



পাওয়ার গ্রিড কোম্পানি অব বাংলাদেশ লিমিটেড
প্রধান কার্যালয়ঃ এভিনিউ-৩, জহুরুল ইসলাম সিটি, আফতাবনগর, বাড্ডা,
ঢাকা-১২১২।
প্রশিক্ষণ পরিকল্পনা ও মূল্যায়ন অনুশাখা



জরুরি
সীমিত

নম্বর: ২৭.২১.০০০০.২০৬.২৫.০০৩.২০.৮

তারিখ: ২২ অগ্রহায়ণ ১৪২৭

০৭ ডিসেম্বর ২০২০

অফিস আদেশ

পিজিসিবি'র সকল কর্মকর্তা/কর্মচারীগণের জন্য ২০২০-২০২১ইং অর্থ বছরে প্রশিক্ষণ প্রদানের লক্ষ্যে স্মারক নং- ২৭.২১.০০০০.২০৬.২৫.০০৩.২০.৩/১(৪৫), তারিখ ১০/০৭/২০২০ইং মোতাবেক জারিকৃত বার্ষিক প্রশিক্ষণ পরিকল্পনাটি পিজিসিবি'র ব্যবস্থাপনা কর্তৃপক্ষের অনুমোদনক্রমে পুনঃপ্রণয়ন করা হয়েছে। পুনঃপ্রণীত প্রশিক্ষণ পরিকল্পনার আলোকে মাঠ পর্যায়ে ও কেন্দ্রীয়ভাবে প্রশিক্ষণ আয়োজনের জন্য ২০২০-২০২১ইং অর্থ বছরের পুনঃপ্রণীত প্রশিক্ষণ পরিকল্পনার অনুলিপি অত্রসাথে প্রেরণ করা হলো।

সংযুক্তি: পুনঃপ্রণীত বার্ষিক প্রশিক্ষণ পরিকল্পনা (১০ প্রস্ত)।

৭-১২-২০২০

মোঃ জহুরুল ইসলাম

ব্যবস্থাপক (প্রশিক্ষণ পরিকল্পনা ও মূল্যায়ন)

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নম্বর: ২৭.২১.০০০০.২০৬.২৫.০০৩.২০.৮/১(৫৩)

তারিখ: ২২ অগ্রহায়ণ ১৪২৭

০৭ ডিসেম্বর ২০২০

অবগতি ও প্রয়োজনীয় (প্রযোজ্য ক্ষেত্রে) ব্যবস্থা গ্রহণের জন্য অনুলিপি প্রেরণ করা হইল:

- ১) নির্বাহী পরিচালক (এইচআরএম/অর্থ/ওএন্ডএম/পিএন্ডডি), পিজিসিবি।
- ২) পরিচালক (ওপিজিডব্লিউ), পিজিসিবি।
- ৩) মহাব্যবস্থাপক (অর্থ/পিএন্ডএ), পিজিসিবি।
- ৪) প্রকল্প পরিচালক,.....প্রকল্প দপ্তর (সকল), পিজিসিবি।
- ৫) উপ-মহাব্যবস্থাপক (এইচআরএম), পিজিসিবি।
- ৬) তত্ত্বাবধায়ক প্রকৌশলী, গ্রীড সার্কেল-ঢাকা (উত্তর)/ঢাকা (দক্ষিণ)/কুমিল্লা/বগুড়া/খুলনা/চট্টগ্রাম/এইচভিডিসি, পিজিসিবি।
- ৭) তত্ত্বাবধায়ক প্রকৌশলী (কমিউনিকেশন সার্কেল/এলডিসি/স্ক্যাডা সার্কেল/এসপিএমসি/ওএফসিএল/ওএফসিএন), পিজিসিবি।
- ৮) ব্যবস্থাপক (প্রশিক্ষণ বাস্তবায়ন), পিজিসিবি।
- ৯) নির্বাহী প্রকৌশলী, আইসিটি, পিজিসিবি [পিজিসিবি'র ওয়েবসাইটে দপ্তর আদেশসহ প্রশিক্ষণ পরিকল্পনার কপি আপলোড করার অনুরোধসহ]
- ১০) অফিস কপি/মাস্টার কপি।

৭-১২-২০২০

মাহবুবুর রহমান

সহকারী ব্যবস্থাপক (প্রশিক্ষণ পরিকল্পনা ও মূল্যায়ন)

POWER GRID COMPANY OF BANGLADESH LTD.

ANNUAL TRAINING PLAN (Revised)

Plan Period: July 2020 to June 2021

S.N.	Subject of Training	Target Group	Batch No	Time	Duration (Days)	Participants Per Batch	Man Days	Venue/ Organizer
1	HR for Non HR (Online)	AE/AM to Man./XEN	1	July'20	2	25	50	PGCB/Other Organization
2	Tax, VAT & Customs Duty (Online)	JAM to Manager	2	July'20	2	30	120	PGCB/Other Organization
3	Innovation for Development (Online)	AE/AM to SE/DGM	1	July'20	1	30	30	PGCB
4	PMS & e-PAB (Online)	AM/AE to Manager/EE	2	July'20	1	30	60	PGCB
5	Annual Performance Agreement (APA)- Online	SE/DGM to CE/GM	2	July'20	1	30	60	PGCB
6	Essential Skills for Officers (Online)	AE/AM to SDE/DM	1	July'20	3	30	90	PGCB/Other Organization
7	Enterprise Resource Planning (ERP) Software (Online)	JAM to DGM	2	July'20	3	25	150	PGCB/TechVision
8	Effective Communication Skills (Online)	AM to Manager	2	July'20	3	10	60	BIM/Other Organization
9	e-Filing (Online)	SAE/JAM to SE/DGM	1	July'20	1	40	40	PGCB
10	Motivation (Online)	OA/AA/SA/SAE/JAM	1	July'20	2	30	60	PGCB
11	Fundamentals of ICT (Online)	OA/AA/TA/PA/PS	2	August'20	1	30	60	PGCB
12	Transparency, Accountability and Good Governance (Online)	JAM to Manager	1	August'20	3	10	30	BIM/NAPD
13	Modern Office Management (Online)	AE/AM to XEN/ Man.	1	August'20	5	5	25	BIM/Other Organization
14	Strategic Management & Competitive Advantages (Online)	XEN/Manager to CE/GM	1	August'20	2	30	60	PGCB
15	Ethics & Integrity (Online)	OA/AA/SA/PS	1	August'20	2	30	60	PGCB
16	Total Quality Management (Online)	AE/AM to EE/Manager	1	August'20	3	30	90	BIM
17	Project Management (Online)	AE to CE	1	August'20	5	5	25	BIM/NAPD
18	Basic Course on Financial Management & Governance (Online)	AM to Manager	1	August'20	3	25	75	PGCB/BPMI
19	Tax, VAT & Customs Duty (Online)	JAM to Manager	1	August'20	2	25	50	BIM
20	Strategic Leadership & Change Management (Online)	XEN/MAN to SE/DGM	1	August'20	5	15	75	PGCB/Other Organization
21	Digitalization & Paperless Office (Online)	AE/AM to SE/DGM	1	August'20	2	30	60	PGCB
22	Human Resource Development in Power Sector (Online)	AM/AE to GM/CE	1	August'20	5	5	25	BPMI/Other Organization
23	Annual Performance Agreement (APA)-Online	XEN/MAN	2	August'20	1	40	80	PGCB
24	Financial Management for Executives (Online)	JAM to Manager	1	August'20	5	15	75	BIM
25	Introduction to Office Applications (Online)	SAE/JAM/OA/AA/PS/SA	1	August'20	2	30	60	PGCB
26	Operation and Maintenance of Grid Substation (Online)	SDE/AE	1	August'20	3	36	108	PGCB
27	e-Filing (Online)	SAE/JAM to SE/DGM	2	August'20	1	30	60	PGCB
28	Annual Performance Agreement (APA)- Online	SE/DGM to CE/GM	2	September'20	1	20	40	PGCB

S.N.	Subject of Training	Target Group	Batch No	Time	Duration (Days)	Participants Per Batch	Man Days	Venue/ Organizer
29	Solving Human and Organizational Problems (Online)	AE/AM to SE/DGM	1	September'20	2	25	50	PGCB/Other Organization
30	e-GP (Online)	SAE/AE/AM to XEN	1	September'20	5	30	150	NAPD/CPTU
31	Basic Human Resource Management (HRM)-Online	JAM to Manager	1	September'20	3	25	75	PGCB
32	Fundamentals of ICT (Online)	OA, PS, SA, AA, JAM/SAE	1	September'20	2	30	60	PGCB
33	Finance for Non Finance Executives (Online)	AE/AM to XEN/Man.	1	September'20	5	10	50	PGCB
34	e-Filing (Online)	SAE/JAM to SE/DGM	1	September'20	1	30	30	PGCB
35	Strategic Leadership and Change Management (Online)	Manager to ED	1	September'20	7	5	35	Other Organization
36	Good Governance & National Integrity Strategy (NIS)-Online	AE to SE/ AM to DGM	1	September'20	2	30	60	Other Organization
37	Project Management (Online)	AE to SE	1	September'20	5	10	50	BIM/NAPD
38	Renewable Energy Sources and Grid Integration (Online)	AE to SE	1	September'20	5	10	50	BPMI/Other Organization
39	Operation & Maintenance of Grid Substation-Online	SDE/AE	2	September'20	3	36	216	PGCB
40	Innovation for Development (Online)	AE/AM to SE/DGM	1	September'20	1	30	30	PGCB
41	Enterprise Resource Planning (ERP) Software (Online)	SAE/JAM to SE/DGM	2	September'20	2	30	120	PGCB/TechVision
42	Training of Trainers (Online)	AE/AM to XEN/MAN	1	October'20	5	5	25	BPMI
43	Strategic Leadership/Leadership Development (Online)	CE/GM to MD	1	October'20	5	5	25	BIM/Other Organization
44	Digitalization & Paperless Office (Online)	SAE/JAM to SDE/DM	1	October'20	2	20	40	PGCB
45	Bangladesh Labor Laws & Labor Rules	LM/FM/Eect/SAE/JAM	1	October'20	5	30	150	BIM/Other Organization
46	Fire, Earthquake & Disaster Management	SAE	1	October'20	3	30	90	Circle Office, PGCB
47	Operation & Maintenance of Grid Substation & Transmission Line-Online	SAE	1	October'20	3	80	240	PGCB
48	Drawing Study and Fault Finding of Grid Substation	SAE to SDE	2	October'20	5	30	300	Grid Circle khulna
49	Post-Fault Restoration & Analysis	AE to XEN	1	October'20	3	5	15	BPMI/Other Organization
50	Circuit Breaker Operation & Maintenance	SAE	1	October'20	3	20	60	Circle Office, PGCB/BPMI
51	AutoCAD	AE & SDE	1	October'20	7	5	35	Other Organization
52	Primary Frequency Control, Secondary Frequency Control, Tertiary Frequency Control	SAE to SE	1	October'20	5	15	75	LDC Circle
53	Occupational Health & Safety Management System: BS OHSAS 18001:2007	Electrician/Lineman/Foreman to SAE	1	October'20	2	30	60	CMD
54	Transmission Line and Respective Bay Equipment Commissioning (On Job)	LM/FM/TA/ELECT/SAE	1	October'20	1	25	25	GMD Sreemangal
55	MS Office Application for Smart Office (Online)	OA/AA/SA/PS/AA/TA	1	October'20	5	30	150	NAPD/BCC

S.N.	Subject of Training	Target Group	Batch No	Time	Duration (Days)	Participants Per Batch	Man Days	Venue/ Organizer
56	Basic Human Resource Management (HRM)-Online	JAM to DM	2	October'20	5	10	100	BIM/BPMI
57	Modern Office Management (Online)	OA, AA, SA, PS, O.Att, Draftsman	1	October'20	3	30	90	PGCB
58	Audit Types and Settlement Procedure- Online	AM to Man.	1	October'20	3	10	30	Other Organization
59	Project Management (Online)	AE/AM to SE/DGM	1	October'20	5	5	25	BIM/NAPD
60	Repair & Maintenance of Transformer and Circuit Breaker (On-Job)	FM/LM/TA/ELECT	1	October'20	5	25	125	Circle Office, PGCB
61	Annual Performance Agreement (APA)- Online	AE/AM to XEN/MAN	2	October'20	1	70	140	PGCB
62	Skill Improving Training Course for Officers (Online)	SDE/AE/SAE	1	October'20	5	20	100	Grid Circle Khulna
63	Row and Dead Line Checking, Tools Keeping & Safe Working Practice	Tech. Atte./Lineman/Foreman	1	October'20	5	20	100	Grid Circle Bagura
64	Manner & Etiquettes (Online)	FM/LM/TA/ELECT	1	October'20	5	30	150	PGCB
65	High Voltage AIS and GIS Substation Design	AE to EE	1	October'20	5	20	100	PGCB/Other Organization
66	Optical Network Planning	SAE to SE	1	October'20	7	5	35	BPMI/Other Organization
67	Transformer Commissioning (On Job)	Technical Attendant to AE	2	October'20	1	25	50	Circle Office, PGCB
68	Good Governance & National Integrity Strategy (NIS)-(Online)	AE/AM to DGM/SE	1	November'20	2	17	34	Other Organization
69	e-GP	AE/AM to XEN/MAN	3	November'20	5	6	90	CPTU/BPMI
70	CISCO Certified Network Associate (CCNA) Routing and Switching	AE to SE	1	November'20	7	5	35	Other Organization
71	DC Control & Protection of HVDC Back to Back Station	AE to XEN	1	November'20	3	10	30	PGCB/HVDC Circle
72	Drawing Study and Fault Finding of Grid Substation (On Job)	SAE to SDE	1	November'20	5	25	125	Grid Circle khulna
73	Filing, Documentation & Record Keeping (Online)	OA/AA/SA/PS/AA/TA	1	November'20	3	20	60	PGCB
74	Microsoft Project	AE, SDE, XEN & PD	2	November'20	7	5	70	Other Organization
75	Inventory Management	SAE/JAM to XEN/Man.	1	November'20	3	10	30	PGCB/Other Organization
76	Operation & Maintenance of Grid Substation & Transmission Line-Online	SAE	2	November'20	3	80	480	PGCB
77	Project Management (Online)	SAE to XEN, SE, PD	1	November'20	5	20	100	PGCB
78	Electrical Safety Guidelines	LM/FM/SAE	1	November'20	2	5	10	BPMI
79	Bandwidth Management	XEN to Director	1	November'20	7	4	28	Other Organization
80	SAS, Control & Protection system of Substation & Transmission line	AE to SE	1	November'20	7	5	35	BPMI
81	Modern SCADA and Security System (Online)	SDE to SE	1	November'20	5	15	75	Other Organization
82	Procurement of Goods, Service & Works	AE/AM to XEN/Man.	3	November'20	15	4	180	CPTU
83	Increasing Driving Skill & Awareness of Rules & Regulation	Driver	2	November'20	3	25	150	PGCB/Other Organization

S.N.	Subject of Training	Target Group	Batch No	Time	Duration (Days)	Participants Per Batch	Man Days	Venue/ Organizer
84	Employee Relationship Development (Online)	JAM to Manager	1	November'20	1	20	20	PGCB
85	O&M of High Capacity Telecom Transmission Equipment (On Job)	AE to SE	1	November'20	7	5	35	Other Organization
86	Advanced Training on Digital Communication and RTU System	SAE to SDE	1	November'20	5	20	100	Communication Circle
87	Bangladesh Labor Law-2006 and Labor Rules-2015	OA/LM/PS/TA/AA	1	November'20	3	20	60	BIM
88	Financial Management (Online)	AM to Manager	1	November'20	5	10	50	Other Organization
89	Annual Performance Agreement (APA)- Online	SAE/JAM	3	November'20	1	80	240	PGCB
90	Operation & Maintenance of Grid Substation and Transmission Line- Online	SAE/AE/SDE	2	November'20	3	80	480	PGCB
91	Risk Management (Online)	XEN to SE	1	November'20	2	15	30	PGCB/ other Organization
92	Basic Course in Transmission System Planning (Online)	AE to XEN	1	December'20	2	10	20	Other Organization
93	Reliability of Transmission System (Online)	SAE to SDE	1	December'20	1	25	25	PGCB
94	Geographic Information System (GIS)	AE/AM to SE	1	December'20	9	20	180	PWC, India
95	Transformer Commissioning (On Job)	Technical Attendant to AE	1	December'20	1	15	15	Circle Office, PGCB
96	Annual Maintenance of Substation Equipment and Transmission Lines (On-Job)	FM/LM/TA/ELECT	2	December'20	1	30	60	Grid Circle Bagura
97	Fire, Earthquake & Disaster Management	SAE	1	December'20	5	20	100	Circle Office, PGCB
98	English Language Course	AM/AE to Manager/XEN	1	December'20	30	2	60	British Council
99	Annual Performance Agreement (APA)- Online	AE/AM to SDE/DM	3	December'20	1	40	120	PGCB
100	Operation and Maintenance of Substation Equipment (On-Job)	FM/LM/TA/ELECT	2	December '20	1	25	50	Grid Circle Cumilla
101	AutoCAD	AE & SDE	1	December '20	5	5	25	Other Organization
102	Overview of System Operation	SAE to SDE	1	December '20	5	20	100	LDC Circle
103	Transmission Line and Respective Bay Equipment Commissioning (On Job)	FM/LM/TA/ELECT/SAE	2	December '20	1	20	40	GMD Sylhet
104	Renewable Energy Sources and Grid Integration (Online)	AE to SE	1	December'20	5	4	20	BPPI
105	Relay and Protection Advance Course	AE to SE	1	December '20	5	4	20	BPPI
106	Energy Management System (EMS)	AE to SE	2	December '20	3	15	90	LDC Circle
107	Optical Transmission Network Management System	AE to XEN	1	December'20	10	5	50	Telecom Vendor
108	Equipment used in HVDC (On Job)	SAE to SDE	1	December'20	3	20	60	PGCB
109	Monitoring and Evaluation of Development Projects	SDE to CE	1	December'20	5	8	40	BPPI
110	KPI Rules and Security System	Security In.	1	December'20	2	15	30	PGCB

S.N.	Subject of Training	Target Group	Batch No	Time	Duration (Days)	Participants Per Batch	Man Days	Venue/ Organizer
111	Operation & Maintenance of Grid Substation & Transmission Lines	SAE	1	December'20	3	80	240	Grid Circle Bogura
112	Project Management (Online)	AM/AE to DGM/PD/SE/CE	2	December'20	5	5	50	Other Organization
113	Annual Maintenance of the S/S and T/L Equipment (On Job)	LM/FM/TA/ELECT	2	January'21	1	30	60	GMD, PGCB
114	RedHAT Server Hardening and RedHat High Availability Clustering	AE to SE	2	January'21	7	5	70	Other Organization
115	Fundamentals of ICT	JAM/SAE to Man/XEN	1	January'21	2	30	60	Other Organization
116	Manner & Etiquettes	AA/OA/PS/TA	1	January'21	3	30	90	PGCB
117	Annual Maintenance of the S/S Equipment (On Job)	FM/LM/TA/ELECT	1	January'21	1	15	15	Circle Office, PGCB
118	Operation & Maintenance of Grid Substation & Transmission Line-Online	SDE/AE/SAE	2	January'21	3	80	480	PGCB
119	Transformer and Respective Bay Equipment Commissioning (On Job)	LM/FM/TA/ELECT/SAE/AE	1	January'21	1	20	20	GMD Sylhet
120	Geographic Information System (GIS)	AE/AM to SE	1	January'21	8	20	160	PWC, India
121	Basic Maintenance Training on Communication & SCADA Field Equipment	SAE to SDE	1	January'21	3	20	60	PGCB
122	Annual Performance Agreement (APA)- Online	SAE/JAM to AE/AM	3	January'21	1	70	210	PGCB
123	Operation and Maintenance of Substation Equipment (On-Job)	FM/LM/TA/ELECT	1	January'21	1	30	30	Grid Circle Cumilla
124	Delegation of Administrative & Financial Authority (DAFA)	AE/AM to SE/DGM	1	January'21	1	20	20	PGCB
125	Row and Dead Line Checking Tools Keeping & Safe Working Practice	FM/LM/TA/ELECT	1	January'21	5	25	125	Grid Circle Bagura
126	Advanced Techniques for Cable Testing, Diagnostic and Fault Finding (On Job)	SAE/FM/LM/TA	1	January'21	3	30	90	Other Organization
127	Ethernet Switching, Ethernet Routing and protocols used in Networking.	AE to XEN	1	January'21	7	10	70	Other Organization
128	Making Digital Content & Introduction to Digital Class Room	Head Master/Teacher	1	January'21	2	10	20	PGCB
129	Operating System Protocol (OSP) Network Planning	SAE to XEN	1	January'21	5	10	50	PGCB
130	Annual Maintenance of Substation Equipment and Transmission Lines (On-Job)	FM/LM/TA/ELECT	3	January'21	1	30	90	Grid Circle Bagura
131	Transformer and Respective Bay Equipment Commissioning (On Job)	LM/FM/Elect/SAE/AE	1	January'21	1	25	25	GMD Cumilla, PGCB
132	O&M and Troubleshooting of Power Transformer (On Job)	SAE to XEN	1	January'21	5	15	75	Circle Office, PGCB
133	Repair & Maintenance of Transformer and Circuit Breaker (On-Job)	Tech.Atte/Electrician/Foreman/	1	January'21	3	25	75	Circle Office, PGCB
134	SMART Grid Operation	AE to CE	1	January'21	3	10	30	LDC Circle
135	Erection Testing & Commissioning of Sub-Station Equipment (On job)	SAE to SDE	1	February'21	3	30	90	Circle Office, PGCB
136	Departmental Foundation Training	AE	1	February'21	50	30	1500	BIAM

S.N.	Subject of Training	Target Group	Batch No	Time	Duration (Days)	Participants Per Batch	Man Days	Venue/ Organizer
137	Reliability of Bangladesh Power Grid System	AE to XEN	1	February'21	3	4	12	Other Organization
138	Monitoring and Evaluation of Development Projects	SDE to CE	1	February'21	5	5	25	BPMI
139	Financial Modeling	AM to DGM	1	February'21	7	4	28	BPMI/Other Organization
140	Geographic Information System (GIS)	AE/AM to SE	1	February'21	7	20	140	PWC, India
141	Contract Negotiations and Conflict Management	AM to DGM	1	February'21	5	4	20	BPMI
142	Procurement of Goods, Service & Works	AE/AM to XEN/Man.	1	February'21	15	4	60	CPTU
143	Annual Performance Agreement (APA)- Online	AE/AM to XEN/MAN	3	February'21	1	70	210	PGCB
144	Operation and Maintenance of Sub-station Equipment (On-Job)	FM/LM/TA/ELECT	3	February'21	1	25	75	Grid Circle Cumilla
145	Environmental and Risk Management	AE to SE	1	February'21	7	10	70	EEGPS Project
146	Power System Dynamics, Protection, Voltage Control and Reactive Power Management	AE to SE	1	February'21	5	4	20	BPMI
147	Fault Calculation and Distance Protection (On Job)	SAE/AE/SDE	1	February'21	3	20	60	Grid Circle Dhaka-North
148	Inventory Management	SAE/JAM to XEN/Man.	1	February'21	3	5	15	PGCB/Other Organization
149	Project Management	AM/AE to DGM/PD/SE/CE	1	February'21	5	15	75	PGCB
150	Drawing Study and Control Circuit Maintenance (On-Job)	SAE/AE/SDE	1	February'21	2	20	40	Grid Circle Khulna
151	Transformer Commissioning (On Job)	Technical Attendant to AE	1	February'21	1	10	10	Circle Office, PGCB
152	Fault calculation, Setting Calculation and Co-ordination of Different Protective Relays	AE to SE	1	February'21	5	5	25	BPMI/Other Organization
153	Repair & Maintenance of Transformer and Circuit Breaker (On-Job)	Tech.Atte/Electrician/Foreman/	1	February'21	3	20	60	Circle Office, PGCB
154	Effective Team Building	SAE/JAM to SE/DGM	1	February'21	2	15	30	BIM
155	Analysis & Design of Overhead Transmission Lines Using PLS-CADD Software	SAE to SE	1	February'21	3	20	60	NAPD
156	Breaker Operating Mechanism and Maintenance	SAE to SDE	1	February'21	3	30	90	Circle Office, PGCB
157	Electrical Safety and Hazards	Electrician, Lineman, Foreman	1	February'21	3	30	90	Circle Office, PGCB
158	Operation, Maintenance and Management of Optical Fiber Cable	SAE to XEN	1	February'21	7	4	28	Other Organization
159	Training of Trainers	AE/AM to XEN/MAN	1	February'21	5	10	50	BPMI
160	Oracle LINUX System Administration	AE to XEN	1	February'21	5	5	25	Other Organization
161	Safe Driving and Driving Rules	Drivers	1	February'21	3	30	90	Other Organization
162	Transparency, Accountability and Good Governance	AE/AM to ED	1	March'21	5	5	25	NAPD/BPMI
163	Procurement of Goods, Service & Works	AE/AM to XEN/Man.	1	March'21	15	4	60	CPTU

S.N.	Subject of Training	Target Group	Batch No	Time	Duration (Days)	Participants Per Batch	Man Days	Venue/ Organizer
164	Advanced Financial and Economic Appraisal of Project	DM/SDE to DGM/SE	1	March'21	5	4	20	BPMI
165	Design of Tower & Tower Foundation	AE to XEN	1	March'21	4	25	100	Circle Office, PGCB
166	Annual Performance Agreement (APA)- Online	SAE/JAM to XEN/Manager	3	March'21	1	80	240	PGCB
167	Geographic Information System (GIS)	AE/AM to SE	1	March'21	6	20	120	PWC, India
168	Fire Fighting & Safety Measure	OA/SA/PS/AA/O.Attdt /Electrician/LM	1	March'21	4	30	120	PGCB/Other Organization
169	Network Management Center (NMC) & Remote Supervision Terminal	SAE to SE	1	March'21	5	12	60	PGCB
170	CCNA/HCNA Certification	AE to XEN	1	March'21	7	5	35	Other Organization
171	DC Control and Protection of HVDC Back to Back Station	SAE to SDE	1	March'21	3	15	45	PGCB/Other Organization
172	Power System Operation and Control	AE to SE	1	March'21	3	15	45	LDC Circle
173	Advanced Human Resource Management	Manager to GM	1	March'21	5	6	30	BPMI
174	Annual Performance Agreement (APA)- Online	XEN/MAN to SE/DGM	2	March'21	1	70	140	PGCB
175	Transformer and Respective Bay Equipment Commissioning (On Job)	LM/FM/Elect/SAE/AE	1	March'21	1	15	15	PGCB
176	PMS & e-PAB	AM/AE to Manager/EE	1	March'21	1	25	25	PGCB
177	Route Survey Analysis & Mapping Capacity Wise Substation Area, Row Identification & Impact Assessment	AE/AM to CE/PD	1	March'21	6	15	90	PWC, India
178	Power Transformer OLTC (On Load Tap Changer)	SAE to XEN	1	March'21	1	25	25	Circle Office, PGCB
179	Asset Management and Inventory Control System	AM to Manager	1	March'21	5	5	25	BPMI
180	Website Development and Security Issues	SAE to EE	1	March'21	5	5	25	BPMI
181	Operation and Maintenance of HVDC	AE to XEN	1	March'21	3	10	30	PGCB/Other Organization
182	Operation and Maintenance of Sub-station Equipment (On-Job)	LM/FM/TA/ELECT	2	March'21	1	30	60	Circle Office, PGCB
183	Energy Efficiency in Industrial Sector and Future Target	XEN to CE	1	April'21	7	4	28	BPMI
184	Advanced Technique for Cable Testing, Diagnostic and Fault Finding	AE to SE	1	April'21	3	25	75	PGCB/Other Organization
185	Microsoft Project	SDE to PD/CE	1	April'21	5	10	50	NAPD
186	Certified Ethical Hacker	AE & Above	1	April'21	7	5	35	Other Organization
187	Accounts Preparation & Financial Reporting Standards	AM to DGM	1	April'21	2	15	30	PGCB
188	Cyber Securities of Substation Automation System	AE to SE	1	April'21	2	4	8	Other Organization
189	Cable Jointing, Conductor Jointing & Repairing of Machines/Tools	LM/FM/TA/ELECT	1	April'21	3	30	90	Grid Circle khulna
190	Oracle DBA (11g)	AE to XEN	1	April'21	7	4	28	BPMI
191	Fixed Asset Management and Inventory Control System	AM/AE to DGM/SE	1	April'21	5	5	25	BPMI

S.N.	Subject of Training	Target Group	Batch No	Time	Duration (Days)	Participants Per Batch	Man Days	Venue/ Organizer
192	Operation & Maintenance of Grid Substation & Transmission Line	FM/LM/TA/ELECT	1	April'21	5	30	150	Circle Office, PGCB
193	Route Survey Analysis & Mapping Capacity Wise Substation Area, Row Identification & Impact Assessment	AE/AM to CE/PD	1	April'21	2	15	30	PWC, India
194	Different Types of SCADA Gateway	AE to XEN	1	April'21	5	10	50	Other Organization
195	e-GP	AE/AM to EE/Manager	1	April'21	5	6	30	BPPI
196	Financial and Economic Appraisal of Development Projects	AE to SE	1	April'21	5	5	25	NAPD
197	Strategic Planning and Organizational Development	AM to DGM	1	April'21	5	5	25	Other Organization
198	Industrial Relation	SAE/JAM/OT/OA/AA/SA/PS/AA	1	April'21	5	30	150	IRI/Other Organization
199	Annual Performance Agreement (APA)- Online	SAE/JAM	2	April'21	1	60	120	PGCB
200	Procurement of Goods, Service & Works	AE/AM to XEN/Man.	2	April'21	15	4	120	CPTU
201	Technique & Review of Environmental Impact Assessment & Project Management for EMP	AE/AM to CE/PD	1	April'21	4	20	80	PWC, India
202	Insurance Policy	AM to Manager	1	April'21	2	20	40	PGCB/Other Organization
203	Transformer Commissioning (On Job)	Technical Attendant to AE	2	May'21	1	10	20	Circle Office, PGCB
204	Operation & Maintenance of Grid Substation & Transmission Lines	SAE to XEN	1	May'21	5	5	25	BPPI
205	Audit Types and Settlement Procedure	JAM to Manager	1	May'21	3	10	30	PGCB
206	Basic Maintenance Training on Communication & SCADA Field Equipment (On Job)	SAE/Electrician	1	May'21	5	10	50	Communication Circle
207	Effective Communication Skills	AM to DGM	1	May'21	1	20	20	PGCB
208	Orientation Training	AE	2	May'21	5	40	400	PGCB
209	Strategic Environmental Assessment	SDE to SE	1	May'21	3	15	45	EEGPS Project
210	Border Gateway Protocol	SAE to SDE	1	May'21	1	15	15	Other Organization
211	Configuration, Operation & Maintenance of CISCO Call Manager	AE to XEN	1	May'21	10	2	20	CISCO Certified Institute
212	Advanced Networking & Security	AE to XEN	1	May'21	5	10	50	Other Organization
213	Financial Management and Corporate Governance	AM to Manager	1	May'21	5	4	20	BPPI
214	Technique & Review of Environmental Impact Assessment & Project Management for EMP	AE/AM to CE/PD	1	May'21	11	20	220	PWC, India
215	Row and Dead Line Checking Tools Keeping & Safe Working Practice	LM/FM/Elect/TA	1	May'21	3	25	75	Circle Office, PGCB
216	Energy Management System (EMS)	AE to SE	1	May'21	5	20	100	LDC Circle
217	E-Governance Services & Management Information System (MIS)	AM/AE to Manager/EE	1	May'21	5	5	25	BPPI
218	Modern Office Management	OA/AA/PS/SA/TA/Draftsman/Messneger	1	May'21	10	2	20	BIM/Other Organization

S.N.	Subject of Training	Target Group	Batch No	Time	Duration (Days)	Participants Per Batch	Man Days	Venue/ Organizer
219	Project Management	AM/AE to DGM/PD/SE/CE	1	May'21	7	4	28	BPMI
220	Budget Procedure and Budgetary Control	JAM to DGM	1	May'21	2	15	30	PGCB
221	Financial Modeling	AM/DM/M/DGM/SE	1	May'21	7	4	28	BPMI/Other Organization
222	RedHat Certified Engineer	SAE to SE	1	May'21	7	5	35	Other Organization
223	Strategic Leadership	Manager/EE to GM/CE	1	May'21	5	5	25	BPMI
224	e-Filing	JAM/SAE to Man./XEN	1	May'21	1	30	30	PGCB
225	Annual Performance Agreement (APA)- Online	SAE/JAM to XEN/Manager	3	May'21	1	30	90	PGCB
226	Occupational Health & Safety Management System: BS OHSAS 18001:2007	OA, AS,PS, TA, Lineman, Foreman, Electrician	1	May'21	2	30	60	PGCB/Other Organization
227	Industrial Relation	OA/AA/PS/AA/SA	1	May'21	5	30	150	IRI/Other Organization
228	Electrical Hazards and Safety	LM/FM/TA/ELECT	1	May'21	5	25	125	Circle Office, PGCB
229	Cyber Security Awareness	AE to EE	1	May'21	5	5	25	BPMI
230	Top Management Seminar	SE/DGM to ED	1	May'21	1	20	20	PWC, India
231	SCADA & GIS	AE to EE	1	June'21	5	5	25	BPMI
232	Power Purchase Agreement (Advanced)	XEN to CE	1	June'21	5	4	20	BPMI
233	Rules of Business and Allocation of Business	AE/AM to SE/DGM	1	June'21	2	10	20	BPMI/Power Division
234	Mid Term Review Workshop	AE/AM to CE/PD	1	June'21	3	20	60	PWC, India
235	Transmission Line and Respective Bay Equipment Commissioning (On Job)	FM/LM/ELECT/SAE/AE	2	June'21	1	15	30	GMD Cumilla, PGCB
236	Essential Skills for Top Level Officers-Online	AA/OA/PS/TA	1	June'21	3	30	90	PGCB
237	Motivating People at Workplace	SAE/JAM to SDE/DM	1	June'21	3	2	6	BIM
238	Export-Import and LC Opening	JAM to Manager	1	June'21	3	15	45	Other Organization
239	Enterprise Resource Planning (ERP) Software	JAM to DGM	2	June'21	2	20	80	Other Organization
240	Microsoft Project	AE to CE	2	June'21	10	2	40	Other Organization
241	Biodiversity Management Planning and Implementation	AE/AM to XEN/MAN	1	June'21	2	5	10	PWC, India
242	Delegation of Administrative & Financial Authority (DAFA)	AE/AM to SE/DGM	2	June'21	1	20	40	PGCB
243	Annual Performance Agreement (APA)- Online	SAE/JAM	3	June'21	1	30	90	PGCB
244	Project Planning, Development and Management, Advanced	SDE to CE	1	June'21	5	5	25	BPMI
245	Identification of Ecological Diversity, Eco Sensitive Zone Mapping & Identification of Biodiversity System	AE/AM to XEN/MAN	1	June'21	4	5	20	PWC, India
246	Internal Audit Control & Procedure	JAM to Manager	1	June'21	2	10	20	PGCB

S.N.	Subject of Training	Target Group	Batch No	Time	Duration (Days)	Participants Per Batch	Man Days	Venue/ Organizer
247	Operation & Maintenance of High Capacity Telecom Transmission Equipment	AE to Director	1	June'21	7	4	28	Other Organization
248	Use of IBAT to Assess Impact on Terrestrial Biodiversity	AE/AM to XEN/MAN	1	June'21	2	5	10	PWC, India
249	Innovation for Development	SDE/DM to SE/DGM	1	June'21	2	30	60	PGCB
Total=							18978	
Total Training Man Days = 18, 978 Man Days for APA Training = 1, 778 APA Training Man-Hour = (1778x5) = 8, 890 M/H Training Man Days excluding APA Training = (18,978 - 1,778) = 17,200 M/D Training Man Hours excluding APA Training = (Online + Class Room Based) = {(4,022 x 8) + (13,178 x 8)} = 1,37,600 M/H So, Total Training Man-Hour = (8, 890 + 1, 37, 600) = 1, 46, 490 M/H								

N.B.:

1. Training Target = Average 55 Man Hours for Officers & 50 Man Hours for Staff.

2. Total Training Target of PGCB:

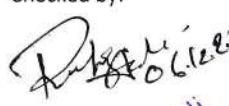
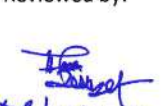
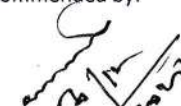
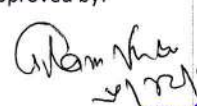
Total Manpower as on 30.06.2020 = (Officers + Staff) = (1778 + 974) = 2752

Total Man-Hour = (APA Training Man-Hour for Officers + Training Man-Hour excluding APA Training)

= (1778 x 5) + (17200 x 8)

= 1, 46, 490 Man-Hour

3. Programs are Tentative, Schedules may be Changed.

Prepared by:  06-12-2020 Designation & Date: Md. Sahirul Islam Manager (Training P & E) PGCB, Dhaka.	Checked by:  06/12/2020 Designation & Date: R M Nasrullah Zaidi DGM (HRM), PGCB.	Reviewed by:  06/12/2020 Designation & Date: (Md. Belayet Hossain) General Manager (P&A), Addl. Charge Power Grid Company of Bangladesh Ltd.	Recommended by:  06/12/2020 Designation & Date: (Sheikh Reaz Ahmed) Additional Secretary Executive Director (HRM) PGCB, Division MoPERM	Approved by:  06/12/2020 Designation & Date: গোলাম কিবরিয়া ব্যবস্থাপনা পরিচালক পাওয়ার গ্রিড কোম্পানি অব বাংলাদেশ লিঃ ঢাকা, বাংলাদেশ
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