



Training Calendar 2022-23



B-R Powergen Limited

Dhaka Square, House#1, Road#13, Sector#1

Uttara, Dhaka-1230

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CHAPTER-1
INTRODUCTION

1.1 B-R Powergen Limited at a Glance

Bangladesh Power Sector is experiencing a rapid growth as government took up challenge to make Bangladesh a middle income country by 2024 and a developed one by 2041 which need an enormous economic & financial progress. Consequently, Power Division of Bangladesh is working with the vision of ensuring universal access of people to quality electricity in a cost effective and affordable manner. From this perspective, Government has established B-R Powergen Ltd. (BRPL) in joint venture nature.

B-R Powergen Ltd. (BRPL) is one of the government power generation companies in the country. As a part of Power System Development and Reform Programs of the Government of Bangladesh, the company was incorporated under companies Act 1994 and registered with Registrar of Joint Stock Companies and Firms (RJSC) as a public limited company on 10th November 2010. It was established by equal shares of BPDB & RPCL under power division, Ministry of power, Energy and Mineral Resources. In compliance with the power generation program of the Government of Bangladesh to meet the country's deliberately increasing electricity demand, BRPL is continuously generating electricity and implementing new power plant projects. The company now owns and operates one 150 MW Dual Fuel Power Plant at Kodda at Gazipur. Electricity generated by BRPL is supplied to the national grid and thus playing a significant role in the national economic development by generating electricity.

The Board of Directors is the ultimate authority for the overall management of the company within the framework of the prevailing law. The Board comprises 10 directors nominated by the government. Under the guidance of the Board of Directors, BRPL's strategic functions are run by a management team headed by the Managing Director & 2 Executive Directors.

1.2 Power Plants & Projects of BRPL

1.2.1 Power Plant in Operation

Sl.	Power Plant's Name & Location
1.	Kodda 150 MW (HFO/Gas) Power Plant, Kodda, Gazipur

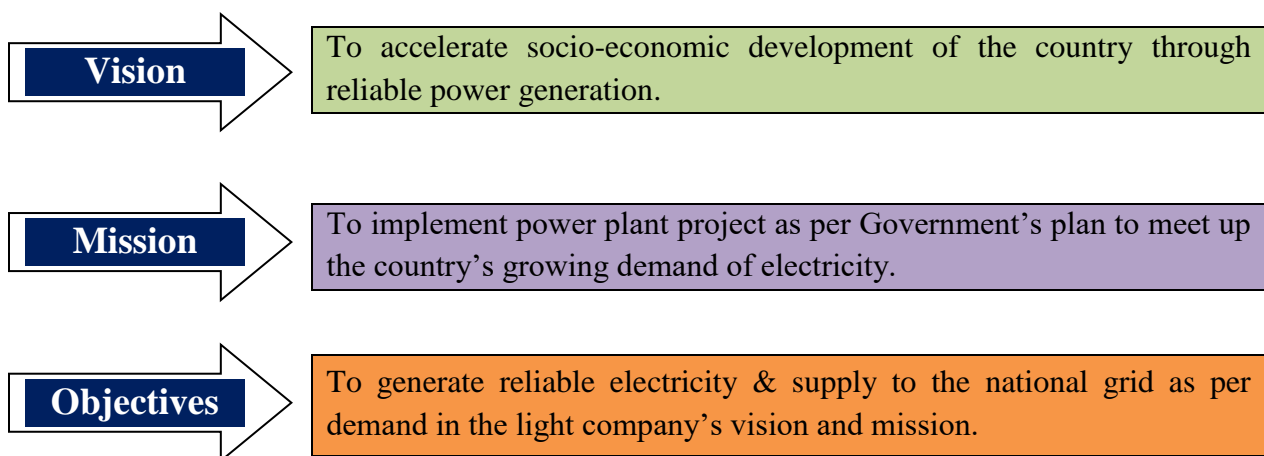
1.2.2 Ongoing Projects

Sl.	Power Plant's Name & Location
1.	Mirsarai 150 MW Dual Fuel (HFO/Gas) Power Plant Project, Bangabandhu Sheikh Mujib Shilpanagar, Mirsarai, Chattogram
2.	Sreepur 150 MW HFO Based Power Plant Project, Bormi, Sreepur, Gazipur

1.2.3 Upcoming Projects:

Sl.	Power Plant's Name & Location
1.	Madargonj 100 MW Solar Power Plant Project, Kaizar Char, Madargonj, Jamalpur
2.	Mymensingh 400MW Gas/LNG Based Combined Cycle Power Plant Project, Mymensingh
3.	Moheshkhali 1320 MW Coal Based Power Plant Project

1.3 Vision, Mission & Objectives of BRPL



1.4 Success Milestones

2022	Commencement of Madargonj 100 (±10%)MW Solar Power Plant Project
2021	Commencement of Sreepur 150 (±10%) MW HFO Based Power Plant Project
2018	Commencement of Mirsarai 150 (±10%) MW Dual Fuel Power Plant Project
2015	Operational function of Kodda 150 (±10%) MW Power Plant has been started
2010	Incorporation of B-R Powergen Limited Company Limited (BRPL) & registered with Registrar of Joint Stock Companies and Firms (RJSC)

1.5 Corporate Milestones

Date of Incorporation	10 November 2010
Date of Functioning	16 August 2015
Authorized Capital	1000 crore
Installed Capacity	150 MW
Present Manpower	207

CHAPTER-2
ABOUT THE TRAINING
OF BRPL

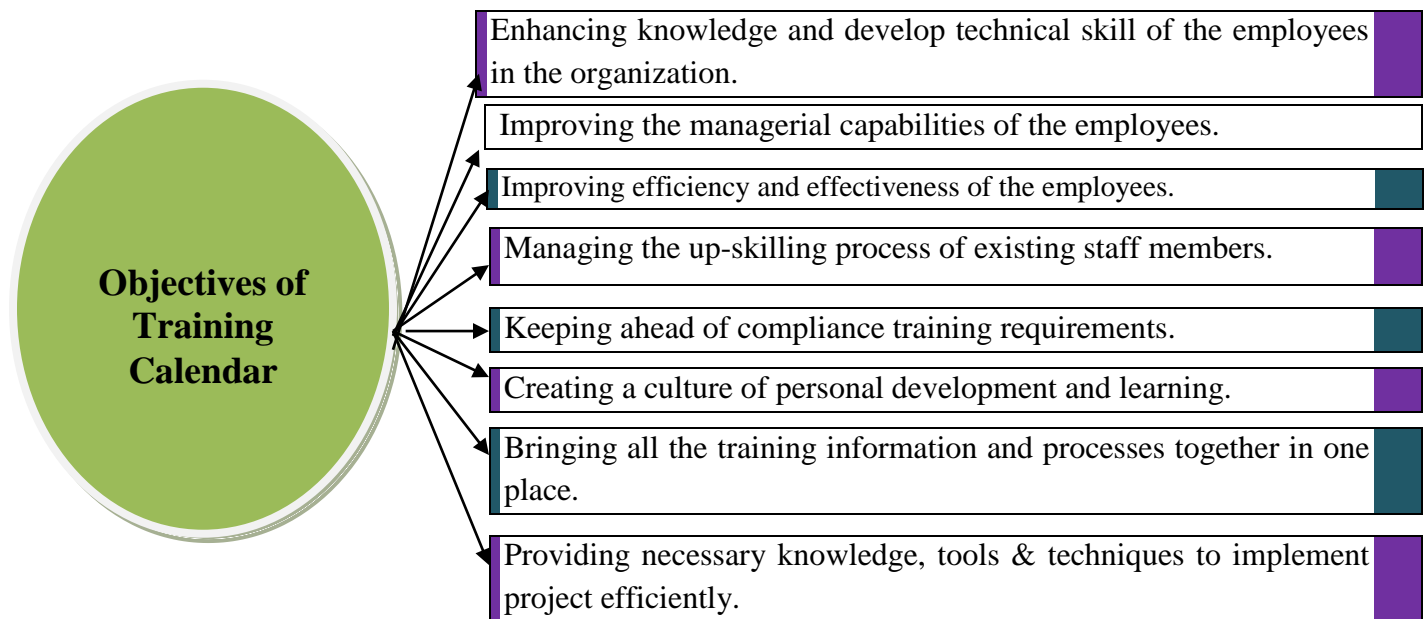
2.1 Brief Description about the trainings of BRPL

At present it is worldly considered that training is an integral function of management. In order to increase the productivity as well as the performance of the employees, training is highly necessary. Therefore, it is important to plan the training program so that the training may give benefit to the individuals and the organization. At BRPL, different types of trainings are conducted for different levels of employees and fields such as Technical, IT, Administrative, Management, Accounts & Finance etc. Besides, some training courses are conducted as per the requirement of other power sector institutions and power division.

2.2 About the Training Calendar of BRPL

The training calendar of BRPL will be the base for conducting training programs throughout the year. Responsible persons of BRPL will follow this to fill up the training demand of the employees and meet up the training needs of the employees. They will take initiatives whenever they need for training arrangement.

2.3 Objective of this Training Calendar



2.4 Training Methodology of BRPL

On-the-Job & Off-the-Job both types of training are provided by BRPL. BRPL provides On-the-Job training through job rotation, probation, internship etc. It is based on the principle of “learning by doing”. Employees learn the job while performing it within the actual work environment. The Off-the-Job Training is the training method where the employees learn their job roles away from their actual work, it is known as Off-the-Job training method. A variety of highly interactive adult learning techniques are used to ensure maximum understanding of the employees. Apart from lecture and discussion-Exercise, Workshop, Role Play, Case Study, Group Work, Video Presentation, Field Visit is adopted. A particular feature of the training arranged by BRPL is the practical nature of learning which makes the participants familiar with the training topics. It will ensure the skills development of the professionals in the relevant field and provides information and dates on training for the financial year 2022-2023.

Specific Training Methodologies followed by BRPL:

- ❖ Class-room lecture
- ❖ Group Discussion
- ❖ Simulation Test
- ❖ Case Study
- ❖ Individual & Group presentation and exercise
- ❖ Sharing of knowledge and experience among the participants
- ❖ Field Visit

In B-R Powergen Limited, newly recruited employees are provided induction & orientation training which is elaborate and longer in nature. Existing employees are provided refresher trainings which are of shorter duration. Seminars and workshop will be arranged in regular basis which will focus on current and important issues with the support of high officials, employees & officials of respective department and external experts. Training courses are formally inaugurated and closed by high officials of BRPL.

2.5 Types of Training

- ❖ Orientation Training
- ❖ In House Training
- ❖ On Job Training
- ❖ Workshop
- ❖ Internship
- ❖ Refresher's Training etc.

2.6 Training Facilities

2.6.1 Internal Training Facilities

The conference room of BRPL Corporate Office is used as the training room. The officials related with training, will provide all kinds of training materials (i.e. pen, notebook, audio-visual facilities, lecture scripts with hardcopy & softcopy etc.) to the trainees. There is a sitting arrangements of 40 (forty) participants in the training room. Apart from the training room of corporate office, the conference room of Kodda 150 MW Power Plant is also used for training purposes. Both of the rooms are well-furnished with sufficient light and air conditioned having modern sound system and multimedia and internet facilities.

2.6.2 External Authorities/Institutes for providing Trainings:

In order to fulfill the training requirement of employees, BRPL takes initiatives for training from following external authorities/Institutes:

- Bangladesh Power Management Institute (BPMI), Power Division, GoB.
- Different Zonal Training Institutes, Bangladesh Power Development Board (BPDB).
- Power Cell, Power Division, GoB.
- Central Procurement Technical Unit (CPTU), IMED, Ministry of Planning, GoB.
- Bangladesh Institute of Management (BIM), Ministry of Industry, GoB.
- Bangladesh Institute of Administration and Management (BIAM) Foundation.
- National Academy for Planning and Development (NAPD), Ministry of Planning, GoB.

2.6.3 Foreign Training

There is foreign training opportunity for the employees of BRPL. Most of the foreign trainings/visits such as Factory Acceptance Test (FAT), Inspection of Spare Parts, Inspection of Manufacturing Process, Pre-Shipment Inspection etc. are supplier provided training opportunities for employees under the procurement/EPC contract. Due to COVID-19, foreign training activities were restricted

for a period. However, it is restarted. Already one of our employees has already visited India for training purposes by BPMI and many will go in various countries very soon.

2.6.4 Distance Learning

In order to sustain in business & increase employees’ competencies, training is inevitable. Due to the global pandemic situation, training providing activities became obstructed. In that case, training may be arranged by properly monitoring the existing status of the country and concurrent directivities of the government. In this context, **Mixed Training Method (Online and Offline)** will also get priority to impart training among the stakeholders.

2.7 Trainers & Trainees

Apart from the experienced and skilled trainers from B-R Powergen Limited (BRPL), experienced and skilled trainers from renowned universities and other organizations are occasionally invited as guest lecturers. The resource persons will also facilitate learning by encouraging the trainees to test and critically appraise the training. On the other hand, all technical & non-technical officers and staffs of BRPL and other organizations will be treated as trainees.

2.8 Evaluation System

Participants are required to appear at a post-test exam after completion of the training. Trainer evaluation is done by trainees to verify the effectiveness of the training.

2.9 Core Courses

2.9.1 Some Short Term Training Courses

Sl.	Courses Name
1.	Bangladesh Public Procurement Rules (PPR)
2.	Standard Operation & Maintenance of Power Plant
3.	Programmable Logic Controller (PLC), Distributed Control System (DCS) and SCADA
4.	Plant Electrical Maintenance: MAN, SCADA, General I & C
5.	Industrial Boiler and Operation of Steam Generation System
6.	BRPL Employees Service Rules- 2016
7.	Negotiation Skill & Conflict Management
8.	Design, Manufacturing & Testing of Transformer
9.	Human Resource Management (HRM)
10.	Income TAX, VAT Act-2012

2.9.2 Special Training Courses

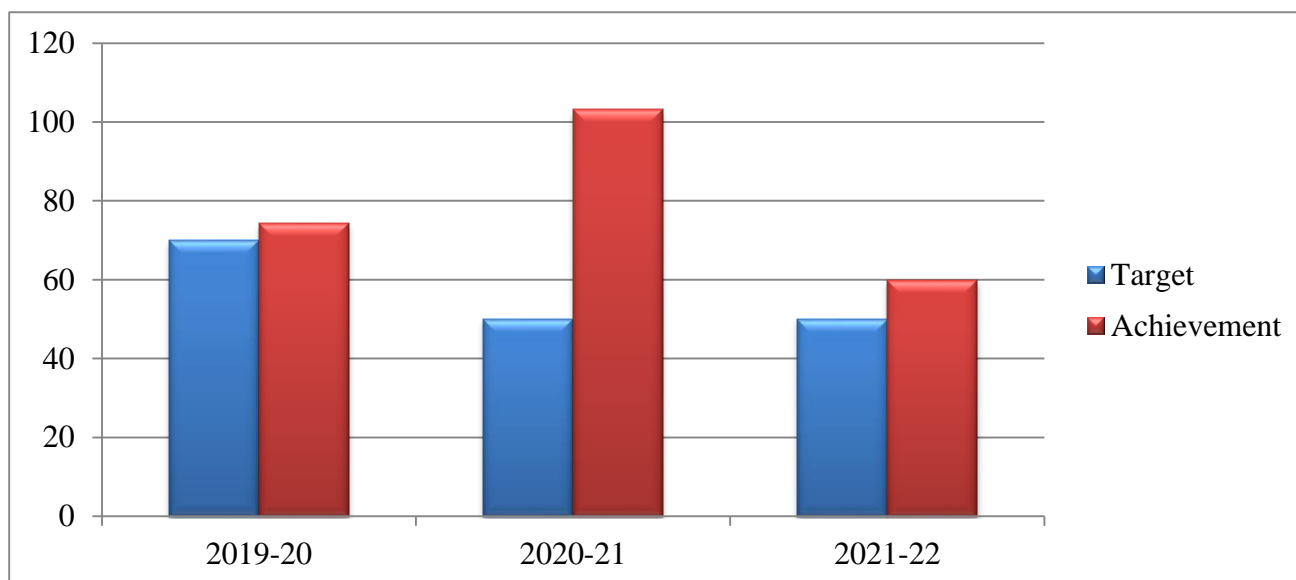
Sl.	Courses Name
1.	Regular Electrician Training Course
2.	Vehicle Management & Traffic Laws
3.	Cyber Security & Ethical Hacking
4.	International Financial Reporting Standards (IFRS)
5.	Orientation/Induction Training program for newly recruited employees
6.	Hands on training on Installation, commissioning & maintenance of rotating machines
7.	Petty Cash Management
8.	Troubleshooting of power transformer fault and protection system
9.	Fire Fighting, Fire Prevention, Rescue and First Aid Training
10.	Other Training Program as per directions of Management

CHAPTER-3

***TRAINING SCENARIO OF
BRPL***

3.1 Achievement of Training Man-Hour in relation to Training Target:

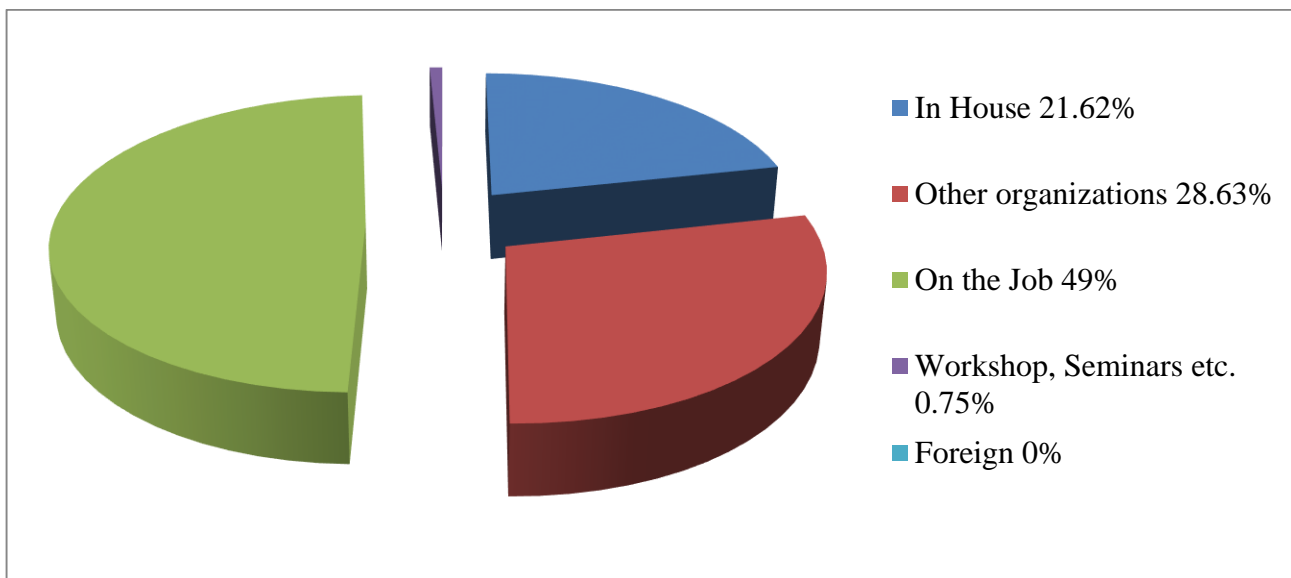
Sl.	Financial Year	Annual Target Per Employee (Man-Hour)	Annual Achievement Per Employee (Man-Hour)	Achievement in Percent (%)
1.	2019-20	70	74.22	106.03
2.	2020-21	50	103.16	206.32
3.	2021-22	50	59.94	119.89



Target & Achievement of BRPL for the last 3 years

3.2 Achievements by Training Type Wise in the year 2021-22

Sl. No.	Types of Training	Total Achievement (Man-Hour)	Percentage
1.	In House Training	2254	21.62%
2.	Training by other organizations e.g. BPPI, Techvision, Ministry etc.	2986	28.63%
3.	On the Job Training	5111	49%
4.	Workshop, Seminars etc.	79	0.75%
5.	Foreign Training	-	-
Total		10430	100%



Achievement by Training Type Wise

3.3 Title Wise Training in the year 2021-22

Sl.	Type of Training	Number of Training	Percentage
1.	Technical	22	32.35%
2.	General	33	48.53%
3.	Financial	05	07.36%
4.	Workshop/Seminar	08	11.76%
Total		68	100%

3.4 Training arranged by B-R Powergen Ltd. in FY 2021-22

Sl.	Subject/Topic	Duration (Days)	No. of Participants
1.	Annual Performance Agreement (APA)	1	57
2.	Citizen Charter (4 No's of Batch)	4	102
3.	Grievance Redress System (4 No's of Batch)	4	133
4.	E-Governance & Innovation Activities (4 No's of Batch)	4	133
5.	National Integrity Strategy (NIS) (2 No's of Batch)	2	65
6.	Right To Information (3 No's of Batch)	1	78
7.	Vehicle Management & Road Transport Act	1	22

8.	Electrical Maintenance Course, Training on Risk assessment, Health & Safety	1	16
9.	Training on Fire Fighting	1	44
10.	Electrical Maintenance Course, HFO separator 20k schedule maintenance	1	12

3.5 Training conducted by Bangladesh Power Management Institute (BPMI) in FY 2021-22

Sl.	Subject/Topic	Duration (Days)	No. of Participants
1.	Basic Training on ICT Management for Power Sector (3rd Batch)	11	1
2.	Instrumentation & Control System in Power Station	4	1
3.	Power System Protection (3 No's of Batch)	41	3
4.	Refresher Course on Design Manufacturing and Testing of Transformer (1st Batch)	5	1
5.	Design and Implementation of Solar Power Plant (2 No's of Batch)	41	2
6.	Leadership Development Program for Power Sector Organizations (14th Batch)	12	2
7.	Red Hat Certified Engineer (RHCE) V-8 Training Course, 1st Batch	46	1
8.	Finance for Non-Finance Professionals (2 No's of Batch)	20	2
9.	Operation, Maintenance and Protection of Electrical Substation (2 No's of Batch)	23	2
10.	Training of Trainers (TOT) (3 No's of Batch)	21	3
11.	Project Formulation, Implementation, Monitoring & Evaluation (PIME) (5th Batch)	15	1
12.	Refresher Course on Power System Protection (1st Batch)	5	1
13.	Design, Manufacturing and Testing of Transformer (2 No's of Batch)	24	2
14.	Planning, Construction, Operation & Maintenance of Coal Fired Thermal Power Station (Batch-1)	25	1
15.	Refresher Course (1st Batch) of Design and Implementation of Solar Power Plant (3rd Batch)	8	1
16.	Basic Training on Substation Automation System (1st Batch)	12	1
17.	Public Procurement for Power Sector (4th Batch)	19	1
18.	Human Resource Management (HRM) (1st Batch)	15	1
19.	Power System Planning (Batch-1)	25	1

3.6 Training arranged by different Govt. Organization in FY 2021-22

Sl.	Training/Workshop Name	Duration (Days)	No of Participants	Training Institute
1.	Bankable Resource Assessment for Wind and Solar Projects	1	2	SREDA
2.	Grid Integration of RE & Digitalization of Power Sector: Digital Substation Case	1	2	
3.	জাতীয় তথ্য বাতায়ন হালনাগাদ, জাতীয় তথ্য বাতায়নের নতুন ফিচার অবহিতকরণ	1	2	a2i
4.	Power Purchase Agreements of Renewable Energy Projects	5	1	SAARC Energy Centre
5.	iBAS++-এ উন্নয়ন বাজেট বাস্তবায়ন	1	2	Finance Division
6.	বাজেট পরিপত্র-১	1	2	
7.	বাজেট প্রণয়ন মডিউলে ডাটা এন্ট্রি	1	2	

3.7 Workshop/Seminar/Webinar in FY 2021-22

Sl.	Training/Workshop Name	Duration (Days)	No of Participants	Training Institute
1.	Webinar on Finance Development Projects in the Bangladesh Energy Sector	1	01	ADB
2.	চতুর্থ শিল্প বিপ্লব শীর্ষক কর্মশালা	1	03	a2i
3.	সরকারি ভবনসমূহে জ্বালানির দক্ষ ব্যবহার বিষয়ক কর্মশালা	1	01	Power Division
4.	"ই-গভর্নেন্স/ইনোভেশন" শীর্ষক কর্মশালা	1	02	
5.	৪র্থ শিল্প বিপ্লবের চ্যালেঞ্জ মোকাবেলায় বিদ্যুৎ বিভাগের করণীয় বিষয়সমূহ অবহিতকরণ	1	02	
6.	Workshop on “Cyber Security in Power Sector: Policy and Operational Perspective”	1	02	BPMI
7.	Workshop on “Free Governor Mode of Operation (FGMO)”	1	02	
8.	Workshop on Future Training Needs for Power Sector Organizations (PSOs)	1	02	

3.8 Foundation Training Course at BPMI

Name of the Training Course	Designation of Trainees	No of Participants	Duration	Status
Foundation Training Course-4 th Batch	AM (HR & Admin)	01	60 Working Days	Complete

CHAPTER-4

***ACCUMULATED TRAINING
HOUR BY ALL OFFICES OF
BRPL FOR THE FY 2022-23***

Accumulated Training Hour By All Offices of BRPL for the FY 2022-2023

Sl. No.	Course Conducting Wing	Total Man Hour
1.	BRPL Corporate Office	7770
2.	Kodda 150 MW Power Plant	6325
3.	Mirsarai 150 MW Power Plant Project	3075
Total		17170

CHAPTER-5

***TRAINING PLAN OF
CORPORATE OFFICE FOR
THE FY 2022-23***

**General Training Plan of Corporate Office
for the FY 2022-2023**

Sl.	Course Name	No. of Course	No. of Days in Each Course	Course Hour Per Person in Each Day	Participant in Each Course	Total Man Hour
1	2	3	4	5	6	7=3*4*5*6
1.	Bangladesh Public Procurement Rules (PPR)	1	2	6	15	180
2.	BRPL Employee Service Rules	2	1	6	20	240
3.	Office Management	1	1	6	20	120
4.	Effective Communication Skill & Organizational Behavior	1	2	6	15	180
5.	Company Affairs	1	1	6	15	90
6.	Leadership Development Program	1	2	6	15	180
7.	Human Resource Management (HRM)	1	2	6	10	120
8.	Effective Inventory and Warehousing Management/Store Management	1	1	6	15	90
9.	Vehicle Management & Road Transport Act	1	1	6	20	120
10.	National Integrity Strategy	2	1	5	30	300
11.	Workshop on Fourth Industrial Revolution	2	1	6	30	360
12.	E-Governance & Innovation	4	1	4	30	480
13.	Citizen Charter	2	1	5	30	300
14.	Right to Information (RTI)	3	1	4	30	360
15.	Grievance Redress System	2	1	4	30	240
16.	Integrated Management System	2	3	4	20	480
17.	Fire Fighting, Fire Prevention, Rescue and First Aid Training	1	1	4	20	80
18.	Communicative English	1	1	4	15	60
Total Man Hour:						3980

**Technical Training Plan of Corporate
Office for the FY 2022-2023**

Sl.	Course Name	No. of Course	No. of Days in Each Course	Course Hour Per Person in Each Day	Participant in Each Course	Total Man Hour
1	2	3	4	5	6	7=3*4*5*6
1.	Operation And Maintenance of Gas Turbine Power Plant	1	2	6	20	240
2.	Programmable Logic Controller (PLC), Distributed Control System (DCS) and SCADA	1	2	6	15	180
3.	Project Formulation, Implementation, Monitoring & Evaluation (PIME)	1	2	6	15	180
4.	Power Generation & System Planning	1	2	6	15	180
5.	Alignment Technology of Rotating Machines	1	2	5	15	150
6.	Design and Implementation of Solar Power Plant	1	2	6	15	180
7.	Operation & Maintenance of Transformer	1	2	6	20	240
8.	Relay and Protection	1	2	6	15	180
9.	Boiler Operation & Maintenance	1	2	6	10	120
10.	Power System Protection	2	3	6	10	360
11.	Design Manufacturing and Testing of Transformer	1	2	6	15	180
12.	Operation & Maintenance of Combined Cycle Gas Turbine (CCGT) Power Station	1	2	6	20	240
13.	Basic Training on ICT for Power Sector Professionals	1	2	6	10	120
14.	Instrumentation & Control System in Power Station	1	2	6	15	180
15.	Maintenance of Bearing, Selection & Proper use of Lubricants, Seals, Paints & Protective Coatings	1	1	5	20	100
Total Man Hour:						2830

**Financial Training Plan of Corporate Office
for the FY 2022-2023**

Sl.	Course Name	No. of Course	Course Day	Each Day Course Hour on Per Person	Participant Per Course	Total Man Hour
1	2	3	4	5	6	7=3*4*5*6
1.	Internal Audit & Compliance	1	2	6	10	120
2.	Imprest Fund Management	1	1	4	20	80
3.	Fixed Asset Management & Maintenance	1	1	6	15	90
4.	VAT & Tax Regulations	1	1	5	20	100
5.	Management of Provident Fund, Workers Profit Participation Fund and Gratuity Fund	1	1	6	15	90
6.	International Financial Reporting Standards (IFRS)	1	3	6	10	180
7.	iBass++	2	1	6	10	120
8.	Finance for Non-Finance Professionals	1	3	6	10	180
Total Man Hour:						960

Month Wise Training Plan of Corporate Office for the FY 2022-23

July-2022					
Sl.	Name of the Course	Duration	MH Per Day	Target Group	No. of Participant
1.	BRPL Employee Service Rules	1 Day	6	Officer/Staff	20 persons
2.	E-Governance & Innovation Activities	1 Day	5	Officer/Staff	30 persons
3.	Workshop on Potential and Opportunities in Energy Storage for the Bangladesh Power Sector	2 Days	6	Officer	10 persons
4.	Workshop on Capacity Building	1 Day	4	Officer	10 persons
5.	Relay and Protection	2 Days	4	Officer/Staff	10 persons

August-2022					
Sl.	Name of the Course	Duration	MH Per Day	Target Group	No. of Participant
1.	National Integrity Strategy	1 Day	5	Officer/Staff	30 persons
2.	Integrated Management System	3 Day	5	Officer	20 persons
3.	Leadership Development Program	2 Days	6	Officer	15 persons
4.	Design and Implementation of Solar Power Plant	2 Days	6	Officer	10 persons
5.	International Financial Reporting Standards (IFRS)	3 Days	6	Officer	10 persons

September-2022					
Sl.	Name of the Course	Duration	MH Per Day	Target Group	No. of Participant
1.	Right to Information (RTI)	1 Day	5	Officer/Staff	30 persons
2.	Citizen Charter	1 Day	5	Officer/Staff	30 persons
3.	Office Management	1 Day	6	Officer/Staff	20 persons
4.	Human Resource Management (HRM)	2 Days	6	Officer	10 persons
5.	Internal Audit and Compliance	2 Days	6	Officer/Staff	10 persons

October-2022					
Sl.	Name of the Course	Duration	MH Per Day	Target Group	No. of Participant
1.	Workshop on Fourth Industrial Revolution	1 Day	6	Officer	30 persons
2.	E-Governance & Innovation Activities	1 Day	5	Officer/Staff	30 persons
3.	Project Formulation, Implementation, Monitoring & Evaluation (PIME)	2 Days	6	Officer	15 persons
4.	Instrumentation & Control System in Power Station	2 Days	6	Officer	15 persons
5.	Imprest Fund Management	1 Day	4	Officer/Staff	20 persons

November-2022					
Sl.	Name of the Course	Duration	MH Per Day	Target Group	No. of Participant
1.	Grievance Redress System	1 Day	5	Officer/Staff	30 persons
2.	Effective Communication Skill & Organizational Behavior	2 Days	6	Officer/Staff	15 persons
3.	Power Generation and System Planning	2 Days	6	Officer	15 persons
4.	Maintenance of Bearing, Selection & Proper use of Lubricants, Seals, Paints & Protective Coatings	1 Day	5	Officer/Staff	15 persons
5.	VAT and Tax Regulations	1 Day	5	Officer/Staff	20 persons

December-2022					
Sl.	Name of the Course	Duration	MH Per Day	Target Group	No. of Participant
1.	Right to Information (RTI)	1 Day	5	Officer/Staff	30 persons
2.	Company Affairs	1 Day	6	Officer/Staff	15 persons
3.	Effective Inventory and Warehousing Management/Store Management	1 Days	6	Officer/Staff	15 persons
4.	Alignment Technology of Rotating Machines	2 Days	5	Officer/Staff	10 persons
5.	Fixed Asset Management & Maintenance	1 Day	6	Officer/Staff	20 persons

January-2023					
Sl.	Name of the Course	Duration	MH Per Day	Target Group	No. of Participant
1.	BRPL Employee Service Rules	1 Day	6	Officer/Staff	20 persons
2.	E-Governance & Innovation Activities	1 Day	5	Officer/Staff	30 persons
3.	Power System Protection	3 Day	6	Officer	10 persons
4.	Basic Training on ICT for Power Sector Professionals	2 Days	6	Officer/Staff	10 persons
5.	Management of Provident Fund, Workers Profit Participation Fund and Gratuity Fund	1 Day	6	Officer/Staff	20 persons

February-2023					
Sl.	Name of the Course	Duration	MH Per Day	Target Group	No. of Participant
1.	Bangladesh Public Procurement Rules (PPR)	2 Days	6	Officers	15 persons
2.	Citizen Charter	1 Day	5	Officer/Staff	30 persons
3.	Integrated Management System	3 Days	5	Officer	20 persons
4.	Boiler Operation and Maintenance	2 Days	6	Officer/Staff	10 persons

March-2023					
Sl.	Name of the Course	Duration	MH Per Day	Target Group	No. of Participant
1.	Workshop on Fourth Industrial Revolution	1 Day	6	Officer	30 persons
2.	Right to Information (RTI)	1 Day	5	Officer/Staff	30 persons
3.	Design, Manufacturing and Testing of Transformer	2 Days	6	Officer	10 persons
4.	iBass+	1 Day	6	Officer	10 persons

April-2023					
Sl.	Name of the Course	Duration	MH Per Day	Target Group	No. of Participant
1.	E-Governance & Innovation Activities	1 Day	5	Officer/Staff	30 persons
2.	Power System Protection	3 Days	6	Officer	10 persons
3.	Operation & Maintenance of Combined Cycle Gas Turbine (CCGT) Power Station	2 Days	6	Officer/Staff	20 persons
4.	Finance for Non-Finance Professionals	3 Days	6	Officer	10 persons

May-2023					
Sl.	Name of the Course	Duration	MH Per Day	Target Group	No. of Participant
1.	National Integrity Strategy	1 Day	5	Officer/Staff	30 persons
2.	Operation and Maintenance of Transformer	2 Days	6	Officer/Staff	20 persons
3.	Programmable Logic Controller (PLC), Distributed Control System (DCS) and SCADA	2 Days	6	Officer/Staff	15 persons
4.	iBass+	1 Day	6	Officer	10 persons
5.	Vehicle Management and Road Transport Act	1 Day	6	Officer/Staff	20 persons

June-2023					
Sl.	Name of the Course	Duration	MH Per Day	Target Group	No. of Participant
1.	Grievance Redress System	1 Day	5	Officer/Staff	30 persons
2.	Operation and Maintenance of Gas Turbine Power Plant	2 Days	6	Officer	20 persons
3.	Fire Fighting, Fire Prevention, Rescue and First Aid Training	1 Day	6	Officer/Staff	30 persons
4.	Communicative English	1 Day	5	Officer	20 persons

Note: Each class consists of 60 minutes

CHAPTER-6

***ON THE JOB TRAINING PLAN
OF DIFFERENT POWER
PLANTS/PROJECTS OF BRPL***

**On the Job Training Plan of
Kodda 150 MW Power Plant
FY 2022-23**



Kodda 150 MW Power Plant, BRPL

Mechanical Training

Sl.	Months	Name of the Tentative Training Program	No. of Days Per Month	Hours per Day	No. of Participants	Total Men Hour
1.	July-2022	Fuel injection pump inspection	1	3	10	30
		Valve clearance inspection and adjustment	1	3	10	30
		Governor linkage checking	1	3	15	45
		High pressure pump dismantling and assembly	1	3	10	30
2.	August-2022	HT water pumps inspection and removing.	1	4	10	40
		HFO auto filter module Candle filter removing and installation.	1	3	10	30
		LO separator 20K schedule maintenance.	1	4	10	40
		Cylinder head removing and installation.	1	3	15	45
3.	September-2022	Jokey Pump dismantling and assembly	1	4	10	40
		Fuel injection valve removing assembly, dismantling and installation.	1	3	15	45
		HFO separator 20k schedule maintenance	1	3	15	45
		Mechanical Maintenance Course	1	3	15	45
4.	October-2022	Big End Bearing removing and installation.	1	3	10	30
		Cylinder Head removing and installation.	1	3	15	45
		TC nozzle ring assembly and installation.	1	3	15	45
		Piston removing, inspection and installation	1	4	10	40
5.	November-2022	Fuel injection pump inspection	1	3	10	30
		Valve clearance inspection and adjustment	1	4	10	40
		Governor linkage checking	1	3	15	45
		High pressure pump dismantling and assembly	1	4	10	40
6.	December-2022	HT water pumps inspection and removing.	1	3	15	45
		HFO auto filter module Candle filter removing and installation.	1	4	10	40
		LO separator 20K schedule maintenance.	1	4	10	40
		Cylinder head removing and installation.	1	3	15	45
7.	January-	Jokey Pump dismantling and assembly	1	4	10	40

	2023	Fuel injection valve removing assembly, dismantling and installation.	1	4	15	60
		HFO separator 20k schedule maintenance	1	3	15	45
		Mechanical Maintenance Course	1	4	15	60
8.	February-2023	Big End Bearing removing and installation.	1	3	10	30
		Cylinder Head removing and installation.	1	3	15	45
		TC nozzle ring assembly and installation.	1	3	15	45
		Piston removing, inspection and installation	1	4	10	40
9.	March-2023	Fuel injection pump inspection	1	3	10	30
		Valve clearance inspection and adjustment	1	4	10	40
		Governor linkage checking	1	3	15	45
		High pressure pump dismantling and assembly	1	4	10	40
10.	April-2023	Big End Bearing removing and installation.	1	3	10	30
		Cylinder Head removing and installation.	1	4	15	60
		TC nozzle ring assembly and installation.	1	3	15	45
		Piston removing, inspection and installation	1	4	10	40
11.	May-2023	HT water pumps inspection and removing.	1	4	15	60
		HFO auto filter module Candle filter removing and installation.	1	4	10	40
		LO separator 20K schedule maintenance.	1	4	10	40
		Cylinder head removing and installation.	1	4	15	60
12.	June-2023	Jokey Pump dismantling and assembly	1	4	10	40
		Fuel injection valve removing assembly, dismantling and installation.	1	4	15	60
		HFO separator 20k schedule maintenance	1	3	15	45
		Mechanical Maintenance Course	1	4	15	60
Total Man Hour:						2050

Electrical Training

Sl.	Months	Name of the Tentative Training Program	No. of Days Per Month	Hours per Day	No. of Participants	Total Men Hour
1.	July-2022	Operation & Maintenance of Electrical Substation and Evacuation Facilities of Kodda 150 MW power plant	1	4	15	60
		Electrical Maintenance Course	1	4	15	60
		Relay and Protection	1	3	10	30
		Radiator fan motor control circuit	1	3	15	45
2.	August-2022	LV System of Kodda 150MW Power Plant	1	4	15	60
		Substation Equipment & Maintenance	1	3	20	60
		Electrical Maintenance Course	1	4	15	60
		Fire Alarm System of KPP	1	4	15	60
3.	September-2022	Solar Panel	1	4	15	60
		SCADA integration of 132kV Substation Equipment	1	4	15	60
		Engine Control Unit	1	4	15	60
		Design Planning & Contract Management	1	4	10	40
4.	October-2022	UPS System	1	3	20	60
		Operation and Maintenance of Power Transformer	1	4	10	40
		18K Schedule Maintenance of Alternator	1	3	15	45
		Electrical Maintenance of Engine during 18K	1	4	20	80
5.	November-2022	Operation & Maintenance of Electrical Substation and Evacuation Facilities of Kodda 150 MW power plant	1	4	15	60
		Electrical Maintenance Course	1	4	15	60
		Relay and Protection	1	3	10	30
		Radiator fan motor control circuit	1	3	15	45
6.	December-2022	UPS System	1	3	20	60
		Operation and Maintenance of Power Transformer	1	4	10	40
		18K Schedule Maintenance of Alternator	1	3	15	45
		Electrical Maintenance of Engine during 18K	1	4	20	80
7.	January-	LV System of Kodda 150MW Power Plant	1	4	15	60

	2023	Substation Equipment & Maintenance	1	3	20	60
		Electrical Maintenance Course	1	4	15	60
		Fire Alarm System of KPP	1	4	15	60
8.	February-2023	Solar Panel	1	4	15	60
		SCADA integration of 132kV Substation Equipment	1	4	15	60
		Engine Control Unit	1	4	15	60
		Design Planning & Contract Management	1	4	10	40
9.	March-2023	Operation & Maintenance of Electrical Substation and Evacuation Facilities of Kodda 150 MW power plant	1	4	15	60
		Electrical Maintenance Course	1	4	15	60
		Relay and Protection	1	3	10	30
		Radiator fan motor control circuit	1	3	15	45
10.	April-2023	UPS System	1	3	20	60
		Operation and Maintenance of Power Transformer	1	4	10	40
		18K Schedule Maintenance of Alternator	1	3	15	45
		Electrical Maintenance of Engine during 18K	1	4	20	80
11.	May-2023	LV System of Kodda 150MW Power Plant	1	4	15	60
		Substation Equipment & Maintenance	1	3	20	60
		Electrical Maintenance Course	1	4	15	60
		Fire Alarm System of KPP	1	4	15	60
12.	June-2023	Solar Panel	1	4	15	60
		SCADA integration of 132kV Substation Equipment	1	4	15	60
		Engine Control Unit	1	4	15	60
		Design Planning & Contract Management	1	4	10	40
Total Man Hour:						2640

General Training

Sl.	Months	Name of the Tentative Training Program	No. of Days Per Month	Hours per Day	No. of Participants	Total Men Hour
1.	July-22	First Aid & Fire Fighting	1	3	20	60
2.	August-22	Occupational Health, Safety & Environment	1	4	20	80
		General Conduct & Discipline	1	4	20	80
3.	September-22	Developing Basic Skills on ICT	1	4	20	80
		Etiquette& Manners	1	3	20	60
4.	October-22	Bangladesh Labor Act & Rules	1	4	15	60
		Communicative English	1	4	15	60
5.	November22	First Aid & Fire Fighting	1	3	20	60
		BRPL Service Rules	1	4	20	80
6.	Deember-22	Occupational Health, Safety & Environment	1	4	20	80
		Store Management	1	4	20	80
7.	January-23	First Aid & Fire Fighting	1	3	20	60
		Office Management	1	4	20	80
8.	February-23	Bangladesh Labor Act & Rules	1	4	15	60
		Developing Basic Skills on ICT	1	4	15	60
9.	March-23	Etiquette& Manners	1	3	25	75
		General Conduct & Discipline	1	4	20	80
10.	April-23	Bangladesh Labor Act & Rules	1	4	15	60
		Communicative English	1	4	15	60
11.	May-23	BRPL Service Rules	1	4	20	80
		Office Management	1	4	20	80
12.	June-23	Occupational Health, Safety & Environment	1	4	20	80
		Store Management	1	4	20	80
Total Man Hour:						1635

**On the Job Training Plan of
Mirsarai 150 MW Power
Plant Project for the
FY 2022-23**



Mirsarai 150 MW Power Plant Project

**Technical Training
(Mechanical &
Electrical)**

Sl.	Months	Name of the Tentative Training Program	No. of Days Per Month	Hours per Day	No. of Participants	Total Men Hour
1.	July-2022	Fuel injection valve removing assembly, dismantling and installation.	1	4	10	40
		Mechanical Maintenance Course	1	5	15	75
		Substation Equipment & Maintenance	1	3	15	45
		Fire Alarm System of MPPP	1	4	15	60
2.	August-2022	HFO auto filter module Candle filter removing and installation.	1	4	10	40
		Cylinder head removing and installation.	1	4	15	60
		Electrical Maintenance Course	1	4	15	60
		Relay and Protection	1	3	10	30
3.	September-2022	Governor linkage checking	1	3	15	45
		High pressure pump dismantling and assembly	1	4	10	40
		Solar Panel	1	4	15	60
		Engine Control Unit	1	4	15	60
4.	October-2022	TC nozzle ring assembly and installation.	1	4	15	60
		Piston removing, inspection and installation	1	4	10	40
		UPS System	1	3	10	30
		Operation and Maintenance of Power Transformer	1	4	10	40
5.	November-2022	Fuel injection valve removing assembly, dismantling and installation.	1	4	10	40
		Mechanical Maintenance Course	1	5	15	75
		Substation Equipment & Maintenance	1	3	15	45
		Fire Alarm System of MPPP	1	4	15	60
6.	December-2022	HFO auto filter module Candle filter removing and installation.	1	4	10	40
		Cylinder head removing and installation.	1	4	15	60

		Electrical Maintenance Course	1	4	15	60
		Relay and Protection	1	3	10	30
7.	January-2023	Governor linkage checking	1	3	15	45
		High pressure pump dismantling and assembly	1	4	10	40
		Solar Panel	1	4	15	60
		Engine Control Unit	1	4	15	60
8.	February-2023	TC nozzle ring assembly and installation.	1	4	15	60
		Piston removing, inspection and installation	1	4	10	40
		UPS System	1	3	10	30
		Operation and Maintenance of Power Transformer	1	4	10	40
9.	March-2023	Fuel injection valve removing assembly, dismantling and installation.	1	4	10	40
		Mechanical Maintenance Course	1	5	15	75
		Substation Equipment & Maintenance	1	3	15	45
		Fire Alarm System of MPPP	1	4	15	60
10.	April-2023	HFO auto filter module Candle filter removing and installation.	1	4	10	40
		Cylinder head removing and installation.	1	4	15	60
		Electrical Maintenance Course	1	4	15	60
		Relay and Protection	1	3	10	30
11.	May-2023	Governor linkage checking	1	3	15	45
		High pressure pump dismantling and assembly	1	4	10	40
		Solar Panel	1	4	15	60
		Engine Control Unit	1	4	15	60
12.	June-2023	TC nozzle ring assembly and installation.	1	4	15	60
		Piston removing, inspection and installation	1	4	10	40
		UPS System	1	3	10	30
		Operation and Maintenance of Power Transformer	1	4	10	40
Total Man Hour:						2355

General Training

Sl.	Months	Name of the Tentative Training Program	No. of Days Per Month	Hours per Day	No. of Participants	Total Men Hour
1.	July-2022	First Aid & Fire Fighting	1	3	20	60
2.	August-2022	Occupational Health, Safety & Environment	1	4	20	80
3.	September-22	General Conduct & Discipline	1	4	15	60
4.	October-22	BRPL Service Rules	1	4	20	80
5.	November22	Store Management	1	4	10	40
6.	Deember-22	Office Management	1	4	10	40
7.	January-2023	First Aid & Fire Fighting	1	3	20	60
8.	February-2023	Occupational Health, Safety & Environment	1	4	20	80
9.	March-2023	General Conduct & Discipline	1	4	15	60
10.	April-2023	BRPL Service Rules	1	4	20	80
11.	May-2023	Store Management	1	4	10	40
12.	June-2023	Office Management	1	4	10	40
Total Man Hour:						720

CHAPTER-7

**TRAINING MODULE &
CURRICULUM**

General Training

Bangladesh Public Procurement Rules (PPR)

1.	Course Name	:	Bangladesh Public Procurement Rules (PPR)
2.	Total Period	:	12 hours (2 Days)
3.	Course Objectives	:	Increasing the concept of procurement act, rules, plan and coordination; to familiarize with the PPR 2008, PPA 2006 in procurement practice and to make the participants efficient with the procurement methods.
4.	No. of Participants	:	25
5.	Targets groups	:	JAM. SAE, AM, AE, SDE, XEN, Manager
6.	Content	:	

Topic No.	Topics	Class Hour
1.	Inauguration & Importance of the course	01
2.	Scope of purchase, procurement, and coordination; objectives, definition and methods of Procurement (in light of PPR 2008 & PPA 2006)	01
3.	Procurement Plan -Procedure & Approval, Package/lot/item, Total Procurement Plan for Development Project, Annual Procurement Plan for Development & Revenue Budgets	01
4.	Formation of Committees for Public Procurement	01
5.	Approval Process	01
6.	Procurement Methods & Strategy for Selection of Appropriate Methods	01
7.	Standard Procurement Related Documents	01
8.	Pre-Qualification, Complaints & Appeals, Contract Administration & Management	01
9.	General Conditions of Contract (GCC)	01
10.	Tender Evaluation	01
11.	Different types of Contract Forms	01
12.	Post Test and Closing session	01
	Total	12

BRPL Employee Service Rules

1.	Course Name	:	BRPL Employee Service Rules
2.	Total Period	:	6 hours
3.	Course Objectives	:	The employees of BRPL will have clear concept of General Conduct & Discipline, Leave, General conditions of service, Recruitment, Promotion and overall application of service rules.
4.	No. of Participants	:	30
5.	Target Group	:	Office Staff, JAM, SAE, AM, AE, DM, SDE, XEN
6.	Course Content	:	

Topic No.	Topics	Class Hour
1.	Inauguration & Importance of the course	01
2.	Introduction to BRPL Employee Service Rules-2016, Application of Service Rules, General Conduct and Discipline	01
3.	Recruitment and Promotion Policies & Guidelines (Recruitment Policies; Recruitment Guidelines; Promotion Policies & Guidelines), Schedule of Recruitment and Promotion.	01
4.	Leave & Transfer Rule, T/A & D/A Rules, Medical Allowance, Service Record, Retirement, Termination and Resignation & Miscellaneous	01
5.	Fringe Benefits Rules, Honorarium, Bonus and Allowances, Service Record, Retirement, Termination and Resignation & Miscellaneous	01
6.	Post Test and Closing session	01
	Total	06

Office Management

1.	Course Name	:	Office Management
2.	Total Period	:	6 hours
3.	Course Objectives	:	Increase office efficiency and develop the management attributes & style which is helpful for employee's better performance that eventually helps to meet the organization's goal.
4.	No. of Participants	:	30
5.	Target Group	:	Office Staff, JAM, SAE, AM, AE, DM, SDE
6.	Course Content	:	
7.			

Topic No.	Topics	Class Hour
1.	Inauguration & Importance of the course	01
2.	Definition of Office & Office Management, Office Layout, Scope of office management, Types of Office Management	01
3.	Functions of office management including office building, Skills of a Office Manager	01
4.	Official & business letters, Reports writing & forms management, Office work simplification, Increase office efficiency, Effective & business communication	01
5.	Reception & efficiency on telephone etiquette, The office environment and environmental awareness, Disaster Management, Ethics and National Integrity	01
6.	Post Test and Closing session	01
	Total	06

Effective Communication Skills & Organizational Behavior

1.	Course Name	:	Effective Communication Skills & Organizational Behavior
2.	Total Period	:	6 hours
3.	Course Objectives	:	To make paperless office and to make the overall system more transparent and increasing the efficiency of the employees.
4.	No. of Participants	:	20
5.	Target Group	:	Officers of BRPL
6.	Course Content	:	

Topic No.	Topics	Class Hour
1.	Inauguration & Importance of the course	01
2.	Communication Skills & its types (Verbal & Non-Verbal)	01
3.	Importance of good communication skills and how it can be developed and applied in work life.	01
4.	Top 10 Communication Skills for career success, Definition of Organizational behavior & its importance.	01
5.	Different types of organizational behavior models	01
6.	Post Test and Closing session	01
	Total	06

Leadership Development Program

1.	Course Name	:	Leadership Development Program
2.	Total Period	:	12 hours (2 Days)
3.	Course Objectives	:	This training will provide the positive aspects of the leader's actions and styles and how a leader has impact on an employee.
4.	No. of Participants	:	20
5.	Target Group	:	Officers of BRPL
6.	Course Content	:	

Topic No.	Topics	Class Hour
1.	Inauguration & Importance of the course	01
2.	Leadership and its Pillars, Vision, Values and Ethics, Change Leadership	02
3.	Leadership Effectiveness, Customer-Focused Leadership, Coping with Adversity, Managing Stress	02
4.	Critical Thinking and Decisions Making	01
5.	Crisis Leadership, Strategies for Collaboration during Crisis with cases	02
6.	Negotiation Tools and Techniques	01
7.	Strategic Leadership	01
8.	Leadership Styles in Power Sector of Bangladesh	01
9.	Post Test and Closing session	01
	Total	12

Human Resources Management (HRM)

1.	Course Name	:	Human Resources Management (HRM)
2.	Total Period	:	12 hours (2 Days)
3.	Course Objectives	:	To develop the competency needed to motivate and administer people who are focused on providing excellent service to their customers. After completion of the training, participants will be able to familiar with the HR tools that deals with issues related to people such as compensation, hiring, performance, management, organization development, safety, wellness, benefits, employee motivation, communication, administration and training.
4.	No. of Participants	:	10
5.	Targets groups	:	AM, DM, SDE, XEN, Manager
6.	Content	:	

Topic No.	Topics	Class Hour
1.	Inauguration & Importance of the course	01
2.	Strategic Management & HR as Organizational Strategic Partner, Requirement of HR & Implementing the strategic HR plan,	01
3.	Forecasting for Future HR Demand & Supply, Establishing HR Needs & Planning.	01
4.	Job Analysis: Definition, Purpose & Methods, Methods of Collecting job Analysis information, Characteristics of Good Job Analysis	02
5.	Job Evaluation & Job Description, Job Description as a Strategic HR Tool	02
6.	Recruitment Process & Sources of Recruitment: Internal vs. External,	01
7.	Selection Methods: Interviewing and Testing, Induction and Placement of HR	01
8.	Performance Management: Theory to Practice, Steps in Performance Appraisal & Traditional Methods and Modern Methods of Appraisal, Prerequisites of an effective and Successful Appraisal	02
9.	Post Test and Closing session	01
	Total	12

Effective Inventory Management and Warehousing/Store Management

1.	Course Name	:	Effective Inventory Management and Warehousing/Store Management
2.	Total Period	:	6 hours
3.	Course Objectives	:	To able the employees for management of store and inventory of the organization.
4.	No. of Participants	:	15
5.	Target Group	:	Officers/Staffs of BRPL
6.	Course Content	:	

Topic No.	Topics	Class Hour
1.	Inauguration & Importance of the course	01
2.	Store Management & its objectives, Purchasing storage, materials handling	01
3.	Inventory control, materials requirement planning, distribution, financial aspects and contractual matters.	01
4.	-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
5.	Inventory Management and its scope, Techniques of inventory Management (Stock	01

	Review, ABC Analysis, VED Analysis, SDE Analysis, Just In Time, Vendor Managed Inventory)	
6.	Post Test and Closing session	01
	Total	06

Vehicle Management & Traffic Laws

1.	Course Name	:	Vehicle Management & Traffic Laws
2.	Total Period	:	6 hours
3.	Course Objectives	:	To increase the efficiency of the drivers of BRPL and creating etiquette knowledge among them and make themselves efficient in crisis situations
4.	No. of Participants	:	30
5.	Target Group	:	Drivers & relevant Officers/Staffs of BRPL
6.	Course Content	:	

Topic No.	Topics	Class Hour
1.	Inauguration & Importance of the course	01
2.	Brief Description of Driving Laws of Bangladesh and Vehicle Management, Common Technical Problem in Vehicle and Overcome Procedure	01
3.	Common Technical Problem in Vehicle and Overcome Procedure	01
4.	Different Types of Road Signals, Legal Rules in Driving, Fuel Supply System and Cooling System.	01
5.	Procedures of Driving in adverse situation, What to do in case of Engine Over Heating, Driving etiquette	01
6.	Post Test and Closing session	01
	Total	06

National Integrity Strategy (NIS)

1.	Course Name	:	National Integrity Strategy (NIS)
2.	Total Period	:	5 hours
3.	Course Objectives	:	To enhance & energize the national and work life and the reduction of corruption from the lot of the country.
4.	No. of Participants	:	40
5.	Target Group	:	Officers & Staffs of BRPL
6.	Course Content	:	

Topic No.	Topics	Class Hour
1.	Inauguration & Importance of the course	01
2.	Introduction about National Integrity Strategy, Mission & Vision of National Integrity Strategy	01
3.	Cumulative Objectives of National Integrity Strategy, Implementation Structure and Necessity of National Integrity Strategy	01
4.	Steps in implementation of National Integrity Strategy	01
5.	Post Test and Closing session	01
	Total	05

E-Governance & Innovation

1.	Course Name	:	E-Governance & Innovation
2.	Total Period	:	5 hours
3.	Course Objectives	:	To make the employees of BRPL acquainted with the modern innovation and make them accountable to the customers through electronic governance.
4.	No. of Participants	:	5 hours
5.	Target Group	:	Officers & Staffs of BRPL
6.	Course Content	:	

Topic No.	Topics	Class Hour
1.	Inauguration & Importance of the course	01
2.	Digital Bangladesh, Innovation & Discovery	01
3.	E-Governance & its background, Pillars & Objectives of E-Governance	01
4.	Types, Challenges & Scope of E-Governance, How to develop an idea and make it successful? Steps of innovation.	01
5.	Post Test and Closing session	01
	Total	05

Citizen's Charter

1.	Course Name	:	Citizen's Charter
2.	Total Period	:	5 hours
3.	Course Objectives	:	To increase the efficiency of the employees and creating accountability among the employees for providing service to the key stake holders.
4.	No. of Participants	:	30
5.	Target Group	:	Officers & Staffs of BRPL
6.	Course Content	:	

Topic No.	Topics	Class Hour
1.	Inauguration & Importance of the course	01
2.	Definition of Citizen's Charter, Previous background of Citizen's Charter.	01
3.	Objectives of Citizen's Charter	01
4.	Implementation structure plan of Citizen's Charter in BRPL	01
5.	Post Test and Closing session	01
	Total	05

Right to Information (RTI)

1.	Course Name	:	Right to Information Act (RTI)
2.	Total Period	:	5 hours
3.	Course Objectives	:	To increase the efficiency of the employees and creating awareness about the right of information of the employees.
4.	No. of Participants	:	30
5.	Target Group	:	Officers & Staffs of BRPL
6.	Course Content	:	

Topic No.	Topics	Class Hour
1.	Inauguration & Importance of the course	01
2.	Definition of Right to Information, Short description about the Right to Information (RTI) Act-2009	01
3.	Purposes & Structures of Right to Information (RTI) Act-2009	01
4.	Application procedure of getting information and the duties of information providing officer, What to do in case of failure of getting information?	01
5.	Post Test and Closing session	01
	Total	05

Grievance Redress System (GRS)

1.	Course Name	:	Grievance Redress System (GRS)
2.	Total Period	:	5 hours
3.	Course Objectives	:	To increase the efficiency of the employees and creating accountability among the employees for providing service to the key stake holders.
4.	No. of Participants	:	30
5.	Target Group	:	Officers & Staffs of BRPL
6.	Course Content	:	
7.			

Topic No.	Topics	Class Hour
1.	Inauguration & Importance of the course	01
2.	Definition of Grievance Redress System, Background of Grievance Redress System	01
3.	Purposes of Grievance Redress System	01
4.	Application of Grievance Redress System in organization,	01
5.	Post Test and Closing session	01
	Total	05

Fire Fighting, Fire Prevention, Rescue and First Aid Training

1.	Course Name	:	Fire Fighting, Fire Prevention, Rescue and First Aid Training
2.	Total Period	:	5 hours
3.	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.
4.	No. of Participants	:	30
5.	Target Group	:	Officers/Staffs of BRPL
6.	Course Content	:	

Topic No.	Topics	Class Hour
1.	Inauguration & Importance of the course	01
2.	-Discussion about fire and its classification. -Discussion about source of fire. -Discussion about different types of Hazard storage guideline.	01

3.	-Discussion about different types of firefighting equipment. -Danger & caution notice. -First aid. -Idea on flame detector, smoke detector, alarm, and resetting technique	01
4.	-Practical demonstration.	01
5.	-Description on Accident Reporting. -Treatment of electric shock, awareness and precaution of health problem	01
6.	Post Test and Closing session	
	Total	05

Technical Training

Operation and Maintenance of Gas Turbine Power Plant

1.	Course Name	:	Operation And Maintenance of Gas Turbine Power Plant
2.	Total Period	:	12 hours (2 Days)
3.	Course Objectives	:	To familiarize with the different power generation technologies. To familiarize with Gas Turbine Power Plant and its different Categories. To familiarize with the components & Auxiliaries of Gas Turbine Power Plant. To familiarize with the operational procedure of gas turbine power plants.
4.	No. of Participants	:	20
5.	Target Group	:	AE/SDE/XEN
6.	Training Methods	:	Discussion & Lecture, Practical Demonstration & Multimedia presentation.
7.			

Topic No.	Topics	Class Hour
1.	Inauguration & Importance of the course.	01
2.	Various Generation technologies & their economic comparison.	01
3.	-Gas Turbine Design consideration & different categories of Gas turbines. -Discussion on gas turbine components & Important points to be considered in a gas turbine	02
4.	-Discussions on details start up procedure of gas turbine & essential preparation for proper operation of gas turbines	02
5.	Gas turbine cycle analysis	01
6.	-Discussion on vibration problems. -Discussion on fuel and fuel properties -Discussion on lubrication management	02
7.	-Discussion on maintenance technique & maintenance planning -Control system and instrumentation	02
8.	Post Test and Closing session	01
	Total	12

Design and Implementation of Solar Power Plant

1.	Course Name	:	Design and Implementation of Solar Power Plant
2.	Total Period	:	12hours (2 Days)
3.	Course Objectives	:	To familiarize with the renewable energy of Bangladesh & its prospects & how to utilize the renewable resources of the country.
4.	No. of Participants	:	10
5.	Target Group	:	AE/SDE/XEN
6.	Training Methods	:	Discussion & Lecture, Practical Demonstration & Multimedia presentation.
7.			

Topic No.	Topics	Class Hour
1.	Inauguration & Importance of the course.	01
2.	Prospects and Challenges of Renewable Energy Development in Bangladesh	01
3.	Electrical & Electronics Engineering of Solar Cell Equipment, PV Electricity Production	02
4.	Designing of Grid Tied Solar Park, Design Variants, Site Condition	02
5.	Study of Solar Radiation and PV materials	01
6.	Solar Energy Technology, Different Types of Solar Power System and their energy costs	02
7.	Feasibility Study and Design of a new Solar Power Plant Project	02
8.	Post Test and Closing session	01
	Total	12

Power System Protection

1.	Course Name	:	Power System Protection
2.	Total Period	:	18 hours (3 Days)
3.	Course Objectives	:	To build up expertise on protection of the power system in the power plant so that the plant may run efficiently.
4.	No. of Participants	:	10
5.	Target Group	:	AE/SDE/XEN
6.	Training Methods	:	Discussion & Lecture, Practical Demonstration & Multimedia presentation.

Topic No.	Topics	Class Hour
1.	Inauguration & Importance of the course	01
2.	Necessity of Power System Protection in Power Generation	01
3.	Types of faults in power system	01
4.	Fundamentals of fault clearing and switching phenomena	02
5.	Power System Protection Basics	02
6.	Over current and earth fault protection	02
7.	Different Company's Relay	01
8.	Role of DC System (Battery, Battery Charger and auxiliary dc system for substation) in power system protection	02
9.	Restricted earth fault protection (REF)	02
10.	Operation & Maintenance of CT&PT, Role of CT&PT in Power System Protection	02
11.	Capacitor Bank Protection	01
12.	Post Test and Closing session	01
	Total	18

Boiler Operation & Maintenance

1.	Course Name	:	Boiler Operation & Maintenance
2.	Total Period	:	12 hours (2 Days)
3.	Course Objectives	:	To build up expertise on protection of equipment's in boiler & maintain external and internal failure mechanism and to identify the malfunctions of the boiler.
4.	No. of Participants	:	10
5.	Target Group	:	AE/SDE/XEN
6.	Training Methods	:	Discussion & Lecture, Practical Demonstration & Multimedia presentation.

Topic No.	Topics	Class Hour
1.	Inauguration & Importance of the course	01
2.	Carnot and Ranking cycles, Thermodynamic principles and laws, Boiler Construction, pressure parts, boiler drum Internals & ID, FD and PA fans, their Characteristics, stalling and surging	02
3.	Fuels, Combustion and Combustion equipment, oxygen controls and Stoichiometry.	02

4.	Pre-checks for boiler start up, boiler filling, boiler purge and startup, Pressure rising, Coal Mills, warming and startup of coal mills removal of oil support and mill controls.	02
5.	Boiler shutdown and emergencies, boiler protections, boiler losses and Efficiency	02
6.	Cause of Tube failures, tube replacement and hydraulic test of boiler	02
7.	Post Test and Closing session	01
	Total	12

Training on ICT

1.	Course Name	:	Training on ICT
2.	Total Period	:	12 hours (2 Days)
3.	Course Objectives	:	To make the employees IT expert in order to solve any types of IT related problems.
4.	No. of Participants	:	10
5.	Target Group	:	AE/AM/DM/SDE/Manager/XEN
6.	Training Methods	:	Discussion & Lecture, Practical Demonstration & Multimedia presentation.

Topic No.	Topics	Class Hour
1.	Inauguration & Importance of the course	01
2.	Bangladesh Power Sector: Role of ICT	01
3.	Relevant Policy/guideline	01
4.	Folder creating, renames of folder, delete folder, restore folder, File menu, Format menu and Tools menu,	01
5.	Introduction to MS Excel (work sheet, cell, row, column etc.), Over view of menu bars and all tool bars, Calculation	01
6.	Introduction to MS Power Point, Slide creation, insert new slide, delete slide, slide presentation with picture, graph & chart, Slide setup, various types of animation, slide transition	01
7.	IT Infrastructure: Hardware & Server	01
8.	Operating System	02
9.	IT Infrastructure for Data Center, Cloud Data Service	02
10.	Post Test and Closing session	01
	Total	12

Financial Training

Internal Audit & Compliance

1.	Course Name	:	Internal Audit & Compliance
2.	Total Period	:	6 hours
3.	Course Objectives	:	Acquiring knowledge about internal audit and its procedure. Through it organization may remove any unexpected cost and continue the progress of it.
4.	No .of Participants	:	10
5.	Target Group	:	AE/AM/DM/SDE
6.	Course Content	:	

Topic No.	Topics	Class Hour
1.	Inauguration & Importance of the course	01
2.	Basic of Internal Audit& compliance& its types.	01
3.	Issues considering in conducting internal audit, Authorizes person for conducting internal audit	01
4.	Process of conducting internal audit & how organization be helped through internal audit.	02
5.	Post Test and Closing session	01
	Total	06

Imprest Fund Management

1.	Course Name	:	Imprest Fund Management
2.	Total Period	:	4 hours
3.	Course Objectives	:	To know the participants about the importance of imprest fund management and how it should be managed in the organization.
4.	No .of Participants	:	25
5.	Target Group	:	AE/AM/DM/SDE & Staffs of BRPL
6.	Course Content	:	

Topic No.	Topics	Class Hour
1.	Inauguration & Importance of the course	01
2.	Definition of Imprest Fund Management, its importance & objectives, fund limit of imprest fund in BRPL, Spending through single Voucher, Spot quotation	01
3.	Process of adjustment of imprest fund, responsible person for managing it	01
4.	Problems related with Imprest Fund Management, Post Test and Closing session	01
	Total	04

VAT & Tax Regulations

1.	Course Name	:	VAT & Tax Regulations
2.	Total Period	:	5 hours
3.	Course Objectives	:	To acquaint the participants with financial rules & regulations of VAT & Tax and make conscious regarding it.
4.	No. of Participants	:	30
5.	Target Group	:	Officers/Staffs of BRPL
6.	Course Content	:	
7.			

Topic No.	Topics	Class Hour
1.	Inauguration & Importance of the course	01
2.	-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
3.	Personal & Organizational Income Tax Calculation	01
4.	VAT & VAT Act, Ways of VAT Calculation	01
5.	Post Test and Closing session	01
	Total	05

Management of Provident fund, Workers Profit Participation Fund and Gratuity Fund

1.	Course Name	:	Management of Provident fund, Workers Profit Participation Fund and Gratuity Fund
2.	Total Period	:	6 hours
3.	Course Objectives	:	To increase the efficiency of the employees for management of Provident fund, Workers Profit Participation Fund and Gratuity Fund.
4.	No. of Participants	:	15
5.	Target Group	:	Officers/Staffs of BRPL
6.	Course Content	:	

Topic No.	Topics	Class Hour
1.	Inauguration & Importance of the course	01
2.	Definition of Provident Fund & its components.	01
3.	Techniques of management of Provident Fund.	01
4.	Structure of Workers Profit Participation Fund and Management of it in accordance with the Bangladesh Labor Act-2006 & Bangladesh Labor Rules-2015	01
5.	Definition of Gratuity Fund and its Structure and Management Process.	01
6.	Post Test and Closing session	01
	Total	06

International Financial Reporting Standards (IFRS)

1.	Course Name	:	International Financial Reporting Standards (IFRS)
2.	Total Period	:	18 hours (3 Days)
3.	Course Objectives	:	To make the participants acquainted with the international reporting system and showing the way of proper reporting method.
4.	No. of Participants	:	10
5.	Target Group	:	JAM/AM/DM/Manager of BRPL
6.	Course Content	:	

Topic No.	Topics	Class Hour
1.	Inauguration & Importance of the course	01
2.	IASB and IFRS Relationship	01
3.	Conceptual Framework for Financial Reporting, The status and practice of IFRS standards around the world	02
4.	IFRS 15: Revenue from Contracts with Customers	02
5.	IAS 16: Property, Plant and Equipment & IAS 23: Borrowing Costs	02
6.	IAS 38: Intangible Assets, IAS 36: Impairment of Assets	02
7.	IFRS 5: Non-current Assets Held for Sale and Discontinued Operations	02
8.	IAS 12: Accounting for Income Taxes	02
9.	IFRS 16: Lessees	01
10.	IAS 37: Provisions, Contingent Liabilities and Contingent Assets	02
11.	Post Test and Closing session	01
	Total	18