

TRAINING CALENDAR

2021-2022



RURAL POWER COMPANY LIMITED

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

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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 from the Registrar of Joint Stock Companies & Firms on 31 December 1994 to alleviate power crisis and to meet the increasing power demand of the country. The company was promoted by Rural Electrification Board (REB) and 5 (Five) Palli Biddiyut Samities (PBSs). The company is presently generating 392 MW of electricity from its 4 (Four) Power Stations & 150MW from its BPDB-RPCL Powergen, a joint venture company of BPDB & RPCL. Present Shareholders of the company are BREB & 13 (Thirteen) PBSs. Over the years RPCL has gained vast experience in project implementation, operation & maintenance of power plants. RPCL established a Smart Prepayment Meter Assembling & Electrical Equipment Manufacturing Plant at Tongi, Gazipur on joint venture with Shenzhen Star Instrument Co., Ltd. (Star Instrument), China with shareholding of RPCL 51% and Shenzhen Star Instrument Co., Ltd. (Star Instrument) 49%. The name of the Joint Venture Company (JVC) is Bangladesh Power Equipment Manufacturing Company Ltd. (BPEMC). Rural Power Company Limited (RPCL) is awarded Integrated Management System (IMS) consisting Quality Management System (ISO 9001:2015); Environmental Management System (ISO 14001:2015) and Occupational Health and Safety Management System (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

Sl.	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

Sl.	Name of the Power Plants & Location
1.	Mymensingh 360 MW Dual Fuel Combined Cycle Power Plant Project, Mymensingh
2.	Gazaria 600 MW Combined Cycle Power Plant Project, Gazaria, Munshigonj

1.2.3 Joint Venture Power Plant

Sl.	Name of the Joint Venture Companies	Name of the Power Plants & Location
1.	Bangladesh Power Development Board (BPDB) & Rural Power Company Ltd. (RPCL)	BPDB-RPCL 150 MW Dual Fuel Power Plant, Kadda, Gazipur
2.	Rural Power Company Ltd. (RPCL) & Norinco International Cooperation Limited, China	Patuakhali 1320 (660x2) MW Coal-Based Thermal Power Plant, Kolapara, Patuakhali

1.2.4 Upcoming Projects:

Sl.	Name of the Power Plants & Location
1.	Madargonj 100 MW Solar PV Power Plant, Madargonj, Jamalpur
2.	Gazipur 450 MW CCPP Project, Kadda, Gazipur
3.	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

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

1.3.3 Values

Safety	Safety is a core value over which no business objectives can have a higher priority.
Care	Care for Stakeholders-our Environment, Customers & Shareholders-both existing and potential, our Community and our People (our employee and partners).
Respect	Treat all stakeholders with respect and dignity.
Ethics	Achieve the most admired standards of Ethics, through Integrity and mutual Trust.
Diligence	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

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

CHAPTER-2

ABOUT THE TRAINING OF RPCL

2.1 About this Training Calendar

This calendar will be the base for conducting training programs throughout the year. RPCL Training Cell will follow this to fill up the training demand of the employees as well as to meet up the different training needs of different authorities.

2.2 Objective of this Training Calendar

The objective of this training calendar will be:

- Manage the up-skilling process of existing staff members.
- Plan the onboarding and training needs of new staff.
- Keep ahead of compliance training requirements.
- Share information on training needs with others.
- Create a culture of personal development and learning.
- Bring all the training information and processes together in one place.

2.3 Training Methodology

RPCL provides two types of training to the employees. One is on job training & another is off job training. RPCL provides on job training through job rotation, probation, internship etc. Off job trainings are provided to the employees through lecture, video conferencing, business presentation, workshop, role playing etc. Training is for two types of employees in Rural Power Company Limited i.e. newly recruited employees and existing employees. Newly recruited employees, who will be learning a whole new set of skill, will be provided induction & orientation training. Their training will be elaborate in nature and will be of relatively longer period. Existing employees who are familiar with all activities will be provided refresher trainings which will be of shorter duration comparing to the new employees. 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 RPCL.

2.4 Training Facilities

2.4.1 Internal Training Facilities

RPCL has own training rooms at Shambhugonj, Mymensingh & Kodda, Gazipur. The training rooms are well-furnished with sufficient light and air conditioned. There are modern sound system and multimedia facilities. Besides this a room is also been allotted at corporate office for training

purposes having modern sound system, multimedia and internet facilities. Training Cell will provide all kinds of training materials (i.e. pen, notebook, audio-visual facilities, lecture scripts with hardcopy & softcopy etc.) to the trainees. Moreover, RPCL arranges training in BPEMC Training Centre which has sitting arrangements with 40 (forty) participants. The training center at BPEMC is well equipped with training facilities and air conditioned.

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.

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

2.4.3 Foreign Training

There is foreign training opportunity 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, Pre-Shipment Inspection etc. are supplier provided training opportunities for employees under the procurement/EPC contract. Due to COVID-19, foreign training activities have been suspended for a short period of time. However, 3 (three) of the employees of RPCL are given foreign training by Japan International Cooperation Agency (JICA) through distance learning (Online Platform).

2.4.4 Distance Learning

At present the world is suffering from Novel Corona Virus (COVID-19). Bangladesh is also facing the pandemic situation. But in order to sustain in business & increase employees' competencies, training is an inevitable. So, adapting with this situation and to increase and retain existing level of employee's knowledge, skills, abilities and other competencies, RPCL Training Cell is arranging "Distance/Online training sessions".

2.5 Core Courses

2.5.1 Short Term Training Courses

Sl.	Courses Name
1.	Operation and Maintenance of Thermal Power Stations
2.	Operation & Maintenance of Heavy Furnace oil (HFO) and Diesel Engine based Power Plant
3.	Boiler Operation & Maintenance
4.	Black Start and Risk Management in Generation (Workshop)
5.	Programmable Logic Control (PLC)
6.	RPCL Employees Service Rules- 2016
7.	Training on Electronic Nothi (E-Nothi) System
8.	Training on Annual Performance Agreement (APA)
9.	Training on Power Sector ERP (Enterprise Resource Planning)
10.	National Integrity Strategy (NIS)
11.	Etiquette & Manners
12.	Right to Information Act-2009 (RTI)
13.	Vehicle Management & Traffic Laws
14.	Fire Fighting, Fire Prevention, Rescue and First Aid Training
15.	Income TAX, VAT Act-2012

2.5.2 Special Training Courses

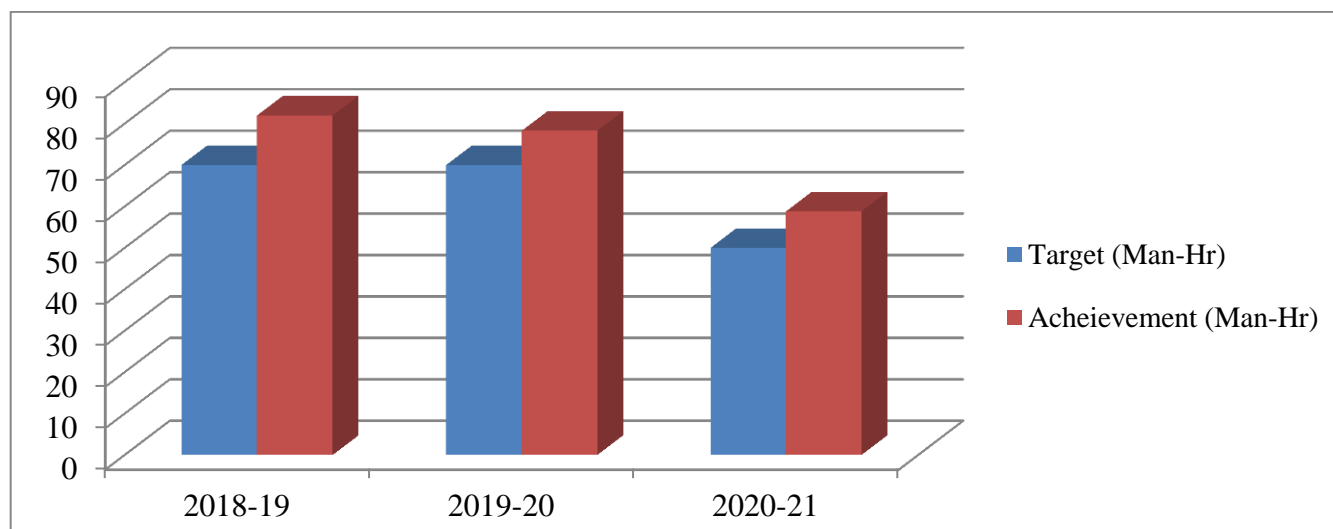
Sl.	Courses Name
1.	Regular Electrician Training Course
2.	Public Procurement Management
3.	Electronic Government Procurement (e-GP)
4.	Foundation Training Courses for Power Sector Employees
5.	Orientation/Induction Training program for newly recruited employees
6.	Training Program on Public Service Innovation
7.	Capacity Building Training Program for CCGT Operation & Maintenance (JICA)
8.	Management of Provident Fund, Workers Profit Participation Fund and Gratuity Fund
9.	Petty Cash Management
10.	Other Training Program as per directive of Management

CHAPTER-3

TRAINING SCENARIO OF RPCL

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

Sl.	Financial Year	Annual Target Per Employee (Man-Hour)	Annual Achievement Per Employee (Man-Hour)	Achievement in Percent (%)
1.	2018-19	70	81.97	117.10
2.	2019-20	70	78.28	111.83
3.	2020-21	50	58.81	117.63



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

3.2 Title Based Training for the last 3 Years

Sl.	Type of Training	Number of Training		
		2020-21	2019-20	2018-19
1.	Management	60	34	42
2.	Technical	17	28	16
3.	Financial	6	8	7
Total		83	70	65

3.3. Training conducted by Bangladesh Power Management Institute (BPMI) in FY 2020-21

Sl.	Subject/Topic	No. of Participants	Duration (Days)
1.	Company Affairs (2nd Batch)	4	4
2.	Design & Implementation of Solar Power Plant (2nd Batch)	3	16
3.	Operation, Maintenance & Protection of Substation (3rd Batch)	1	11
4.	Operation & Maintenance of Combined Cycle Gas Turbine (CCGT) Power Station	4	13
5.	Design, Manufacturing and Testing of Transformer-4th Batch	1	10
6.	Project Formulation, Implementation, Monitoring and Evaluation (PIME)	1	12
7.	Operation, Maintenance & Protection of Substation (4th Batch)	1	10
8.	Power System Protection-2nd Batch	1	10
9.	Training of Trainers (TOT)-5th Batch	2	5
10.	Basic Training on PPA-2006 & PPR-2008	1	17
11.	Leadership Development Program for Power Sector organizations	1	18
12.	Public Procurement in Power Sector-2nd Batch	1	18
13.	Training of Trainers 6th Batch	1	7
14.	Training of Trainers 7th Batch	1	7
15.	Public Procurement for Power Sector	1	19
16.	Basic Training on ICT for Power Sector	1	15
17.	Power System Protection-3rd Batch	1	11
18.	Training of Trainers (TOT)-8th Batch	1	7
19.	Basic Training on ICT for Power Sector-2nd Batch	1	15
20.	Webinar on Dissemination of Best Practices & Innovations of RPCL	24	1

3.4. Training conducted by Bangladesh Public Administration Training Center (RPATC, Dhaka & RPATC, Chattogram) in FY 2020-21

Sl.	Training/Workshop Name	Duration (Days)	No of Participants	Training Institute
1.	Office Management and ICT Course	12	1	RPATC, Dhaka & Chattogram
2.	Workshop on Right to Information (RTI)	1	1	
3.	Conduct and Discipline	5	2	
4.	Financial Management Course	12	2	
5.	Modern Office Management Course	12	1	
6.	Electronic Nothi (E-nothi) Course	5	1	
7.	Fundamental Training Course	12	3	
8.	Workshop on National Integrity Strategy (NIS)	1	1	
9.	Information and Communication Technology Course	12	2	

3.5 Foundation Training Course at BPMI

Name of the Training Course	Designation of Trainees	No of Participants	Duration	Status
Foundation Training Course-3 rd Batch	AE, AM & JAM	06	55 Working Days	Complete

CHAPTER-4

TRAINING PLAN FOR THE FY 2021-22

4.1 Aggregate Training Plan by Training Hour for the FY 2021-2022

Sl.	Course Conducting Wing	Total No of Courses	Total No of Trainees	Total Man Hour
1	RPCL Head Office	36	89	8285
2	Mymensingh 210 MW Combined Cycle Power Station	48	105	5699
3	Gazipur 52 MW Dual-Fuel Power Plant	40	67	3875
4	Gazipur 105 MW HFO Fired Power Plant	40	46	2632
5	Raozan 25 MW Dual-Fuel Power Plant	30	46	2584
Total			353	23075

4.1.1 General Training Plan for the FY 2021-2022

Sl.	Course Name	No. of Course	Course Day	Each Day Course Hour on Per Person	Participant Per Course	Target Group (Grade Wise)	Total Participant	Total Man Hour
a	b	c	d	e	f	g	h = (c x f)	i = (d x e x h)
1.	RPCL Employees Service Rules-2016	2	1	6	25	11-20	50	300
2.	Training on Electronic Nothi (E-Nothi)	1	1	6	25	5-12	25	150
3.	Power Sector ERP	1	1	6	25	4-10	25	150
4.	Public Procurement Management	1	1	6	10	5-10	10	60
5.	National Integrity Strategy (NIS)	2	1	4	50	5-14	100	400
6.	GRS (Grievance Redress System)	4	1	4	30	5-14	120	480
7.	Right to Information (RTI) Act-2009	3	1	4	30	5-10	90	360
8.	Citizen's Charter	4	1	4	30	5-20	120	480
9.	E-Governance & Public Service Innovation	4	1	6	25	6-10	100	600
10.	Training on Annual Performance Agreement (APA)	4	1	5	50	1-10	200	1000
11.	Etiquette & Manners	2	1	4	25	9-20	50	200
12.	Office Management	2	1	5	25	6-12	50	250
13.	Orientation/Induction on RPCL	2	1	6	25	8-12	50	300
14.	Fire Fighting, Fire Prevention, Rescue and First Aid Training	2	1	5	30	6-20	60	300
15.	Vehicle Management & Traffic Laws	1	1	4	25	5,6,8, 10 & Drivers	25	100
16.	Store Management & Inventory Control	1	1	4	20	5-13	20	80
Total Man Hour:								5210

4.1.2 Technical Training Plan for the FY 2021-2022

Sl.	Course Name	No. of Course	Course Day	Each Day Course Hour on Per Person	Participant Per Course	Target Group (Grade Wise)	Total Participant	Total Man Hour
a	b	c	d	e	f	g	h = (c x f)	i = (d x e x h)
1.	Operation and Maintenance of Thermal Power Stations	2	1	5	20	6-10	40	200
2.	Operation & Maintenance of Heavy Furnace Oil (HFO) and Diesel Engine based Power Plant (including 01 Workshop)	2	1	5	20	6-10	40	200
3.	Consumable Tools & Equipment and Inventory of Engines and Auxiliaries, Spare Parts	2	1	5	20	6-10	40	200
4.	Programmable Logic Control (PLC)	1	1	5	25	6-10	25	125
5.	Boiler Operation & Maintenance	2	1	5	20	8-12	40	200
6.	Black Start and Risk Management in Generation (Workshop)	2	1	4	30	5-10	60	240
7.	Brief Discussion on Engine Based Power Plant, ST, GT	1	1	5	25	6-10	25	125
8.	Different types of instruments & it's working principles and plant instrumentation	1	1	5	25	6-10	25	125
9.	Plant DC System, Inverter, Safe AC Trouble Shooting and Electrical Hazards and Safety	2	1	4	25	8-10	50	200
10.	Water Treatment Instrument and Control System	1	1	5	25	8-10	25	125
11.	Mechanical Maintenance Techniques	1	1	5	25	8-18	25	125
Total Man Hour:								1865

4.1.3 Financial Training Plan for the FY 2021-2022

Sl.	Course Name	No. of Course	Course Day	Each Day Course Hour on Per Person	Participant Per Course	Target Group (Grade Wise)	Total Participant	Total Man Hour
a	b	c	d	e	f	g	h = (c x f)	i = (d x e x h)
1.	Auditing & Settlement of Audit Objection	1	1	6	25	6-12	25	150
2.	Remuneration & Other Benefits	2	1	6	25	6-14	50	300
3.	Effective Budget and Budgetary Control	1	1	6	25	6-12	25	150
4.	Income TAX and Financial Management	1	1	6	25	6-12	25	150
5.	Management of Provident Fund, Workers Profit Participation Fund and Gratuity Fund	1	1	6	15	6-12	15	90
6.	VAT Act-2012	1	1	6	25	5-10	25	150
7.	Accounts and Financial Management	1	1	6	10	5-12	10	60
8.	iBass++	1	1	6	10	5-8	10	60
9.	Petty Cash Management	1	1	4	25	5-12	25	100
Total Man Hour:								1210

4.2 Month Wise Training Plan for the FY 2021-22

July-2021						
Sl.	Name of the Course	Month	Duration	MH Per Day	Target Group	No. of Participant
1.	Power Sector ERP	Jul-21	01 Day	6	Officer	30 persons
2.	Petty Cash Management	Jul-21	01 Day	4	Officer/Staff	30 persons
3.	Annual Performance Agreement (APA)	Jul-21	01 Day	5	Officer	50 persons
4.	Citizen Charter	Jul-21	01 Day	4	Officer	30 persons

August-2021						
Sl.	Name of the Course	Month	Duration	MH Per Day	Target Group	No. of Participant
5.	E-Governance & Public Service Innovation	Aug-21	01 Day	6	Officer	25 persons
6.	GRS (Grievance Redress System)	Aug-21	01 Day	4	Officer	30 persons
7.	Office Management	Aug-21	01 Day	5	Officer/Staff	25 persons
8.	Training on E-Nothi System	Aug-21	01 Day	6	Officer	30 persons
9.	Operation and Maintenance of Thermal Power Stations	Aug-21	01 Day	6	Officer	25 persons
10.	Boiler Operation & Maintenance	Aug-21	01 Day	6	Officer	20 persons

September-2021						
Sl.	Name of the Course	Month	Duration	MH Per Day	Target Group	No. of Participant
11.	National Integrity Strategy (NIS)	Sep-21	01 Day	4	Officer	50 persons
12.	RPCL Employees Service Rules- 2016	Sep-21	01 Day	6	Officer/Staff	30 persons
13.	Etiquette & Manners	Sep-21	01 Day	4	Officer/Staff	30 persons
14.	Public Procurement Management	Sep-21	01 Day	6	Officer	15 persons

15.	Operation & Maintenance of Heavy Furnace oil (HFO) and Diesel Engine based Power Plant (including 01 Workshop)	Sep-21	01 Day	6	Officer	30 persons
16.	Plant DC System, Inverter, Safe AC Trouble Shooting and Electrical Hazards and Safety	Sep-21	01 Day	4	Officer	30 persons

October-2021						
Sl.	Name of the Course	Month	Duration	MH Per Day	Target Group	No. of Participant
17.	Citizen Charter	Oct-21	01 Day	4	Officer	30 persons
18.	Training on Annual Performance Agreement	Oct-21	01 Day	5	Officer	50 persons
19.	Right to Information Act-2009 (RTI)	Oct-21	01 Day	4	Officer	15 persons
20.	Orientation/Induction on RPCL	Oct-21	01 Day	6	Officer/Staff	30 persons
21.	Fire Fighting, Fire Prevention, Rescue and First Aid Training	Oct-21	01 Day	5	Officer/Staff	30 persons
22.	Auditing & Settlement of Audit Objection	Oct-21	01 Day	6	Officer	40 persons

November-2021						
Sl.	Name of the Course	Month	Duration	MH Per Day	Target Group	No. of Participant
23.	E-Governance & Public Service Innovation	Nov-21	01 Day	6	Officer	25 persons
24.	GRS (Grievance Redress System)	Nov-21	01 Day	4	Officer	30 persons
25.	Mechanical	Nov-21	01 Day	6	Officer	40 persons

	Maintenance Techniques (Basic/Advanced)					
26.	Effective Budget and Budgetary Control	Nov-21	01 Day	6	Officer	30 persons
27.	Income TAX and Financial Management	Nov-21	01 Day	6	Officer	30 persons

December-2021						
Sl.	Name of the Course	Month	Duration	MH Per Day	Target Group	No. of Participant
28.	Vehicle Management & Traffic Laws	Dec-21	01 Day	4	Officer/Staff	30 persons
29.	Store Management & Inventory Control	Dec-21	01 Day	4	Officer/Staff	20 persons
30.	Black Start and Risk Management in Generation (Workshop)	Dec-21	01 Day	4	Officer	20 persons
31.	Remuneration, Benefit Package & Other Fringe Benefit	Dec-21	01 Day	6	Officer	40 persons

January-2022						
Sl.	Name of the Course	Month	Duration	MH Per Day	Target Group	No. of Participant
32.	Citizen Charter	Jan-22	01 Day	4	Officer	30 persons
33.	Annual Performance Agreement (APA)	Jan-22	01 Day	5	Officer	50 persons
34.	Different types of instruments & it's working principles and plant instrumentation	Jan-22	01 Day	6	Officer	30 persons
35.	Water Treatment Instrument and Control System	Jan-22	01 Day	6	Officer	25 persons
36.	Management of Provident Fund, Workers Profit	Jan-22	01 Day	6	Officer	15 persons

	Participation Fund and Gratuity Fund					
37.	iBass++	Jan-22	01 Day	6	Officer	10 persons

February-2022						
Sl.	Name of the Course	Month	Duration	MH Per Day	Target Group	No. of Participant
38.	E-Governance & Public Service Innovation	Feb-22	01 Day	6	Officer	25 persons
39.	GRS (Grievance Redress System)	Feb-22	01 Day	4	Officer	30 persons
40.	Right to Information Act-2009 (RTI)	Feb-22	01 Day	4	Officer	15 persons
41.	Office Management	Feb-22	01 Day	5	Officer/Staff	25 persons
42.	Boiler Operation & Maintenance	Feb-22	01 Day	6	Officer	20 persons
43.	Black Start and Risk Management in Generation (Workshop)	Feb-22	01 Day	4	Officer	20 persons

March-2022						
Sl.	Name of the Course	Month	Duration	MH Per Day	Target Group	No. of Participant
44.	National Integrity Strategy (NIS)	Mar-22	01 Day	4	Officer	50 persons
45.	RPCL Employees Service Rules- 2016	Mar-22	01 Day	6	Officer/Staff	30 persons
46.	Etiquette & Manners	Mar-22	01 Day	4	Officer/Staff	30 persons
47.	Operation & Maintenance of Heavy Furnace oil (HFO) and Diesel Engine based Power Plant (including 01 Workshop)	Mar-22	01 Day	6	Officer	30 persons
48.	Consumable Tools & Equipment and Inventory of Engines	Mar-22	01 Day	6	Officer	20 persons

	and auxiliaries Spare Parts					
49.	Plant DC System, Inverter, Safe AC Trouble Shooting and Electrical Hazards and Safety	Mar-22	01 Day	4	Officer	30 persons

April-2022						
Sl.	Name of the Course	Month	Duration	MH Per Day	Target Group	No. of Participant
50.	Citizen Charter	Apr-22	01 Day	4	Officer	30 persons
51.	Annual Performance Agreement (APA)	Apr-22	01 Day	5	Officer	50 persons
52.	Orientation/Induction on RPCL	Apr-22	01 Day	6	Officer/Staff	30 persons
53.	Fire Fighting, Fire Prevention, Rescue and First Aid Training	Apr-22	01 Day	5	Officer/Staff	30 persons
54.	Programmable Logic Control (PLC)	Apr-22	01 Day	6	Officer	30 persons
55.	Brief Discussion on Engine Based Power Plant, ST, GT	Apr-22	01 Day	6	Officer	30 persons

May-2022						
Sl.	Name of the Course	Month	Duration	MH Per Day	Target Group	No. of Participant
56.	E-Governance & Public Service Innovation	May-22	01 Day	6	Officer	25 persons
57.	GRS (Grievance Redress System)	May-22	01 Day	4	Officer	30 persons
58.	Operation and Maintenance of Thermal Power Stations	May-22	01 Day	6	Officer	25 persons
59.	VAT Act-2012	May-22	01 Day	6	Officer	40 persons
60.	Accounts and Financial Management	May-22	01 Day	6	Officer	20 persons

June-2022						
Sl.	Name of the Course	Month	Duration	MH Per Day	Target Group	No. of Participant
61.	Right to Information Act-2009 (RTI)	Jun-22	01 Day	4	Officer	15 persons
62.	Consumable Tools & Equipment and Inventory of Engines and auxiliaries Spare Parts	Jun-22	01 Day	6	Officer	20 persons
63.	Remuneration, Benefit Package & Other Fringe Benefit	Jun-22	01 Day	6	Officer	40 persons

Note: Each class consists of 50 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 2021-22**



MYMENSINGH 210 MW COMBINED CYCLE POWER STATION

Department: Administration						
Sl.	Date	Name of the Tentative Training Program	No. of Days Per Month	Hours per Day	No. of Participants	Total Men Hour
1.	07.11.21	E-Filing	1	5	8	40
2.	08.08.21 & 09.08.21	a) Fire Fighting and Safety Procedure b) Safety and Health in Workplace	2	2	25	100
3.	12.09.21 & 19.09.21	RPCL Employees Service Rules	2	2	25	100
4.	10.10.21	Office Etiquette & Manners	1	2	25	50
5.	14.11.21 & 21.11.21	Computer Training on Microsoft Word & Excel.	2	2	10	40
6.	12.12.21	Employee Discipline in Workplace	1	2	25	50
7.	08.01.22 & 15.01.22	Office Administration & Record Keeping	2	2	25	100
8.	02.05.22	a) Fire Fighting and Safety Procedure b) Safety and Health in Workplace	1	2	10	20
9.	05.03.22 & 12.03.22	RPCL Employees Service Rules	2	2	20	80
10.	04.02.22	Office Etiquette & Manners	1	2	10	20
11.	07.05.22 & 14.05.22	Computer Training on Microsoft Word & Excel	2	2	20	80
12.	06.04.22	Employee Discipline in Workplace	1	2	25	50
Total Man Hour:						730

Department: Mechanical Maintenance								
Sl.	Training Title	Training Topics	Date	Duration in days	Duration in hours	No. of participants	Sub-Total	Total Man Hour
1.	Safety and Tooling for Maintenance Work	a) Safety & Personal Protective Equipment (PPE)	01.07.21 & 15.07.21	1	5	7	35	210
		b) Firefighting system of Phase-I, II & III	07.07.21 & 21.07.21	2	5	7	70	
		c) Operation & maintenance of work shop equipment	04.08.21 & 18.08.21	2	5	7	70	
		d) Familiarization of tools and tackles for maintenance work	11.08.21 & 25.08.21	1	5	7	35	
2.	Gas Turbine Maintenance	a) Oil mist eliminator study and maintenance	02.09.21 & 16.09.21	2	5	7	70	700
		b) Gas skid study and maintenance	08.09.21 & 22.09.21	2	5	7	70	
		c) Lube oil system maintenance of GTG	06.10.21 & 20.10.21	2	5	7	70	
		d) GT cooling water system study and maintenance	14.10.21 & 28.10.21	2	5	7	70	
		e) Hydraulic oil system study and maintenance	03.11.21 & 17.11.21	2	5	7	70	
		f) Starting diesel engine and EDGU maintenance	10.11.21 & 24.11.21	2	5	7	70	
		g) Accessory gear box and load gear box maintenance	02.12.21 & 16.12.21	2	5	7	70	
		h) Combustion inspection of gas turbine	08.12.21 & 22.12.21	2	5	7	70	
		i) Hot Gas Path Inspection of Gas turbine	06.01.22 & 20.01.22	2	5	7	70	
		j) Major inspection of gas turbine	13.01.22 & 27.01.22	2	5	7	70	
3.	HRSG Maintenance	a) Study and maintenance of diverter & HPU	03.02.22 & 17.02.22	2	5	7	70	280

Department: Mechanical Maintenance								
Sl.	Training Title	Training Topics	Date	Duration in days	Duration in hours	No. of participants	Sub-Total	Total Man Hour
		b) Maintenance of different part of HRSG	10.02.22 & 24.02.22	2	5	7	70	
		a) Maintenance & alignment of single & multi stage pumps	03.03.22 & 17.03.22	2	5	7	70	
		b) Maintenance of different types of valve	10.03.22 & 24.03.22	2	5	7	70	
4.	Steam Turbine Maintenance	a) Minor overhaul of steam turbine	07.04.22 & 21.04.22	2	5	7	70	140
		b) Major overhaul of steam turbine	14.04.22 & 28.04.22	2	5	7	70	
5.	Balance of Plant Equipment Maintenance	a) Study and maintenance of instrument air compressor	05.05.22 & 19.05.22	2	5	7	70	280
		b) Study and maintenance of Air-cooled condenser	11.05.22& 25.05.22	2	5	7	70	
		c) Maintenance of different equipment of WTU	01.06.22 & 15.06.22	2	5	7	70	
		d) Study and maintenance of gas booster compressor	09.06.22 & 23.06.22	2	5	7	70	
Total Man Hour:								1610

Department: Electrical, Instrumentation & Control							
Sl.	Month	Date	Training program	No. of days per month	Hours per days	No. of participant	Total Man Hour
1.	Jul-21	03.07.2021	Plant DC System, Inverter, Safe AC Troubleshooting	2	4	14	112
			Safety Measures (Hand Tools safety)				
			Gas Turbine Mark-V Control System				
		17.07.2021	Electrical Working Safety and Fire fighting				

Department: Electrical, Instrumentation & Control							
Sl.	Month	Date	Training program	No. of days per month	Hours per days	No. of participant	Total Man Hour
			Safety Measures (Hand Tools safety)				
			Gas Turbine Mark-VI-e Control System				
2.	Aug-21	07.08.2021	Proper Maintenance of Generator				
			Gas Booster Electrical Basics, Troubleshooting and fault finding				
		14.08.2021	Use and Importance of PPE	2	5	12	120
			Water Treatment Unit Instrumentation and Control System				
3.	Sep-21	04.09.2021	Proper Maintenance of Transformer				
			Water Treatment Unit Electrical System				
		18.09.2021	Safety Measures (Chemical safety)	2	5	13	130
			Gas Booster Instrumentation				
4.	Oct-21	09.10.2021	Proper Maintenance of Medium Voltage Motor				
			Gas Turbine Protection Scheme				
		16.10.2021	First Aid	2	5	12	120
			Gas Turbine Instrumentation				
5.	Nov-21	06.11.2021	Proper Maintenance of Excitation System (incl. AVR)				
			Gas Turbine Electrical Relays and Auxiliaries				
		13.11.2021	First Aid	2	5	13	130
			Gas Turbine Instrumentation				
6.	Dec-21	02.12.2021	Optimal Maintenance Planning (including Risk Based Maintenance method)				
			HRSG Motors & Diverter Electrical system troubleshooting				
		11.12.2021	Safety Measures (Ladder Safety)	2	4	14	112
			Water Treatment Unit Instrumentation				
7.	Jan-22	08.01.2022	Plant DC System, Inverter, Safe AC Troubleshooting				
			Safety Measures (Hand Tools safety)				
			Gas Turbine Mark-V Control System	2	4	13	104
		15.01.2022	Electrical Working Safety and Fire fighting				

Department: Electrical, Instrumentation & Control							
Sl.	Month	Date	Training program	No. of days per month	Hours per days	No. of participant	Total Man Hour
			Safety Measures (Hand Tools safety)				
			Gas Turbine Mark-VI-e Control System				
8.	Feb-22	05.02.2022	Proper Maintenance of Generator				
		12.02.2022	Gas Booster Electrical Basics, Troubleshooting and fault finding	2	4	13	104
			Use and Importance of PPE				
			Water Treatment Unit Instrumentation and Control System				
9.	Mar-22	05.03.2022	Proper Maintenance of Transformer				
		12.03.2022	Water Treatment Unit Electrical System	2	4	13	104
			Safety Measures (Chemical safety)				
			Gas Booster Instrumentation				
10.	Apr-22	09.04.2022	Proper Maintenance of Medium Voltage Motor				
		16.04.2022	Gas Turbine Protection Scheme	2	4	13	104
			First Aid				
			Gas Turbine Instrumentation				
11.	May-22	07.05.1022	Proper Maintenance of Excitation System (incl. AVR)				
		14.05.2022	Gas Turbine Electrical Relays and Auxiliaries	2	4	13	104
			First Aid				
			Gas Turbine Instrumentation				
12.	Jun-22	04.06.2022	Optimal Maintenance Planning (including Risk Based Maintenance method)				
		11.06.2022	HRSG Motors & Diverter Electrical system troubleshooting	2	4	13	104
			Safety Measures (Ladder Safety)				
			Water Treatment Unit Instrumentation				
Total Man Hour:							1348

Department: Operation						
Sl.	Name of the Tentative Training Program	Date	Days	Hours/Day	Participants/Day	Total Man Hour
1.	Gas Turbine Operation: a) Overall basic conception and main component with configuration. b) Auxiliaries (LO, SDE,HO ,FG, sealing and cooling, Ratchet system and others) c) Start up and shutdown procedure d) Protection and interlock	12.07.21 & 13.07.21	2	5	13	130
2.	HRSG/Boiler Operation: a) Overall basic conception and main component with configuration. b) Auxiliaries, accessories and mounting, Diverter system c) Start up and shutdown procedure d) Protection and interlock	16.08.21 & 17.08.21	2	5	12	120
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.	15.09.21 & 16.09.21	2	5	13	130
4.	Steam Turbine Operation: a) Overall basic conception and main component with configuration. b) Auxiliaries (LO, HO, Jacking oil, sealing steam system, ACC system and others) c) Start up and shutdown procedure d) Protection and interlock	04.10.21 & 05.10.21	2	5	12	120
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, invader, safe Ac and DG system d) Protection and interlock	8.11.21 & 9.11.21	2	5	12	120
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.	08.12.21 & 09.12.21	2	5	13	130

7.	WEU Operation & Boiler Chemistry: 1) Overall basic conception and main component with configuration. 2) Pretreatment, Demi, WWTP operation System & Laboratory test procedure. 3) HRSG Blow down end Its Dosing System 4) Safety Protection and interlock	18.01.22 & 19.01.22	2	5	13	130
8.	Plant isolation & normalization System: 1) STG & HRSG isolation and normalization procedure during major maintenance 2) Safety and Isolation procedure before CI, HGPI, MI work start of the GT. 3) CI, HGPI and MI work procedure as per manual. 4) Safety and Normalization procedure after CI HGPI & MI of the Gas Turbine	16.02.22 & 17.02.22	2	5	12	120
9.	GB GTG. ST, STG & 132 KV: 1) ST, STG & 132KV x-former protection Relay name and it's alarm set point. 2) GT, GTG & 132KV x-former Protection Relay name and it's alarm set point	09.03.22 & 10.03.22	2	5	12	120
10.	Gas Turbine Operation: a) Overall basic conception and main component with configuration. b) Auxiliaries (LO, SDE, HO ,FG, sealing and cooling, Ratchet system and others) c) Start up and shutdown procedure d) Protection and interlock	12.04.22 & 13.04.22	2	5	13	130
11.	HRSG/Boiler Operation: a) Overall basic conception and main component with configuration. b) Auxiliaries, accessories and mounting, Diverter system c) Start up and shutdown procedure d) Protection and interlock	18.05.22 & 19.05.22	2	5	12	120
12.	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.	15.06.22 & 16.06.22	2	5	12	120
Total Man Hour:						1490

Department: Store & Inventory								
Sl.	Name of the Tentative Training Program	Month	Date	Time	Duration in days	Duration in hour	No. of participants	Total Man Hour
1.	Store Management Software operation and procedure	Jul	04.07.21 05.07.21 06.07.21	10:00-12:00	3	2	3	18
2.	Inventory procedure of GT & ST Spare Parts, BOP Spare Parts, Consumables and Tools & Equipment	Aug	03.8.21 04.8.21 05.8.21	10.00-12:00	3	2	3	18
3.	Coding in Material Management	Sept	01.09.21 02.09.21 04.09.21	10:00-12:00	3	2	3	18
4.	Materials Handling and Storage	Oct	03.10.21 04.10.21 05.10.21	10:00-12:00	3	2	3	18
5.	Studying stock records and remedial actions for reported non-usable, slow moving, and excess or dead stock	Nov	02.11.21 03.10.21 04.11.21	10:00-12:00	3	2	3	18
6.	Safety, personal security, knowledge of PPE and Fire Fighting	Dec	01.12.21 02.12.20 04.12.21	10:00-12:00	3	2	3	18
7.	Store Management Software operation and procedure	Jan	02.01.22 03.01.22 04.01.22	10:00-12:00	3	2	3	18
8.	Inventory procedure of GT & ST Spare Parts, BOP Spare Parts, Consumables and Tools & Equipment Coding in Material Management	Feb	01.02.21 02.02.21 03.02.21	10:00-12:00	3	2	3	18
9.	Check documents, quantity and physical condition of materials received in the Store	Mar	01.03.22 02.03.22 03.03.22	10:00-12:00	3	2	3	18
10.	Materials Handling and Storage	Apr	03.04.22 05.04.22 04.04.22	10:00-12:00	3	2	3	18

Department: Store & Inventory								
Sl.	Name of the Tentative Training Program	Month	Date	Time	Duration in days	Duration in hour	No. of participants	Total Man Hour
11.	Studying stock records and remedial actions for reported non-usable, slow moving, and excess or dead stock	May	02.5.22 04.5.22 03.5.22	10:00-12:00	3	2	3	18
12.	Safety, personal security, knowledge of PPE and Fire Fighting	Jun	01.06.22 04.06.22 02.06.22	10:00-13:00	3	3	3	27
Total Man Hour:								225

Department: Services & Logistic								
Sl.	Month	Date	Time	Subjects of the Tentative Training Program	Duration		Number of participants	Total Man Hour
					Days	Hours		
1.	21-Jul	05.07.21 & 07.07.21	9:00-12:00	Door & Window Fitting Technique	2	3	4	24
2.	21-Aug	03.08.21 & 04.08.21	9:00-13:00	Procedure of Road Carpeting	2	3	4	24
3.	21-Sep	20.09.21 & 21.09.21	9:30-12:30	Plastering Work Procedure.	2	3	4	24
4.	21-Oct	26.10.21 & 27.10.21	9:30-12:30	R.C.C & Brick Drain Making Technique.	2	3	4	24
5.	21-Nov	07.11.21 & 08.11.21	9:30-12:30	Safety & Personal Protective Equipment (PPE)	2	3	4	24
6.	21-Dec	13.12.21 & 14.12.21	9:30-12:30	Fire Fighting and Safety Procedure	2	3	4	24
7.	22-Jan	10.01.22 & 11.01.22	10:00-13:00	Civil Works Equipment and Their Utilization Technique.	2	3	4	24

8.	22-Feb	06.02.22 & 07.02.22	10:00-13:00	Door & Window Fitting Technique	2	3	4	24
9.	22-Mar	27.03.22 & 28.03.22	15:00-17:00	Procedure of Road Carpeting	2	2	4	16
10.	22-Apr	23.04.22 & 24.04.22	10:00-13:00	Plastering Work Procedure.	2	4	4	32
11.	22-May	21.05.22 & 22.05.22	09:00-13:00	R.C.C & Brick Drain Making Technique.	2	3	4	24
12.	22-Jun	19.06.22 & 20.06.22	9:00-13:00	Safety & Personal Protective Equipment (PPE)	2	4	4	32
Total Man Hour:								296

**ON THE JOB TRAINING SCHEDULE OF
GAZIPUR 52 MW DUAL-FUEL POWER PLANT
FOR THE FY 2021-22**



GAZIPUR 52 MW DUAL-FUEL POWER PLANT

Department: Operation							
Sl.	Month & Year	Date	Name of the Tentative Training Program	No. of days per Month	Hours Per Day	No. of Participants	Total Man Hour
1.	Jul-21	06.07.21 to 07.07.21	Different Types of instruments & it's working Principles, Plant instrumentation	2	5	9	90
2.	Aug-21	03.08.21 to 04.08.21	Control Room- Panel Introduction & LV, MV Control System.	2	5	9	72
3.	Sep-21	05.09.21 to 06.09.21	Operation & Maintenance of Power Station	2	4	9	72
4.	Sep-21	05.09.21 to 05.09.21	RPCL Employee Service Rules-2016	1	4	12	48
5.	Oct-21	03.10.21 to 03.10.21	Important of Power Plant Auxiliary system. Power Plant related Heat transfer & thermodynamics	1	4	12	48
6.	Oct-21	03.10.21 to 03.10.21	Water treatment & Boiler Water Conditioning of Power Plant	1	4	9	45
7.	Nov-21	03.11.21 to 04.11.21	Oily Water Treatment System and ETP, Importance and procedure of testing engine's HFO LFO and LO quality	2	5	9	90
8.	Dec-21	05.12.21 to 06.12.21	Fighting, Fire Prevention, Rescue and First Aid Training	2	5	12	96
9.	Jan-22	05.01.22 to 06.01.22	Different Types of instruments & it's working Principles, Plant instrumentation	2	4	12	96
10.	Feb-22	02.02.22 to 03.02.22	Control Room- Panel Introduction & LV, MV Control System.	2	4	9	72
11.	Mar-22	02.03.22 to 03.03.22	Operation & Maintenance of Power Station	2	4	12	96
12.	Apr-22	04.04.22 to 05.04.22	RPCL Employee Service Rules-2016	2	4	9	72
13.	May-22	04.05.22 to 05.05.22	Important of Power Plant Auxiliary system. Power Plant related Heat transfer & thermodynamics	2	4	12	96
14.	Jun-22	04.06.22 to 05.06.22	Water treatment & Boiler Water Conditioning of Power Plant	2	4	12	96
15.	Jun-22	04.06.22 to 05.06.22	Oily Water Treatment System and ETP, Importance and procedure of testing engine's HFO LFO and LO quality	2	4	9	72
Total Man Hour:							1161

Department: Mechanical Maintenance							
Sl.	Month & Year	Date	Name of the Tentative Training Program	No. of days per Month	Hours Per Day	No. of Participants	Total Man Hour
1.	Jul-21	11.07.21 to 12.07.21	Mechanical Maintenance Course	2	4	6	48
2.	Aug-21	08.08.21 to 09.08.21	Engine schedule Maintenance Course	2	4	6	48
3.	Aug-21	08.08.21 to 09.08.21	Inventory of Engine and auxiliaries spare parts	2	4	6	48
4.	Sep-21	12.09.21 to 13.09.21	Maintenance of Power Plant Auxiliary system	2	5	6	60
5.	Oct-21	06.10.21 to 07.10.21	RPCL Employee Service Rules-2016	2	4	6	48
6.	Nov-21	11.11.21 to 11.11.21	Fighting, Fire Prevention, Rescue and First Aid Training	1	4	12	48
7.	Nov-21	11.11.21 to 11.11.21	Maintenance of Instrument & Starting air compressor	1	4	9	36
8.	Dec-21	07.12.21 to 08.12.21	Maintenance of Lube oil HFO Separator	2	5	9	90
9.	Dec-21	07.12.21 to 08.12.21	Mechanical Maintenance Course	2	5	6	60
10.	Jan-22	11.01.22 to 12.01.22	Engine schedule Maintenance Course	2	4	6	48
11.	Jan-22	11.01.22 to 12.01.22	Inventory of Engine and auxiliaries spare parts	2	4	6	48
12.	Feb-22	08.02.22 to 09.02.22	Maintenance of Power Plant Auxiliary system	2	4	9	72
13.	Mar-22	07.03.22 to 08.03.22	RPCL Employee Service Rules-2016	2	5	6	60
14.	Apr-22	06.04.22 to 07.04.22	Fighting, Fire Prevention, Rescue and First Aid Training	2	5	6	60
15.	May-22	03.05.22 to 05.05.22	Maintenance of Instrument & Starting air compressor	3	4	6	72
16.	Jun-22	06.06.22 to 07.06.22	Maintenance of Lube oil HFO Separator	2	4	9	72
Total Man Hour:							918

Department: Electrical Maintenance							
Sl.	Month & Year	Date	Name of the Tentative Training Program	No. of days per Month	Hours Per Day	No. of Participants	Total Man Hour
1.	Jul-21	14.07.21 to 15.07.21	Importance of Power Plant Auxiliaries	2	4	6	48
2.	Aug-21	17.08.21 to 17.08.21	Pre-Condition of Engine starting System	1	5	6	30
3.	Aug-21	17.08.21 to 17.08.21	Good Governance	1	5	12	60
4.	Sep-21	18.09.21 to 18.09.21	Plant DC system and Inverter	1	4	6	24
5.	Oct-21	16.10.21 to 17.10.21	Engine Safety Module ESM	2	4	6	48
6.	Nov-21	16.11.21 to 17.11.21	Maintenance of Exhaust gas & Auxiliary Boiler	2	4	6	48
7.	Dec-21	11.12.21 to 11.12.21	Fighting, Fire Prevention, Rescue and First Aid Training	1	4	6	24
8.	Dec-21	11.12.21 to 11.12.21	LV, MV and it's Protection	1	4	6	24
9.	Jan-22	15.01.22 to 16.01.22	Different Types of Instruments and its Working principle	2	4	6	48
10.	Jan-22	11.01.22 to 12.01.22	Importance of Power Plant Auxiliaries	2	4	6	48
11.	Feb-22	09.02.22 to 10.02.22	Pre-Condition of Engine starting System	2	5	6	60
12.	Mar-22	14.03.22 to 15.03.22	Fighting, Fire Prevention, Rescue and First Aid Training	2	6	6	72
13.	Apr-22	12.04.22 to 13.04.22	LV, MV and it's Protection	2	5	6	60
14.	May-22	14.05.22 to 14.05.22	Instrument & Starting air system	1	5	6	30
15.	Jun-22	08.06.22 to 09.06.22	Engine Safety Module ESM	2	4	6	48
Total Man Hour:							672

Department: Store							
Sl.	Month & Year	Date	Name of the Tentative Training Program	No. of days per Month	Hours Per Day	No. of Participants	Total Man Hour
1.	Jul-21	18.07.21 to 19.07.21	Store Management Software operation and procedure	2	4	3	24
2.	Aug-21	22.08.21 to 23.08.21	Check documents, quantity and physical condition of material	2	4	3	24
3.	Sep-21	21.09.21 to 22.09.21	Office Management and Record Keeping	2	4	3	24
4.	Oct-21	20.10.21 to 21.10.21	Keeping consumption records of spare parts	2	4	2	16
5.	Nov-21	21.11.21 to 22.11.21	Studying stock records and remedial actions for reported non-usable, slow moving, and excess or dead stock	2	4	2	16
6.	Dec-21	14.12.21 to 15.12.21	Store Management & Inventory Control	2	4	3	24
7.	Jan-22	18.01.22 to 19.01.22	Store Management Software operation and procedure	2	4	3	24
8	Feb-22	15.02.22 to 16.02.22	Check documents, quantity and physical condition of material	2	4	3	24
9.	Mar-22	16.03.22 to 17.03.22	Office Management and Record Keeping	2	4	2	16
10.	Apr-22	18.04.22 to 19.04.22	Keeping consumption records of spare parts	2	4	3	24
11.	May-22	17.05.22 to 18.05.22	Studying stock records and remedial actions for reported non-usable, slow moving, and excess or dead stock	2	4	2	16
12.	Jun-22	15.06.22 to 16.06.22	Store Management & Inventory Control	2	4	3	24
Total Man Hour:							256

Department: Administration							
Sl.	Month & Year	Date	Name of the Tentative Training Program	No. of days per Month	Hours Per Day	No. of Participants	Total Man Hour
1.	Jul-21	26.07.21 to 27.07.21	Office Management & Record Keeping.	2	4	6	48
2.	Aug-21	24.08.21 to 26.08.21	Foundation Training on Computer Operation	3	4	6	72
3.	Aug-21	18.08.21 to 18.08.21	Good Governance	1	5	12	60
4.	Sep-21	05.09.21 to 06.09.20	RPCL Employee Service Rules-2016	2	4	6	48
5.	Sep-21	22.09.21 to 23.09.21	Human Resource Management.	2	4	6	48
6.	Oct-21	20.10.21 to 21.10.21	Office Etiquette & Manners	2	4	7	56
7.	Nov-21	23.11.21 to 24.11.21	Fighting, Fire Prevention, Rescue and First Aid Training	2	5	6	60
8.	Dec-21	21.12.21 to 22.12.21	RPCL Employees Service Rules-2016	2	4	6	48
9.	Jan-22	11.01.22 to 12.01.22	Office Management & Record Keeping.	2	4	6	48
10.	Jan-22	19.01.22 to 20.01.22	Foundation Training on Computer Operation	2	5	6	60
11.	Feb-22	09.02.22 to 10.02.22	Good Governance	2	4	6	48
12.	Feb-22	22.02.22 to 23.02.22	RPCL Employee Service Rules-2016	2	4	6	48
13.	Mar-22	22.03.22 to 23.03.22	Human Resource Management	2	4	7	56
14.	Apr-22	20.04.22 to 21.04.22	Office Etiquette & Manners	2	4	6	48
15.	May-22	23.05.22 to 24.05.22	Fighting, Fire Prevention, Rescue and First Aid Training	2	4	6	48
16.	Jun-22	20.06.22 to 22.06.22	RPCL Employee Service Rules-2016	3	4	6	72
Total Man Hour:							868

ON JOB TRAINING SCHEDULE OF GAZIPUR 105 MW HFO FIREDPOWER PLANT FOR THE FY 2021-22



GAZIPUR 105 MW HFO FIRED POWER PLANT

Department: Operation							
Sl.	Month & Year	Date	Name of the Tentative Training Program	No. of days per Month	Hours Per Day	No. of Participants	Total Man Hour
1.	Jul-21	06.07.21 to 07.07.21	Different Types of instruments & it's working Principles, Plant instrumentation	2	5	6	60
2.	Aug-21	03.08.21 to 04.08.21	Control Room- Panel Introduction & LV, MV Control System.	2	5	6	60
3.	Sep-21	05.09.21 to 06.09.21	Operation & Maintenance of Power Station	2	4	6	48
4.	Sep-21	05.09.21 to 05.09.21	RPCL Employee Service Rules-2016	1	4	8	32
5.	Oct-21	03.10.21 to 03.10.21	Important of Power Plant Auxiliary system. Power Plant related Heat transfer & thermodynamics	1	4	8	32
6.	Oct-21	03.10.21 to 03.10.21	Water treatment & Boiler Water Conditioning of Power Plant	1	4	6	24
7.	Nov-21	03.11.21 to 04.11.21	Oily Water Treatment System and ETP, Importance and procedure of testing engine's HFO LFO and LO quality	2	5	6	60
8.	Dec-21	05.12.21 to 06.12.21	Fighting, Fire Prevention, Rescue and First Aid Training	2	5	8	80
9.	Jan-22	05.01.22 to 06.01.22	Different Types of instruments & it's working Principles, Plant instrumentation	2	4	8	64
10.	Feb-22	02.02.22 to 03.02.22	Control Room- Panel Introduction & LV, MV Control System.	2	4	6	48
11.	Mar-22	02.03.22 to 03.03.22	Operation & Maintenance of Power Station	2	4	8	64
12.	Apr-22	04.04.22 to 05.04.22	RPCL Employee Service Rules-2016	2	4	6	48
13.	May-22	04.05.22 to 05.05.22	Important of Power Plant Auxiliary system. Power Plant related Heat transfer & thermodynamics	2	4	8	64
14.	Jun-22	04.06.22 to 05.06.22	Water treatment & Boiler Water Conditioning of Power Plant	2	4	8	64
15.	Jun-22	04.06.22 to 05.06.22	Oily Water Treatment System and ETP, Importance and procedure of testing engine's HFO LFO and LO quality	2	4	6	48
Total Man Hour:							796

Department: Mechanical Maintenance							
Sl.	Month & Year	Date	Name of the Tentative Training Program	No. of days per Month	Hours Per Day	No. of Participants	Total Man Hour
1.	Jul-21	11.07.21 to 12.07.21	Mechanical Maintenance Course	2	4	4	32
2.	Aug-21	08.08.21 to 09.08.21	Engine schedule Maintenance Course	2	4	4	32
3.	Aug-21	08.08.21 to 09.08.21	Inventory of Engine and auxiliaries spare parts	2	4	4	32
4.	Sep-21	12.09.21 to 13.09.21	Maintenance of Power Plant Auxiliary system	2	5	4	40
5.	Oct-21	06.10.21 to 07.10.21	RPCL Employee Service Rules-2016	2	4	4	32
6.	Nov-21	11.11.21 to 11.11.21	Fighting, Fire Prevention, Rescue and First Aid Training	1	4	8	32
7.	Nov-21	11.11.21 to 11.11.21	Maintenance of Instrument & Starting air compressor	1	4	6	24
8.	Dec-21	07.12.21 to 08.12.21	Maintenance of Lube oil HFO Separator	2	5	6	60
9.	Dec-21	07.12.21 to 08.12.21	Mechanical Maintenance Course	2	5	4	40
10.	Jan-22	11.01.22 to 12.01.22	Engine schedule Maintenance Course	2	4	4	32
11.	Jan-22	11.01.22 to 12.01.22	Inventory of Engine and auxiliaries spare parts	2	4	4	32
12.	Feb-22	08.02.22 to 09.02.22	Maintenance of Power Plant Auxiliary system	2	4	6	48
13.	Mar-22	07.03.22 to 08.03.22	RPCL Employee Service Rules-2016	2	5	4	40
14.	Apr-22	06.04.22 to 07.04.22	Fighting, Fire Prevention, Rescue and First Aid Training	2	5	4	40
15.	May-22	03.05.22 to 05.05.22	Maintenance of Instrument & Starting air compressor	3	4	4	48
16.	Jun-22	06.06.22 to 07.06.22	Maintenance of Lube oil HFO Separator	2	4	6	48
Total Man Hour:							612

Department: Electrical Maintenance							
Sl.	Month & Year	Date	Name of the Tentative Training Program	No. of days per Month	Hours Per Day	No. of Participants	Total Man Hour
1.	Jul-21	14.07.21 to 15.07.21	Importance of Power Plant Auxiliaries	2	4	4	32
2.	Aug-21	17.08.21 to 17.08.21	Pre-Condition of Engine starting System	1	5	4	20
3.	Aug-21	17.08.21 to 17.08.21	Good Governance	1	5	8	40
4.	Sep-21	18.09.21 to 18.09.21	Plant DC system and Inverter	1	4	4	16
5.	Oct-21	16.10.21 to 17.10.21	Engine Safety Module ESM-20	2	4	4	32
6.	Nov-21	16.11.21 to 17.11.21	Maintenance of Exhaust gas & Auxiliary Boiler	2	4	4	32
7.	Dec-21	11.12.21 to 11.12.21	Fighting, Fire Prevention, Rescue and First Aid Training	1	4	4	16
8.	Dec-21	11.12.21 to 11.12.21	LV, MV and it's Protection	1	4	4	16
9.	Jan-22	15.01.22 to 16.01.22	Different Types of Instruments and its Working principle	2	4	4	32
10.	Jan-22	11.01.22 to 12.01.22	Importance of Power Plant Auxiliaries	2	4	4	32
11.	Feb-22	09.02.22 to 10.02.22	Pre-Condition of Engine starting System	2	5	4	40
12.	Mar-22	14.03.22 to 15.03.22	Fighting, Fire Prevention, Rescue and First Aid Training	2	6	4	48
13.	Apr-22	12.04.22 to 13.04.22	LV, MV and it's Protection	2	5	4	40
14.	May-22	14.05.22 to 14.05.22	Instrument & Starting air system	1	5	4	20
15.	Jun-22	08.06.22 to 09.06.22	Engine Safety Module ESM-20	2	4	4	32
Total Man Hour:							448

Department: Store							
Sl.	Month & Year	Date	Name of the Tentative Training Program	No. of days per Month	Hours Per Day	No. of Participants	Total Man Hour
1.	Jul-21	18.07.21 to 19.07.21	Store Management Software operation and procedure	2	4	2	16
2.	Aug-21	22.08.21 to 23.08.21	Check documents, quantity and physical condition of material	2	4	2	16
3.	Sep-21	21.09.21 to 22.09.21	Office Management and Record Keeping	2	4	2	16
4.	Oct-21	20.10.21 to 21.10.21	Keeping consumption records of spare parts	2	4	2	16
5.	Nov-21	21.11.21 to 22.11.21	Studying stock records and remedial actions for reported non-usable, slow moving, and excess or dead stock	2	4	2	16
6.	Dec-21	14.12.21 to 15.12.21	Store Management & Inventory Control	2	4	2	16
7.	Jan-22	18.01.22 to 19.01.22	Store Management Software operation and procedure	2	4	2	16
8.	Feb-22	15.02.22 to 16.02.22	Check documents, quantity and physical condition of material	2	4	2	16
9.	Mar-22	16.03.22 to 17.03.22	Office Management and Record Keeping	2	4	2	16
10.	Apr-22	18.04.22 to 19.04.22	Keeping consumption records of spare parts	2	4	2	16
11.	May-22	17.05.22 to 18.05.22	Studying stock records and remedial actions for reported non-usable, slow moving, and excess or dead stock	2	4	2	16
12.	Jun-22	15.06.22 to 16.06.22	Store Management & Inventory Control	2	4	2	16
Total Man Hour:							192

Department: Administration							
Sl.	Month & Year	Date	Name of the Tentative Training Program	No. of days per Month	Hours Per Day	No. of Participants	Total Man Hour
1.	Jul-21	26.07.21 to 27.07.21	Office Management & Record Keeping.	2	4	4	32
2.	Aug-21	24.08.21 to 26.08.21	Foundation Training on Computer Operation	3	4	4	48
3.	Aug-21	18.08.21 to 18.08.21	Good Governance	1	5	8	40
4.	Sep-21	05.09.21 to 06.09.20	RPCL Employee Service Rules-2016	2	4	4	32
5.	Sep-21	22.09.21 to 23.09.21	Human Resource Management.	2	4	4	32
6.	Oct-21	20.10.21 to 21.10.21	Office Etiquette & Manners	2	4	5	40
7.	Nov-21	23.11.21 to 24.11.21	Fighting, Fire Prevention, Rescue and First Aid Training	2	5	4	40
8.	Dec-21	21.12.21 to 22.12.21	RPCL Employee Service Rules-2016	2	4	4	32
9.	Jan-22	11.01.22 to 12.01.22	Office Management & Record Keeping.	2	4	4	32
10.	Jan-22	19.01.22 to 20.01.22	Foundation Training on Computer Operation	2	5	4	40
11.	Feb-22	09.02.22 to 10.02.22	Good Governance	2	4	4	32
12.	Feb-22	22.02.22 to 23.02.22	RPCL Employee Service Rules-2016	2	4	4	32
13.	Mar-22	22.03.22 to 23.03.22	Human Resource Management.	2	4	5	40
14.	Apr-22	20.04.22 to 21.04.22	Office Etiquette & Manners	2	4	4	32
15.	May-22	23.05.22 to 24.05.22	Fighting, Fire Prevention, Rescue and First Aid Training	2	4	4	32
16.	Jun-22	20.06.22 to 22.06.22	RPCL Employee Service Rules-2016	3	4	4	48
Total Man Hour:							584

**ON JOB TRAINING SCHEDULE OF
RAOZAN 25 MW DUAL-FUEL POWER PLANT
FOR THE FY 2021-22**



RAOZAN 25 MW DUAL-FUEL POWER PLANT

Department: Administration						
Sl.	Name of the Training Program	Date	No. of days	Hours	No. of Participants	Total Man Hour
1.	Office Management and Record Keeping	11.07.2021 to 12.07.2022	2	3	10	60
2.	Etiquette & Manners	07.08.2021	1	3	10	30
3.	National Integrity Strategy	22.08.2021	1	6	15	90
4.	ERP Software Implementation	26.08.2021	1	6	15	90
5.	Office Management and Record Keeping	05.09.2021 to 06.09.2021	2	4	5	40
6.	National Integrity Strategy	28.10.2021	1	6	15	90
7.	Emergency Evacuation and Fire Drill	03.10.2021 to 04.10.2021	2	4	10	80
8.	RPCL Employees Service Rules-2016	07.11.2021	1	4	10	40
9.	Awareness of Natural Disasters	05.12.2021	1	4	10	40
10.	Office Administration & Personnel Management	02.01.2022 to 03.01.2022	2	5	5	50
11.	Fire Fighting and Safety Procedure	07.03.2022	1	4	10	40
12.	RPCL Employees Service Rules-2016	02.05.2022 to 04.05.2022	3	4	10	120
Total Man Hour:						770

Department: Mechanical Maintenance						
Sl.	Name of the Training Program	Date	No. of days	Hours	No. of Participants	Total Man Hour
1.	Mechanical Maintenance Course (Basic)	04.07.2021 to 06.07.2021	3	4	5	60
2.	a) Alternator and its protection; b) LV, MV and Switch	03.08.2021 to 04.08.2021	2	4	5	40
3.	Operation of Power Plant Simulator	15.09.2021 to 16.09.2021	2	4	4	32
4.	Operation and Maintenance of Power Station	20.10.2021 to 22.10.2021	3	4	5	60
5.	Engine Schedule Maintenance Course (Basic)	17.11.2021 to 18.11.2022	2	4	4	32

6.	RPCL Employee Service Rules-2016	09.12.2021	1	4	4	16
7.	Inventory of Engine and auxiliaries spare parts	25.01.2022 to 26.01.2022	2	4	4	32
8.	Pumps, Operation and Operation Behavior	15.02.2022 to 17.02.2022	3	4	4	48
9.	Maintenance of Lube oil HFO Separator	15.03.2022 to 17.03.2022	3	4	4	48
10.	Plant DC System, Inverter, Safe AC Trouble shooting and Electrical hazards	11.04.2022 to 12.04.2022	2	4	4	32
11.	Inventory of Engine and auxiliaries spare parts	23.05.2022 to 24.05.2022	2	4	4	32
12.	Operation of Power Plant Simulator	01.06.2022 to 04.06.2022	3	4	4	48
Total Man Hour:						480

Department: Electrical, Instrumentation & Control						
Sl.	Name of the Training Program	Date	No. of days	Hours	No. of Participants	Total Man Hour
1.	Different Types of Instruments and its Working principle	25.07.2021 to 27.07.2021	3	4	5	60
2.	Electrical Maintenance technique	09.08.2021 to 10.08.2021	2	4	5	40
3.	Inspection procedure of power transformer	14.09.2021 to 15.09.2021	2	4	4	32
4.	RPCL Employees Service Rules 2016	17.10.2021	1	4	5	20
5.	Electrical Maintenance technique	09.11.2021 to 11.11.2021	3	4	4	48
6.	Transmission System Reliability (Basic)	08.12.2021 to 09.12.2021	2	4	4	32
7.	Power Transformer Fault Troubleshooting and Protection System	06.01.2022 to 07.01.2022	2	4	4	32
8.	Maintenance of Lube oil and HFO Separator	08.02.2022 to 10.02.2022	3	4	4	48
9.	Fire Fighting and Safety Procedure	07.03.2022	1	4	4	16
10.	Inspection procedure of power transformer	19.04.2021 to 20.04.2022	2	4	4	32
11.	Programmable Logic Controller (PLC)	22.05.2022 to 24.05.2022	3	4	8	96
12.	Plant DC System, Inverter, Safe AC Trouble shooting and Electrical hazards	20.06.2022 to 22.06.2022	3	4	4	48
Total Man Hour:						504

Department: Operation						
Sl.	Name of the Training Program	Date	No. of Days	Hours	No. of Participants	Total Man Hour
1.	Working principles of man machine interface system of the plant	14.07.2021 to 15.07.2021	2	3	7	42
2.	Operation & Maintenance of Power Station	04.08.2021 to 05.08.2021	2	3	8	48
3.	Different Types of instruments & it's working Principles, Plant instrumentation	08.09.2021 to 09.09.2021	2	6	8	96
4.	Control Room- Panel Introduction & LV, MV Control System.	10.10.2021 to 11.10.2021	2	6	10	120
5.	Auxiliary Power feedback procedure during and after Blackout	17.11.2021 to 18.11.2021	2	3	8	48
6.	Observation during Plant running	29.12.2021 to 30.12.2021	2	3	8	48
7.	Working principles of man machine interface system of the plant	12.01.2022 to 13.01.2022	2	6	5	60
8.	Control Room- Panel Introduction & LV, MV Control System	02.02.2022 to 03.02.2022	2	6	5	60
9.	Operation of Power Plant Simulator	28.03.2022 to 29.03.2022	2	6	8	96
10.	Power Plant Protection Interlock	20.04.2022 to 21.04.2022	2	4	10	80
11.	WTU Operation Steps Program. DI water Production. WTU Inspection Procedure	30.05.2022 to 31.05.2022	2	6	4	48
12.	Different Types of instruments & it's working Principles, Plant instrumentation	21.06.2022 to 23.06.2022	3	4	7	84
Total Man Hour:						830

CHAPTER-6

TRAINING MODULE & CURRICULUM

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 RPCL Employee Service Rules-2016, Application of Service Rules, General Conduct and Discipline, Leave & 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 & Miscellaneous	01
T 06	Post-test and final examination, Closing session (Question & answer review and closing speech)	01
	Total	06

Training on Electronic Nothi (E-Nothi)

1.	Course Name	:	Training on Electronic Nothi (E-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 & 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 Nothi Finish -Convert Dak to Nothi, Dak Achieve -Discuss about Nothi flow chart	01
T 05	-Give Decision to Nothi, Create Nothi Section, Set Flag, Set Attachment, Nothi Archieve, Nothi Register etc. -Draft Letter preparation, different type of letter (Government/Autonomous), Letter circulation (System/Out of System/SMS), Letter circulation group -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 & Examination and Closing session	01
	Total	06

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 & Its Revolution, Necessity of ERP in Govt. Organization	01
T 03	ERP Capabilities, Different Modules of ERP	01
T 04	HR & Pay Roll Module & Fixed Assets Module	01
T 05	Procurement Module & Finance Module	01
T 06	Post Test & Examination and Closing session	01
	Total	06

Public 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 & Importance of the course	01
T 02	Scope of purchase, procurement, and coordination; objectives, definition and methods of Procurement (in light of PPR 2008 & 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 & Facts	01
T 05	Material Requirement Planning (MRP I & MRP II), Enterprise Resources Planning (ERP), Business Process Reengineering (BPR), Value Analysis (VA) & Value Engineering (VE).	01
T 06	Case Study & Negotiation Techniques in Procurement	01
	Total	06

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 & energize the national and work life and the reduction of corruption from the lot of the country.
5.	Participants	:	50
6.	Target Group	:	Officers & 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 & 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 Closing session	01
	Total	04

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 & Examination and Closing session	01
	Total	04

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
	Total	04

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 & Examination and Closing session	01
	Total	04

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 & 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 & answer review and closing speech)	01
	Total	06

Annual Performance Agreement (APA)

1.	Course Name	:	Annual Performance Agreement (APA)
2.	Course Type	:	Institutional Management Training
3.	Total Period	:	5 hours
4.	Course Objectives		To get idea of overall Performance of RPCL and learn about the Company's Key performance areas. To Increase efficiency bar and develop the management attitudes & style which is helpful for employees better performance.
5.	Participants	:	50
6.	Target Group	:	Officers
7.	Course Content	:	

Topic No.	Topics	Class Hour
	Registration	
	Inauguration & Importance of the course	01
T 01	Preamble of APA, Background and Context.	01
	Strategic Objectives:	
T 02	Development of power generation; Improvement of Power Plants efficiency & Development of institutional efficiency	01
T 03	Functions:	
T 04	Enhancement of institutional capacity & Ensure transparency in procurement	01
T 05	Implementation of ADP (Financial) (Own Financing, ECA & Others)	01
	Total	05

Etiquette& Manners

1.	Course Name	:	Etiquette& 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 & 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 & Examination and Closing session	01
	Total	04

Office Management

1.	Course Name	:	Office Management
2.	Course Type	:	Institutional Management Training
3.	Total Period	:	5 hours
4.	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.
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 & 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 & business letters, Reports writing & forms management, Office work simplification, Increase office efficiency, Effective & business communication	01
T 04	Reception & 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 & answer review and closing speech)	01
	Total	05

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 & 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 & 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 & Examination and Closing session	01
	Total	06

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 & 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
	Total	05

Vehicle Management & Traffic Laws

1.	Course Name	:	Vehicle Management & 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 & relevant Officers/Staff of RPCL
7.	Course Content	:	

Topic No.	Topics	Class Hour
	Registration	
T 01	Inauguration & 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
	Total	04

Store Management & Inventory Control

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
T 02	Store Management & 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
	Total	04

Record Management

1.	Course Name	:	Record Management
2.	Course Type	:	Institutional Management Training
3.	Total Period	:	06 hours
4.	Course Objectives	:	After completion of the training course participants will be aware of different filing system and importance of proper record keeping, filing equipment's, digital filing system and disposal of files.
5.	Participants	:	20
6.	Target Group	:	Office Staff, JAM, SAE, AM, AE, DM, SDE
7.	Course Content	:	

Topic No.	Topics	Class Hour
	Registration	
T 01	Inauguration & Importance of the course	01
T 02	Awareness and requirement of IMS Standard, Quality Management System (QMS)	01
T 03	Basic methods of filing, Digital filing system and electronic file, Alphabetical method of filing, Steps of filing and finding records,	01
T 04	Transfer and disposal of files, Use of Computers in record keeping, Managing the record program	01
T 05	Office environment and environmental awareness, Disaster Management, Ethics and National Integrity	01
T 06	Post-test and final examination, Closing session (Question & answer review and closing speech)	01
	Total	06

Human Resources Management (HRM)

1.	Course Name	:	Human Resources Management (HRM)
2.	Course Type	:	Institutional Management Training
3.	Total Period	:	18
4.	Course Objectives	:	To develop the competence needed to motivated 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.
5.	Participants	:	10 Persons
6.	Targets groups	:	AM, DM, SDE, XEN, Manager (HR/Admin/Fin)
7.	Content	:	

Topic No.	Topics	Class Hour
	Registration	
T 01	Inauguration & Importance of the course	01
T 02	Strategic Management & HR as Organizational Strategic Partner, Requirement of HR & Implementing the strategic HR plan, Forecasting for Future HR Demand & Supply, Establishing HR Needs & Planning.	01
T 03	Job Analysis: Definition, Purpose & Methods, Methods of Collecting job Analysis information, Characteristics of Good Job Analysis	01
T 04	Job Evaluation & Job Description, Job Description as a Strategic HR Tool	01
T 05	Recruitment Process & Sources of Recruitment: Internal vs. External, Selection Methods: Interviewing and Testing, Induction and Placement of HR	01
T 06	Performance Management: Theory to Practice, Steps in Performance Appraisal & Traditional Methods and Modern Methods of Appraisal, Pre requisites of an effective and Successful Appraisal	01
	Post Test & Review	
	Total	06

Total Quality Management

1.	Course Name	:	Total Quality Management (TQM)
2.	Course Type	:	Institutional Management Training
3.	Total Period	:	6 hours
4.	Course Objectives	:	To Familiarize with fundamental concept of TQM and a brief idea of modern management.
5.	Participants	:	XEN, SDE, DM, Manager
6.	Course Content	:	

Topic No.	Topics	Class Hour
	Registration	
T 01	Inauguration & Importance of the course	01
T 02	An overview of Total Quality Management System	01
T 03	TQM and Human Resource Development (5'S Technique) for work Environment	01
T 04	Kaizen & Innovation, Different Levels of Management and introduction to PI Solving Activities for Middle Management.	01
T 05	Safety Management, Discussion on procedure of filling up initial signing, counter signing of ACR Form	01
T 06	Post Test and Examination & Closing session (Question & answer review and closing speech)	01
	Total	06

Public 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
	Module-1: Economic Policy, National Budget and Statutory Audit	
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
	Module-2: Financial and Treasury Rules	
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
	Total	06

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"> -This Course aims to make the employees aware regarding Service Innovation. - Hands on practice of service innovation. - Provide knowledge to redesign a service. - Practicing Service Simplification steps. - Empathy building training. - Making them aware about team building. - RPCL can further work and tune the design practiced in training and implement the procedure to achieve APA Score
5.	No. of Participants	:	20 Persons in each course
6.	Target Group	:	Officer (Pay Grade 8 to 5)

7.	Training Methods	:	Discussion & Lecture. Practical Demonstration. Multimedia presentation, Flash Clips Evaluation of Training.
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 & Stake holder analysis and Using Social Media	01
T 09	Innovation Team Activity Plan	01
T 10	Post Test (Evaluation) and Closing session (Question & answer review and closing speech)	01
	Total	12

Computer Skill Development (MS-Word, Excel, PowerPoint)

1.	Course Name	:	Computer Skill Development (MS-Word, Excel, PowerPoint)
2.	Course Type	:	Institutional Management Training
3.	Total Period	:	12 hours (2 Days)
4.	Course Objectives	:	To train & develop the participants on MS word, MS Excel, MS Power point application & make them enable to use their Office works (Documentation & also Official Reporting) using MS word, MS Excel, MS Power point
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	-Introduction to application software, Opening of MS Word -Introduction to Menu bar, Use of Key Board & Mouse -Create and save new documents	01
T 03	-Folder creating, renames of folder, delete folder, restore folder, File menu,	01

	Format menu and Tools menu	
T 04	-Print Pre-view, Print -Bangla Typing using Bijoy Software, Nikosh	01
T 05	-Introduction to MS Excel (work sheet, cell, row, column etc.) -Over view of menu bars and all tool bars. -Calculation (Addition, Subtraction, Multiplication, Division).	02
T 06	-Application of vital formulas & functions. -Creation of Salary Sheet: Graph and sorting of chart. (Practical)	02
T 07	-Introduction to MS Power Point. -Over view of menu bar and all toolbars.	01
T 08	-Slide creation, insert new slide, delete slide, slide presentation with picture, graph & chart. -Slide setup, various types of animation, slide transition	01
T 09	Group discussion, Problem Solving & Decision making	01
T 10	Post Test & Examination and Closing session	01
	Total	12

Project Management in Power Sector

1.	Course Name	:	Project Management in Power Sector
2.	Course Type	:	Institutional Management Training
3.	Total Period	:	6 hours
4.	Course Objectives	:	To enable employees about the overall Project Management system in Power Sector.
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	Project Management & its Overviews, Necessity of Project Management in power sector, Duties and responsibilities of participants in the project	01
T 03	Standard Project Management Systems in power Sector, Management of the Project	01
T 04	Project Execution Process in power Sector	01
T 05	Funds flow and disbursement arrangements, Accounting policies, procedures, and systems; weakness of tariff regulation, Equipment delivery and installation delays	01
T 06	Post Test & Examination and Closing session	01
	Total	06

Training on Electronic Government Procurement (e-GP)

1.	Course Name	:	Training on Electronic Government Procurement (e-GP)
2.	Course Type	:	Institutional Management Training
3.	Total Period	:	6 hours
4.	Course Objectives	:	Enable the employees of RPCL to perform procurement related activities using a dedicated secured web based dashboard.
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	About e-Government Procurement (e-GP) System of Bangladesh	01
T 03	Key Modules/Functionalities of e-GP System	01
T 04	Guidelines for participation in e-tendering.	01
T 05	Group discussion, Problem Solving & Decision making (Case Study)	01
T 06	Post Test & Examination and Closing session	01
	Total	06

Bangladesh Labor Act 2006 and Bangladesh Labor Rules 2015

1.	Course Name	:	Bangladesh Labor Act 2006 & Bangladesh Labor Rules 2015
2.	Course Type	:	Institutional Management Training
3.	Total Period	:	6 hours
4.	Course Objectives	:	Understanding working hours, weekly vacations, annual leave, medical leave, gratuity benefits, provident funds and participation of employees by Bangladesh Labor Act 2006 & Bangladesh Labor Rules 2015
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
	Labor Law-2006	
T 02	History of labor law and rules in Bangladesh with various definitions	01
T 03	Condition of employment & service, Classification of workers, Working	01

	hours, Employee Leave types	
T 04	Employee Benefits & Punishment for conviction & misconducts, Procedure for punishment, Termination by employer or employee	01
	Labor Rules-2015	
T 05	Appointment of adolescent workers & Pregnancy Welfare Benefits	01
T 06	Security& Health Protection Measures, Workers Participation Fund & different amendments of labor law & labor rules	01
	Total	06

Technical Training

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 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 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 & Lecture. Practical Demonstration. Multimedia presentation.

Topic No.	Topics	Class Hour
	Registration	
T 01	Inauguration & Importance of the course.	01
T 02	Various Generation technologies & their economic comparison.	01
T 03	-Gas Turbine Design consideration & different categories of Gas turbines. -Discussion on gas turbine components & Important points to be considered in a gas turbine	01
T 04	-Discussions on details start up procedure of gas turbine & 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
	Total	06

Boiler Operation & Maintenance

1.	Course Name	:	Boiler Operation & Maintenance
2.	Course Type	:	Technical
3.	Total Period	:	5 Hours
4.	Course Objectives	:	To build up expertise on protection of equipment's in Boiler. To maintain External and Internal Failure Mechanism. To identified the malfunctions of the Boiler.
5.	No. of Participants	:	20 Persons in each course
6.	Target Group	:	XEN/SDE/AE
7.	Training Methods	:	Discussion & Lecture. Practical Demonstration. Visit for on job demonstration/ Recreation tour. Multimedia presentation. Evaluation of Training.

Topic No.	Topics	Class Hour
	Registration	
T 01	Inauguration & Importance of the course	01
T 02	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	01
T 03	Fuels, Combustion and Combustion equipment, oxygen controls and Stoichiometry.	01
T 04	Pre-checks for boiler start up, boiler filling, boiler purge and start up, Pressure rising, Coal Mills, warming and startup of coal mills removal of oil support and mill controls.	01
T 05	Boiler shutdown and emergencies, boiler protections, boiler losses and Efficiency, Cause of Tube failures, tube replacement and hydraulic test of boiler	01
	Total	05

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 & 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 & 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
	Total	06

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.	Course Type	:	Financial Management Training
3.	Total Period	:	6 hours
4.	Course Objectives	:	To increase the efficiency of the employees for management of Provident fund, Workers Profit Participation Fund and Gratuity Fund.
5.	Participants	:	15
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 Provident Fund & its components.	01
T 03	Techniques of management of Provident Fund.	01
T 04	Structure of Workers Profit Participation Fund and Management of it in accordance with the Bangladesh Labor Act-2006 & Bangladesh Labor Rules-2015	01
T 05	Definition of Gratuity Fund and its Structure and Management Process.	01
T 06	Post Test & Examination and Closing session	01
	Total	06