

Training Calendar 2024-2025



WEST ZONE POWER DISTRIBUTION COMPANY LIMITED

(An Enterprise of Bangladesh Power Development Board)

Training Calendar

2024-2025



WEST ZONE POWER DISTRIBUTION COMPANY LIMITED

(An Enterprise of Bangladesh Power Development Board)



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



Training Calendar 2024-2025





MESSAGE



Managing Director
West Zone Power Distribution Company Limited

Message

West Zone Power Distribution Company limited (WZPDCL) has been carrying out the responsibility of electricity operation, distribution and development in South- Western Zone of the country to fill up the mission and vision of the government. It comprises 21 districts and 21 sadar upazila of the country in South-Western zone.

Today ever evolving corporate world is in dire need of individuals of great personnel caliber and comprehensive all round abilities. WZPDC training institute has been working in that respect to build the manpower with such capabilities. This institute is situated in Khulna. Technical and Non-technical human resources both are required equally for smooth operation of an organization. Accordingly both professional groups are given training to develop their skills in the conventional subject matters as well as new technology to cope with modern needs. However, every year we are revising our needs of training modules and accordingly those are rearranged to cope with the new technology and services. Development of corporate culture, the best available technological practices, service-quality, institutionalizing the disciplinary norms are important issues in the training process. Good governance and 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.

WZPDC training institute is presently conducting some specific training program through Virtual Platform such as Zoom, Google Meet, Microsoft teams etc.

The training programs of WZPDCL for FY: 2024-2025 has been planned for training to 95,220 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. A.H.M. Mohiuddin)



Management Team



(Engr. A.H.M. Mohiuddin)
Managing Director



Engr. Md. Shamsul Alam
Executive Director (Operations), WZPDCL



Engr. Md. Akharul Islam
Executive Director (R&D), WZPDCL



Head Quater, WZPDCL



WZPDC Training Institute, WZPDCL, Khulna.



Table of Contents

Table of Contents

	Introduction	11-18	
Chapter 01	Company Vision	13	
	Company Mission	13	
	Core Objectives	12-17	
	Organogram of WZPDC Training Institute	18	
	Training Program	19-23	
Chapter 02	Annual Training Program FY-2023-2024	20-21	
	Month Wise Training Program 2023-2024	22-23	
	Course Content	24-50	
Chapter 03	Basic Idea on Computer Hardware & Trouble Shooting & Maintenance. MS Word, Excel, Power Point, Internet & E-mail.	25	
	Prepayment/Smart Prepayment Metering System.	26	
	Online MOD, E-Filing, New Connection & Customer Service Excellence.	27	
	Procurement Management Training, Annual Procurement Plan (APP), Electronic Government Procurement (e-GP).	28	
	Development Project Proposal(DPP) in Power Distribution System.	29	
	Accounts & Financial Management. Delegation of Financial Power, Auditing settlement of Audit objection. Basic idea on TAX, CD-Vat, VAT and Financial Matter.	30	
	TARIFF RULE, COP, ELECTRICITY ACT, CASE FILING & REPORTING.	31	
	HUMAN RELATION,COMPANY SERVICE RULES, ETIQUETTE & MANNER.	32	
	HUMAN RELATION, MOTIVATION, MANNER, ETHICS & ETIQUETTE.	33	
	HRM & General Management	34	
	OFFICE ADMINISTRATION, RECORD KEEPING & PERSONNEL MANAGEMENT.	35	
	OPERATION & MAINTENANCE OF SUB STATION, SUB STATION EQUIPMENTS, POWER & DISTRIBUTION TRANSFORMER.	36	
	TESTING, COMMISSIONING, MAINTENANCE & TROUBLESHOOTING OF SUBSTATION	37	
	ENERGY METER INSTALLATION, CONNECTION, TESTING & LOSS REDUCTION TECHNIQUE & ELECTRICITY ACT-2018.	38	
	ENERGY METER INSTALLATION, CONNECTION, TESTING, DATA DOWNLOADING PROCEDURE, DATA ANALYSIS & NET METERING.	39	
	DISTRIBUTION LINE, POWER & DISTRIBUTION TRANSFORMER, ENERGY METER, CUSTOMER SERVICE EXCELLENCE.	40	
	POWER DISTRIBUTION SYSTEM PROTECTION & SWITCHGEAR	41-42	
	SMART GRID, SMART PRE-PAYMENT METER & GIS MAPPING.	43	
	Design, Specification and Estimation Of Different equipments of Distribution System.	44	
	Civil Works Layout and Estimation.	45	
	OCCUPATIONAL HEALTH, SAFETY ENVIRONMENT, FIRST AID AND DISASTER MANAGEMENT.	46	
	SECURITY TRAINING COURSE	47	
	ORIENTATION COURSE FOR TECHNICAL OFFICER	48-49	
	ORIENTATION COURSE FOR GENERAL OFFICER	50	
		Overview	51
	Chapter 04	Targeted Training Programs of WZPDCL	52
		Fiscal Year Wise Training Progress	53
Training Flow Chart 2023-2024		54	
On the Job Training Program (Circle Wise).		55-57	
	Resource Persons	58-62	
	Photo Gallery	63-72	



West Zone Power Distribution Co. (WZPDCL) Family on the Victory Day.



Tributes on the occasion of the Victory Day by Managing Director of WZPDCL.



COVERAGE AREA

WZPDCL's electricity distribution system is divided into six geographic circles and serves 15,22,333 customers where the total authorized area consisting of 3,900 sq. km.

District: 21 Nos. Upazila: 21 Nos. S&D/ESU: 48 Nos.

● District ● Upazila

PHYSICAL TERRITORY OF WZPDCL

The three operational divisions are depicted in the image above:



Division	District	Upazilla	S&D/ESU
Dhaka	5	5	11



Barishal Division

Division	District	Upazilla	S&D/ESU
Barishal	6	6	13





Khulna Division

Division	District	Upazilla	S&D/ESU
Khulna	10	10	24



- Division**
Khulna
- Districts**
Khulna, Bogerhat
- Jashore**
Jashore, Magura, Narail, Satkhira
- Kustia**
Themaidah, Kustia, Chuadanga, Meherpur
- Division**
Dhaka (Partly)
- Districts**
Rajbari, Faridpur, Gopalganj, Madaripur, Sirajpur
- Division**
Barishal
- Districts**
Barishal, Jhalokathi, Proganj
- Patakhali**
Patakhali, Bogura, Dhola





প্রশিক্ষণ দক্ষতা বাজায়



CHAPTER-1 Introduction



COMPANY VISION

West Zone Power Distribution Company Limited is to provide quality and reliable electricity supply 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 provide quality electricity at reasonable and affordable prices through excellence in professional services.
- ▶ WZPDCL To bring all the people of 21 districts and 21 upazilas of the area under electricity service.
- ▶ Increasing competition among electricity supply units to provide specialized services.
- ▶ Ensuring the provision of advanced, quality and satisfactory service to the customers through following international standards in the management and maintenance work and using modern technology.
- ▶ Improving manpower through professional training as required.
- ▶ Ensuring consistent revenue growth, expense and system loss reduction through successful business operations.





CORE OBJECTIVES

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



Vision Statement of Training

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

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

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

Mission Statement of Training

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



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

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



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

Objective

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

Type of Training

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



- ▶ Smart Grid, Smart Prepayment Meter & GIS Mapping.
- ▶ Training on Financial & Commercial Operation Management.
- ▶ Training on Accounts & Financial Management.
- ▶ Training on CD, VAT, Tax etc.
- ▶ Training on Electricity Act.
- ▶ Basic Concept of DPP & DPP Preparation, PPR-2008 & Electronic Government Procurement (e-GP).
- ▶ Training on Office Administration & Record keeping & Record Management.
- ▶ Training on E-Fillings.
- ▶ Training on Sustainable Development Goals (SDGs), Energy Sector in Bangladesh.
- ▶ Training on National Integrity Strategy (NIS).
- ▶ Training on Customer Care & Customer Service Excellence.
- ▶ Training on Human Relation, Etiquette & Manner.
- ▶ Training on Right to Information.
- ▶ Training on E-Governance.
- ▶ Training on 4th Industrial Revolutions.
- ▶ Training on Innovation.
- ▶ Training on Total Quality Management (TQM).
- ▶ Training on Fire Fighting & Safety Procedure.
- ▶ Training on General courses.

Training Method

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

Facility of Training

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



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

Trainer

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

Trainees

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

Recreation

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



Organogram of WZPDC Training Institute



WZPDC Training Institute		
Name of the Post	Permanent Post	Outsourcing Post
XEN	01	-
SDE	01	-
AE	01	-
SAE	01	-
PA Cum CO	01	-
Asst. Librarian	01	-
AA	01	-
Cook	02	-
Attendant	02	-
Driver	01	-
Office Sohayok	01	-
Cleaner	-	02
Security Guard	04	-
Mali	-	02
Total	17	4



CHAPTER-2

Training calendar 2024-2025





WZPDC Training Institute, Khulna

Annual Training Program FY: 2024-2025

Course Contents	Trainee	Date (Duration)	No. of Course
Computer Courses			
Basic Idea on Computer Hardware, Trouble Shooting & Maintenance. MS Word, Excel, Power point, Internet & E-mail.	JDA/AA/SAA/JAA LDA	22/06/2025-26/06/2025	01
Prepayment/Smart Prepayment Metering System.	SDE/AE/SAE	22/12/2024-26/12/2024	01
Online MOD, E-Filing, New Connection & Customer Service Excellence.	SDE/AE/SAE	09/02/2025-13/02/2025	01
Procurement Management Training, Annual Procurement Plan(APP), Electronic Government Procurement (e-GP).	XEN/Manager/ SDE/DM/AE/AM	28/07/2024-30/07/2024	01
Development Project Proposal (DPP) in Power Distribution System	SDE/AE	23/02/2025-27/02/2025	01
Corporate & Financial Management			
Accounts & Financial Management, Delegation of Financial Power. Auditing Settlement of Audit Objection. Basic Idea on TAX CD-Vat,VAT and Financial Matter.	XEN/Manger/ SDE/DM/ AE/AM	27/10/2024-31/10/2024	02
	JAM/AA	08/12/2024-12/12/2024	
Tariff Rule, COP, Electricity Act, Case Filing & Reporting.	XEN/SDE/AE/SAE	01/12/2024-05/12/2024	01
Human Resource Development			
Human Relation, Company Service Rules, Etiquette & Manner.	UDA/AA/SAA/ JAA/LDA	21/07/2024-25/07/2024	01
Human Relation, Motivation, Manner, Ethics & Etiquette.	MLSS	12/01/2025-16/01/2025	01
HRM & General Management.	XEN/Manager/ SDE/DM/AE/AM	09/03/2025-13/03/2025	01
Office Administration, Record Keeping & Personnel Management.	DM/AM/JAM	18/08/2024-22/08/2024	01
Enhancement of Technical Expertise			
Operation & Maintenance of Substation, Substation Equipment, Power & Distribution Transformer.	Lineman/Helper/ SBA	08/09/2024-12/09/2024	02
		03/11/2024-07/11/2024	
Testing, Commissioning, Maintenance & Troubleshooting of Substation.	SDE/AE/SAE	22/09/2024-26/09/2024	01



WZPDC Training Institute, Khulna

Annual Training Program FY: 2024-2025

Course Contents	Trainee	Date (Duration)	No. of Course
Energy Meter Installation, Connection, Testing & Loss Reduction Technique & Electricity Act-2018.	Foreman/ Lineman/ Helper	04/08/2024-04/08/2024	03
		16/02/2025-20/02/2025	
		11/05/2025-15/05/2025	
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	24/11/2024-28/11/2024	02
		20/04/2025-24/04/2025	
Distribution Line, Power & Distribution Transformer, Energy Meter & Customer Service Excellence.	Lineman/ Helper	07/07/2024-11/07/2024	04
		20/10/2024-24/10/2024	
		02/03/2025-06/03/2025	
	SAE	05/01/2025-09/01/2025	
Power Distribution System Protection & Switchgear.	SDE/AE	06/10/2024-10/10/2024	01
Smart Grid, Smart Prepayment Meter & GIS Mapping.	SDE/AE	26/01/2025-30/01/2025	01
Design, Specification and Estimation of Different equipments of Distribution System	SDE/AE	25/05/2025-29/05/2025	01
Civil Works Layout and Estimation	SDE/AE	06/04/2025-10/04/2025	01
General (Miscellaneous)			
Occupational Health, Fire Fighting, Safety Environment, First Aid & Security.	SBA/Lineman	10/11/2024-14/11/2024	01
Security Training Course.	Security Guard	04/05/2025-08/05/2025	01
Orientation / Induction Course.	Newly Appointed Employee	-	-



WZPDC Training Institute, Khulna

Month Wise Training Program 2024-2025

Duration	Course Name	Trainees
July-2024		
07-11	Distribution Line, Power & Distribution Transformer, Energy Meter & Customer Service Excellence.	Lineman/Helper
21-25	Human Relation, Company Service Rules, Etiquette & Manner.	UDA/AA/SAA/JAA/LDA
28-30	Procurement Management Training. Annual Procurement Plan (APP), electronic Government Procurement (e-GP).	XEN/Manager/SDE/DM/AE/AM
August-2024		
04-08	Energy Meter Installation, Connection, Testing & Loss Reduction Technique & Electricity act-2018.	Foreman/Lineman
18-22	Office Administration, Record Keeping & Personnel Management.	DM/AM/JAM
September-2024		
08-12	Operation & Maintenance of Substation, Substation Equipment, Power & Distribution Transformer.	Lineman/Helper/SBA
22-26	Testing, Commissioning, Maintenance & Troubleshooting of Substation.	SAE
October-2024		
06-10	Power Distribution System Protection & Switchgear.	SDE/AE
20-24	Distribution Line, Power & Distribution Transformer, Energy Meter & Customer Service Excellence.	Lineman/Helper
27-31	Accounts & Financial Management. Delegation of Financial Power. Auditing settlement of Audit objection. Basic Idea on TAX, CD-Vat, VAT and Financial Matter.	XEN/Manager/SDE/DM/AE/AM
November-2024		
03-07	Operation & Maintenance of Substation, Substation Equipment, Power & Distribution Transformer.	Lineman/Helper/SBA
10-14	Occupational Health, Fire Fighting, Safety Environment, First Aid & Security.	SBA/Lineman
24-28	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
December-2024		
01-05	Tariff Rule, COP, Electricity Act, Case Filing & Reporting.	XEN/SDE/AE/SAE
08-12	Accounts & Financial Management. Delegation of Financial Power. Auditing settlement of Audit objection. Basic Idea on TAX & VAT and Financial Matter.	JAM/AA
22-26	Prepayment/Smart Prepayment Metering System.	SDE/AE/SAE



WZPDC Training Institute, Khulna

Month Wise Training Program 2024-2025

Duration	Course Name	Trainees
January-2025		
05-09	Distribution Line, Power & Distribution Transformer, Energy Meter & Customer Service Excellence.	SAE
12-16	Human Relation, Motivation, Manner, Ethics & Etiquette.	MLSS
26-30	Smart Grid, Smart Prepayment Meter & GIS Mapping.	SDE/AE
February-2025		
09-13	Online MOD, E-Filing, New Connection & Customer Service Excellence.	SDE/AE/SAE
16-20	Energy Meter Installation, Connection, Testing & Loss Reduction Technique & Electricity act-2018.	Foreman/Lineman /Helper
23-27	Development Project Proposal(DPP) in Power Distribution System	SDE/AE
March-2025		
02-06	Distribution Line, Power & Distribution Transformer, Energy Meter & Customer Service Excellence.	Lineman/Helper
09-13	HRM & General Management.	XEN/Manager/ SDE/DM/AE/AM
April-2025		
06-10	Civil Works Layout and Estimation	SDE/AE
20-24	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
May-2025		
04-08	Security Training Course.	Security Guard
11-15	Energy Meter Installation, Connection, Testing & Loss Reduction Technique & Electricity act-2018.	Foreman/Lineman /Helper
25-29	Design, Specification and Estimation of Different equipments of Distribution System	SDE/AE
June-2025		
22-26	Basic Idea on Computer Hardware & Trouble Shooting & Maintenance.MS Word, Excel, Power Point, Internet & E-mail.	UDA/AA/SAA/JAA/LDA



CHAPTER-3

Course Content





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

Name of the Course	: Basic Idea on Computer Hardware & Trouble Shooting & Maintenance. MS Word, Excel, Power Point, Internet & E-mail.
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: UDA/AA/SA/JAA/LDA
Duration	: 22/06/2025-26/06/2025
Number of Participant	: 20/25/30

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. Learn Internet Browsing. Create email account, sent message, Read Message Print Received Message using email. To train up the participants on Computer Hardware, Trouble Shooting & Maintenance. Learn how to identify major and minor problems of a computer and Maintenance it.

Course Contents:

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

Training Procedure:

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

Trainer Evaluation : By Trainee

Trainee Evaluation : Written / Practical



Prepayment/Smart Prepayment Metering System

Name of the Course	: Prepayment/Smart Prepayment Metering System
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: SDE/AE/SAE
Duration	: 22/12/2024-26/12/2024
Number of Participant	: 20/25/30

Objectives:

The main objective of the programmers to apprise power utility professionals regarding philosophy, features and benefits of Smart/Smart Prepayment Metering System. This course will cover Smart/Smart Prepayment Metering System, Traditional ways of meter reading and unified prepayment metering system, Vending procedure and vending management.

Course Contents:

- ▶ Overview of Smart/Smart Prepayment Metering System.
- ▶ Introduction to the Prepayment System.
- ▶ AMR/AMI and Smart Energy Meters.
- ▶ Operational Component of Prepayment System, Master Information Center (MIC), Utility Vending Stations (UVS), Utility Customization Center (UCC), Point of Sales (POS).
- ▶ Hardware used in Prepayment System.
- ▶ How Smart Card, Keypad and On-line meter works.
- ▶ Network design for prepayment system.
- ▶ Software System for Prepayment metering system.
Vending.
- ▶ Load Management, Tariff Management, User Management, Log Management, Reporting.
- ▶ Utility Login User, Name, Add Feeder, Transformer Area and Transformer, Tariff Solution, Meter Customization, Meter Management, User Authentication, Meter shifting.
- ▶ Vending Procedure, Vending Management, Data Re-issue, Online Data Reading, Reporting-Daily Vending, Monthly Vending, MOD.
- ▶ Future Technology of Prepayment System (Smart metering system).

Training Procedure:

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

Trainer Evaluation : By Trainee

Trainee Evaluation : Practical/Written /Multimedia Presentation



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

Name of the Course	: Online MOD, E-Filing, New Connection & Customer Service Excellence.
Name of the Venue	: WZPDCL Training Institute, Khulna.
Trainees	: SDE/AE/SAE
Duration	: 09/02/2025-13/02/2025
Number of Participant	: 20/25/30

Objectives:

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

Course Contents:

Online MOD:

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

E-Filing(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 Achieve, Nothi Register etc.
- ▶ Draft Letter preparation, different type of letter (Government/Autonomous), Letter circulation (System/Out of System/SMS), Letter circulation group

New Connection:

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

Training Procedure:

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

Trainer Evaluation : By Trainee

Trainee Evaluation : Written / Practical



Procurement Management Training. Annual Procurement Plan (APP), Electronic Government Procurement (e-GP)

Name of the Course	: Procurement Management Training. Annual Procurement Plan (APP), Electronic Government Procurement (e-GP).
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: XEN/Manager/SDE/DM/AE/AM
Duration	: 28/07/2024-30/07/2024
Number of Participant	: 20/25/30

Objectives:

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

Course Contents:

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

Training Procedure:

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

Trainer Evaluation : By Trainee

Trainee Evaluation : Multimedia Presentation



Development Project Proposal(DPP) in Power Distribution System

Name of the Course	: Development Project Proposal(DPP) in Power Distribution System
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: SDE/AE
Duration	: 23/02/2025-27/02/2025
Number of Participant	: 20/25/30

Objectives:

This course will enable the participants to acquire the knowledge about Basic Concept Of DPP and Preparation Of DPP.

Course Contents:

- ▶ Basic Concept of DPP.
- ▶ Preparation Of DPP.
- ▶ Basic Idea Of DPP in Power Sector.
- ▶ Preparation Of DPP in Power Distribution System.

Training Procedure:

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

Trainer Evaluation : By Trainee

Trainee Evaluation : Multimedia Presentation





Accounts & Financial Management. Delegation of Financial Power. Auditing settlement of Audit objection. Basic Idea on TAX, CD-Vat, VAT and Financial Matter

Name of the Course	: Accounts & Financial Management. Delegation of Financial Power. Auditing settlement of Audit objection. Basic Idea on TAX, CD-Vat, VAT and Financial Matter.
Name of the Venue	: WZPDCL Training Institute, Khulna.
Trainees	: XEN/Manager/SDE/DM/AE/AM IAM/AA
Duration	: 27/10/2024-31/10/2024 (XEN/Manager/SDE/DM/AE/AM) 08/12/2024-12/12/2024 (IAM/AA)
Number of Participant	: 20/25/30

Objectives:

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

Course Contents:

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

Training Procedure:

- ▶ Discussion and lecture
- ▶ Multimedia presentation

Trainer Evaluation : By Trainee

Trainee Evaluation : Written / Multimedia Presentation



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

Name of the Course	: Tariff Rule, COP, Electricity Act, Case Filing & Reporting.
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: XEN/SDE/AE/SAE
Duration	: 01/12/2024-05/12/2024
Number of Participant	: 20/25/30

Objectives:

- ▶ To Familiarize with Tariff Rule.
- ▶ To Familiarize with COP.
- ▶ To Familiarize with Electricity Act.
- ▶ Handling a case, protecting WZPDCL's rights.

Course Contents:

- ▶ Introduction to Tariff and Commercial Operation Procedure (COP).
- ▶ Classification of Consumer.
- ▶ 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:

- ▶ Theoretical lecture & Discussion in the class
- ▶ Multimedia presentation

Trainer Evaluation : By Trainee

Trainee Evaluation : Written / Practical



HUMAN RELATION, COMPANY SERVICE RULES, ETIQUETTE & MANNER

Name of the Course	: Human Relation, Company Service Rules, Etiquette & Manner.
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: UDA/AA/SAA/JAA/LDA
Duration	: 21/07/2024-25/07/2024
Number of Participant	: 20/25/30

Objectives:

To train up personnel about how to serve Customers, Office personnel and familiarize with the Ethics, 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, Ethics, Etiquette & Honesty.
- ▶ National Integrity Strategy (NIS).
- ▶ E-governance & Innovation in Power Sector.

Training Procedure:

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

Trainer Evaluation : By Trainee
Trainee Evaluation : Written



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	: MLSS
Duration	: 12/01/2025-16/01/2025
Number of Participant	: 20/25/30

Objectives:

To train up personnel about how to serve Customers, Office personnel and familiarize with the Ethics, 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, Ethics, Etiquette & Honesty.
- ▶ National Integrity Strategy (NIS).
- ▶ E-governance & Innovation In Power Sector.

Training Procedure:

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

Trainer Evaluation : By Trainee

Trainee Evaluation : Written



HRM & General Management

Name of the Course	: HRM & General Management
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: XEN/Manager/SDE/DM/AE/AM
Duration	: 09/03/2025-13/03/2025
Number of Participant	: 20/25/30

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)
- ▶ 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:

- ▶ 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	: DM/AM/JAM
Duration	: 18/08/2024-22/08/2024
Number of Participant	: 20/25/30

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 equipments.
- ▶ Manners and Etiquette including Dining and table Manners.
- ▶ Conflict Management and other Management issues.
- ▶ Leave Rules.
- ▶ Manners, Etiquette & Honesty.
- ▶ National Integrity Strategy (NIS).
- ▶ E-governance & Innovation in Power Sector.

Training Procedure:

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

Trainer Evaluation : By Trainee

Trainee Evaluation : Written / Multimedia presentation



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

Name of the Course	: Operation & Maintenance of Sub-station, Sub-Station Equipment's, Power & Distribution Transformer.
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: Lineman/Helper/SBA
Duration	: 08/09/2024-12/05/2024 03/11/2024-07/11/2024
Number of Participant	: 20/25/30

Objectives:

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

Course Contents:

- ▶ Single line diagram study.
- ▶ **Symbols:** Abbreviation and single line diagram.
- ▶ Substation Equipment's.
- ▶ **Transformer:** Types & classification/Basic principle/Installation/Operation & Maintenance.
- ▶ Transformer nameplate study.
- ▶ Testing procedures of Power & Distribution Transformer.
- ▶ Method of oil collection from transformer and testing Procedure.
- ▶ Discussion about on Load, Off Load tap changing of power transformer.
- ▶ Effect of temperature on transformer operation.
- ▶ Routine maintenance of transformers.
- ▶ **CT & PT:** Types & classification, construction, Testing.
- ▶ **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.
- ▶ National integrity Strategy (NIS).
- ▶ Complain Management System.

Training Procedure:

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

Trainer Evaluation : By Trainee

Trainee Evaluation : Practical in Model Sub-Station/ Written



TESTING, COMMISSIONING, MAINTENANCE & TROUBLESHOOTING OF SUBSTATION

Name of the Course	: Testing, Commissioning, Maintenance & Trouble shooting of Substation.
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: SDE/AE/SAE
Duration	: 22/09/2024-26/09/2024
Number of Participant	: 20/25/30

Objectives:

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

Training Procedure:

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

Trainer Evaluation : By Trainee

Trainee Evaluation : Written / Practical in Model Substation/ Multimedia Presentation



ENERGY METER INSTALLATION, CONNECTION, TESTING & LOSS REDUCTION TECHNIQUE & ELECTRICITY ACT-2018

Name of the Course	: Energy Meter Installation, Connection, Testing & Loss Reduction Technique & Electricity Act-2018
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: Foreman/Lineman/Helper
Duration	: 04/08/2024-08/08/2024 16/02/2025-20/02/2025 11/05/2025-15/05/2025
Number of Participant	: 20/25/30

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 Phases, Capacitive & Inductive Loads Real, Reactive & Apparent Power (Watts, Vars, VA)), Classification.
- ▶ Connection Diagram of Single-Phase Metering, three phase Energy Meters, CT-PT operated Meter.
- ▶ Practical demonstration on 3-Phase & 1-Phase digital energy meter connection and site check technique at the consumer premises.
- ▶ Determination on proper meter sealing, neutral & Earthing of energy meter.
Pilferage of electricity.
- ▶ Demonstration of error in energy meter due to circuit fault or faulty connection.
- ▶ Instrument Transformers Current & Voltage (CT's & PT's), CT & PT Testing Procedure (Terminal Marking, Insulation Resistance, Ratio).
- ▶ Application of Overall Multiplication Factor. Cross checking procedure of OMF.
- ▶ HT Service connection Procedure & Installation of HT metering Unit. (Determination).
- ▶ Testing Procedure of Energy Metering Unit.
- ▶ Definition of Technical and Non-Technical Loss.
- ▶ Causes of Technical Loss in Transmission, Substation & Distribution line.
- ▶ Counter measures of Technical Loss in Transmission, Substation & Distribution line.
- ▶ Causes of Non-Technical Loss.
- ▶ Counter measures of Non-Technical Loss.
- ▶ Identify the major area where loss optimization would be more efficient.
- ▶ Electricity Act-2018.

Training Procedure:

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

Trainer Evaluation : By Trainee

Trainee Evaluation : Practical / Written



ENERGY METER INSTALLATION, CONNECTION, TESTING, DATA DOWNLOADING PROCEDURE, DATA ANALYSIS & NET METERING

Name of the Course	: Energy Meter Installation, Connection, Testing (HT, LTI, LT, 33 KV Import Meter & 11 KV Feeder Meter), Data Downloading Procedure, Data Analysis and Net Metering.
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: SAE
Duration	: 24/11/2024-28/11/2024 20/04/2025-24/04/2025
Number of Participant	: 20/25/30

Objectives:

To deliver knowledge and make them skilled on Installation, Connection, Operation and different types of Errors of Energy meter (HT, LTI, LT, 33 KV Import Meter, 11 KV Feeder Meter), data downloading procedure, analysis & net metering. A very "hands-on" approach is used to teach the concepts. Understanding 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 Phases, Capacitive & Inductive Loads, Real, Reactive & Apparent Power (Watts, Vars, VA)), Classification, Connection Diagram of Single-Phase Metering, three phase Energy Meters CT-PT operated Meter, and Fault Analysis of 3-phase metering.
- ▶ Practical demonstration on Instrument Transformers Current & Voltage (CT's & PT's), CT & PT Accuracy Testing Procedure (Terminal Marking, Insulation Resistance, Ratio & Phase angle Error, Knee Point voltage as per IEC-60044-1&2 by ISA ST55000 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, Consumer, Application Eligibility, Consumer Classification & Load, Billing system for Net Metering. Application Procedure, Tariff Structure, Necessary Equipment's for net metering with Protection, Net Metering System Checklist. Settlement Period. Definition of Roof and STC.

Training Procedure:

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

Trainer Evaluation : By Trainee

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



DISTRIBUTION LINE, POWER & DISTRIBUTION TRANSFORMER, ENERGY METER, CUSTOMER SERVICE EXCELLENCE

Name of the Course	: Distribution Line, Power & Distribution Transformer, Energy Meter, Customer Service Excellence. WZPDC Training Institute, Khulna.
Name of the Venue	: SAE
Trainees	: Lineman/Helper
Duration	: 07/07/2024-11/07/2024 (Lineman/Helper) 20/10/2024-24/10/2024 (Lineman/Helper) 02/03/2025-06/03/2025 (Lineman/Helper) 05/01/2025-09/01/2025 (SAE)
Number of Participant	: 20/25/30

Objectives:

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

Course Contents:

Single line diagram study.

Substation Equipment's:

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

Training Procedure:

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

Trainer Evaluation : By Trainee

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



POWER DISTRIBUTION SYSTEM PROTECTION & SWITCHGEAR

Name of the Course	: Power Distribution System Protection & Switchgear.
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: SDE/AE
Duration	: 06/10/2024-10/10/2024
Number of Participant	: 20/25/30

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.
- ▶ High Voltage Feeder Protection: Protection concepts for power 11KV & 33 KV feeders, Protection equipment typically used for feeders , Schematic Drawing study of typical PCM panel, Over current & Earth Fault protection, setting guidelines. (2 Session) Practical demonstration of 33 KV feeder protection scheme.
- ▶ Transformer Protection: Transformer Protection Philosophy, Guidelines for protection of power transformers Selection of Protection Scheme for Power and Distribution Transformer, Power Transformer Magnetizing Inrush Current concept and importance on protection setting, Transformer Differential Protection, Over current Protection, REF, Over fluxing Protection, Transformer Self Protection.
- ▶ Field Visit: Visit to a 33/11 KV Substation to demonstrate 33 KV feeder protection scheme & 33/11 KV Transformer Protection scheme.
- ▶ Power System Protection & relay coordination using simulation software:
 - ▶ Installation of software, Overview of system Elements, Familiarization with software interface, Drawing SLD of typical substation, Load flow study, Short circuit calculations
 - ▶ Relay Setting Calculation and Co-ordination, Critical Fault Clearing Time, Transformer Damage curve using simulation software as per IEEE-242: 2001 &
- ▶ Substation Grounding system: Concept, Installation, Earthing conductor size selection, mesh design, Earth resistance calculation, GPR, Step Voltage, Touch Voltage, testing & maintenance guideline as per IEEE 80
- ▶ Over Voltage Protection, Lightning Arrestor, Surge Diverter.
- ▶ Workshop on different types of Relays (Both 50/51 & 87) Practical connection, Configuration, Relay setting, troubleshooting:
 - ▶ Testing: Standards, Test plan development, Test equipment, practical testing by DRTS 64.
 - ▶ Relay setting management: Demonstration of setting software, Relay logic.



▶ **Substation Maintenance Procedure:**

- ▶ Preparation of substation maintenance plan & Record keeping procedure, Safety Procedure.
- ▶ Maintenance Procedure of 33/11 KV Power Transformer, 33KV Circuit Breaker, Isolator, 33KV CT, PT & other 33 KV equipment's.
- ▶ Maintenance Procedure of 11 KV PCM Panel, switchgear & Bus bar.
- ▶ Maintenance Procedure of PCM Panel, DC System, Air conditioning system, Control room & Switch yard.
- ▶ Maintenance Procedure of Grounding system.

▶ **E-governance & Innovation in Power Sector.**

Training Procedure:

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

Trainer Evaluation : By Trainee

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



Newly Constructed RE office Building, Fultola, Khulna.



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	: SDE/AE
Duration	: 26/01/2025-30/01/2025
Number of Participant	: 20/25/30

Objectives:

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

Course Contents:

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

Training Procedure:

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

Trainer Evaluation : By Trainee

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



Design, Specification and Estimation of Different Equipments of Distribution System

Name of the Course	: Design, Specification and Estimation Of Different equipments of Distribution System.
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: SDE/AE
Duration	: 25/05/2025-29/05/2025
Number of Participant	: 20/25/30

Objectives:

The main objective of the programmers to familiarize of Different equipments in Distribution power system and their specification & use in power system.

Course Contents:

- ▶ Overview of Power Distribution System.
- ▶ Discussion On Fundamental Types of Equipment in 33 kv line.
- ▶ Discussion On Fundamental Types of Equipment in 33/11 Substation.
- ▶ Discussion On Fundamental Types of Equipment in 11 kv line.
- ▶ Discussion On Fundamental Types of Equipment in 0.4 kv line.
- ▶ Discussion On Fundamental Types of Equipment in 11/0.4 kv Distribution Transformer.
- ▶ Discussion On Design & Specification of Equipment in 33 kv line, 11kv line, 0.4kv line, 33/11 kv substation and 11/0.4 kv Distribution Transformer.

Training Procedure:

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

Trainer Evaluation : By Trainee

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

Transformer Main Parts

1. Three-limb core
2. LV Winding
3. HV Winding
4. Tapped Winding
5. Tap Leads
6. LV Bushings
7. HV Bushings
8. Clamping Frame
9. On-Load Tap Changer
10. Motor Drive
11. Tank
12. Conservator
13. Radiators





Civil Works Layout and Estimation

Name of the Course	: Civil Works Layout and Estimation.
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: SDE/AE
Duration	: 06/04/2025-10/04/2025
Number of Participant	: 20/25/30

Objectives:

The main objective of the programmers to familiarize with different concepts on Civil Works layout and Estimation.

Course Contents:

- ▶ Overview of Civil Works layout and Estimation.
- ▶ Discussion Basic Architectural Components.
- ▶ Basic Structural Component & Design Criteria.
- ▶ Sub Structure Construction Methods (Foundation, Underground Water Reservoir, Basement, Retaining wall etc).
- ▶ Study Of Drawing Layout (plan, Elevation, Section & Masterplan).
- ▶ Design Concept and Application.
- ▶ Super Structure Construction methods(column, Beam, Slab, Reinforcement etc).
- ▶ Utility services(Plumbing, Gas, Sewerage, Electricity).
- ▶ Code Of Practice(BNBC Standard).
- ▶ Discussion On How to estimate.

Training Procedure:

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

Trainer Evaluation : By Trainee

Trainee Evaluation : Written /Multimedia Presentation



OCCUPATIONAL HEALTH, SAFETY ENVIRONMENT, FIRST AID AND DISASTER MANAGEMENT

Name of the Course	: Occupational health, safety environment, first aid and disaster management.
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: Lineman/SBA
Duration	: 10/11/2024-14/11/2024
Number of Participant	: 20/25/30

Objectives:

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

Course Contents:

- ▶ General safety rule and applicable clauses in the work area.
- ▶ Definition of open and confined area special measures for confined area.
- ▶ Classification of hazard, categories of hazard material, their storage location, Radiation & sound pollution, PPE and specific protective equipment, legal clauses and prevention.
- ▶ Procedure of permit seeking, receiving of permit and awarding of clearance for restoration of power, classification based on voltage level.
- ▶ 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.
- ▶ National Integrity Strategy (NIS).

Training Procedure:

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

Trainer Evaluation : By Trainee

Trainee Evaluation : Written / Practical / Multimedia Presentation



SECURITY TRAINING COURSE

Name of the Course	: Security Training Course
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: Security Guard
Duration	: 04/05/2025-08/05/2025
Number of Participant	: 20/25/30

Objectives:

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

Course Contents:

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

Training Procedure:

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

Trainer Evaluation : By Trainee

Trainee Evaluation : Written



ORIENTATION COURSE FOR TECHNICAL OFFICER

Name of the Course	: Orientation Course for Technical Officer
Name of the Venue	: WZPDCL Training Institute, Khulna.
Trainees	: Newly recruited Technical Employee
Duration	:
Number of Participant	: 20/25/30

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's, Power & Distribution Transformer.
- ▶ To know about energy meter (HT, LTI, LT, 33 KV Import Meter, 11 KV Feeder Meter, Prepaid Meter), Net Metering. Data Downloading Procedure from Meter by Vinplus Software and Procedure. Downloaded Data Analysis in case of Technical Officer.

Course Contents:

- ▶ Introduction to Organogram in WZPDCL.
- ▶ Discussion on service rules of WZPDCL.
- ▶ Discussion about TQM.
- ▶ Discussion on Financial rules of WZPDCL.
- ▶ Commercial Operation Procedure (COP).
- ▶ Audit.
- ▶ Discussion on Human Resource Development, Human Recourse Management & Planning.
- ▶ Discussion on Operation & Maintenance of Sub-station. Sub-station Equipment's 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.
Electricity Act-2018.
Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh.
Capacity Building for Power Distribution Employees.
E-governance & Innovation in Power Sector.

Training Procedure:

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

Trainer Evaluation : By Trainee

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



Newly Constructed 33/11 KV 2x10/13.33 MVA Substation, Fultola, Khulna.



ORIENTATION COURSE FOR GENERAL OFFICER

Name of the Course	: Orientation Course for General Officer.
Name of the Venue	: WZPDC Training Institute, Khulna.
Trainees	: Newly recruited General employee
Duration	:
Number of Participant	: 20/25/30

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.
- ▶ E-governance & Innovation in Power Sector.

Training Procedure:

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

Trainer Evaluation : By Trainee

Trainee Evaluation : Written/Practical/Multimedia Presentation



Chapter-4

**Overview of WZPDC Training Institute.
Internal resource person.
External resource person.**





Targeted Training Programs of WZPDCL FY : 2024-2025

Total Employee of WZPDCL = 1587 Nos.
 Targeted Training Man-hours : 60 per employee.
 Required total training = 1,587 X 60 = 95,220 Man-hours.
 Total Number of In-house Training Course for FY : 2024-2025 = 30 Nos.
 Required Days for In-house Training = 148 Days
 Number of Participant each Training Course = 25 Men.
 Hours per day of In-house Training = 6 hours.
 Total In-house Training = 25x148x6= 22,200 Man-hours.
 In-house Training per employee (Average) = 22,200/1587 = 13.99 ~ 14 hours.
 In house training = 1,587X 14 = 22,218 Man-hours.
 On the job training = 1,587X46 = 73,002 Man-hours.
Total man hours = In-house + OJT = (22,200 + 73,002) = 95,202 Man-hours (Target)
 Total Employee of WZPDCL Last Year (2023-2024) = 1,542 Nos.
 Targeted Man Hours, Last Year (2023-2024) = 92,520
 Targeted Training per employee 60 hours (2023-2024).
 Achieved Training per employee 62.90 hours (2023-2024).

On the Job Training Places & Target (2024-2025) WZPDCL

Sl. No	Training Place	Total person to be Trained	On Job Training hour = Targeted Trg. (-) Av. In House Trg. ie	Total man Hours / Year	Man-hours/ Month
			(60-14)=46		
1	Head Quarter	124	46	5704	475
2	Project	36	46	1656	138
3	WZPDC Training Institute	12	46	552	46
4	Khulna O&M Circle & its Jurisdiction with RAO	318	46	14628	1219
5	Jessore O&M Circle & its Jurisdiction with ZRS, RAO	270	46	12420	1035
6	Faridpur O&M Circle & its Jurisdiction with RAO	225	46	10350	863
7	Barisal O&M Circle & its Jurisdiction with ZRS, RAO	242	46	11132	928
8	Kushtia O&M Circle & its Jurisdiction with RAO	240	46	11040	920
9	Patuakhali O&M Circle & its Jurisdiction	120	46	5520	460
Total		1587	—	73002	6084



FISCAL YEAR WISE TRAINING PROGRESS WZPDC Training Institute, WZPDCL, KHULNA.

Sl. No.	Financial Year	Total Employee to be Trained	Targeted Man-hour	Achieved Man-hour	Achievement (%)
1.	2010-2011	2201	88040	93162	105.80
2.	2011-2012	2188	109400	109400	100.00
3.	2012-2013	2250	135000	155420	115.13
4.	2013-2014	2287	137220	170561	124.00
5.	2014-2015	2341	140460	152516	108.58
6.	2015-2016	2268	158760	166426	104.83
7.	2016-2017	2121	148470	158813	107.00
8.	2017-2018	2044	143080	154093	107.70
9.	2018-2019	1957	136990	140071	102.25
10.	2019-2020	1877	131390	133001	101.22
11.	2020-2021	1786	89300	113267.5	130.64
12.	2021-2022	1699	101940	113561	111.40
13.	2022-2023	1611	96660	97320	100.68
14.	2023-2024	1542	92520	96996	104.84
15.	2024-2025	1587	95220		





WZPDC Training Institute, Khulna. Training Flow Chart 2024-2025

Subject	July 2024	Aug. 2024	Sept. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025
Basic Idea on Computer Hardware, Trouble Shooting & Maintenance. MS Word, Excel, Power point, Internet & E-mail.												22-26
Prepayment/Smart Prepayment Metering System.						22-26						
Online MOD, E-Filing, New Connection & Customer Service Excellence.								20-21				
Procurement Management Training, Annual Procurement Plan (APP), Electronic Government Procurement (e-GP).	29-30											
Development Project Proposal(DPP) in Power Distribution System								19-22				
Accounts & Financial Management, Delegation of Financial Power, Auditing Settlement of Audit Objection, Basic Idea on TAX, CD-Vat, VAT and Financial Matter.				27-31		28-32						
Tariff Rule, COP, Electricity Act, Case Filing & Reporting.						31-05						
Human Relation, Company Service Rules, Etiquette & Manner.	23-25											
Human Relation, Motivation, Manner, Ethics & Etiquette.							12-16					
HRM & General Management.								09-11				
Office Administration, record keeping & Personnel Management.		18-22										
Operation & Maintenance of Substation, Substation Equipment, Power & Distribution Transformer.			08-12		23-27							
Testing, Commissioning, Maintenance & Troubleshooting of Substation.			18-24									
Energy Meter Installation, Connection, Testing & Loss Reduction Technique & Electricity Act-2018		04-08						18-20			15-15	
Energy Meter Installation, Connection, Testing (HT, LT), 17, 33 KV Import Meter, 11 KV Feeder Meter), Data Downloading procedure, Data Analysis and Net Metering.					24-28					20-24		
Distribution Line, Power & Distribution Transformer, Energy Meter & Customer Service Excellence.	29-31			10-14			05-09		02-16			
Power Distribution System Protection & Switchgear				05-10								
Smart Grid, Smart Prepayment Meter & GIS Mapping.							28-30					
Design, Specification and Estimation of Different equipments of Distribution System.											25-27	
Civil Works Layout and Estimation.									04-08			
Occupational Health, Safety Environment, First Aid & Disaster Management.					19-24							
Security Training Course											01-06	



ON JOB TRAINING (OJT) PROGRAM (CIRCLE WISE): 2024-2024
Name of O&M Circle: Khulna, Jashore, Kushtia, Faridpur, Barishal & Patuakhali.

Sl No.	Month	Subject
1.	July, 2024	COP (Part 1 to 4). Its application. Sustainable Development Goals (SDGs) in Energy Sector & Innovation idea in power sector of Bangladesh. Annual Performance Agreement (APA). Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System.
2.	August, 2024	Office Administration, Record Keeping and Personnel management. Annual Performance Agreement (APA). Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System.
3.	September, 2024	WZPDCL Service Rule-2016. Annual Performance Agreement (APA). Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System.
4.	October, 2024	Delegation of Financial Power, TA & DA Rules. Annual Performance Agreement (APA). Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System.
5.	November, 2024	Substation, Power & Distribution Transformer Maintenance. Sustainable Development Goals (SDGs) in Energy Sector & Innovation idea in power sector of Bangladesh. Annual Performance Agreement (APA). Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System.
6.	December, 2024	Tree Trimming, Preparation of Substation Maintenance Schedule. Annual Performance Agreement (APA). Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System.
7.	January, 2025	4th Industrial Revolution. Customer Service Excellence. Annual Performance Agreement (APA). National Integrity Strategy. E-governance. Right to Information. Complain Management System.
8.	February, 2025	Electricity Act 2018, Rule No. 7. Illegal electricity consumption and penal code. Annual Performance Agreement (APA). Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System.
9.	March, 2025	New Service connection (1-Phase & 3-Phase), Online new Connection, Field visit, Paper verification, Load clearance, Meter test in spot, Meter reading collection procedure, Meter earthing (Practical). Pre-paid Meter Supervision. Annual Performance Agreement (APA). Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System.
10.	April, 2025	Line Maintenance (33/11/0.4 KV). 11/33 KV Substation & Power and Distribution Transformer Maintenance. Sustainable Development Goals (SDGs) in Energy Sector & Innovation idea in power sector of Bangladesh. Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System. Annual Performance Agreement (APA).
11.	May, 2025	Leadership & Supervision, Employee Engagement. 4th Industrial Revolution. Annual Performance Agreement (APA). Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System.
12.	June, 2025	Transformer Megger test, Preparation of test result sheet, Routine check as per schedule, Earthing test of transformer, 11/0.4 KV Transformer load balancing (Practical). Sustainable Development Goals (SDGs) in Energy Sector & Innovation idea in power sector of Bangladesh. Annual Performance Agreement (APA). Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System.



WZPDCL Training Institute, Khulna. ON JOB TRAINING (OJT) PROGRAMME, FY: 2024 - 2025 (CIRCLE WISE)

Sl.	Month	Subject	Name of Circle					
			HQ, Khulna.	Jashore.	Kushtia.	Faridpur.	Barisal.	Patuakhali.
1.	July, 2024	COP (Part 1 to 4). Its application. Sustainable Development Goals (SDGs) in Energy Sector & Innovation idea in power sector of Bangladesh. Annual Performance Agreement (APA). Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System.	07/07/24 21/07/24	08/07/24 22/07/24	09/07/24 23/07/24	10/07/24 24/07/24	11/07/24 25/07/24	11/07/24 25/07/24
2.	August, 2024	Office Administration, Record Keeping and Personnel management. Annual Performance Agreement (APA). Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System.	04/08/24 18/08/24	05/08/24 19/08/24	06/08/24 20/08/24	07/08/24 21/08/24	08/08/24 22/08/24	08/08/24 22/08/24
3.	September, 2024	WZPDCL Service Rule-2016. Annual Performance Agreement (APA). Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System.	08/09/24 22/09/24	08/09/24 22/09/24	09/09/24 23/09/24	10/09/24 24/09/24	11/09/24 25/09/24	12/09/24 26/09/24
4.	October, 2024	Delegation of Financial Power, TA & DA Rules. Annual Performance Agreement (APA). Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System.	06/10/24 20/10/24	07/10/24 21/10/24	08/10/24 22/10/24	08/10/24 22/10/24	09/10/24 23/10/24	10/10/24 24/10/24
5.	November, 2024	Substation, Power & Distribution Transformer Maintenance. Sustainable Development Goals (SDGs) in Energy Sector & Innovation idea in power sector of Bangladesh. Annual Performance Agreement (APA). Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System.	10/11/24 24/11/24	11/11/24 25/11/24	12/11/24 26/11/24	12/11/24 26/11/24	13/11/24 27/11/24	14/11/24 28/11/24
6.	December, 2024	Tree Trimming, Preparation of Substation Maintenance Schedule. Annual Performance Agreement (APA). Customer Service Excellence. National Integrity Strategy. E-governance. Right to Information. Complain Management System.	08/12/24 22/12/24	09/12/24 23/12/24	10/12/24 23/12/24	11/12/24 24/12/24	12/12/24 26/12/24	12/12/24 26/12/24



WZPDC Training Institute, Khulna. ON JOB TRAINING (OJT) PROGRAMME, FY: 2024 - 2025 (CIRCLE WISE)

Sl.	Month	Subject	Name of Circle					
			HQ, Khulna.	Jashore.	Kushtha.	Fariáput.	Barishal.	Patuakhali.
7.	January, 2025	4th Industrial Revolution, Customer Service Excellence, Annual Performance Agreement (APA), National Integrity Strategy, E-governance, Right to Information, Complain Management System.	05/01/25 19/01/25	06/01/25 20/01/25	07/01/25 21/01/25	08/01/25 22/01/25	08/01/25 22/01/25	09/01/25 23/01/25
8.	February, 2025	Electricity Act 2018, Rule No. 7, Illegal electricity consumption and penal code, Annual Performance Agreement (APA), Customer Service Excellence, National Integrity Strategy, E-governance, Right to Information, Complain Management System.	09/02/25 23/02/25	10/02/25 24/02/25	11/02/25 25/02/25	12/02/25 26/02/25	13/02/25 27/02/25	15/02/25 27/02/25
9.	March, 2025	New Service connection (1-Phase & 3-Phase), Online new Connection, field visit, Paper verification, Load clearance, Meter test in spot, Meter reading collection procedure, Meter earthing (Practical), Pre-paid Meter Supervision, Annual Performance Agreement (APA), Customer Service Excellence, National Integrity Strategy, E-governance, Right to Information, Complain Management System.	09/03/25	10/03/25	11/03/25	09/03/25	12/03/25	13/03/25
10.	April, 2025	Line Maintenance (33/11/04 KV), 11/33 KV Substation & Power and Distribution Transformer Maintenance, Sustainable Development Goals (SDGs) in Energy Sector & Innovation idea in power sector of Bangladesh, Customer Service Excellence, National Integrity Strategy, E-governance, Right to Information, Complain Management System, Annual Performance Agreement (APA).	20/04/25	21/04/25	23/04/25	22/04/25	21/04/25	23/04/25
11.	May, 2025	Leadership & Supervision, Employee Engagement, 4th Industrial Revolution, Annual Performance Agreement (APA), Customer Service Excellence, National Integrity Strategy, E-governance, Right to Information, Complain Management System.	13/05/25	14/05/25	15/05/25	11/05/25	12/05/25	12/05/25
12.	June, 2025	Transformer Megger test, Preparation of test result sheet, Routine check as per schedule, Earthing test of transformer, 11/0.4 KV Transformer load balancing (Practical), Sustainable Development Goals (SDGs) in Energy Sector & Innovation idea in power sector of Bangladesh, Annual Performance Agreement (APA), Customer Service Excellence, National Integrity Strategy, E-governance, Right to Information, Complain Management System.	22/06/25	23/06/25	24/06/25	25/06/25	22/06/25	23/06/25



Internal Resource Person In House & On Job Training

Sl No.	Name	Designation	Present Office	Contact No.	Mailing address	Subject
01	Engr. A.H.M. Mohiuddin	Managing Director	HQ	01713001424	wzpdclnd@gmail.com	Natural Disaster Management, Safety Management, Customer care, APA, Anti-corruption, Integrity Strategy. Sustainable Development Goals (SDGs) & Innovation Idea in Energy Sector of Bangladesh.
02	Engr. Md. Shamsul Alam	Executive Director (Operation)	HQ	01713001426	ed.operation@wzpdcl.gov.bd	Power & Distribution Transformer, Energy Meter, Customer care, Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector.
03	Engr. Md. Shamsul Alam	Executive Director (Finance) (Addl. Charge)	HQ	01713001425	ed.finance@wzpdcl.gov.bd	Accounts & Finance. Budget, Commercial Operation.
04	Engr. Md. Akharul Islam	Executive Director (Planning & Development)	HQ	01713850224	a@harul90@yahoo.com	APP, Project & Development works.
05	Engr. Md. Akharul Islam	Executive Director (Admin) (Addl. Charge)	HQ	01713850224	ed.prd@wzpdcl.gov.bd	Human Resource management, Leadership, Motivation, Human Relation, Company Service Rule, Etiquette & Manner.
06	Engr. A.T.M Tariqul Islam	Chief Engineer (Planning & Development)	HQ	01756690800	ce.prd@wzpdcl.gov.bd	System Loss, SAID, SAIFI, Project Management, Project work & Development. Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector.
07	Engr. Md. Roknuzzaman	Chief Engineer (ESCS)	HQ	01713850211	wzpd.escs@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.
08	Mr. Md. Alamgir Kabir	General Manager (Admin)	HQ	01700709703	igmrhmadmn_wzpdcl@yahoo.com	Office Administration & Management, Service Rule, Integrity Strategy.
09	Mr. Sachindra Nath Halder	General Manager (Acc. & Finance) (Addl. Charge)	HQ	01700710000	igmr.accounts@wzpdcl.gov.bd	Accounts, Finance, DPP, PPA-2006, PPR-2008, Tender.
10	Mr. Md. Azizur Rahman	DGM (Audit)	HQ	01700709706	wzpd.audit@gmail.com azir1973@gmail.com	Audit.
11	Engr. Md. Abdul Mezid	Chief Engineer (O&M) (Addl. Charge)	HQ	01711297968	wzpdcl.ce@gmail.com	Substation Equipment, Power & Distribution Transformer, Energy Meter, Safety Management, Customer care, Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector.
12	Engr. Md. Saifuzzaman	Project Director	MPDSG	01700709721	pd.mpds@wzpdcl.gov.bd	Project work & Developments.



Internal Resource Person In House & On the Job Trainer

Sl No.	Name	Designation	Present Office	Contact No.	Mail address	Subject
13	Engr. Md. Shafiqul Islam	Project Director	HQ	01700709730	wzapip@gmail.com	Project work & Developments. Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector.
14	Engr. Md. Shahidul Alam	Superintending Engineer	P&D, HQ	017007097018	wajclplanning@gmail.com engshahidob@gmail.com	APP, Project & Development works.
15	Engr. Zahan-E-Shabnam	Superintending Engineer	O&M Circle, Kurthia	01711431410	wse.kurthia@gmail.com	Power & Distribution Transformer, Energy Meter. Integrity Strategy.
16	Engr. Md. Arifur Rahaman	Project Director	HQ	01700709729	wapdp@gmail.com	Project work & Developments. Integrity Strategy. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector.
17	Engr. Amullia Kumar Sarkar	Superintending Engineer	O & M Circle, Jashore	01711298373	wse.jessore@gmail.com	Power & Distribution Transformer, Energy Meter. Integrity Strategy.
18	Engr. Shahin Akter Perwin	Superintending Engineer (Commercial)	HQ	01700709714	wpd.com@gmail.com	Commercial activities, MOD, System loss.
19	Engr. Md. Rakib Uddin	Project Director	SPPMP	01700709721	rakibuddin91@gmail.com	Project work, Distribution Line, Power & Distribution Transformer. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector.
20	Engr. Md. Mahmudul Haque	Superintending Engineer	ICT	01700709720	wzpd.ict@gmail.com	E-Filing, Online New Connection, Paperless Complain Management, e-GP, MS Word, MS Excel, Internet, email. Online MOD. Innovation in power sector.
21	Engr. Md. Amzad Hossain	Superintending Engineer	O & M Circle, Faridpur	01711430895	wse.faridpur@gmail.com	Power & Distribution Transformer, Energy Meter. Customer care. Renewable energy. Integrity Strategy.
22	Mr. Md. Nazmul Huda	Deputy General Manager (Admin)	HQ	01700709709	razmulwzpd@gmail.com	Office Administration, Management
23	Mr. Md. Abdul Khaleq	Deputy General Manager (Finance)	HQ	01700709701	wznan.ac.greent@gmail.com	Accounts & Finance. Budget, Commercial Operation.
24	Engr. Paritosh Chandra Sarkar	Superintending Engineer (Exclusive)	O & M Circle, Barisal	01713850219	wse.patalkhul@gmail.com	Power & Distribution Transformer, Energy Meter. Customer care. Renewable energy. Integrity Strategy.
25	Engr. Md. Shahidul Islam	Superintending Engineer (Exclusive)	O & M Circle, Patalkhul	01713850218	wse.barisal@gmail.com	Power & Distribution Transformer, Energy Meter. Customer care. Renewable energy. Integrity Strategy.
26	Engr. Kazi Abdul Aziz	Superintending Engineer (Exclusive)	System Protection	01700709718	wse.protectm@gmail.com	Power & Distribution Transformer, System Protection & Control.
27	Engr. Md. Mamunur rahman	SE (Procurement & Store) (Addl. Charge)	HQ	01766690770	manurarahman@gmail.com	PPA, PPR, Procurement Procedure, Store Software (WZPDCL), Financial Delegation, Electrician Trade Course.
28	Engr. Md. Tofazzel Hossain	KEN	Meherpur, BSU	01700709876	vt.meherpur@gmail.com	New Connection, Distribution Line. Power & Distribution Transformer.
29	Engr. Monjur Kumer Samokar	KEN	EMPOSP	01700709976	monjulsamokar@gmail.com	Project work, Distribution Line, Power & Distribution Transformer.



Internal Resource Person In House & On the Job Trainer

Sl No.	Name	Designation	Present Office	Contact No.	E-mail address	Subject
30	Engr. Md. Habibur Rahman	XEN	WZPEC Training Institute	01700709719	wzpltr@gmail.com	Battery, DC System.
31	Engr. G. M. Mahmud Prodhan	XEN	S&D-1, Jashore.	01711298374	wzpsore@gmail.com	Distribution line, Power & Distribution Transformer.
32	Engr. Md. Ruhul Amin	XEN (CSO)	HQ	01711297969	amin@2001@gmail.com wzckla@gmail.com	Bill of Material, APA.
33	Engr. Md. Sabukta gin	XEN	EAPOP	01719434505	wzscop.jashore@gmail.com	Project work, Distribution Line, Power & Distribution Transformer. Sustainable Development Goals (SDGs) & Energy Sector in Bangladesh. Innovation in power sector.
34	Engr. Md. Meinnuddin	XEN	S&D-4 Khulna	01711297970	wzkhulna4@gmail.com	New Connection, Distribution Line. Distribution line, Power & Distribution Transformer.
35	Engr. Md. Jahangir Hossain	XEN	S&D-1, Khulna	01711297971	wzkhulna2@gmail.com	Distribution line, Power & Distribution Transformer.
36	Engr. Md. Murshid Alam	XEN	S&D-1 Khulna	01711297972	wzkhulna1@gmail.com	New Connection, Distribution Line. Distribution line, Power & Distribution Transformer.
37	Engr. Md. Rakibul Islam	XEN	QVI	01700709723	raibisibn04@gmail.com	Design and inspection of Distribution line, Power & Distribution Transformer.
38	Engr. Md. Khalidul Hasan Khan	XEN	Prager BU	01700709988	wzkhola@gmail.com	New Connection, Distribution Line. Distribution line, Power & Distribution Transformer.
39	Engr. Debashis Paul	XEN	System Protection	01313720399	dgp_eee@yahoo.com	System Protection.
40	Engr. Md. Shafiqul Islam	XEN	BJPOP	01717515021	eswdsr@gmail.com	New Connection, Distribution Line. Distribution line, Power & Distribution Transformer.
41	Engr. Md. Mamun-ur-Rashid	XEN	Prager BU	01700709906	wzqbrn@gmail.com	Distribution line, Power & Distribution Transformer.
42	Engr. Md. Zia-ul-Haq	XEN	S&D, Rajshahi.	01700709773	xen.zabqha@gmail.com	Distribution line, Power & Distribution Transformer, New Connection.
43	Engr. Md. Rashedul Islam Chowdhury	XEN	S&D-1 Jhenaidah	01711423522	wz.jhenaidah@gmail.com	New Connection, Distribution Line. Distribution line, Power & Distribution Transformer.
44	Engr. S. M. Monim	XEN	HQ	01322899645	wz.smcmmr@gmail.com	PPA-2006, PPR-2008, e-GP.
45	Engr. Md. Amirul Rahman	XEN	S&D Faridpur	01700709916	wz.psalra@gmail.com	New Connection, Distribution Line. Distribution line, Power & Distribution Transformer.
46	Engr. Palash Kumar Ghosh	XEN	S&D Dinabang	01700709864	wzpd.dinabang@gmail.com	New Connection, Distribution Line. Distribution line, Power & Distribution Transformer.
47	Engr. Md. Mohedi Hasan	XEN	S&D-5 Khulna	01766690751	wzkhulna5@gmail.com	PPA-2006, PPR-2008, e-GP, Project work & Development
48	Engr. Md. Fazole Rabbi	XEN	S&D-1, Khulna	01700709821	wz.karst1@gmail.com	New Connection, Distribution Line. Distribution line, Power & Distribution Transformer.
49	Engr. Md. Kamal Uddin	XEN	Shahar BU	01700709921	wz.shahar@gmail.com	New Connection, Distribution Line. Distribution line, Power & Distribution Transformer.
50	Engr. A H M Forhad Hossain	XEN	S&D-1, Khulna	01711297973	wz.khulna3@gmail.com	Distribution line, Power & Distribution Transformer.



Internal Resource Person In House & On the Job Trainer

Sl No.	Name	Designation	Present Office	Contact No.	Mail address	Subject
51	Engr. Md. Mizanur Rahman	XEN	S&D, Nalendra	01700709900	w.r.nadriju@gmail.com	New Connection, Distribution Line, Distribution line, Power & Distribution Transformer.
52	Engr. Md. Nasir Uddin	XEN	ZRS, Jashore	01700709876	wzpdzns@gmail.com	Power & Distribution Transformer, Transformer Maintenance, etc.
53	Engr. Kalyan Kumar Debnath	XEN	Designated Inspector	01713850201	kalyan104@gmail.com	Substation, Power & Distribution Transformer, System Protection, Battery, Energy Metering, Net Metering.
54	Engr. Anupom Chakraborty	XEN	S&D, Kuthia	01700709834	w.kutis2@gmail.com	New Connection, Distribution Line, Distribution line, Power & Distribution Transformer.
55	Engr. Sadia Tabassum	XEN	HQ	01713850207	sadiawpdc@gmail.com	Commercial Activities.
56	Engr. Md. Faruq Hossain	XEN	S&D-1, Barisal	01713850221	wz.barsal2@gmail.com	New Connection, Distribution Line, Distribution line, Power & Distribution Transformer.
57	Engr. Md. Jewel Hana	XEN	RI	01713850200	jewel7@gmail.com	Energy Meter activities.
58	Engr. Md. Ahsan Habib	XEN	Mogra, BU	01700709802	nagun.esa@gmail.com	Distribution line, Power & Distribution Transformer.
59	Engr. Md. Mosharraf Hossain	XEN	HQ	01700709716	hossain55@gmail.com	E-Filing, Online New Connection, Paperless Complain Management, e-GP, MS Word, MS Excel, Internet, email, Online MOD, Innovation in power sector.
60	Mr. Anisuzzaman	Manager	RAC, Kushtia	01700709882	wzpdclrao.kushtia@gmail.com	Pay fixation, TA Rule and preparation of TA Bill, Income Tax, Gratuity, CPF, MOD, COP.
61	Mr. Md. Rezaul Karim	Manager	RI, Barisal	01700709712	rezaulwpdc@gmail.com	Pay fixation, TA Rule and preparation of TA Bill, Income Tax, Gratuity, CPF, MOD, COP.
62	Mr. Md. Rezaul Haque	Manager	HQ	01700709707	wzpdcl.com@gmail.com	Accounts, Commercial Operation, TQM, KAIZEN & APA.
63	Engr. Md. Mustafizur Rahman	XEN	S&D, Faridpur	01700709893	w.faridpur2@gmail.com	New Connection, Distribution Line, Distribution line, Power & Distribution Transformer.
64	Engr. Md. Motiur Rahman	XEN	S&D, Jhalakati	01700709964	w.jhalakati@gmail.com	New Connection, Distribution Line, Distribution line, Power & Distribution Transformer.
65	Engr. Md. Mizanur Rahman	SDE	Prepaid Meter	01721429935		Smart Prepayment Metering.
66	Engr. Shoyab Hossain	XEN (Incharge)	Jashore, BU	01711297973	wz.jshs3@gmail.com	Pay fixation, TA Rule and preparation of TA Bill, Income Tax, Gratuity, CPF, MOD, COP.
67	Engr. Md. Motiur Rahman	PD	Mongura	01713580202	motiurgs@gmail.com	Substation, Power & Distribution Transformer, System Protection, Energy Metering, Net Metering, Innovation in Power Sector, Electrician Trade Course.
68	Engr. Md. Jamal Hossain	SDE	Procurement HQ	01322899636	engg.mamun89@gmail.com	PPA, PFR, Procurement Procedure, Store Software (WZPDCL), Financial Delegation, Electrician Trade Course.
69	Engr. Md. Masudur Rahman	SDE	WZPDCL	01713850217	wzpdcl.dtc@gmail.com	Auto CAD, e-filing.
70	Engr. Robiul Islam	SDE	PKO, HQ	017410254465	islam38@gmail.com	Discussion about civil estimate, measurement, land survey, POB Rate Schedule etc.
71	Engr. Faria Haque Nupur	SDE	PKO, HQ	01713850203	fariahaque.p@gmail.com	Hand Tools, Safety Procedure, Electrician Trade Course.
72	Engr. Nurunnahar Nupur	SDE	PKO, HQ	01719729007	nupur0517@gmail.com	Auto CAD.
73	Mr. Md. Touhidul Islam	Manager (Incharge)	MO, Jessore	01700709819	wz.jessore@gmail.com	CPF, GPF, TA Bill, Income TAX, etc.
74	Mr. Md. Mominur Rahman	DM	HQ	01713850208		Security System.
75	Mr. Md. Sarwar Hossain	Manager (Incharge)	RI, Kuthia	01700709731	nothjswa@gmail.com	Distribution line, Power & Distribution Transformer.
76	Engr. Md. Ruhul Amin Linkon	AE	HQ	01766690772	wzpdcl.se.com@gmail.com	APA target and Achievement.
77	Mr. Shuvra Prokash Sarkar	SAE	WZPDCL	01917711356	130g.shuvra@gmail.com	Computer, Digital e-filing, Internet.



External Resource Person

Sl No.	Name	Designation	Present Office	Contact No.	Subjects
1.	Mr. Md. Habibur Rahman	Senior Secretary	Power Division	01333083902	National Integrity Strategy, APA.
2.	Mr. Sk. Aktar Hossain	Addl. Secretary	Power Division	01625280359	National Integrity Strategy, APA.
3.	Dr. Naruttan Kumar Roy	Professor (EEE)	KUET, Khulna.	01716610537	Smart Bangladesh
4.	Mr. Nirod Chandra Mondal	Joint Secretary	Power Division	01817508251	National Integrity Strategy, APA.
5.	Mr. Ala Meher	Deputy Secretary	Power Division	01736269000	E-Governance, APA.
6.	Mr. Shrabani Chakma	Commissioner (TAX)	Taxes Zone, Khulna	024-77700569	TAX.
7.	Mst. Foujia Hafsa	Joint District Judge	Diyut Court, Khulna.	01985000205	Electricity Act.
8.	Mr. Md. Humayan Kabir	System Analyst, ICT	Power Division	01673373128	APA.
9.	Nusrat Farzana	Deputy Commissioner (TAX)	Taxes Zone, Khulna	01928168257	TAX.
10.	Mr. M. Javel Iqbal	Deputy Principal Information Officer	Regional Information Office, Barishal.	01785797871	Right to Information.
11.	Md. Ariful Islam Munna	Director	Computer Gates, Khulna.	01711982583 01935782426	Computer Billing.
12.	Mr. Walif Hossain	Staff Officer	Fire Senior & Child Define Boyra, Khulna.	01739388668	Fire Protection System.



Training Institute Model Substation, WZPDCL, Khulna.

Photo Gallery





WZPDCL Family with Honorable Board of Directors.



Photo Session of newly appointed Assistant Engineer after Foundation Training.





Honourable Chairman, WZPDCL visiting newly constructed Model Sub-Station.



Managing Director, WZPDCL is Presenting Flower Bouquet to Honorable Addl. Secretary (Planning), Power Division.



General Meeting, HQ Conference Room.



Managing Director, W2PDCL giving Certificate at Training Course Closing Ceremony.



Executive Director (Operation), WZPDCL giving Course Material at Training Course Opening Ceremony.



Executive Director (P&D), WZPDCL giving Certificate at Training Course Closing Ceremony.



Chief Engineer (ESCS), WZPDCL giving Certificate at Training Course Closing Ceremony.



Chief Engineer (P&D), WZPDCL at Training Course Opening Ceremony.



Executive Engineer, WZPDC Training Institute is Presenting Flower Bouquet to Honorable Managing Director.



Newly Appointed Assistant Engineer, Conference Room, WZPDC Training Institute.



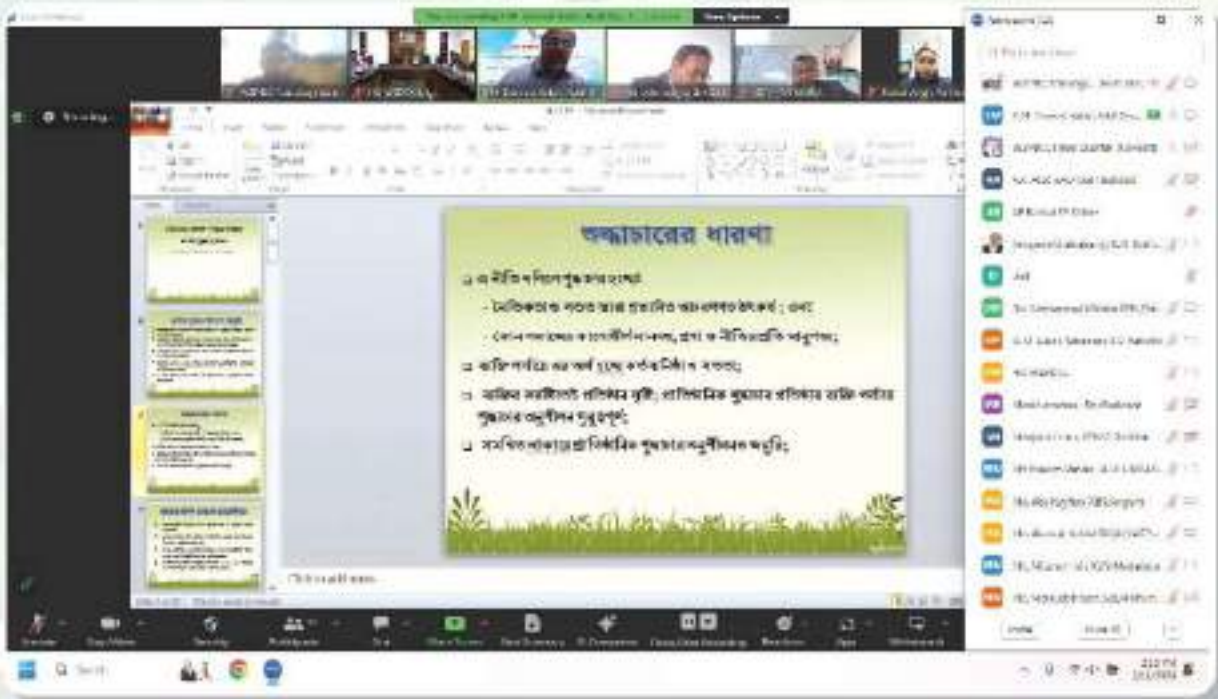
Photo Session of newly appointed Sub-Assistant Engineer after Foundation Training.



Photo Session of newly appointed SBA after Foundation Training.



Practical training at Central Sub-Station, Khulna.



Mr. S M Enamul kabir, Additional Secretary, Power Division giving speech about NIS through Zoom App.



Practical Training on Fire Fighting at Head Quarter, WZPDCL.



Practical Training on Fire Fighting at Training Institute, Khulna.



WZPDCL Training Institute

WEST ZONE POWER DISTRIBUTION COMPANY LTD. (WZPDCL), KHULNA.

E-mail: wzpdcl.dtc@gmail.com

Goalkhali, BGB Gate, Kabir Bottala, Khulna-9000