency on telephone etiquette, The office environment and environmental awareness, Disaster Management, Ethics and National Integrity	01
T 05	Post-test and final examination, Closing session (Question and answer review and closing speech)	01
T 06	Awareness and requirement of IMS Standard, Quality Management System (QMS)	01
T 07	Basic methods of filing, Digital filing system and electronic file, Alphabetical method of filing, Steps of filing and finding records,	01
T 08	Transfer and disposal of files, Use of Computers in record keeping, Managing the record program	01
T 09	Office environment and environmental awareness, Disaster Management, Ethics and National Integrity	01
<b>Total</b>		<b>09</b>

### Orientation/Induction on RPCL

1.	Course Name	:	Orientation Course
2.	Course Type	:	Institutional Management Training
3.	Total Period	:	6 hours
4.	Course Objectives	:	To get basic idea of overall activities of RPCL.
5.	Participants	:	25

6.	Target Group	:	New/Existing appointed Officers of RPCL
7.	Course Content	:	

Topic No.	Topics	Class Hour
	Registration	
T 01	Inauguration and Importance of the course	01
T 02	About Different Power Plants of RPCL, Mission & Vision of RPCL, Safety Security and Accident of Power Plants and Environmental Aspects and Impact.	01
T 03	Post, Recruitment and Promotion Policies & Guidelines, General Condition of Service And Leave Rules, General Conduct and Discipline, Ethics and National Integrity, Service Record, Retirement Termination Resignation and Miscellaneous (Gratuity, CPF)	02
T 04	Honorarium, Bonus Allowances and Benefits, Internal Audit, APA and Innovation	01
T 05	Post Test and Examination and Closing session	01
<b>Total</b>		<b>06</b>

### Fire Fighting, Fire Prevention, Rescue and First Aid Training

1.	Course Name	:	Fighting, Fire Prevention, Rescue and First Aid Training
2.	Course Type	:	Institutional Management Training
3.	Total Period	:	5 hours
4.	Course Objectives	:	To familiarize the employees with Fire, accident, hazard and to train up to develop skill initial warning and to act rapidly to the fire and hazard.
5.	Participants	:	30
6.	Target Group	:	Officers/Staffs of RPCL
7.	Course Content	:	

Topic No.	Topics	Class Hour
	Registration	
T 01	Inauguration & Importance of the course	01
T 02	-Discussion about fire and its classification. -Discussion about source of fire. -Discussion about different types of Hazard storage guideline.	01
T 03	-Discussion about different types of firefighting equipment. -Danger and caution notice. -First aid. -Idea on flame detector, smoke detector, alarm, and resetting technique	01
T 04	-Practical demonstration.	01
T 05	-Description on Accident Reporting. -Treatment of electric shock, awareness, and precaution of health problem -Closing Session	01
<b>Total</b>		<b>05</b>

### Vehicle Management & Traffic Laws

1.	Course Name	:	Vehicle Management and Traffic Laws
2.	Course Type	:	Institutional Training
3.	Total Period	:	4 hours
4.	Course Objectives	:	To increase the efficiency of the drivers of RPCL and creating etiquette knowledge among them.
5.	Participants	:	25
6.	Target Group	:	Drivers and relevant Officers/Staff of RPCL
7.	Course Content	:	

Topic No.	Topics	Class Hour
	Registration	
T 01	Inauguration and Importance of the course	01
T 02	Brief Description of Driving Laws of Bangladesh and Vehicle Management, Common Technical Problem in Vehicle and Overcome Procedure	01

T 03	Different Types of Road Signals, Legal Rules in Driving, Fuel Supply System and Cooling System.	01
T 04	Procedures of Driving in adverse situation, What to do in case of Engine Over Heating, Driving etiquette	01
<b>Total</b>		<b>04</b>

### Public Service Innovation (PSI)

1.	Course Name	:	Public Service Innovation (PSI)
2.	Course Type	:	General
3.	Total Period	:	12 hours (2 Days)
4.	Course Objectives	:	<ul style="list-style-type: none"> <li>-This Course aims to make the employees aware regarding Service Innovation.</li> <li>- Hands on practice of service innovation.</li> <li>- Provide knowledge to redesign a service.</li> <li>- Practicing Service Simplification steps.</li> <li>- Empathy building training.</li> <li>- Making them aware about team building.</li> <li>- RPCL can further work and tune the design practiced in training and implement the procedure to achieve APA Score</li> </ul>
5.	No. of Participants	:	20 Persons in each course
6.	Target Group	:	Officer (Pay Grade 8 to 5)
7.	Training Methods	:	<p>Discussion and Lecture.</p> <p>Practical Demonstration.</p> <p>Multimedia presentation, Flash Clips</p> <p>Evaluation of Training.</p>
8.	Content	:	

Topic No.	Topics	Class Hour
	Registration, Sharing Course Outline.	
T 01	Inauguration, Importance of the course.	01
T 02	What is public Service Innovation?	01

T 03	Empathy Building	01
T 04	Perception	01
T 05	Service Selection & Problem Identification	01
T 06	Service Simplification	02
T 07	Innovative Idea Generation	02
T 08	Team Building and Stake holder analysis and Using Social Media	01
T 09	Innovation Team Activity Plan	01
T 10	Post Test (Evaluation) and Closing session (Question and answer review and closing speech)	01
<b>Total</b>		<b>12</b>

## Financial Training

### Income TAX, VAT and Financial Management

1.	Course Name	:	Income TAX, VAT and Financial Management
2.	Course Type	:	Financial Management Training
3.	Total Period	:	6 hours
4.	Course Objectives	:	To acquaint the participants with financial rules and regulations relating to be important aspects of accounts, audit.
5.	Participants	:	10
6.	Target Group	:	Officers of RPCL
7.	Course Content	:	

Topic No.	Topics	Class Hour
	Registration	
T 01	Inauguration and Importance of the course	01
T 02	-Define taxes as compulsory charges imposed by government on its citizens and their property. -Identify the most common IRS forms (W2 and 1099) -Identify appropriate strategies to avoid overpayment of income taxes	01



T 03	VAT & VAT Act	01
T 04	Financial Management and its objectives	01
T 05	Application of financial management in Power Sector	02
<b>Total</b>		<b>06</b>

### Financial Management

1.	Course Name	:	Public Financial Management
2.	Course Type	:	Financial Management Training
3.	Total Period	:	14 hours
4.	Course Objectives	:	To Familiarize with Public Financial Management.
5.	Participants	:	Manager/Deputy Manager/Assistant Manager.
6.	Course Content	:	

Topic No.	Topics	Class Hour
	Registration	
T 01	Inauguration & Importance of the course	01
	<b>Module-1: Economic Policy, National Budget and Statutory Audit</b>	
T 02	Fiscal policy and the macro-economic framework of Bangladesh, Monetary policy of Bangladesh and its relationship with fiscal policy; Fiscal deficit and deficit financing	01
T 03	Public debt management in Bangladesh, Preparation of non-development and development budget, Accounting and auditing system in Bangladesh; External audit and accountability	01
	<b>Module-2: Financial and Treasury Rules</b>	
T 04	General financial rules and treasury rules, Public Finance and Budget Management Act 2009 and Financial Reporting Act 2015	01
T 05	Role and responsibilities of drawing and disbursing officer, Anti-corruption Act	01
T 06	Discussion and Evaluation	01
<b>Total</b>		<b>06</b>

### Power Sector ERP (Enterprise Resource Planning)

1.	Course Name	:	Power Sector ERP (Enterprise Resource Planning)
2.	Course Type	:	Institutional Training
3.	Total Period	:	6 hours
4.	Course Objectives	:	To increase the efficiency of the employees in Govt. ERP (Enterprise Resource Planning) Software
5.	Participants	:	25
6.	Target Group	:	Officers of RPCL
7.	Course Content	:	

Topic No.	Topics	Class Hour
	Registration	
T 01	Inauguration & Importance of the course	01
T 02	Definition of ERP and Its Revolution, Necessity of ERP in Govt. Organization	01
T 03	ERP Capabilities, Different Modules of ERP	01
T 04	HR and Pay Roll Module and Fixed Assets Module	01
T 05	Procurement Module and Finance Module	01
T 06	Post Test and Examination and Closing Session	01
<b>Total</b>		<b>06</b>

### Occupational Health & Safety (OHS)

1.	Course Name	:	<b>Occupational Health &amp; Safety (OHS)</b>
2.	Course Type	:	Institutional Management Training
3.	Total Period	:	06 hours
4.	Course Objectives	:	To enhance the deeper insight on <b>Occupational Health &amp; Safety (OHS)</b>

5.	Participants	:	30 Persons
6.	Targets groups	:	JAM. SAE, AM, AE, SDE, XEN, Manager
7.	Content	:	

Topic No.	Topics	Class Hour
	Registration	
T 01	Definition Areas of Occupational Health & Safety <ul style="list-style-type: none"> <li>▪ Construction</li> <li>▪ Agriculture</li> <li>▪ Service</li> <li>▪ Mine, Oil and Gas Extraction</li> <li>▪ Health &amp; Social Assistance</li> </ul>	01
T 02	Occupational exposures	0.5
T 03	<b>Occupational health topics</b> <ul style="list-style-type: none"> <li>▪ Musculoskeletal disorders (MSDs)</li> <li>▪ Work-related stress.</li> <li>▪ Occupational asthma and rhinitis.</li> <li>▪ Occupational dermatitis.</li> <li>▪ Noise-induced hearing loss.</li> <li>▪ Occupational rehabilitation.</li> <li>▪ Exposure to disinfectants.</li> </ul>	1.5
<b>Total</b>		<b>03</b>

### **Environment & Social Management Plan (ESMP)**

1.	Course Name	:	<b>Environment &amp; Social Management Plan (ESMP)</b>
2.	Course Type	:	Institutional Management Training
3.	Total Period	:	06 hours
4.	Course Objectives	:	To enhance knowledge and efficiency on <b>Environment &amp; Social Management Plan (ESMP)</b>
5.	Participants	:	30 Persons
6.	Targets groups	:	JAM. SAE, AM, AE, SDE, XEN, Manager
7.	Content	:	

Topic No.	Topics	Class Hour
	Registration	
T 01	<ul style="list-style-type: none"> <li>▪ What is Management Plan?</li> <li>▪ Role &amp; Responsibility Regarding the Implementation of the ESMP</li> </ul>	01
T 02	<ul style="list-style-type: none"> <li>▪ Environment &amp; Social Mitigation Plan</li> <li>▪ Monitoring &amp; Follow-up</li> <li>▪ Environmental Impact Assessment (EIA)</li> </ul>	01
T 03	<ul style="list-style-type: none"> <li>▪ Mitigation and Management Measures</li> <li>▪ Emergency Response and Contingency Planning</li> <li>▪ Capacity Building and Training</li> </ul>	01
T 04	<ul style="list-style-type: none"> <li>▪ Compliance and Auditing</li> <li>▪ Documentation and Record-Keeping</li> <li>▪ Closure and Post-Closure Plans</li> </ul>	01
<b>Total</b>		<b>04</b>

### Environment, Health & Safety (EHS)

1.	Course Name	:	<b>Environment, Health &amp; Safety (EHS)</b>
2.	Course Type	:	Institutional Management Training
3.	Total Period	:	05 hours
4.	Course Objectives	:	To enhance awareness on <b>Environment, Health &amp; Safety (EHS)</b>
5.	Participants	:	30 Persons
6.	Targets groups	:	JAM. SAE, AM, AE, SDE, XEN, Manager
7.	Content	:	

Topic No.	Topics	Class Hour
	Registration	
T 01	<ul style="list-style-type: none"> <li>▪ Health and Wellness Programs</li> <li>▪ Environmental Auditing and Inspections</li> <li>▪ Regulatory Compliance and Reporting</li> </ul>	01
T 02	<ul style="list-style-type: none"> <li>▪ Emergency Preparedness and Response</li> <li>▪ Energy Management</li> <li>▪ Water Quality and Management</li> </ul>	01
T 03	<ul style="list-style-type: none"> <li>▪ Air Quality and Emissions Control</li> <li>▪ Hazardous Materials Management</li> </ul>	01
T 04	<ul style="list-style-type: none"> <li>▪ Environmental Compliance</li> <li>▪ EHS Technology and Data Management</li> </ul>	01

<b>Topic No.</b>	<b>Topics</b>	<b>Class Hour</b>
T 05	<ul style="list-style-type: none"> <li>▪ Crisis Management and Business Continuity</li> <li>▪ Training and Education</li> </ul>	01
<b>Total</b>		<b>05</b>

### Stakeholder Engagement

1.	Course Name	:	<b>Stakeholder Engagement</b>
2.	Course Type	:	Institutional Management Training
3.	Total Period	:	06 hours
4.	Course Objectives	:	To enhance the deeper insight on <b>Stakeholder Engagement</b>
5.	Participants	:	30 Persons
6.	Targets groups	:	JAM. SAE, AM, AE, SDE, XEN, Manager
7.	Content	:	

<b>Topic No.</b>	<b>Topics</b>	<b>Class Hour</b>
	Registration	
T 01	<ul style="list-style-type: none"> <li>▪ Definition of Stakeholder Engagement</li> <li>▪ Stakeholder Engagement at RPCL</li> </ul>	01
T 02	<ul style="list-style-type: none"> <li>▪ Technology and Digital Engagement</li> <li>▪ Supplier and Vendor Engagement</li> </ul>	01
T 03	<ul style="list-style-type: none"> <li>▪ Investor Relations &amp; Engagement</li> <li>▪ Stakeholder Engagement Strategies</li> </ul>	01
T 04	<ul style="list-style-type: none"> <li>▪ Ethical Considerations &amp; Corporate Social Responsibility (CSR)</li> <li>▪ Regulatory and Legal Compliance</li> </ul>	01
T 05	<ul style="list-style-type: none"> <li>▪ Conflict Resolution</li> <li>▪ Stakeholder Feedback and Listening</li> </ul>	01
T 06	<ul style="list-style-type: none"> <li>▪ Crisis Management</li> </ul>	01
<b>Total</b>		<b>06</b>

### Integrated Management System (IMS)

1.	Course Name	:	<b>Integrated Management System (IMS)</b>
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2.	Course Type	:	Institutional Management Training
3.	Total Period	:	03 hours
4.	Course Objectives	:	To enhance the deeper insight on <b>Integrated Management System (IMS)</b>
5.	Participants	:	30 Persons
6.	Targets groups	:	AM, AE, SDE, XEN, Manager
7.	Content	:	

<b>Topic No.</b>	<b>Topics</b>	<b>Class Hour</b>
	Registration	
T 01	Integrated Management System (IMS) Foundations of Integrated Management Systems	01
T 02	Environmental Management Systems Integrated Management System (IMS) at RPCL	01
T 03	Quality Management Systems Integrated Management System (IMS) Audit	01
<b>Total</b>		<b>03</b>



**RURAL POWER COMPANY LIMITED**  
**House-19, Road-1/B, Sector-9, Uttara Model Town, Dhaka-1230**