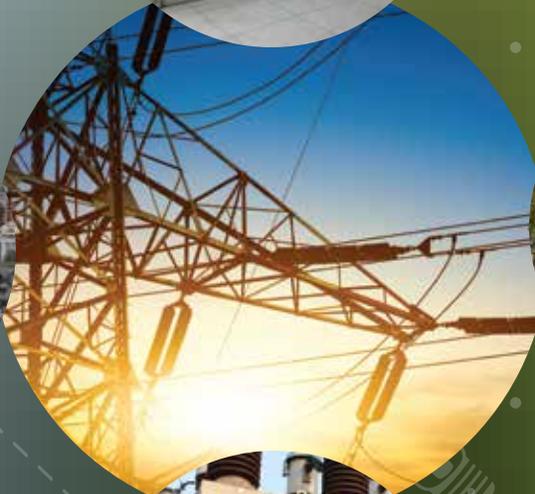




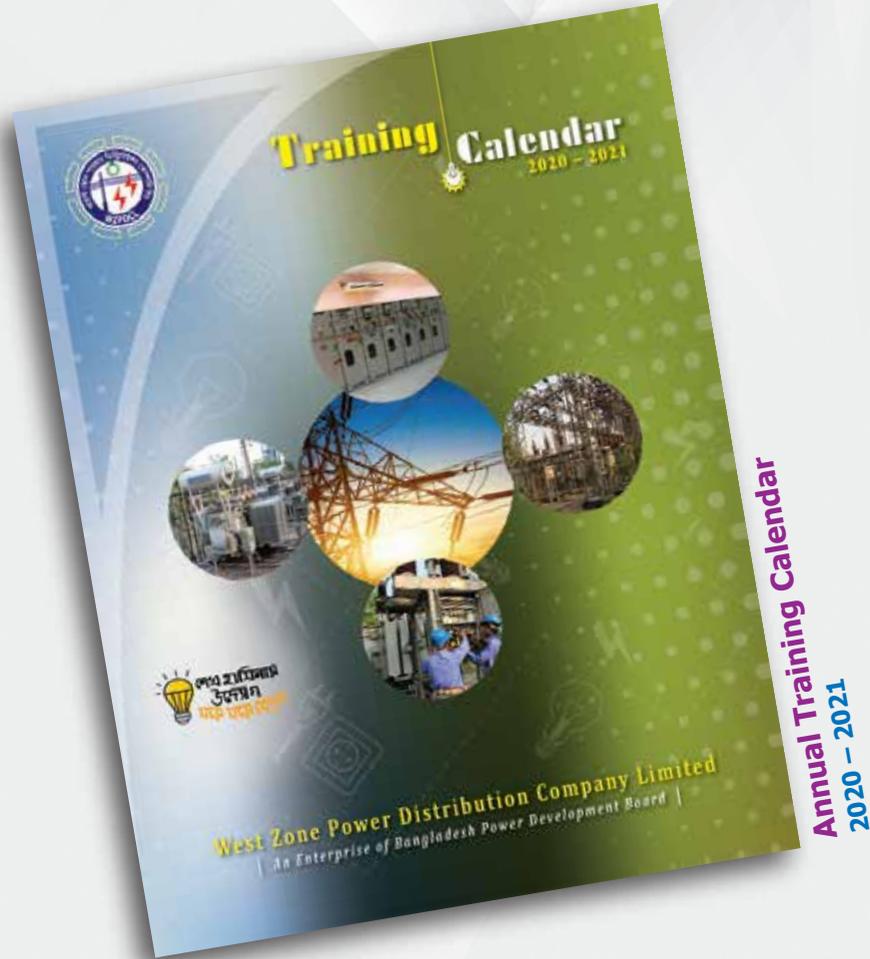
Training Calendar

2020 – 2021



West Zone Power Distribution Company Limited
| An Enterprise of Bangladesh Power Development Board |

WZPDC TRAINING INSTITUTE



West Zone Power Distribution Company Limited
(An Enterprise of Bangladesh Power Development Board)



Managing Director, WZPDCL Giving Memorial of Honor to Dr. Sultan Ahmed,
Secretary, Power Division, Bangladesh.



Board of Directors of West Zone Power Distribution Company Limited (WZPDCL).



MESSAGE

M E S S A G E

West Zone Power Distribution Company Limited (WZPDCL) has been carrying out the responsibility of electricity operation, distribution & development in south western zone of the country to fill up the mission & vision of the government. It comprises 21 Districts & 20 sadar upazilla of the country in south western zone. The greatest achievement of the Government, Padma Bridge is under construction which will link important Commercial cities Khulna, Barishal, Gopalganj, Faridpur, Jashore & many more. WZPDCL has been working relentlessly to materialize the goal of electricity for all by 2021 with projects under implementation and new projects aimed at uninterrupted power supply at an affordable price.

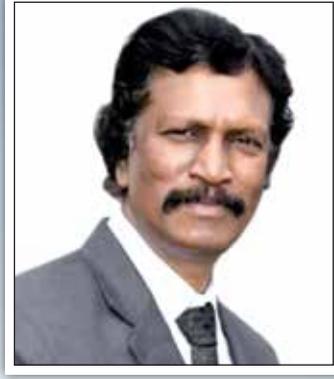
Today ever evolving corporate world is in dire need of individuals of great personnel caliber and comprehensive all round abilities. WZPDCL Training Institute has been working in that respect to build the manpower with such capabilities. This Institute is situated in Khulna with an area of 2.72 acre, probably the largest & the most beautiful training location with soothing ambience among all the distribution utilities in the country. Technical & non-technical human resources both are required equally for smooth operation of an organization. Accordingly both professional groups are given training to develop their skill in the conventional subject matters as well as new technology to cope with modern needs. However, every year we are revisiting our needs of training modules & accordingly those are rearranged to cope with the new technology & services. Development of corporate culture, the best available technological practices, service-quality, institutionalizing the disciplinary norms are important issues imparted in the training process. Good governance & National integrity strategy, SDGs goals, Innovative idea is also included in our training program so that high moral excellence can be achieved & practiced in WZPDCL.

WZPDCL Training Institute is presently conducting some specific training program through Virtual Platform such as Zoom, Google Meet, Microsoft teams etc. due to covid-19.

The training programs of WZPDCL for FY 2020-2021 has been planned for training to 1,25,020 Man-hours. The Training Calendar is prepared with all necessary details under different modules. I believe the training program will help to improve technical, management and operation efficiency of the employees.

Engr. Md. Shafique Uddin
Managing Director
WZPDCL, Khulna

Management Team



Engr. Md. Shafique Uddin
Managing Director, WZPDCL



Engr. Md Abu Hasan
Executive Director (Engg.)
Additional Charge, WZPDCL



Ratan Kumar Debnath FCMA
Executive Director (Finance)
WZPDCL

Company Secretary



Md. Abdul Motaleb FCMA
Company Secretary, WZPDCL

“উন্নয়ন যদি চাই, বিদ্যুৎ সাশয়ের বিকল্প নাই”

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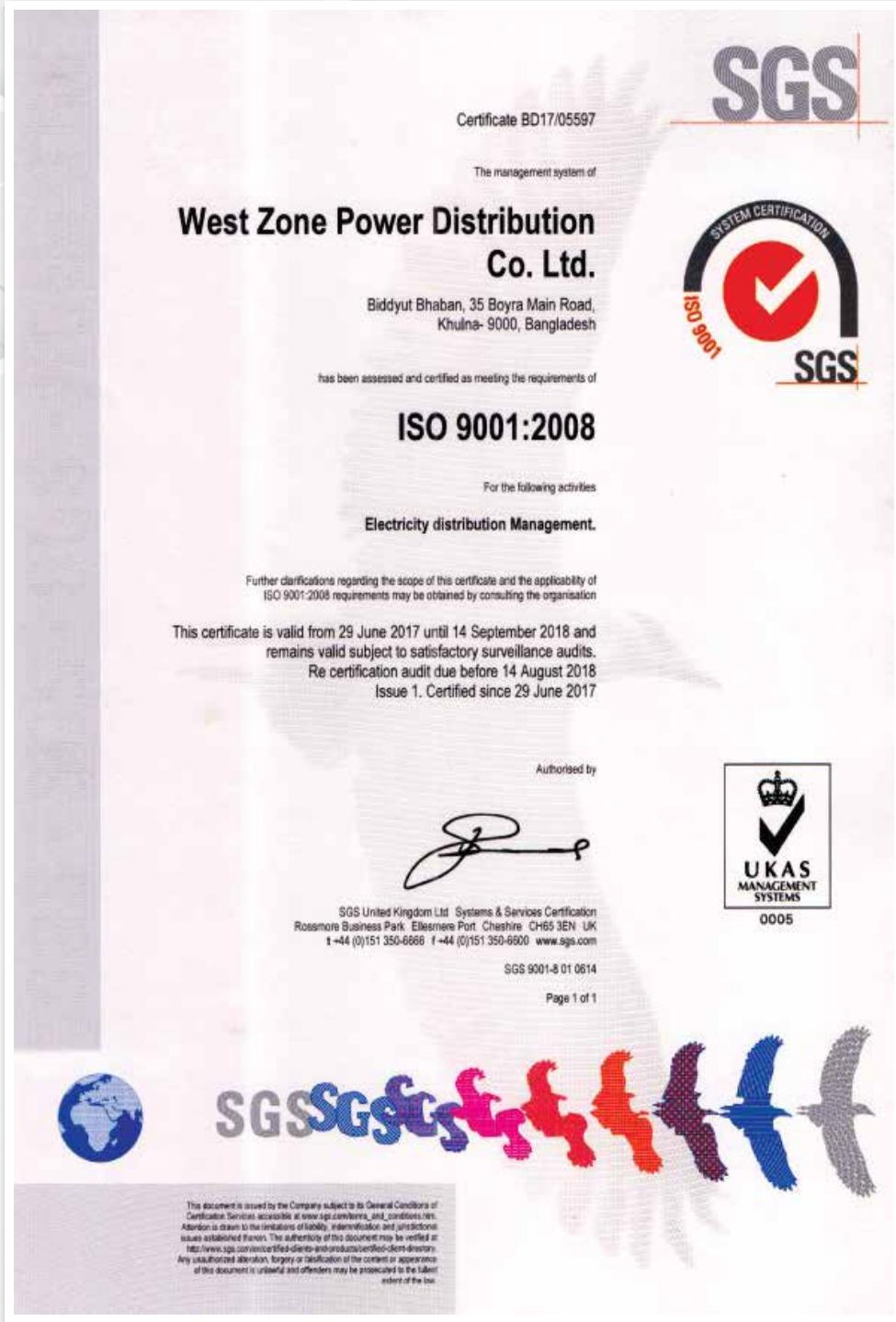
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ওজোপাড়িকো পরিবার
বিদ্যুৎ সেবায় আমরা আপনার পাশে



WZPDCL Family

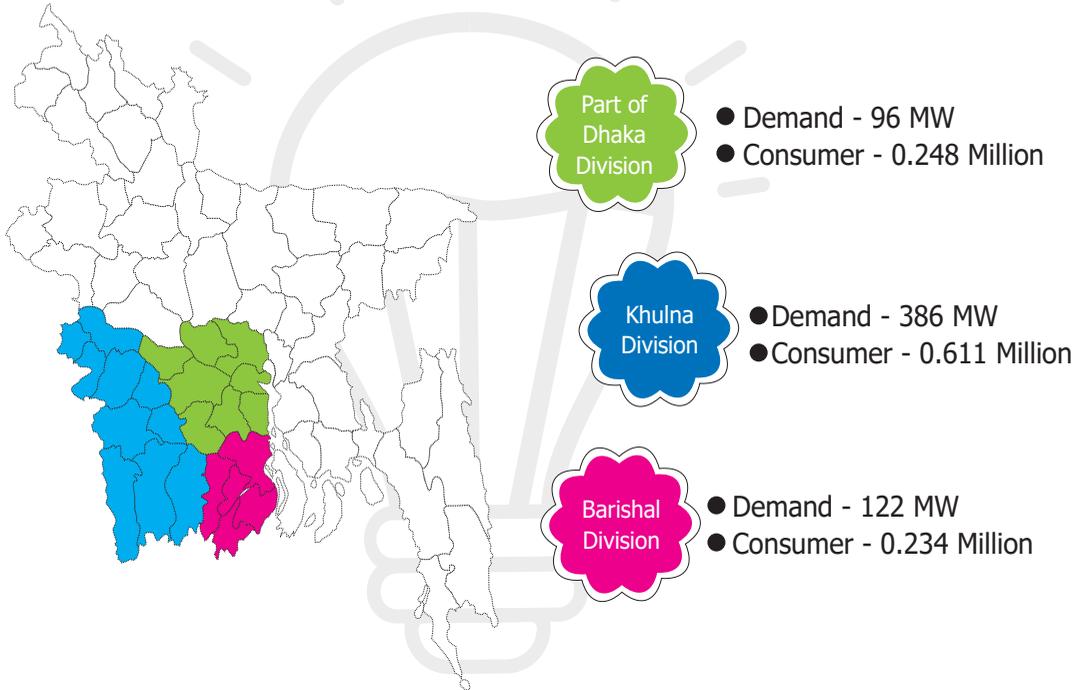


West Zone Power Distribution Company Limited
(An Enterprise of Bangladesh Power Development Board)



WZPDCL'S Distribution Area

Dhaka Division: District - 5 Upazilla - 5
Khulna Division: District - 10 Upazilla - 9
Barishal Division: District - 6 Upazilla - 6



Distribution Area:

Districts

Khulna Division:

1. Khulna, 2. Bagerhat, 3. Stakhira
4. Narail, 5. Jashore, 6. Jhenidah
7. Magura, 8. Kushtia, 9. Meherpur
10. Churadanga

Dhaka Division:

1. Faridpur, 2. Rajbari
3. Madaripur, 4. Shariatpur
5. Gopalganj

Barishal Division:

1. Barishal, 2. Jhalakhati
3. Patuakhali, 4. Barguna
5. Bhola, 6. Pirojpur

Upazillas

Khulna Division:

1. Fultala, 2. Mongla, 3. Kaligonj
2. Kotchandpur, 5. Maheshpur
6. Shaikupa, 7. Alamdanga
8. Bheramara, 9. Kumarkhali

Dhaka Division:

1. Pangsha, 2. Goalanda
2. Madhukhali, 4. Sadarpur
5. Bhanga

Barishal Division:

1. Bhandaria
2. Borhanuddin, 3. Nalcity
4. Kathalia, 5. Charfashion
6. Monpura

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CHAPTER 01

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

- 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 on demand by the year 2021.
- 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.

COMPANY 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.

Objectives

- ▶ 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.

Types of Training

- ▶ Training on Total Quality Management (TQM).
- ▶ Training on Operation & Maintenance of Power distribution related equipments & accessories.
- ▶ Training on Financial & Commercial Operation Management.
- ▶ Training on Accounts & Financial Management.
- ▶ Training on Computer (Hardware & Software, MS Word, MS Excel, MS 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 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), Energy Sector in Bangladesh.
- ▶ Integrity Strategy, Customer Care, Customer Service Excellence.
- ▶ Human Relation & Etiquette.
- ▶ Fire Fighting & Safety Procedure.
- ▶ Training on General courses.

Training Methods

- ▶ Lecture/Discussion.
- ▶ Demonstration.
- ▶ Virtual training through zoom/google meet.
- ▶ Audio Visual System.
- ▶ Practical Work/Fieldwork.
- ▶ Library Work.
- ▶ Reading procedure.
- ▶ Group Discussion.
- ▶ Individual Evaluation.
- ▶ Overall Course Evaluation/Multimedia Presentation.

Facility of Training

- ▶ 02 (Two) class rooms, 04 (four) Laboratory rooms, 01 (One) Computer Training Room.
- ▶ 01 (One) Conference Room.
- ▶ 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 (Cricket, Lawn Tennis, Badminton, Volleyball).
- ▶ 01 (One) GYM Room with 02 Treadmills, 02 exercise cycles, Dumbbell, 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.
- ▶ One Model Substation with simulation system will be installed in FY 2020-21

Trainer

Apart from experienced and skilled Engineers, management officers from WZPDCL, Experienced & highly qualified trainers from BPDB, PGCB and different guest lecturers are invited 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 tour is arranged to different important projects site & installations under WZPDCL and keeping resemblance with the subject matter of training. To make the visit more successful for that view visits are arranged to different sub-station, offices & historically 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 and Volleyball also recreate trainees. Having a gymnastic facility with 02 Treadmill, 02 Exercise cycle, Dumbbell, Power Twister, Hand Gripper, Weight Machine. A Swimming Pool facility will be provide in near future.



Carom



GYM

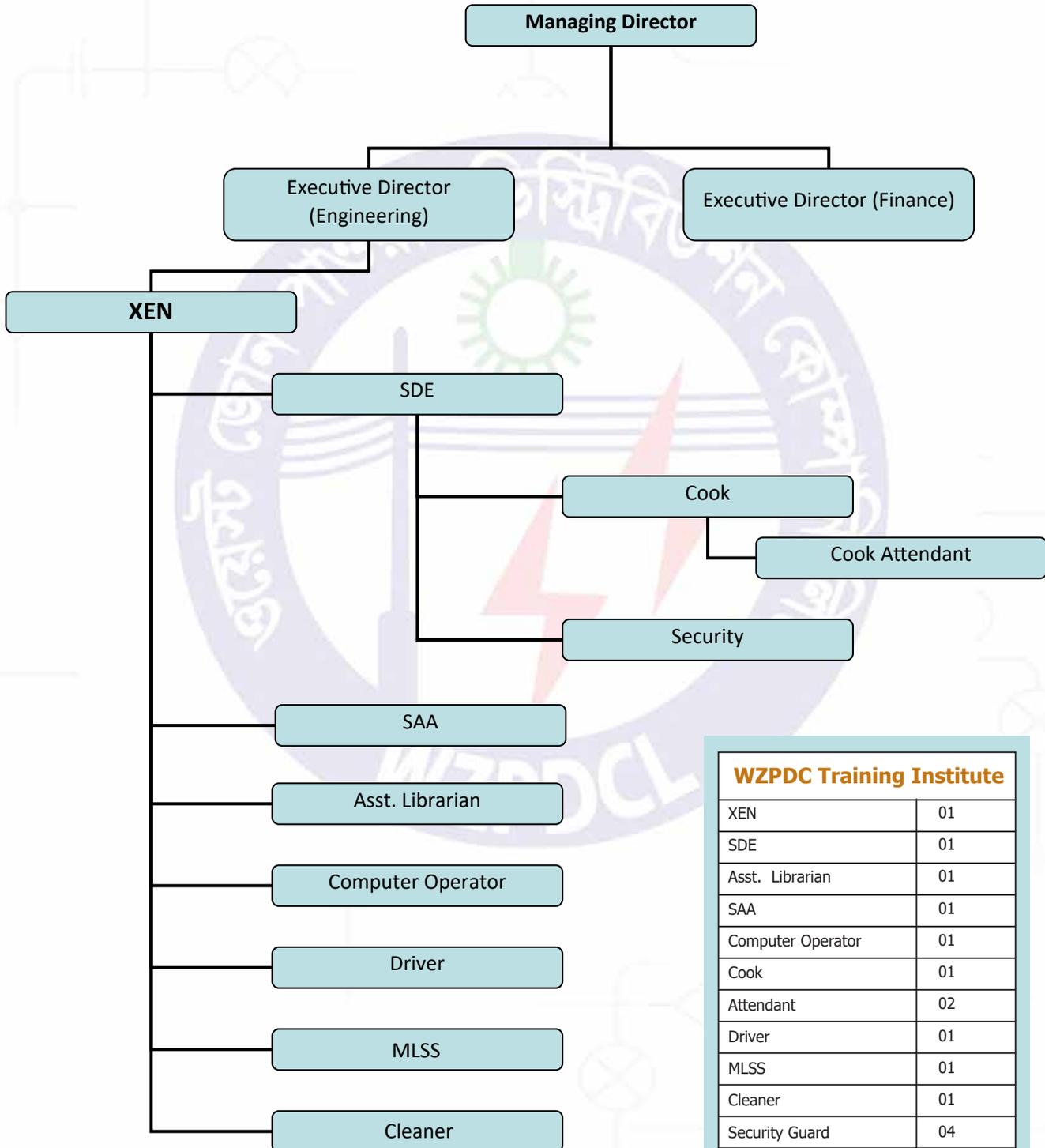


Playground



Table Tennis

Organogram of WZPDC Training Institute



| 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 |

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CHAPTER 02

TRAINING CALENDAR

WZPDC Training Institute, Khulna

Annual Training Program FY-2020-2021

| Course Contents | Trainee | Date (Duration) | No. of Course |
|---|---|-----------------------|---------------|
| Computer Courses | | | |
| MS Office & Windows Operating System, Internet, online meeting (Zoom, Google met, MS Team etc.), E-mail, Online Record Management (Google Drive). Basic Idea on Computer Hardware & Trouble Shooting & Maintenance. | SDE/DM/AE/AM/ SAE/JAM | 19/07/2020-23/07/2020 | 02 |
| | | 16/08/2020-20/08/2020 | |
| Basic Concept of Programming language, Software Framework and Server Operating System. | XEN/SDE/AE (ICT) | 04/10/2020-08/10/2020 | 01 |
| Auto CAD | SDE/AE/SAE | 25/04/2021-29/04/2021 | 01 |
| E-filing, Web Based Store Inventory Management System Software. | SE/DGM/XEN/ Manager/SDE/DM/ AE/AM/SAE/JAM | 27/09/2020-01/10/2020 | 01 |
| Electronic Government Procurement (e-GP). | XEN/SDE/AE | 20/09/2020-24/09/2020 | 02 |
| Corporate & Financial Management | | | |
| Accounts & Financial Management. Delegation of Financial Power. Auditing Settlement of Audit Objection. Basic Idea in TAX, CD-Vat, VAT and Financial Matter. | XEN/Manager/SDE/ DM/AE/AM | 20/12/2020-24/12/2020 | 01 |
| Project Management & Legal Procedure of Land acquisition. | SE/XEN/Manager/ SDE/DM/AE/AM | 18/10/2020-22/10/2020 | 01 |
| Tariff Rule, COP, Electricity Act, Case Filing & Reporting. | XEN/Manager/SDE/ DM/AE/AM/SAE | 06/09/2020-10/09/2020 | 01 |
| PPR-2008.Preparation of Tender Document (Local, International & EOI)/Contract Document. | XEN/Manager/SDE/ DM/AE/AM | 19/07/2020-23/07/2020 | 01 |
| Human Resource Development | | | |
| HRM & General Management. | XEN/Manager/SDE/AE | 23/08/2020-27/08/2020 | 01 |
| Office Administration, Record Keeping & Personnel Management. | XEN/Manager/ SDE/DM/AE/AM | 26/07/2020-28/07/2020 | 01 |
| Human Relation, Company Service Rules, Etiquette & Manner. | Staff | 04/04/2021-08/04/2021 | 02 |
| | | 15/11/2020-19/11/2020 | |
| Human Relation, Motivation, Manner, Ethics & Etiquette. | MLSS | 20/06/2021-24/06/2021 | 01 |
| Enhancement of Technical Expertise | | | |
| Operation & Maintenance of Substation, Substation Equipment, Power & Distribution Transformer. | Foreman/Lineman/ Helper | 01/11/2020-05/11/2020 | 02 |
| | | 14/02/2021-18/02/2021 | |

WZPDC Training Institute, Khulna

Annual Training Program FY-2020-2021

| Course Contents | Trainee | Date (Duration) | No. of Course |
|---|--------------------------|-----------------------|---------------|
| Enhancement of Technical Expertise | | | |
| Operation and Maintenance of Power & Distribution Transformer. | SAE | 27/12/2020-31/12/2020 | 01 |
| Testing, Commissioning, Maintenance & Troubleshooting of Substation. | XEN/SDE/AE | 07/12/2020-15/12/2020 | 02 |
| | | 09/02/2021-18/02/2021 | |
| | SAE | 22/03/2021-31/03/2021 | 01 |
| Energy Meter Installation, Connection, Testing & Loss Reduction Technique. | Foreman/Lineman | 21/03/2021-25/03/2021 | 02 |
| | | 06/06/2021-10/06/2021 | |
| 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 | 08/11/2020-12/11/2020 | 01 |
| | SAE | 07/02/2021-11/02/2021 | 02 |
| | | 18/04/2021-22/04/2021 | |
| Power Distribution System Protection & Switchgear | XEN/SDE | 23/05/2021-03/06/2021 | 01 |
| | AE | 04/01/2021-14/01/2021 | 01 |
| Smart Grid, Smart Prepayment Meter & GIS Mapping. | XEN/SDE/AE | 07/03/2021-11/03/2021 | 01 |
| General (Miscellaneous) | | | |
| Communicative English & Developing Effective Communication Skill. | SDE/DM/AE/AM | 22/11/2020-26/11/2020 | 02 |
| | | 17/01/2021-21/01/2021 | |
| Fire Fighting & Safety Procedure. | Technical Staff & SBA | 13/06/2021-17/06/2021 | 01 |
| Occupational Health, Safety Environment, First Aid & Security. | Staff | 24/01/2021-28/01/2021 | 01 |
| Orientation / Induction Course. | Newly Appointed Employee | | |

WZPDC Training Institute, Khulna

Month Wise Training Program FY-2020-2021

| Duration | Course Name | Trainees |
|-----------------------|---|--|
| July- 2020 | | |
| 19-23 | MS Office & Windows Operating System, Internet, online meeting (Zoom, Google met, MS Team etc.), E-mail, Online Record Management (Google Drive). Basic Idea on Computer Hardware & Trouble Shooting & Maintenance. | SDE/DM/AE/AM/ SAE/JAM |
| 26-28 | Office Administration, Record Keeping & Personnel Management. | XEN/Manager/SDE/ DM/AE/AM |
| August-2020 | | |
| 16-20 | MS Office & Windows Operating System, Internet, online meeting (Zoom, Google met, MS Team etc.), E-mail, Online Record Management (Google Drive). Basic Idea on Computer Hardware & Trouble Shooting & Maintenance. | SDE/DM/AE/AM/ SAE/JAM |
| 23-27 | HRM & General Management. | XEN/Manager SDE/DM/AE/AM |
| September-2020 | | |
| 6-10 | Tariff Rule, COP, Electricity Act, Case Filing & Reporting. | XEN/Manger/SDE/DM/ AE/AM/SAE |
| 20-24 | Electronic Government Procurement (e-GP). | XEN/SDE/AE |
| 27-01 | E-filing, Web Based Store Inventory Management System Software. | SE/DGM/XEN/ MANAGER/SDE/ DM/AE/AM/SAE/JAM |
| October-2020 | | |
| 4-8 | Basic Concept of Programming language, Software Framework and Server Operating System. | XEN/SDE/AE (ICT) |
| 11-15 | Electronic Government Procurement (e-GP). | XEN/SDE/AE |
| 18-22 | Project Management & Legal Procedure of Land acquisition. | SE/XEN/Manager/ SDE/DM/AE/AM |
| November-2020 | | |
| 1-5 | Operation & Maintenance of Substation, Substation Equipment, Power & Distribution Transformer. | Foreman/Lineman |
| 8-12 | 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 |
| 15-19 | Human Relation, Company Service Rules, Etiquette & Manner. | Staff |
| 22-26 | Communicative English & Developing Effective Communication Skill. | SE/DGM/XEN/ Manager/SDE/DM/ AE/AM |

WZPDC Training Institute, Khulna

Month Wise Training Program FY-2020-2021

| Duration | Course Name | Trainees |
|----------------------|---|--------------------------|
| December-2020 | | |
| 7-15 | Testing, Commissioning, Maintenance & Troubleshooting of Substation. | XEN/SDE/AE |
| 20-24 | Accounts & Financial Management. Delegation of Financial Power. Auditing Settlement of Audit Objection. Basic Idea in TAX, CD-Vat, VAT and Financial Matter. | XEN/Manager/SDE/DM/AE/AM |
| 27-31 | Operation and Maintenance of Power & Distribution Transformer. | SAE |
| January-2021 | | |
| 4-14 | Power Distribution System Protection & Switchgear. | AE |
| 17-21 | Communicative English & Developing Effective Communication Skill. | SE/DGM/XEN/DM/AE/AM |
| 24-28 | Occupational Health, Safety Environment, First Aid & Security. | Staff |
| February-2021 | | |
| 7-11 | Energy Meter Installation, Connection, Testing (HT, LTI, LT, 33 KV Import Meter, 11 KV Feeder Meter), Data Downloading procedure, Data Analysis and Net Metering. | SAE |
| 9-18 | Testing, Commissioning, Maintenance & Troubleshooting of Substation. | XEN/SDE/AE |
| 14-18 | Operation & Maintenance of Substation, Substation Equipment, Power & Distribution Transformer. | Foreman/Lineman |
| March-2021 | | |
| 7-11 | Smart Grid, Smart Prepayment Meter & GIS Mapping. | XEN/SDE/AE |
| 21-25 | Energy Meter Installation, Connection, Testing & Loss Reduction Technique. | Foreman/Lineman |
| 22-31 | Testing, Commissioning, Maintenance & Troubleshooting of Substation. | SAE |
| April-2021 | | |
| 4-8 | Human Relation, Company Service Rules, Etiquette & Manner. | Staff |
| 18-22 | Energy Meter Installation, Connection, Testing (HT, LTI, LT, 33 KV Import Meter, 11 KV Feeder Meter), Data Downloading procedure, Data Analysis and Net Metering. | SAE |
| 25-29 | Auto CAD | SDE |
| May-2021 | | |
| 23-03 | Power Distribution System Protection & Switchgear. | XEN/SDE |
| June-2021 | | |
| 6-10 | Energy Meter Installation, Connection, Testing & Loss Reduction Technique. | Foreman/Lineman |
| 13-17 | Fire Fighting & Safety Procedure. | Technical Staff & SBA |
| 20-24 | Human Relation, Motivation, Manner, Ethics & Etiquette. | MLSS |

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CHAPTER 03

COURSE CONTENT

MS OFFICE & WINDOWS OPERATING SYSTEM, INTERNET, ONLINE MEETING (ZOOM, GOOGLE MEET, MS TEAM), E-MAIL, ONLINE RECORD MANAGEMENT (GOOGLE DRIVE). BASIC IDEA ON COMPUTER HARDWARE & TROUBLE SHOOTING & MAINTENANCE.

| | |
|-----------------------|--|
| Name of the Course | : MS Office & Windows Operating System, Internet, Online Meeting (Zoom, Google Meet, Ms Team), E-Mail, Online Record Management (Google Drive). Basic Idea on Computer Hard ware & Trouble Shooting & Maintenance. |
| Name of the Venue | : WZPDC Training Institute, Khulna. |
| Trainees | : SDE/DM/AE/AM/SAE/JAM |
| Duration | : 19/07/2020-23/07/2020 16/08/2020-20/08/2020 |
| 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. Give the Idea about Windows Operating System. Learn Internet Browsing; online meeting through Zoom, Google meet, MS Team etc. Create email account, sent message, Read Message Print Received Message using email, Online Record Management through Google Drive. To train 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 & way of Maintenance.
- ▶ Installing operating system. Installing devices drivers. Installing application software.
- ▶ Introduction to Operating & Application software.
- ▶ 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 Bengal Typing
- ▶ Print Pre-view, Print.
- ▶ Introduction to Internet Browsing.
- ▶ Online meeting using Zoom, Google meet, MS Team etc.
- ▶ Sending a Mail, Opening a received mail & Print Them.
- ▶ Online Record Management using Google Drive.
- ▶ Create mail account, using mail, writing mail, sending mail, read mail.

Training Procedure:

Virtual training through zoom app

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 / Multimedia Presentation



Managing Director, WZPDCL is Taking Class at WZPDC Training Institute, Khulna.

BASIC CONCEPT OF PROGRAMMING LANGUAGE, SOFTWARE FRAMEWORK AND SERVER OPERATING SYSTEM

| | |
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| Name of the Course | : Basic Concept of Programming language, Software Framework and Server Operating System. |
| Name of the Venue | : WZPDC Training Institute, Khulna. |
| Trainees | : XEN/SDE/AE (ICT) |
| Duration | : 04/10/2020-08/10/2020 |
| Number of Participant | : 05/10/15/20 |

Objectives:

Learn about Object Oriented Programming (OOP) languages. To train up the participants on Software Framework & configuration of Server Operating System. Ensuring Server Security and Cyber Security of system.

Course Contents:

- ▶▶ Basic concept of Object-Oriented Programming (OOP) language.
- ▶▶ Basic concept of C#, PHP, JAVA & Python programming languages.
- ▶▶ Installation and familiar with C# dot NET MVC Framework, PHP Larval Framework, PHP Code Igniter Framework, PythonDjango Framework & Java Spring Framework.
- ▶▶ Learn about Software Security and Software Testing.
- ▶▶ Configuration and Management of Windows Server Operating System and Linux (Ubuntu) Server Operating System.
- ▶▶ Ensuring Server Security and Cyber Security of system.
- ▶▶ During the training, trainees will be given a real-life project work.

Training Procedure:

Virtual training through zoom app
Theoretical lecture & Discussion in the class
Multimedia presentation
Group discussion

Trainer Evaluation: By Trainee

Trainee Evaluation: Practical/Multimedia Presentation

AUTO CAD

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|-----------------------|-------------------------------------|
| Name of the Course | : Auto CAD |
| Name of the Venue | : WZPDC Training Institute, Khulna. |
| Trainees | : SDE/AE/SAE |
| Duration | : 25/04/2021-29/04/2021 |
| 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.
- ▶▶ Civil work estimating procedure.

Training Procedure:

Virtual training through zoom app
Theoretical lecture (About Auto CAD Tool Bar & Tools)
Practical Drawing Practice with Auto CAD Software.
Multimedia presentation

Trainer Evaluation: By Trainee

Trainee Evaluation: Practical with Multimedia Presentation.

E-FILING (NOTHI SYSTEM), WEB BASED STORE INVENTORY MANAGEMENT SYSTEM SOFTWARE.

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|-----------------------|--|
| Name of the Course | : E-filing (Nothi System), Web Based Store Inventory Management System Software. |
| Name of the Venue | : WZPDC Training Institute, Khulna. |
| Trainees | : SE/DGM/XEN/Manager/SDE/DM/AE/AM/SAE/JAM |
| Duration | : 27/09/2020-01/10/2020 |
| 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) & Operation and Application of WZPDCL Web-based Store Management Software System.

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 Achieve
- ▶ Give Decision to Nothi, Create Nothi Section, Set Flag, Set Attachment, Nothi Archieve, Nothi Register etc
- ▶ Draft Letter preparation, different type of letter (Government/Autonomous), Letter circulation (System/Out of System/SMS), Letter circulation group

Web Based Store Inventory Management System Software:

- ▶ Menu Introduction, User management system, Profile Management.
- ▶ Code Introduction, New Product Entry, Opening Stock Entry.
- ▶ R&I, Product Purchase.
- ▶ Preliminary Receive, Post Delivery Received, Final Receive, Stock Entry.
- ▶ Stock Transfer, Requisition Request, Requisition Recommend, Requisition Approve.
- ▶ Stock Transfer SE approves, Stock Transfer Approve, Stock Transfer Issue, Stock Transfer Receive and Stock Entry.
- ▶ Loan Menu Introduction, Loan Request, Loan Recommend, Loan Approve.
- ▶ Gate Pass, Requisition Gate Pass, Loan Gate Pass, Stock Transfer Gate Pass.
- ▶ Material Return & Adjustment, Supplier Return, Material return slip.
- ▶ Inventory of stores, updating of stores, verification of stores, necessity of stores, procedure of keeping materials in stores and process of incoming and outgoing of materials.

Training Procedure:

- Virtual training through zoom app
- Theoretical lecture & Discussion on Software User Manual
- Practical Practice in the Computer Lab
- Multimedia presentation

Trainer Evaluation: By Trainee

Trainee Evaluation: Practical/Multimedia Presentation.

ELECTRONIC GOVERNMENT PROCUREMENT (e-GP).

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|-----------------------|--|
| Name of the Course | : Electronic Government Procurement (e-GP). |
| Name of the Venue | : WZPDC Training Institute, Khulna. |
| Trainees | : XEN/SDE/AE |
| Duration | : 20/09/2020-24/09/2020 11/10/2020-15/10/2020 |
| 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 (XML) 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 Doc Preparation.
- ▶▶ APP, TOC, TSC, TEC, Tender Evaluation, Approval Procedures and Contract Signing.
- ▶▶ Publication Workflow & of 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.

Training Procedure:

Virtual training through zoom app

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.

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|-----------------------|---|
| 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 | : WZPDCL Training Institute, Khulna. |
| Trainees | : XEN/Manager/SDE/DM/AE/AM |
| Duration | : 20/12/2020-24/12/2020 |
| 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.
- ▶▶ Discussion on Integrity and Anti-corruption.
- ▶▶ TAX Calculation.
- ▶▶ CD-Vat & VAT Calculation.

Training Procedure:

Virtual training through zoom app
Theoretical lecture & Discussion in the class
Multimedia presentation

Trainer Evaluation: By Trainee

Trainee Evaluation: Written / Multimedia Presentation

PROJECT MANAGEMENT & LEGAL PROCEDURE OF LAND ACQUISITION.

| | |
|-----------------------|---|
| Name of the Course | : Project Management & Legal Procedure of Land acquisition. |
| Name of the Venue | : WZPDC Training Institute, Khulna. |
| Trainees | : SE/XEN/Manager/SDE/DM/AE/AM |
| Duration | : 18/10/2020-22/10/2020 |
| Number of Participant | : 15/20/25 |

Objectives:

This course will enable the participants to acquire the knowledge about project management & Legal Procedure of Land acquisition.

Course Contents:

- ▶▶ Concept of effective Project Management.
- ▶▶ Developing Project Feasibility Studies and Proposals.
- ▶▶ Project Scope, Time, Resource & financial analysis and Delegations
- ▶▶ Planning and Project Cycle.
- ▶▶ Environmental impacts assessment
- ▶▶ Project Quality & Risk Management
- ▶▶ Pre work Management.
- ▶▶ Project Procurement Management.
- ▶▶ Tendering Procedure.
- ▶▶ Project Monitoring, Evaluation & Control.
- ▶▶ Project completion report.
- ▶▶ Legal Procedure of Land acquisition.
- ▶▶ Bangladesh Public Procurement Act. 2006
- ▶▶ Project Communication.
- ▶▶ Project Closing.
- ▶▶ Exercises & Case Study.
- ▶▶ Discussion on Integrity and Anti-corruption.

Training Procedure:

Virtual training through zoom app
Theoretical lecture & Discussion in the class
Multimedia presentation
Group discussion

Trainer Evaluation: By Trainee

Trainee Evaluation: Written / Multimedia presentation

TARIFF RULE, COP, ELECTRICITY ACT, CASE FILING & REPORTING.

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|-----------------------|---|
| Name of the Course | : Tariff Rule, COP, Electricity Act, Case Filing & Reporting. |
| Name of the Venue | : WZPDC Training Institute, Khulna. |
| Trainees | : XEN/Manager/SDE/DM/AE/AM |
| Duration | : 06/09/2020-10/09/2020 |
| Number of Participant | : 15/20/25 |

Objectives:

- ▶▶ To familiarize with Tariff Rule.
- ▶▶ To familiarize with COP.
- ▶▶ To familiarize with Electricity Act.
- ▶▶ Handling a case, protecting WZPDCL's right etc.

Course Contents:

- ▶▶ Introduction to Tariff and Commercial Operation Procedure (COP).
- ▶▶ Classification of Consumer.
- ▶▶ Discussion on Annual Performance Agreement (APA), SAIDI, SAIFI
- ▶▶ Billing Rules, System.
- ▶▶ Detail Discussion on COP 1-4.
- ▶▶ Discussion on structure of judicial system.
- ▶▶ Classification of criminal courts.
- ▶▶ Procedure of submission a case.
- ▶▶ Electricity Act 2018, rule no 7.
- ▶▶ Procedure of making prosecution report as per Electricity act.
- ▶▶ Submission of report to the court, issuance of notice to the accused.
- ▶▶ Processing of issuance of summon, warrant and P & A.
- ▶▶ Framing a charge against a accused.
- ▶▶ Procedure of taking evidence and cross the prosecution.
- ▶▶ Sending the accused to the Hajat.
- ▶▶ Recovery of fine.
- ▶▶ Procedure of conduct of the mobile Court etc.
- ▶▶ Discussion on Integrity and Anti-corruption.

Training Procedure:

Virtual training through zoom app
Theoretical lecture & Discussion in the class
Multimedia presentation

Trainer Evaluation: By Trainee

Trainee Evaluation: Written / Multimedia presentation

PPR-2008.PREPARATION OF TENDER DOCUMENT (LOCAL, INTERNATIONAL & EOI)/CONTRACT DOCUMENT.

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|-----------------------|---|
| Name of the Course | : PPR-2008.Preparation of Tender Document (Local, International & EOI)/Contract Document. |
| Name of the Venue | : WZPDC Training Institute, Khulna. |
| Trainees | : XEN/Manager/SDE/DM/AE/AM |
| Duration | : 19/07/2020-23/07/2020 |
| Number of Participant | : 15/20/25 |

Objectives:

- ▶▶ To study the problems of implementing PPR-2008.
- ▶▶ To familiarize with the regulations of DPP. Way/Process of Preparation of DPP.
- ▶▶ To acquaint with Procurement & Approval Procedure.
- ▶▶ Disseminate knowledge about necessary Approval needed under Delegation of Financial Power.
- ▶▶ To know about Tender Document.

Course Contents:

- ▶▶ Discussion on DPP.
- ▶▶ DPP Preparation of WZPDCL.
- ▶▶ Discussion on Regulations & Implementation procedures of PPR-2008
- ▶▶ Public Procurement processing & Approval procedures.
- ▶▶ Brief Discussion on goods, work & service documents.
- ▶▶ Problems encountered in practical application of PPR-2008.
- ▶▶ General Instructions in the application of Delegation of Financial Power.
- ▶▶ Discussion on Application of Delegation of Financial Power in the light of PPR-2008.
- ▶▶ Discussion on Administrative, Technical approval of works, APP, RTM, RFQ, DPM Amendment of contracts etc.
- ▶▶ Discussion on important Schedules & Approval procedure as per DEP.
- ▶▶ Discussion on formation of TEC, TOC and approval procedure.
- ▶▶ Specified forms, documents needed to be attached with the schedule for selling as per PPR-2008.
- ▶▶ Discussion on Integrity and Anti-corruption.

Training Procedure:

Virtual training through zoom app
Theoretical lecture & Discussion in the class
Multimedia presentation
Group discussion

Trainer Evaluation: By Trainee

Trainee Evaluation: Written / Multimedia Presentation

HRM & General Management

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|-----------------------|-------------------------------------|
| Name of the Course | : HRM & General Management |
| Name of the Venue | : WZPDC Training Institute, Khulna. |
| Trainees | : SE/PD/DGM/XEN/Manager/SDE/AE |
| Duration | : 23/08/2020-27/08/2020 |
| Number of Participant | : 15/20/25 |

Course Contents:

- ▶ Secretarial Instructions, Delegation of Administrative and Financial Power.
- ▶ File Management, Digital Filing and Issue Letter, Note Writing, Report and letter writing and practice.
- ▶ Conducting meeting and Minutes Drafting, office inspection and writing inspection report.
- ▶ Inquiry and discipline, Departmental proceeding, Appeal and review.
- ▶ Annual performance agreement (APA), SAIDI, SAIFI
- ▶ Labor law and CBA Issues.
- ▶ ERP (Enterprise Resource Planning)
- ▶ NIS (National Integrity Strategy)
- ▶ E-Filing.
- ▶ SDGs and Contemporary global issues.
- ▶ ICT and E-Governance.
- ▶ Improving Language skill and communication techniques.
- ▶ Environment and Disaster Management.
- ▶ Procurement Management.
- ▶ Effective Performance Management System.
- ▶ Motivation, Concept of Leadership and change Management.

Training Procedure:

Virtual training through zoom app
Theoretical lecture & Discussion in the class
Practical Demonstration

Trainer Evaluation: By Trainee

Trainee Evaluation: Written / Multimedia Presentation

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 | : XEN/Manager/SDE/DM/AE/AM |
| Duration | : 26/07/2020-28/07/2020 |
| 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. Conducting meeting, writing working paper and writing Minutes, Office inspecting report 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 equipment.
- ▶ Manners and Etiquette including Dining and table Manners.
- ▶ Conflict Management and other Management issues.
- ▶ Leave Rules.

Training Procedure:

Virtual training through zoom app
Theoretical lecture & Discussion in the class
Practical Demonstration
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 | : Staff |
| Duration | : 15/11/2020-19/11/2020 04/04/2021-08/04/2021 |
| Number of Participant | : 15/20/25 |

Objectives:

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

Course Contents:

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

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 | : 20/06/2021-24/06/2021 |
| Number of Participant | : 15/20/25 |

Objectives:

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

Training Procedure:

Theoretical lecture & Discussion in the class
Practical Demonstration
Multimedia presentation

Trainer Evaluation: By Trainee

Trainee Evaluation: Written

OPERATION & MAINTENANCE OF SUB STATION, SUB STATION EQUIPMENTS, POWER & DISTRIBUTION TRANSFORMER.

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|-----------------------|--|
| Name of the Course | : Operation & Maintenance of Sub-station, Sub Station Equipment, Power & Distribution Transformer. |
| Name of the Venue | : WZPDC Training Institute, Khulna. |
| Trainees | : Foreman/Lineman/Helper |
| Duration | : 01/11/2020-05/11/2020 14/02/2021-18/02/2021 |
| Number of Participant | : 15/20/25 |

Objectives:

To deliver knowledge & make them skilled on Operation, and Maintenance of Distribution Substation, Sub-Station Equipment, 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 on Off Load & On Load tap changer of power transformer.
- ▶▶ Effect of temperature on transformer operation.
- ▶▶ Routine maintenance of transformers.
- ▶▶ **CT & PT:** Types & classification, construction, Testing.
- ▶▶ **Lightening 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.

Training Procedure:

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

Trainer Evaluation: By Trainee

Trainee Evaluation: Written

OPERATION & MAINTENANCE OF POWER & DISTRIBUTION TRANSFORMER

| | |
|-----------------------|--|
| Name of the Course | : Operation & Maintenance of Power & Distribution Transformer. |
| Name of the Venue | : WZPDC Training Institute, Khulna. |
| Trainees | : SAE |
| Duration | : 27/12/2020-31/12/2020 (SAE) |
| Number of Participant | : 15/20/25 |

Objectives:

This course features the theory, operation, and maintenance associated with power & Distribution transformers and Loss reduction technique of Distribution system. Topics included are transformer theory, oil testing, electrical testing, receipt inspections and testing, load tap changers, and preventive maintenance. A very "hands-on" approach is used to teach the concepts. Understanding is then reinforced with real world examples. Interaction is encouraged between participants and the presenters, to underpin the learning objectives.

Course Contents:

- ▶▶ Types & Working Principle of transformer.
- ▶▶ Discussion on different type of core & winding Transformer and principle demonstration.
- ▶▶ Distribution Transformer:
 - ▶▶ Installation & Maintenance of Distribution Transformer
 - ▶▶ Preparation of Transformer maintenance format.
 - ▶▶ Earthing of Transformer & load balancing
 - ▶▶ Root Cause Analysis of Transformer Failure
 - ▶▶ Protection Arrangement of Distribution Transformer
 - ▶▶ Preventive, Predictive and Condition Based Maintenance Procedures of Distribution Transformer
 - ▶▶ Site Testing of Distribution Transformer. (Practical).
 - ▶▶ Transformer Oil Maintenance System
 - ▶▶ Visit to Transformer manufacturing / repair works.
- ▶▶ Power Transformer:
 - ▶▶ Basic transformer theory, Transformer construction Installation
 - ▶▶ Preparation of Transformer maintenance format.
 - ▶▶ Earthing of Transformer
 - ▶▶ Protection Arrangement of Power Transformer
 - ▶▶ Preventive, Predictive and Condition Based Maintenance Procedures of Power Transformer
 - ▶▶ OLTC operation procedure & maintenance.
 - ▶▶ Site Testing of Power Transformer (Practical)
 - ▶▶ Transformer Oil Sample collection, testing & maintenance procedure (Practical).
 - ▶▶ Replacing transformer oil after reconditioning of aged old transformer oil with the help of vacuum air purifier/new oil.
 - ▶▶ Definition of Technical and Non-Technical Loss.
 - ▶▶ Causes of Technical Loss in Transmission, Substation & Distribution line with Counter measures for loss reduction
 - ▶▶ Causes of Non-Technical Loss & Counter measures for loss reduction
 - ▶▶ Identify the major area where loss optimization would be more efficient

Training Procedure:

Theoretical lecture & Discussion in the class
Practical Demonstration
Multimedia presentation

Trainer Evaluation: By Trainee

Trainee Evaluation: Written / Practical / Multimedia Presentation.



Executive Engineer, WZPDC Training Institute with Newly Appointed Assistant Engineers at Gopalganj Substation.

TESTING, COMMISSIONING, MAINTENANCE & TROUBLESHOOTING OF SUBSTATION

| | |
|-----------------------|--|
| Name of the Course | : Testing, Commissioning, Maintenance & Trouble shooting of Substation. |
| Name of the Venue | : WZPDC Training Institute, Khulna. |
| Trainees | : XEN/SDE/AE/SAE |
| Duration | : 7/12/2020-15/12/2020 (XEN/SDE/AE) 09/02/2021-18/02/2021 (XEN/SDE/AE) 22/03/2021-31/03/2021 (SAE) |
| Number of Participant | : 15/20/25 |

Objectives:

Our training programs aims to offer increased know-how of 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 is 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 & trouble shooting
- ▶▶ **Circuit Breakers: Basic Concept, classification,** Construction & operation mechanism, Name plate parameter identification, Control schematics, Installation, testing practices, Maintenance & trouble shooting (practical),
- ▶▶ **Instrument Transformers:** Basic Concept, classification, Construction, Name plate parameter identification, Selection, Installation, Testing practices, Maintenance & trouble shooting.
- ▶▶ **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 trouble shooting.
- ▶▶ **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**
- ▶▶ MV 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.

Training Procedure:

Virtual training through zoom app
Theoretical lecture & Discussion in the class
Practical Demonstration
Multimedia presentation
Group discussion

Trainer Evaluation: By Trainee

Trainee Evaluation: Written / Practical / Multimedia Presentation.

“ওজোপাডিকো এর অঙ্গিকার, থাকবেনা আর অঙ্ককার”

ENERGY METER INSTALLATION, CONNECTION, TESTING & LOSS REDUCTION TECHNIQUE

| | |
|-----------------------|---|
| Name of the Course | : Energy Meter Installation, Connection, Testing & Loss Reduction Technique |
| Name of the Venue | : WZPDC Training Institute, Khulna. |
| Trainees | : Foreman/Lineman |
| Duration | : 21/03/2021-25/03/2021 06/06/2021-10/06/2021 |
| 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 is 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 Phasors, Capacitive & Inductive Loads Real, Reactive & Apparent Power (Watts, VAR, 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

Training Procedure:

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

Trainer Evaluation: By Trainee

Trainee Evaluation: Written / Practical

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/SAE |
| Duration | : 08/11/2020-12/11/2020 (XEN/SDE/AE) 07/02/2021-11/02/2021 (SAE) 18/04/2021-22/04/2021 (SAE) |
| Number of Participant | : 15/20/25 |

Objectives:

To deliver knowledge & 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 is 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 Phasors, Capacitive & Inductive Loads Real, Reactive & Apparent Power (Watts, VAR, 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 DRTS 64 Testing bench. Data Downloading Procedure from Meter by Software and Downloaded Data Analysis.
- ▶ Net Metering, Different types of Net metering Connection, Application Eligibility, Consumer Classification & Load, Billing system for Net Metering, Application Procedure, Tariff Structure, Necessary Equipment for net metering with Protection, Net Metering System Checklist. Settlement Period. Definition of Roof and STC.

Training Procedure:

Virtual training through zoom app
Theoretical lecture & Discussion in the class
Practical Demonstration
Multimedia presentation
Group discussion

Trainer Evaluation: By Trainee

Trainee Evaluation: Written / Practical / 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 | : XEN/SDE/AE |
| Duration | : 04/01/2021-14/01/2021 (AE) 23/05/2021-03/06/2021 (XEN/SDE) |
| 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 is 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 equipment 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.
- ▶▶ MV 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. 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, Lightening 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

Training Procedure:

Virtual training through zoom app

Theoretical lecture & Discussion in the class

Practical Demonstration

Multimedia presentation

Group discussion

Trainer Evaluation: By Trainee

Trainee Evaluation: Written / Practical / Multimedia Presentation

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

| | |
|-----------------------|--|
| Name of the Course | : Smart Grid, Smart Meter & GIS Mapping. |
| Name of the Venue | : WZPDC Training Institute, Khulna. |
| Trainees | : XEN/SDE/AE |
| Duration | : 07/03/2021-11/03/2021 |
| 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 Over-head 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 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).

Training Procedure:

Virtual training through zoom app
Theoretical lecture & Discussion in the class
Practical Demonstration
Multimedia presentation
Group discussion

Trainer Evaluation: By Trainee

Trainee Evaluation: Written / Practical / Multimedia Presentation

COMMUNICATIVE ENGLISH & DEVELOPING EFFECTIVE COMMUNICATION SKILL.

| | |
|------------------------|---|
| Name of the Course | : Communicative English & Developing Effective Communication Skill. |
| Name of the Venue | : WZPDC Training Institute, Khulna. |
| Trainees | : SDE/DM/AE/AM |
| Duration | : 22/11/2020-26/11/2020 17/01/2021-21/01/2021 |
| Number of Participant: | 15/20/25 |

Objectives:

This Course is intended to provide knowledge on the concept & process of communication, develop skills to demonstrate presentation skills by using various communication media, generate listening, writing and speaking ability to communicate effectively, identify the communication problems and gateways to overcome those barriers.

Course Contents:

- ▶▶ Communication: Concept, Process & Importance.
- ▶▶ Interpersonal communication
- ▶▶ Effective writing communication in English
- ▶▶ Guidelines and rules of effective speaking & behavior.
- ▶▶ Basic principles of effective listening
- ▶▶ Communication barrier of Communication & Gateways to overcome the barriers of communication.
- ▶▶ Effective presentation of individual.

Training Procedure:

Virtual training through zoom app
Theoretical lecture & Discussion in the class
Multimedia presentation
Group discussion

Trainer Evaluation: By Trainee

Trainee Evaluation: Practical / Multimedia Presentation

FIRE FIGHTING & SAFETY PROCEDURE

Name of the Course : Fire Fighting & Safety Procedure
Name of the Venue : WZPDC Training Institute, Khulna.
Trainees : Technical Staff & SBA
Duration : 13/06/2021-17/06/2021
Number of Participant: 15/20/25

Objectives:

1. To Familiarize fire, accident and hazard.
2. To Develop skill of initial warning firefighting.
3. To act rapidly to the fire and hazard.

Course Contents:

- ▶▶ Discussion about fire and its classification.
- ▶▶ Discussion about source of fire.
- ▶▶ Discussion about classification of Hazardous, storage guideline.
- ▶▶ Discussion on different type of firefighting equipment and practical demonstration.
- ▶▶ Brief idea of First aid.
- ▶▶ Brief idea of CO₂ gas firefighting and safe use.
- ▶▶ Brief idea of Flame detector, smoke detector, alarm and resetting technique.
- ▶▶ Description on accident reporting.
- ▶▶ Discussion on Integrity and Anti-corruption.

Training Procedure:

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

Trainer Evaluation: By Trainee

Trainee Evaluation: Written / Practical

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 : XEN/SDE/AE/SAE/Staff
Duration : 24/01/2021-28/01/2021 (Staff)
Number of Participant: 15/20/25

Objectives:

1. To familiarize with Plants Health hazard.
2. To familiarize with safety Practice and regulation.
3. To Action to be taken in case of emergency.
4. To familiarize with regulation and definition of material storage.
5. 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.
- ▶▶ Firefighting, 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 firefighting, fire sensor, flame and smoke detector in the firefighting system.
- ▶▶ Discussion on writing a report regarding health injuries.

Training Procedure:

Virtual training through zoom app
Theoretical lecture & Discussion in the class
Practical Demonstration
Multimedia presentation
Group discussion

Trainer Evaluation: By Trainee

Trainee Evaluation: Written / Practical / Multimedia Presentation

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 Equipment, Power & Distribution Transformer.
- ▶▶ To know about energy meter 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 Equipment such as CT & PT: Types & classification, construction, Testing, Maintenance Procedure.
- ▶▶ **Circuit Breaker & Isolators:** Types & classifications.
- ▶▶ Operation/principle/maintenance/Difference between circuit breaker & isolator.
- ▶▶ **Lightening 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.
- ▶▶ Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh.
- ▶▶ Capacity Building for Power Distribution Employees.
- ▶▶ 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

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 Recourse Management & Planning.
- ▶▶ **Customer Service:** Dealings with the consumer/Public relation.
- ▶▶ Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh.
- ▶▶ Capacity Building for Power Distribution Employees.
- ▶▶ 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 | : Each Batch two Month (360 Hours) |
| 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 months (360 Hours). 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.
- ▶▶ Circuit Breaker.
- ▶▶ Energy Meter.
- ▶▶ Basic Idea on Refrigeration, Elevator, Lift.
- ▶▶ Single Phase, Three Phase Motor Connection.
- ▶▶ Fire Fighting & Safety Procedure.

Training Procedure:

Theoretical lecture & Discussion in the class
Practical Demonstration in lab
Practical assignment in the class

Trainees Evaluation: Schedule wise written & practical exam

5 Years Planning of Consumer Electrician Trade Course During "Mujib Year"

| FY | July. | Aug. | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | March | April | May | June |
|-----------|-------|---------------------------|---------------------------|------|---------------------------|---------------------------|------|---------------------------|-------|-------|---------------------------|------|
| 2019-2020 | | | 05.09.2019- 05.11.2019 | | | 20.11.2019- 20.01.2020 | | 25.01.2020- 25.03.2020 | | | 05.04.2020- 05.06.2020 | |
| 2020-2021 | | 15.07.2020- 15.09.2020 | | | 15.10.2020- 15.12.2020 | | | 20.01.2021- 20.03.2021 | | | | |

Rest of 4 Years

| FY | July. | Aug. | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | March | April | May | June |
|-----------|---------------------------|------|---------------------------|---------------------------|------|---------------------------|---------------------------|---------------------------|---------------------------|-------|---------------------------|---------------------------|
| 2021-2022 | 05.07.2021- 05.09.2021 | | 15.09.2021- 15.11.2021 | | | 25.11.2021- 25.01.2022 | | 03.02.2022- 03.04.2022 | | | 16.04.2022- 20.06.2022 | |
| 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 |

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CHAPTER 04

- **OVERVIEW OF WZPDC TRAINING INSTITUTE**
- **INTERNAL RESOURCE PERSON**
- **EXTERNAL RESOURCE PERSON**

Targeted Training Programs of WZPDCL During 2020-2021

Total Employee of WZPDCL = 1786 nos.

Targeted training man hour 70 per employee

Required Total training (man hour) = 1786 X 70 = 1,25,020

In house training = 1786 X 11=19,646 Man hour

On the job training = 1786 X 59=1,05,374 Man hour

Total man hour = In house + O J T = 1,25,020 Man hour (Target)

Total Employee of WZPDCL Last Year (2019-20) = 1877 nos

Targeted Man Hours, Last Year (2019-20) = 1,31,390

Targeted Training per employee 70 hour

Achieved Training per employee 70.85 hour

Achived Man Hours = 1,33,001

Achivement in % = 101.22

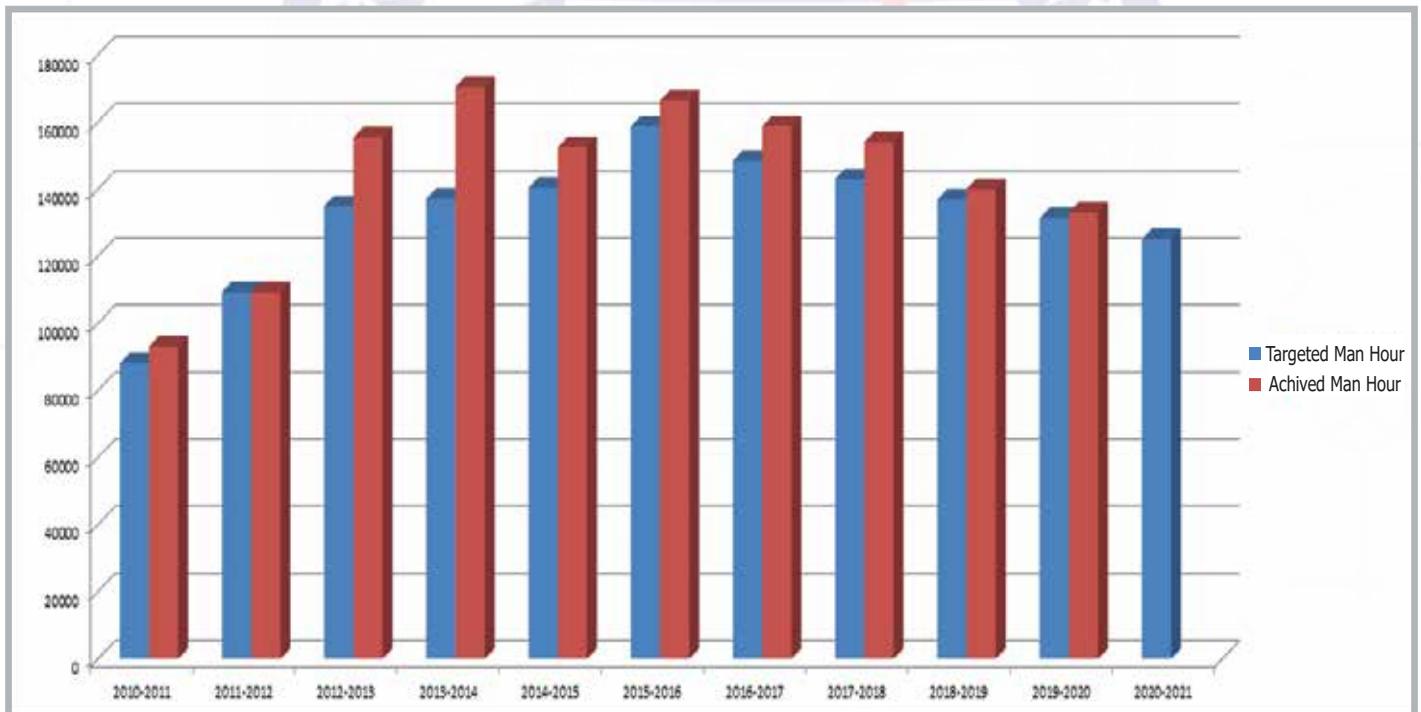
On the Job Training Places & Target (2020-2021) WZPDCL

| Sl. No. | Training Place | Total person to be Trained | Factor to be Multiplied= Targeted Trg. (-) Av. In House Trg. ie | Total man Hours / Year | Man-hour / Month |
|---------|--|----------------------------|---|------------------------|------------------|
| | | | (60-11) =59 | | |
| 1 | Head Quarter | 89 | 59 | 5251 | 438 |
| 2 | Project | 45 | 59 | 2655 | 220 |
| 3 | WZPDC Training Institute | 13 | 59 | 767 | 64 |
| 4 | Khulna O & M Circle & its Jurisdiction and RAO | 431 | 59 | 25429 | 2122 |
| 5 | Jessore O & M Circle & its Jurisdiction and RAO | 234 | 59 | 13806 | 1150 |
| 6 | Faridpur O & M Circle & its Jurisdiction and RAO | 264 | 59 | 15576 | 1298 |
| 7 | Barisal O & M Circle & its Jurisdiction and RAO | 310 | 59 | 18290 | 1524 |
| 8 | Kushtia O & M Circle & its Jurisdiction and RAO | 290 | 59 | 17110 | 1426 |
| 9 | Patuakhali O& M Circle & its Jurisdiction | 110 | 59 | 6490 | 540 |
| | Total= | 1786 | 531 | 105374 | 8782 |

FISCAL YEAR WISE TRAINING PROGRESS

WZPDC Training Institute, WZPDCL, KHULNA.

| Sl. No. | Financial Year | Total Employee to be Trained | Targeted manhours | Achieved manhour | 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 | 125020 | | |



WZPDC Training Institute, Khulna.

Training Flow Chart 2020-2021

| Subject | July 2020 | Aug. 2020 | Sept. 2020 | Oct. 2020 | Nov. 2020 | Dec. 2020 | Jan. 2021 | Feb. 2021 | Mar. 2021 | Apr. 2021 | May 2021 | Jun. 2021 |
|---|-----------|-----------|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|-----------|
| MS Office & Windows Operating System, Internet, online meeting (Zoom, Google met, MS Team etc.), E-mail, Online Record Management (Google Drive). Basic Idea on Computer Hardware & Trouble Shooting & Maintenance. | 19-23 | 16-20 | | | | | | | | | | |
| Basic Concept of Programming language, Software Framework and Server Operating System. | | | | 04-08 | | | | | | | | |
| Auto CAD | | | | | | | | | | 25-29 | | |
| E-filing, Web Based Store Inventory Management System Software. | | | 27-01 | | | | | | | | | |
| Electronic Government Procurement (e-GP). | | | 20-24 | 11-15 | | | | | | | | |
| Accounts & Financial Management. Delegation of Financial Power. Auditing Settlement of Audit Objection. Basic Idea in TAX, CD-Vat, VAT and Financial Matter. | | | | | | 20-24 | | | | | | |
| Project Management & Legal Procedure of Land acquisition. | | | | 18-22 | | | | | | | | |
| Tariff Rule, COP, Electricity Act, Case Filing & Reporting. | | | 6-10 | | | | | | | | | |
| PPR-2008.Preparation of Tender Document (Local, International & EOI)/Contract Document. | 19-23 | | | | | | | | | | | |
| HRM & General Management. | | 23-27 | | | | | | | | | | |
| Office Administration, Record Keeping & Personnel Management. | 26-28 | | | | | | | | | | | |

| Subject | July 2020 | Aug. 2020 | Sept. 2020 | Oct. 2020 | Nov. 2020 | Dec. 2020 | Jan. 2021 | Feb. 2021 | Mar. 2021 | Apr. 2021 | May 2021 | Jun. 2021 |
|---|-----------|-----------|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|-----------|
| Human Relation, Company Service Rules, Etiquette & Manner. | | | | | 15-19 | | | | | 4-8 | | |
| Human Relation, Motivation, Manner, Ethics & Etiquette. | | | | | | | | | | | | 20-24 |
| Operation & Maintenance of Substation, Substation Equipments, Power & Distribution Transformer. | | | | | 1-5 | | | 14-18 | | | | |
| Operation and Maintenance of Power & Distribution Transformer. | | | | | | 27-31 | | | | | | |
| Testing, Commissioning, Maintenance & Troubleshooting of Substation. | | | | | | 7-15 | | 9-18 | 22-31 | | | |
| Energy Meter Installation, Connection, Testing & Loss Reduction Technique. | | | | | | | | | 21-25 | | | 6-10 |
| Energy Meter Installation, Connection, Testing (HT, LTI, LT, 33 KV Import Meter, 11 KV Feeder Meter), Data Downloading procedure, Data Analysis and Net Metering. | | | | | 8-12 | | | 7-11 | | 18-22 | | |
| Power Distribution System Protection & Switchgear | | | | | | | 4-14 | | | | | 23-03 |
| Smart Grid, Smart Prepayment Meter & GIS Mapping. | | | | | | | | | 7-11 | | | |
| Communicative English & Developing Effective Communication Skill. | | | | | 22-26 | | 17-21 | | | | | |
| Fire Fighting & Safety Procedure. | | | | | | | | | | | | 13-17 |
| Occupational Health, Safety Environment, First Aid & Security. | | | | | | | 24-28 | | | | | |
| Orientation / Induction Course. | | | | | | | | | | | | |

ON THE JOB TRAINING (OJT) PROGRAM (CIRCLE WISE):- 2020-2021

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

| SL. | Month | Subject |
|-----|-----------|---|
| 1. | July – 20 | Office Administration, Accountability and Delegation, Time Management/ Productivity, TQM, KAIZEN. Natural disaster management, Fire fighting, Social responsibility & Safety practice. Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. |
| 2. | Aug – 20 | Illegal electricity consumption and penal code. Electricity Act 2018, rule no 7. Financial management, WZPDCL's Delegation of Financial Power, Public Procurement rules (PPR-2008) and Tender. Natural disaster management, Fire fighting, Social responsibility & Safety practice. Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. |
| 3. | Sep – 20 | 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. Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. |
| 4. | Oct – 20 | Line Maintenance (33/11/0.4KV). Substation & Power Transformer Maintenance. Tree Trimming, Preparation of Substation Maintenance Schedule, Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. |
| 5. | Nov – 20 | Leadership & Supervision, Customer Service excellence, Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. |
| 6. | Dec – 20 | Transformer Megger test, Preparation of test result sheet, Routine check as per schedule, Earthing test of transformer, Transformer load balancing (Practical), Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. |
| 7. | Jan – 21 | COP (Part 1 to 4) of BPDB September 2016, Its application, Data collection & Preparation of MOD. Writing of Note sheet, Various Application. Motor Vehicle Maintenance, Logbook writing, Natural disaster management, Fire fighting, Social responsibility & Safety practice. Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. |
| 8. | Feb – 21 | Office Administration, Accountability and Delegation, Time Management/ Productivity, TQM, KAIZEN. Natural disaster management, Fire fighting, Social responsibility & Safety practice. Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. |
| 9. | Mar – 21 | Illegal electricity consumption and penal code. Electricity Act 2018, rule no 7. Financial management, WZPDCL's Delegation of Financial Power, Public Procurement rules (PPR-2008) and Tender. Natural disaster management, Fire fighting, Social responsibility & Safety practice. Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. |
| 10. | Apr – 21 | 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. Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. |
| 11. | May – 21 | Line Maintenance (33/11/0.4KV). Substation & Power Transformer Maintenance. Tree Trimming, Preparation of Substation Maintenance Schedule, Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. |
| 12. | Jun – 21 | Transformer Megger test, Preparation of test result sheet, Routine check as per schedule, Earthing test of transformer, Transformer load balancing (Practical), Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. |

WZPDC Training Institute, Khulna.

ON THE JOB TRAINING (OJT) PROGRAMME, FY: 2020 - 2021 (CIRCLE WISE)

| SL | Month | Subject | Name of Circle | | | | | |
|----|-----------|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | | | H/Q Khulna. | Jashore. | Kushtia. | Faridpur. | Barishal. | Patuakhali. |
| 1. | July – 20 | Office Administration, Accountability and Delegation, Time Management/ Productivity, TQM, KAIZEN. Natural disaster management, Fire fighting, Social responsibility & Safety practice. Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. | 05/07/20 26/07/20 | 07/07/20 27/07/20 | 08/07/20 28/07/20 | 06/07/20 28/07/20 | 09/07/20 29/07/20 | 08/07/20 29/07/20 |
| 2. | Aug – 20 | Illegal electricity consumption and penal code. Electricity Act 2018, rule no 7. Financial management, WZPDC's Delegation of Financial Power, Public Procurement rules (PPR-2008) and Tender. Natural disaster management, Fire fighting, Social responsibility & Safety practice. Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. | 09/08/20 23/08/20 | 10/08/20 24/08/20 | 09/08/20 23/08/20 | 10/08/20 24/08/20 | 12/08/20 25/08/20 | 13/08/20 26/08/20 |
| 3. | Sep – 20 | 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. Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. | 02/09/20 27/09/20 | 03/09/20 28/09/20 | 06/09/20 29/09/20 | 07/09/20 30/09/20 | 02/09/20 29/09/20 | 03/09/20 30/09/20 |
| 4. | Oct – 20 | Line Maintenance (33/11/0.4KV). Substation & Power Transformer Maintenance. Tree Trimming, Preparation of Substation Maintenance Schedule, Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. | 04/10/20 25/10/20 | 05/10/20 27/10/20 | 06/10/20 28/10/20 | 07/10/20 29/10/20 | 08/10/20 27/10/20 | 08/10/20 28/10/20 |
| 5. | Nov – 20 | Leadership & Supervision, Customer Service Excellence, Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. | 02/11/20 24/11/20 | 03/11/20 25/11/20 | 04/11/20 26/11/20 | 05/11/20 26/11/20 | 04/11/20 29/11/20 | 05/11/20 30/11/20 |
| 6. | Dec – 20 | Transformer Megger test, Preparation of test result sheet, Routine check as per schedule, Earthing test of transformer, Transformer load balancing (Practical), Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. | 06/12/20 27/12/20 | 07/12/20 28/12/20 | 08/12/20 29/12/20 | 09/12/20 30/12/20 | 10/12/20 31/12/2 | 10/12/20 31/12/20 |

WZPDC Training Institute, Khulna.

ON THE JOB TRAINING (OJT) PROGRAMME, FY: 2020 - 2021 (CIRCLE WISE)

| SL | Month | Subject | Name of Circle | | | | | |
|-----|----------|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | | | H/Q Khulna. | Jashore. | Kushtia. | Faridpur. | Barishal. | Patuakhali. |
| 7. | Jan - 21 | COP (Part 1 to 4) of BPDB September 2010, Its application, Data collection & Preparation of MOD. Writing of Note sheet, Various Application. Motor Vehicle Maintenance, Logbook writing, Natural disaster management, Fire fighting, Social responsibility & Safety practice. Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. | 03/01/21 24/01/21 | 04/01/21 25/01/21 | 05/01/21 26/01/21 | 06/01/21 27/01/21 | 07/01/21 28/01/21 | 07/01/21 31/01/21 |
| 8. | Feb - 21 | Office Administration, Accountability and Delegation, Time Management/ Productivity, TQM, KAIZEN. Natural disaster management, Fire fighting, Social responsibility & Safety practice. Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. | 02/02/21 24/02/21 | 03/02/21 25/02/21 | 04/02/21 25/02/21 | 07/02/21 25/02/21 | 08/02/21 28/02/21 | 09/02/21 28/02/21 |
| 9. | Mar - 21 | Illegal electricity consumption and penal code. Electricity Act 2018, rule no 7. Financial management, WZPDC's Delegation of Financial Power, Public Procurement rules (PPR-2008) and Tender. Natural disaster management, Fire fighting, Social responsibility & Safety practice. Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. | 04/03/21 24/03/21 | 07/03/21 25/03/21 | 08/03/21 28/03/21 | 09/03/21 29/03/21 | 10/03/21 30/03/21 | 11/03/21 31/03/21 |
| 10. | Apr - 21 | 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. Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. | 04/04/21 26/04/21 | 05/04/21 26/04/21 | 06/04/21 27/04/21 | 07/04/21 28/04/21 | 08/04/21 29/04/21 | 08/04/21 29/04/21 |
| 11. | May - 21 | Line Maintenance (33/11/0.4KV). Substation & Power Transformer Maintenance. Tree Trimming, Preparation of Substation Maintenance Schedule, Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. | 03/05/21 24/05/21 | 04/05/21 25/05/21 | 05/05/21 25/05/21 | 06/05/21 26/05/21 | 05/05/21 27/05/21 | 06/05/21 30/05/21 |
| 12. | Jun - 21 | Transformer Megger test, Preparation of test result sheet, Routine check as per schedule, Earthing test of transformer, Transformer load balancing (Practical), Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. | 14/06/21 | 15/06/21 | 16/06/21 | 17/06/21 | 17/06/21 | 17/06/21 |



West Zone Power Distribution Company Ltd.

Internal Resource Person

In House & On the Job Trainer
WZPDCL Training Institute, WZPDCL, Khulna.

| SL | Name | Designation | Present Office | Contact No. | Mail address | Subjects |
|-----|--------------------------------------|--|--------------------------------------|-------------|---|--|
| 1. | Mr. Rahamat Ullah Mohd. Dastagir ndc | Chairman | Additional Secretary, Power Division | 01819985660 | addre@pd.gov.bd | Leadership, Team Building, Manners and Etiquette, Annual Performance Agreement (APA) etc. |
| 2. | Engr. Md. Shafique Uddin | Managing Director | H/Q | 01713001424 | enshafiq@yahoo.com wzpdcl.md@gmail.com | Power & Distribution Transformer, Energy Meter, Natural Disaster Management, Safety Management, Customer care, KPI, APA, Anticorruption, Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. |
| 3. | Engr. Abu Hasan | Executive Director (Engg.) (Incharge) | H/Q | 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. | Mr. R. K. Debnath | Executive Director (Finance) | H/Q | 01713001426 | ratanwzpdcl@gmail.com | Accounts & Finance. Budget, Commercial Operation. |
| 5. | Engr. Abu Hasan | Chief Engineer (O & M) (In charge) | H/Q | 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 power sector. |
| 6. | Engr. Md. Mostafizur Rahman | Chief Engineer (Energy, System Control & Services) (In charge) | H/Q | 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. |
| 7. | Mr. Abdul Motaleb | Company Secretary | H/Q | 01714023405 | motalebku@gmail.com | Company Affairs, Integrity Strategy. |
| 8. | Engr. Md. Mostafizur Rahman | SE | O & M, Khulna. | 01711297974 | wzse.khulna@gmail.com | Power & Distribution Transformer, Energy Meter. Customer care. Integrity Strategy. |
| 9. | Engr. A. T. M. Tariqul Islam | SE | O & M, Circle Faridpur. | 01711430895 | wzse.faridpur@gmail.com | Power & Distribution Transformer, Energy Meter. Customer care. Integrity Strategy. |
| 10. | Engr. Roknuzzaman | SE | H/Q | 01713850214 | wzse.com@gmail.com | Energy Import & Sells, SAIDI, SAIFI, System Loss Calculation, MOD. |
| 11. | Engr. Md. Abdul Mozid | SE | SPDSP | 01713012160 | wzpd.spdsp@gmail.com | Project work & Developments. |
| 12. | Engr. Md Saifuzzaman | 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. |

| SL | Name | Designation | Present Office | Contact No. | Mail address | Subjects |
|-----|------------------------------|----------------|----------------------------------|----------------------------|--|--|
| 13. | Engr. Shafiqul Islam | SE | H/Q | 01700709730 | eaupdsp@gmail.com | Project work & Developments. Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. |
| 14. | Engr. Md. Shahidul Alam | SE | O & M, Circle Jashore. | 01711298373 | wzse.jessore@gmail.com | Power & Distribution Transformer, Energy Meter. Integrity Strategy. |
| 15. | Engr. Md. Ikhtiar Hossain | SE | O & M, Circle Patuakhali. | 01713850219 | wzse.barisal@gmail.com | Power & Distribution Transformer, Energy Meter. Integrity Strategy. |
| 16. | Mr. Md. Alamgir Kabir | DGM | H/Q | 01700709703 | dgmhrnadmn_wzpdcl@yahoo.com | Office Administration & Management. Service Rule. Integrity Strategy. |
| 17. | Mr. Md. Moklesur Rahman | DGM | H/Q | 01700709701 | wzpdcl.com@gmail.com | MS Word, Excel, MOD, COP. |
| 18. | Engr. Md. Arifur Rahman | SE (In Charge) | O & M, Circle Kushtia. | 01711431410 | wzse.kushtia@gmail.com | Power & Distribution Transformer, Energy Meter. Integrity Strategy. |
| 19. | Engr. Amulla Kumar Sarkar | SE (In Charge) | O&M, Circle Barishal. | 01713850218 | wzse.patuakhali@gmail.com | Power & Distribution Transformer, Energy Meter. Integrity Strategy. |
| 20. | Engr. Shahin Akter Pervin | XEN | WZPDC Training Institute, Khulna | 01700709719 | wzpdcl.dtc@gmail.com shahin3112@gmail.com | Distribution line, MS Word, Solar Energy, Electricity Act. Integrity Strategy. |
| 21. | Engr. Md. Mahmudul Haque | XEN | S&D-1, Khulna. | 01711297972 | wz.khulna1@gmail.com | Battery, DC System. |
| 22. | Engr. Md. Habibur Rahman | XEN | S&D-2, Khulna. | 01711297971 | wz.khulna2@gmail.com | Distribution line, Power & Distribution Transformer. |
| 23. | Engr. Palash Kumar Gosh | XEN | S&D-3, Khulna. | 01711297973 | wz.khulna3@gmail.com | Distribution line, Power & Distribution Transformer. |
| 24. | Engr. Md. Mamunur Rahman | XEN | S&D-4, Khulna. | 01711297970 | wz.khulna4@gmail.com | Distribution line, Power & Distribution Transformer. |
| 25. | Engr. Md. Rakib Uddin | XEN | DD-1, SPDSP | 01700709720 01700709721 | wzdpd.spdsp@gmail.com xen1.spdsp@gmail.com | Project work, Distribution Line, Power & Distribution Transformer. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. |
| 26. | Engr. Md. Tofazzel Hossain | XEN | Prepayment Project | 01700709722 | tofaz73@gmail.com | Smart Prepayment Meter. |
| 27. | Engr. Md. Shahidul Islam | XEN | S&D-1, Jashore. | 01711298372 | wz.jessore1@gmail.com | New Connection, Distribution Line. Power & Distribution Transformer. |
| 28. | Engr. Md. Rezaul Karim | XEN | S&D-2, Jashore. | 01711298374 | wz.jessore2@gmail.com | Distribution line, Power & Distribution Transformer. |
| 29. | Engr. Poritos Chandra Sarkar | XEN | DD-2, SPDSP, Jhenaidah. | 01700709724 | wz.jhenaidha@gmail.com xen2.spdsp@gmail.com | Power & Distribution Transformer, Energy Meter, Project work & Developments. |
| 30. | Engr. Zahan-E-Shabnam | XEN | S&D-2, Kushtia. | 01700709834 | wz.kushtia2@gmail.com | New Connection, Distribution Line. Distribution line, Power & Distribution Transformer. |
| 31. | Engr. Poritos Chandra Sarkar | XEN | S & D Jhenaidah. | 01711423522 | wz.jhenaidah@gmail.com | New Connection, Distribution Line. Distribution line, Power & Distribution Transformer. |
| 32. | Engr. Md. Abdul Aziz | XEN | Meherpur ESU | 01700709876 | wz.meherpur@gmail.com | Power & Distribution Transformer, Energy Meter. |
| 33. | Engr. G. M. Mahmud Prodan | XEN | S & D-1 & DD-3, SPDSP, Faridpur | 01700709725 | xen2.spdsp@gmail.com | Project work, Distribution Line. |

| SL | Name | Designation | Present Office | Contact No. | Mail address | Subjects |
|-----|-----------------------------|-------------------|---|----------------------------|---|---|
| 34. | Engr. Amulla Kumar Sarkar | XEN | S&D-2, Barisal | 01713850221 | wz.barisal2@gmail.com | New Connection, Distribution Line. Distribution line, Power & Distribution Transformer. |
| 35. | Mr. Md. Azizur Rahman | Manager | H/Q | 01700709706 | wzpdcl.audit@gmail.com aziz429@gmail.com | Audit. |
| 36. | Mr. Abul Kashem Mollik | Manager | H/Q | 01700709707 | wzpdcl.com@gmail.com | Accounts. Commercial Operation, TQM, KAIZEN. |
| 37. | Mr. Sachindra Nath Halder | Manager | H/Q | 01700709705 | wz.manpro@gmail.com sacinwz@gmail.com | DPP, PPA-2006, PPR-2008, Tender. |
| 38. | Mr. Md. Nazmul Huda | Manager (Admin) | H/Q | 01700709709 | nazmulwzpdcl@gmail.com | Office Administration, Management. |
| 39. | Engr. Md. Rashidul Hasan | XEN | ZRS, Barisal | 01700709976 | wzpdclzrs.bsl@gmail.com | Power & Distribution Transformer, Energy Meter. |
| 40. | Engr. Md. Ruhul Amin | Asst. Chief (XEN) | H/Q | 01711297969 | ramin.WZPDCL@gmail.com wzpdcl.ce@gmail.com | Bill of Material, Project work & Development. |
| 41. | Engr. Md. Mosharrof Hossain | XEN | H/Q | 01700709716 01700709717 | wzpdcl.mis@gmail.com wzpdcl.ict@gmail.com hossain55@gmail.com | E-Filing, Online New Connection, Paperless Complain Management, e-GP, MS Word, MS Excel, Internet, email. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. |
| 42. | Engr. Md. Sabukta gin | XEN | S & D Madaripur. | 01700709900 | wz.madaripur@gmail.com | New Connection, Distribution Line. Distribution line, Power & Distribution Transformer. |
| 43. | Engr. Md. Moin Uddin | XEN | S & D, Chuadanga | 01700709864 | wzpdcl.chuadanga@gmail.com | New Connection, Distribution Line. Distribution line, Power & Distribution Transformer. |
| 44. | Engr. Md. Murshid Alam | XEN | S&D-2, Faridpur | 01700709893 | wz.faridpur2@gmail.com | New Connection, Distribution Line. Distribution line, Power & Distribution Transformer. |
| 45. | Engr. Md. Mamun-ur-Rashaid | XEN | Bhola ESU | 01700709988 | wz.bhola@gmail.com | Distribution line, Power & Distribution Transformer. |
| 46. | Engr. Md. Amzad Hossain | XEN | S & D-1, Barisal | 01713850220 | wz.barisal1@gmail.com | New Connection, Distribution Line. Distribution line, Power & Distribution Transformer. |
| 47. | Engr. Md. Zia-ul-Haq | XEN | Satkhira ESU | 01700709808 | wz.pirojpur@gmail.com | Distribution line, Power & Distribution Transformer, New Connection. |
| 48. | Engr. Md. Jahangir Hossain | XEN | Gopalganj ESU | 01700709916 | wz.gopalganj@gmail.com | New Connection, Distribution Line. Distribution line, Power & Distribution Transformer. |
| 49. | Engr. Md. Khalidul Hasan | XEN | Pirojpur ESU | 01700709959 | wz.pirojpur@gmail.com | New Connection, Distribution Line. Distribution line, Power & Distribution Transformer. |
| 50. | Engr. Md. Shafiqul Islam | XEN | Expansion and Up-gradation of Power Distribution System in West Zone area. | 01717515021 | eaupdsp@gmail.com | New Connection, Distribution Line, Transformer, Meter, MS office, COP, KPI, APA Substation. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector. |
| 51. | Engr. Debashis Pal | XEN | System Protection & Control | 01313-720399 | dkp_eee@yahoo.com | Substation, Power & Distribution Transformer, System Protection, Battery. Energy Metering, Net Metering. |
| 52. | Engr. Md. Rakibul Islam | XEN | H/Q | 01700709723 | rakibislam04@gmail.com | Smart Prepayment Metering. |

| SL | Name | Designation | Present Office | Contact No. | Mail address | Subjects |
|-----|-------------------------------|------------------------|-----------------------------|-------------|---------------------------|---|
| 53. | Mr. Md. Rezaul Haq | Manager | RAO, Khulna | 01700709731 | raokhulnawz@gmail.com | Pay fixation, TA Rule and preparation of TA Bill. Income Tax, Gratuity, CPF, MOD, COP. |
| 54. | Mr. Md. Rezaul Karim | Manager | RAO, Jashore. | 01700709819 | wzrao.jessore@gmail.com | Pay fixation, TA Rule and preparation of TA Bill. Income Tax, Gratuity, CPF, MOD, COP. |
| 55. | Engr. Md. Monjurul Islam | XEN (In Charge) | Magura, ESU | 01700709802 | magura.esu@gmail.com | New Connection, Distribution Line. Distribution line, Power & Distribution Transformer. |
| 54. | Engr. Pronob Kumar debnath | XEN (In Charge) | S&D-1, Kushtia. | 01700709821 | wz.kushtia1@gmail.com | New Connection, Distribution Line. Distribution line, Power & Distribution Transformer. |
| 55. | Engr. Md. Aminur Rahman | XEN (In Charge) | Rajbari ESU | 01700709906 | wz.rajbari@gmail.com | Distribution line, Power & Distribution Transformer. |
| 56. | Engr. Md. Abdur Rahim | XEN (In Charge) | S & D Jhalokathi | 01700709964 | wz.jhalokathi@gmail.com | New Connection, Distribution Line. |
| 57. | Engr. Md. Idris Ali Molla | XEN (In Charge) | S & D Shariatpur | 01700709921 | wz.shariatpur@gmail.com | New Connection, Distribution Line. Distribution line, Power & Distribution Transformer. |
| 58. | Mr. Tapon kurmar datta | Manager (In Charge) | RAO, Barishal | 01713580222 | wzrao.barisal@gmail.com | CPF, GPF, TA Bill, Income TAX, etc. |
| 59. | Engr. S. M. Monim | SDE | S&D-2, Khulna | 01700709744 | wz.khulna2@gmail.com | Substation, Power & Distribution Transformer. |
| 60. | Engr. Md. Aminur Rahman | SDE | P&D, HQ | 01918049434 | eee.amin@yahoo.com | Project Management, Project work & Development. SDGs & Energy Sector in Bangladesh. Innovation in power sector. |
| 61. | Engr. Md. Mehedi Hasan | SDE | EAUPDSP, HQ | 01717488614 | mehedi.wz@gmail.com | PPA-2006, PPR-2008, e-GP, Project work & Development |
| 62. | Engr. Kollayan Kumar Debnath | SDE | System Protection & Control | 01713850201 | wzse.protection@gmail.com | Auto CAD, Sub-station Equipments, System Protection |
| 63. | Engr. Sadia Tabbasum | SDE | MIS, HQ | 01713850207 | enr.stabassum07@gmail.com | MS office, Internet, E-mail. |
| 64. | Engr. Md. Nazrul Islam | SDE | ICT | 01713850205 | nazrul.iba@gmail.com | MS office, Internet, E-mail, e-Filing. |
| 65. | Engr. Md. Mizanur Rahman | SDE | HQ | 01721429935 | mizan074017@gmail.com | Smart Prepayment Metering. |
| 66. | Engr. Shoyaib Hossain | SDE | S&D-4, Khulna. | 01700709764 | wz.khulna4@gmail.com | Electrical appliances, Hand Tools, Soft Skill, Safety Procedure. Electrician Trade Course. |
| 67. | Engr. S.M. Omar Faruque Mamun | SDE | Procurement, HQ | 01746027255 | engg.mamun89@gmail.com | ERP, PPR, Procurement Procedure, Store Software (WZPDCL), Financial Delegation, Electrician Trade Course. |
| 68. | Engr. Md. Motiur Rahman | SDE | System Protection & Control | 01713580202 | motiur.grs@gmail.com | Substation, Power & Distribution Transformer, System Protection. Energy Metering, Net Metering. Innovation in Power Sector. |
| 69. | Engr. Md. Khoshrul Islam | AE | WZPDC Training Institute | 01713850217 | khoshrul.mech@yahoo.com | Auto CAD. e-filing. |
| 70. | Engr. Nurun nahar Nupur | AE | P&D, HQ | 01719729007 | nupur0517@gmail.com | Auto CAD |
| 71. | Engr. Faria Haque Pushpo | AE | P&D, HQ | 01713850203 | fariahaque.p@gmail.com | Hand Tools, Safety Procedure. Electrician Trade Course. |
| 72. | Mr. Md. Mominur Rahman | JAM | H / Q | 01713850208 | | Security System. |
| 73. | Mr. Kazi Tauhid Imran | SAE | WZPDC TI | 01917711356 | tauhid.imran@gmail.com | Computer, Digital filing, Internet. |

External Resource Person

West Zone Power Distribution Company Ltd. Khulna

| SL | Name | Designation | Present Office | Contact No. | Subjects |
|-----|--------------------------------------|-------------------------------------|--|----------------------------|--|
| 1. | Mr. Mohammad Alauddin | Chairman (Additional Secretary) | Sustainable & Renewable Energy Development Authority (SREDA) | 01611835612 | Official Correspondences (Letter writing), Different types of Conducting meeting, writing of working paper and writing Minutes, Office inspecting report. |
| 2. | Mr. Abul Khayer Md. Aminur Rahman | Joint Secretary | Power Division | 01557359777 | Annual Performance Agreement (APA), SAIDI, SAIFI. |
| 3. | Mr. Md. Khairul Kabir Menon | Joint Secretary | Power Division | 01712016528 | Good Governance, Leadership, Team Building, Manners and Etiquette including dining and table Manners, manners in talking, telephone manner, Dress code etc. Conflict Management and other Management issues. File Management, Record Management. |
| 4. | Dr. Kh. Mahid Uddin | Deputy Inspector General | Khulna Range | 01713374091 | Integrity Strategy, Anti-Corruption, Etiquette, Ethics, Organizational Behavior. |
| 5. | Mr. Mizanur Rhaman | Principal | Industrial Relation Institute, Khulna | 01712617597 | Bangladesh Labor Law Act., Rules |
| 6. | Mr. Zahid Hossain Shaikh | XEN Elec. | K. C. Corp. | 01715166900 | Solar Energy |
| 7. | Engr. Md. Alamgir Hossain | XEN | Bangladesh India Friendship Power Company Ltd | 01811959575 | PPA-2006, PPR-2008, e-GP |
| 8. | Mr. Md. Abdullah-Al-Mamun | Add. Chief Metropolitan Magistrate. | Biddut Court, Khulna. | 01712515718 | Electricity Act. |
| 9. | Md. Ariful Islam Munna | Director | Computer Gates, Khulna. | 01711982583 01935782426 | Computer Billing |
| 10. | Mr. Bellal Khan | DD | Bangladesh Karmochari Kallyan Board, Khulna | 01715754347 | Labor Law and CBA Issue |
| 11. | Mr. Rashedul Hasan | Instructor | Fire Service & Civil Defense. Khulna. | 01915983548 | Fire Protection System. |
| 12. | Engr. Vobosindhu Biswas | Instructor | Khulna Polytechnic Institute. | 01714481985 | Electrical Trade Course |
| 13. | Soumen dro Dhali | Instructor | UCEP, Khulna. | 01673380317 | Electrical Trade Course |
| 14. | Md. Aminul Islam | Instructor | UCEP, Khulna. | 01716561871 | Electrical Trade Course |
| 15. | Md. Borhan Akter | Junior Instructor | Khulna Polytechnic Institute. | 01766113496 | Electrical Trade Course |

PHOTO GALLERY



WZPDC TRAINING INSTITUTE



Managing Director, WZPDCL at a Question Session on ERP held in hotel InterContinental, Dhaka.



Managing Director, WZPDCL at a Question Session in Asia Clean Energy Forum (ACEF-2018) held in Manila, Philippines.



Executive Engineer, WZPDC Training Institute is Presenting Flower Bouquet to Honorable Chairman, WZPDCL, at the time of visiting Khulna.



Managing Director, WZPDCL is with Foreign Delegate at WZPDC Training Institute.



Executive Engineer, WZPDC Training Institute, is with newly Appointed Assistant Engineer, after completed Induction Training.



Executive Engineer, WZPDC Training Institute is Presenting Flower Bouquet to, Dr. Kh. Mahid Uddin, DIG, Khulna Range.



Managing Director is with Engr. Mohammad Hossain, DG, Power Cell, at the time of visiting WZPDC Training Institute.



Higher Officials of WZPDCL, Khulna.



Trainee Receiving Certificate from Managing Director, WZPDCL, Khulna.



Trainee Receiving Certificate from Executive Director (Finance), WZPDCL, Khulna.



Trainee Receiving Certificate from Executive Director (Engineering), WZPDCL, Khulna.



Trainee Receiving Certificate from Chief Engineer Energy, System Control & Services, WZPDCL, Khulna.



Trainee Receiving Certificate from DGM, Accounts, WZPDCL, Khulna.



Trainee Receiving Certificate from Executive Engineer, WZPDC Training Institute, Khulna.



Chairman, WZPDCL is Giving Speech to Newly Appointed Assistant Engineer, at WZPDC Training Institute, Khulna.



Abul Khayer Md. Aminur Rahman, Joint Secretary, Power Division is Taking Combine Class of PDB, PGCB, NWPGL & WZPDCL on APA at Conference Room, WZPDC Training Institute.



Managing Director, WZPDCL inaugurate Conference Room of WZPDC Training Institute.



Revenue Meeting of WZPDCL, Held in Conference Room, at WZPDC Training Institute.



Pitha Utsab at the time of Revenue Meeting at WZPDC Training Institute.



Superintending Engineer, P & D, WZPDCL, is with Foreign Trainer at WZPDC Training Institute.



মুজিব MUJIB
শতবর্ষ 100



Rally for Mujib Borsha-2020.



Birth Centenary Celebration of Bangabandhu Sheikh Mujibur Rahman.



Inauguration Ceremony of Consumer Electrician Trade Course by Video Conferencing to Celebrate Mujib Borsho.



Managing Director is giving speech at the opening of Consumer Electrician Trade Course 1st Batch.



Managing Director, WZPDCL is taking Consumer Electrician Trade Course evaluation.



Managing Director, WZPDCL, with Mohammad Helal Hossain, DC, Khulna are giving Tool Kit & Certificate to the Consumer Electrician Trade Course Trainee after completing 1st Batch training course successfully.



Managing Director, WZPDCL is giving Tool Kit & Certificate to the Consumer Electrician Trade Course Trainee after completing 1st Batch training course successfully.



Managing Director, WZPDCL is with all trainees of Consumer Electrician Trade Course, 1st Batch.



Dr. Sultan Ahmed, Secretary, Power Division is giving speech at the closing ceremony of Consumer Electrician Trade Course 2nd Batch.



Managing Director is giving prize after evaluation of Consumer Electrician Trade Course, 2nd Batch.



Dr. Sultan Ahmed, Secretary, Power Division is giving Tool Kit & Certificate to the trainees of Consumer Electrician Trade Course 2nd Batch.



Engr. Md. Abu Hasan, Executive Director (Engineering) is giving Tool kit & Certificate to the trainees of Consumer Electrician Trade Course 2nd Batch.



**WZPDC
Training
Institute**

Phone: +88(0)041-760948,
E-mail: wzpdcl.dtc@gmail.com
Goalkhali, BGB Gate, Kabir Bottala, Khulna-9000