

Training Calendar

2023-2024



North-West Power Generation Company Limited

ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 Certified

(An Enterprise of Bangladesh Power Development Board)

UTC Building (Level-3 &4), 8 Panthapath, Kawranbazar, Dhaka-1215, Bangladesh

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Overview of Training Calendar 2023-24

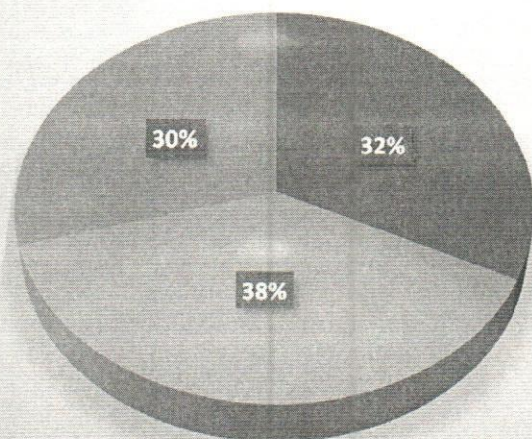
Total Employee of NWPGCL	891 (Officer 429+Staff 462)
Total Required Training Hours (849*60)	53,460
Targeted Training Hours (In House) to be held at Corporate Office by HR Division	15,665
Targeted Training Hours (In House) to be held at Plant Offices	25,900
Achievable total Training Hours (In House)	36,905
Targeted Training Hours External (Foreign Training, Training of various Local Training Agencies, BPMI, Inter department Training, On-job Training)	16,555





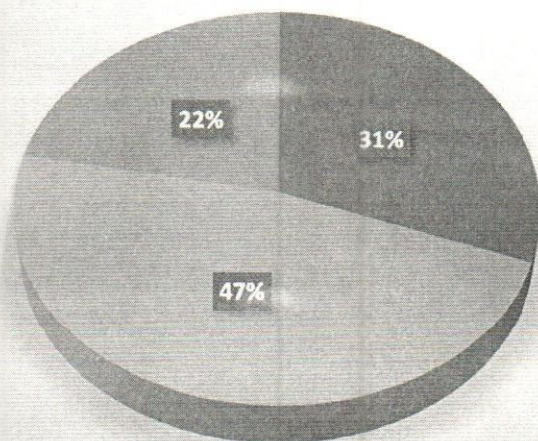


Targeted Training Hours by Corporated office, Dhaka, Power Plants & External Training providers



- Targeted Training Hours (In House) to be held at Corporate Office by HR Division
- Targeted Training Hours (In House) to be held at Power Plants
- Targeted Training Hours (External)

Targeted Training Hours by Corporated office, Dhaka, Power Plants & External Training providers



- Targeted Training Hours (In House) to be held at Corporate Office by HR Division
- Targeted Training Hours (In House) to be held at Power Plants
- Targeted Training Hours (External)

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MONTHLY TRAINING SCHEDULE
FOR
CORPORATE OFFICE, NWPGL, DHAKA
FY-2023-24

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Monthly Training Schedule for *Corporate Office, NWPGL, Dhaka*

Sl.	Name of the Topic	Month	Duration	No. of Participant	Target Group	Expected Training Hour	Comments
			(Session/Day)				
1	NWPGL's Service Rules: General Conduct and Discipline	July 2023	03 Session	30	Staffs	90	
2	Annual Performance Agreement: Method of target setting and evaluating the activities performed		3 Session	50	Officers	150	
3	Company Act		3 Session	40	Officers	120	
4	Power System Planning		3 Session	30	Officers	120	
5	Inquiry procedure, Report Writing, Punishment & Appeal		3 Session	30	Officers	120	
6	Preparation of PPA and Tariff Model for Thermal Power Plant & Renewable Plants.		3 Session	30	Officers	120	
7	Office Discipline, General conduct, etiquettes & manners with colleagues and senior officials		03 Session	30	Staffs	90	
8	Application of Microsoft Dynamic		2 Session	40	Staffs	80	
9	APA Structure for the Company and Field Level Offices		3 Session	50	Officers	150	
10	Strategic Management for Officers		3 Session	40	Officers	120	
11	Maintain Logbook, Register and Vehicle Management		02 Session	20	Drivers	60	
12	Office Discipline, General conduct & Etiquette with colleagues and senior officials		03 Session	30	Staff / Officers (SAE, AE)	90	
13	Basic Management Training		10 Days	30	SAE/JAM	900	Course Based
14	Concepts on EIA and its Approval Process	Aug 2023	2 Session	20	Officers	40	
15	Inquiry procedure, Report Writing, Punishment & appeal		03 Session	30	Officers	90	
16	Gender Awareness: National Women Development Policy 2011 and other related topics		2 Session	30	Officers	60	







17	Occupational Health & Safety related		3 Session	30	Staffs	90	
18	Procurement of Insurance Policies		4 Session	40	Officers	80	
19	Public Procurement Management (PPR, PPA, E-GP)		05 Days Course	20	Officers	800	Course Based
20	HR Planning, Engagement and Productivity Development		3 Session	40	Officers	120	
21	Gender Awareness: National Women Development Policy 2011 and other related topics		2 Session	30	Staffs	60	
22	Office Management & Office Administration		3 Days Course	20	Officers	480	Course Based
23	Energy Management and Energy Auditing of Power Plants		03 Session	30	Technical Officers	90	
24	Annual Performance Appraisal		03 Session	30	Staffs	90	
25	Delegation of Financial Power (DOFP)		03 Session	40	Officers	120	
26	Performance Management System		03 Session	30	Staffs	90	
27	Motivation, Work life Balance and Stress Management		03 Session	30	Staffs	90	
28	Assess and review analytics using ERP (HR Module)		3 Session	30	Officers	90	
29	Financing in Power Sector		03 Session	30	Engineers/ Acc& Fin Officers	90	
30	Cyber Security and Artificial Intelligence		03 Session	20	Officers	60	
31	Temporary Advance Adjustment Procedure		03 Session	20	AA, OA	60	
32	Standard Contract Documents	Sept 2023	03 session	20	Engineers/ Acc& Fin Officers	60	
33	Office Discipline, General conduct & etiquettes with colleagues and senior officials		03 Session	30	Staffs	90	
34	Motivation, Work life Balance and Stress Management		03 Session	20	Officers	60	
35	Troubleshooting & Mechanical Maintenance of vehicle		03 Session	20	Drivers	160	
36	Power Purchase Agreement		03 Session	50	Engineers/ Acc. & Fin Officers	150	







37	O&M of Combined Cycle, Engine & Solar Power Plant		5 Days Course	20	Technical Officers	800	Course Based
38	Overview of Integrated Management System (IMS) as per ISO 9001:2015, ISO 14001:2015, ISO 45001: 2018		3 Session	40	AE/AM to XEN/Manager eqv.	120	
39	Training on Company Law and Secretarial Practices		04 Session	40	Officers	80	
40	Income tax and vat Rules & Regulations		03 Session	40	Officers	120	
41	Project Management		03 Session	20	Technical Officers	60	
42	Managerial effectiveness & Leadership		2 Session	20	XEN/Managers	320	
43	Gender Awareness: National Women Development Policy 2011 and other related topics		2 Session	30	Officers	60	
44	Gender Awareness: National Women Development Policy 2011 and other related topics		2 Session	30	Staffs	60	
45	Work Life Balance & Stress Management		03 Session	30	Staffs	90	
46	Procurement Procedures		03 Session	40	Officers	120	
47	Performance Management System (Goal Setting & key performance Indicators-KPI)		03 Session	30	Staffs	90	
48	PTW Procedure		2 Days Course	20	Technical Officers	320	Course Based
49	Integrated Management System (IMS) Policy & ISO Concept of NWPGL		03 Session	30	Staffs	90	
50	Power Purchase Agreement (PPA)		03 Session	50	Engineers/ Acc& Fin Officers	150	
51	Environmental Management and Climate Change Adaptation, NDC & Environment Conservation Rules 2023.		3 Session	40	Officers	120	
52	E-mail Communication, ERP & Cybersecurity		1 Day Course	20	AA, OA	160	Course Based
53	Procurement Procedures		03 Session	40	Officers	120	
54	Project Management	Nov 2023	03 Session	15	Technical Officers	45	

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55	Income tax Return Submission	Dec, 2023	03 Session	40	Staffs	120	
56	Vehicle Management & Driving Risk Awareness		03 Session	20	Drivers	60	
57	Motivation, Work-life Balance and Stress Management		03 Session	40	Officers	120	
58	Assess and Review Analytics on Finance and Fixed Assets using ERP		03 Session	40	Officers	120	
59	Common Trouble shooting of Computer & Internet browsing		02 Session	20	OA, AA	40	
60	Cyber Security: threats, awareness and protection		02 Session	30	Officers	60	
61	Concepts on EIA and its Approval Process		2 Session	20	Officers	40	
62	Advance Microsoft Excel for data analysis		03 Session	20	Officers	60	
63	Delegation of Financial Power (DoFP)		03 Session	30	Officers	90	
58	Int'l Finance/Accounts Standards (IFRS/IAS)		03 Session	20	Acc & Fin Officers	60	
59	Power Purchase Agreement (PPA)		03 Session	50	Officers	150	
60	General Conduct & Discipline		03 Session	30	AE/AM to XEN/Manager eqv.	90	
61	Work Place Environment and Occupational Health & Safety		03 Session	20	Staffs	60	
62	Annual Performance Appraisal Submission & Evaluation Process		03 Session	30	Staffs	90	
63	Performance Management System		03 Session	30	Staffs	90	
64	General Awareness for some Common Diseases	Jan 2024	03 Session	40	Officers	120	
65	General Awareness for some Common Diseases		03 Session	30	Officers	90	
66	Use of official Language and art of speaking		03 Session	40	Officers	120	
67	Maintain Logbook, Register and Vehicle Management		02 Session	20	Drivers	60	
68	Employees Service Rules: Overview and Application		03 Session	40	Officers	120	
69	Occupational Health & Safety related		03 Session	20	Staffs	60	
70	Bill, Voucher Preparation & Entry		03 Session	20	OA, AA	60	
71	Financial Rules & Regulations		03 Session	20	OA, AA	60	
72	General Awareness for some Common Diseases		03 Session	20	Officers	60	
73	First Aid & General Awareness for some Common Diseases		03 Session	20	Staffs	60	

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74	Annual Performance Appraisal Submission and Evaluation Process		03 Session	20	Officers	60	
75	Public Procurement Rules & Procedure		3	20	Officers	60	
76	Auditing & Settlement of Audit Objection		03 Session	20	Officers	60	
77	Standard Contract Documents		03 session	20	Engineers/ Acc& Fin Officers	60	
78	Office Management & Office Administration		3 Days Long	20	Officers	480	Course Based
79	Concept of ISO and Non-Conformity (NC) Closing Procedure		01 day	20	Officers	160	Course Based
80	Common Trouble shooting of Computer & Internet browsing	Feb 2024	03 Session	20	OA, AA	60	
81	Driving Risks, Awareness, Vehicle Act., Road Safety & Traffic Rules		01 Day	30	Drivers	240	
82	Occupational Health, Safety & ISO Concept		03 Session	20	Staffs	60	
83	Etiquettes and Manners		03 Session	20	Staffs	60	
84	Innovation & Service Simplification		2 Day	15	Officers	240	
85	Microsoft Power Point (Batch-1)		01 Day	15	OA, AA	120	Course Based
86	Microsoft Power Point (Batch-2)		01 Day	15	OA, AA	120	Course Based
87	IFRS/IAS Standards		3 Session	20	Acc/Fin officers	60	
88	Procurement Procedures		3 Session	30	officers	60	
89	NWPGCL Service Rules		03 Session	20	Staffs	60	
90	Overview of Microsoft Word, Excel and Power Point (Batch-1)	March 2024	01 Day	15	OA, AA	120	Course Based
91	Overview of Microsoft Word, Excel and Power Point (Batch-2)		01 Day	15	OA, AA	120	Course Based
92	Assess and review analytics using ERP (Procurement Module)		3 Session	20	Officers	60	
93	Strategic Management & Leadership		03 Session	40	Officers	120	
94	Employees Service Rules		03 Session	20	Staffs	60	
95	Etiquettes, Manners & Official Discipline		03 Session	15	Staffs	45	
96	Project Management (Preparation, Formulation of project including all aspect of DPP)		03 Session	15	Technical Officers	45	
97	Delegation of Financial Power		03 Session	40	Officers	120	
98	Integrated Management System ISO and Non-Conformity (NC) Closing Procedure		01 day	20	Officers	160	Course Based







99	Procurement Procedures		03 Session	30	Officers	90	
100	O&M of Combined Cycle, Engine & Solar Power Plant		5 Days Course	20	Technical Officers	800	
101	Labour Law & Rules: Employee Health, Safety, Security & Welfare	April 2024	03 Session	20	Officers	60	
102	Internal Audit and Audit Settlement Procedure		03 Session	30	Officers	90	
103	Driving Risks, Awareness, Vehicle Act., Road Safety & Traffic Rules		02 Session	20	Drivers	40	
104	Employees Service Rules: General conduct and Discipline		03 Session	30	Officers	60	
105	Employees Service Rules: Service Benefits		02 Session	30	Staffs	60	
106	Project Management (Preparation, Formulation of project including all aspect of DPP)		03 Session	15	Technical Officers	45	
107	Performance Management System (Goal Setting & key performance Indicators-KPI) and Annual Performance Agreement (APA)	May 2024	03 Session	40	Officers	120	
108	Employees Service Rules: Overview and Application		03 Session	30	Officers	90	
109	Employees Service Rules		03 Session	30	Officers	90	
110	Delegation of Financial Power		02 Session	30	Officers	60	
111	Advanced Excel application for data analysis and reporting		03 Session	15	Officers	45	
112	Motivation in Office Works		03 Session	30	Staffs	90	
113	Company Tax Return & VAT Return	June 2024	03 Session	40	Officers	120	
114	Performance Management System (Goal Setting & key performance Indicators-KPI) and Annual Performance Agreement (APA)		03 Session	40	Officers	120	
115	Driving Risks, Awareness, Vehicle Act., Road Safety & Traffic Rules		03 Session	40	Drivers	120	
116	Operations and Maintenance of CCPP .		03 Session	20	Officers	60	
117	Employees Service Rules: General conduct and Discipline		03 Session	20	Staffs	60	
118	Procurement Procedures		03 Session	20	Officers	60	
119	Employees Service Rules (Leave Procedure)		03 Session	30	Officers	90	
	Total					15,665	







APA target related Training Schedule organized by Corporate Office,

Sl.	Name of the Topic	Month	Duration (Session/Day)	No. of Participant	Target Group
1.	Right to Information (RTI)	July 2023	02 Session	50 (Online)	Officers
2.	Grievance Redress System (GRS) and Uses of GRS Software		02 Session	50 (Online)	Officers
3.	National Integrity Strategy (NIS)	August 2023	02 Session	50 (Online)	Officers
4.	Fire Fighting Mock drill		03 Session	50	Officers & Staff
5.	Awareness on Anti-Corruption		02 Session	50 (Online)	Officers
6.	Citizen Charter	September 2023	03 Session	20	Officers
7.	e-Governance & Innovation		04 Session	40 (online)	Officers
8.	Fourth Industrial Revolution (4IR) related		02 Session	40 (online)	Drivers
9.	Right to Information (RTI)	October 2023	02 Session	50 (Online)	Officers
10.	Grievance Redress System (GRS) and Uses of GRS Software		02 Session	50 (Online)	Officers
11.	National Integrity Strategy (NIS)	November 2023	02 Session	50 (Online)	Officers
12.	Awareness on Anti-Corruption		02 Session	50 (Online)	Officers
13.	Fire Fighting Mock drill	December 2023	03 Session	50	Officers & Staff
14.	Citizen Charter		03 Session	50 (Online)	Officers
15.	e-Governance & Innovation		02 Session	50 (Online)	Officers
16.	Fourth Industrial Revolution (4IR) related		03 Session	50	Officers & Staff
17.	Right to Information (RTI)	January 2024	02 Session	50 (Online)	Officers
18.	Grievance Redress System (GRS) and Uses of GRS Software		02 Session	50 (Online)	Officers

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19.	National Integrity Strategy (NIS)	February 2024	02 Session	50 (Online)	Officers	
20.	Fire Fighting Mock drill		03 Session	50	Officers & Staff	
21.	Awareness on Anti-Corruption		02 Session	50 (Online)	Officers	
22.	Citizen Charter	March 2024	03 Session	20	Officers	
23.	e-Governance & Innovation		04 Session	40 (online)	Officers	
24.	Fourth Industrial Revolution (4IR) related		02 Session	40 (online)	Drivers	
25.	Right to Information (RTI)	April 2024	02 Session	50 (Online)	Officers	
26.	Grievance Redress System (GRS) and Uses of GRS Software		02 Session	50 (Online)	Officers	
27.	National Integrity Strategy (NIS)	May 2024	02 Session	50 (Online)	Officers	
28.	Awareness on Anti-Corruption		02 Session	50 (Online)	Officers	
29.	Fire Fighting Mock drill		03 Session	50	Officers & Staff	
30.	Citizen Charter	June 2024	03 Session	20	Officers	
31.	e-Governance & Innovation		04 Session	40 (online)	Officers	
32.	Fourth Industrial Revolution (4IR) related		02 Session	40 (online)	Drivers	
Total						

* Schedule may be changed/rearranged due to unavoidable circumstances.

* 1 Session = 1 Hour

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MONTHLY TRAINING SCHEDULE
FOR
SIRAJGANJ POWER STATION, NWPGCL,
SIRAJGANJ
FY-2023-24

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Monthly Training Schedule for Sirajganj Power Station

Sl. No	Name of the Course	Month	No. of Session	No. of Participant	Target Group	Expected Training Hour
1.	Organizational Behaviour	July, 2023	50	02	Officers	100
2.	Power Transformer and its Protection		50	02	Technical officers & staffs	100
3.	Introducing & Using of different types of rigging materials used in power station.		50	02	Technical officers & staffs	100
4.	Gas Turbine Operation Procedure (start-up, fuel changeover, and running) with HSD.		50	02	Technical officers & staffs	100
5.	General preparation of auditee before ISO audits		50	02	Officers	100
6.	Stress management		50	06	Officers	300
7.	Result based management concept, PMS and Annual Performance Agreement	August, 2023	50	02	officers & Staffs	100
8.	Understanding of Failure Analysis and Investigation Techniques		50	02	Technical officers & staffs	100
9.	Basic of Vacuum development mechanism in ST condenser		50	02	Technical officers & staffs	100
10.	Primary Management of Incident/Accident (First Aid).		50	02	Officers & Staffs	100
11.	Incident, Accident, Near-miss, Effective use of PPE & Safe Management of Special Works		50	02	Staffs	100
12.	4Th Industrial Revolution and Generative AI		50	02	Officers	100

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SL	Name of the Topic	Month	No. of Participant	Duration (Session)	Participant Type	Expected Training Hours
13.	Etiquette, manner, attitude and general conduct, discipline	September, 2023	50	02	Officers	100
14.	Etiquette, manner, attitude and general conduct, discipline		50	02	Staffs	100
15.	Introducing & Using of different metal and materials used in power station.		50	02	Technical officers & staffs	100
16.	Steam Turbine Standard Operation Procedure		50	02	Technical officers & staffs	100
17.	Basics of Filtration Process Based Water Treatment Plant Operation		50	02	Technical officers & staffs	100
18.	Emergency Preparedness Plan (EPP) and IMS (Integrated Management System) awareness		50	02	Officers	100
19.	Income Tax	October, 2023	50	02	Officers & staffs	100
20.	Normalization of CCPP during blackout emergency.		50	02	Technical officers & staffs	100
21.	Machine Guard, Isolation of Hazardous Energy, Electrical Safety, Occupational exposure to EMF and Electromagnetic Safety		50	02	Staffs	100
22.	Leadership to expedite growth		50	12	Officers	600
23.	ST Digital Electro-Hydraulic Trip System		50	02	Technical officers & staffs	100
24.	Conduct and discipline		50	02	Officers & staffs	100

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Sl. No	Name of the Topic	Month	No. of Participant	Duration (Session)	Participant Type	Expected Training Hours
25.	Power Purchase Agreement (PPA)	November, 2023	50	02	Officers	100
26.	Long term supply & Service Agreement (LTSA) of GT		50	02	Officers	100
27.	Different Incidents/Alarms/Problems during plant start-up and the troubleshooting		50	02	Technical officers & staffs	100
28.	Overview of Grid-Tied Solar Photovoltaic (PV) Power Plant.		50	02	Technical officers & staffs	100
29.	KPI Security Instructions-2013 and security management system of Sirajganj Power Station.		50	02	Officers & staffs	100
30.	Emergency Preparedness Plan (EPP), IMS (Integrated Management System) awareness		50	02	Staffs	100
31.	Maintenance and Reliability Best Practices	December, 2023	50	02	Technical Officers	100
32.	Introduction to SPPA (Siemens Power Plant Automation) T3000 Architecture & its Components and Troubleshooting.		50	02	Technical officers & staffs	100
33.	Review of ST rotor failure analysis of unit_1		50	02	Technical officers & staffs	100
34.	Chemical cleaning activities, Hazardous Chemical Management, Laboratory Safety Practices & Procedures and Waste Management System		50	02	Staffs	100
35.	4Th Industrial Revolution and its impact in power sector.		50	02	Officers	100
36.	Advance Microsoft office (Word, Excel, Power Point)		50	02	Officers & staffs	100







Sl. No	Name of the Topic	Month	No. of Participant	Duration (Session)	Participant Type	Expected Training Hours
37	PPR-2008 & Delegation of financial Power-2012 (Revenue)	January, 2024	50	02	Officers & staffs	100
38	Generator Stator Partial Discharge Monitoring & Recurrent Surge Oscillograph (RSO) test for rotor winding.		50	02	Technical officers & staffs	100
39	a) Operating Strategy (Inspection, Monitoring, Operation & Control) of Combined Cycle Power Plant (CCPP) b) Operation of Fire Fighting System of CCPP c) PTW Procedure, LOTO System & Safety		50	02	Technical officers & staffs	100
40	Basic Life Support and its importance		50	02	Officers & staffs	100
41	Labour Law: Health, Safety and Security		50	02	Officers & staffs	100
42	Vision 2041: Perspective Power & Energy	February, 2024	50	02	Officers	100
43	Selection of different dosing pumps and their spare parts for WTP maintenance		50	02	Technical officers & staffs	100
44	Store management software and unified coding		50	02	Officers & staffs	100
45	Effective use of Portable Fire Extinguisher Cylinders and manual fire-fighting system		50	02	Staffs	100
46	Energy Audit of a Combined Cycle Power Plant		50	02	Officers	100
47	Value Added Tax (VAT)	March, 2024	50	02	Officers & staffs	100
48	Control Logic, Alarm Diagnostic and troubleshooting of I&C Equipment.		50	02	Officers & staffs	100
49	Basics concept of Resin Column Based Water Treatment Plant Operation		50	02	Technical officers & staffs	100
50	Common EHS Practices (Occupational Health Safety)		50	02	Officers & staffs	100
51	Training of trainers (TOT)		50	02	Officers	100







Sl. No	Name of the Topic	Month	No. of Participant	Duration (Session)	Participant Type	Expected Training Hours
52	Project Formulation & Project Implementation	April, 2024	50	02	Officers	100
53	Maintenance of Boiler Feed Water Pump		50	02	Technical officers & staffs	100
54	Operation (Start-up and Shutdown) of Steam Turbine		50	02	Technical officers & staffs	100
55	Environmental Management System (EMS), Environmental Legal Requirements		50	02	Officers	100
56	Motivation and Work-Life Balance		50	02	Officers & staffs	100
57	GTG excitation system	May, 2024	50	02	Technical officers & staffs	100
58	Black out, Normalization and Emergency situation (Incident) handling of Combined Cycle Power Plant		50	02	Technical officers & staffs	100
59	Laboratory Analysis & Quality Control of circulating water, DM water & steam water		50	02	Technical officers & staffs	100
60	General concept of building design, building materials & BNBC practices		50	02	Officers & staffs	100
61	Long Term Service Agreement		50	02	Officers	100
62	Financial Management of NWPGL & Ratio analysis	June, 2023	50	02	Officers	100
63	Different types of Mechanical failures and remedy		50	02	Technical officers & staffs	100
64	Basic Networking, Internet and Cyber Security		50	02	Officers & staffs	100
65	Overview of NWPGL Safety Manual (After Final Approval)		50	02	Officers	100
Total			3,250	144		7,200







* Schedule may be changed/rearranged due to unavoidable circumstances.

* 1 Session = 1 Hour


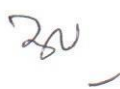
Total permanent employees = 70 (CE's Office) + 86 (1st Unit) + 79 (2nd Unit) + 67 (3rd Unit) = 302

Total required training hours = $302 \times 60 = 18,120$ hours

Targeted in-house training hour = 7,200 hours (40% of Total Target)



MONTHLY TRAINING SCHEDULE
FOR
KHULNA 225 MW CCPP, NWPGL, KHULNA
FY-2023-24

Monthly Training Schedule for Khulna 225 MW CCPP

Sl. No	Name of the Course	Month	No. of Session	No. of Participant	Target Group	Expected Training Hour
01	Training on GT Lube oil system	July/ 2023	Technical Officers & Staffs	3	35	105
02	Health awareness for seasonal disease		All officers & staffs	3	50	150
03	Efficient Operation of Combined Cycle Power Plant		Technical Officers & Staffs	3	35	105
04	Environment Management system, Hot work, Confined space work, Work At height		All officers & staffs	3	50	150
05	Gas Turbine control logic	August/ 2023	Technical Officers & Staffs	3	35	105
06	General Security Instructions for KPI		All officers & staffs	3	50	150
07	ST & ST BOP auxiliaries' Operation and Trouble Shooting		Technical Officers & Staffs	3	35	105
08	Training on different types of pumps of ST System		Technical Officers & Staffs	3	35	105
09	GT Trusted Control System		Technical Officers & Staffs	3	35	105
10	First Aid Training (Bleeding, Burn, Shock)		All officers & staffs	3	50	150







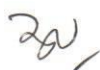
11	Emergency Blackout & Trip Handling	Sep/ 2023	Technical Officers & Staffs	3	35	105
12	Training on Gas Booster Compressor Operation and Maintenance		Technical Officers & Staffs	3	35	105
13	Thermal, V/f ratio and Reverse Power Protection of Generator		Technical Officers & Staffs	3	35	105
14	Accident & Emergency Response and Occupational Safety management system	Oct/ 2023	All officers and staffs	3	50	150
15	Different types of sensors and transmitters working principle		Technical Officers & Staffs	3	35	105
16	Characteristics, Operation & Maintenance of Various Pumps of Khulna 225 MW CCPP		Technical Officers & Staffs	3	35	105
17	Training on Water Mist Fire Fighting System		Technical Officers & Staffs	3	35	105
18	Income tax, VAT & Financial Management		All officers and staffs	3	50	150
19	ABB DCS Control Logic	Nov/ 2023	Technical Officers & Staffs	3	35	105
20	Water Treatment Program of Khulna 225 MW and challenges to overcome		Technical Officers & Staffs	3	35	105
21	Alignment, mechanical seal adjustment and pipe-fitting of high-power& high-pressure rotary machineries		Technical Officers & Staffs	3	35	105
22	Manner & Etiquette		All officers and staffs	3	50	150







23	100% stator winding protection of Generator		Technical Officers & Staffs	3	35	105
24	Gas Booster Compressor Control system	Dec/ 2023	Technical Officers & Staffs	3	35	105
25	Operation of Gas Booster Compressor		Technical Officers & Staffs	3	35	105
26	Training on Vibration Analysis of different rotary pumps		Technical Officers & Staffs	3	35	105
27	SLD and Circuit Diagram Exploration of MV and LV Switchgear		Technical Officers & Staffs	3	35	105
28	Different types of regulating and shutoff valves	Jan/ 2024	Technical Officers & Staffs	3	35	105
29	Fire Safety Management		All Officers & Staffs	3	50	150
30	Gland Seal System		Technical Officers & Staffs	3	35	105
31	Operation and maintenance of Emergency Diesel Generator		Technical Officers & Staffs	3	35	105
32	Solar system operation of Khulna 225MW Power plant		Technical Officers & Staffs	3	35	105
33	Training on Frequency Governing Mode operation (FGMO)		Technical Officers & Staffs	3	35	105




34	Basics on SFC & Excitation System of Generator	Feb/ 2024	Technical Officers & Staffs	3	35	105
35	GT & GT BOP Operation		Technical Officers & Staffs	3	35	105
36	Operation and Maintenance of GT & ST BOP Air Compressor		Technical Officers & Staffs	3	35	105
37	Different types of communication protocols	March/ 2024	Technical Officers & Staffs	3	35	105
38	Power Transformer Oil different tests and their importance		Technical Officers & Staffs	3	35	105
39	Causes, Effects and Actions of Steam Turbine Cycle Emergencies		Technical Officers & Staffs	3	35	105
40	Training on Boiler Feed Pumps		Technical Officers & Staffs	3	35	105
41	PPA & PPR-2008		All officers and staffs	3	50	150
42	Field instrument maintenance and trouble-shooting	April/ 2024	Technical Officers & Staffs	3	35	105
43	General Conduct & Discipline		All Officers & Staffs	3	50	150
44	DEH and ETS System of Steam Turbine		Technical Officers & Staffs	3	35	105
45	Non-electrical protections of Power transformer		Technical Officers & Staffs	3	35	105

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46	Performance Management System (PMS)	May/ 2024	All Officers & Staffs	3	50	150
47	ISO Audit findings & Root cause analysis process		All officers & staffs	3	50	150
48	KPI Security Guidelines and Security of KPI		All Officers, Staffs & Security Personnel	3	50	150
49	Training on Proper Operation and Maintenance of Heavy Lifting Machineries	June/ 2024	Technical Officers & Staffs	3	35	105
50	Requirements of IMS manual & procedures and Legal requirements of ISO		All officers and staffs	3	50	150
51	Financial degeneration of NWPGL		All officers and staffs	3	50	150

*Schedule May be Changed/rearranged due to unavoidable circumstances.

*1 Session = 1 Hour

Total Permanent Employees	135
Total Required Training Hours (135*60)	8100
Targeted Training Hours (In House)	6030
Achievable Training Hours (In House)	74%
Achievable Training Hours (External)	26%

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MONTHLY TRAINING SCHEDULE

FOR

**MADHUMATI 100 MW HFO BASED POWER PLANT,
NWPGL, MADHUMATI**

FY-2023-24

Monthly Training Schedule for Madhumati 100 MW HFO based Power Plant, NWPGL

Sl. No	Name of the Course	Month	No. of Session	No. of Participant	Target Group	Expected Training Hour
1.	Overview and Basic of a HFO Based Engine Power Plant	July/ 2023	Technical officers & staffs	4	20	80
2.	General Conduct and Discipline		All Officers and Staff	2	25	50
3.	Duties and Responsibilities of Security Personnel		Staffs of Security Department	2	15	30
4.	Responses to Emergencies by Operation Team during Blackout, trip etc. Step by Step	August/ 2023	Technical officers & staffs	2	20	40
5.	ISO 9001: Quality Management System		All Officers and Staff	2	30	60
6.	Leave and Leave Procedures		All Officers and Staff	2	30	60
7.	Travelling and Daily Allowances		All Officers and Staff	2	30	60
8.	Lube Oil System of Engine, Handling & Storage System	September/ 2023	Technical officers & staffs	2	25	50
9.	Gratuity Policy of NWPGL		All Officers and Staff	2	30	60
10.	কল্যান তহবিল নীতিমালা- ২০১৫		All Officers and Staff	2	30	60
11.	Firefighting System of Madhumati 100 MW HFO Based Power Plant	October/ 2023	All Officers and Staff	3	25	75
12.	Punishment and Appeal Procedures of NWPGL		All Officers and Staff	2	30	60
13.	Substation Equipment Details		Technical officers	2	20	40
14.	ISO 14001: Environmental Management System	November/ 2023	All Officers and Staff	2	30	60
15.	Overview of Fuel System		Technical officers	6	25	150
16.	KPI Guidelines & Security of KPI		All Officers and Staff	3	30	90
17.	Engine Based Power Plant Operation-1		Technical officers & staffs	3	20	60
18.	Overview of Fuel Injection Pump		Technical officers & staffs	2	25	50







19.	ISO 45001: Occupational Health and Safety Management System	December/ 2023	All Officers and staffs	2	30	60
20.	Performance Appraisal Submission and Evaluation Process		All Officers	3	25	75
21.	Benefits and Compensation Package of NWPGL		All Officers and staffs	2	30	60
22.	VP (Vulnerable Point) Security: Importance & Threats		Staffs of Security Department	2	15	30
23.	Overview of Steam System		Technical officers and staffs	6	25	150
24.	Overview of Fuel Injection Valve	January/ 2024	Technical officers & staffs	2	25	50
25.	Generator Protection		Technical officers & staffs	2	20	40
26.	Overview of Screw Pump		Technical officers & staffs	2	25	50
27.	Overview of Diaphragm Pump		Technical officers & staffs	2	25	50
28.	Etiquette and Manners		All officers & staffs	2	25	50
29.	Dismantling & Reassembly of Generator	February/ 2024	Technical officers & staffs	2	20	40
30.	Overview of Waste Heat Recovery System (Electrical Part)		Technical officers & staffs	2	20	40
31.	Overview of Exhaust Gas Boiler		Technical officers & staffs	2	25	50
32.	Overview of Auxiliary Boiler		Technical officers & staffs	2	25	50
33.	Engine Based Power Plant Operation-2	March/ 2024	Technical officers and staffs	3	20	60
34.	Operation and maintenance of Power Transformer		Technical officers and staffs	2	20	40
35.	Operation of Start Air Compressor & Instrument Air Compressor	April/ 2024	Technical officers & staffs	2	25	50
36.	Calibration of automatically		Technical	2	20	40







	controlled actuator		officers and Staffs			
37.	Performance Management System	May/ 2024	All officers and Staffs	3	30	90
38	Different types of sensors and transmitters		Technical officers and Staffs	2	20	40
					Total=	2,250

* Schedule may change/rearrange due to some unavoidable circumstances.

* 1 Session= 1 Hour

Total Permanent Employees	74
Total Required Training Hours (74*60)	4,440
Targeted Training Hours (In House)	2,250
Achievable Training Hours (In House)	50.68%
Achievable Training Hours (External/On-Job/Others)	49.32%

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MONTHLY TRAINING SCHEDULE
FOR
BHERAMARA 410 MW CCPP, NWPGL, KUSTIA
FY-2021-22

Monthly Training Schedule for Bheramara 410 MW CCPP



Sl. No	Name of the Course	Month	Participant	No. of Session	No. of Participant	Expected Hour
1	Basics of Instrumentation and Control System	Jul-23	Technical Officers & Staffs	20	03	60
2	Tool Box Meeting(TBM)		Technical Officers & Staffs	25	03	75
3	Skill development training on the use and implementation of D-Nothi		Officers & Staffs	40	03	120
4	Basic First Aid management		Officers & Staffs	30	03	90
5	Basic Microsoft Office & Internet, Networking & troubleshooting		Officers & Staffs	30	03	90
6	Compressor, blower fan, pump, bearing, lubrication system & sealing system used in WTP.		Technical Officers & Staffs	15	03	45
7	General Conduct & Discipline: Office Duties and Responsibilities		Staffs	30	03	90
8	Basics on Electrical Maintenance, Maintenance and Troubleshooting Techniques of Electrical Circuits & Equipments.	Aug-23	Technical Officers & Staffs	25	03	75
9	Components, working principle and troubleshooting of hydraulic equipment.		Technical Officers & Staffs	20	03	60
10	Overview of N2 Generator and it's Common problems, remedies and Maintenance & Trouble Shooting of Hydrogen Generation Unit.		Technical Officers & Staffs	20	03	60
11	Road Transport Act-2018 & Defensive Driving		Drivers	10	03	30
12	Protocol of VIP visitors, Dealing with visitors, Contractors, workers and stakeholders		Security Officers & Staffs	20	03	60







13	Solid Waste Management in Bheramara CCPP		Technical Officers & Staffs	30	03	90
14	Overview of Gas Turbine Lube Oil System and Control Oil System and Its Checking and Preventive maintenance.	Sep-23	Technical Officers & Staffs	20	03	60
15	Introduction to Distributed Control system (DCS) & Trend data, Historian data, Sequence of Event (SOE) Analysis of process signals		Technical Officers & Staffs	25	03	75
16	Usage of electrical testing & measuring equipments for various systems .		Technical Officers & Staffs	20	03	60
17	Overview of GT air intake and Exhaust system, Cooling Air, Sealing air System and required maintenance to maintain the healthiness of the system.		Technical Officers & Staffs	25	03	75
18	Assessment of Income Tax of an Employee as per Income Tax ordinance & Rules 1984.		Officers & Staffs	50	03	150
19	Computers & Peripherals usage & maintenance and Conference room meeting setup		Technical Officers & Staffs	20	03	60
20	Steam and Condensate Systems: Concerns, Operation and Maintenance.		Technical Officers & Staffs	25	03	75
21	Mechanical & Electrical isolation & normalization		Technical Officers & Staffs	20	03	60
22	Introduction to PLC System and Control Logics of HVAC, WTP, HGP & GBC System	Oct-23	Technical Officers & Staffs	25	03	75
23	Combined Cycle Power Plant and MHPS Steam Turbine (Type: SRT-35.4 AX)		Technical Officers & Staffs	20	03	60

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24	Overview of Gas Turbine Lube Oil System and Control Oil System and Its Checking and Preventive maintenance.		Technical Officers & Staffs	25	03	75
25	National Integrity Strategy		Officers & Staffs	35	03	105
26	Safe handling of chemical gaseous product and gas cylinder in WTP and Personal protective equipment for WTP		Technical Officers & Staffs	15	03	45
27	Fire Fighting/ Electrical Shock Drill and Training		Officers & Staffs	30	03	90
28	Crisis management: Analysis, challenges & mitigation technique		Officers & Staffs	20	03	60
29	NWPGCL Service Rules: TA/DA and Leave Policy	Nov-23	Officers & Staffs	30	03	90
30	GT Fuel gas and Fuel oil system		Technical Officers & Staffs	20	03	60
31	Basic Working Principles and functions of different Components of Power Transformer .		Technical Officers & Staffs	20	03	60
32	Field Instrument setup, loop connection, maintenance and calibration of Control valves & Instruments using Portable Testing Devices		Technical Officers & Staffs	25	03	75
33	Etiquette, Manners & Official Discipline		Officers & Staffs	30	03	90
34	Practical training on: - How to use of first aid box equipment & O2 cylinder -How to manage bleeding, CPR -Fracture, Electric shock & Snake bite management	Dec-23	Officers & Staffs	35	03	105
35	Awareness against Anti-Corruption		Officers & Staffs	30	03	90





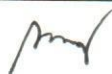


36	Cyber Security, Cryptography & Information Technology and Common Cyber Threats and Safe browsing		Officers & Staffs	30	03	90
37	Basics of Generator & Motor and its Maintenances.		Technical Officers & Staffs	25	03	75
38	An Overview on Occupational Health and Safety (OHS)		Officers & Staffs	30	03	90
39	Various pump, sealing system structure, Control valve, Lubrication, bearing system operation, maintenance used in WTP		Technical Officers & Staffs	15	03	45
40	Emergency Procedure, Safety & Health in the use of Chemicals at Work and Chemical Hazard Symbols		Officers & Staffs	30	03	90
41	Overview of Public Procurement Methods.		Officers	25	03	75
42	GT fuel oil System and water injection system: Concerns, Operation and Maintenance.	Jan-24	Technical Officers & Staffs	20	03	60
43	Gas Turbine Inlet Air, Combustion and Exhaust Gas System		Technical Officers & Staffs	25	03	75
44	Mobile Use, Social Media & related security Threats in the Work Place		Security Officers & Staffs	20	03	60
45	Head-to-Toe Training on PPE & PTW System (Lock-out Tag-out System LOTO)		Officers & Staffs	30	03	90
46	Seasonal Infectious diseases		Officers & Staffs	35	03	105
47	Maintenance and Troubleshooting of various Analysing Systems including Sensing Instruments (SWAS & WTP System), GT & BOP Fire Detection System		Technical Officers & Staffs	20	03	60

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48	Description of Firefighting system and Response of Operation Team in case of Fire Incidents		Technical Officers & Staffs	20	03	60
49	SLD of HV, MV, LV, DC& UPS system with Load list		Technical Officers & Staffs	20	03	60
50	Feed Water System: Concerns, Operation and Maintenance.	Feb-24	Technical Officers & Staffs	20	03	60
51	Right to Information Act (RTI)		Officers & Staffs	30	03	90
52	Overview of Delegation of Financial Power-2012 (Revenue)		Officers	30	03	90
53	Emerging Technologies & 4th Industrial Revolution.		Officers & Staffs	30	03	90
54	Security of VP (Vulnerable Point) and VA (Vulnerable Area): Importance & Threats		Security Officers & Staffs	20	03	60
55	Block Description and Signal Identification of Netmation Control System		Technical Officers & Staffs	20	03	60
56	HRSB General Description, Operating Instructions and Steam Lines	Mar-24	Technical Officers & Staffs	25	03	75
57	Working at height, Working in Confined Space, Safe Lifting & Material Handling		Technical Officers & Staffs	25	03	75
58	Training on Online/Offline Test Procedure for Various Control Valves, EOST, GT & BOP VMS, Emergency Shutdown System		Technical Officers & Staffs	20	03	60
59	Maintenance of Air Compressors and Dryer.		Technical Officers & Staffs	20	03	60
60	Physical Security: Threats analysis, assessment & Probable Solution and		Security Officers &	20	03	60







	acting procedure & environmental controls		Staffs			
61	Overview of Steam Turbine Lube Oil System & testing and analysis of oil.		Technical Staffs	20	03	60
62	Chemical Spillage, Electrical Hazard and Safety, Emergency Procedure		Technical Officers & Staffs	30	03	90
63	Various heat exchanger system structure, operation, maintenance used in WTP.		Technical Officers & Staffs	15	03	45
64	Bangladesh Labour Act		Officers & Staffs	35	03	105
65	Grievance Redress System		Officers & Staffs	35	03	105
66	Gas Booster system and its operating principle	Apr-24	Technical Officers & Staffs	20	03	60
67	Gas and steam turbine protection & trip limits		Technical Officers & Staffs	25	03	75
68	AVR and Excitation System of Generator.		Technical Officers & Staffs	20	03	60
69	Pump & Motor alignment Procedure, Overview of different valves		Technical Officers & Staffs	20	03	60
70	Permissive & Protection System Scheme in GT ST & BOP Control System for major plant equipment		Technical Officers & Staffs	15	03	45
71	Instrument symbol and P&I drawing of WTP	May-24	Technical Officers & Staffs	15	03	45
72	Total Quality Management		Officers & Staffs	30	03	90
73	Dealing with visitors, Contractors,		Security	20	03	60







	workers and stakeholders and Incident Reporting		Officers & Staffs			
74	Construction Feature of GT and ST		Technical Officers & Staffs	25	03	75
75	Aux Boiler operating principle and its construction feature		Technical Officers & Staffs	20	03	60
76	Advance process technology of WTP and WWTP		Technical Officers & Staffs	15	03	45
77	Performance Appraisal, Submission and Evaluation Process.	Jun-24	Officers & Staffs	35	03	105
78	Combined cycle Start-up and Shutdown procedure		Technical Officers & Staffs	20	03	60
79	GT Lube oil system, Control Oil system & Trip Mechanism		Technical Officers & Staffs	20	03	60
Total Permanent Employees =		160	Total Expected On-Job Training Hour =			5,760
Total Required Training Hours= (160*60)=		9,600				





