

Operation & Maintenance of Sub-Station, Sub-Station Equipment, Power & Distribution Transformer.

| | |
|------------------------------|---|
| Name of the Course | : Operation & Maintenance of Sub-station, Sub-Station equipment, Power & Distribution Transformer. |
| Name of the Venue | : WZPDC Training Institute, Khulna. |
| Trainees | : SAE/Lineman/Helper/SBA |
| Duration | : 15/01/2023-19/01/2023 (SAE) 04/09/2022-08/09/2022 (Lineman/Helper/SBA) 04/12/2022-08/12/2022 (Lineman/Helper/SBA) |
| Number of Participant | : 15/20/25 |

Objectives:

To deliver knowledge & make them skilled on Operation and Maintenance of Distribution Substation, Sub-Station Equipments, Power & Distribution Transformer who are now serving in different offices of WZPDCL.

Course Contents:

- * Single line diagram study.
- * **Symbols:** Abbreviation and single line diagram.
- * Substation equipment.
- * **Transformer:** Types & classification/Basic principle/Installation/Operation & Maintenance.
- * Transformer nameplate study.
- * Testing procedures of Power & Distribution Transformer.
- * Method of oil collection from transformer and testing Procedure.
- * Discussion about on Load,Off Load tap changing of power transformer.
- * Effect of temperature on transformer operation.
- * Routine maintenance of transformers.
- * **CT & PT:** Types & classification, construction, Testing.
- * **Lightning Arrester:** Working principle, construction.
- * **Bus bar:** Introduction to various bus bar systems, protection, Maintenance.
- * **System Grounding:** Types, Materials used for grounding.
- * **Power Supply System:** Transmission line & Distribution line, Discussion about Fuse, Circuit Breaker, Isolator, Relay and Transformer Protection.
- * **Battery & Battery Charger:** Introduction, classification and Maintenance.
- * **Shut Down and Clearance:** Process of shutdown, co-ordination with load Dispatch.
- * Safety Practice.
- * National Integrity Strategy (NIS).
- * Complain Management System.

Training Procedure:

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

Trainer Evaluation: By Trainee.

Trainee Evaluation: Practical in Model Sub-Station/Written.



Testing, Commissioning, Maintenance & Troubleshooting of Sub-Station.

| | |
|-----------------------|--|
| Name of the Course | : Testing, Commissioning, Maintenance & Troubleshooting of Substation. |
| Name of the Venue | : WZPDC Training Institute, Khulna. |
| Trainees | : XEN/SDE/AE/SAE |
| Duration | : 20/11/2022-24/11/2022 (XEN/SDE/AE) 25/09/2022-29/09/2022(SAE) |
| Number of Participant | : 15/20/25 |

Objectives:

Our training programs aims to offer increased knowledge on Substation equipment to ensure smooth operation without interruption and to train fast, efficient and professional reactions to different scenarios, avoidance and failure mitigation. A very "hands-on" approach is used to teach the concepts. Understanding and then reinforced with real world examples. Interaction is encouraged between participants and the presenters to underpin the learning objectives

Course Contents:

- Single line diagram study & Familiarization with substation equipment. Preparation of substation maintenance plan & Record keeping procedure.
- Electrical safety and precautions related to operation and maintenance work.
- Battery and Battery Charger: Basic concept, Installation, Testing practices, Maintenance & troubleshooting
- **Circuit Breakers:** Basic Concept, classification, Construction & operation mechanism, Name plate parameter identification, Control schematics, Installation, testing practices, Maintenance & troubleshooting (practical),
- **Instrument Transformers:** Basic Concept, classification, Construction, Nameplate parameter identification, Selection, Installation, Testing practices, Maintenance & troubleshooting.
- **Surge Arrestors:** Basic Concept, Construction and operation, Components, Testing practices, Maintenance & troubleshooting
- **Power Transformers:** Basic Concept, Construction & operation, Name plate parameter identification, Transformer accessories, Site care, Oil refilling, testing, OLTC operation, Maintenance and troubleshooting.
- **Substation Grounding system:** Concept, Installation, Earthing conductor size selection, mesh design, Earth resistance calculation, GPR, Step Voltage, Touch Voltage, testing & maintenance guideline as per IEEE 80
- **Voltage Feeder PCM panel:** Basic concepts on 11KV & 33 KV feeder PCM panel, Devices typically used for feeders PCM panel, Schematic Drawing study, Over current & Earth Fault protection, Trip Circuit Supervision Relay, Master Trip Relay, Integration of PCM panel with CB (practical).

- ❖ **Transformer Protection PCM panel:** Basic concepts on 33KV Transformer PCM Panel. Transformer Protection, Philosophy, Selection of Protection Scheme for Power and Distribution Transformer, Power Transformer Magnetizing Inrush Current concept, Schematic Drawing study, Transformer Differential Protection, Over current Protection, REF, Transformer Self Protection, OLTC operation procedure.
- ❖ Maintenance Procedure of 33KV & 11 KV Indoor AIS Switchgear, 11 KV Bus bar, Air conditioning system, Control room & Switch yard.
- ❖ Workshop on Substation Maintenance: Visit to a 33/11KV Substation and practical demonstration of 33/11 KV substation maintenance procedure.
- ❖ National Integrity Strategy (NIS).
- ❖ Complain Management System.

Training Procedure:

- ❖ Theoretical lecture & Discussion in the class.
- ❖ Multimedia presentation.
- ❖ Practical Demonstration.
- ❖ Group discussion.

Trainer Evaluation: By Trainee.

Trainee Evaluation: Written / Practical / Multimedia Presentation.



Model Sub-Station, WZPDC Training Institute, Khulna.



Energy Meter Installation, Connection, Testing & Loss Reduction Technique & Electricity Act-2018.

| | |
|------------------------------|---|
| Name of the Course | : Energy Meter Installation, Connection, Testing & Loss Reduction Technique & Electricity Act-2018. |
| Name of the Venue | : WZPDC Training Institute, Khulna. |
| Trainees | : Foreman/Lineman/Helper |
| Duration | : 31/07/2022-04/08/2022 05/02/2023-09/02/2023 |
| Number of Participant | : 15/20/25 |

Objectives:

To deliver knowledge & make them skilled on energy meter installation, connection, and testing & loss reduction technique. A very "hands-on" approach is used to teach the concepts. Understanding and then reinforced with real world examples. Interaction is encouraged between participants and the presenters to underpin the learning objectives.

Course Contents:

- Basic Theory (Voltage, Current, & Power Vectors Phases, Capacitive & Inductive Loads Real, Reactive & Apparent Power (Watts, Vars, VA)), Classification.
- Connection Diagram of Single-Phase Metering, three phase Energy Meters, CT-PT operated Meter.
- Practical demonstration on 3-Phase & 1-Phase digital energy meter connection and site check technique at the consumer premises.
- Determination on proper meter sealing, neutral & Earthing of energy meter.
- Pilferage of electricity.
- Demonstration of error in energy meter due to circuit fault or faulty connection.
- Instrument Transformers Current & Voltage (CT's & PT's),
- CT & PT Testing Procedure (Terminal Marking, Insulation Resistance, Ratio).
- Application of Overall Multiplication Factor. Cross checking procedure of OMF.
- HT Service connection Procedure & Installation of HT metering Unit (Determination).
- Testing Procedure of Energy Metering Unit.
- Definition of Technical and Non-Technical Loss.
- Causes of Technical Loss in Transmission, Substation & Distribution line.
- Counter measures of Technical Loss in Transmission, Substation & Distribution line.
- Causes of Non-Technical Loss.
- Counter measures of Non-Technical Loss.
- Identify the major area where loss optimization would be more efficient.
- Customer Service Excellence.

Training Procedure:

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

Trainer Evaluation: By Trainee.

Trainee Evaluation: Practical in Model Sub-station/Written.

Energy Meter Installation, Connection, Testing, Data Downloading Procedure, Data Analysis & Net Metering.

| | |
|------------------------------|--|
| Name of the Course | : Energy Meter Installation, Connection, Testing (HT, LTI, LT, 33 KV Import Meter & 11 KV Feeder Meter), Data Downloading Procedure, Data Analysis and Net Metering. |
| Name of the Venue | : WZPDC Training Institute, Khulna. |
| Trainees | : XEN/SDE/AE |
| Duration | : 30/10/2022-03/11/2022 |
| Number of Participant | : 15/20/25 |

Objectives:

To deliver knowledge and make them skilled on Installation, Connection, Operation and different types of Errors of Energy meter (HT, LTI, LT, 33 KV Import Meter, 11 KV Feeder Meter), data downloading procedure, analysis & net metering. A very "hands-on" approach is used to teach the concepts. Understanding and then reinforced with real world examples. Interaction is encouraged between participants and the presenters to underpin the learning objectives.

Course Contents:

- * Basic Theory (Voltage, Current, & Power; Vectors Phases, Capacitive & Inductive Loads, Real, Reactive & Apparent Power (Watts, Vars, VA), Classification, Connection Diagram of Single-Phase Metering, three phase Energy Meters, CT-PT operated Meter, and Fault Analysis of 3-phase metering.
- * Practical demonstration on Instrument Transformers Current & Voltage (CT's & PT's), CT & PT Accuracy Testing Procedure (Terminal Marking, Insulation Resistance, Ratio & Phase angle Error, Knee Point voltage as per IEC-60044-1&2 by ISA STS5000 Testing Bench (Practical). Application of overall Multiplication Factor. Cross checking procedure of OMF.
- * Practical demonstration on 3-Phase & 1-Phase digital energy meter connection and site check technique at the consumer premises. Determination on proper meter sealing, neutral & Earthing of energy meter. Pilferage of electricity. Demonstration of error in energy meter due to circuit fault or faulty connection.
- * Workshop on CT-PT Operated 3 Phase, 4 wire meter: Practical connection procedure, Fault analysis and rectification (using vector diagram), Accuracy testing (IEC 62053-22) by ISA DRTS64 Testing bench. Data Downloading Procedure from Meter by Software and Downloaded Data Analysis.
- * Net Metering, Different types of Net metering Connection, Consumer, Application Eligibility, Consumer Classification & Load, Billing system for Net Metering, Application Procedure, Tariff Structure, Necessary Equipments for net metering with Protection, Net Metering System Checklist. Settlement Period. Definition of Roof and STC.
- * Right to Information.

Training Procedure:

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

Trainer Evaluation: By Trainee.

Trainee Evaluation: Practical in Model Sub-Station/Written / Multimedia Presentation.



Distribution Line, Power & Distribution Transformer, Energy Meter, Customer Service Excellence.

| | |
|-----------------------|---|
| Name of the Course | : Distribution Line, Power & Distribution Transformer, Energy Meter, Customer Service Excellence. |
| Name of the Venue | : WZPDCL Training Institute, Khulna. |
| Trainees | : Helper |
| Duration | : 23/10/2022-27/10/2022 12/03/2023-16/03/2023 |
| Number of Participant | : 15/20/25 |

Objectives:

To deliver knowledge & make them skilled on Operation and maintenance of Substation Equipments, Power & Distribution Transformer, who are now serving in different offices of WZPDCL.

Course Contents:

- Single line diagram study.
- **Substation Equipments:**
 - ⚡ **Symbols:** Abbreviation and single line diagram
 - ⚡ **Distribution Transformer:** Selection of fuse & MCCB for distribution transformer.
 - ⚡ Basic Principal of transformer, installation, schedule maintenance, earthing, Transformer fault, detail repair procedure of transformer, preparation of bill of materials for repair.
 - ⚡ Discussion on importance of Distribution Transformer earthing & load balancing.
 - ⚡ Parallel operation of transformer & their loading.
 - ⚡ General discussion on different tests (Open circuit / No load test, Oil test, Megar test etc).
 - ⚡ **CT & PT:** Types & classification, construction, Testing.
 - ⚡ **Lightning Arrester:** Working principle, construction.
 - ⚡ **Bus bar:** Introduction to various bus bar systems, protection, Maintenance.
 - ⚡ **System Grounding:** Introduction & Types, Materials used for grounding.
 - ⚡ **Power Supply System:** Transmission line & Distribution line, Discussion about Fuse, Circuit Breaker, Isolator, Relay and other Transformer protection Equipments.
- Numbering, operating principle, fault calculation, relay coordination, curve, CT, PT selection, relay testing.
- **Shut Down and Clearance:** Process of shutdown, co-ordination with load Dispatch.
 - ⚡ **Energy Meter:** Classification & Type, Connection diagram, meter testing with Meter Testing Equipments. CT, PT Matching, Indoor, Outdoor Meter, CT, PT Meter.
- Safety Practice.
- Customer Service Excellence: Dealings with the consumer, Public relation.
- Complain Management System.

Training Procedure:

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

Trainer Evaluation: By Trainee.

Trainee Evaluation: Practical in Model Sub-Station/Written/Multimedia Presentation.

Power Distribution System Protection & Switchgear.

| | |
|------------------------------|--|
| Name of the Course | : Power Distribution System Protection & Switchgear. |
| Name of the Venue | : WZPDC Training Institute, Khulna. |
| Trainees | : SDE/AE |
| Duration | : 16/10/2022-20/10/2022 07/05/2023-11/05/2023 |
| Number of Participant | : 15/20/25 |

Objectives:

The course will provide an insight to Protection philosophy, commissioning & maintenance of the associated Protective Gears and relevant coordination technique. A very "hands-on" approach is used to teach the concepts. Understanding and then reinforced with real world examples. Interaction is encouraged between participants and the presenters to underpin the learning objectives.

Course Contents:

- * Philosophy of Power System Protection.
- * Protection concepts, Overview of Substation equipments with Device numbering, main and backup protection, security and dependability, selectivity, Protection types: fuses, over current protection, differential protection.
- * Instrument transformers & DC system: Current transformers, Voltage transformers, Battery and Battery Charger - its role in Protection System.
- * Circuit Breaker: Basic concept, Types, Schematic Drawing study, Design aspect, Maintenance, Repair and Troubleshooting.
- * High Voltage Feeder Protection: Protection concepts for power 11KV & 33 KV feeders, Protection equipment typically used for feeders , Schematic Drawing study of typical PCM panel, Over current & Earth Fault protection, setting guidelines. (2 Session) Practical demonstration of 33 KV feeder protection scheme.
- * Transformer Protection: Transformer Protection Philosophy, Guidelines for protection of power transformers Selection of Protection Scheme for Power and Distribution Transformer, Power Transformer Magnetizing Inrush Current concept and importance on protection setting, Transformer Differential Protection, Over current Protection, REF, Over fluxing Protection, Transformer Self Protection.
- * Field Visit: Visit to a 33/11 KV Substation to demonstrate 33 KV feeder protection scheme & 33/11 KV Transformer Protection scheme.
- * Power System Protection & relay coordination using simulation software:
 - ⚡ Installation of software, Overview of system Elements, Familiarization with software interface, Drawing SLD of typical substation, Load flow study, Short circuit calculations
 - ⚡ Relay Setting Calculation and Co-ordination, Critical Fault Clearing Time, Transformer Damage curve using simulation software as per IEEE-242: 2001.



- * Substation Grounding system: Concept, Installation, **Earthing conductor size selection, mesh design, Earth resistance calculation, GPR, Step Voltage**, Touch Voltage, testing & maintenance guideline as per IEEE 80
- * Over Voltage Protection, Lightning Arrestor, Surge Diverter.
Workshop on different types of Relays (Both 50/51 & 87) Practical connection,
- * Configuration, Relay setting, troubleshooting:
 - ⚡ Testing: Standards, Test plan development, Test equipment, practical testing by DRTS 64.
 - ⚡ Relay setting management: Demonstration of setting software, Relay logic.
- * Substation Maintenance Procedure:
 - ⚡ Preparation of substation maintenance plan & Record keeping procedure, Safety Procedure.
 - ⚡ Maintenance Procedure of 33/11 KV Power Transformer, 33KV Circuit Breaker, Isolator, 33KV CT, PT & other 33 KV Equipments.
 - ⚡ Maintenance Procedure of 11 KV PCM Panel, switchgear & Bus bar.
 - ⚡ Maintenance Procedure of PCM Panel, DC System, Air conditioning system, Control room & Switch yard.
 - ⚡ Maintenance Procedure of Grounding system.
- * E-governance & Innovation in Power Sector.

Training Procedure:

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

Trainer Evaluation: By Trainee.

Trainee Evaluation: Practical in Model Sub-Station/ Multimedia Presentation/Written.



Lab Building, WZPDC Training Institute, Khulna.

Smart Grid, Smart Pre-Payment Meter & GIS Mapping.

| | |
|------------------------------|--|
| Name of the Course | : Smart Grid, Smart Pre-Payment Meter & GIS Mapping. |
| Name of the Venue | : WZPDC Training Institute, Khulna. |
| Trainees | : XEN/SDE/AE |
| Duration | : 08/01/2023-12/01/2023 |
| Number of Participant | : 15/20/25 |

Objectives:

The main objective of the programmers to apprise power utility professionals regarding philosophy, features and benefits of Smart Grids. The course will cover the changeover process during migration from Conventional Grid to Smart Grid. Relevant topics like, Fault location indication system, SCADA, ADMS, GIS mapping, Smart Prepayment System AMR/AMI for Smart Grid will also be covered in the course.

Course Contents:

- * Overview of Smart Grid Technology, Features & Benefits of Smart Grid, Communication Technologies & Infrastructure.
- * Introduction to Fault Passage Indicator (FPI), DCU & Fault location indication system software for Overhead lines.
- * Introduction to SCADA & Substation automation, Standards and Protocols.
- * Introduction to GIS mapping & ADMS Technology.
- * Smart Grid implementation models.
- * Introduction to the Prepayment System.
- * AMR/AMI and Smart Energy Meters.
- * Operational Component of Prepayment System, Master Information Center (MIC), Utility Vending Stations (UVS), Utility Customization Center (UCC), Point of Sales (POS).
- * Hardware used in Prepayment System.
- * How Smart Card, Keypad and On-line meter works.
- * Network design for prepayment system.
- * Software System for Prepayment metering system.
- * Vending.
- * Load Management, Tariff Management, User Management, Log Management, Reporting.
- * Future Technology of Prepayment System (Smart metering system).
- * Complain Management System.

Training Procedure:

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

Trainer Evaluation: By Trainee.

Trainee Evaluation: Practical in Model Sub-station/Written /Multimedia Presentation.



Occupational Health, Safety Environment, First Aid and Disaster Management.

| | |
|------------------------------|---|
| Name of the Course | : Occupational health, safety environment, first aid and disaster management. |
| Name of the Venue | : WZPDC Training Institute, Khulna. |
| Trainees | : Staff |
| Duration | : 13/11/2022-17/11/2022 |
| Number of Participant | : 15/20/25 |

Objectives:

- ❖ To familiarize with Plants Health hazard.
- ❖ To familiarize with safety Practice and regulation.
- ❖ To Action to be taken in case of emergency.
- ❖ To familiarize with regulation and definition of material storage.
- ❖ To familiarize Classification of hazardous materials.

Course Contents:

- ❖ General safety rule and applicable clauses in the work area.
- ❖ Definition of open and confined area special measures for confined area.
- ❖ Classification of hazard, categories of hazard material, their storage location, Radiation & sound pollution, PPE and specific protective equipment, legal clauses and prevention.
- ❖ Procedure of permit seeking, receiving of permit and awarding of clearance for restoration of power, classification based on voltage level.
- ❖ Fire fighting: Classification of fire and extinguisher, zone of application, use in the electrical fire.
- ❖ Refilling technique & principle of operation.
- ❖ Discussion on tags. Tag out and Lockout procedure, special arrangement for acid, chemical and other material handling, classification of Hot and Cold job. Steps for Hot work, welding job at confined/open area.
- ❖ CO₂ discharge system and safety arrangement for fire fighting, fire sensor, flame and smoke detector in the fire fighting system.
- ❖ Discussion on writing a report regarding health injuries.
- ❖ National Integrity Strategy (NIS).

Training Procedure:

- ❖ Theoretical lecture & Discussion in the class.
- ❖ Practical Demonstration.
- ❖ Multimedia presentation.
- ❖ Group discussion.

Trainer Evaluation: By Trainee.

Trainee Evaluation: Written / Practical / Multimedia Presentation.

Security Training Course.

| | |
|------------------------------|--|
| Name of the Course | : Security Training Course. |
| Name of the Venue | : WZPDC Training Institute, Khulna. |
| Trainees | : Staff (Security Guard) |
| Duration | : 19/03/2023-23/03/2023 04/06/2023-08/06/2023 |
| Number of Participant | : 15/20/25 |

Objectives:

To trained up personnel (Security) about Security of Companies Wealth, existing service rules, regulations & importance of their Duties.

Course Contents:

- * Importance of security & Duties.
- * Customer focused service.
- * Anti-corruption laws & combating corruption in service sectors.
- * Corporate Ethics.
- * Behavior modification for improve performance.
- * Maintaining safe working environment of self & subordinate.
- * Customer Service.
- * Superior-subordinate relationship.
- * Etiquette, Manner, Ethics etc.
- * National Integrity Strategy (NIS).

Training Procedure:

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

Trainer Evaluation: By Trainee.

Trainee Evaluation: Written.



Orientation Course For Technical Officer.

| | |
|-----------------------|---|
| Name of the Course | : Orientation Course for Technical Officer. |
| Name of the Venue | : WZPDCL Training Institute, Khulna. |
| Trainees | : Newly recruited Technical Employee. |
| Duration | : |
| Number of Participant | : |

Objectives:

- ❖ To get basic idea of overall activities of WZPDCL.
- ❖ To acquaint with the Service rules, financial activities & other laws related to office functionalities.
- ❖ To acquaint with the technical & administrative activities related to distribution offices.
- ❖ To know about Operation and maintenance of Substation Equipments, Power & Distribution Transformer.
- ❖ To know about energy meter (HT, LTI, LT, 33 KV Import Meter, 11 KV Feeder Meter, Prepaid Meter), Net Metering.Data Downloading Procedure from Meter by Vinplus Software and Procedure.Downloaded Data Analysis in case of Technical Officer.

Course Contents:

- ❖ Introduction to Organogram in WZPDCL.
- ❖ Discussion on service rules of WZPDCL.
- ❖ Discussion about TQM.
- ❖ Discussion on Financial rules of WZPDCL.
- ❖ Commercial Operation Procedure (COP).
- ❖ Audit.
- ❖ Discussion on Human Resource Development, Human Recourse Management & Planning.
- ❖ Discussion on Operation & Maintenance of Sub-station. Sub-station Equipments such as CT & PT: Types & classification, construction, Testing, Maintenance Procedure.
- ❖ **Circuit Breaker & Isolators:** Types & classifications.
- ❖ Operation/principle/maintenance/Difference between circuit breaker & isolator.
- ❖ **Lightning Arrester:** Working principle, construction.
- ❖ Bus bar: Introduction to various bus bar systems, protection, Maintenance.
- ❖ **System Grounding:** Introduction & Materials used for grounding.
- ❖ Discussion on Battery & Battery Charger
- ❖ **Symbols:** Abbreviation and single line diagram.
- ❖ **Transformer:** Types, Basic principle, Installation, Operation, Maintenance.Transformer Protection.Transformer oil characteristics & oil testing.
- ❖ **Power Supply System:** Transmission line & Distribution line, Discussion about Relay, Very High Frequency (VHF) Carrier Communication.
- ❖ Discussion on line hardware, conductor, cable, pole, Insulator & fitting.
- ❖ Bill of materials for LT & HT line, new connection & procedure for load approval.

- * Discussion on digital single & three phase energy meter, Classification & Type, connection diagram, meter testing, Pilferage of electricity and protection. And also 33 KV Import Meter, 11 KV Feeder Meter, Prepaid Meter, Net Metering..
- * **Customer Service:** Dealings with the consumer/Public relation.
- * **Tree Trimming:** Process/Right of ways/Line patrolling/Safety practice.
- * **Solar Energy:** Discussion about solar module, solar panel.
- * Electricity Act-2018.
- * Capacity Building for Power Distribution Employees.
- * E-governance & Innovation in Power Sector.

Training Procedure:

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

Trainer Evaluation: By Trainee.

Trainee Evaluation: Written / Practical in Model Sub-Station/ Multimedia Presentation.



Control Room, Model Sub-Station, WZPD Training Institute, Khulna.



Orientation Course For General Officer.

| | |
|------------------------------|---|
| Name of the Course | : Orientation Course for General Officer. |
| Name of the Venue | : WZPDCL Training Institute, Khulna. |
| Trainees | : Newly recruited General employee. |
| Duration | : |
| Number of Participant | : |

Objectives:

- To get basic idea of overall activities of WZPDCL.
- To acquaint with the Service rules, financial activities & other laws related to office functionalities.
- To acquaint with the technical & administrative activities related to distribution offices.
- To Give knowledge about Service Rules.

Course Contents:

- Introduction to Organogram in WZPDCL.
- Discussion on service rules of WZPDCL.
- Discussion about TQM.
- Discussion on Financial rules of WZPDCL.
- Commercial Operation Procedure (COP).
- Financial Delegation Power of WZPDCL.
- TA, DA, CPF, Gratuity rules of WZPDCL.
- Insurance Rules of WZPDCL.
- Audit.
- Discussion on Human Resource Development, Human Resource Management & Planning.
- Customer Service: Dealings with the consumer/Public relation.
- Capacity Building for Power Distribution Employees.
- E-governance & Innovation in Power Sector.

Training Procedure:

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

Trainer Evaluation: By Trainee.

Trainee Evaluation: Written/Practical/Multimedia Presentation.

Consumer Electrician Trade Course.

| | |
|------------------------------|---|
| Name of the Course | : Consumer Electrician Trade Course. |
| Name of the Venue | : WZPDC Training Institute, Khulna. |
| Trainees | : From Society Who Dropped from Academic Education. |
| Duration | : 2 Month (360 Hours) (Per Batch) |
| Number of Participant | : 30 Persons Per Batch |

Objectives:

To celebrate the birth anniversary of "Father of the Nation Bangabandhu Sheikh MujiburRahman" and "Mujib Year" declare "Year of Service" under the guidance of the Power Division to create skilled manpower in electrical work. The duration of each "Consumer Electrician Trade Course" is 2 month. The trainees for "Consumer Electrician Trade Course" are collected out from the WZPDCL who are dropped from academic Education.

Course Contents:

- Basic Idea on Power Generation, Transmission & Distribution System in Bangladesh.
- Basic English Course on listening, Writing & Speaking.
- Basic Idea on Electric Current, Voltage, Resistance & Energy.
- Conductor, semi-conductor, Insulator, Inductor, Capacitor.
- Electric House Wiring, Industrial Wiring.
- Electric Circuit Breaker.
- Energy Meter.
- Basic Idea on Refrigeration, Elevator, Lift.
- Single Phase, Three Phase Pump Connection.
- Fire Fighting & Safety Procedure.

3 Years Planning of Consumer Electrician Trade Course

| FY | July | August | September | October | November | December | January | February | March | April | May | June |
|-----------|------|-----------------------|-----------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-------|-----------------------|-----------------------|
| 2022-2023 | | 05.07.2022-05.09.2022 | | 15.09.2022-15.11.2022 | | 25.11.2022-25.01.2023 | | 03.02.2023-03.04.2023 | | | 16.04.2023-20.06.2023 | |
| 2023-2024 | | 20.07.2023-20.09.2023 | | | 01.10.2023-01.12.2023 | | 06.12.2023-06.02.2024 | | 15.02.2024-15.04.2024 | | | 25.04.2024-25.06.2024 |
| 2024-2025 | | 05.07.2024-05.09.2024 | | 15.09.2024-15.11.2024 | | 25.11.2024-25.01.2025 | | 03.02.2025-03.04.2025 | | | 16.04.2025-20.06.2025 | |

Training Procedure:

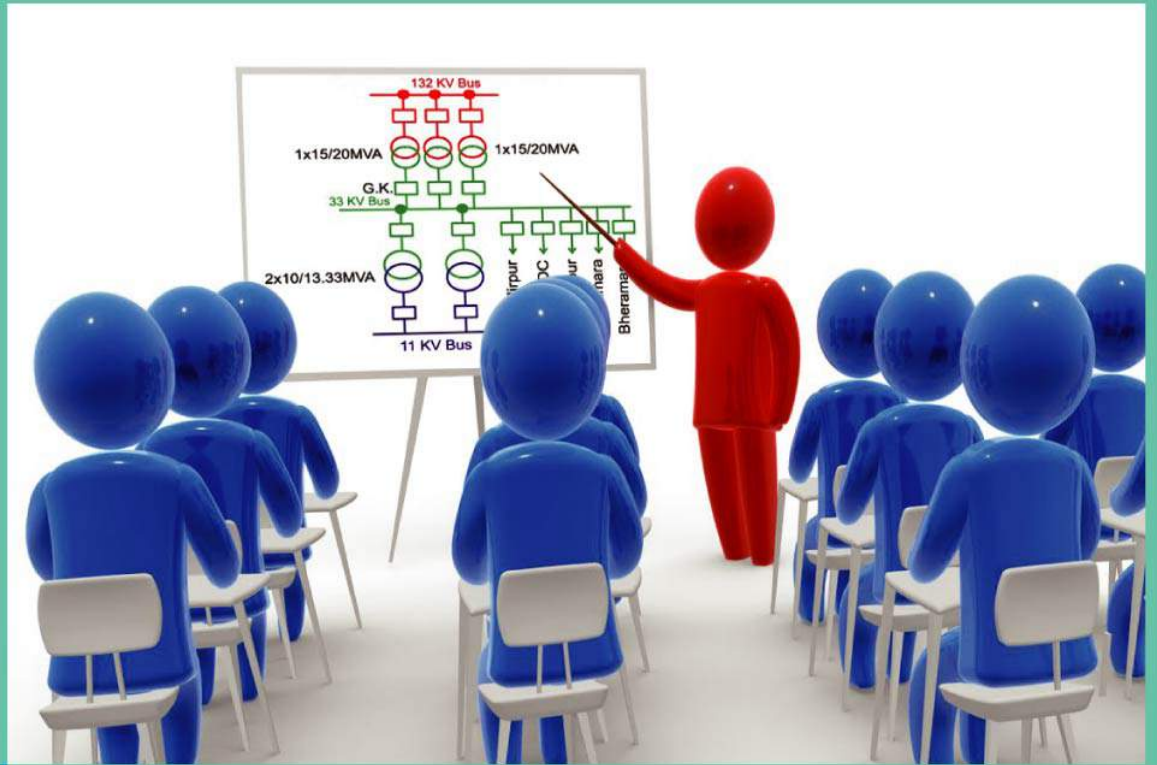
- Theoretical lecture & Discussion in the class.
- Practical Demonstration.
- Multimedia presentation.
- Group discussion.

Trainer Evaluation: By Trainee.

Trainee Evaluation: Written/Practical.



Model Sub-Station, WZPDC Trining Institute, Khulna.



Chapter-4

Overview of WZPDC Training Institute.





Targeted Training Programs of WZPDCL During FY: 2022-2023

Total Employee of WZPDCL = 1,622 Nos.
 Targeted training Man-hour 60 per employee.
 Required Total training (Man-hour) = 1,622 X 60 = 97,320.
 Number of In-house Training Course for FY: 2022-2023= 26.
 Required Days for In-house Training = 130 Days.
 Number of Participant for each Training Course = 20 Man.
 Hours per day of In-house Training = 6 hours.
 Total In-house Man-hour =20x130x6= 15,600 Man-hour.
 In-house Training per Employee (Average) = 15,600/1622= 9.60 \cong 10 hours.
 In house training = 1,622X 10=16,220 Man-hour.
 On the job training = 1,622X50=81,100 Man-hour.
 Total Man-hour =In house + O J T = 97,320 Man-hour (Target).
 Total Employee of WZPDCL Last Year (2021-2022) = 1,699 Nos.
 Targeted Man-hours, Last Year (2021-2022) = 1,01,940.
 Targeted Training per employee 60 hours.
 Achieved Training per employee 66.84 hours.

Achived Man-hours = 1,13,561
Achivement in % = 111.40

On the Job Training Places & Target (2022-2023) WZPDCL

| Sl. No | Training Place | Total person to be Trained | On Job Training hour = Targeted Trg. (-) Av. In House Trg. ie | Total man Hours / Year | Man-hour / Month |
|--------------|---|----------------------------|---|------------------------|------------------|
| | | | (60-10)=50 | | |
| 1 | Head Quarter. | 82 | 50 | 4100 | 341.67 |
| 2 | Project. | 35 | 50 | 1750 | 145.83 |
| 3 | WZPDC Training Institute. | 13 | 50 | 650 | 54.17 |
| 4 | Khulna O&M Circle & Its Jurisdiction and RAO. | 363 | 50 | 18150 | 1512.50 |
| 5 | Jashore O&M Circle & Its Jurisdiction and ZRS, RAO. | 212 | 50 | 10600 | 883.33 |
| 6 | Faridpur O&M Circle & Its Jurisdiction and RAO. | 270 | 50 | 13500 | 1125.00 |
| 7 | Barisal O&M Circle & Its Jurisdiction and ZRS, RAO. | 278 | 50 | 13900 | 1158.33 |
| 8 | Kushtia O&M Circle & Its Jurisdiction and RAO. | 268 | 50 | 13400 | 1116.67 |
| 9 | Patuakhali O&M Circle & Its Jurisdiction. | 101 | 50 | 5050 | 420.83 |
| Total | | 1622 | 50 | 81100 | 6758.33 |

Fiscal Year Wise Training Progress WZPDC Training Institute, WZPDCL, Khulna.

| SL No. | Financial Year | Total Employee to be Trained | Targeted Man-hours | Achieved Man-hours | Achievement (%) |
|--------|----------------|------------------------------|--------------------|--------------------|-----------------|
| 1. | 2010-2011 | 2201 | 88040 | 93162 | 105.80 |
| 2. | 2011-2012 | 2188 | 109400 | 109400 | 100.00 |
| 3. | 2012-2013 | 2250 | 135000 | 155420 | 115.13 |
| 4. | 2013-2014 | 2287 | 137220 | 170561 | 124.00 |
| 5. | 2014-2015 | 2341 | 140460 | 152516 | 108.58 |
| 6. | 2015-2016 | 2268 | 158760 | 166426 | 104.83 |
| 7. | 2016-2017 | 2121 | 148470 | 158813 | 107.00 |
| 8. | 2017-2018 | 2044 | 143080 | 154093 | 107.70 |
| 9. | 2018-2019 | 1957 | 136990 | 140071 | 102.25 |
| 10. | 2019-2020 | 1877 | 131390 | 133001 | 101.22 |
| 11. | 2020-2021 | 1786 | 89300 | 113267.5 | 130.64 |
| 12. | 2021-2022 | 1699 | 101940 | 113561 | 111.40 |
| 13. | 2022-2023 | 1622 | 97320 | | |





WZPDC Training Institute, Khulna. Training Flow Chart FY: 2022-2023

| Subject | July 2022 | Aug. 2022 | Sept. 2022 | Oct. 2022 | Nov. 2022 | Dec. 2022 | Jan. 2023 | Feb. 2023 | Mar. 2023 | Apr. 2023 | May 2023 | Jun. 2023 |
|---|-----------|-----------|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|-----------|
| Basic Idea on Computer Hardware & Trouble Shooting & Maintenance. MS Word, Excel, Power point. Internet & E-mail. | | | | | 06-10 | | | | | | | |
| Auto CAD | | | | | | 11-15 | | | | | | |
| Online MOD, E-Filing, New Connection & Customer Service Excellence. | | | | | | | | | 05-09 | | 21-25 | |
| Electronic Government Procurement (e-GP). | | | | | | | | 12-16 | | | | |
| Accounts & Financial Management. Delegation of Financial Power. Auditing Settlement of Audit Objection. Basic Idea on TAX, CD-Vat, VAT and Financial Matter. | 24-28 | | | | | | | | | | | |
| Human Relation, Company Service Rules, Etiquette & Manner. | | | 11-15 | | | | | | | | | |
| Human Relation, Motivation, Manner, Ethics & Etiquette. | | | | | | | | | | 02-06 | | |
| Office Administration, Record Keeping & Personnel Management. | | 21-25 | | | | 18-22 | | | | | | |
| Operation & Maintenance of Substation, Substation Equipment, Power & Distribution Transformer. | | | 04-08 | | | 04-08 | 15-19 | | | | | |
| Testing, Commissioning, Maintenance & Troubleshooting of Substation. | | | 25-29 | | 20-24 | | | | | | | |
| Energy Meter Installation, Connection, Testing & Loss Reduction Technique & Electricity Act-2018 | 31-04 | | | | | | | | | | | |
| Energy Meter Installation, Connection, Testing (HT, LTI, LT, 33 KV Import Meter, 11 KV Feeder Meter), Data Downloading procedure, Data Analysis and Net Metering. | | | | 31-03 | | | | | | | | |
| Distribution Line, Power & Distribution Transformer, Energy Meter & Customer Service Excellence. | | | | 23-27 | | | | | 12-16 | | | |
| Power Distribution System Protection & Switchgear | | | | 16-20 | | | | | | | 07-11 | |
| Smart Grid, Smart Prepayment Meter & GIS Mapping. | | | | | | | 08-12 | | | | | |
| Occupational Health, Safety Environment, First Aid & Disaster Management. | | | | | 13-17 | | | | | | | |
| Security Training Course | | | | | | | | | 19-23 | | | 04-08 |

On Job Training (OJT) Program (Circle Wise):- 2022-2023

Name of O&M Circle: Khulna, Jashore, Kushtia, Faridpur, Barishal & Patuakhali.

| Sl. No. | Month | Subject |
|---------|-----------------|--|
| 1. | July, 2022 | Sustainable Development Goals (SDGs) in Energy Sector & Innovation in power sector of Bangladesh. Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System. Annual Performance Agreement (APA). |
| 2. | August, 2022 | Electricity Act 2018, rule No. 7. Illegal electricity consumption and penal code. Sustainable Development Goals (SDGs) in Energy Sector & Innovation in power sector of Bangladesh. Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System. Annual Performance Agreement (APA). |
| 3. | September, 2022 | New Service connection (1-Phase & 3-Phase), Online new Connection. Load clearance, Meter test in spot, Meter reading collection procedure, Meter earthing (Practical). Pre-paid Meter Supervision. Sustainable Development Goals (SDGs) in Energy Sector & Innovation in power sector of Bangladesh. Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System. Annual Performance Agreement (APA). |
| 4. | October, 2022 | Line Maintenance (33/11/0.4 KV). Substation, Power and Transformer Maintenance. Tree Trimming. Sustainable Development Goals (SDGs) in Energy Sector & Innovation in power sector of Bangladesh. Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System. Annual Performance Agreement (APA). |
| 5. | November, 2022 | Leadership & Supervision, Employee Engagement. Customer Service excellence. National Integrity Strategy. Sustainable Development Goals (SDGs) in Energy Sector & Innovation in power sector of Bangladesh. Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System. Annual Performance Agreement (APA). |
| 6. | December, 2022 | Transformer Megger test, Preparation of test result sheet, Routine check as per schedule, Earthing test of transformer, Transformer load balancing (Practical). Sustainable Development Goals (SDGs) in Energy Sector & Innovation in power sector of Bangladesh. Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System. Annual Performance Agreement (APA). |
| 7. | January, 2023 | COP (Part 1 to 4). Its application Sustainable Development Goals (SDGs) in Energy Sector & Innovation in power sector of Bangladesh. Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System. Annual Performance Agreement (APA). |
| 8. | February, 2023 | Office Administration, Record Keeping and Personnel management. Sustainable Development Goals (SDGs) in Energy Sector & Innovation in power sector of Bangladesh. Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System. Annual Performance Agreement (APA). |
| 9. | March, 2023 | WZPDCL Service Rule-2016. Sustainable Development Goals (SDGs) in Energy Sector & Innovation in power sector of Bangladesh. Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System. Annual Performance Agreement (APA). |
| 10. | April, 2023 | Delegation of Financial Power, TA & DA Rules. Sustainable Development Goals (SDGs) in Energy Sector & Innovation in power sector of Bangladesh. Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System. Annual Performance Agreement (APA). |
| 11. | May, 2023 | Substation, Power & Distribution Transformer Maintenance. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System. Annual Performance Agreement (APA). |
| 12. | Jun, 2023 | Tree Trimming, Preparation of Substation Maintenance Schedule. Sustainable Development Goals (SDGs) in Energy Sector & Innovation in power sector of Bangladesh. Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System. Annual Performance Agreement (APA). |

WZPDC Training Institute, Khulna.

On Job Training (OJT) Programme, FY: 2022-2023 (Circle Wise)

| Sl. No. | Month | Subject | Name of Circle | | | | | |
|---------|-----------------|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | | | HQ, Khulna. | Jashore. | Kushtia. | Faridpur. | Barishal. | Patuakhali. |
| 1. | July, 2022 | Sustainable Development Goals (SDGs) in Energy Sector & Innovation in power sector of Bangladesh. Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System. Annual Performance Agreement (APA). | 05/07/22 24/07/22 | 06/07/22 25/07/22 | 07/07/22 26/07/22 | 05/07/22 27/07/22 | 06/07/22 28/07/22 | 07/07/22 28/07/22 |
| 2. | August, 2022 | Electricity Act 2018, rule No. 7. Illegal electricity consumption and penal code. Sustainable Development Goals (SDGs) in Energy Sector & Innovation in power sector of Bangladesh. Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System. Annual Performance Agreement (APA). | 01/08/22 28/08/22 | 02/08/22 29/08/22 | 03/08/22 30/08/22 | 04/08/22 31/08/22 | 07/08/22 25/08/22 | 08/08/22 31/08/22 |
| 3. | September, 2022 | New Service connection (1-Phase & 3-Phase), Online new Connection. Load clearance, Meter test in spot, Meter reading collection procedure, Meter earthing (Practical). Pre-paid Meter Supervision. Sustainable Development Goals (SDGs) in Energy Sector & Innovation in power sector of Bangladesh. Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System. Annual Performance Agreement (APA). | 04/09/22 22/09/22 | 05/09/22 25/09/22 | 06/09/22 26/09/22 | 07/09/22 27/09/22 | 08/09/22 28/09/22 | 08/09/22 29/09/22 |
| 4. | October, 2022 | Line Maintenance (33/11/0.4 KV). Substation, Power and Transformer Maintenance. Tree Trimming. Sustainable Development Goals (SDGs) in Energy Sector & Innovation in power sector of Bangladesh. Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System. Annual Performance Agreement (APA). | 02/10/22 23/10/22 | 03/10/22 24/10/22 | 04/10/22 25/10/22 | 06/10/22 26/10/22 | 11/10/22 27/10/22 | 12/10/22 31/10/22 |
| 5. | November, 2022 | Leadership & Supervision, Employee Engagement. Customer Service excellence. National Integrity Strategy. Sustainable Development Goals (SDGs) in Energy Sector & Innovation in power sector of Bangladesh. Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System. Annual Performance Agreement (APA). | 01/11/22 23/11/22 | 02/11/22 24/11/22 | 03/11/22 27/11/22 | 06/11/22 28/11/22 | 07/11/22 29/11/22 | 08/11/22 30/11/22 |
| 6. | December, 2022 | Transformer Megger test, Preparation of test result sheet, Routine check as per schedule, Earthing test of transformer, Transformer load balancing (Practical). Sustainable Development Goals (SDGs) in Energy Sector & Innovation in power sector of Bangladesh. Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System. Annual Performance Agreement (APA). | 04/12/22 21/12/22 | 05/12/22 22/12/22 | 06/12/22 26/12/22 | 07/12/22 27/12/22 | 08/12/22 28/12/22 | 11/12/22 29/12/22 |

WZPDCL Training Institute, Khulna. On Job Training (OJT) Programme, FY: 2022-2023 (Circle Wise)

| Sl. No. | Month | Subject | Name of Circle | | | | | |
|---------|----------------|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | | | HQ, Khulna. | Jashore. | Kushtia. | Faridpur. | Barishal. | Patuakhali. |
| 7. | January, 2023 | COP (Part 1 to 4). Its application Sustainable Development Goals (SDGs) in Energy Sector & Innovation in power sector of Bangladesh. Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System. Annual Performance Agreement (APA). | 01/01/23 24/01/23 | 02/01/23 25/01/23 | 03/01/23 26/01/23 | 04/01/23 29/01/23 | 05/01/23 30/01/23 | 08/01/23 31/01/23 |
| 8. | February, 2023 | Office Administration, Record Keeping and Personnel managemnet. Sustainable Development Goals (SDGs) in Energy Sector & Innovation in power sector of Bangladesh. Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System. Annual Performance Agreement (APA). | 02/02/23 20/02/23 | 05/02/23 22/02/23 | 06/02/23 23/02/23 | 07/02/23 26/02/23 | 08/02/23 27/02/23 | 09/02/23 28/02/23 |
| 9. | March, 2023 | WZPDCL Service Rule-2016.Sustainable Development Goals (SDGs) in Energy Sector & Innovation in power sector of Bangladesh. Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System. Annual Performance Agreement (APA). | 01/03/23 22/03/23 | 02/03/23 23/03/23 | 05/03/23 23/03/23 | 06/03/23 27/03/23 | 07/03/23 28/03/23 | 08/03/23 29/03/23 |
| 10. | April, 2023 | Deligation of Financial Power, TA & DA Rules. Sustainable Development Goals (SDGs) in Energy Sector & Innovation in power sector of Bangladesh. Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System. Annual Performance Agreement (APA). | 02/04/23 | 03/04/23 | 04/04/23 | 05/04/23 | 06/04/23 | 09/04/23 |
| 11. | May, 2023 | Substation, Power & Distribution Transformer Maintenance. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System. Annual Performance Agreement (APA). | 02/05/23 24/05/23 | 03/05/23 25/05/23 | 04/05/23 28/05/23 | 07/05/23 29/05/23 | 08/05/23 30/05/23 | 09/05/23 31/05/23 |
| 12. | June, 2023 | Tree Trimming, Preparation of Substation Maintenance Schedule. Sustainable Development Goals (SDGs) in Energy Sector & Innovation in power sector of Bangladesh. Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System. Annual Performance Agreement (APA). | 04/06/23 | 05/06/23 | 06/06/23 | 07/06/23 | 08/06/23 | 11/06/23 |

Internal Resource Person (In House & On the Job Trainer).

| Sl. No. | Name | Designation | Present Office | Contact No. | Mail address | Subjects |
|---------|------------------------------|----------------------------------|-----------------------|-------------|-----------------------------|---|
| 1. | Engr. Md. Azharul Islam | Managing Director | HQ | 01713001424 | wzpdcl.md@gmail.com | Power & Distribution Transformer, Energy Meter, Natural Disaster Management, Safety Management, Customer care, APA, Anticorruption, Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. |
| 2. | Mr. R. K. Debnath FCMA | Executive Director (Finance) | HQ | 01713001426 | ratanwzpdcl@gmail.com | Accounts & Finance. Budget, Commercial Operation. |
| 3. | Engr. Md. Mostafizur Rahman | Executive Director (Engg.) (A.C) | HQ | 01713001425 | wzpdcl.ede@gmail.com | Power & Distribution Transformer, Energy Meter. Customer care. Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. |
| 4. | Engr. Md. Mostafizur Rahman | Chief Engineer (O&M, S&D) | HQ | 01711297968 | wzpdcl.ce@gmail.com | Substation Equipment, Power & Distribution Transformer, Energy Meter, Safety Management, Customer care. Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in |
| 5. | Engr. Md. Abu Hasan | Chief Engineer (ESCS) | HQ | 01713850211 | wzce.escs@gmail.com | System Loss, SAIDI, SAIFI, Project Management, Project work & Development. Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. |
| 6. | A N M Mostafizur Rahman | GM | HQ | 01700710000 | mostafiz1963@gmail.com | Accounts & Finance. Budget, Commercial Operation. |
| 7. | Mr. Md. Alamgir Kabir | Company Secretary (A.C) | HQ | 01700709703 | dgmhrnadmn_wzpdcl@yahoo.com | Company Affairs, National Integrity Strategy. |
| 8. | Mr. Md. Alamgir Kabir | DGM | HQ | 01700709703 | dgmhrnadmn_wzpdcl@yahoo.com | Office Administration & Management. Service Rule. Integrity Strategy. |
| 9. | Engr. Md. Abdul Mozid | PD | SPMP | 01713012160 | smartprepayment@gmail.com | Project work & Developments. |
| 10. | Engr. Md. Saifuzzaman | SE | O&M Circle, Faridpur. | 01711430895 | wzse.faridpur@gmail.com | Power & Distribution Transformer, Energy Meter. Integrity Strategy. |
| 11. | Engr. A. T. M. Tariqul Islam | SE | O&M Circle, Barishal. | 01713850219 | wzse.barishal@gmail.com | Power & Distribution Transformer, Energy Meter. Customer care. Integrity Strategy. |
| 12. | Engr. Md. Roknuzzaman | SE | HQ | 01713850214 | wzse.com@gmail.com | Energy Import & Sells, SAIDI, SAIFI, System Loss Calculation, MOD. |

Internal Resource Person (In House & On the Job Trainer).

| Sl. No. | Name | Designation | Present Office | Contact No. | Mail address | Subjects |
|---------|--------------------------------|-----------------|-----------------------------|-------------|---------------------------|---|
| 13. | Engr. Md. Shafiqul Islam | PD | EAPDSP | 01700709730 | wzeapdsp@gmail.com | Project work & Developments. Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. |
| 14. | Mr. Md. Moklesur Rahman | DGM (Finance) | HQ | 01700709701 | wzpdcl.com@gmail.com | Accounts & Finance. Budget, Commercial Operation. |
| 15. | Engr. Md. Shahidul Alam | SE | P&D | 01700709718 | wzpdcl.planning@gmail.com | Project Management, Project work & Development. Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. |
| 16. | Engr. Md. Shahidul Alam | SE | System Control & Protection | 01700709718 | wzse.protection@gmail.com | System Protection & Control. |
| 17. | Engr. Md. Ikhtiar Hossain | SE | O&M Circle, Jashore. | 01711298373 | wzse.jessore@gmail.com | Power & Distribution Transformer, Energy Meter. Integrity Strategy. |
| 18. | Engr. Zahan-E-Shabnam | SE | O&M Circle, Kushtia. | 01711431410 | wzse.kushtia@gmail.com | Power & Distribution Transformer, Energy Meter. Integrity Strategy. |
| 19. | Engr. Md. Arifur Rahaman | PD | EAUPDSP | 01700709729 | eaupdsp@gmail.com | Project work & Developments. Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. |
| 20. | Mr. Sachindra Nath Halder | DGM (Accounts) | HQ | 01700709705 | sacinwz@gmail.com | DPP, PPA-2006, PPR-2008, Tender. |
| 21. | Mr. Md. Azizur Rahman | DGM (Audit) | HQ | 01700709706 | wzpdcl.audit@gmail.com | Audit. |
| 22. | Engr. Mst. Shahin Akter Pervin | SE (Exclusive) | O&M, Circle Khulna. | 01711297974 | wzse.khulna@gmail.com | Power & Distribution Transformer, Energy Meter. Customer care. Renewable energy. Integrity Strategy. |
| 23. | Engr. Amulla Kumar Sarkar | SE (Exclusive) | O&M, Circle Patuakhali. | 01713850218 | wzse.patuakhali@gmail.com | Power & Distribution Transformer, Energy Meter. Integrity Strategy. |
| 24. | Engr. Md. Amzad Hossain | XEN | S&D-1, Barishal | 01713850220 | wz.barisal1@gmail.com | New Connection, Distribution Line. Distribution line, Power & Distribution Transformer. |
| 25. | Mr. Md. Nazmul Huda | Manager (Admin) | HQ | 01700709709 | nazmulwzpdcl@gmail.com | Office Administration, Management. |
| 26. | Engr. Md. Mahmudul Haque | XEN | S&D-1, Khulna. | 01711297972 | wz.khulna1@gmail.com | Battery, DC System. |
| 27. | Engr. Md. Mamunur Rahman | XEN | S&D-4, Khulna. | 01711297970 | wz.khulna4@gmail.com | Distribution line, Power & Distribution Transformer. |
| 28. | Engr. Md. Habibur Rahman | XEN | WZPDC Training Institute | 01700709719 | wzpdcl.dtc@gmail.com | Distribution line, Power & Distribution Transformer. Electricity Act. |
| 29. | Engr. Md. Rakib Uddin | XEN | HQ | 01700709720 | rakib.uddin91@gmail.com | Project work, Distribution Line, Power & Distribution Transformer. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. |
| 30. | Engr. Md. Tofazzel Hossain | XEN | Meherpur, ESU | 01700709876 | wz.meherpur@gmail.com | New Connection, Distribution Line. Power & Distribution Transformer. |
| 31. | Engr. Mohammad Shahidul Islam | XEN | S&D-1, Jashore. | 01711298372 | wz.jessore1@gmail.com | New Connection, Distribution Line. Power & Distribution Transformer. |

Internal Resource Person (In House & On the Job Trainer).

| Sl. No. | Name | Designation | Present Office | Contact No. | Mail address | Subjects |
|---------|------------------------------------|-------------------|-----------------------------|-------------|------------------------------|---|
| 32. | Engr. Md. Abdul Aziz | XEN | ZRS, Jashore | 01700709876 | wzpdcl.zrs@gmail.com | Power & Distribution Transformer, Transformer Maintenance, etc. |
| 33. | Engr. Monjul Kumar Sarnokar | XEN | S&D-3, Khulna | 01711297973 | wz.khulna3@gmail.com | Distribution line, Power & Distribution Transformer. |
| 34. | Mr. Abul Kashem Mollik | Manager | HQ | 01700709707 | wzpdcl.com@gmail.com | Accounts, Commercial Operation, TQM, KAIZEN & APA. |
| 35. | Engr. G. M. Mahmud Prodan | XEN | EAPDSP, Faridpur | 01712083551 | gmprodhan76@gmail.com | Project Work & Project Implementation. |
| 36. | Engr. Md. Rashedul Islam Chowdhury | XEN | S&D Jhenaidah. | 01711423522 | wz.jhenaidah@gmail.com | New Connection, Distribution Line. Distribution line, Power & Distribution Transformer. |
| 37. | Engr. Md. Jahangir Hossain | XEN | S&D-2, Khulna. | 01711297971 | wz.khulna2@gmail.com | Distribution line, Power & Distribution Transformer. |
| 38. | Engr. Md. Ruhul Amin | XEN (Asst. Chief) | HQ | 01711297969 | ramin.wzpdcl@gmail.com | Bill of Material, APA. |
| 39. | Engr. Md. Mosharrof Hossain | XEN (ICT) | HQ | 01700709716 | hossain55@gmail.com | E-Filing, Online New Connection, Paperless Complain Management, e-GP, MS Word, MS Excel, Internet, email. Online MOD. Innovation in power sector. |
| 40. | Engr. Md. Sabuktagin | XEN | EAPDSP | 01719434505 | wzeapdsp.jhenaidah@gmail.com | Project work, Distribution Line, Power & Distribution Transformer. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. |
| 41. | Engr. Md. Moin Uddin | XEN | S&D, Chuadanga | 01700709864 | wzpdcl.chuadanga@gmail.com | New Connection, Distribution Line. Distribution line, Power & Distribution Transformer. |
| 42. | Engr. Md. Murshid Alam | XEN | S&D-2, Faridpur | 01700709893 | wz.faridpur2@gmail.com | New Connection, Distribution Line, Distribution line, Power & Distribution Transformer. |
| 43. | Engr. Md. Mamun-ur-Rashaid | XEN | Rajbari ESU | 01700709906 | wz.rajbari@gmail.com | Distribution line, Power & Distribution Transformer. |
| 44. | Engr. Md. Zia-ul-Haq | XEN | S&D, Bagerhat. | 01700709773 | xen.wzbagerhat@gmail.com | Distribution line, Power & Distribution Transformer, New Connection. |
| 45. | Engr. S. M. Monim | XEN (Procurement) | HQ | 01322899645 | wz.procurement@gmail.com | PPA-2006, PPR-2008, e-GP. |
| 46. | Engr. Md. Khalidul Hasan Khan | XEN | Bhola ESU | 01700709988 | wz.bhola@gmail.com | New Connection, Distribution Line. Distribution line, Power & Distribution Transformer. |
| 47. | Engr. Md. Shafiqul Islam | XEN | EAUPDSP | 01717515021 | eaupdsp@gmail.com | PPA-2006, PPR-2008, e-GP, Project management, Project Implement, etc. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. |
| 48. | Engr. Debashis Paul | XEN | System Control & Protection | 01313720399 | dkp_eee@yahoo.com | Substation, Power & Distribution Transformer, System Protection, Battery. Energy Metering, Net Metering. |
| 49. | Engr. Md. Rakibul Islam | XEN | SPMP | 01700709723 | rakibislam04@gmail.com | Smart Prepayment Metering. |
| 50. | Engr. Md. Aminur Rahman | XEN | Gopalganj ESU | 01700709916 | wz.gopalganj@gmail.com | Distribution line, Power & Distribution Transformer. |
| 51. | Mr. Md. Rezaul Haq | Manager | RAO, Khulna | 01700709731 | raokhulnawz@gmail.com | CPF, GPF, TA Bill, Income TAX, etc. |
| 52. | Mr. Md. Anisur Rahman | Manager | RAO, Jashore | 01700709819 | wzrao.jessore@gmail.com | Pay fixation, TA Rule and preparation of TA Bill. Income Tax, Gratuity, CPF, MOD, COP. |

Internal Resource Person (In House & On the Job Trainer).

| Sl. No. | Name | Designation | Present Office | Contact No. | Mail address | Subjects |
|---------|-------------------------------|--------------------|-----------------------------|-------------|-----------------------------|---|
| 53. | Mr. Md. Rezaul Karim | Manager | HQ | 01700709712 | reza.wzpdcl@gmail.com | Pay fixation, TA Rule and preparation of TA Bill. Income Tax, Gratuity, CPF, MOD, COP. |
| 54. | Engr. Palash Kumar Gosh | XEN (Incharge) | Satkhira, ESU. | 01711297973 | wz.khulna3@gmail.com | Distribution line, Power & Distribution Transformer. |
| 55. | Engr. Md. Monjurul Islam | XEN (Incharge) | Magura, ESU | 01700709802 | magura.esu@gmail.com | New Connection, Distribution Line. Distribution line, Power & Distribution Transformer. |
| 56. | Engr. Pronob Kumar debnath | XEN (Incharge) | S&D-1, Kushtia. | 01700709821 | wz.kushtia1@gmail.com | New Connection, Distribution Line. Distribution line, Power & Distribution Transformer. |
| 57. | Engr. Anupom Chakraborty | XEN (Incharge) | S&D-2, Kushtia. | 01700709834 | wz.kushtia2@gmail.com | New Connection, Distribution Line. Distribution line, Power & Distribution Transformer. |
| 58. | Engr. Md. Abdur Rahim | XEN (Incharge) | S&D Jhalokathi | 01700709964 | wz.jhalokathi@gmail.com | New Connection, Distribution Line. |
| 59. | Engr. Md. Kamal Uddin | XEN (Incharge) | Shariatpur, ESU | 01700709921 | wz.shariatpur@gmail.com | New Connection, Distribution Line. Distribution line, Power & Distribution Transformer. |
| 60. | Engr. Md. Mizanur Rahman | XEN (Incharge) | S&D, Madaripur | 01700709900 | wz.madaripur@gmail.com | New Connection, Distribution Line. Distribution line, Power & Distribution Transformer. |
| 61. | Engr. Md. Faruq Hossain | XEN (Incharge) | S&D-2, Barisal | 01713850221 | wz.barisal2@gmail.com | New Connection, Distribution Line. Distribution line, Power & Distribution Transformer. |
| 62. | Mr. Abul Hossan Mallik | Manager (Incharge) | RAO, Barishal | 01713580222 | wzrao.barisal@gmail.com | Pay fixation, TA Rule and preparation of TA Bill. Income Tax, Gratuity, CPF, MOD, COP. |
| 63. | Mr. Aminul Islam | Manager (Incharge) | RAO, Kushtia | 01700709882 | wzpdclrao.kushtia@gmail.com | Pay fixation, TA Rule and preparation of TA Bill. Income Tax, Gratuity, CPF, MOD, COP. |
| 64. | Engr. Md. Mehedi Hasan | SDE | EAPDSP, HQ | 01717488614 | mehedi.wz@gmail.com | PPA-2006, PPR-2008, e-GP, Project work & Development |
| 65. | Engr. Kollayan Kumar Debnath | SDE | System Control & Protection | 01714556987 | wzse.protection@gmail.com | Auto CAD, Sub-station Equipments, System Protection |
| 66. | Engr. Sadia Tabassum | SDE | ICT, HQ | 01713850207 | sadiawzpdcl@gmail.com | MS office, Internet, E-mail. |
| 67. | Engr. Md. Mizanur Rahman | SDE | SPMP | 01721429935 | mizan074017@gmail.com | Smart Prepayment Metering. |
| 68. | Engr. Shoyaib Hossain | SDE | S&D-4, Khulna. | 01700709764 | wz.khulna4@gmail.com | Electrical appliances, Hand Tools, Soft Skill, Safety Procedure. Electrician Trade Course. |
| 69. | Engr. S.M. Omar Faruque Mamun | SDE | Procurement, HQ | 01322899636 | engg.mamun89@gmail.com | PPA, PPR, Procurement Procedure, Store Software (WZPDCL), Financial Delegation, Electrician Trade Course. |
| 70. | Engr. Md. Motiur Rahman | SDE | System Control & Protection | 01713580202 | motiur.grs@gmail.com | Substation, Power & Distribution Transformer, System Protection. Energy Metering, Net Metering. Innovation in Power Sector. Electrician Trade Course. |
| 71. | Engr. Md. Khoshrul Islam | SDE | WZPDC Training Institute | 01713850217 | khoshrul.mech@yahoo.com | Auto CAD, e-filing. |
| 72. | Engr. Nurunnahar Nupur | AE | P&D, HQ | 01719729007 | nupur0517@gmail.com | Auto CAD. |
| 73. | Engr. Faria Haque Pushpo | AE | P&D, HQ | 01713850203 | fariahaque.p@gmail.com | Hand Tools, Safety Procedure. Electrician Trade Course. |
| 74. | Engr. Robiul Islam | AE | P&D, HQ | 01741025465 | islamr38@gmail.com | Discussion about civil estimate, measurement, land survey, PDB Rate Schedule etc. |
| 75. | Mr. Md. Mominur Rahman | AM | HQ | 01713850208 | | Security System. |
| 76. | Mr. Kazi Tauhid Imran | SAE | WZPDC TI | 01917711356 | tauhid.imran@gmail.com | Computer, Digital filing, Internet. |

External Resource Person

| Sl. No. | Name | Designation | Present Office | Contact No. | Subjects |
|---------|-----------------------------------|---|---------------------------------------|----------------------------|---|
| 1. | Mr. Md. Habibur Rahman | Secretary | Power Division | 01313083902 | National Integrity Strategy, APA. |
| 2. | Mr. Selim Abed | Additional Secretary & Chairman, WZPDCL | Power Division | 01712001232 | National Integrity Strategy, APA |
| 3. | Mr. Abul Khayer Md. Aminur Rahman | Additional Secretary | Power Division | 01557359777 | National Integrity Strategy, APA |
| 4. | Mr.Dr. Md. Golam Faruque | Joint Secretary | Power Division | 01715126819 | 4 th Industrial revolution |
| 5. | Mr. Md. Ahsanur Rahman Hasib | Joint Secretary | Power Division | 01716286341 | National Integrity Strategy, APA |
| 6. | Mr. Md. Humayan Kabir | System Analyst, ICT | Power Division | 01673373128 | APA |
| 7. | Mr. Dr. Kh. Mahid Uddin | Deputy Inspector General | Khulna Range | 01713374091 | National Integrity Strategy, Anti Corruption, Etiquette, Ethics, Organizational Behavior. |
| 8. | Engr. Md. Alamgir Hossain | XEN | Bangladesh Power Development Board. | 01811959575 | PPA-2006, PPR-2008, e-GP |
| 9. | Mr. Md. Abdullah-Al-Mamun | Magistrate (Joint District Judge) | Biddut Court, Khulna. | 01712515718 | Electricity Act. |
| 10. | Md. Ariful Islam Munna | Director | Computer Gates, Khulna. | 01711982583 01935782426 | Computer Billing. |
| 11. | Mr. Md. Kamal Uddin Bhuyan | DD | Fire Service & Civil Defense. Khulna. | 01730009100 | Fire Protection System. |
| 12. | Mr. Rashedul Hasan | Instructor | Fire Service & Civil Defense. Khulna. | 01915983548 | Fire Protection System. |

Photo Gallery



WZPDC TRAINING INSTITUTE

Photo Gallery



Receiving Innovation Award from Md. Habibur Rahman, Secretary, Power Division.



Dr. Md. Golam Faruque, Additional Secretary, Power Division talking about 4th Industrial revolution through Zoom App.

Photo Gallery



Managing Director, WZPDCL with Higher Official at WZPDC Training Institute.

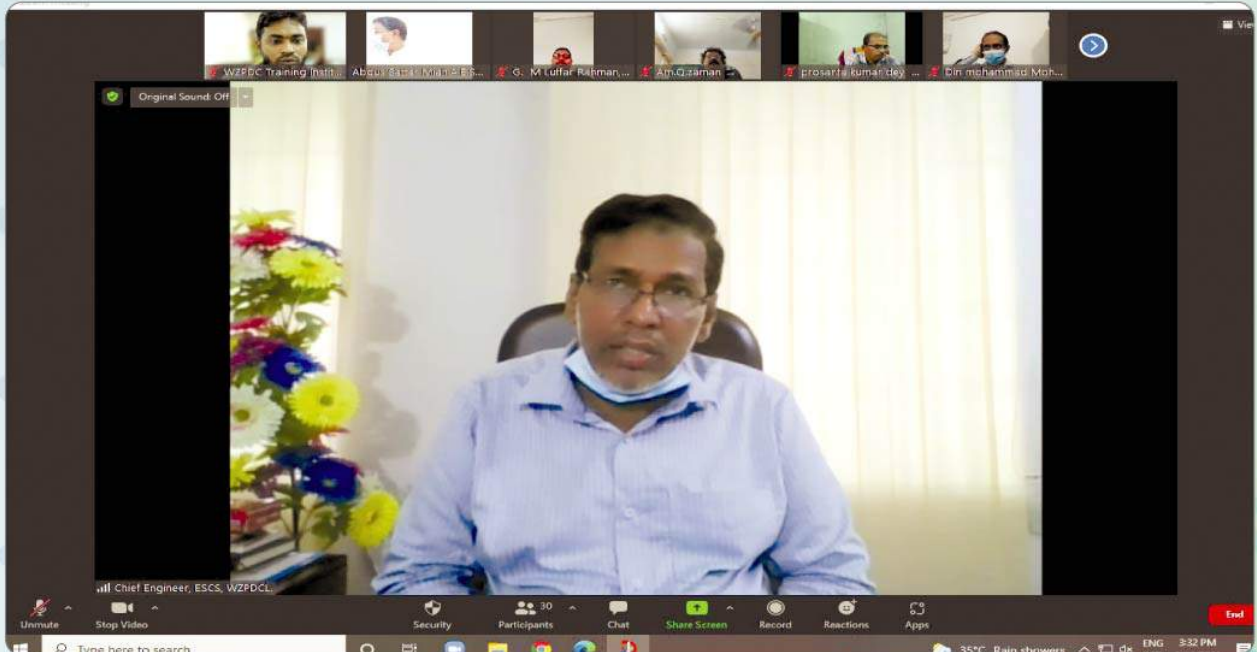


Md. Ahsanur Rahman Hasib, Joint Secretary, Power Division and Director WZPDCL talking about Annual Performance Agreement (APA) through Zoom App.

Photo Gallery

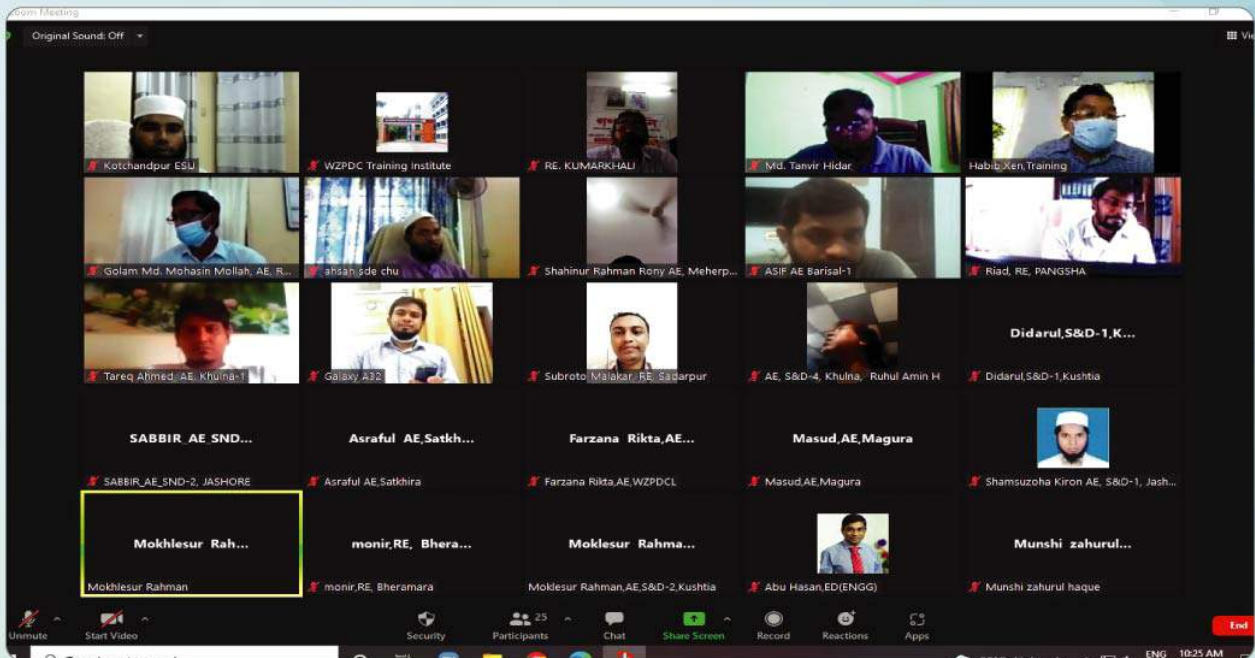


Mr. Towhidul Islam, Deputy Secretary, E-Governance-1 Branch, Cabinet Division talking about 4th Industrial revolution through Zoom App.



Engr. Md. Mostafizur Rahman, Executive Director (Engineering) (A.C) talking about National Integrity Strategy (NIS) through Zoom App.

Photo Gallery



Online Training Class on Annual Performance Agreement (APA) through Zoom App.



Engr. Md. Mostafizur Rahman, Executive Director (Engineering) Giving Certificate at Training Course Closing Ceremony.

Photo Gallery



Revenue Meeting of WZPDCL at WZPDC Training Institute, Khulna.



Engr. Md. Mostafizur Rahman, Executive Director (Engineering) with Trainer from a2i.

Photo Gallery



Inauguration Ceremony of WZPDC Training Institute 33/11 KV Model Sub-Station.



Inauguration Ceremony of WZPDC Training Institute 33/11 KV Model Sub-Station.

Photo Gallery



Inauguration Ceremony of WZPDC Training Institute 33/11 KV Model Sub-Station.



Foreign Delegates visiting Model Sub-station at WZPDC Training Institute.



প্রশিক্ষণ দক্ষতা বাড়ায়



**WZPDC
Training
Institute**

Phone : +88(0)041-760948,
E-mail: wzpdcl.dtc@gmail.com
Goalkhali, BGB Gate, Kabir Bottala, Khulna-9200