



Training

Calendar

2022-2023



WEST ZONE POWER DISTRIBUTION COMPANY LIMITED
(An Enterprise of Bangladesh Power Development Board)



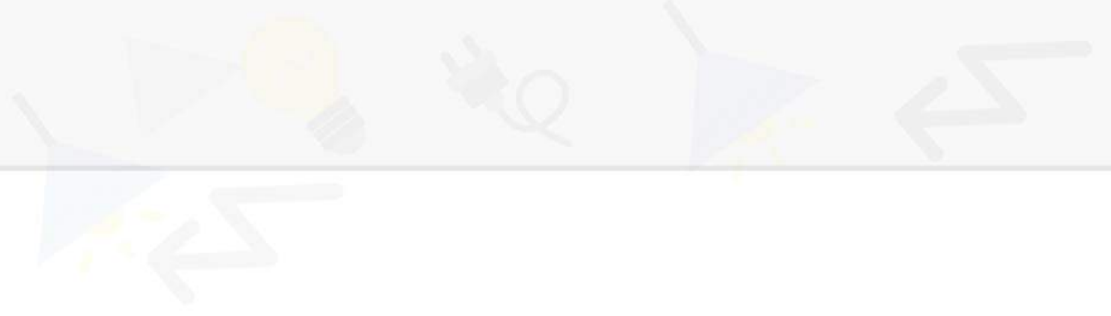
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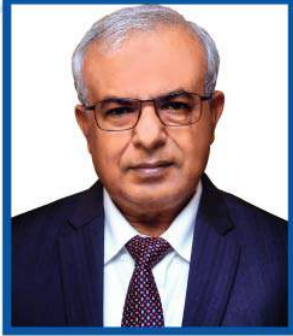
WZPDC Training Institute, WZPDCL, Khulna.





Board of WZPDCL receiving newly appointed Managing Director of WZPDCL.





MESSAGE

West Zone Power Distribution Company Limited (WZPDCL) has been carrying out the responsibility of electricity distribution in south-western zone of the country to fill up the mission & vision of the government. It is the largest Power Distribution Company in terms of command area comprising 21 Districts & 20 sadar upazillas of the country. WZPDCL has already successfully achieved the goal of 100% electrification within its domain. As, Bangladesh has set a goal of becoming a developed country by 2041, it is naturally committed to improving the living standards of its citizens. So, our focus now is on supplying quality and reliable electricity

service to our valued consumers. Moreover, as the construction and inauguration of the much-awaited PADMA bridge has been completed, commercial as well as industrial activities in the south-western region (under WZPDCL) of the country will take a rapid pace. Furthermore, massive infrastructure development projects such as Khulna Khanjahan Ali Airport, Economic Zone, Mongla Port development, Railway linkage & so on will further contribute to the load growth and enhancement of electricity demand in the region. To efficiently cater the ever increasing load demand and at the same time improving the quality and reliability of the service is indeed quite a challenge. Several development projects are currently in progress and several others are in the processing or pipeline for the required infrastructural and technological developments. But, WZPDCL realizes the fact that infrastructural development alone can not be sufficient in the pursuit of fulfilment of this challenge. Human resource development is the prime mover to accelerate all those endeavors without which the total machinery will not work properly.

"WZPDC Training Institute", situated in Khulna is the Institution where capacity development programs have been being held. With an area of 2.72 acre having facilities for sports and other recreational activities combined with a serene ambience, it is among the largest & most beautiful ones of its kind in the country. Professionals (both technical & non-technical) are given training for developing their skills in conventional subject matters as well as in new methodologies & technologies to cope with modern needs. Moreover, our needs for achieving excellence in service are revisited regularly and training modules are prepared and modified accordingly. Development of corporate culture, service-quality, best available technological practices for operation and maintenance, institutionalization of disciplinary norms, legal procedures etc. are some of the important fields on which training is imparted here. Topics like Good governance & National integrity strategy, SDGs etc. are also in our training program so as boost the motivation and morale of the trainees.

WZPDC Training Institute has been successfully conducting training programs using different Virtual Platforms such as Zoom, Google Meet and Microsoft teams etc. following covid-19 safety guidelines.

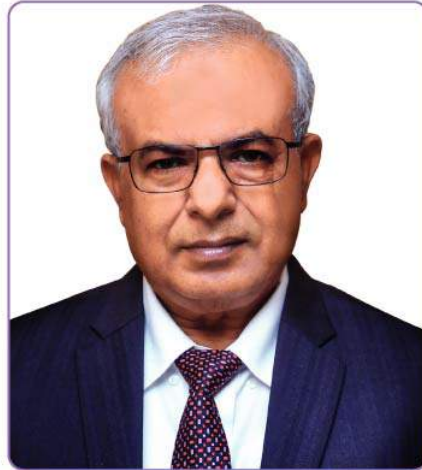
The training programs of WZPDCL for FY 2022-2023 has been planned with a provision of 97,320 Man-hours training. The Training Calendar has been prepared with all the necessary details of different modules.

I hope the Training Program would be useful to the employees of WZPDCL in discharging their duties & responsibilities more efficiently.

Engr. Md. Azharul Islam
Managing Director

West Zone Power Distribution Company Limited

Management Team



Engr. Md. Azharul Islam
Managing Director, WZPDCL.



Engr. Md Mustafizur Rahman
Executive Director (Engg.) (A.C), WZPDCL.



Ratan Kumar Debnath FCMA
Executive Director (Finance), WZPDCL.

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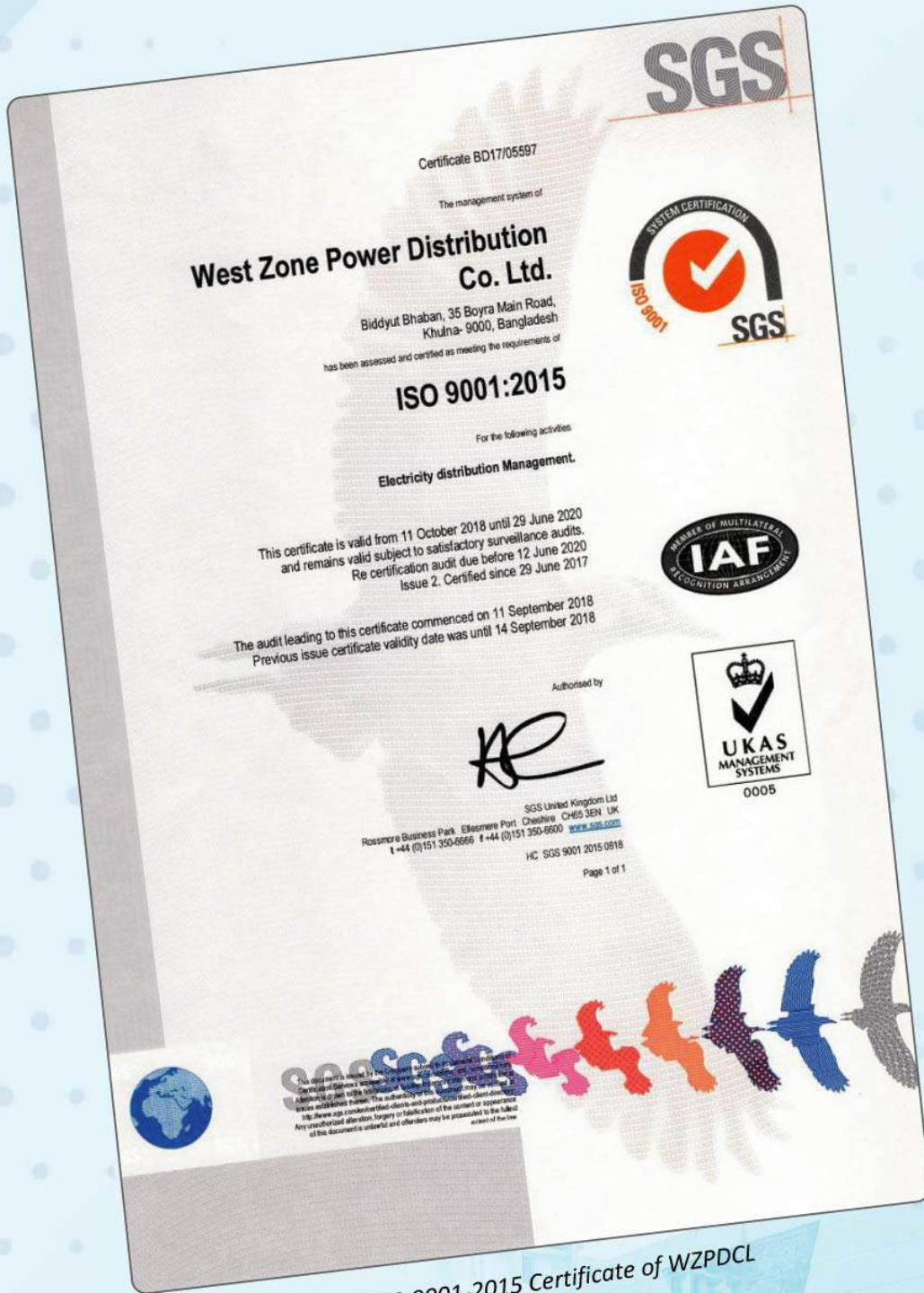
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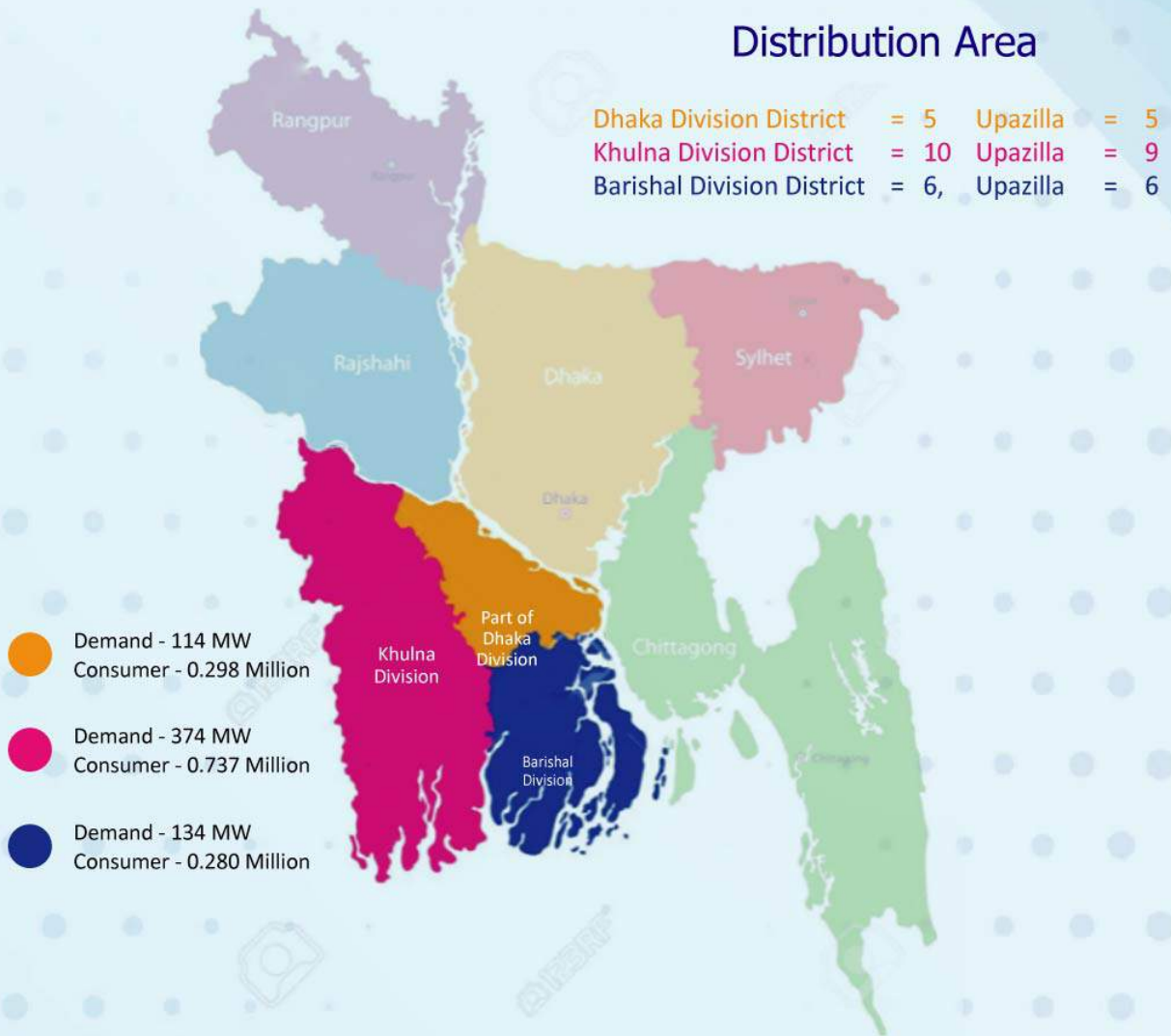


Headquarter, WZPDCL, Khulna.



ISO 9001-2015 Certificate of WZPDCL

Distribution Area



Districts		Upazillas	
Khulna Division:	1. Khulna, 2. Bagerhat, 3. Satkhira 4. Narail, 5. Jashore, 6. Jhenidah, 7. Magura, 8. Kushtia 9. Meherpur, 10. Chuadanga.	Khulna Division:	1. Fultala, 2. Mongla, 3. Kaliganj 4. Kotchandpur, 5. Maheshpur, 6. Sailkupa, 7. Alamdanga 8. Bheramara, 9. Kumarkhali.
Dhaka Division:	1. Faridpur, 2. Rajbari 3. Madaripur 4. Shariatpur 5. Gopalganj.	Dhaka Division:	1. Pangsha, 2. Goalanda 3. Madhukhali, 4. Sadarpur 5. Bhanga.
Barishal Division:	1. Barishal, 2. Jhalakathi 3. Patuakhali, 4. Barguna 5. Bhola, 6. Pirojpur.	Barishal Division:	1. Bhandaria, 2. Borhanuddin 3. Nalcity, 4. Kathalia, 5. Char fesson 6. Monpura.

COVERAGE AREA

WZPDCL's electricity distribution system is divided into six geographic circles and serves about 1400 K customers while the total authorized area consists of 4190.20 sq. km.

PHYSICAL TERRITORY OF WZPDCL

The six operational circles are depicted in the image below:



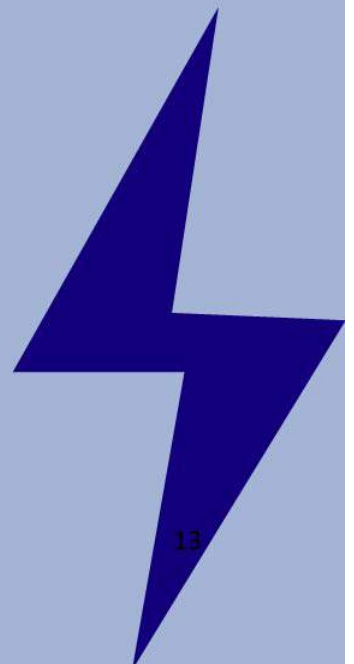


WZPDCL Family at Gollamari Smrity Soudh.



Chapter-1

Introduction





COMPANY VISION

West Zone Power Distribution Company Limited is to provide quality and reliable electricity to the people of west zone area for desired economic, social and human development and to become a model & best power service provider in Bangladesh.

COMPANY MISSION

COMPANY MISSION

- ❖ To deliver quality electricity at reasonable and affordable prices with professional service excellence.
- ❖ To make electricity available to all citizens under WZPDCL area in 21 districts & 20 Upazillas.
- ❖ To provide specialized skilled services in distribution for promoting competition among ESUs.
- ❖ To follow international O & M standard and adopt modern technology and ensure improved, quality performance and satisfactory services to the consumers.
- ❖ To develop human resource by providing need based training.
- ❖ To ensure successful commercial operation with meaningful increase of income and reduction of expenditure and system loss.



CORE OBJECTIVES

- ❖ Rendering quality services for the consumers by innovativeness in the development of our service quality.
- ❖ Maximizing Profit and Wealth of the Company for the interest of the owners and the shareholders.
- ❖ Providing secured and friendly working atmosphere for the employees ensuring the contribution of each individual for the progress of the company.
- ❖ Strengthening the social views by ensuring better services towards customers and taking corporate responsibility.
- ❖ Taking all out efforts to uphold the national growth and development.

Vision Statement of Training

As the Government takes an interest in developing its human capital through educating and training its employees, the government seeks to play an active and significant role in achieving this goal by preparing advanced training programs aimed at not only refining the skills of its cadre of well-educated nationals but also by actively promoting the professional development of nationals working in government & non-government agencies. To achieve these goals, the WZPDCL established a modern Training Institute named WZPDC Training Institute with qualified staff and equipped with computer labs and modern classrooms.

The term training refers to the acquisition of knowledge, skills and competencies as a result of the teaching of vocational or practical skills and knowledge that relate to specific useful competencies. Training has specific goals of improving one's capability, capacity and performance.

The need to continue training beyond initial qualifications: to maintain, upgrade and update skills throughout working life. People within many professions and occupations may refer to this sort of training as professional development.

Mission Statement of Training

Training is a learning process that involves the acquisition of knowledge, sharpening of skills, concepts, rules changing of attitudes and behaviors to enhance the performance of employees. An organization has a very close relationship with the trainee and the trainer because it is the first contact for both. The demand for the training in the organization increases when the organization wants:



- To hire new people - training as a means of training new recruits.
- To Expand - When the company wants to increase its headcount.
- To increase certain number of staff (in position) by a certain date.
- To enhance the performance of employees.

Demand for Training also increases when there is change in the nature of job, change in technology, Change in taste of consumer, change in methods of product development etc. The organization goes through the following steps for the transfer of training to the field.



It's a foremost duty of the organization to make the trainer and their organization aware of their culture, climate, responsibilities of organization etc.

Objective

- ❖ To develop skill of WZPDCL employee with a view to enable them to implement extensive technical & non-technical Knowledge.
- ❖ To disseminate knowledge to the trainees about Modern Management & Administration.
- ❖ To give knowledge about Service Rules, Accounts Management, Verification & Financial Rules.

Type of Training

- ❖ Training on Computer (Hardware & Software, MS Word, Microsoft Excel, Power Point, Internet, E-mail), Computer Billing, E-Filing, Web based Store management, online new connection & Customer Complain Management, Computer Billing, Auto CAD.
- ❖ Training on Operation & Maintenance of Substation & Substation related equipment with accessories.
- ❖ Training on Operation & Maintenance of Power & Distribution Transformer related equipment with accessories.

- ❖ Smart Grid, Smart Prepayment Meter & GIS Mapping.
- ❖ Training on Financial & Commercial Operation Management.
- ❖ Training on Accounts & Financial Management.
- ❖ Training on CD, VAT, Tax etc.
- ❖ Training on Electricity Act.
- ❖ Basic Concept of DPP&DPP Preparation.PPR-2008 & Electronic Government Procurement (e-GP).
- ❖ Training on Office Administration & Record Management.
- ❖ Sustainable Development Goals (SDGs) in Energy Sector of Bangladesh.
- ❖ Training on National Integrity Strategy (NIS).
- ❖ Training on Customer Care & Customer Service Excellence.
- ❖ Training on Human Relation, Etiquette & Manner.
- ❖ Training on Right to Information.
- ❖ Training on E-Governance.
- ❖ Training on Innovation.
- ❖ Training on Total Quality Management (TQM).
- ❖ Fire Fighting & Safety Procedure.
- ❖ Training on General courses.

Training Method

- ❖ Lecture/Discussion.
- ❖ Demonstration.
- ❖ Audio Visual System.
- ❖ Model Sub-station with classroom/Practical Work/Fieldwork.
- ❖ Library Work.
- ❖ Reading procedure.
- ❖ Group Discussion.
- ❖ Individual Evaluation.
- ❖ Overall Course Evaluation/Multimedia Presentation.

Facility of Training

- ❖ 02 (Two) class rooms, 01 (One) Laboratory room, 01 (One) Computer Training Room.
- ❖ 01 (One) Conference Room.
- ❖ 01 (One) Model Sub-station with classroom & Recreation Facilities.
- ❖ Audio Visual Projection system: Overhead Projector, Multimedia Projector.
- ❖ Course Material (Soft Copy or Hard Copy).
- ❖ Library with different reference books and Booklet.



- ❖ Dormitory having 8(Eight) single rooms, 04 (Four) double rooms and 04 (Four) general hostel rooms having accommodation facility of 32 trainees at a time.
- ❖ 01 (One) Dining room.
- ❖ Common room having Indoor games facility (Chess, Playing Card, Ludo, Table Tennis, Carom).
- ❖ Outdoor Game: Having Playground with Gallery (Lawn Tennis, Badminton, Volley ball).
- ❖ 01 (One) GYM Room with 02 Treadmill, 02 exercise cycle, Dumb bell, Power Twister, Hand Gripper, Weight Machine.
- ❖ Newspaper, Magazine (Energy & Power).
- ❖ Wonderful Garden with seating arrangement.
- ❖ Television with Akash DTH.
- ❖ 01 (One) Male Prayer Hall & 01 (One) Female Prayer Hall.
- ❖ Unlimited internet Facility through Wi-Fi Router.

Trainer

Apart from experienced and skilled Engineers, management officers from WZPDCL, Experienced & highly qualified trainers from Power Division, Power Cell, BPDB, PGCB, Khulna University and different guest lecturers are invited to this training institute for conducting training.

Trainees

- ❖ Chief Engineer/General Manager.
- ❖ Superintending Engineer/Deputy General Manager.
- ❖ Executive Engineer/Manager.
- ❖ Sub-Divisional Engineer/Deputy Manager.
- ❖ Assistant Engineer/Assistant Manager.
- ❖ Sub-Assistant Engineer/Junior Assistant Manager
- ❖ All Staffs (Technical & Non-Technical)

Recreation

Study tours are arranged to different important projects site & installations under WZPDCL and keeping resemblance with the subject matter of training. To make the visit more successful & with that view visits are arranged to different sub-station, offices & historical important places. During the training period, different types of indoor and outdoor games such as Chess, Playing Card, Ludo, Carom, Table Tennis, Cricket, Lawn Tennis, Badminton, Lawn Tennis, and Volley ball also recreate trainees. Having a gymnastic facility with 02 Treadmill, 02 Exercise cycle, Dumb bell, Power Twister, Hand Gripper, Weight Machine. A Swimming Pool facility will provide in near future.



Playground,
WZPDC Training Institute, Khulna.



Table Tennis,
WZPDC Training Institute, Khulna.

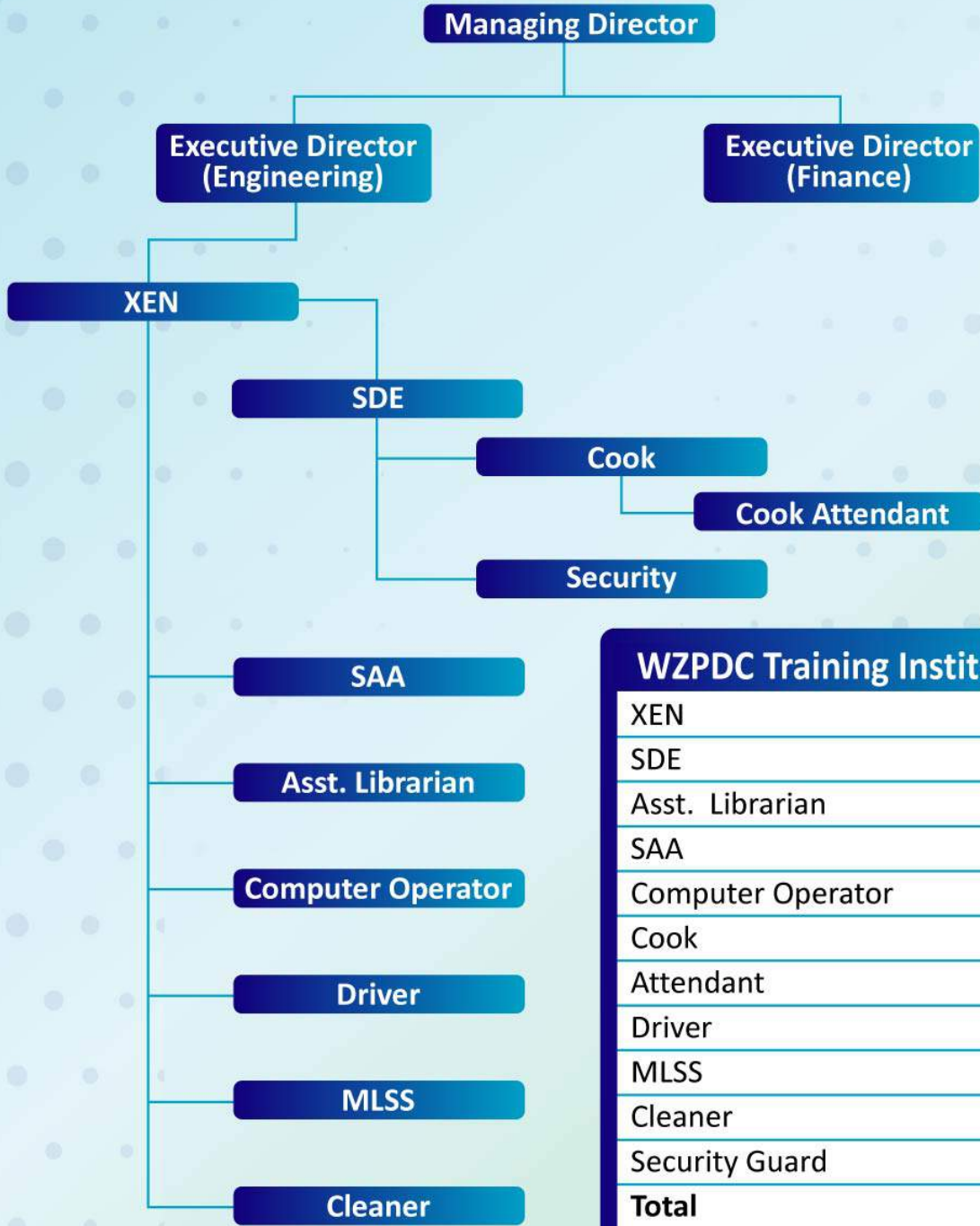


Carom,
WZPDC Training Institute, Khulna.

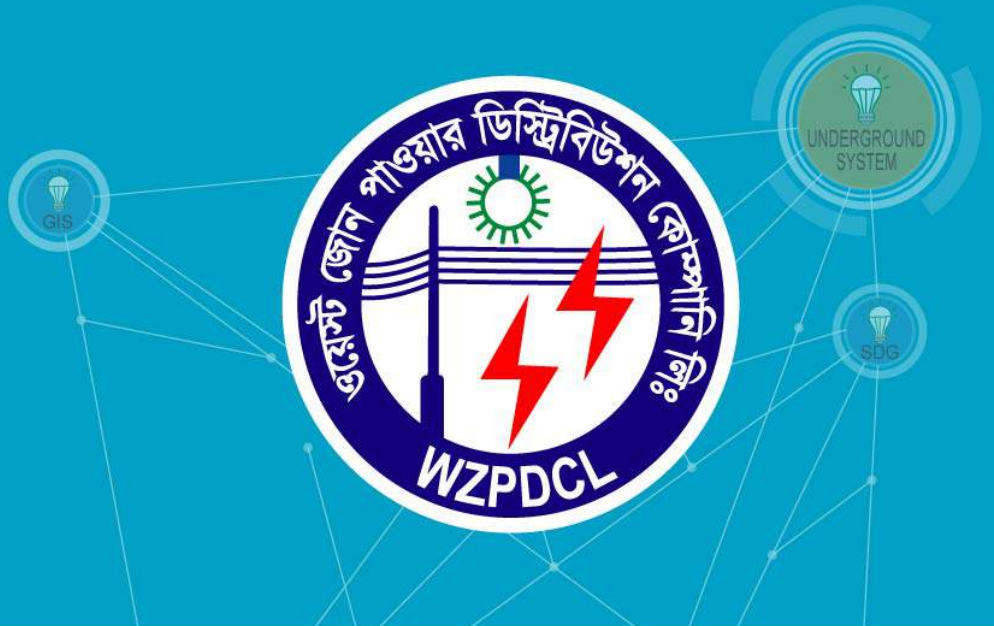


GYM,
WZPDC Training Institute, Khulna.

Organogram of WZPDC Training Institute, Khulna



WZPDC Training Institute	
XEN	01
SDE	01
Asst. Librarian	01
SAA	01
Computer Operator	01
Cook	01
Attendant	02
Driver	01
MLSS	01
Cleaner	01
Security Guard	04
Total	15



Chapter-2 Training Program



WZPD Training Institute, Khulna.

Annual Training Program FY: 2022-2023

Course Contents	Trainee	Date (Duration)	No. of Course
Computer Courses			
Basic Idea on Computer Hardware, Trouble Shooting & Maintenance (MS Word, Excel, Power point, Internet & E-mail).	UDA/AA/SAA/JAA/LDA	06/11/2022-10/11/2022	01
Auto CAD	SDE/AE/SAE	11/12/2022-15/12/2022	01
Online MOD, E-Filing, New Connection & Customer Service Excellence.	SAE	05/03/2023-09/03/2023	02
		21/05/2023-25/05/2023	
Electronic Government Procurement (e-GP).	XEN/SDE/AE	12/02/2023-16/02/2023	01
Corporate & Financial Management			
Accounts & Financial Management. Delegation of Financial Power. Auditing: Settlement of Audit Objection. Basic Idea on TAX, CD-Vat, VAT and Financial Matter.	SE/DGM/XEN/Manger/SDE/DM/AE/AM	24/07/2022-28/07/2022	01
Human Resource Development			
Human Relation, Company Service Rules, Etiquette & Manner.	UDA/AA/SAA/JAA/LDA	11/09/2022-15/09/2022	01
Human Relation, Motivation, Manner, Ethics & Etiquette.	MLSS	02/04/2023-06/04/2023	01
Office Administration, Record Keeping & Personnel Management	SDE/DM/AE/AM	21/08/2022-25/08/2022	02
	UDA/AA/SAA/JAA/LDA	18/12/2022-22/12/2022	
Enhancement of Technical Expertise			
Operation & Maintenance of Substation, Substation Equipment, Power & Distribution Transformer.	SAE	15/01/2023-19/01/2023	03
	Lineman/Helper/SBA	04/09/2022-08/09/2022	
		04/12/2022-08/12/2022	

WZPDC Training Institute, Khulna.

Annual Training Program FY: 2022-2023

Course Contents	Trainee	Date (Duration)	No. of Course
Testing, Commissioning, Maintenance & Troubleshooting of Substation.	XEN/SDE/AE	20/11/2022-24/11/2022	02
	SAE	25/09/2022-29/09/2022	
Energy Meter Installation, Connection, Testing & Loss Reduction Technique & Electricity Act-2018.	Foreman/Lineman/Helper	31/07/2022-04/08/2022	02
		05/02/2023-09/02/2023	
Energy Meter Installation, Connection, Testing (HT, LTI, LT, 33 KV Import Meter & 11 KV Feeder Meter), Data Downloading Procedure, Data Analysis and Net Metering.	XEN/SDE/AE	30/10/2022-03/11/2022	01
Distribution Line, Power & Distribution Transformer, Energy Meter & Customer Service Excellence.	Helper	23/10/2022-27/10/2022	02
		12/03/2023-16/03/2023	
Power Distribution System Protection & Switchgear	SDE/AE	16/10/2022-20/10/2022	02
		07/05/2023-11/05/2023	
Smart Grid, Smart Prepayment Meter & GIS Mapping.	XEN/SDE/AE	08/01/2023-12/01/2023	01
General (Miscellaneous)			
Occupational Health, Safety Environment, First Aid & Disaster management.	Staff	13/11/2022-17/11/2022	01
Security Training Course.	Security Guard	19/03/2023-23/03/2023	02
		04/06/2023-08/06/2023	
Orientation / Induction Course.	Newly Appointed Employee		

WZPDC Training Institute, Khulna.

Month Wise Program 2022-2023

Duration	Course Name	Trainees
July- 2022		
24-28	Accounts & Financial Management.Delegation of Financial Power.Auditing Settlement of Audit Objection.Basic Idea on TAX, CD-Vat, VAT and Financial Matter.	SE/DGM/XEN/Manager/SDE/DM/AE/AM
August-2022		
31-04	Energy Meter Installation, Connection, Testing & Loss Reduction Technique & Electricity act-2018.	Foreman/Lineman
21-25	Office Administration, Record Keeping & Personnel Management.	SDE/DM/AE/AM
September-2022		
04-08	Operation & Maintenance of Substation, Substation Equipment, Power & Distribution Transformer.	Lineman/Helper/SBA
11-15	Human Relation, Company Service Rules, Etiquette & Manner.	UDA/AA/SAA/JAA/LDA
25-29	Testing, Commissioning, Maintenance & Troubleshooting of Substation.	SAE
October-2022		
16-20	Power Distribution System Protection & Switchgear.	SDE/AE
23-27	Distribution Line, Power & Distribution Transformer, Energy Meter & Customer Service Excellence.	Helper
30-03	Energy Meter Installation, Connection, Testing (HT, LTI, LT, 33 KV Import Meter & 11 KV Feeder Meter), Data Downloading Procedure, Data Analysis and Net Metering.	XEN/SDE/AE
November-2022		
06-10	Basic Idea on Computer Hardware & Trouble Shooting & Maintenance (MS Word, Excel, Power Point, Internet & E-mail).	UDA/AA/SAA/JAA/LDA
13-17	Occupational Health, Safety Environment, First Aid & Security.	Staff
20-24	Testing, Commissioning, Maintenance & Troubleshooting of Substation.	XEN/SDE/AE
December-2022		
04-08	Operation & Maintenance of Substation, Substation Equipment, Power & Distribution Transformer.	Lineman/Helper/SBA
11-15	Auto CAD	SDE/AE/SAE
18-22	Office Administration, Record, Keeping & Personnel Management.	UDA/AA/SAA/JAA/LDA

WZPDC Training Institute, Khulna.

Month Wise Program 2022-2023

Duration	Course Name	Trainees
January-2023		
08-12	Smart Grid, Smart Prepayment Meter & GIS Mapping.	XEN/SDE/AE
15-19	Operation & Maintenance of Substation, Substation Equipment, Power & Distribution Transformer.	SAE
February-2023		
05-09	Energy Meter Installation, Connection, Testing & Loss Reduction Technique & Electricity act-2018.	Foreman/Lineman/Helper
12-16	Electronic Government Procurement (e-GP).	XEN/SDE/AE
March-2023		
05-09	Online MOD, E-Filing, New Connection & Customer Service Excellence.	SAE
12-16	Distribution Line, Power & Distribution Transformer, Energy Meter & Customer Service Excellence.	Helper
19-23	Security Training Course.	Security Guard
April-2023		
02-06	Human Relation, Motivation, Manner, Ethics & Etiquette.	MLSS
May-2023		
07-11	Power Distribution System Protection & Switchgear.	SDE/AE
21-25	Online MOD, E-Filing, New Connection & Customer Service Excellence.	SAE
June-2023		
04-08	Security Training Course.	Security Guard



CERTIFICATE OF APPRECIATION Power Division

This certificate is awarded to

West Zone Power Distribution Company Limited

for the Innovation of “Low Cost Substation Automation System (SAS) with SCADA”

has secured 2nd position in the “Innovation Showcasing 2021” program dated 27 June, 2021

Secretary
Power Division

Certificate of Appreciation for Innovative Idea Implementation.



Chapter-3

Course Content





Basic Idea on Computer Hardware & Trouble Shooting & Maintenance (MS Word, Excel, Power Point, Internet & E-mail).

Name of the Course	: Basic Idea on Computer Hardware & Trouble Shooting & Maintenance (MS Word, Excel, Power Point, Internet & E-mail).
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: UDA/AA/SAA/JAA/LDA
Duration	: 06/11/2022-10/11/2021
Number of Participant	: 15/20/25

Objectives:

To train & develop the participants on MS Office (MS Word, MS Excel and Power Point) application & make them enable to use their Office works (Documentation) using MS Office. To learn Internet Browsing. Create email account, sent message, Read Message Print Received Message using email. To train up the participants on Computer Hardware, Trouble Shooting & Maintenance. Learn how to identify major and minor problems of a computer and Maintenance it.

Course Contents:

- * Familiarize with computer fundamentals. Identification of computer accessories.
- * Hardware assembling.
- * Computer Trouble shooting & Maintenance.
- * Opening of MS Office.
- * Introduction to MS Office, MS Excel & Power Point.
- * Introduction to Menu bar, Use of Key Board & Mouse.
- * Create and save new documents.
- * File menu, Format menu and Tools menu.
- * Table menu & discussion on Bijoy software, Bangle typing.
- * Unicode Bengali typing
- * Print Pre-view, Print.
- * Introduction to Internet Browsing.
- * Sending a Mail, Open a received mail & Print them.
- * Create mail account, using mail, writing mail, sending mail, read mail.
- * Innovation in Power Sector.
- * National Integrity Strategy (NIS).
- * Customer Service Excellence.

Training Procedure:

- * Theoretical lecture (About Computer, Hardware, Trouble Shooting & Maintenance)
- * Practical Practice about Trouble Shooting & Maintenance, MS Office, Internet Browsing & E-mail.
- * Multimedia presentation

Trainer Evaluation: By Trainee.

Trainee Evaluation: Written / Practical.

AUTO CAD.

Name of the Course	: Auto CAD.
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: SDE/AE/SAE
Duration	: 11/12/2022-15/12/2022
Number of Participant	: 15/20/25

Objectives:

To familiar with Auto CAD Program for developing modern Engineering Drawing through practicing with Auto CAD as well as free hand practice replacing old drawing Technique. Make capable Officer to draw existing and proposed line, Sub-station and civil structure.

Course Contents:

- ❖ To familiarize with basic elements of Auto CAD.
- ❖ To Familiarize with two-dimensional(2D) drawing.
- ❖ Drawing with Auto CAD Practicing.
- ❖ Editing, Formatting and Standard Auto CAD tool bars.
- ❖ Practicing with specific two dimensional (2D) engineering drawing.
- ❖ Practicing with some electrical drawing (single line diagram).
- ❖ Practicing with some civil drawing.
- ❖ Editing and correction of some existing drawings.
- ❖ Use of Library symbols for speeding the drawing work.
- ❖ E-Governance, Innovation in Power Sector.

Training Procedure:

- ❖ Theoretical lecture (About Auto CAD Tool Bar & Tools).
- ❖ Practical Drawing Practice by Auto CAD Software.
- ❖ Multimedia presentation.

Trainer Evaluation: By Trainee.

Trainee Evaluation: Practical with Multimedia Presentation.



Online MOD, E-Filing, New Connection & Customer Service Excellence.

Name of the Course	: Online MOD, E-Filing, New Connection & Customer Service Excellence.
Name of the Venue	: WZPDCL Training Institute, Khulna.
Trainees	: SAE
Duration	: 05/03/2023-09/03/2023 21/05/2023-25/05/2023
Number of Participant	: 15/20/25

Objectives:

To make paperless office as a Digital Bangladesh deliver knowledge & make them skilled on E-filing (Nothi System), Online MOD & Online New Connection of WZPDCL.

Course Contents:

Nothi System:

- * Introduction to Nothi System, Profile management
- 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.
- * Nothi Preparation, Nothi Type, Nothi forward, Nothi Permission and Nothi Finish.
- * Convert Dak to Nothi, Dak Archive.
- * Give Decision to Nothi, Create Nothi Section, Set Flag, Set Attachment, Nothi Archive, Nothi Register etc.
- * Draft Letter preparation, different type of letter (Government/Autonomous).
- * Circulation (System/Out of System/SMS), Letter circulation group.

Online MOD:

- * Familiarization with Online MOD system.
- * Functionalities and Features of Online Based MOD.
- * Working the Online MOD.
- * Data Entry.
- * Modification and Report Generation from Online based MOD.

New Connection:

- * Online application process.
- * Online Payment.
- * Application Approval & Rejection.
- * Different user role, Reports, Setup & Trouble Shooting.
- * Customer Service Excellence.
- * Right to Information.

Training Procedure:

- Theoretical lecture & Discussion on Software User Manual.
- Practical Practice in the Computer Lab.
- Multimedia presentation.

Trainer Evaluation: By Trainee.

Trainee Evaluation: Written / Practical.



Newly constructed Charfashion 2*10/13.33 MVA, 33/11kV Sub-Station.



Electronic Government Procurement (e-GP).

Name of the Course	: Electronic Government Procurement (e-GP)
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: XEN/SDE/AE
Duration	: 12/02/2023-16/02/2023
Number of Participant	: 15/20/25

Objectives:

To Integrate and share all information about government procurement and make a single e-procurement system for all public organizations and develop standard procurement process and electronic document with digital signature.

Course Contents:

- * Basic Principles of Public Sector Procurement.
- * e-GP guideline.
- * Business Process Reengineering (BPR) Rules.(Regarding TEC, TOC formation).
- * Public procurement Cycle.
- * Security issue of e-GP system.
- * Rules & Some Regulation of e-GP.
- * Tender Preparation (Select STD, TEC,TOC creation)
- * Invitation of Tender
- * Tender Document Preparation.
- * APP, TOC, TSC, TEC, Tender Evaluation, Approval Procedures and Contract Signing.
- * Publication Workflow & Tender Notice.
- * e-GP Users and their roles (Like PE, PE Admin, HOPE, AU, AO, TEC, TOC).
- * Creation of APP, Its approval & Publication.Workflow design and approval.
- * Creation of TEC, its workflow design and approval.
- * Creation of TOC, its workflow design and approval.
- * Tender Opening.
- * Evaluation of Tender; Part-1.
- * Tender Evaluation; Part-2.
- * Report workflow and approving process.
- * NOA Given.
- * Contract Signing.
- * Release/forfeit of Tender Security/PG.
- * E-governance & Innovation in Power Sector.

Training Procedure:

- * Theoretical lecture & Discussion in the class.
- * Multimedia presentation.

Trainer Evaluation: By Trainee.

Trainee Evaluation: Multimedia Presentation.

Accounts & Financial Management, Delegation of Financial Power, Auditing: Settlement of Audit Objection, Basic Concept on Tax, CD-VAT, VAT and Financial Matter.

Name of the Course	: Accounts & Financial Management, Delegation of Financial Power, Auditing: Settlement of Audit Objection, Basic Concept on TAX, CD-VAT, VAT and Financial Matter.
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: SE/DGM/XEN/Manager/SDE/DM/AE/AM
Duration	: 24/07/2022-28/07/2022
Number of Participant	: 15/20/25

Objectives:

- ❖ To acquaint with Financial Rules & Regulations of WZPDCL.
- ❖ To know about the important aspects of Accounts, Finance & Audit Management.
- ❖ To be well equipped with required information for financial decision.
- ❖ To know about the Financial Delegation Power of WZPDCL.
- ❖ To know about TAX, CD-VAT, VAT and Financial Matter.

Course Contents:

- ❖ Mission, Vision, Goal & Reform action of WZPDCL & Corporate Culture.
- ❖ Accounting Information System of WZPDCL.
- ❖ Analysis of financial statements & its implication.
- ❖ Business Concept.
- ❖ Computerized Accounting System.
- ❖ Commercial Operation Procedure & Billing System of WZPDCL.
- ❖ Analysis of Financial statement & its implication.
- ❖ Financial Delegation Power (Revenue & Project) of WZPDCL.
- ❖ Settlement of Audit Objection of WZPDCL.
- ❖ Budgetary Control, Bank and Fund Management of WZPDCL.
- ❖ Financial analysis on Investment.
- ❖ TAX Calculation.
- ❖ CD-Vat & VAT Calculation.
- ❖ National Integrity Strategy (NIS).
- ❖ E-governance & Innovation in Power Sector.

Training Procedure:

- ❖ Discussion and lecture.
- ❖ Multimedia presentation.

Trainer Evaluation: By Trainee.

Trainee Evaluation: Written / Multimedia Presentation.



Human Relation, Company Service Rules, Etiquette & Manner.

Name of the Course	: Human Relation, Company Service Rules, Etiquette & Manner.
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: UDA/AA/SAA/JAA/LDA
Duration	: 11/09/2022-15/09/2022
Number of Participant	: 15/20/25

Objectives:

This course will enable the participants to acquire knowledge of etiquette to improve their behavior, manner, art of speaking, Service rules etc. Acquire knowledge of Customer Care, Customer Service and Good Relation between the Customer & Authority.

Course Contents:

- * Company service rule.
- * Discussion on human relation and techniques of etiquette.
- * Necessity of etiquette in a public service organization.
- * Service rule, leave rule, CPF, Gratuity, TA/DA rules, Overtime etc.
- * First aid & Birth control.
- * Organizational behavior.
- * Etiquette, Manner & Ethics.
- * Labor welfare and trade union.
- * Discipline and conduct rules.
- * Developing effective customer relationship.
- * National Integrity Strategy (NIS).
- * Complain Management System.

Training Procedure:

- * Theoretical lecture & Discussion in the class.
- * Multimedia presentation.

Trainer Evaluation: By Trainee.

Trainee Evaluation: Written.

Human Relation, Motivation, Manner, Ethics & Etiquette.

Name of the Course	: Human Relation, Motivation, Manner, Ethics & Etiquette.
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: Staff (MLSS)
Duration	: 02/04/2023-06/04/2023
Number of Participant	: 15/20/25

Objectives:

To train up personnel (MLSS) about how to serve Customers, Office personnel and familiarize with manners and etiquette.

Course Contents:

- * Important of cleaning.
- * How to put up file.
- * How to receive the telephone call, distribute letter, idea about protocol.
- * How to serve food & beverage at meeting.
- * Table manner.
- * Customer focused service.
- * Corporate ethics.
- * Behavior modification for improved performance.
- * Maintaining safe working environment of self & subordinate.
- * Superior-subordinate relationship.
- * Manners, Etiquette & Honesty.
- * National Integrity Strategy (NIS).
- * E-governance & Innovation in Power Sector.

Training Procedure:

- * Theoretical Lecture & Discussion in the class.
- * Practical Demonstration.
- * Multimedia Presentation.

Trainer Evaluation: By Trainee.

Trainee Evaluation: Written.



Office Administration, Record Keeping & Personnel Management.

Name of the Course	: Office Administration, Record Keeping & Personnel Management.
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: SDE/DM/AE/AM
Duration	: 21/08/2022-25/08/2022 18/12/2022-22/12/2022
Number of Participant	: 15/20/25

Objectives:

The participants will be able to understand the procedure & Process of Management & Record Keeping, Duties and responsibilities of the person concerned etc.

Course Contents:

- * Discussion about Office Administration, Office Management, Office Environment, Customer service Excellence.
- * Discussion about Good Governance.
- * Discussion about Leadership, Team Building.
- * HRM and Human Resource Development.
- * File Management, Opening files, Docketing, Recording Indexing and Drafting.
- * Receive and issue, disposal, Movement, submission and Dispatch of files etc.
- * Letter writing, Different types of conducting meeting, writing working paper and writing Minutes, Office inspecting report and there on.
- * Classification of record, Preservation of records and destruction of records.
- * Maintaining safe working environment of self & subordinate offices.
- * Digital memo numbering and priority fixing etc.
- * Basic idea of modern office equipments.
- * Manners and Etiquette including Dining table Manners.
- * Conflict Management and other Management issues.
- * Leave Rules.
- * Manners, Etiquette & Honesty.
- * National Integrity Strategy (NIS).
- * E-governance & Innovation in Power Sector.

Training Procedure:

- * Theoretical lecture & Discussion in the class.
- * Practical Demonstration.
- * Multimedia presentation.

Trainer Evaluation: By Trainee.

Trainee Evaluation: Written / Multimedia presentation.