

## POWER GRID COMPANY OF BANGLADESH LTD.

## ANNUAL TRAINING PLAN

Plan Period: July 2023 to June 2024

S.N.	Subject of Training	Target Group	Batch No	Time	Duration (Days)	Participants Per Batch	Man Days	Venue/ Organizer
1	Control & Protection System and Substation Automation System	SAE to XEN	3	Aug'23 Oct'23 Jan'24	5	20	300	PGCB/Other Organization
2	SAS, Control & Protection System of Substation & Transmssion line	AE to SDE	1	Dec'23	7	5	35	BPMI/Other Organization
3	Basic Training on Substation Automation System	SAE to SDE	2	Sep'23 Feb'24	2	30	120	PGCB
4	GIS Maintenance & Automation System Troubleshoot	AE to SDE	2	Oct'23 Mar'24	5	20	200	GMDs, PGCB
5	Basic Training on GIS Mapping	SAE to AE	1	May'24	12	3	36	BPMI/Other Organization
6	Gas Insulated Switchgear (GIS)	SAE to SDE	3	Oct'23 to Jan'24	1	30	90	PGCB
7	Load Management & Substation Switching	SAE to SDE	3	Dec'23 to Mar'24	3	30	270	PGCB/Other Organization
8	Operation and Maintenance of Substations & Transmission Lines	SAE to SDE	6	Oct'23 to Feb'24	5	30	900	Grid Circles, PGCB
9	Operation Information System (OIS)	SAE to SDE	8	Oct'23 to Jun'24	1	30	240	PGCB
10	Operation & Maintenance of HV Substations & Switchgear Equipment	SAE to XEN	3	Nov'23 to Jan'24	5	30	450	PGCB
11	Operation & Maintenance of Transformer, Switcgear, Circuit Breaker & Relay	SAE to XEN & LM/FM/TA	5	Oct'23 to Mar'24	5	30	750	GMDs, PGCB
12	Cable Joint, Conductor Joint & Repairing of Machines/Tools	SAE to XEN & LM/FM/TA	5	Dec'23 to May'24	1	40	200	Grid Circles, PGCB
13	Design, Construction, Operation & Maintenance of Substation	SAE to SDE	2	Sep'23 Dec'23	15	2	60	BPMI/Other Organization
14	Design of Tower and Tower Foundation	SAE to XEN	5	Oct'23 to Apr'24	5	30	750	PGCB
15	Power Transformer, Circuit Breaker and Substation Equipment Manintenance	SAE to SDE	3	Oct'23 Nov'23 Dec'23	2	30	180	Grid Circles, PGCB
16	Annual Maintenance of Transformer, Breaker and Substation Equipment	SAE to SDE & LM/FM/TA	10	Sep'23 & Jun'24	2	30	600	Grid Circles, PGCB
17	Transmission Line & Respective Bay Equipment Commissioning	SAE to SDE & LM/FM/TA	2	Nov'23 Dec'23	1	30	60	Grid Circles, PGCB
18	Maintenance Work of Battery & Battery Charger with DC System Troubleshoot	SAE to SDE & LM/FM/TA	5	Oct'23 to Apr'24	2	30	300	Communication Circle





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19	Maintenance Work of Tower	Elect/LM/F M/TA	2	Oct'23 to Nov'23	1	30	60	PGCB
20	Earthing System Design Software, Auto Grid Pro/CYMGRD	AE to SE	1	Aug'23/ Sep'23	6	6	36	China National Electric Eng.Co.
21	Computer Aided Design Software-PSCAD Advance Level	AE to XEN	1	Sep'23/ Oct'23	10	4	40	China National Electric Eng.Co.
22	HV GIS Switchgears	SAE to SDE	1	Oct'23	6	15	90	China National Electric Eng.Co.
23	Transformers	SAE to SDE	1	Oct'23/ Nov'23	6	15	90	China National Electric Eng.Co.
24	Protection & Substation Automation System	SAE to SDE	1	Nov'23	6	15	90	China National Electric Eng.Co.
25	Fibre Optic Multiplexer and Digital PABX	SAE to SDE	1	Dec'23	6	15	90	China National Electric Eng.Co.
26	SCADA System	SAE to SDE	1	Dec'23/ Jan'24	6	10	60	China National Electric Eng.Co.
27	Tower Climbing & Maintenance Work at Overhead Line (On-site)	Elect/LM/F M/TA	5	Sep'23 to Feb'24	1	30	150	GMD & Substations, PGCB
28	Grid Stability & Reliability	AE to SE	3	Dec'23 to Mar'24	3	30	270	PGCB
29	Advanced Techniques for Cable Testing, Diagnostic and Fault Finding	SAE to SDE	2	Feb'24 Apr'24	3	30	180	PGCB
30	DC System Monitoring & Fault Locator	AE to XEN	1	Apr'24	5	20	100	PGCB
31	Fault Finding Analysis Ability during Inspection	AE to SDE	2	Nov'23 Dec'23	1	40	80	PGCB/Other Organization
32	Row and Dead Line Checking, Tools Keeping & Safe Working Practice	SAE to AE & Elect/LM/F M/TA	4	Nov'23 to Feb'24	5	30	600	PGCB
33	Shutdown Procedure, Work Permit and Safety	SAE to AE & Elect/LM/F M	4	Jan'24 to Jun'24	2	30	240	PGCB
34	On-Load Tap Changer (OLTC)	AE to SDE	2	Jan'24 Feb'24	15	5	150	Energypac/Siemens/Other Organization
35	On-Site Training on Tower & Stubs	SAE to SDE	3	Aug'23 to Dec'23	1	5	15	Other Organization
36	On-Site Training on Tower Materials	SAE to SDE	3	Nov'23 to Mar'24	3	5	45	Other Organization
37	Project Management	AE/AM to CE/GM	5	Sep'23 to Apr'24	5	5	125	BPMI/Other Organization
38	Project Formulation, Implementation, Monitoring & Evaluation (PIME)	XEN to CE	2	Jul'23 Sep'23	18	4	144	BPMI
39	Project Management (PMI Framework) with Primavera P6 & PERT Master	XEN to CE	1	Aug'23	21	2	42	IEB/Other Organization

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40	Project Management using Software	XEN to CE	1	Nov'23	14	2	28	IEB/Other Organization
41	Project Financial Management	XEN to CE	1	Oct'23	3	30	90	PGCB/Other Organization
42	Microsoft Project	AE to SDE	1	Feb'24	5	2	10	NAPD/Other Organization
43	Procedure of Contract Management	SAE to SDE	1	Mar'24	2	30	60	CPTU/ BPMI
44	Contract Negotiations	AE to CE	1	Dec'23	7	4	28	BPMI/HG Power
45	Power System Planning with Variable Renewable Energy	XEN to CE	1	Jan'24	2	4	8	GIS/Other Organization
46	Renewable Energy Sources and Grid Integration	AE to SE	1	Aug'23	1	30	30	PGCB/Other Organization
47	Power System Protection	SAE to SDE	2	May'24	2	30	120	PGCB
48	Knowledge on SMART Grid Operation	SAE to CE	2	Mar'24	2	20	80	PGCB/Other Organization
49	Fault Calculation, Setting Calculation & Coordination of Different Protective Relays	SAE to SDE	3	May'24 Jun'24	4	30	360	PGCB
50	Post-Fault Restoration & Analysis	SAE to SDE	2	Nov'23 Jan'24	2	30	120	PGCB
51	Primary Frequency Control, Secondary Frequency Control and Tertiary Frequency Control.	SDE to XEN	1	Mar'24	5	20	100	PGCB
52	System Operating Procedure and Shutdown Process	SAE to SDE	1	May'24	1	30	30	PGCB
53	Overview of System Operation	AE to SDE	1	May'24	1	20	20	PGCB
54	Load Flow Analysis- PSS/Simulation	SAE to XEN	1	Jan'24	12	2	24	BPMI/Other Organization
55	Operation & Maintenance of SCADA, EMS and Network Management	SAE to XEN	3	Nov'23	5	30	450	PGCB/Other Organization
56	Operation & Maintenance of Communication Network, Smart Communication Portfolio and Optical Communication	SAE to SDE	2	Dec'23	5	30	300	PGCB
57	Operational Idea of Telecommunication System, Digital Communication and RTU System	SAE to XEN	1	Jan'24	2	20	40	Other Organization
58	Operation, Maintenance and Management of Optical Fiber Cable	SAE to SE	1	Feb'24	2	20	40	PGCB/Other Organization
59	Optical Fiber Network (PDH/SDH/Ethernet & NMS)	SAE to SE	1	Oct'23	5	20	100	PGCB/Other Organization
60	CISCO Certified Network Associate (CCNA) Routing and Switching	SDE to SE	2	Feb'24 Apr'24	25	4	200	IBCS-Primax/Other Organization
61	Certified Ethical Hacker Version 11	SAE to XEN	1	Mar'24	15	2	30	BPMI/ Other Organization

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S.N.	Subject of Training	Target Group	Batch No.	Time	Duration (Days)	Participants Per Batch	Man Days	Venue/ Organizer
62	Red Hat Certified Engineer (RHCE) V-8 Training Course	AE to XEN	1	May'24	46	3	138	BPMI/Other Organization
63	Cyber Security & Ethical Hacking	SAE to XEN	2	Mar'24 May'24	5	4	40	NAPD/Other Organization
64	Environmental Risk Management	SAE to XEN	1	Nov'23	3	30	90	Other Organization
65	Identification of Ecological Diversity and Eco Sensitive Zone Mapping and Identification of Biodiversity System	SDE to SE	1	May'24	4	15	60	PwC/Other Organization
66	ISO14001: Environmental Management System	SAE to XEN	1	Mar '24	5	4	20	BPMI/Other Organization
67	Advanced Microsoft Excel	SAE to SDE	2	Jul'23 Aug'23	5	3	30	NAPD/Other Organization
68	Essential Skills on MS Office, Networking and Security of IT	SAE to SDE	1	Dec'23	12	3	36	BPMI/Other Organization
69	Fundamentals of Information & Communication Technology (ICT)	AA/Ad.Asst/ PS/OA	2	Feb'24 Apr'24	2	30	120	PGCB/Other Organization
70	Basic Training on ICT Management for Power Sector	SAE to SDE	2	Apr'24 Jun'24	15	2	60	BPMI/Other Organization
71	MS Office Application for Smart Office	AA/Admn. Asst/PS/SK	1	Jul'23	3	30	90	PGCB
72	Office Management	AA/Admn. Asst/PS/SK	3	Jan'24 to May'24	3	30	270	PGCB/NAPD
73	Financial Management Course	AE to XEN	2	Sep'23 Oct'23	12	2	48	RPATC/Other Organization
74	Finance for Non-Finance Professionals	XEN to CE	2	May'24 Jun'24	4	40	320	Other Organization
75	HR for Non-HR	XEN to CE	1	Apr'24	2	40	80	Other Organization
76	Training of Trainers (ToT)	AE/AM to XEN/MAN	3	Sep'23 to Nov'23	7	4	84	BPMI
77	VAT, Tax & Customs Duty	SAE/JAM to SE/DGM	4	Aug'23 to Nov'23	2	30	240	PGCB
78	VAT, Tax & Customs Duty	Jr. & Sr. Staff	2	Aug'23 Sep'23	2	30	120	PGCB
79	Budget Procedure and Budgetary Control	AE/AM to SE/DGM	1	Feb'24	2	30	60	PGCB/Other Organization
80	iBAS++ এর ২০২৩-২০২৪ অর্থবছরের বাজেট বাস্তবায়ন মডিউল	JAM to DGM	1	Jul'23	1	30	30	Power Division/Other Organization
81	Sustainable Development Goals and Bangladesh	XEN/MAN to CE/GM	2	Dec'23 Jan'24	5	3	30	NAPD/Other Organization
82	Leadership Development Program for Power Sector Organization	CE/GM/to ED	2	Mar'24 Apr'24	12	7	168	BPMI
83	Strategic Leadership & Change Management	SE/DGM to CE/GM	1	Aug'23	5	4	20	NAPD/Other Organization
84	Organizational Development	XEN/MAN to ED	1	Nov'23	5	4	20	BPMI/Other Organization

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85	National Integrity Strategy (NIS)	AE/AM to SE/DGM	4	Jul'23 to Jun'24	1	40	160	PGCB
86	Citizen Charter	AE/AM to CE/GM & Staff	2	Aug'23 Jan'24	1	40	80	PGCB/Other Organization
87	Grievance Redress System (GRS)	AE/AM to CE/GM & Staff	3	Sep'23 Feb'24 May'24	1	40	120	PGCB/Other Organization
88	Right to Information	SAE/JAM to XEN/MAN	4	Oct'23 to May'24	1	40	160	PGCB
89	Transparency, Accountability & Good Governance	AE/AM to SE/DGM	2	Sep'23 Oct'23	2	5	20	BPMI/BIM/NAPD
90	Good Governance for Sustainable Development	XEN/MAN to CE/GM	2	Jan'24 Mar'24	5	2	20	NAPD/Other Organization
91	E-Governance & Innovation	AE/AM to SE/DGM	3	Nov'23 to Apr'24	2	30	180	PGCB/Other Organization
92	Conflict & Negotiations Management	SDE/DM to SE/DGM	1	Jul'23	3	30	90	PGCB/Other Organization
93	PMS, e-PAB & e-PAF	AE/AM to XEN/MAN	2	May'24 Jun'24	1	30	60	PGCB
94	Basic Procurement Training Course	SAE/JAM to SDE/DM	20	Jul'23 to Jun'24	15	3	900	CPTU
95	e-GP Training	SAE/JAM to SDE/DM	5	Aug'23 to Mar'24	3	20	300	ESCB
96	Practitioners Certificate Course on PPR and DP Funded Procurements	XEN/MAN to CE/GM	2	Dec'23 Jan'24	5	4	40	IEB/Infobit
97	Store & Store Inventory Control	OA/G/CL/PO/CK/MSG	2	Feb'24	2	30	120	PGCB
98	Prospects & Challenges faced in 4IR	XEN/MAN to SE/DGM	1	Apr'24	1	30	30	PGCB/Other Organization
99	Bangladesh Labour Law 2006 and Labour Rule-2015	SAE/JAM to AE/AM & AA/Admn. Asst/PS	2	Jan'24 Mar'24	5	30	300	PGCB
100	ISO, TQM & OHSAS	SAE/JAM to SDE/DM	3	Mar'24 to Jun'24	2	30	180	PGCB/Other Organization
101	Occupational Health & Safety Management System: BS OHSAS 18001:2015	OA/G/CL/PO/CK/MSG	3	Feb'24 to May'24	2	30	180	PGCB/Other Organization
102	Land Survey & Records Management	SAE/JAM to SE/DGM	1	Jan'24	5	3	15	NAPD/ Other Organization
103	English Language Proficiency	JAM to DM	1	Aug'23	21	2	42	NAPD
104	Enterprise Resource Planning (ERP) Modules	SAE/JAM to SE/DGM	2	Sep'23 Oct'23	1	30	60	PGCB
105	Human Resource Management	AM to MAN	2	Aug'23 Dec'23	5	3	30	NAPD/BIM

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S.N.	Subject of Training	Target Group	Batch No	Time	Duration (Days)	Participants Per Batch	Man Days	Venue/ Organizer
106	Advanced Human Resource Management Practices	AM to Man	1	Jun'24	5	5	25	BPMI
107	Legal Issues for HR & Administrative Professional	JAM to Man	1	Sep'23	2	5	10	NAPD/ Other Organization
108	HR Analytics (HRA)	AM to MAN	1	Feb'24	5	2	10	BIM/Other Organization
109	Essential Skills for Officers	AM to Man	1	Jul'23	4	3	12	RPATC
110	Effective Managerial Communication	DM to DGM	1	Mar'24	3	4	12	BIM/Other Organization
111	Motivating People at Workplace	JAM to DM	1	Sep'23	2	4	8	BIM/Other Organization
112	Filing, Documentation, Record Keeping and E-Nothi Use	AA/Admn. Asst/PS/SK	2	Nov'23 Jan'24	3	30	180	PGCB
113	Basic Course on Financial Management & Governance	AM to MAN	2	Nov'23 Dec'23	3	30	180	PGCB
114	Financial Management Course	AM to DGM	1	Sep'23	12	5	60	RPATC/BPMI
115	Financial Modeling (Part A)	MAN to GM	2	Dec'23 Jan'24	5	5	50	Other Organization
116	International Financial Reporting Standards (IFRS)	JAM to DGM	2	Sep'23 Nov'23	15	3	90	BPMI/Other Organization
117	Training Program on IFRS, IAS & ISA	AM to DGM	2	Apr'24 Jun'24	8	4	64	Other Organization
118	Knowledge about Generally Accepted Accounting Principles	JAM to DGM	1	Mar'23	2	20	40	PGCB/Other Organization
119	Audit Objection and Settlement Procedure	AM to MAN	1	Jun'24	5	30	150	PGCB
120	Internal Audit & External Audit Management	JAM to MAN	1	Nov'23	4	30	120	PGCB
121	Insurance Policy and Procedure	JAM to DGM	2	Dec'23 Jan'24	3	25	150	BIA/Other Organization
122	Training on ensuring 100% expenditure of PGCB own funds allocated in ADP for FY 2023-24	AM to GM	1	Sep'23	1	30	30	PGCB
123	Fire Fighting & Safety Measure	AA/AdmnAsst/PS/SK/OA	3	Sep'23 to Jun'24	3	30	270	PGCB/Civil Defence
124	Fire Fighting & Safety Measure	Elect/LM/FM/TA	1	Aug'23	3	30	90	PGCB/Civil Defence
125	Mock Drill on Fire Safety	All Employees	4	Sep'23 to Jun'24	2	40	320	PGCB/Other Organization
126	Training on Electrical Safety & Security	Elect/LM/FM	4	Oct'23 to Mar'24	1	30	120	PGCB
127	KPI Rules and Security System	SI/SG	1	Jan'24	1	30	30	PGCB
128	Fundamental Training Course	Jr. & Sr. Staff	3	Dec'23 to Feb'24	12	3	108	RPATC
129	Industrial Relation	Jr. & Sr. Staff	3	Aug'23 to Feb'24	28	5	420	IRI, Tongi

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130	Use of ERP & E-nothi	AA/Admn.Asst/PS/SK	1	Apr'24	2	30	60	PGCB
131	Conduct and Discipline	Jr. & Sr. Staff	3	Dec'23 to Jan'24	5	4	60	RPATC
132	Increasing Driving Skill and Awareness of Rules & Regulation	Driver	1	May'24	2	30	60	PGCB/Other Organization
133	Departmental Foundation Training	Newly Recruited AE/AM	1	Nov'23 to Jan'24	60	35	2100	BIAM Foundation
134	Departmental Foundation Training	Newly Recruited SAE/JAM	4	Jul'23 to Jun'24	40	40	6400	BIAM Foundation
135	Job Orientation Training	Newly Recruited Staff	8	Sep'23 to Nov'23	4	40	1280	PGCB
<b>Total=</b>							28276	
<b>Grand Total Man Days</b>							<b>= 28,276</b>	

N.B.: 1. Training Target = Average 60 Man Hours for Each Employee.

2. Training Target of PGCB= 3,293 (Total Manpower as on 30.06.2023) X 60 man hours = 1,97,580 Man-Hour

3. Programs are Tentative, Schedules may be Changed.

*Mahmud*  
19/07/2023  
Md. Habibur Rahman  
Assistant Manager  
Training P&A, PGCB

*R*  
22/09/26  
Md. Abdur Razzaque  
Manager (TPE), PGCB  
PGCB, Dhaka.

*R M Nasrullah Zaidi*  
27/9/26  
R M Nasrullah Zaidi  
General Manager (P&A), Adm. Charge  
PGCB, Dhaka.