



# **Training Plan for The FY of 2019-2020**

**Aggregate Training Plan by Training Hour for the FY of 2019-20**

SL No	Course to be Conducting Wing	Total No of Courses	Total No of Trainees	Total Trainee Hour
01	Planning & Record Wing	20	665	34925
02	Management Wing	67	2897	84630
03	Finance Wing	51	1570	48880
04	Technical Wing (HQ)	99	2670	147,730
05	Technical Wing (TTC, Savar)	121	3496	280580
06	Need Based Training of 80 PBSs	3520	108000	1387200
Total =		3878	119298	1983945

**Summary of Training Plan of P&R Section for the FY of 2019-20**

Sl No	Course Name	Course Code	No. of Course	Course Day	Course Hour for Each Course	Participant (Probable) Per Course	Total Participant (Probable)	Total Training Hour (Probable)
a	b	c	d	e	f	g	h=(dxg)	i=(hxf)
1	Dept. Exam PBS Staff (EC)	Dept. Exam	1	10	65	30	30	1950
2	BREB/PBS General Orientation	IO100	1	3	26	30	30	780
3	Dept. Exam PBS Officer's (AGM)	Dept. Exam	2	11	87	30	60	5220
4	BREB Officer's Orientation	IO151	1	8	65	30	30	1950
5	Promotional Exam(Grade-14)	Promotional Exam	1	8	43	30	30	1290
6	Dept. Exam PBS Staff (WI)	Dept. Exam	1	10	58	30	30	1740
7	Promotional Exam(Grade-13)	Promotional Exam	1	7	35	30	30	1050
8	Dept. Exam PBS staff (JE.)	Dept. Exam	1	10	65	30	30	1950
9	BREB & PBS Dept. Enquiry Procedure	IM 516	1	4	31	30	30	930
10	Dept. Exam (BREB Officers-1)	Dept. Exam	2	12	93	30	60	5580
11	ACR writing Procedure	IM 601	1	1	5	100	100	500
12	Dept. Exam PBS staff (Plant Acc./Acc.)	Dept. Exam	1	10	65	30	30	1950
13	Dept. Exam (BREB-Acc/Asstt:Acc/Auditor/Cashier)	Dept. Exam	1	13	71	30	30	2130
14	BREB Officer's (Class-II)	Dept. Exam	1	13	75	25	25	1875
15	Dept. Exam PBS staff (PUC/MS)	Dept. Exam	1	10	65	30	30	1950
16	Dept. Exam BREB staff (LCI)	Dept. Exam	1	6	36	30	30	1080

17	Dept. Exam (BREB - Staff )	Dept. Exam	1	9	57	30	30	1710
18	Promotional Exam(Grade-15)	Promotional Exam	1	8	43	30	30	1290
Total=			20				665	34925

### Summary of Training Plan of Management Section for the FY of 2019-20

SL No	Course Name	Course Code	No.of Course	Course Day	Course Hour for Each Course	Participant (Probable) Per Course	Total Participant (Probable)	Total Trainee Hour (Probable)
a	b	c	d	e	f	g	h (dxg)	i (hxf)
1	BREB/PBS Officer's Foundation Course	IM 300	4	27	35	173	692	24220
2	Basic Supervision	IM 100	8	5	42	35	280	11760
3	Awareness of Integrated Management Systems (QMS, EMS, OHSAS).	IM 109	1	3	26	35	35	105
4	Office Management	IM 110	6	3	22	35	210	4620
5	Record Management	IM 115	13	3	24	35	455	10920
6	Personnel Management	IM 145	4	5	46	35	140	6440
7	Labor Law and Industrial Relation	IM 260	5	3	24	35	175	4200
8	Right of way and public motivation	IM 265	2	2	18	35	70	1260
9	Electricity Act and Rules	IM 270	2	3	26	35	70	1820
10	Electricity Act and Rules	IM 271	2	2	18	35	70	1260
11	Training of Trainers (TOT)	IM 275	2	4	37	35	70	2590
12	PBS Instruction Series 200 300	IM 343	1	3	27	35	35	945
13	PBS Instructions	IM 347	1	3	27	35	35	945
14	Establishing good Member Relations	IM 400	1	3	22	35	35	770
15	Establishing good Member Relations	IM 401	2	2	18	35	70	1260
16	Customer Service Excelliance	IM 402	1	2	19	35	35	665
17	PBS Employee Service Rule and REB Act 2013	IM 511	4	3	24	35	140	3360
18	Departmental enquiry Procedure	IM 515	1	3	27	35	35	945
19	Procurement in PBS System	IM 531	5	4	27	35	175	4725
20	BREB/PBS General Orientation	IO 100	2	3	26	35	70	1820
	Total=		67				2897	84630

### Summary of Training Plan of Finance Section for the FY of 2019-20

SL No	Course Name	Course Code	No.of Course	Course Day	Course Hour for Each Course	Participant (Probable) Per Course	Total Participant (Probable)	Total Trainee Hour (Probable)
a	b	c	d	e	f	g	h=(dxg)	i=(hxf)
1	Work Order Procedure	IF-570	8	3	24	30	240	5760
2	Accounting / Billing Procedure	IF-320	10	7	53	30	300	15900
3	Basic Training on Tax and VAT	IF-566	8	4	28	35	280	7840
4	Plant & Property Accounting	IF-340	3	4	27	30	90	2430
5	Introduction on Financial Issue	IF-565	1	3	24	30	30	720
6	Billing Procedure and Rate Schedule	IF-321	1	3	24	30	30	720
7	Accounting Procedure Manual	IF-315	2	4	32	30	60	1920
8	PBS General Accounts Manual	IF-310	2	7	53	30	60	3180
9	Instruction Series-200	IF-338	2	4	30	30	60	1800
10	Preparing of Financial Report	IF-330	2	3	30	30	60	1800
11	PBS Audit Procedure	IF-345	2	3	19	30	60	1140
12	Daily Collection Report Preparation	IF-341	1	3	19	30	30	570
13	Imprest Fund Management	IF-362	3	2	15	30	90	1350
14	Preparing of Electric Bill and C / P	IF-332	1	2	18	30	30	540
15	Financial Planning & Management	IF-365	2	2	18	30	60	1080
16	Financial Management	IF-367	2	3	24	30	60	1440
17	BREB Accounting Procedure	IF-505	1	3	23	30	30	690
	Total=		51				1570	48880

### Summary of Training Plan of Technical-HQ Section for the FY of 2019-20

Sl. No.	Course Name	Course Code	No. of Course	Course Day	Course Hour for Each Course	Participants (Probable) Per Course	Total Participants (Probable)	Total Trainee-Hour (Probable)
a	b	c	d	e	f	g	h=(d*g)	i=(h*f)
1	Basic Computer Training	ICT-02	18	8	71	20	360	25560
2	Basic Computer Training with Data base	ICT-04	1	10	80	20	20	1600

3	Foundation Training on IT	ICT-06	1	5	37	20	20	740
4	Router/Firewall Configuration, Wi-Fi Network Configuration	ICT-07	2	5	41	20	40	1640
5	Real Server (WIN 2008/2012) Configuration and Administration	ICT-08A	2	9	65	20	40	2600
6	Real Server (Linux) Configuration and Administration	ICT-08B	2	9	67	20	40	2680
7	Advanced Database Management	ICT-09	2	14	120	20	40	4800
8	Use of Bangla Unicode Software & Font	ICT-13	1	2	12	20	20	240
9	PBS Distribution System Construction & Inspection	TC-015	3	13	107	30	90	9630
10	PBS Distribution System Construction & Inspection	TC-016	2	13	109	40	80	8720
11	Warehouse management	TC-210	5	5	42	30	150	6300
12	Warehouse management	TC-220	2	5	42	30	60	2520
13	PBS Distribution System Construction & Inspection Field Training	TC-760	2	19	171	40	80	13680
14	PBS System Design	TE-010	4	7	60	30	120	7200
15	Distribution Line Staking	TE-200	2	4	35	30	60	2100
16	Equipment Record Card (ERC) Data Flow Process	TE-370	2	2	18	30	60	1080
17	E-file (Nothi) Management.	TE-380	3	3	15	20	60	900
18	PBS System Operation & Maintenance	TO-100	2	13	109	30	60	6540
19	Billing Software Support	TO-390	1	5	45	20	20	900
20	Transport Maintenance	TO-610	1	3	18	30	30	540
21	Transport Maintenance	TO-620	1	3	18	30	30	540
22	Application of Global Positioning System(GPS) and Introductory Geographic Information System (GIS)	TO-821	1	5	45	20	20	900
23	Basic Consumer Wiring	TW-010	1	11	95	30	30	2850

24	Basic Consumer Wiring	TW-015	2	15	130	30	60	7800
25	Advanced Consumer Wiring	TW-100	1	9	70	30	30	2100
26	Advance Consumer Wiring	TW-110	2	9	70	30	60	4200
27	Sustainable Development Goal (SDG)	TE-395	11	2	18	30	330	5940
28	Concept on Distribution System Protection	TE-405	11	5	44	30	330	14520
29	Freelancing Inspection	TE-400	11	3	27	30	330	8910
TOTAL :			99				2670	147,730

### Summary of Training Plan of Technical (TTC) Section for the FY of 2019-20

Sl. No	Course Name	Course Code	No. of Course	Course Day	Course Hour for Each Course	Participant (Probable) Per Course	Total Participant (Probable)	Total Trainee-Hour (Probable)
a	b	c	d	e	f	g	h = (d x g)	I = (h x f)
1	Lineman Part-I	TL 010	5	28	244	30	150	36600
2	Lineman Part-II	TL 020	20	16	132	30	600	79200
3	Lineman Part-III	TL 030	22	15	126	30	660	83160
4	Lineman Part-III (Retention Test)	TL 030	21	2	18	30	630	11340
5	Lineman Part-IIIA	TL031	2	7	57	30	60	3420
6	Lineman Part-IVA	TL 040	6	6	50	30	180	9000
7	Lineman Part-IVB	TL 042	6	5	42	30	180	7560
8	Lineman Part-IVC	TL 044	6	6	54	30	180	9720
9	1-@ Meter Testing	TO250	8	4	36	30	240	8640
10	3-@ Meter Testing	TO260	8	5	35	30	240	8400
11	33 KV Switching Station	TL045	2	4	35	48	96	3360
12	OCR/ACR Operation Maintenance & Repair	TO 220	1	8	72	20	20	1440
13	Transformer Operation Maintenance & Repair	TO 230	1	8	72	20	20	1440
14	Voltage Regulator Operation Maintenance & Repair	TO 235	1	7	63	20	20	1260
15	Meter Testing	TO 241	1	8	63	30	30	1890
16	Meter Repair	TO 266	3	8	63	30	30	1890
17	Basic Computer Training	ICT-02	3	8	71	20	60	4260
18	Basic Computer Training	ICT-04	5	9	80	20	100	8000
Total =			121				3496	280580

### Summary of Training Plan of NBT Training Course for the FY of 2019-20

Sl. No	Course Name	Course Code	No. of Course	Course Day	Course Hour for Each Course	Participant (Probable) Per Course	Total Participant (Probable)	Total Trainee-Hour (Probable)
a	b	c	d	e	f	g	h = (d x g)	I = (h x f)
1	Safety in Electrical Utility	NBT001	80	1	8	30	2400	19200
2	First Aid	NBT002	80	1	9	30	2400	21600
3	Earthquake Management & Fire Fighting	NBT003	80	1	9	30	2400	21600
4	Disaster Management	NBT004	80	1	9	30	2400	21600
5	Transport Maintenance	NBT005	80	1	8	30	2400	19200
6	Tools Maintenance	NBT006	80	1	9	30	2400	21600
7	Basic Computer, Internet & Internet	NBT007	80	1	8	30	2400	19200
8	Operation Maintenance & Repair of OCR/ACR for PBS Employee	NBT008	80	4	30	30	2400	72000
9	Operation Maintenance & Repair of Transformer for PBS Employee	NBT009	80	4	30	30	2400	72000
10	Operation Maintenance & Repair of Voltage Regulator For PBS Employee	NBT010	80	4	30	30	2400	72000
11	Operation and Maintenance of Generator	NBT011	80	1	9	30	2400	21600
12	Distribution Line Staking	NBT012	80	3	27	30	2400	64800
13	Ensuring proper Permanent & Temporary Grounding for secure life while work in PBS distribution line & Equipment	NBT013	80	1	9	30	2400	21600
14	Trouble shooting & different setting of electrical Equipment use in PBS Substation & distribution line	NBT014	80	1	9	30	2400	21600
15	Billing Procedure and Consumer Account	NBT015	80	1	9	30	2400	21600
16	Imprest Fund and collection Procedure	NBT016	80	1	9	30	2400	21600
17	Basic Training on Meter Reading Procedure	NBT017	80	2	16	30	2400	38400

18	Basic Training on Electricity Bill Distribution and collection	NBT018	80	2	16	30	2400	38400
19	Operation Maintenance & Repair of Circuit Breaker With Relay & Protective System of 33KV Switching Station	NBT019	80	2	17	30	2400	40800
20	HT & LT Metering With CT/PT and Checking of proper Connectivity	NBT020	80	2	18	30	2400	43200
21	Power Factor checking & Measurements	NBT021	80	1	9	30	2400	21600
22	Loss Test of Repaired Distribution Transformer	NBT022	80	1	9	30	2400	21600
23	Importance of capital & revenue expenses	NBT023	80	1	9	30	2400	21600
24	Collection and Deposit Procedure	NBT024	80	1	9	30	2400	21600
25	Human Resource Management	NBT025	80	1	9	30	2400	21600
26	PBS Employee Service Rule	NBT026	80	1	9	30	2400	21600
27	CT, PT Ratio and Meter Multiplying Factor	NBT027	80	1	9	30	2400	21600
28	PBS Fund Management.	NBT028	80	1	9	30	2400	21600
29	Meter reading, Bill Collection and Meter Disconnection Process.	NBT029	80	1	9	30	2400	21600
30	Office Environment	NBT030	80	1	9	30	2400	21600
31	Employee Engagement and Motivational approach.	NBT031	80	1	9	30	2400	21600
32	Protection Setting / Relay Setting Of Different ACR / Circuit Breaker.	NBT032	80	1	9	30	2400	21600
33	Detection Procedure of Over load Distribution Transformer.	NBT033	80	1	9	30	2400	21600
34	SAIFI & SAIDI.	NBT034	80	2	18	30	2400	43200
35	1-Phase Meter Testing, Calibration, Installation, Operation & Maintenance.	NBT035	80	2	17	30	2400	40800



36	Ethics and national integrity strategy	NBT036	80	1	9	30	2400	21600
37	Different types of Audit & Satement of Audit objection	NBT037	80	2	16	30	2400	38400
38	Use of Bangla Unicode software and font	NBT038	80	1	9	30	2400	21600
39	Service process simplification (SPF)	NBT039	80	2	17	30	2400	40800
40	CONSUMER CLASS DETERMINATION	NBT040	160	2	16	30	4800	76800
41	CONSUMER SATISFICATION MANAGEMENT	NBT041	80	1	9	30	2400	21600
42	Customer Service Excellence & Office Etiquette	NBM001	80	1	9	30	2400	21600
43	Installation & Inspection of Pre-Payment Energy Meter	NBT042	80	2	18	30	2400	43200
44	Installation & Inspection of Two Part Tariff Energy Meter	NBT043	80	2	18	30	2400	43200
Total =			3520				108000	1387200

### Detailed Training Plan of P&R Section for the FY of 2019-20

Sl No.	Duration		Duration (Days)	Course Code	Course Name	Designation of Trainee	Venue
	From	To					
1	15-07-19	17-07-19	3	Part-1 (Class)/Ex-Tempo (Class)	Dept. Exam	PBS Staff (EC)	BREB
	21-07-19		1	Exam	Dept. Exam	PBS Staff (EC)	BREB
	22-07-19		1	EX-Tempo Written & Viva	Dept. Exam	PBS Staff (EC)	BREB
	23-07-19	25-07-19	3	Part-2(Class)	Dept. Exam	PBS Staff (EC)	BREB
	29-07-19		1	Exam	Dept. Exam	PBS Staff (EC)	BREB
	30-07-19		1	Viva	Dept. Exam	PBS Staff (EC)	BREB
2	04-08-19	06-08-19	3	IO100	BREB Genaral Oriantation	BREB Staff	BREB
3	27-08-19	28-08-19	2	Part-1	Dept. Exam	PBS Officer (AGM)	BREB
	01-09-19		1	Exam	Dept. Exam	PBS Officer (AGM)	BREB
	02-09-19		1	EX-Tempo Written & Viva	Dept. Exam	PBS Officer (AGM)	BREB
	03-09-19	05-09-19	3	Part-2	Dept. Exam	PBS Officer (AGM)	BREB
	09-09-19		1	Exam	Dept. Exam	PBS Officer (AGM)	BREB
	11-09-19	12-09-19	2	Part-3	Dept. Exam	PBS Officer (AGM)	BREB
	16-09-19		1	Exam	Dept. Exam	PBS Officer (AGM)	BREB
4	18-09-18	29-09-19	8	IO151	BREB Officer's Oriantation	BREB Officer's (Class- II)	BREB
5	01-10-19	02-10-19	2	Promotional class(Part-A)	Promotional Exam(Grade-14)	BREB Staff (Computer Typist cum office Assistant)	BREB
	03-10-19	07-10-19	3	Promotional class(Part-B)	Promotional Exam(Grade-14)	BREB Staff (Computer Typist cum office Assistant)	BREB
	09-10-19	10-10-19	2	Promotional class(Part-C)	Promotional Exam(Grade-14)	BREB Staff (Computer Typist cum office Assistant)	BREB
	13-10-19		1	Promotional Exam	Promotional Exam(Grade-14)	BREB Staff (Computer Typist cum office Assistant)	BREB
6	14-10-19	16-10-19	3	Part-1 (Class)	Dept. Exam	PBS Staff (WI)	BREB
	17-10-19		1	Exam	Dept. Exam	PBS Staff (WI)	BREB
	20-10-19	22-10-19	3	Part-2 (Class)	Dept. Exam	PBS Staff (WI)	BREB
	24-10-19		1	Exam	Dept. Exam	PBS Staff (WI)	BREB
	27-10-19		1	Prattical	Dept. Exam	PBS Staff (WI)	BREB
	28-10-19		1	Viva	Dept. Exam	PBS Staff (WI)	BREB
7	30-10-19	31-10-19	2	Promotional class(Part-A)	Promotional Exam(Grade-13)	BREB Staff (StenoTypist cum Computer Oparator)	BREB

	03-11-19	04-11-19	2	Promotional class(Part-B)	Promotional Exam(Grade-13)	BREB Staff (StenoTypist cum Computer Operator)	BREB
	05-11-19	06-11-19	2	Promotional class(Part-C)	Promotional Exam(Grade-13)	BREB Staff (StenoTypist cum Computer Operator)	BREB
	07-11-19		1	Promotional Exam	Promotional Exam(Grade-13)	BREB Staff (StenoTypist cum Computer Operator)	BREB
8	11-11-18	12-11-18	2	Part-1 (Class)	Dept. Exam	PBS Staff (JE)	BREB
	14-11-18		1	Exam	Dept. Exam	PBS Staff (JE)	BREB
	17-11-18		1	Ex-Tempo (Class)	Dept. Exam	PBS Staff (JE)	BREB
	18-11-18		1	EX-Tempo Written & Viva	Dept. Exam	PBS Staff (JE)	BREB
	19-11-18	21-11-18	3	Part-2(Class)	Dept. Exam	PBS Staff (JE)	BREB
	24-11-18		1	Exam	Dept. Exam	PBS Staff (JE)	BREB
	25-11-18		1	Viva	Dept. Exam	PBS Staff (JE)	BREB
9	26-11-18	01-12-19	4	IM 516	BREB & PBS Dept. Enquiry Procedure	BREB Officer's (Class-1 & 11)	BREB
10	03-12-19	05-12-19	3	Part-1 (Class)	Dept. Exam	BREB Officer's (Class-1)	BREB
	08-12-19		1	Exam	Dept. Exam	BREB Officer's (Class-1)	BREB
	09-12-19	11-12-19	3	Part-2 (Class)	Dept. Exam	BREB Officer's (Class-1)	BREB
	12-12-19		1	Exam	Dept. Exam	BREB Officer's (Class-1)	BREB
	15-12-19	17-12-19	2	Part-3(Class)	Dept. Exam	BREB Officer's (Class-1)	BREB
	18-12-19		1	Exam	Dept. Exam	BREB Officer's (Class-1)	BREB
	19-12-19		1	EX-Tempo Written & Viva	Dept. Exam	BREB Officer's (Class-1)	BREB
11	22-12-19		1	IM 601	ACR writing Procedure	BREB Officer's (Class-1)	BREB
12	01-01-20	02-01-20	2	Part-1 (Class)	Dept. Exam	PBS Staff (P.A/A)	BREB
	05-01-20		1	Exam	Dept. Exam	PBS Staff (P.A/A)	BREB
	06-01-20		1	Ex-Tempo (Class)	Dept. Exam	PBS Staff (P.A/A)	BREB
	07-01-20		1	EX-Tempo Written & Viva	Dept. Exam	PBS Staff (P.A/A)	BREB
	08-01-20	12-01-20	3	Part-2(Class)	Dept. Exam	PBS Staff (P.A/A)	BREB
	14-01-20		1	Exam	Dept. Exam	PBS Staff (P.A/A)	BREB
	15-01-20		1	Viva	Dept. Exam	PBS Staff (P.A/A)	BREB
13	19-01-20	20-01-20	2	Part-1 (Class)	Dept. Exam	BREB (Acc/Asstt:Acc/Auditor/Cashiar)	BREB
	22-01-20		1	Exam	Dept. Exam	BREB (Acc/Asstt:Acc/Auditor/Cashiar)	BREB
	23-01-20		1	Viva	Dept. Exam	BREB (Acc/Asstt:Acc/Auditor/Cashiar)	BREB
	26-01-20		1	Part-2 (Class)	Dept. Exam	BREB (Acc/Asstt:Acc/Auditor/Cashiar)	BREB

	27-01-20		1	Exam	Dept. Exam	BREB (Acc/Asstt:Acc/Auditor/ Cashier)	BREB
	28-01-20		1	Part-3 (Class)	Dept. Exam	BREB (Acc/Asstt:Acc/Auditor/ Cashier)	BREB
	29-01-20		1	Exam	Dept. Exam	BREB (Acc/Asstt:Acc/Auditor/ Cashier)	BREB
	30-01-20		1	Part-4 (Class)	Dept. Exam	BREB (Acc/Asstt:Acc/Auditor/ Cashier)	BREB
	02-02-20		1	Exam	Dept. Exam	BREB (Acc/Asstt:Acc/Auditor/ Cashier)	BREB
	03-02-20	04-02-20	2	Part-5 (Class)	Dept. Exam	BREB (Acc/Asstt:Acc/Auditor/ Cashier)	BREB
	06-02-20		1	Exam	Dept. Exam	BREB (Acc/Asstt:Acc/Auditor/ Cashier)	BREB
14	09-02-20	10-02-20	2	Part-1	Dept. Exam	PBS Officer (AGM)	BREB
	12-02-20		1	Exam	Dept. Exam	PBS Officer (AGM)	BREB
	13-02-20		1	EX-Tempo Written & Viva	Dept. Exam	PBS Officer (AGM)	BREB
	16-02-20	18-02-20	3	Part-2	Dept. Exam	PBS Officer (AGM)	BREB
	20-02-20		1	Exam	Dept. Exam	PBS Officer (AGM)	BREB
	23-02-20	24-02-20	2	Part-3	Dept. Exam	PBS Officer (AGM)	BREB
	26-02-20		1	Exam	Dept. Exam	PBS Officer (AGM)	BREB
15	08-03-20	10-03-20	3	Part-1 (Class)	Dept. Exam	BREB Officer's (Class-II)	BREB
	12-03-20		1	Exam	Dept. Exam	BREB Officer's (Class-II)	BREB
	15-03-20		1	Viva	Dept. Exam	BREB Officer's (Class-II)	BREB
	16-03-20	18-03-20	3	Part-2 (Class)	Dept. Exam	BREB Officer's (Class-II)	BREB
	19-03-20		1	Exam	Dept. Exam	BREB Officer's (Class-II)	BREB
	22-03-20	24-03-20	3	Part-3 (Class)	Dept. Exam	BREB Officer's (Class-II)	BREB
	25-03-20		1	Exam	Dept. Exam	BREB Officer's (Class-II)	BREB
16	05-04-20	06-04-20	2	Part-1 (Class)	Dept. Exam	PBS Staff (PUC/MSC)	BREB
	08-04-20		1	Exam	Dept. Exam	PBS Staff (PUC/MSC)	BREB
	09-04-20		1	Ex- Tempo (Class)	Dept. Exam	PBS Staff (PUC/MSC)	BREB
	12-04-20		1	EX-Tempo Written & Viva	Dept. Exam	PBS Staff (PUC/MSC)	BREB
	13-04-20	15-04-20	3	Part-2(Class)	Dept. Exam	PBS Staff (PUC/MSC)	BREB
	19-04-20		1	Exam	Dept. Exam	PBS Staff (PUC/MSC)	BREB
	20-04-20		1	Viva	Dept. Exam	PBS Staff (PUC/MSC)	BREB
17	26-04-20	27-04-20	2	Part-1 (Class)	Dept. Exam	BREB Staff(LCI)	BREB
	28-04-20		1	Exam	Dept. Exam	BREB Staff(LCI)	BREB
	29-04-20	30-04-20	2	Part-2 (Class)	Dept. Exam	BREB Staff(LCI)	BREB
	03-05-20		1	Exam	Dept. Exam	BREB Staff(LCI)	BREB
18	10-05-20	12-05-20	3	Part-1 (Class)	Dept. Exam	BREB Officer's (Class-1)	BREB
	14-05-20		1	Exam	Dept. Exam	BREB Officer's (Class-1)	BREB
	17-05-20	19-05-20	3	Part-2 (Class)	Dept. Exam	BREB Officer's (Class-1)	BREB

	21-05-20		1	Exam	Dept. Exam	BREB Officer's (Class-1)	BREB
	24-05-20	25-05-20	2	Part-3(Class)	Dept. Exam	BREB Officer's (Class-1)	BREB
	27-05-20		1	Exam	Dept. Exam	BREB Officer's (Class-1)	BREB
	28-05-20		1	EX-Tempo Written & Viva	Dept. Exam	BREB Officer's (Class-1)	BREB
19	02-06-20		1	Part-1 (Class)	Dept. Exam	BREB Staff	BREB
	04-06-20		1	Exam	Dept. Exam	BREB Staff	BREB
	07-06-20	08-06-20	2	Part-2 (Class)	Dept. Exam	BREB Staff	BREB
	09-06-20		1	Exam	Dept. Exam	BREB Staff	BREB
	10-06-20	14-06-20	3	Part-3 (Class)	Dept. Exam	BREB Staff	BREB
	15-06-20		1	Exam	Dept. Exam	BREB Staff	BREB
20	21-06-20	22-06-20	2	Promotional class(Part-A)	Promotional Exam(Grade-15)	BREB Staff (Draftsman-04 to Draftsman-03)	BREB
	23-06-20	25-06-20	3	Promotional class(Part-B)	Promotional Exam(Grade-15)	BREB Staff (Draftsman-04 to Draftsman-03)	BREB
	28-06-20	29-06-20	2	Promotional class(Part-C)	Promotional Exam(Grade-15)	BREB Staff (Draftsman-04 to Draftsman-03)	BREB
	30-06-20		1	Promotional Exam	Promotional Exam(Grade-15)	BREB Staff (Draftsman-04 to Draftsman-03)	BREB

### Detailed Training Plan of Management Section for the FY of 2019-20

Sl No.	Planned Date		Duration (Day)	Course Code	Course Name	Designation of	Venue
	From	To				Trainee	
1	01-07-19	05-08-19	27	IM 300	BREB/PBS Officer's Foundation Course	Officers of BREB/PBSs	BREB
2	01-07-19	03-07-19	3	IM 115	Record Management	PBS Officer/ Employee	BREB
3	04-07-19	08-07-19	3	IM 270	Electricity Act and Rules	AJE (O&M/E&C/P&M)	BREB
4	09-07-19	15-07-19	5	IM 100	Basic Supervision	PBS Employee	BREB
5	16-07-19	22-07-19	5	IM 100	Basic Supervision	PBS Employee	BREB
6	23-07-19	25-07-19	3	IM 115	Record Management	PBS Officer/ Employee	BREB
7	28-07-19	29-07-19	2	IM 401	Establishing good member relations	WI	BREB
8	30-07-19	01-08-19	3	IM 115	Record Management	PBS Officer/ Employee	BREB
9	25-08-19	26-08-19	2	IM 271	Electricity Act and Rules	AEC	BREB
10	27-08-19	29-08-19	3	IM 260	Labor Law and Industrial Relation	AGM	BREB
11	01-09-19	05-09-19	5	IM 100	Basic Supervision	PBS Employee	BREB
12	08-09-19	12-09-19	4	IM 275	Training of Trainers (TOT)	WI	BREB
13	15-09-19	17-09-19	3	IM 110	Office Management	PBS Employee	BREB
14	18-09-19	22-09-19	3	IM 260	Labor Law and Industrial Relation	AGM	BREB
15	23-09-19	26-09-19	4	IM 531	Procurement in PBS System	AGM	BREB
16	29-09-19	01-10-19	3	IM 115	Record Management	PBS Officer/ Employee	BREB

17	01-10-19	06-10-19	27	IM 300	BREB/PBS Officer's Foundation Course	Officers of BREB/PBSs	BREB
18	02-10-19	06-10-19	3	IM 260	Labor Law and industrial Relation	AGM	BREB
19	07-10-19	10-10-19	3	IM 115	Record Management	PBS Officer/ Employee	BREB
20	13-10-19	15-10-19	3	IM 115	Record Management	PBS Officer/ Employee	BREB
21	16-10-19	21-10-19	4	IM 531	Procurement in PBS System	AGM	BREB
22	22-10-19	24-10-19	3	IM 115	Record Management	PBS Officer/ Employee	BREB
23	27-10-19	29-10-19	3	IM 110	Office Management	PBS Employee	BREB
24	30-10-19	04-11-19	4	IM 531	Procurement in PBS System	AGM	BREB
25	05-11-19	07-11-19	3	IM 343	PBS Instruction Series 200 300	AA/APA	BREB
26	11-11-19	13-11-19	3	IM 110	Office Management	PBS Employee	BREB
27	14-11-19	18-11-19	3	IM 115	Record Management	PBS Officer/ Employee	BREB
28	19-11-19	25-11-19	5	IM 100	Basic Supervision	PBS Employee	BREB
30	01-12-19	05-12-19	5	IM 100	Basic Supervision	PBS Employee	BREB
31	08-12-19	09-12-19	2	IM 265	Right of way and public motivation	AEC	BREB
32	10-12-19	12-12-19	3	IO 100	BREB/PBS General Orientation	PBS Employee	BREB
33	15-12-19	22-12-19	5	IM 100	Basic Supervision	PBS Employee	BREB
34	23-12-19	26-12-19	3	IM 511	PBS Employee Service Rule and REB Act 2013	PBS Officer/ Employee	BREB
29	26-12-19	28-12-19	3	IM 110	Office Management	PBS Employee	BREB
35	29-12-19	01-01-20	4	IM 531	Procurement in PBS System	AGM	BREB
36	01-01-20	02-02-20	27	IM 300	BREB/PBS Officer's Foundation Course	Officers of BREB/PBSs	BREB
37	02-01-20	08-01-20	5	IM 100	Basic Supervision	PBS Employee	BREB
38	09-01-20	13-01-20	3	IM 110	Office Management	PBS Employee	
39	14-01-20	16-01-20	3	IM 115	Record Management	PBS Officer/ Employee	BREB
40	19-01-20	21-01-20	3	IM 115	Record Management	PBS Officers & Employee	BREB
41	22-01-20	26-01-20	3	IM 260	Labor Law and Industrial Relation	AGM	BREB
42	27-01-20	29-01-20	3	IM 115	Record Management	PBS Officer/ Employee	BREB
43	30-01-20	03-02-20	3	IM 110	Office Management	PBS Employee	BREB
44	04-02-20	05-02-20	2	IM 271	Electricity Act and Rules	AEC	BREB
45	06-02-20	12-02-20	5	IM 145	Personnel Management	AGM	BREB
46	13-02-20	17-02-20	3	IM 270	Electricity Act and Rules	AJE (O&M/E&C/ P&M)	BREB
47	18-02-20	19-02-20	2	IM 401	Establishing good member relations	WI	BREB
48	20-02-20	24-02-20	3	IM 347	PBS Instructions	Store Keeper/MCC	BREB
49	25-02-20	27-02-20	3	IM 400	Establishing good member relations	AGM (MS)	BREB
50	01-03-20	03-03-20	3	IM 511	PBS Employee Service Rule and REB Act 2013	AGM	BREB
51	04-03-20	10-03-20	5	IM 145	Personnel Management	AGM	BREB

52	11-03-20	16-03-20	4	IM 275	Training of Trainers (TOT)	WI	BREB
53	17-03-20	22-03-20	4	IM 531	Procurement in PBS System	AGM	BREB
54	23-03-20	29-03-20	5	IM 145	Personnel Management	AGM	BREB
55	30-03-20	01-04-20	3	IM 515	Departmental enquiry Procedure	AGM (GS)	BREB
56	01-04-20	07-05-20	27	IM 300	BREB/PBS Officer's Foundation Course	Officers of BREB/PBSs	BREB
57	02-04-20	06-04-20	3	IM 115	Record Management	PBS Officer/Employee	BREB
58	07-04-20	09-04-20	3	IM 260	Labor Law and Industrial Relation	AGM	BREB
59	12-04-20	13-04-20	2	IM 402	Customer Service Excelliance	GM/DGM	BREB
60	14-04-20	16-04-20	3	IO 100	BREB/PBS General Orientation	PBS Employee	BREB
61	19-04-20	21-04-20	3	IM 109	Awareness of Integrated Management Systems (QMS, EMS, OHSAS).	PBS Officer/Employee	BREB
62	22-04-20	28-04-20	5	IM 145	Personnel Management	AGM	BREB
63	29-04-20	03-05-20	3	IM 115	Record Management	AGM	BREB
64	14-06-20	18-06-20	5	IM 100	Basic Supervision	PBS Employee	BREB
65	21-06-20	23-06-20	3	IM 511	PBS Employee Service Rule and REB Act 2013	PBS Officers & Employee	BREB
66	24-06-20	25-06-20	2	IM 265	Right of way and public motivation	AEC	BREB
67	28-06-20	30-06-20	3	IM 511	PBS Employee Service Rule and REB Act 2013	PBS Officer/Employee	BREB

### Detailed Training Plan of Finance Section for the FY of 2019-20

Sl. No	Planned Date		Duration ( Days)	Course Code	Course Name	Designation of Trainee	Venue
	From	To					
1	01-07-19	09-07-19	7	IF-320	Accounting/Billing Procedure	Billing Asst.( R )	BREB/PBS
2	10-07-19	13-07-19	4	IF-566	Basic Training on Tax and VAT	AGM(Admin/HR/F/JE/EC/AEC/Casier/Asst.C ashier	BREB
3	15-07-19	23-07-19	7	IF-310	PBS General Accounts Manual	AGM(F)/AA/PAA	BREB
4	28-07-19	30-07-19	3	IF-570	Work Order Procedure	AGM/JE/AJE/SA	PBS
5	01-08-19	09-08-19	7	IF-320	Accounting/Billing Procedure	Billing Asst.( R )	BREB
6	12-08-19	16-08-19	4	IF-566	Basic Training on Tax and VAT	AGM(Admin/HR/F/JE/EC/AEC/Casier/Asst.C ashier	BREB
7	26-08-19	29-08-19	4	IF-315	PBS Accounting Procedure Manual	AGM(Fi)/AA/PAA	BREB
8	04-09-19	06-09-19	3	IF-570	Work Order Procedure	AGM/JE/AJE/SA	PBS
9	09-09-19	17-09-19	7	IF-320	Accounting/Billing Procedure	Billing Asst.( R )	BREB/PBS
10	18-09-19	23-09-19	4	IF-566	Basic Training on Tax and VAT	AGM(Admin/HR/F/JE/EC/AEC/Casier/Asst.C ashier	BREB
11	24-09-19	27-09-19	4	IF-338	Instruction Series-200	AGM(Fi)/AA/PAA	BREB
12	01-10-19	09-10-19	7	IF-320	Accounting/Billing Procedure	Billing Asst.( R )/PBS	BREB/PBS
13	10-10-19	11-10-19	2	IF-362	Imprest Fund	Assitant Cashier	BREB

					Management		
14	14-10-19	17-10-19	4	IF-566	Basic Training on Tax and VAT	Billing Asst.( R )	BREB
15	21-10-19	23-10-19	3	IF-570	Work Order Procedure	AGM(Fi)/AA/PAA	PBS
16	28-10-19	31-10-19	4	IF-338	Instruction Series-200	AGM(Fi)/AA/PAA	BREB
17	03-11-19	05-11-19	3	IF-570	Work Order Procedure	AGM/JE/AJE/SA	PBS
18	07-11-19	15-11-19	7	IF-320	Accounting/Billing Procedure	Billing Asst.( R )	BREB/PBS
19	18-11-19	20-11-19	3	IF-332	Preparing of Electric Bill and C / P	Asst. Cashier/ Cashier	BREB
20	25-11-19	28-11-19	4	IF-330	Preparing Financial Report (550)	AGM(Fi)/AA/PAA	BREB
21	02-12-19	10-12-19	7	IF-320	Accounting/Billing Procedure	Billing Asst.( R )	BREB
22	17-12-19	20-12-19	4	IF-566	Basic Training on Tax and VAT	AGM(Admin/HR/F/JE/EC/AEC/Casier/Asst.C ashier	BREB
23	22-12-19	24-12-19	4	IF-570	Work Order Procedure	AGM/JE/AJE/SA	PBS
24	01-01-20	09-01-20	7	IF-320	Accounting/Billing Procedure	Billing Asst.( R )	BREB/PBS
25	13-01-19	14-01-19	2	IF-365	Financial Planning & Fund Management	GM/DGM	BREB
26	15-01-20	17-01-20	3	IF-345	PBS Audit Procedure	AA/APA/Auditor	BREB
27	20-01-20	23-01-20	4	IF-340	Plant & Property Accounting	AGM(Fi)/AA/APA	BREB
28	27-01-20	29-01-20	3	IF-330	Preparing Financial Report (550)	AGM(Fi)/AA/PAA	BREB
29	03-02-20	05-02-20	3	IF-345	PBS Audit Procedure	AD (F)/AGM (F)	BREB
30	06-02-20	14-02-20	7	IF-310	PBS General Accounts Manual	AGM(Fi)/AA/PAA	BREB
31	17-02-20	20-02-20	4	IF-566	Basic Training on Tax and VAT	AGM(Admin/HR/F/JE/EC/AEC/Casier/Asst.C ashier	BREB
32	24-02-20	26-02-20	3	IF-570	Work Order Procedure	AGM/JE/AJE/SA	PBS
33	03-03-20	11-03-20	7	IF-320	Accounting/Billing Procedure	Billing Asst.( R )	BREB/PBS
34	12-03-20	18-03-20	4	IF-566	Basic Training on Tax and VAT	AGM(Admin/HR/F/JE/EC/AEC/Casier/Asst.C ashier	BREB
35	18-03-20	21-03-20	4	IF-340	Plant & Property Accounting	AGM(Fi)/AA/PAA	BREB
36	27-03-20	30-03-20	3	IF-341	Daily Collection Report Preparation	Asst. Cashier	BREB
37	01-04-20	03-04-20	3	IF-570	Work Order Procedure	AGM/JE/AJE/SA	PBS
38	07-04-20	15-04-20	7	IF-320	Accounting/Billing Procedure	Billing Asst.( R )	BREB/PBS
39	17-04-20	18-04-20	2	IF-362	Imprest Fund Management	Asst. Cashier/Casier	BREB
40	21-04-20	24-04-20	4	IF-315	PBS Accounting Procedure Manual	AGM(Fi)/AA/PAA	BREB
41	28-04-20	30-04-20	3	IF-505	BREB Accounting Procedures	BREB AD (F)/A/A.A	BREB
42	02-05-20	07-05-20	3	IF-367	Financial Management.	AD (Admin)/AE	BREB
43	08-05-20	12-05-20	3	IF-367	Financial Management.	DD (Admin/tech)	BREB
44	13-05-20	15-05-20	3	IF-321	Billing Procedure and Rate Schedule	Billing Supervisor	BREB
45	19-05-20	21-05-20	3	IF-565	Introduction on Financial Issues	JE/AJE/PUC/MS	BREB
46	25-05-20	27-05-20	3	IF-570	Work Order Procedure	AGM/JE/AJE/SA	PBS
47	02-06-20	10-06-20	7	IF-320	Accounting/Billing Procedure	Billing Asst.( R )	BREB/PBS



48	12-06-20	13-06-20	2	IF-365	Financial Planning & Fund Management	GM/DGM	BREB
49	16-06-20	19-06-20	4	IF-340	Plant and Property Accounting	AGM(Fi)/AA/PAA	BREB
50	23-06-20	26-06-20	4	IF-566	Basic Training on Tax and VAT	AGM(Admin/HR/F/JE/EC/AEC/Casier/Asst.Cashier)	BREB
51	26-06-20	27-06-20	2	IF-362	Imprest Fund Management	Asst. Cashier/Cashier	BREB

### Detailed Training Plan of Technical-HQ for the FY of 2019-20

SL. NO.	Planned Date		Duration (Day)	Course Code	Course Name	Designation of Trainee	Venue
	From	To					
1	01-07-19	10-07-19	8	ICT-02	Basic Computer Training	Assistant Cashier	BREB H/Q
2	02-07-19	22-07-19	15	TW-015	Basic Consumer Wiring	Wiring Inspector	BREB H/Q
3	11-07-19	22-07-19	8	ICT-02	Basic Computer Training	JE(O&M/E&C/P&M)	BREB H/Q
4	23-07-19	01-08-19	8	ICT-02	Basic Computer Training	AEC	BREB H/Q
5	23-07-19	08-08-19	13	TC-015	PBS Distribution System Construction & Inspection	AGM(O&M/E&C/P&M)	BREB H/Q
6	04-08-19	08-08-19	5	ICT-07	Router/Firewall Configuration, Wi-Fi Network Configuration	AJE (IT)	BREB H/Q
7	20-08-19	05-09-19	13	TC-016	PBS Distribution System Construction & Inspection	LCI, BREB/AJE (O&M/E&C/P&M)	BREB H/Q
8	20-08-19	29-08-19	8	ICT-02	Basic Computer Training	AJE (O&M/E&C/P&M)	BREB H/Q
9	25-08-19	29-08-19	5	TE-405	Concept on Distribution System Protection	BREB/PBS Officers (Engineers)	BREB H/Q
10	27-08-19	29-08-19	3	TE-400	Freelancing Inspection	Stakeholder	BREB H/Q
11	28-08-19	29-08-19	2	TE-395	Sustainable Development Goal (SDG)	BREB/PBS Officers & Employees	BREB H/Q
12	01-09-19	11-09-19	8	ICT-02	Basic Computer Training	Assist. Store Keeper	BREB H/Q
13	03-09-19	05-09-19	3	TE-400	Freelancing Inspection	Stakeholder	BREB H/Q
14	08-09-19	03-10-19	19	TC-760	PBS Distribution System Construction & Inspection (Field Training)	AJE (O&M/E&C/P&M)	BREB Field Office
15	08-09-19	23-09-19	11	TW-010	Basic Consumer Wiring	AGM (MS)	BREB H/Q
16	12-09-19	23-09-19	8	ICT-02	Basic Computer Training	Wiring Inspector	BREB H/Q
17	15-09-19	19-01-00	5	TE-405	Concept on Distribution System Protection	BREB/PBS Officers (Engineers)	BREB H/Q
18	24-09-19	13-10-19	13	TO-100	PBS System operation & Maintenance	LCI, BREB/AJE (O&M/E&C/P&M)	BREB H/Q
19	24-09-19	03-10-19	8	ICT-02	Basic Computer Training	Meter Tester	BREB H/Q
20	25-09-19	26-09-19	2	TE-395	Sustainable Development Goal (SDG)	BREB/PBS Officers & Employees	BREB H/Q
21	06-10-19	16-10-19	8	ICT-02	Basic Computer Training	Data Entry Operator	BREB H/Q
22	13-10-19	15-10-19	3	TE-400	Freelancing Inspection	Stakeholder	BREB H/Q

23	14-10-19	17-10-19	4	TE-200	Distribution line staking	AJE (O&M/E&C/P&M)	BREB H/Q
24	17-10-19	28-10-19	8	ICT-02	Basic Computer Training	MMCS	BREB H/Q
25	20-10-19	24-10-19	5	TC-210	Warehouse management	AGM(O&M/E&C/P&M)	BREB H/Q
26	20-10-19	24-10-19	5	TE-405	Concept on Distribution System Protection	BREB/PBS Officers (Engineers)	BREB H/Q
27	27-10-19	31-10-19	5	TC-220	Warehouse management	MMCS	BREB H/Q
28	29-10-19	07-11-19	8	ICT-02	Basic Computer Training	Store Keeper	BREB H/Q
29	30-10-19	31-10-19	2	TE-395	Sustainable Development Goal (SDG)	BREB/PBS Officers & Employees	BREB H/Q
30	03-11-19	12-11-19	7	TE-010	PBS System Design	AGM(O&M/E&C/P&M)	BREB H/Q
31	11-11-19	24-11-19	10	ICT-04	Basic Computer Training with Data base	BREB/PBS Manpower	BREB H/Q
32	12-11-19	14-11-19	3	TE-400	Freelancing Inspection	Stakeholder	BREB H/Q
33	13-11-19	25-11-19	9	TW-100	Advance Consumer Wiring	AGM (MS)	BREB H/Q
34	20-11-19	21-11-19	2	TE-395	Sustainable Development Goal (SDG)	BREB/PBS Officers & Employees	BREB H/Q
35	24-11-19	28-11-19	5	TE-405	Concept on Distribution System Protection	BREB/PBS Officers (Engineers)	BREB H/Q
36	25-11-19	01-12-19	5	ICT-06	Foundation Training on IT	AJE (IT)	BREB H/Q
37	26-11-19	08-12-19	9	TW-110	Advance Consumer Wiring	Wiring Inspector	BREB H/Q
38	02-12-19	08-12-19	5	ICT-07	Router/Firewall Configuration, Wi-Fi Network Configuration	AJE (IT) /JE (IT)	BREB H/Q
39	08-12-19	12-12-19	5	TE-405	Concept on Distribution System Protection	BREB/PBS Officers (Engineers)	BREB H/Q
40	09-12-19	22-12-19	9	ICT-08A	Real Server (WIN 2008/2012) Configuration and Administration	AJE (IT) /JE (IT)	BREB H/Q
41	09-12-19	29-12-19	13	TC-015	PBS Distribution System Construction & Inspection	AGM (O&M/E&C/P&M)	BREB H/Q
42	10-12-20	12-12-19	3	TE-400	Freelancing Inspection	Stakeholder	BREB H/Q
43	22-12-19	23-12-19	2	TE-395	Sustainable Development Goal (SDG)	BREB/PBS Officers & Employees	BREB H/Q
44	23-12-19	05-01-20	9	ICT-08B	Real Server (Linux) Configuration and Administration	AJE (IT) /JE (IT)	BREB H/Q
45	30-12-19	07-01-20	7	TE-010	PBS System Design	AGM(O&M/E&C/P&M)	BREB H/Q
46	06-01-20	23-01-20	14	ICT-09	Advanced Database Management	AJE (IT)/JE (IT)	BREB H/Q
47	07-01-20	09-01-20	3	TE-400	Freelancing Inspection	Stakeholder	BREB H/Q
48	08-01-20	14-01-20	5	TO-821	Application of Global Positioning System(GPS) and Introductory Geographic Information System (GIS)	BREB/PBS/Consultant Manpower	BREB/PBS

49	12-01-20	13-01-20	2	TE-395	Sustainable Development Goal (SDG)	BREB/PBS Officers & Employees	BREB H/Q
50	15-01-20	19-01-20	3	TO-610	Transport Maintenance	AEC	BREB H/Q
51	19-01-20	23-01-20	5	TE-405	Concept on Distribution System Protection	BREB/PBS Officers (Engineers)	BREB H/Q
52	20-01-20	05-02-20	13	TO-100	PBS System operation & Maintenance	AJE (O&M/E&C/P&M)	BREB H/Q
53	26-01-20	27-01-20	2	ICT-13	Use of Bangla Unicode Software & Font	BREB/PBS Manpower	BREB H/Q
54	28-01-20	30-01-20	3	TE-380	E-file (Nothi) Management.	BREB/PBS Manpower	BREB H/Q
55	02-02-20	04-02-20	3	TE-380	E-file (Nothi) Management.	BREB/PBS Manpower	BREB H/Q
56	05-02-20	09-02-20	3	TE-380	E-file (Nothi) Management.	BREB/PBS Manpower	BREB H/Q
57	09-02-20	11-02-20	3	TO-620	Transport Maintenance	BREB/PBS Driver	BREB H/Q
58	10-02-20	16-02-20	5	TO-390	Billing Software Support	BREB/PBS Manpower	BREB H/Q
59	11-02-20	13-02-20	3	TE-400	Freelancing Inspection	Stakeholder	BREB H/Q
60	12-02-20	18-02-20	5	TC-220	Warehouse management	AGM(Admn/HR)	BREB H/Q
61	16-02-20	20-02-20	5	TE-405	Concept on Distribution System Protection	BREB/PBS Officers (Engineers)	BREB H/Q
62	17-02-20	18-02-20	2	TE-370	Equipment Record Card (ERC) Data Flow Process	BREB/PBS Manpower	BREB H/Q
63	19-02-20	20-02-20	2	TE-370	Equipment Record Card (ERC) Data Flow Process	MT/MMCS	BREB H/Q
64	19-02-20	25-02-20	5	TC-210	Warehouse management	AGM(O&M/E&C/P&M)	BREB H/Q
65	23-02-20	03-03-20	8	ICT-02	Basic Computer Training	MMCS	BREB H/Q
66	26-02-20	27-02-20	2	TE-395	Sustainable Development Goal (SDG)	BREB/PBS Officers & Employees	BREB H/Q
67	01-03-20	18-03-20	13	TC-015	PBS Distribution System Construction & Inspection	AGM(O&M/E&C/P&M)	BREB H/Q
68	03-03-20	05-03-20	3	TE-400	Freelancing Inspection	Stakeholder	BREB H/Q
69	04-03-20	15-03-20	8	ICT-02	Basic Computer Training	AJE (O&M/E&C/P&M)	BREB H/Q
70	08-03-20	12-03-20	5	TE-405	Concept on Distribution System Protection	BREB/PBS Officers (Engineers)	BREB H/Q
71	16-03-20	29-03-20	8	ICT-02	Basic Computer Training	Meter Tester	BREB H/Q
72	22-03-20	31-03-20	7	TE-010	PBS System Design	AGM(O&M/E&C/P&M)	BREB H/Q
73	29-03-20	30-03-20	2	TE-395	Sustainable Development Goal (SDG)	BREB/PBS Officers & Employees	BREB H/Q
74	30-03-20	08-04-20	8	ICT-02	Basic Computer Training	AEC	BREB H/Q
75	01-04-20	20-04-20	13	TC-016	PBS Distribution System Construction & Inspection	AJE (O&M/E&C/P&M)	BREB H/Q
76	07-04-20	09-04-20	3	TE-400	Freelancing Inspection	Stakeholder	BREB H/Q
77	09-04-20	21-04-20	8	ICT-02	Basic Computer Training	Wiring Inspector	BREB H/Q
78	21-04-20	17-05-20	19	TC-760	PBS Distribution System Construction & Inspection (Field Training)	AJE (O&M/E&C/P&M)	BREB Field Office

79	21-04-20	11-05-20	15	TW-015	Basic Consumer Wiring	Wiring Inspector	BREB H/Q
80	22-04-20	03-05-20	8	ICT-02	Basic Computer Training	Billing Assistant	BREB H/Q
81	22-04-20	23-04-20	2	TE-395	Sustainable Development Goal (SDG)	BREB/PBS Officers & Employees	BREB H/Q
82	23-04-20	03-05-20	8	ICT-02	Basic Computer Training	AEC	BREB H/Q
83	26-04-20	30-04-20	5	TE-405	Concept on Distribution System Protection	BREB/PBS Officers (Engineers)	BREB H/Q
84	04-05-20	13-05-20	8	ICT-02	Basic Computer Training	Assistant Cashier	BREB H/Q
85	05-05-20	07-05-20	3	TE-400	Freelancing Inspection	Stakeholder	BREB H/Q
86	12-05-20	24-05-20	9	TW-110	Advance Consumer Wiring	Wiring Inspector	BREB H/Q
87	14-05-20	26-05-20	9	ICT-08A	Real Server (WIN 2008/2012) Configuration and Administration	AJE (IT) /JE (IT)	BREB H/Q
88	20-05-20	21-05-20	2	TE-395	Sustainable Development Goal (SDG)	BREB/PBS Officers & Employees	BREB H/Q
89	24-05-20	28-05-20	5	TE-405	Concept on Distribution System Protection	BREB/PBS Officers (Engineers)	BREB H/Q
90	25-05-20	31-05-20	5	TC-210	Warehouse management	AGM(O&M/E&C/P&M)	BREB H/Q
91	27-05-20	08-06-20	9	ICT-08B	Real Server (Linux) Configuration and Administration	AJE (IT) /JE (IT)	BREB H/Q
92	01-06-20	07-06-20	5	TC-210	Warehouse management	AGM(O&M/E&C/P&M)	BREB H/Q
93	07-06-20	09-06-20	3	TE-400	Freelancing Inspection	Stakeholder	BREB H/Q
94	08-06-20	14-01-00	5	TC-210	Warehouse management	AGM(O&M/E&C/P&M)	BREB H/Q
95	09-06-20	28-06-20	14	ICT-09	Advanced Database Management	AJE (IT)/JE (IT)	BREB H/Q
96	14-06-20	18-06-20	5	TE-405	Concept on Distribution System Protection	BREB/PBS Officers (Engineers)	BREB H/Q
97	15-06-20	23-06-20	7	TE-010	PBS System Design	AGM(O&M/E&C/P&M)	BREB H/Q
98	24-06-20	29-06-20	4	TE-200	Distribution line staking	AJE (O&M/E&C/P&M)	BREB H/Q
99	28-06-20	29-06-20	2	TE-395	Sustainable Development Goal (SDG)	BREB/PBS Officers & Employees	BREB H/Q

### Detailed Training Plan of Technical (TTC) Section for the FY of 2019-20

SL No	Planned Date		Duration (Days)	Course Code	Course Name	Designation of Trainee	Venue
	From	To					
1	22-07-19	23-07-19	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar
2	24-07-19	25-07-19	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar
3	27-07-19	28-07-19	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar
4	29-07-19	30-07-19	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar

5	31-07-19	01-08-19	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar
6	09-07-19	21-07-19	9	ICT 04	Basic Computer Training	Data Entry Operator	TTC, Savar
7	10-07-19	17-07-19	6	TL 040	Lineman Part-IVA	PBS Line Technician	TTC, Savar
8	21-08-19	22-08-19	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar
9	15-07-19	01-08-19	16	TL020	lineman Part-II	lineman Grade-2	PBS
10	15-07-19	01-08-19	16	TL020	lineman Part-II	lineman Grade-2	PBS
11	18-07-19	05-08-19	16	TL020	lineman Part-II	lineman Grade-2	PBS
12	18-07-19	05-08-19	16	TL020	lineman Part-II	lineman Grade-2	PBS
13	25-08-19	26-08-19	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar
14	18-07-19	24-07-19	5	TL 042	Lineman Part-IVB	PBS Line Technician	TTC, Savar
15	24-07-19	29-07-19	4	TO 250	1-Phase Meter Testing	AJE/JE	TTC, Savar
16	25-07-19	01-08-19	6	TL 044	Lineman Part-IVC	PBS Line Technician	TTC, Savar
17	29-08-19	19-09-19	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
18	25-09-19	26-09-19	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar
19	30-07-19	08-08-19	8	TO 241	Meter Testing	Meter Tester	TTC, Savar
20	29-09-19	30-09-19	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar
21	03-09-19	24-09-19	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
22	19-08-19	22-08-19	4	TO 250	1-Phase Meter Testing	AJE/JE	TTC, Savar
23	28-08-19	08-09-19	8	ICT 02	Basic Computer Training	Data Entry Operator	TTC, Savar
24	08-09-19	15-09-19	5	TO 260	3-Phase Meter Testing	AJE/JE	TTC, Savar
25	24-08-19	26-09-19	28	TL020	lineman Part-I	Line Crew Level-1	PBS
26	24-08-19	26-09-19	28	TL020	lineman Part-I	Line Crew Level-1	PBS
27	27-08-19	30-09-19	28	TL020	lineman Part-I	Line Crew Level-1	PBS
28	27-08-19	30-09-19	28	TL020	lineman Part-I	Line Crew Level-1	PBS
29	12-09-19	02-10-19	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
30	29-09-19	30-09-19	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar
31	15-09-19	22-09-19	6	TL 040	Lineman Part-IVA	PBS Line Technician	TTC, Savar
32	16-09-19	06-10-19	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
33	09-09-19	16-09-19	5	TO 260	3-Phase Meter Testing	AJE/JE	TTC, Savar
34	16-09-19	25-09-19	8	TO 266	Meter Repair	Meter Tester	TTC, Savar
35	23-10-19	24-10-19	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar
36	23-09-19	29-09-19	5	TL 042	Lineman Part-IVB	PBS Line Technician	TTC, Savar
37	30-09-19	07-10-19	6	TL 044	Lineman Part-IVC	PBS Line Technician	TTC, Savar
38	01-10-19	06-10-19	4	TL 045	33 KV Switching Station	AJE/JE/LT/LMG-1	TTC, Savar
39	09-10-19	29-10-19	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
40	27-10-19	28-10-19	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar
41	10-10-19	30-10-19	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar

42	24-11-19	25-11-19	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar
43	10-10-19	17-10-19	6	TL 040	Lineman Part-IVA	PBS Line Technician	TTC, Savar
44	13-10-19	23-10-19	9	ICT 04	Basic Computer Training	Data Entry Operator	TTC, Savar
45	20-10-19	24-10-19	5	TL 042	Lineman Part-IVB	PBS Line Technician	TTC, Savar
46	27-10-19	03-11-19	6	TL 044	Lineman Part-IVC	PBS Line Technician	TTC, Savar
47	03-11-19	21-11-19	16	TL020	lineman Part-II	lineman Grade-2	PBS
48	03-11-19	21-11-19	16	TL020	lineman Part-II	lineman Grade-2	PBS
49	04-11-19	23-11-19	16	TL020	lineman Part-II	lineman Grade-2	PBS
50	04-11-19	23-11-19	16	TL020	lineman Part-II	lineman Grade-2	PBS
51	04-11-19	25-11-19	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
52	04-11-19	07-11-19	4	TO 250	1-Phase Meter Testing	AJE/JE	TTC, Savar
53	06-11-19	27-11-19	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
54	11-11-19	19-11-19	7	TL 031	Lineman Part-IIIA	Lineman Grade-1	TTC, Savar
55	12-11-19	18-11-19	5	TO 260	3-Phase Meter Testing	AJE/JE	TTC, Savar
56	27-11-19	04-12-19	6	TL 040	Lineman Part-IVA	PBS Line Technician	TTC, Savar
57	01-12-19	22-12-19	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
58	08-12-19	30-12-19	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
59	05-12-19	11-12-19	5	TL 042	Lineman Part-IVB	PBS Line Technician	TTC, Savar
60	17-12-19	22-12-19	4	TO 250	1-Phase Meter Testing	AJE/JE	TTC, Savar
61	12-12-19	22-12-19	6	TL 044	Lineman Part-IVC	PBS Line Technician	TTC, Savar
62	22-12-19	29-12-19	5	TO 260	3-Phase Meter Testing	AJE/JE	TTC, Savar
63	02-01-20	22-01-20	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
64	07-01-20	27-01-20	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
65	06-01-20	15-01-20	8	ICT 02	Basic Computer Training	Data Entry Operator	TTC, Savar
66	01-10-19	13-10-19	8	TO 266	Meter Repair	Meter Tester	TTC, Savar
67	02-01-20	12-01-20	7	TL 031	Lineman Part-IIIA	Lineman Grade-1	TTC, Savar
68	06-01-20	23-01-20	16	TL020	lineman Part-II	lineman Grade-2	PBS
69	06-01-20	23-01-20	16	TL020	lineman Part-II	lineman Grade-2	PBS
70	06-01-20	23-01-20	16	TL020	lineman Part-II	lineman Grade-2	PBS
71	06-01-20	23-01-20	16	TL020	lineman Part-II	lineman Grade-2	PBS
72	18-03-20	19-03-20	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar
73	12-01-20	15-01-20	4	TO 250	1-Phase Meter Testing	AJE/JE	TTC, Savar
74	27-01-20	03-02-20	6	TL 040	Lineman Part-IVA	PBS Line Technician	TTC, Savar
75	28-01-20	17-02-20	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
76	03-02-20	23-02-20	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
77	04-02-20	10-02-20	5	TL 042	Lineman Part-IVB	PBS Line Technician	TTC, Savar
78	10-02-20	16-02-20	5	TO 260	3-Phase Meter Testing	AJE/JE	TTC, Savar
79	11-02-20	18-02-20	6	TL 044	Lineman Part-IVC	PBS Line Technician	TTC, Savar
80	24-03-20	25-03-20	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar
81	01-04-20	02-04-20	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar

82	03-03-20	21-03-20	16	TL020	lineman Part-II	lineman Grade-2	PBS
83	03-03-20	21-03-20	16	TL020	lineman Part-II	lineman Grade-2	PBS
84	03-03-20	21-03-20	16	TL020	lineman Part-II	lineman Grade-2	PBS
85	03-03-20	21-03-20	16	TL020	lineman Part-II	lineman Grade-2	PBS
86	03-03-20	23-03-20	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
87	03-03-20	01-04-20	21	TL010	Lineman Part-I	Line Crew Level-1	TTC, Savar
88	10-03-20	30-03-20	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
89	10-03-20	16-03-20	5	TO 260	3-Phase Meter Testing	AJE/JE	TTC, Savar
90	11-03-20	23-03-20	9	ICT 04	Basic Computer Training	Data Entry Operator	TTC, Savar
91	06-04-20	07-04-20	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar
92	17-03-20	22-03-20	4	TO 250	1-Phase Meter Testing	AJE/JE	TTC, Savar
93	29-04-20	30-04-20	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar
94	19-03-20	31-03-2020	8	ICT 02	Basic Computer Training	Data Entry Operator	TTC, Savar
95	01-04-20	08-04-20	6	TL 040	Lineman Part-IVA	PBS Line Technician	TTC, Savar
96	01-04-20	06-04-20	4	TL 045	33 KV Switching Station	AJE/JE/LT/LMG-1	TTC, Savar
97	02-04-20	22-04-20	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
98	09-04-20	29-04-20	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
99	09-04-20	15-04-20	5	TL 042	Lineman Part-IVB	PBS Line Technician	TTC, Savar
100	16-04-20	23-04-20	6	TL 044	Lineman Part-IVC	PBS Line Technician	TTC, Savar
101	15-04-20	20-04-20	4	TO 250	1-Phase Meter Testing	AJE/JE	TTC, Savar
102	05-05-20	06-05-20	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar
103	05-05-20	25-05-20	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
104	03-02-20	12-02-20	8	TO 266	Meter Repair	Meter Tester	TTC, Savar
105	06-05-20	26-05-20	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
106	07-05-20	18-05-20	8	TO220	Operation, Maintenance & Repair of OCR/ACR for Engineer.	DGM(Tech), H/Q, AGM (E&C / O&M / P&M)	TTC, Savar
107	12-05-20	18-05-20	5	TO 260	3-Phase Meter Testing	AJE/JE	TTC, Savar
108	19-05-20	31-05-20	9	ICT 04	Basic Computer Training	Data Entry Operator	TTC, Savar
109	10-05-20	27-05-20	16	TL020	lineman Part-II	lineman Grade-2	PBS
110	10-05-20	27-05-20	16	TL020	lineman Part-II	lineman Grade-2	PBS
111	10-05-20	27-05-20	16	TL020	lineman Part-II	lineman Grade-2	PBS
112	10-05-20	27-05-20	16	TL020	lineman Part-II	lineman Grade-2	PBS
113	26-05-20	27-05-20	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar
114	17-05-20	26-05-20	8	TO230	Operation, Maintenance & Repair of Transformer for Engineer.	DGM(Tech), H/Q, AGM (E&C / O&M / P&M)	TTC, Savar
115	24-06-20	25-06-20	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar

116	01-06-20	11-06-20	9	ICT 04	Basic Computer Training	Data Entry Operator	TTC, Savar
117	03-06-20	23-06-20	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
118	07-06-20	25-06-20	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
119	09-06-20	14-06-20	4	TO 250	1-Phase Meter Testing	AJE/JE	TTC, Savar
120	27-05-20	04-06-20	7	TO235	Operation, Maintenance & Repair of Voltage Regulator for Engineer.	DGM(Tech), H/Q, AGM (E&C / O&M / P&M)	TTC, Savar
121	16-06-20	22-06-20	5	TO 260	3-Phase Meter Testing	AJE/JE	TTC, Savar



**Name of the Training Course and Course Code**

## **Management Training**

Sl No.	Course Code	Name of the Courses
1	IM115	Record Management
2	IO151	BREB Officer's Orientation
3	IO100	BREB/PBS General Orientation
4	IM110	Office Management
5	IB310	PBS Board Director Orientation
6	IM100	Basic Supervision
7	IM145	Personnel Management
8	IM260	Labor & Industrial Relation
9	IM265	Right of way(R/W) and public motivation
10	IM270	Electricity Act & Rules
11	IM271	Electricity Act & Rules
12	IM275	Training of Trainers (TOT)
13	IM343	PBS Instructions Series 200,300
14	IM347	PBS Instructions
15	IM400	Establishing good Member Relations
16	IM401	Establishing good Member Relations
17	IM511	PBS Employee Service Rule and BREB ACT
18	IM515	Departmental Enquiry Procedure
19	IM531	Procurement in PBS System
20	IO150	BREB/PBS Officer's Orientation
21	IM105	Management-Its Nature and Scope
22	IM530	Procurement and Supply Chain Management
23	IM147	Advance human resource management (HRM)
24	IM340	PBS Policy instructions (Revision 01)
25	IM341	PBS Policy instructions (Revision 01)
26	IM402	Customer Service Excellence
27	IM403	Customer Service Excellence
28	IM109	Awareness of Integrated Management Systems (QMS, EMS, OHSAS). (Revision : 00)
29	IM516	বাপবিবো ও পবিসের বিভাগীয় তদন্ত সম্পাদন প্রক্রিয়া
30	IM601	বার্ষিক গোপনীয় প্রতিবেদন লিখন পদ্ধতি
31	IM300	BREB/PBS Officer's Foundation Course
31	Dept. Exam Curriculum/Syllabus for BREB 1 <sup>st</sup> class officers	
32	Dept. Exam Curriculum/Syllabus for BREB 2 <sup>nd</sup> class officers	
33	Dept. Exam Curriculum/Syllabus for BREB Asstt. Acc. & Auditor	
34	Dept. Exam Curriculum/Syllabus for BREB Staffs	
35	Dept. Exam Curriculum/Syllabus for BREB LCI	
36	Dept. Exam Curriculum/Syllabus for PBS AGM/JE/EC/MS/PUC/Acc/Plant Acc	
37	Dept. Exam Curriculum/Syllabus for PBS Wiring Inspector	
38	Promotional Exam Curriculum/Syllabus for StenoTypist cum Computer Operator/Computer Typist cum office Assistant/Draftsman-04 to Draftsman-03.	

## **Financial Training**

Sl. No.	Course Code	Name of the Courses
01	IF570	Work Order Procedure
02	IF320	Accounting/Billing Procedure
03	IF365	Introduction on Financial Issue
04	IF321	Billing Procedure and Rate Schedule
05	IF315	Accounting Procedure Manual
06	IF310	PBS General Accounts Manual
07	IF338	Instruction Series 200
08	IF330	Preparing Financial Report(550)
09	IF345	PBS Audit Procedure
10	IF341	Daily Collection Report Preparation
11	IF362	Imprest Fund Management
12	IF332	Preparing of Electric Bill and C/P
13	IF340	Plant and Property Accounting
14	IF565	Introduction on Financial Issues .
15	IF566	Basic Training on Tax and VAT.
16	IF367	Financial Management
17	IF505	BREB Accounting Procedure

## **Technical Training**

<b><u>Computer Courses :</u></b>		
Sl. No.	Course Code	Name of the Courses
01	ICT02	Basic Computer Training
02	ICT04	Basic Computer Training with database
03	ICT06	Foundation Training on IT
04	ICT07	Router / Firewall Configuration, Wi-Fi Network Configuration
05	ICT08A	Real Server (WIN 2008/2012) Configuration and Administration
06	ICT08B	Real Server (Linux) Configuration and Administration
07	ICT09	Advanced Database Management
08	ICT13	Use of Bangla Unicode Software & Font
<b><u>Construction Courses :</u></b>		
09	TC015	PBS distribution system construction & inspection
10	TC016	PBS distribution system construction & inspection
11	TC210	Warehouse management
12	TC220	Warehouse management
13	TC760	PBS distribution system construction & inspection Field Training

<b><u>Engineering Courses:</u></b>		
14	TE395	Sustainable Development Goal(SDG)
15	TE400	Freelancing Inspection
16	TE405	Concept on Distribution System Protection
17	TE010	PBS System Design
18	TE200	Distribution Line Staking
19	TE370	ERC data flow process
20	TE380	E-file (Nothi) Management
<b><u>Operation &amp; Maintenance Courses :</u></b>		
21	TO100	PBS System operation & Maintenance
22	TO220	Operation, Maintenance & Repair of OCR/ACR for Engineer.
23	TO230	Operation, Maintenance & Repair of Transformer for Engineer.
24	TO235	Operation, Maintenance & Repair of Voltage Regulator for Engineer.
25	TO241	Meter Testing
26	TO250	Single Phase meter Testing & Repair
27	TO260	Three Phase meter Testing & Repair
28	TO266	Meter Repair
29	TO-390	Billing Software Support
30	TO620	Management of Transport Maintenance
31	TO610	Transport Maintenance
32	TO821	Application of Global Positioning System (GPS) and introductory Geographic information System (GIS)
<b><u>Lineman Courses :</u></b>		
33	TL010	Lineman Part I
34	TL020	Lineman Part II
35	TL030	Lineman Part III
36	TL030	Lineman Part III (Retention Test)
37	TL031	Lineman Part IIIA
38	TL040	Lineman Part IVA
39	TL042	Lineman Part IVB
40	TL044	Lineman Part IVC
41	TL045	33 KV Switching Station In PBS Distribution Line
<b><u>Consumer Wiring Courses :</u></b>		
42	TW010	Basic Consumer Wiring
43	TW015	Basic Consumer Wiring
44	TW100	Advanced Consumer Wiring
45	TW110	Advance Consumer Wiring

### **NBT Training**

Sl. No.	Course Code	Name of the Courses
01	NBT001	Safety in Electrical Utility
02	NBT002	First Aid
03	NBT 03	Earthquake Management & Fire Fighting
04	NBT004	Disaster Management
05	NBT005	Transport Maintenance
06	NBT006	Tools Maintenance
07	NBT007	Basic Computer, Internet & Internet
08	NBT008	Operation Maintenance & Repair of OCR/ACR for PBS Employee
09	NBT009	Operation Maintenance & Repair of Transformer for PBS Employee
10	NBT010	Operation Maintenance & Repair of Voltage Regulator for PBS Employee
11	NBT011	Operation and Maintenance of Generator
12	NBT012	Distribution Line Staking
13	NBT013	Ensuring proper Permanent & Temporary Grounding for secure life while work in PBS distribution line & Equipment
14	NBT014	Trouble shooting & different setting of electrical Equipment use in PBS Substation & distribution line
15	NBT015	Billing Procedure and Consumer Account
16	NBT016	Imprest Fund and collection Procedure
17	NBT017	Basic Training on Meter Reading Procedure
18	NBT018	Basic Training on Electricity Bill Distribution and collection
19	NBT019	Operation Maintenance & Repair of Circuit Breaker With Relay & Protective System of 33KV Switching Station
20	NBT020	HT & LT Metering With CT/PT and Checking of proper Connectivity
21	NBT021	Power Factor checking & Measurements
22	NBT022	Loss Test of Repaired Distribution Transformer
23	NBT023	Importance of Capital & Revenue Expenses.
24	NBT024	Collection and Deposit Procedure
25	NBT025	Human Resource Management
26	NBT026	PBS Employee Service Rule
27	NBT027	CT, PT Ratio and Meter Multiplying Factor
28	NBT028	PBS Fund Management.
29	NBT029	Meter reading, Bill Collection and Meter Disconnection Process.
30	NBT030	Office Environment
31	NBT031	Employee Engagement and Motivational approach.
32	NBT032	Protection Setting / Relay Setting Of Different ACR / Circuit Breaker.
33	NBT033	Detection Procedure of Over load Distribution Transformer.
34	NBT034	SAIFI & SAIDI.
35	NBT035	1-Phase Meter Testing, Calibration, Installation, Operation & Maintenance.

36	NBM001	Customer Service Excellence & Office Etiquette
37	NBT036	Ethics and National Integrity Strategy
38	NBT037	Different Types of Audit & Settlement of Audit objection
39	NBT038	Use of Bangla Unicode Software & Font
40	NBT039	Service Process Simplification (SPS)
41	NBT040	consumer class determination
42	NBT041	consumer satisfaction management
43	NBT042	Installation & Inspection of Pre-Payment Energy Meter
44	NBT043	Installation & Inspection of Two Part Tariff Energy Meter

# Management Course Outlines

## Record Management

1. Course Code : IM115
2. Course Name : Record Management (Revision:02)
3. Course Type : Institutional Management training
4. Total Period : 24
5. Course Objectives : After completion of this training course participants will be aware of different filing system and importance of proper record keeping, filing equipments, digital filing system and disposal of files.
6. Participants : BREB AD (Admn.), BREB Assistant Coordination Officer, BREB DD (Tech)/ XEN, BREB AE, BREB SAE, BREB AD (Finance), BREB Accountant , PBS AGM (GS), PBS Enforcement Coordinator & Assistant, PBS AGM (COM), PBS AGM(ENG), PBS JE(ENG), PBS Store Keeper, PBS Assistant Store Keeper, PBS AGM(FIN), PBS Accountant & Accounts Assistant, PBS Plant Accountant And Assistant, PBS Billing Supervisor, PBS Billing Assistant/Data Entry Operator, PBS AGM(MS)
7. Course Content :

Topic No.	Topics	Class Hour
T 01	Inauguration & importance of the course	01
T 02	Awareness and requirement of ISO 9001:2015 Standard	01
T 03	Introduction to records management and recording System as per Quality Management system (QMS).	02
T 04	Basic methods of filing	01
T 05	Digital filing system and electronic file	01
T 06	Alphabetical method of filing	01
T 07	Steps of filing and finding records	01
T 08	Developing a Follow up file	01
T 09	Numerical classing rules of filing	01
T 10	Date wise and Geographical method of filing	01
T 11	Filing materials and equipment	01
T 12	Filing procedure manual	02
T 13	Transfer and disposal of files	01
T 14	Use of Computers in record keeping	02
T 15	Managing the record program	01
T 16	Office environment and environmental awareness.	01
T 17	Disaster Management	02
T 18	Ethics and National Integrity	01
T 19	Post test and final examination	01
T 20	Closing session(Question & answer review and closing speech)	01
Total =		24

Note: One period = One class hour = 40 minutes

### 8. Training Methodology :

- (a) Class room lecture (b) Group discussion (c) Exercise and presentation (d) Demonstration

9. Evaluation System : (a) Pre test (b) Post test (c) Final Examination

### **BREB Officers Orientation**

1. Course Code : IO151
2. Course Name : BREB Officers Orientation.
3. Course Type : Institutional Operational Training.
4. Total Period : 65
5. Course Objectives : Socialization of the new employees with their jobs, co-workers and key aspects of the organization as a whole. To acquaint the new employees' understanding of the organization and adds purpose to their daily job activities and to familiarize with the corporate environment that helps them to meet the organizational needs to be achieved.
6. Participants : BREB's 1st & 2nd Class Employee.
7. Course Content :

Topic No.	Topics	Class Hour
	Registration	
T-01	Inauguration & Importance of the course	01
T-02	Rural Electrification concept, Area Coverage Rural Electrification (ACRE) background, Master plan, Approved project (DPP) and its implementation	02
T-03	Socio economic impact of Rural electrification	01
T-04	REB Ordinance, 1977 & REB Act, 2013	02
T-05	BREB By-laws & PBS Model By-laws	02
T-06	BREB/PBS Policy instructions	02
T-07	BREB service Code and Leave rules	02
T-08	Code of conduct & Disciplinary procedure	02
T-09	BREB Organogram and Functions/ Responsibilities of different offices.	02
T-10	BREB/PBS Financial Management, BREB/PBS lending procedure.	02
T-11	Sub-station construction, PBS Distribution system and line construction design criterion & PBS Head quarter electrical line design	02
T-12	Material specification & Item no procedure	01
T-13	Material procurement procedures under PPR'08	02
T-14	Material Clearance, Storage, Movement & Material management	02
T-15	Concept of online consumer connection, House wiring , Consumer connection criterion and Power use	02
T-16	The steps for developing a PBS & PBS Board	02
T-17	Organizational Structure of a PBS, Functions/ Responsibilities of GM/Add GM/DGM/ Departmental heads	02
T-18	PBS Board and it's standing committees and their duties and Responsibilities, Relationship between BREB and PBS Board	02
T-19	Field Visit and Report Submission , Video projection on BREB & PBS Activities	08
T-20	Introduction to Record Management and recording System as per Quality Management System (QMS)	02
T-21	Basic Methods of Filing, Digital and electronic Filling system ,Use of Computers in record keeping	02
T-22	Office management	02
T-23	Noting, Summary & Reports writing, Drafting of Position Paper	02
T-24	Office correspondence ,Official and Business letters & Forms management	02



Topic No.	Topics	Class Hour
T-25	Effective Communication Skills	02
T-26	Personality & leadership qualities	02
T-27	Official Dress code & Table manner	01
T-28	Office Etiquette & Behavior	02
T-29	Disaster Management	02
T-30	Ethics & National Integrity	02
T-31	Final Examination	02
T-32	Closing Session (Question & answer review and closing speech)	01
	Total =	65

Note: One period = One Class Hour = 40 minutes.

- 8 Training Methodology : (a) Class Lecture (b) Field Visit.  
 9 Evaluation system : Examination.

### **BREB/PBS General Orientation**

- Course Code : IO100
- Course Name : BREB/PBS General Orientation (Revision: 02)
- Course Type : Institutional Operational Training
- Total Period : 26
- Course Objectives : Socialization of the new employees with their jobs, co workers and key aspects of the organization as a whole. To acquaint the new employees' understanding of the organization and adds purpose to their daily job activities and to familiarize with the corporate environment that helps them to meet the organizational needs to be achieved.
- Participants : BREB SAE, BREB Assistant Accountant , BREB Assistant Coordination Officer, BREB Accountant, BREB Tabulator, PBS Billing Assistant, PBS Wiring Inspector, PBS JE (COM), AJE (COM), PBS Accountant & Account Assistant, PBS Plant Accountant & Assistant, PBS Office Secretary cum Computer , PBS Assistant Store Keeper, PBS Data Entry Operator , PBS Enforcement Coordinator & AEC, PBS Cashier & Assistant Cashier.
- Course Content :

Topic No	Topics	Class Hour
	Registration & Pre Test	
T 01	Inauguration & Importance of the Course	1
T 02	Area Coverage Rural Electrification; Background, Concept, Master Plan, Present Phases	2
T 03	Rural Electrification: Its Socio economic Impact and achievement to date	2
T 04	BREB Bye laws and BREB/PBS model Bye laws	1
T 05	Rural Electrification Board Ordinance, 1977 & BREB Act 2013	1
T 06	BREB Organizational Structure and Its Functions	2
T 07	PBS Organizational Structure: General Manager and Function of Departmental Heads	2
T 08	Awareness & Requirement of ISO 9001: 2008 Standard	1
T 09	BREB/PBS Financial Management	2
T 10	An Introduction to PBS Distribution System	2
T 11	Environment and Disaster Management (EDM)	2
T 12	An Introduction to BREB/PBS Policy Instructions	1
T 13	BREB/PBS Material Management	2
T 14	Office Environment	1
T 15	Professional Integrity and combating Corruption	1
T 16	Post Test & Review	2

T 17	Closing Session (Question & Answer, Review & closing speech)	1
	Total =	26

Note: One period = One Class hour = 40 minutes.

8 Training Methodology :

(a) Class room lecture (b) Group discussion (c) Exercise and presentation (d) Demonstration

9 Evaluation system : (a) Pre test (b) Post test (c) Mid Term Exam (d) Final Exam

### **Office Management**

1. Course Code : IM110
2. Course Name : Office Management (Revision: 02)
3. Course Type : Institutional Management Training
4. Total Period : 22
5. Course Objectives : increase office efficiency and develop the management attributes & style which is helpful for employees better performance that eventually helps to meet the organization's goal.
6. Participants : Assistant Coordination Officer, BREB DD (Tech)/ XEN,BREB AE,BREB SAE,BREB AD (Finance),BREB Accountant, PBS AGM (GS),PBS Enforcement Coordinator & AEC,PBS AGM (COM),PBS AGM(ENG),PBS JE(ENG),PBS Store Keeper, PBS Assistant Store Keeper, PBS AGM(FIN),PBS Accountant & Assistant Accountant, PBS Plant Accountant And Assistant Plant Accountant, PBS AGM(MS).

7. Course Content :

Topic No	Topics	Class Hour
T 01	Inauguration & importance of the course	01
T 02	Awareness and requirement of ISO 9001:2015 standard	01
T 03	Scope of office management	01
T 04	Functions of office management including office building.	02
T 05	Official & business letters	02
T 06	Reports writing & form management	01
T 07	Office work simplification	02
T 08	Reprographic procedures	01
T 09	Controlling of departmental service	01
T 10	Increase office efficiency adopting Ergonomics	02
T 11	Effective & business communication	01
T 12	Reception & efficiency on telephone etiquette	01
T 13	The office environment and environmental awareness.	01
T 14	Disaster Management	02
T 15	Ethics and National Integrity	01
T 16	Post test and final examination	01
T 17	Closing session(Question & answer review and closing speech)	01
	Total =	22

Note: One period = One class hour = 40 minutes

8. Training Methodology :

(a) Class room lecture (b) Group discussion (c) Exercise and presentation (d) Demonstration

9. Evaluation System : (a) Pre test (b) Post test (c) Final Examination

**PBS Board Director Orientation**

1. Course Code : IB310
2. Course Name : PBS Board Director Orientation.
3. Course Type : Institutional Operational Training.
4. Total Period : 28
5. Course Objectives : To aware the PBS Board Directors for their effective role in the PBS System
6. Participants : PBS Board Director & Lady Advisor .
7. Course Content :

Topic No	Topics	Class Hour
	Registration	
T-01	Inauguration & Importance of the course	01
T-02	Rural Electrification concept, history of RE program & Background	01
T-03	Socio-economic impact of RE program.	01
T-04	Rural Electrification Board Act,2013	01
T-05	BREB By-laws & PBS Model By-laws	01
T-06	Organizational Structure of BREB & PBS's	02
T-07	Functions/Responsibilities of GM, DGM & Departmental Heads	02
T-08	BREB/PBS Financial Management, lending procedure security of fund & PTA	02
T-09	BREB/PBS Policy instructions	01
T-10	Electricity Act, 1910	01
T-11	PBS Distribution System, line construction criteria, some important equipments & terminologies. (Service Drop, Consumer connection, Right of way, Load management, side connection, mini contractor, Irrigation connection, Deposit work, Master plan etc.)	02
T-12	PBS Board and it's standing committees and their duties and Responsibilities	01
T-13	Effective Participation of Board Director's in the Board meeting.	02
T-14	Some mistaken/wrong ideas of Board directors & what they should do and shouldn't do.	02
T-15	Role of Board directors for good working environment in the PBS	01
T-16	Role of Board Director to ensure Good Governance in the PBS	01
T-17	Role of Board Director's to resist corruption in the PBS's	01
T-18	Member/Consumers right and its protection	02
T-19	Review & Evaluation	02
T-20	Closing Session (Question & answer review and closing speech)	01
	Total =	28

Note: One period = One Class Hour = 40 minutes.

- 8 Training Methodology : Class Lecture
- 9 Evaluation system : Examination.

**Basic Supervision**

1. Course Code : IM100
2. Course Name : Basic Supervision (Revision: 02)
3. Course Type : Institutional Management Training
4. Total Period : 42

5. Course Objectives : To develop basic understanding of supervisor's role in management practice such as personality, leadership style, power and influence, labor relations, cooperation and conflicts etc. cope with changing work environment.
6. Participants : BREB Assistant Coordination Officer, BREB Store Keeper, BREB Accountant, PBS Enforcement Coordinator & Assistant, PBS JE(COM), AJE (COM),PBS JE(ENG),PBS Store Keeper, PBS Assistant Store Keeper, PBS Accountant & Accounts Assistant, PBS Plant Accountant & Assistant, PBS Billing Supervisor, PBS Billing Assistant, PBS Cashier & Assistant Cashier ,PBS PUC/MS.

7. Course Content :

Topic No	Topics	Class Hour
	Registration & Pre test	
T 01	Inauguration & Important of the course	1
T 02	Introduction to Supervisors job	2
T 03	Importance of Knowing your Staff	2
T 04	Personality	2
T 05	Motivation and the Supervisor	2
T 06	The Supervisor and the Work Group	2
T 07	Communication Skills	2
T 08	Customer Relations	2
T 09	Awareness & Requirement of ISO 9001: 2015 Standard	1
T 10	Leadership and the Supervisor	2
T 11	Power and Influence	2
T 12	Cooperation and Conflict	2
T 13	Labor Relations	2
T 14	The Primary Planning Process	2
T 15	Training Your Staff	2
T 16	Socialization of New Employees & Job Briefing	2
T 17	Disaster Management	2
T 18	Office Etiquette and Congenial Atmosphere	1
T 19	Introduction to Performance Target Agreement (PTA)	1
T 20	Family Planning & Impact of over population	1
T 21	Socio economic Impact of RE Program	2
T 22	Ethics and National Integrity	2
T 23	Post Test & Final Examination	2
T-24	Closing Session (Question & Answer, Review & closing speech)	1
Total =		42

Note: One period = One Class hour = 40 minutes.

- 8 Training Methodology :  
 (a) Class room lecture (b) Group discussion (c) Exercise and presentation (d) Demonstration
- 9 Evaluation system : (a) Pre test (b) Post test (c) Mid Term Exam (d) Final Exam

### **Personnel Management**

1. Course Code : IM145
2. Course Name : Personnel Management (Revision: 02)
3. Course Type : Institutional Management Training
4. Total Period : 45
5. Course Objectives : To strengthen capacities in handling HR Issues; enhance participant's confidence and innovate abilities in addressing the challenges in the arena of HRM by changing attitude of etiquette to increase the organization's productivity.
6. Participants : BREB Deputy Director (Admn), BREB Assistant Director(Admn), BREB DD (Tech), XEN,BREB Assistant Engineer, BREB Deputy Director (Fin),BREB Assistant Director (Fin),BREB Accountant, PBS GM & DGM,PBS AGM (GS),PBS Enforcement Coordinator & Assistant, PBS AGM (COM),PBS AGM (ENG),PBS AGM (Fin),PBS AGM (MS).
7. Course Content :

Topic No	Topics	Class Hour
	Registration & Pre Test	
T 01	Inauguration & Importance of the course	1
T 02	Introduction to Personnel Management	1
T 03	Manpower Planning: Forecasting, Inventory and Programming	3
T 04	Personnel Selection: Job Analysis	2
T 05	Personnel Selection: Recruitment, Selection & Hiring	2
T 06	Personnel Selection: Process and Procedure	2
T 07	Personnel Selection: Selection of Manager	2
T 08	Records keeping & Its' Maintenance	2
T 09	Performance Appraisal: Subordinate Workers	1
T 10	Performance Appraisal: Managers	2
T 11	Awareness & Requirement of ISO 9001: 2015 Standard	1
T 12	Employee nursing & Development: Introduction and Socialization of new Employees and Job Briefing	1
T 13	Employee Development: Training and Coaching	1
T 14	Employee Development: Counseling	1
T 15	Human Asset Accounting	2
T 16	Development of a Manager	2
T 17	Compensation: Wage and Salary Plan	2
T 18	Compensation: Benefits and Services	2
T 19	Work Environment and Safety Issues	1
T 20	Labor Relations	2
T 21	Personnel Policy Manual	1
T 22	Effective Utilization of Personnel	2
T 23	Evaluation of Personnel Management Function	1
T 24	Family Planning and impact on over population	1
T 25	Disaster Management	2
T 26	Ethics and National Integrity	2
T 27	Post Test & Review	2
T 28	Closing Session (Question & Answer, Review & closing speech)	1
	Total =	45

Note: One period = One Class hour = 40 minutes.

- 8 Training Methodology :  
(a) Class room lecture (b) Group discussion (c) Exercise and presentation (d) Demonstration
- 9 Evaluation system : (a) Pre test (b) Post test (c) Mid Term Exam (d) Final Exam

### **Labor Law and Labor relations**

1. Course Code : IM260
2. Course Name : Labor Law and Labor relations (Revision 02)
3. Course Type : Institutional Management Training
4. Total Period : 24
5. Course Objectives : Capacity building on handling employee, their grievances, grievance intelligence and awareness development relating to labor law.
6. Participants : BREB DD (ADMIN ),BREB AD (ADMIN),BREB DD (Tech )XEN,BREB AE DD(FIN), PBS GM & DGM,PBS AGM (GS),PBS Enforcement Co Coordinator & AEC,PBS AGM (COM),PBS AGM(ENG),PBS AGM(FIN),PBS AGM(MS).
7. Course Content :

Topic No	Topics	Class Hour
T 01	Inauguration & importance of the course	01
T 02	Awareness and requirements of ISO 9001:2015 standard	01
T 03	Labor relations and its historical background, definition of Bangladesh labor law 2006	01
T 04	What Governs Labor relations & Labor law	02
T 05	Influence of industrial relation, Ordinance of 1969 on Labor relations in Bangladesh	02
T 06	Cause and effect of disputes, Settlement of disputes and Supervisors responsibilities as per labor law	01
T 07	Definition of Trade unions and its organizing procedures	01
T 08	Role of Trade unions in development of labor relations	02
T 09	Case Study: Administrative action against a Trade union leader	01
T 10	Effectiveness of BREB, KSKP and monthly staff meetings in maintaining labor relations in the organization	02
T 11	Grievances and grievance management.	01
T 12	Establishment of labor court and its functions	02
T 13	Penalties and Procedures	01
T 14	Office environment and environmental awareness	01
T 15	Disaster Management	02
T 16	Ethics and National Integrity	01
T 17	Post and final examination	01
T 18	Closing session(question & answer review and closing speech)	01
	Total =	24

Note: One period = One class hour = 40 minutes

8. Training Methodology : (a) Class room lecture (b) Group discussion (c) Exercise and presentation (d) Demonstration
9. Evaluation System : (a) Pre test (b) Post test (c) Final Examination

### **Right of Way & Public Motivation**

1. Course Code : IM265
2. Course Name : Right of Way & Public Motivation (Revision: 02)
3. Course Type : Institutional Management Training
4. Total Period : 18
5. Course Objectives : Awareness development for uninterrupted & reliable supply of electricity through removing obstacles on the distribution network and building up public opinion towards achieving the goal.
6. Participants : Enforcement coordinator & Asstt. Enforcement co-ordinator
7. Course Content :

Topic No	Topics	Class Hour
T 01	Inauguration & Importance of the Course	01
T 02	Awareness and requirement of ISO 9001:2015 Standard	01

Topic No	Topics	Class Hour
T 03	Right of Way Clearance & its effect on electrical distribution System	01
T 04	BREB Ordinance & Right of way in Electricity Act.	01
T 05	Right of way clearing process, Safe tree cutting & standard of Right of Way Works as per instruction (100 28)	02
T 06	Importance of Right of way activities for Secured & Uninterrupted power supply and Role of PBS Management.	01
T 07	Role of consumers on right of way clearance activities.	01
T 08	Right of way and owner's Rights on their property and Socio economic aspects of Bangladesh.	01
T 09	Public awareness on right of way clearance activities, Enforcement on right of way cleaning activities for self motivated participation.	01
T 10	Motivation; Principles of Motivation	01
T 11	Technique of motivation & its application	01
T 12	Office environment and environmental awareness	01
T 13	Disaster Management	02
T 14	Ethics and National Integrity	01
T 15	Post and final examination	02
T 16	Closing session(Question & answer review and closing speech)	01
Total =		18

Note: One period = One class hour = 40 minutes

8. Training Methodology :

(a) Class room lecture (b) Group discussion (c) Exercise and presentation (d) Demonstration

9. Evaluation System : (a) Pre test (b) Post test (c) Final Examination

### Electricity Act & Rules

1. Course Code : IM270
2. Course Name : Electricity Act & Rules (Revision: 02)
3. Course Type : Institutional Management Training
4. Total Period : 26
5. Course Objective : Awareness development on electricity acts and rules, and distribution & transmission code and other legal issues.
6. Participants : BREB Inspector, PBS AGM (COM), PBS JE/AJE (COM), PbS AGM (Eng), PBS JE (Eng), PBS AGM (MS).
7. Course Content :

Topic No	Topics	Class Hour
T 01	Inauguration and Importance of the Course	01
T 02	Awareness and requirement of ISO 9001:2015 Standard	01
T 03	Definitions (Part 1)	02
T 04	Grant of License (Serial 3 t 27)	04
T 05	Supply, Transmission and use of energy by non license (Part 3)	02
T 06	Protective clauses	02
T 07	The schedule	02
T 08	Introduction to BREC and Distribution & Transmission Code	02
T 09	Electricity Licensing Board (up to Part 1) & Part 1 though Part 11	03
T 10	Office environment and environmental awareness	02
T 11	Disaster Management	02
T 12	Ethics and National Integrity	01
T 13	Post and final examination	01

T 14	Closing session (Question & answer review and closing speech)	01
	Total =	26

Note: One period = One class hour = 40 minute

8. Training Methodology :

(a) Class room lecture (b) Group discussion (c) Exercise and presentation (d) Demonstration

9. Evaluation System : (a) Pre test (b) Post test (c) Final Examination

### **Electricity Act & Rules**

1. Course Code : IM271
2. Course Name : Electricity Act & Rules (Revision 02)
3. Course Type : Institutional Management Training
4. Total Period : 18
5. Course Objectives : Awareness development on electricity acts and rules, and distribution & transmission code and other legal issues.
6. Participants : PBS AGM(GS), Asstt. Enforcement Coordinator
7. Course Content :

Topic No	Topics	Class Hour
T 01	Inauguration & importance of the Course	01
T 02	Awareness and requirement of ISO 9001:2015 Standard	01
T 03	Definitions (Part 1)	01
T 04	Grant of License (Serial 3 to 27)	03
T 05	Protective clauses	02
T 06	Electricity Licensing Board (up to Part 1)	02
T 07	Introduction to BERC and Distribution & transmission Code	02
T 08	Office environment and environmental awareness	01
T 09	Disaster Management	02
T 10	Ethics and National Integrity	01
T 11	Post and final examination	01
T 12	Closing session(Question & answer review and closing speech)	01
	Total=	18

Note: One period = One class hour = 40 minute

8. Training Methodology :

(a) Class room lecture (b) Group discussion (c) Exercise and presentation (d) Demonstration

9. Evaluation System : (a) Pre test (b) Post test (c) Final Examination

### **Training of Trainers (TOT)**

1. Course Code : IM275
2. Course Name : Training of Trainers (TOT) (Revision: 02)
3. Course Type : Institutional Management Training
4. Total Period : 36
5. Course Objectives : To develop the Trainer's insight about conducting training, its process and methodologies and human behavior involving in sense of adult learning
6. Participants : BREB Deputy Director (Admin), BREB Assistant Director (Admin), BREB Assistant Coordination Officer, BREB DD (Tech), XEN, BREB Assistant Engineer, BREB Sub Assistant Engineer, BREB Deputy Director (Fin), BREB Assistant Director (Fin), BREB Accountant, PBS AGM (GS), PBS Enforcement Coordinator & Assistant, PBS AGM (COM), PBS JE (COM), AJE (COM) PBS AGM (ENG), PBS JE (ENG), PBS Store Keeper, PBS AGM (Fin), PBS Accountant & Accounts Assistant, PBS Plant



Accountant & Assistant, PBS Billing Supervisor, PBS AGM (MS), PBS MSC/PUC, PBS Wiring Inspector.

7. Course Content :

Topic No	Topics	Class Hour
T 01	Registration & Pre Test	1
T 02	Inauguration and Importance of the Course	1
T 03	Introduction to Training	2
T 04	Scientific approach to Learning	1
T 05	Training Cycle	1
T 06	Role of a Trainer and Self Assessment	2
T 07	Training Methods & Techniques	1
T 08	Training Materials & Equipments	2
T 09	Training Method: Lecture	2
T 10	Training Method: Brainstorming	2
T 11	Training Method: Lecture with Participatory Discussion	2
T 12	Training Method: Small Group Discussion	2
T 13	Training Method: Case Study	2
T 14	Training Method: Role Play	1
T 15	Awareness & Requirement of ISO 9001: 2015 Standard	2
T 16	Training Method: Demonstration	2
T 17	Training Method: Field Visit	1
T 18	Training Evaluation Process	2
T 19	Group Exercise on different training Methods	1
T 20	Office Etiquette and Congenial Atmosphere	2
T 21	Disaster Management	1
T 22	Ethics and National Integrity	2
T 23	Post Test & Review	1
	Closing Session (Question & Answer, Review & closing speech)	36
	Total:	

Note: One period = One Class hour = 40 minutes.

8. Training Methodology :

(a) Class room lecture (b) Group discussion © Exercise and presentation (d) Demonstration

9. Evaluation system : (a) Pre test (b) Post test © Mid Term Exam (d) Final Exam

**PBS Instructions Series 200, 300**

- Course Code : IM343
- Course Name : PBS Instructions Series 200, 300 (Revision 02)
- Course Type : Institutional Management Training
- Total Period : 27
- Course Objectives : To develop understanding about policy instruction by laws and ensure proper application of the appropriate areas of official activities.
- Participants : PBS Accountant & Assistant Accountant, Plant Accountant & PBS Assistant Plant Accountant.
- Course Content :

Topic No	Topics	Class Hour
T 01	Inauguration & importance of the Course	01
T 02	Awareness and requirement of ISO 9001:2015 standard	01
T 03	Instruction: 200 02,03,05	02
T 04	Instruction: 200 08,09,13	02
T 05	Instruction: 200 16,19,20,21	02
T 06	Instruction: 200 24,29	01

Topic No	Topics	Class Hour
T 07	Instruction: 200 27, 30, 31	02
T 08	Instruction: 300 13,14,16,17,18	02
T 09	Instruction: 300 24,27,28,29,30	02
T 10	Instruction: 300 32,33,34,36	02
T 11	Instruction: 300 40,42,48,50	02
T 12	Instruction: 300 51,52,53,55,58	02
T 13	Disaster Management	02
T 14	Ethics and National Integrity	01
T 15	Office environment and environmental awareness	01
T 16	Post and final examination	01
T 17	Closing session(Question & answer review and closing speech)	01
	Total=	27

Note: One period = One class hour = 40 minutes

8. Training Methodology : (a) Class room lecture (b) Group discussion (c) Exercise and presentation (d) Demonstration

9. Evaluation System : (a) Pre test (b) Post test (c) Final Examination

### **PBS Instructions**

1. Course Code : IM347
2. Course Name : PBS Instructions (100-30, 100-58, 100-60, 100-64, 200-06, 200-23, 300-9, 300-36, 300-52, 300-53, 300-60)
3. Course Type : Management and Institutional Training
4. Total Period : 26
5. Course Objectives : To develop understanding about Procurement, inventory Committee, Condemnation committee, disposal committee and write-off Procedure of PBS Stores as well as BREB warehouse and Project stores.
6. Participants : Store Keeper, Meter Mechanic-Cum-Supervisor
7. Course Content :

Topic No	Topics	Class Hour
	Registration	-
T-01	Inauguration & Importance of the Course	01
T-02	Principles of Store Management and its operational barriers.	02
T-03	Preliminary Knowledge about Distribution Transformer, Power Transformer, ACR, voltage regulator, Lightning Arrester, Fuse Cutout, Capacitor, Meters and other materials (PBS instruction 100-30).	02
T-04	Development and Maintenance of GIS for PBS Service Areas and Procurement Procedure under deposit works of PBSs (PBS instruction 100-60 and 100-64).	02
T-05	Procedure of Material Receiving Report & Material Tickets and PBS General Accounts Manual (PBS Instruction 200-06 and 200-23).	02
T-06	Guideline for sale of Mortgaged assets by PBS (PBS instruction 300-09)	01
T-07	APP and Application of Procurement Method under PBS instruction 300-36: OTM, DPM, RFQ, LTM and Framework.	02
T-08	Procedure for removal/sale/destruction of obsolete and condemned (unusable) Items/Materials of all BREB and PBS stores (PBS instruction 300-52).	02
T-09	Principle of inventory in BREB central warehouse, BREB Project stores and PBS stores (PBS instruction 300-53).	02
T-10	Guideline for Write-off of theft items/materials of PBSs (PBS instruction 300-60).	02
T-11	Disaster Management	02
T-12	Awareness & Requirement of ISO 9001: 2015 Standard	01

Topic No	Topics	Class Hour
T-13	Ethics and National Integrity	01
T-14	Office Environment and Environmental awareness	02
T-15	Post Test and Examination	01
T-16	Closing Session (Question & Answer, Review & closing speech)	01
	Total:	26

Note: One period = One Class Hour = 40 minutes.

8. Training Methodology: (a) Classroom Lecture (b) Group Discussion (c) Final Examination.

9. Evaluation system : (a) Pre-Test (b) Post-Test (c) Mid Term Evaluation (d) Final Evaluation

### **Establishing good Member Relation**

1. Course Code : IM400
2. Course Name : Establishing good Member Relation (Revision: 01)
3. Course Type : Institutional Management Training
4. Total Period : 22
5. Course Objectives : To build up capacity for Sustainable, Sufficient & Smart Consumer service
6. Participants : PBS GM & DGM, PBS AGM(MS)
7. Course Content :

Topic No	Topics	Class Hour
T 01	Inauguration & importance of the course	01
T 02	Awareness and requirement of ISO 9001:2015 standard	01
T 03	Customer service & member relationship and village advisor meeting	02
T 04	Holding the Annual general meeting	02
T 05	Looking at other practices affecting membership	01
T 06	News coverage for BREB news letter	01
T 07	Implementation of member retention plan and responsibilities of the PBS board (exercise and discussion)	02
T 08	Policy formation of an individual PBS (methods and implementation)	01
T 09	Case studies	02
T 10	Member relations development program of a PBS	02
T 11	Impact of electricity on socio economics activities and family planning.	01
T 12	Office environment and environmental awareness	01
T 13	Disaster Management	02
T 14	Ethics and National Integrity	01
T 15	Post and final examination	01
T 16	Closing session(Question & answer review and closing speech)	01
	Total=	22

Note: One period = One class hour = 40 minutes

8. Training Methodology :

(a) Class room lecture (b) Group discussion (c) Exercise and presentation (d) Demonstration

9. Evaluation System : (a) Pre test (b) Post test (c) Final Examination

### **Establishing good Member Relation**

1. Course Code : IM401
2. Course Name : Establishing good Member Relation (Revision: 01)
3. Course Type : Institutional Management Training
4. Total Period : 18
5. Course Objective : To build up capacity for Sustainable, Sufficient & Smart Consumer service.
6. Participants : PBS Wiring Inspector ,PBS Board Directors and Lady Advisors, PBS MS/PU Coordinator

## 7. Course Content :

Topic No	Topics	Class Hour
T 01	Inauguration and Importance of the Course	01
T 02	Awareness and requirement of ISO 9001:2015 Standard	01
T 03	Objective of a consumer oriented organization, role of PBS Board Directors	02
T 04	One Point service activities and maintenance of electronic data base	01
T 05	Member service activities	01
T 06	Annual general meeting & election of executive committee	02
T 07	Human qualities of Officer/employs required in a service oriented organization	01
T 08	PBS member consumer related instruction review and discussion	02
T 09	Consumer member education and socialization with PBS culture	01
T 10	Office environment and environmental awareness	01
T 11	Disaster Management	02
T 12	Ethics and National Integrity	01
T 13	Post and final examination	01
T 14	Closing session (Question & answer review and closing speech)	01
Total=		18

Note: One period = One class hour = 40 minute

## 8. Training Methodology :

(a) Class room lecture (b) Group discussion (c) Exercise and presentation (d) Demonstration

9. Evaluation System (a) Pre test (b) Post test (c) Final Examination

**PBS Employee Service Rule and BREB ACT**

1. Course Code : IM511
2. Course Name : PBS Employee Service Rule and BREB ACT. (Revision: 01)
3. Course Type : Management and Institutional Training
4. Total Period : 24
5. Course Objective : To appraise the PBS Officer and employees about the contents and application of the Service Code and newly enacted BREB act of 2013(Rule57 of 2013)
6. Participants : DGM ,AGM (Admin/ HR), AGM (O&M/E&C/P&M), AGM (MS), AGM(Fin Accounts/Revenue),Asst. Accountant, Accountant, Asst. Plant Accountant, Plant Accountant, Store Assistant, Store Keeper, Store Co-Ordinator, AJE, JE, Wiring Inspector, MS/PUC Co-ordinator, EC, AEC, Meter tester, Meter Mechanic cum Supervisor, Asst Cashier, Cashier, BA, BS, Data entry operator, computer operator.

## 7. Course Content :

Topic No	Topics	Class Hour
T 01	Inauguration and Importance of the Course	01
T 02	Overview of Service Code	02
T 03	General conditions of service and recruitment.	02
T 04	Leave, Traveling Allowance, Honorarium and Service Book	02
T 05	Code of conduct, Disciplinary action, Enquiry procedure and Penalty.	03
T 06	Temporary Suspension, Appeal, Reinstatement, Proceedings Pending in the court	01
T 07	Retirement and other benefits	02
T 08	Dismissal, Resignation, Resolving disputes	01
T 09	BREB ACT 2013 (Rule 57 of 2013) and Empowerment of the Board	02
T 10	Awareness and Requirement of ISO 9001: 2015 Standard	01
T 11	Office Environment and Environmental awareness	01
T 12	Disaster Management	02

Topic No	Topics	Class Hour
T 13	Ethics and National Integrity	01
T 14	Post Test and Evaluation	02
T 15	Closing Session	01
Total=		24

Note: One period = One class hour = 40 minute

#### 8. Training Methodology :

(a) Class room lecture (b) Group discussion (c) Exercise and presentation (d) Demonstration

9. Evaluation System : (a) Pre test (b) Post test (c) Final Examination

#### বিভাগীয় তদন্ত প্রক্রিয়া

- Course Code : আইএম৫১৫
- Course Name : বিভাগীয় তদন্ত প্রক্রিয়া (Revision: 01)
- Course Type : ব্যবস্থাপনা সংক্রান্ত প্রতিষ্ঠানিক প্রশিক্ষণ
- Total Period : ২৭
- Course Objective : দাপ্তরিক আচার-আচরন সম্পর্কে প্রশিক্ষণার্থীদের ধারণা প্রদানসহ বিভাগীয় তদন্ত ধারা সূচনা করার পদ্ধতি, কৌশল, তদন্ত প্রতিবেদন প্রস্তুত, চার্জ শীটের আলোকে তদন্ত প্রতিবেদন প্রস্তুত, দায়-দায়িত্ব নির্ধারণ, দণ্ড প্রদান ও আপীল শুনানী ইত্যাদি সম্পর্কে কর্মচারীদের জ্ঞান ও দক্ষতা বৃদ্ধি করা।
- Participants : Designation of Participant, DD (Admin/Fin/Tech), AD(Admin/Fin), Asst Engg, GM, DGM ,AGM (Admin/HR), AGM (O&M/E&C/P&M), AGM (MS), AGM(Fin-Accounts/Revenue), Asst. Accountant, Accountant, Asst. Plant Accountant, Plant Accountant, Store Assistant, Store Keeper, Store Co-Ordinator, AJE, JE, Wiring Inspector, MS/PUC Co-Ordinator, EC, AEC, Meter tester, Meter Mechanic cum Supervisor, Asst Cashier, Cashier, BA, BS, Data entry operator, computer operator

#### 7. Course Content :

Topic No	Topics	Class Hour
টি-০১	উদ্বোধন ও কোর্সের গুরুত্ব	01
টি-০২	ভূমিকাঃ বিভাগীয় তদন্ত, প্রকৃতি ও প্রয়োজনীয়তা	01
টি-০৩	সাধারণ আচরণ ও শৃংখলা (চাকুরী বিধি অনুযায়ী)	02
টি-০৪	অপরাধ, ইহার প্রকৃতি ও দণ্ডের ভিত্তি	02
টি-০৫	প্রাথমিক তদন্ত	01
টি-০৬	তদন্তের পদক্ষেপসমূহ	02
টি-০৭	অভিযোগনামা প্রণয়ন ও তদন্ত কমিটি গঠন	02
টি-০৮	সাক্ষ্য, সাক্ষ্যের প্রকারভেদ, সাক্ষ্য গ্রহণের পদ্ধতি ও সাক্ষ্যের প্রতিবন্ধকতাসমূহঃ	02
টি-০৯	তদন্ত প্রতিবেদন প্রস্তুতকরণ ও দাখিল	02
টি-১০	শাস্তি বিধানঃ লঘু দণ্ড, গুরু দণ্ড (চাকুরী চ্যুতি, অব্যাহতি, অপসারণ ও বরখাস্ত)	03
টি-১১	শাস্তিমূলক আদেশের বিরুদ্ধে আপীল	02
টি-১২	অফিস পরিবেশ ও পরিবেশ সচেতনতা	01
টি-১৩	নৈতিকতা ও জাতীয় শুদ্ধাচার	01
টি-১৪	দুর্যোগ ব্যবস্থাপনা	02
টি-১৫	চূড়ান্ত পরীক্ষা ও মূল্যায়ন	02
টি-১৬	সমাপনী অধিবেশন	01
মোট =		27

Note: One period = One class-hour = 40 minute

#### 8. Training Methodology :

(a) Class-room lecture (b) Group discussion (c) Exercise and presentation (d) Demonstration

9. Evaluation System : (a) Pre-test (b) Post test (c) Final Examination

### **Procurement in PBS System**

1. Course Code : IM531
2. Course Name : Procurement in PBS System (PBS Instruction: 300 22, 300 36, 100 57, 100 58 & 100 64) (Revision: 01)
3. Course Type : Management and Institutional Training
4. Total Period : 27
5. Course Objective : To appraise the PBS Officer and employees about the contents and application of the Procurement in PBS System (PBS Instruction: 300 22, 300 36, 100 57, 100 58 & 100 64)
6. Participants : AGM (Admin/ HR), AGM (O&M/E&C/P&M), AGM (MS), AGM(Fin Accounts/Revenue), AEC
7. Course Content :

Topic No	Topics	Class Hour
T 01	Inauguration and Importance of the Course	01
T 02	Definitions, General Procedures and Procurement Guidelines (PBS Instruction 300 36)	01
T 03	Procurement Plan and its Implementation Procedures. (PBS Instruction 300 36)	02
T 04	Application of Procurement Method under PBS instruction 300 36: RFQ & LTM	03
T 05	Application of Procurement Method under PBS instruction 300 36: OTM, DPM and Frameworks.	03
T 06	Sequences of PBS Procurement Under different Methods: RFQ & LTM> (PBS instruction 300 36)	02
T 07	Sequences of PBS Procurement Under different Methods: OTM, DPM (PBS instruction 300 36)	02
T 08	Evaluation Process, Approval Process (Authority for Administrative Approval & Financial Approval) and Administration of contracts/work orders (PBS Instruction 300 36)	02
T 09	Guidelines for repair and maintenance of PBS Transport (PBS instruction 300 22)	01
T 10	Guidelines for Civil work and maintenance of civil works under PBS own fund (PBS Instruction : 100 57)	02
T 11	Procurement procedures under O&M, system Up-gradation and Deposit works through lead PBSs (PBS instructions 100 58 and 100 64)	02
T 12	Preparation of Tender Documents: OTM, LTM, RFQ, DPM & Framework	03
T 13	Disaster Management	02
T 14	Ethics and National Integrity	01
T 15	Awareness of Autism	01
T 16	Post Test and Evaluation	01
T 17	Closing Session	01
	Total =	27

Note : One Period = One Class hour = 40 minutes.

- 8 Training Methodology :  
(a) Class room lecture (b) Group discussion (c) Exercise and presentation (d) Demonstration
- 9 Evaluation system : (a) Pre Test (b) Post test (c) Final Examination

### **BREB/PBS Officer's Orientation**

1. Course Code : IO150
2. Course Name : BREB/PBS Officer's Orientation (Revision 02)

3. Course Type : Institutional Management Training
4. Total Period : 45
5. Course Objectives : Socialization with corporate culture of BREB/PBS and RE Program.
6. Participants : BREB DD (Admin)/ DD (Tech)XEN),BREB AD (Admin),BREB (AE),BREB DD (FIN),BREB AD (Finance),BREB Accountant, PBS GM & DGM,PBS AGM(GS) PBS Enforcement Coordinator & AEC,PBS AGM(COM),PBS AGM(ENG) PBS AGM(FIN),PBS AGM(MS)
7. Course Content :

Topic No	Topics	Class Hour
T 01	Inauguration & importance of the Course	01
T 02	Awareness and requirements of ISO 9001:2015 standard	01
T 03	Rural electrification concept, Master plan, Approved project (DPP) and its implementation.	01
T 04	Area Coverage Rural Electrification (ACRE), Background and Socio economic impact of Rural electrification including family planning.	01
T 05	Rural Electrification Board Ordinance, 1977	02
T 06	BREB organizational Structure and it's different offices	02
T 07	PBS and the steps how to develop a PBS & PBS Board	01
T 08	BREB By laws & PBS Model By laws	03
T 09	Structure of a PBS and Personnel selection methods	01
T 10	PBS GM : Duties and Responsibilities	01
T 11	BREB/PBS Financial Management	02
T 12	BREB/PBS Lending and Re lending terms and methods	01
T 13	PBS Distribution system and line construction design criterion	02
T 14	Material management and Material specification	01
T 15	BREB/PBS Material procurement procedures	01
T 16	Material clearance, storage and movement management	01
T 17	PBS Head quarter, Electrical line and Sub station construction	02
T 18	BREB/PBS Policy instructions	02
T 19	Membership drive, Meter connection criterion, House wiring and Power use	02
T 20	PBS Board and it's standing committees and committee's duty and responsibility	01
T 21	PBS Policy manual development procedure	01
T 22	Relationship between BREB and PBS Board	01
T 23	Visit the activities of a PBS (Field Trip)	07
T 24	Disaster Management	02
T 25	Ethics and National Integrity	02
T 26	Office environment and environmental awareness	01
T 27	Post and final examination	01
T 28	Closing session(Question & answer review and closing speech)	01
	Total =	45

Note: One period = One class hour = 40 minutes

#### 8. Training Methodology

(a) Class room lecture (b) Group discussion (c) Exercise and presentation (d) Demonstration

9. Evaluation System : (a) Pre test (b) Post test (c) Final Examination

### **Management : Its Nature & Scope**

1. Course Code : IM105
2. Course Name : Management: Its Nature & Scope (Revision: 02)
3. Course Type : Institutional Management Training
4. Total Period : 40
5. Course Objectives : To acquaint the participants with the conceptual framework of modern

- management, its nature and scope, and to familiarize with the theory and practice of various management issues.
6. Participants : BREB Assistant Director (Admn), BREB Assistant Coordination Officer, BREB DD (ENG), XEN, BREB AE, PBS GM & DGM ,PBS AGM (GS), PBS Enforcement Coordinator & Assistant, PBS AGM (COM), PBS AGM (ENG), PBS JE (ENG), PBS AGM (Fin), PBS AGM (MS).

7. Course Content :

Topic No	Topics	Class Hour
	Registration & Pre test	
T 01	Inauguration & Important of the Course	1
T 02	Importance of Management	1
T 03	Historical Influences on Management Practices	2
T 04	Modern Management Concepts	2
T 05	Management Functions	2
T 06	Case Study: Management is different from Technical Specialization	2
T 07	Awareness & Requirement of ISO 9001: 2015 Standard	1
T 08	Planning Functions of Management	2
T 09	Organizing Functions of Management	2
T 10	Directing Functions of Management	2
T 11	The Coordinating Function of Management	2
T 12	The Controlling Function of Management	2
T 13	Concept of Result Oriented Management & Accountability (ROMA)	2
T 14	Leadership and Leadership Styles	2
T 15	Concept of Total Quality Management (TQM)	2
T 16	Developing yourself as a Manager	2
T 17	Management by Objective (MBO) and Self Control	2
T 18	Management Relationships in the PBS	1
T 19	Office Etiquette and Congenial Atmosphere	1
T 20	Disaster Management	2
T 21	Ethics and National Integrity	2
T 22	Post Test & Review	2
T 23	Closing Session (Question & Answer, Review & closing speech)	1
	Total:	40

Note: One period = One Class hour = 40 minutes.

- 8 Training Methodology : (a) Class room lecture (b) Group discussion  
(c) Exercise and presentation (d) Demonstration
- 9 Evaluation system : (a) Pre test b) Post test (c) Mid Term Exam (d) Final Exam

### **Procurement & Supply Chain Management (PSCM)**

- Course Code : IM530
- Course Name : Procurement & Supply Chain Management (PSCM) (Revision: 02)
- Course Type : Institutional Management Training
- Total Period : 45
- Course Objectives : To enhance the deeper insight about procurement, purchase and coordination; to familiarize with the PPR 2008, PPA 2006 in procurement practice and to acquaint the participants with the International Purchasing and Supply Chain Management (SCM).
- Participants : BREB Deputy Director (Admn), BREB Assistant Director(Admn)



BREB DD (Tech), XEN,BREB Assistant Engineer, BREB Deputy Director (Fin),BREB Assistant Director (Fin),PBS GM & DGM,PBS AGM (GS),PBS AGM (COM),PBS AGM (ENG),PBS AGM (Fin),PBS AGM (MS).

7. Course Content :

Topic No	Topics	Class Hour
	Registration & Pre Test	
T 01	Inauguration & Importance of the Course	1
T 02	Scope of purchase, procurement, and coordination; Objectives, Definition and Methods of Procurement (in light of PPR 2008 & PPA 2006)	3
T 03	Methods of procurement of goods: Local and International Procurement in light of PPR 2008.	3
T 04	Procurement of Works in light of PPR 2008	3
T 05	Procurement of Intellectual and Professional Services in Compliance with PPR 2008	3
T 06	Procurement Methods of PBSs purchases as per Policy Instruction 300 36	3
T 07	INCOTERM and UCP 600 for International Procurement	2
T 08	An Overview of Supply Chain Management (SCM)	2
T 09	Planning and Managing Inventories in a Supply Chain Process	2
T 10	Green Procurement and Environmental Awareness	2
T 11	Demand Forecasting : Collaborative Planning, Forecasting & Replenishment (CPFR)	2
T 12	Material Requirement Planning (MRP I & MRP II), Enterprise Resource Planning (ERP), Business Process Reengineering (BPR), Value Analysis (VA), & Value Engineering (VE)	2
T 13	E Procurement: Theory & Facts	1
T 14	Strategic Sourcing for Successful Supply Chain Management	2
T 15	Disbursement in light of Policy instruction 200 06	2
T 16	Case Study (Procurement/SCM)	2
T 17	Negotiation Techniques in purchase and supply	2
T 18	Awareness & Requirement of ISO 9001: 2015 Standard	1
T 19	Disaster Management	2
T 20	Ethics and National Integrity	2
T 21	Post Test & Review	2
T 22	Closing Session (Question & Answer, Review & closing speech)	1
Total =		45

Note: One period = One Class hour = 40 minutes.

8 Training Methodology :

(a) Class room lecture (b) Group discussion (c) Exercise and presentation (d) Demonstration

9 Evaluation system : (a) Pre test (b) Post test (c) Mid Term Exam (d) Final Exam

### **Advance Human Resource Management (HRM)**

1. Course Code : IM147
2. Course Name : Advance Human Resource Management (HRM) (Revision: 01)
3. Course Type : Institutional Management Training
4. Total Period : 90
5. Course Objectives : To develop the competence needed to motivate and administer people who are focused on providing excellent service to their customers. And to enhance the participant's professionalism to learn more about Humans and how to convert them into valuable resources. Human Resource Management (HRM) will provide the techniques that focus on recruitment of, management of, and providing direction for the people who work in the organization. After completion of the training participants will be able to familiar with the HR tools that deals with issues related to people such as compensation, hiring, performance management, organization development, safety, wellness, benefits, employee motivation, communication, administration, and training.
6. Participants : BREB Deputy Director (Admn), BREB Assistant Director (Admn), BREB DD (Tech), XEN BREB Assistant Engineer, BREB Deputy Director (Fin), BREB Assistant Director (Fin) PBS GM & DGM, PBS AGM (GS), PBS AGM (COM), PBS AGM (ENG), PBS AGM (Fin), PBS AGM (MS).

#### 7. Course Content

Topic No	Topics	Class Hour
	Registration & Pre Test	
T 01	Inauguration & Importance of the course	1
T 02	Strategic Management & HR as Organizational Strategic Partner	2
T 03	Requirement of HR & Implementing the strategic HR plan	2
T 04	Forecasting for Future HR Demand & Supply	2
T 05	Establishing HR Needs & Planning	2
T 06	Job Analysis: Definition, Purpose & Methods	2
T 07	Methods of Collecting Job Analysis Information	1
T 08	Assessing Job Analysis Methods	1
T 09	Characteristics of Good Job Analysis	1
T 10	Job Evaluation & Job Description	2
T 11	Job Description as a Strategic HR Tool	1
T 12	Recruitment Process & Sources of Recruitment: Internal vs. External	2
T 13	Selection Methods: Interviewing and Testing	2
T 14	Employee Socialization	1
T 15	Induction and Placement of HR	2
T 16	Performance Management: Theory to Practice	2
T 17	Steps in Performance Appraisal & Traditional Methods and Modern Methods of Appraisal	2
T 18	Pre requisites of an Effective and Successful Appraisal	1
T 19	Performance Coaching and Counseling	2
T 20	Feedback Model	2
T 21	Compensation Program, Dimensions of a Compensation System & Types of Compensation	2
T 22	Non Cash Benefits	1
T 23	Key Steps in Developing Compensation Strategy & Payroll System	2
T 24	Motivational Theories; Incentives for Motivating Employees	2
T 25	Human Behavior	2
T 26	Industrial Relations, Importance of Workplace Employee Relations	2

Topic No	Topics	Class Hour
T 27	Mid Term Examination	1
T 28	Managing Conflict	2
T 29	Employee Discipline	1
T 30	Employee's Health and Safety	2
T 31	Grievance Handling & Employee Separation	2
T 32	Modern Approaches of Training and Development	1
T 33	Types of Training, Difference between Training and Development	1
T 34	Setting Training Objectives ; Methods of Training	2
T 35	Designing Training Program	1
T 36	Training Needs Assessment (TNA)	2
T 37	Evaluation of Training	1
T 38	Career Planning, Process of Career Planning and career Development	2
T 39	Organization's Role in Career Management	2
T 40	Value of Career Motivation	2
T 41	Succession Planning & Cost to Company (CTC)	2
T 42	Bangladesh Labor Act 2006: Special Features	2
T 43	Women and Children related Issue	2
T 44	Employees' Welfare	1
T 45	Departmental Proceeding in light of BREB Service Role'1990	2
T 46	Termination of Employment and Dismissal in light of Bangladesh labor Law	2
T 47	Modern HR Concepts: Talent Identification and Management	2
T 48	Organizational Structures & Organizational Development	2
T 49	Human Resource Information System	1
T 50	Awareness & Requirement of ISO 9001:2015 Standard	1
T 51	Disaster Management	2
T 52	Ethics and National Integrity	2
T 53	Post Test & Review	2
T 54	Closing Session (Question & Answer, Review & closing speech)	1
	Total =	90

Note: One period = One Class hour = 40 minutes.

- 8 Training Methodology :  
 (a) Class room lecture (b) Group discussion (c) Final Exam
- 9 Evaluation system : (a) Pre Test (b) Post Test (c) Mid-Term Exam (d) Final Exam

### **PBS Policy instructions**

- Course Code : IM340
- Course Name : PBS Policy instructions (Revision 02)
- Course Type : Institutional Management Training
- Total Period : 27
- Course Objectives : To develop understanding about policy instruction by laws and ensure proper application of the appropriate areas of official activities.
- Participants : PBS GM & DGM, PBS AGM (GS), PBS AGM (MS), PBS Accountant & Assistant Accounts, PBS Enforcement Co-ordinator
- Course Content :

Topic No	Topics	Class Hour
T 01	Inauguration & importance of the course	01
T 02	Awareness and requirement of ISO 9001:2015 standard	01
T 03	PBS Policy Instruction 100 28, 37, 40, 41	02
T 04	PBS Policy Instruction 200 3, 4, 8, 9, 12	02
T 05	PBS Policy Instruction 200 13, 15, 16, 20	02

Topic No	Topics	Class Hour
T 06	PBS Policy Instruction 200 21, 22, 24, 27	02
T 07	PBS Policy Instruction 200 29, 30, 31	02
T 08	PBS Policy Instruction 300 7,9, 12, 13, 14, 17, 24,	03
T 09	PBS Policy Instruction 300 28, 29, 31, 33, 34	02
T 10	PBS Policy Instruction 300 36, 38, 40, 42, 48	02
T 11	PBS Policy Instruction 300 51, 52, 53, 55, 58	02
T 12	Office environment and environmental awareness	01
T 13	Disaster Management	02
T 14	Ethics and National Integrity	01
T 15	Post and final examination	01
T 16	Closing session(Question & answer review and closing speech)	01
Total =		27

Note: One period = One class hour = 40 minutes

8. Training Methodology :

(a) Class room lecture (b) Group discussion (c) Exercise and presentation (d) Demonstration

9. Evaluation System : (a) Pre test (b) Post test (c) Final Examination

### **PBS Policy instructions**

1. Course Code : IM341
2. Course Name : PBS Policy instructions (Revision 02)
3. Course Type : Institutional Management Training
4. Total Period : 18
5. Course Objectives : Development of understanding about policy instruction and utilizing them in day to day official work .
6. Participants : BREB AD (ADMIN)
7. Course Content :

Topic No	Topics	Class Hour
T 01	Inauguration & Importance of the Course	01
T 02	Awareness and requirement of ISO 9001:2015 standard	01
T 03	PBS Policy Instruction 300 9,12,13,14,16	02
T 04	PBS Policy Instruction 300 17, 18, 24, 28, 29	02
T 05	PBS Policy Instruction 300 30, 33, 34, 36, 38	02
T 06	PBS Policy Instruction 300 40, 42, 46, 48, 50	02
T 07	PBS Policy Instruction 300 51,52,53,55,58	02
T 08	Disaster Management	02
T 09	Ethics and National Integrity	01
T 10	Office environment and environmental awareness	01
T 11	Post and final examination	01
T 12	Closing session (Question & answer review and closing speech)	01
Total =		18

Note: One period = One class hour = 40 minutes

8. Training Methodology :

(a) Class room lecture (b) Group discussion (c) Exercise and presentation (d) Demonstration

9. Evaluation System : (a) Pre test (b) Post test (c) Final Examination

### **Customer Service Excellence**

1. Course Code : IM402
2. Course Name : Customer Service Excellence (Revision: 01)
3. Course Type : Institutional Management Training
4. Total Period : 19

5. Course Objective : To develop basic understanding of Customer Services Personnel about how to deliver its Products/Services in the most efficient, fair, cost effective, and humanly satisfying and pleasurable manner
6. Participants : PBS GM & DGM, BREB DD (Tech)m XEN,BREB DD (Fin),BREB DD (Admn)/BREB Director/SE.
7. Course Content :

Topic No	Topics	Class Hour
	Registration & pre test	
T 01	Inauguration and Importance of the Course	01
T 02	Customer behavior: its origin & Strategic Applications	
T 03	Marketing concept & different types of customers	03
T 04	Customer complaints, better customer services, and the customer motivation	03
T 05	Service marketing and its characteristics	02
T 06	Awareness and requirement of ISO 9001:2015 Standard	01
T 07	Consumer behavior and attitude	01
T 08	Disaster Management	02
T 09	Ethics and National Integrity	01
T 10	Post test & review	02
T 11	Closing session (Question & answer review and closing speech)	01
	Total =	19

Note: One period = One class hour = 40 minute

8. Training Methodology :

(a) Class room lecture (b) Group discussion (c) Exercise and presentation (d) Demonstration

9. Evaluation System : (a) Pre test (b) Post test (c) Final Examination

### **Customer Service Excellence**

1. Course Code : IM403
2. Course Name : Customer Service Excellence (Revision: 01)
3. Course Type : Institutional Management Training
4. Total Period : 30
5. Course Objective : To develop basic understanding of Customer Services Personnel about how to deliver its Products/Services in the most efficient, fair, cost effective, and humanly satisfying and pleasurable manner
6. Participants : Assistant Director (Admn), Assistant Director (Fin), Assistant Engineer, AGM(MS), AGM(GS),AGM(COM), AGM(ENG), AGM(Fin, Billing Supervisor, Billing Assistant (One Point Service), MSC/PUC, Wiring Inspector, JE (COM), AJE (COM, Enforcement Co-Ordinator & AEC.
7. Course Content :

Topic No	Topics	Class Hour
	Registration & pre test	
T 01	Inauguration and Importance of the Course	01
T 02	Service marketing and Better Customer Services	03
T 03	Motivation & Addressing Customer Complaints	03
T 04	Building up Effective and sustainable Customer Relationship	02
T 05	Better Customer service & Telephone Etiquette (Role Play)	02
T 06	Developing salesmanship and winning attitude	02
T 07	Procedure to make customer friendly and How to handle demanding customers	02
T 08	Customer behavior its origin & strategic application	02
T 09	Consumer Attitude formation & change	02
T 10	Concept of brand marketing (creating, managing, and extending the value	02

Topic No	Topics	Class Hour
	of your brand)	
T 11	Disaster Management	02
T 12	Code of conduct, values and behavior in customer service job	02
T 13	Awareness and requirement of ISO 9001:2015 Standard	01
T 14	Ethics and National Integrity	01
T 15	Post Test & Review	02
T 16	Closing session (Question & answer review and closing speech)	01
	Total =	30

Note: One period = One class hour = 40 minute

8. Training Methodology :

(a) Class room lecture (b) Group discussion (c) Exercise and presentation (d) Demonstration

9. Evaluation System : (a) Pre test (b) Post test (c) Final Examination

### **Awareness of Integrated Management Systems (QMS, EMS, OHSAS).**

1. Course Code : IM109
2. Course Name : Awareness of Integrated Management Systems (QMS, EMS, OHSAS).  
(Revision: 00)
3. Course Type : Management and Institutional Training.
4. Total Period : 26
5. Course Objectives : To develop understanding about ISO 9001, 14001 and 18001 standard of BREB and PBSs Officers and Employees.
6. Participants : Officers and Employees of BREB and PBSs.
7. Course Content :

Topic No	Topics	Class Hour
	Registration	-
T-01	Inauguration & Importance of the Course	01
T-02	Standard of ISO-9001(QMS), ISO-14001(EMS), OHSAS-18001	02
T-03	HIRA	02
T-04	Environmental Aspect & Impact	02
T-05	Ergonomic Awareness	01
T-06	Document Control	02
T-07	Objective , Target & Program setting	02
T-08	Energy Consumption calculation	01
T-09	Energy use general Awareness	02
T-10	Emergency preparedness	01
T-11	Safety , Accident investigation , near miss	02
T-12	Internal Audit	02
T-13	Management review	01
T-14	Disaster Management	02
T-15	Ethics and National Integrity	01
T-16	Post Test and Examination	01
T-17	Closing Session (Question & Answer, Review & closing speech)	01
	Total =	26

Note: One period = One Class Hour = 40 minutes.

8 Training Methodology : (a) Class room lecture (b) Group discussion (c) Final Examination.

9 Evaluation system : (a) Pre test (b) Post test (c) Mid Term Evaluation (d) Final Exam

**বাপবিবো ও পবিসের বিভাগীয় তদন্ত সম্পাদন প্রক্রিয়া**

১. কোর্স কোড : আইএম৫১৬  
 ২. কোর্স শিরোনাম : বাপবিবো ও পবিসের বিভাগীয় তদন্ত সম্পাদন প্রক্রিয়া  
 ৩. কোর্সের ধরণ : ব্যবস্থাপনা সংক্রান্ত প্রাতিষ্ঠানিক প্রশিক্ষণ  
 ৪. মোট প্রশিক্ষণ ঘন্টা : ৩১ ঘন্টা  
 ৫. কোর্সের উদ্দেশ্য : দাপ্তরিক আচার-আচরণ সম্পর্কে প্রশিক্ষণার্থীদের ধারণা প্রদানসহ তদন্তের সাথে সম্পর্কিত আইন সমূহ, বিভাগীয় তদন্ত কার্যের ধারা সূচনা করার পদ্ধতি, কৌশল, তদন্ত প্রতিবেদন প্রস্তুত, চার্জ শীটের আলোকে তদন্ত প্রতিবেদন প্রস্তুত, দায়-দায়িত্ব নির্ধারণ, দন্ড প্রদান ও আপীল শুনানী, তদন্ত অকার্যকরণের কারণ ইত্যাদি সম্পর্কে কর্মকর্তাদের জ্ঞান ও দক্ষতা বৃদ্ধি করা।  
 ৬. অংশগ্রহণকারী : বাপবিবোর্ডের ১ম ও ২য় শ্রেণীর সকল কর্মকর্তা।  
 ৭. কোর্স সূচী :

Topic No	Topics	Class Hour
পবিবোর্ড কর্মচারী প্রবিধানমালা-১৯৯০ এবং পবিস সার্ভিস কোড-১৯৯২ (সংশোধিত-২০১২) অনুযায়ী :		
টি-০১	উদ্বোধন ও বিভাগীয় তদন্তের গুরুত্ব ও প্রয়োজনীয়তা	০১
টি-০২	সাধারণ আচরণ ও শৃংখলা এবং এ সম্পর্কীয় ধারণা	০১
টি-০৩	অপরাধ, ইহার প্রকৃতি, দন্ডের ভিত্তি এবং শাস্তির বিধান (লঘু দন্ড/গুরু দন্ড)	০২
টি-০৪	প্রাথমিক তদন্ত ও দায়-দায়িত্ব নির্ধারণ	০১
টি-০৫	তদন্তের পদক্ষেপসমূহ	০৩
টি-০৬	অভিযোগনামা প্রণয়ন ও তদন্ত কমিটি গঠন	০২
টি-০৭	Evidence Act (সাক্ষ্য, সাক্ষ্যের প্রকারভেদ, সাক্ষ্য গ্রহণের পদ্ধতি ও সাক্ষ্যের প্রতিবন্ধকতাসমূহ)	০২
টি-০৮	ফৌজদারী কার্যবিধি ও দন্ডবিধি	০২
টি-০৯	দেওয়ানী কার্যবিধি	০২
টি-১০	Law of Contract & Law of Tort	০২
টি-১১	তদন্ত কমিটি কর্তৃক অনুসরণীয় কার্যপ্রণালী, তদন্ত প্রতিবেদন প্রস্তুতকরণ ও দাখিল	০২
টি-১২	তদন্ত প্রক্রিয়াকরণ/সুপারিশ অকার্যকর হয়ে যাওয়ার কারণ সমূহ ও প্রতিকার	০২
টি-১৩	সাময়িক বরখাস্ত ও পুনঃবহাল, ফৌজদারী মামলায় অভিযুক্ত কর্মচারী ও আদালতে বিচারাধীন কার্যধারা	০১
টি-১৪	শাস্তিমূলক আদেশের বিরুদ্ধে আপীল আবেদন ও নিষ্পত্তিকরণ	০২
টি-১৫	ইন্টিগ্রেটেড ম্যানেজমেন্ট সিস্টেম (আইএমএস)-আইএসও ৯০০১: ২০০৮, আইএসও	০১
টি-১৬	নৈতিকতা ও জাতীয় শুদ্ধাচার	০১
টি-১৭	দুর্যোগ ব্যবস্থাপনা	০১
টি-১৮	চূড়ান্ত পরীক্ষা ও মূল্যায়ন	০২
টি-১৯	সমাপনী অধিবেশন	০১
মোট =		৩১

Note: One period = One Class hour = 40 minutes.

৮. প্রশিক্ষণ পদ্ধতি : (a) Class room lecture (b) Group discussion (c) Final Examination.  
 ৯. মূল্যায়ন পদ্ধতি : (a) Pre test (b) Post test (c) Final Exam

**বার্ষিক গোপনীয় প্রতিবেদন লিখন পদ্ধতি**

১. কোর্স কোড : আইএম৬০১  
 ২. কোর্সের শিরোনাম : বার্ষিক গোপনীয় প্রতিবেদন লিখন পদ্ধতি  
 ৩. কোর্সের ধরণ : ইন্সটিটিউশনাল ম্যানেজমেন্ট ট্রেনিং।  
 ৪. মোট প্রশিক্ষণ ঘন্টা : ০৫  
 ৫. কোর্সের উদ্দেশ্য : বাপবিবোর্ডের ১ম শ্রেণীর কর্মকর্তাগণের সঠিক ও যথাযথভাবে বার্ষিক গোপনীয় প্রতিবেদন (এসিআর) লেখার বিষয়ে দক্ষতা বৃদ্ধিকরণ।

৬. অংশ গ্রহণকারী : বাপবিবোর্ডের ১ম শ্রেণীর কর্মকর্তাগণ।

৭. কোর্স সূচী :

Topic No.	Topics	Class Hour
	রেজিস্ট্রেশন	
টি-০১	কোর্সের উদ্দেশ্য ও এর গুরুত্ব।	০১
টি-০২	বার্ষিক গোপনীয় প্রতিবেদন (এসিআর) প্রণয়নের পূর্ব ধারণা।	০১
টি-০৩	এসিআর ফর্ম পূরণের পূর্বে অনুসরণীয় নির্দেশনাবলী, প্রেরণের সময়সীমা ইত্যাদি।	০১
টি-০৪	এসিআর ফর্ম পূরণ (রেটিং, লেখচিত্র ইত্যাদি)।	০১
টি-০৫	কোর্সের পর্যালোচনা ও সমাপনী।	০১
মোট =		০৫

Note: ০১ ক্লাশ = ০১ প্রশিক্ষণ ঘন্টা = ৪০ মিনিট

৮ প্রশিক্ষণ পদ্ধতি : (a) Class-room lecture (b) Group discussion  
(c) Exercise and presentation (d) Demonstration

### BREB/PBS Officer's Foundation Course

- Course Code : IM 300
- Course Name : BREB/PBS Officer's Foundation Course.
- Course Type : Management and Institutional Training.
- Total Period : 170
- Course Objectives : Socialization of the new employees with their jobs, co workers and key aspects of the organization as a whole. To acquaint the new employees, understanding of the organization and adds purpose to their daily job activities and to familiarize with the corporate environment that helps them to meet the organizational needs to be achieved.
- Participants : 1<sup>st</sup> Class Officers of BREB and PBSs.
- Course Content :

#### Part-1

Topic No.	Topics	Class Hour
IM 01	Inauguration & importance of the Course	02
IM 02	Background of Rural electrification Program, achievement up to date and Socio economic aspect and impact of RE Program.	02
IM 03	Rural Electrification Board Ordinance, 1977 and REB Act 2013,	02
IM 04	BREB by laws, PBS Model By laws and BREB PBS Policy Instruction.	03
IM 05	BREB organizational Structure and function's of different offices.	02
IM 06	Organizational Structure of a PBS and Duties and Responsibilities of GM and Departmental Heads.	02
IM07	Steps how to develop a PBS & PBS Board. Role of PBS Board Directors and their selection process. Relation between REB and PBS Board.	02
IM08	Secretariat Instruction-2014: Office Procedure: Docketing, Filling,	03



Topic No.	Topics	Class Hour
	Referencing and Flagging. Written Notes, Drafts and Summary, Forms of Written Communication, Conducting Meeting, Preparing Working Communication.	
IM09	The Flag Order & Rules, The National Anthem Order & Rules and Warrant of Precedence, Office Inspection, Protocol.	01
IM10	Salient Features of Bangladesh Constitution: a) Legislature b) Judiciary c) Executive Organ of the Bangladesh Government	03
IM11	a) Criminal procedure code and penal code. b) Civil procedure code.	03
IM12	Evidence Act	02
IM13	Laws of Contract & Laws of Tort	02
IM14	Preliminary inquiry, Enquiry procedure, Formation of charge sheet and inquiry committee, preparation and submission of inquiry report, minor and major penalty and appeal.	03
IM15	Ethics and National Integrity: Good Governance: Principles and practices in home and abroad.	01
IM16	Electricity Act, 2018 & Electricity rules, Land Acquisition Act, 1982 & Land Acquisition rules.	04
IM17	Labor Laws 2006 with amendments and industrial relations, Mobile Court Act, 2009, Right to Information Act.	03
IM18	Office environment and environmental awareness, Office Manner, Etiquettes, Office Decorum, Table Manner and Dress Code and customer's service excellence.	01
IM19	Awareness and requirements of IMS: ISO 9001:2008, ISO 14001:2004 & OHSAS 18001:2007.	01
IM20	Disaster Management	02
IM21	Field Trip (PBS)	07
IM22	BREB Office visit	07
IM23	Post and final examination	02
Sub Total =		60

**Part-2**

Topic No.	Topics	Class Hour
IM24	Concept about Electrical Distribution System of BREB/PBS.	1
IM25	Discussion on different types of Sub-station; Type, Capacity, Land Size, Nos. of Feeder and Name of used Equipments in Sub-station of	2

Topic No.	Topics	Class Hour
	BREB/PBS System.	
IM26	Discussion on Source Line, Source Voltage, Source Conductor, Busbar (HT & LT) and Mesh Grounding of Sub-station in BREB/PBS System.	2
IM27	Discussion on Capacity, Rated Voltage (HT & LT), Type, Cooling System, Function of Tap Changer of Power Transformer used in Sub- station in BREB/PBS System.	2
IM28	Discussion on Primary Line (Backbone Line, Feeder Line, Lateral/bi-lateral Line), Used different sizes of Conductor for Primary Line and Rated Voltage of Single Phase & Three Phase Primary Line in BREB/PBS System.	2
IM29	Discussion on Capacity, Rated Voltage (HT & LT), Type, Cooling System of Distribution Transformer used on Distribution Line in BREB/PBS System.	2
IM30	Discussion on Secondary Line, Secondary Service Line, Used different sizes of Service Drop, Approved Length of Service Drop for different Consumer, Standard Voltage of Single Phase & Three Phase Secondary Line in BREB/PBS System.	2
IM31	Discussion on Standard Specification & Drawing for 11/6.35 kV Primary Line (PBS Instruction 100-28) Construction and for 33kV Line (PBS Instruction 100-45) Construction in BREB/PBS System.	1
IM32	To Visit a Sub-station for practical knowledge & experience on commissioned equipments and System Operation Central Workshop for gathering practical knowledge & experience on Repairing & Testing Works.	9
IM33	Discussion on different types of Safety & Controlling Devices - Fuse, ACR/OCR, VCB, LA & VR and their Working Principle.	3
IM34	Discussion on Line Materials and Tools with Master Code Numbers (According to Material Identification).	2
IM 35	Discussion on different types of Energy Meters - It's Class, Permissible Errors, Rotation/Pulse.	2
IM 36	Discussion on MGN System - System Grounding, Equipment Grounding and Guy Grounding.	2
IM 37	Discussion on different types of BREB Work Order and Mini Work Order about Sub station and Line Construction in BREB/PBS System.	1
IM 38	Discussion on Primary Metering & Secondary Metering, It's Advantages & Disadvantages and necessary equipments for Primary Metering & Secondary Metering Connection.	2
IM 39	Discussion on Receiving/Storing/Issuing works of Materials/Equipments/Tools in Protected Places - Central Warehouse, Project Store and PBS O&M Store. Used different Files in these Stores in BREB/PBS System.	2
IM 40	To visit Dhaka Central Ware House on Material Receiving/Storing/Issuing activities, XEN Office of Dhaka Project Division	9

Topic No.	Topics	Class Hour
	on Line & Sub-station Construction Works and the Field on Primary or Secondary Metering spot for gathering practical knowledge and experience.	
IM 41	Discussion on Right of Way Clearance of Electric Line and it's effects in BREB/PPBS Electric Distribution System.	2
IM 42	Discussion on System Loss, it's effects in a Electrical Utility and Elements/Parameters to determine System Loss in BREB/PPBS System.	2
IM 43	Discussion on Safety, First Aid Treatment and Case Study on Electrical Accidents.	2
IM 44	Discussion on Consumers Category and their General Load in BREB/PPBS Electric Distribution System.	2
IM 45	Discussion on Load shedding, Force Load Shedding in BREB/PPBS Electric Distribution System.	2
IM 46	Examination	2
Sub Total =		58

**Part-3**

Topic No.	Topics	Class Hour
IM 47	Consumer Classes and its Various Order.	2
IM 48	Instruction Series-300-30, 300-33, 300-45, 300-47;	3
IM 49	Meter Book Number, Consumer Account Number, Meter Reading Sheet, Meter Report, Meter Report Issue List, Meter Report Resister and its Exercise;	3
IM 50	Domestic (LT-A, MT-1), Commercial (LT-E, MT-2, HT-2), Irrigation (LT-B), Construction (LT-C2, MT-4, HT-4) Consumer Billing Procedure and its Exercise;	3
IM 51	Industrial (LT-C1, MT-3, HT-3, EHT-1, EHT-2) and General (MT-5, HT-1) Consumer Billing Procedure and its Exercise;	2
IM 52	Educational, Religious, Charitable Institute & Hospital (LT-D1), Street Light, Water Pump & Battery Charging Station (LT-D2) and Temporary (LT-T, MT-6) Consumer Billing Procedure and its Exercise;	2
IM 53	Power Purchase, Sales and its Accounting;	2
IM 54	Receipts (Various Receipts: OR, CD Receipt, Electric bill and Other Receipt);	2
IM 55	Collection of Electric Bill (Office and Other Collection Center), Deposit to Bank, Preparation of daily Collection Report and its Software Entry, Disconnection for Non Payment of Bill & Spot Collection;	3
IM 56	BREB PBS Loan Agreement;	2
IM 57	PBS Financial And Statistical Report;	4
IM 58	Different Types of Audit (BREB & PBS), Internal Audit Procedure (BREB/PBS);	3
IM 59	Imprest Fund Management (BREB/PBS);	2

Topic No.	Topics	Class Hour
IM 60	Preparing Salary and TA/DA Bill (BREB/PBS);	2
IM 61	Depreciation & Amortization (Instruction Series-200-21), Management of PBS Fund (Instruction series-200-29);	2
IM 62	Tax, VAT & Other Duties (Tax, VAT payment Procedure & penalty);	2
IM 63	Field Visit;	9
IM 64	Examination;	2
IM 65	Closing session (Question & answer review and closing speech);	2
Sub Total=		52
Grand Total=		60+58+5 2=170

8. Training Methodology : (a) Class room lecture (b) Group discussion (c) Field Trip
9. Evaluation system : (a) Pre test (b) Post test (c) Mid Term Evaluation  
(d) Final Exam

বাপবিবোর্ডের প্রথম শ্রেণীর কর্মকর্তা (সহকারী সচিব/সহকারী পরিচালক (প্রশাসন)/ ফিল্ড গবেষণা কর্মকর্তা/অর্থনীতিবিদ/ সহকারী প্রকৌশলী/ সহকারী পরিচালক (অর্থ)/ সহকারী টিম্বার প্রোডাক্ট স্পেশালিষ্ট/ সহকারী প্রোগ্রামার ইত্যাদি)গণের

বিভাগীয় পরীক্ষার কারিকুলাম/সিলেবাস

- বিভাগীয় ১ম পত্র - মোট প্রশিক্ষণ ঘন্টা ৩২ (এক প্রশিক্ষণ ঘন্টা= ৪০ মিনিট),নম্বর -১০০(লিখিত পরীক্ষা,সময়-০৩ঘন্টা), - সকল ক্যাডারের জন্য প্রযোজ্য, পাশ নম্বর- ৫০%।
- বিভাগীয় ২য় পত্র - মোট প্রশিক্ষণ ঘন্টা ৩২ (এক প্রশিক্ষণ ঘন্টা= ৪০ মিনিট),নম্বর-১০০(লিখিত পরীক্ষা,সময়-০৩ঘন্টা), - সকল ক্যাডারের জন্য প্রযোজ্য, পাশ নম্বর- ৫০%।
- বিভাগীয় ৩য় পত্র-মোট প্রশিক্ষণ ঘন্টা ২৯ (এক প্রশিক্ষণ ঘন্টা = ৪০ মিনিট), ১০০ নম্বর (৭০ লিখিত পরীক্ষা,সময়-০২ ঘন্টা ৩০ মিনিট; ১৫ Ex-Temp Written, ১৫ Ex-Temp Speech)- সহকারী সচিব/ সহকারী পরিচালক (প্রশাসন)/ফিল্ড গবেষণা কর্মকর্তা/অর্থনীতিবিদ/সহকারী প্রকৌশলী/সহকারী পরিচালক(অর্থ)/সহকারী টিম্বার প্রোডাক্ট স্পেশালিষ্টসহ সকল ১ম শ্রেণীর কর্মকর্তাদের জন্য),পাশ নম্বর- ৫০% (লিখিত এবং Ex-Temp Written & Ex-Temp Speech পরীক্ষায় পৃথকভাবে পাশ করতে হবে)।
- মোট প্রশিক্ষণ ঘন্টা ২৯ (এক প্রশিক্ষণ ঘন্টা = ৪০ মিনিট), ১০০ নম্বর (৫০ লিখিত পরীক্ষা,সময়-১ঘন্টা ৩০ মিনিট ; ১৫ ব্যবহারিক পরীক্ষা,সময়-১ঘন্টা ; ১৫ Ex-Temp Written, ১৫ Ex-Temp Speech) - শুধুমাত্র সহকারী প্রোগ্রামার এর জন্য), পাশ নম্বর- ৫০% (লিখিত, ব্যবহারিক এবং Ex-Temp Written & Ex-Temp Speech পরীক্ষায় পৃথকভাবে পাশ করতে হবে)।

- ১ম পত্র সিলেবাস (সকল ক্যাডারের জন্য) - ৩২ প্রশিক্ষণ ঘন্টা (এক প্রশিক্ষণ ঘন্টা = ৪০ মিনিট) :

ক্রঃ নং	বিষয়	প্রশিঃ ঘন্টা	নম্বর
০১	পরিবোর্ড অধ্যাদেশ, ১৯৭৭ এবং পরিবোর্ড আইন, ২০১৩	১ ঘঃ	০৫
০২	পল্লী বিদ্যুতায়ন কার্যক্রমের ধারণা, আজ পর্যন্ত গৃহীত প্রকল্পের বিবরণ, পল্লী বিদ্যুতায়নের মহাপরিকল্পনা এবং PSMP	২ ঘঃ	০৮
০৩	পরিবোর্ড কর্মচারী চাকুরী প্রবিধানমালা, ১৯৯০	৩ ঘঃ	১০
০৪	বাপবিবোর্ড বিভিন্ন পরিদপ্তর/দপ্তরের ভূমিকা ও কার্যাবলী	২ ঘঃ	০৮
০৫	বাপবিবোর্ড উপ-বিধি ও পবিস নমুনা উপ-বিধি	২ ঘঃ	০৭
০৬	পবিস সংক্রান্ত ধারণা, পবিস গঠন ও পবিস বোর্ড গঠন ও কার্যাবলী	২ ঘঃ	০৬
০৭	পবিস এর বিভিন্ন বিভাগের কার্যাবলী	২ ঘঃ	০৭
০৮	বাপবিবোর্ড/পবিস নির্দেশিকা সম্পর্কিত সাধারণ ধারণা	১ ঘঃ	০৫

০৯	সর্বশেষ সংশোধনীসহ বাপবিবোর্ড/পবিস এর আর্থিক ও প্রশাসনিক ক্ষমতাপূর্ণ	২ ঘঃ	০৮
১০	বিদ্যুৎ আইন, ১৯১০ ও বিদ্যুৎ বিধিমালা	২ ঘঃ	০৮
১১	সাধারণ আচরণ ও শৃংখলা, পবিবোর সম্পত্তি ক্ষতির ঘটনা আনুষ্ঠানিক তদন্ত পরিচালনার বিধিবদ্ধ পদ্ধতি ও একটি সুনির্দিষ্ট অভিযোগের ভিত্তিতে আনুষ্ঠানিক তদন্ত পরিচালনার পদ্ধতি	২ ঘঃ	০৮
১২	ফৌজদারী কার্যবিধি, দণ্ডবিধি ও সাক্ষ্য আইন	২ ঘঃ	০৭
১৩	বেতন বিল, টিএডিএ বিল প্রস্তুতকরণ, ইমপ্রেস্ট হিসাব রক্ষণাবেক্ষণ, ইমপ্রেস্ট পুনঃভরণ বিল প্রস্তুতকরণ	১ ঘঃ	০৫
১৪	বিভিন্ন আইন (জমি হুকুম দখল আইন, ফ্যাক্টরী এ্যাক্ট (ইপি-এ্যাক্ট ১৯৬৫ এর ৪),ওয়ার্কম্যান কমপেনশেশন এ্যাক্ট ১৯২৩(১৯২৩ এর ৮) ও ১৯৮০ সালে সংশোধনী সমূহ, এক্সপ্লোসিভ এ্যাক্ট (১৯৮৪ এর ৪),শিল্প সম্পর্ক অধ্যাদেশ (১৯৬৯এর২৩) ও ১৯৮০ সালের সংশোধনীসমূহ, শ্রমিক নিয়োগ আইন (স্ট্যান্ডার্ড অর্ডার-এ্যাক্ট ১৯৬৫ এর ৮), আরবিট্রেশন এ্যাক্ট ১৯৪০(১৯৪০ এর ১০)	৩ ঘঃ	০৮
১৫	১ম পত্র পরীক্ষা	৫ ঘঃ	১০০
মোট=		৩২ ঘঃ	১০০

● ২য় পত্র সিলেবাস (সকল ক্যাডারের জন্য) - ৩২ প্রশিক্ষণ ঘন্টা (এক প্রশিক্ষণ ঘন্টা = ৪০ মিনিট) :

ক্রঃ নং	বিষয়	প্রশিঃ ঘন্টা	নম্বর
০১	নথি ব্যবস্থাপনা (নথি ব্যবস্থাপনা কি, কেন, কিভাবে করা হয়; নথিভুক্ত করণের মৌলিক পদ্ধতি, ডিজিটাল নথি নং প্রদানের পদ্ধতি, নথিভুক্ত করণে কম্পিউটারের ব্যবহার)	২ ঘঃ	০৮
০২	অফিস ব্যবস্থাপনা (অফিস ব্যবস্থাপনার কার্যাবলী, অফিস কাজ সরলীকরণ, অফিস পরিবেশ, অফিস সেবা সমূহের বিভিন্ন বিভাগ নিয়ন্ত্রণ)	২ ঘঃ	০৮
০৩	বাপবিবোর্ড/পবিস আর্থিক ব্যবস্থাপনা সম্পর্কিত সাধারণ ধারণা	২ ঘঃ	০৮
০৪	বাপবিবোর্ড মালামাল সংগ্রহ পদ্ধতি	৩ ঘঃ	১০
০৫	বাপবিবোর্ড/পবিস বিতরণ ব্যবস্থা সম্পর্কিত সাধারণ ধারণা	২ ঘঃ	০৮
০৬	দাপ্তরিক নোট ও চিঠি লিখন পদ্ধতি	৩ ঘঃ	১০
০৭	প্রতিবেদন, কার্যবিবরণী ইত্যাদি লিখন পদ্ধতি	২ ঘঃ	০৮
০৮	সচিবালয় নির্দেশমালা (সর্বশেষ সংস্করণসহ)	৩ ঘঃ	০৮
০৯	প্রকল্প ব্যবস্থাপনা	৩ ঘঃ	১০
১০	দুর্যোগ ব্যবস্থাপনা	২ ঘঃ	০৬
১১	স্টোর হিসাব ও নিয়ন্ত্রন পদ্ধতি, কাস্টম ক্রিয়ারেস এন্ড ট্যারিফ, আমদানী ও রফতানী এ্যাক্ট ১৯৫০ (১৯৫০ এর ৩৯) সংশোধনী সহ	২ ঘঃ	১০
১২	পেশাগত সততা ও শুদ্ধাচার	১ ঘঃ	০৬
১৩	২য় পত্র পরীক্ষা	৫ ঘঃ	১০০
মোট=		৩২ ঘঃ	১০০

● ৩য় পত্র সিলেবাস{ প্রশাসন ক্যাডার (সহকারী সচিব/সহকারী পরিচালক/ফিল্ড গবেষণা কর্মকর্তা/অর্থনীতিবিদ ইত্যাদি )এর জন্য} - ২৯ প্রশিক্ষণ ঘন্টা (এক প্রশিক্ষণ ঘন্টা = ৪০ মিনিট) :

ক্রঃ নং	বিষয়	প্রশিঃ ঘন্টা	নম্বর
০১	আধুনিক ব্যবস্থাপনার প্রকৃতি, পরিধি ও গুরুত্ব, ব্যবস্থাপনার কার্যাবলী	৩ ঘঃ	১২
০২	সংগঠনের নীতিমালা ও কর্তৃত্ব অর্পন পদ্ধতি	২ ঘঃ	০৮
০৩	আন্তঃ বিভাগীয় সমন্বয় সাধন পদ্ধতি ও অধিনস্তদের উন্নয়ন	২ ঘঃ	০৮
০৪	ব্যক্তিগত ও নেতৃত্বের গুণাবলী	২ ঘঃ	০৮
০৫	কার্যকরী যোগাযোগ দক্ষতা	২ ঘঃ	০৬
০৬	মানব সম্পদ ব্যবস্থাপনা	২ ঘঃ	০৮
০৭	যানবাহন ব্যবস্থাপনা ও রক্ষণাবেক্ষন	১ ঘঃ	০৫
০৮	পবিবো নির্দেশিকা সিরিজ ৪০০, ৭০০ এবং ৮০০	২ ঘঃ	০৬
০৯	পবিস নির্দেশিকা সিরিজ ৩০০	২ ঘঃ	০৯
১০	৩য় পত্র পরীক্ষা	৪ ঘঃ	৭০
১১	Ex-Temp Written & Ex-Temp Speech	৭ ঘঃ	১৫+১ ৫
মোট=		২৯ ঘঃ	১০০

● ৩য় পত্র সিলেবাস{প্রকৌশল ক্যাডার(সহঃ প্রকৌশলী)এর জন্য}- ২৯ প্রশিক্ষণ ঘন্টা(এক প্রশিঃ ঘন্টা = ৪০ মিঃ):

ক্রঃ নং	বিষয়	প্রশিঃ ঘন্টা	নম্বর
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০১	বিদ্যুৎ উন্নয়ন কর্মকাণ্ডে ব্যবহৃত স্থানীয় ও আমদানীকৃত মালামালের বিবরণ, উৎস, গুণগতমান ও মূল্য, স্পেসিফিকেশন ও চাহিদা (মালামাল সম্পর্কিত)।	২ ঘঃ	০৮
০২	বাপবিবোর্ডে কর্তৃক গৃহীত স্ট্যান্ডার্ড, ড্রইং, স্পেসিফিকেশন, ওয়ার্কস, ম্যানুয়াল, ইত্যাদি সম্বন্ধে জ্ঞান (লাইন নির্মাণ সম্পর্কিত)।	২ ঘঃ	০৮
০৩	বাপবিবোর্ডে প্রয়োগকৃত প্রকৌশলগত বিষয়াদিতে জ্ঞান ও অভিজ্ঞতা, বিশেষতঃ নিম্নোক্ত ক্ষেত্রসমূহে ইরেকশন, কমিশনিং পরিচালন ও রক্ষণাবেক্ষণ কর্মকাণ্ড সম্পর্কিত অভিজ্ঞতা : (ক) বিতরণ ও পরিচালন ব্যবস্থা (খ) প্রটেকটিভ যন্ত্রপাতি (গ) বাংলাদেশে বিদ্যুৎ উন্নয়ন বিষয়ক মৌলিক ধারণাসমূহ (ঘ) সিস্টেম লস, ভোল্টেজ ড্রপ ইত্যাদি স্টাডি পরীক্ষাকরণ।	৪ ঘঃ	১২
০৪	স্টেটিং সাইট প্রণয়ন এবং বাপবিবোর্ডে ব্যবহৃত লাইন ও উপকেন্দ্র নির্মাণ পদ্ধতি সম্পর্কে ধারণা	২ ঘঃ	০৮
০৫	চুক্তি ব্যবস্থাপনা, ভেরিয়েশন ও ক্রোজ আউট পদ্ধতি	২ ঘঃ	০৮
০৬	বাপবিবোর্ডের কারিগরী ও পূর্ত উপদেষ্টা প্রতিষ্ঠানকে কার্যাদেশ প্রদান ও মনিটরিং সম্পর্কীয় সকল নির্দেশিকা ও চুক্তি পত্রের শর্তাদি	২ ঘঃ	০৮
০৭	যানবাহন ব্যবস্থাপনা ও রক্ষণাবেক্ষণ	১ ঘঃ	০৫
০৮	পবিবো/পবিস নির্দেশিকা সিরিজ ১০০ এবং ৫০০	৩ ঘঃ	১৩
০৯	৩য় পত্র পরীক্ষা	৪ ঘঃ	৭০
১০	Ex-Temp Written & Ex-Temp Speech	৭ ঘঃ	১৫+১৫
মোট=		২৯ ঘঃ	১০০

● ৩য় পত্র সিলেবাস {অর্থ ক্যাডার(সহঃ পরিচালক)এর জন্য}-২৯ প্রশিক্ষণ ঘন্টা(এক প্রশিক্ষণ ঘন্টা = ৪০ মিঃ):

ক্রঃ নং	বিষয়	প্রশিঃ ঘন্টা	নম্বর
০১	বাপবিবোর্ডে বুকস অব একাউন্টস পরিচিত, ফাইন্যান্সিয়াল স্টেটমেন্ট এনালাইসিস ও ব্যাংক রিকনসিলিয়েশন	২ ঘঃ	০৮
০২	আয়কর, ভ্যাট বিধিমালা, সরকারি অন্যান্য আর্থিক বিধিমালা পরিচিতি, বিল পেমেন্ট পদ্ধতি	২ ঘঃ	০৮
০৩	বাজেটিং ধারণা, বাজেটের নিয়ন্ত্রণ, মূলধনী বাজেট, বাপবিবোর্ডে রাজস্ব ও প্রকল্প বাজেট	২ ঘঃ	০৮
০৪	Time value of money- Simple interest, Compound interest, loan amortization	২ ঘঃ	০৬
০৫	Fund management and investment decision (Provident fund, gratuity fund, pension fund, fixed deposit & Government sanchayapatra etc.)	২ ঘঃ	০৫
০৬	বাপবিবোর্ডে অভ্যন্তরীণ নিরীক্ষা, বহিঃ নিরীক্ষা, পূর্ত নিরীক্ষা ও ফাফাড নিরীক্ষা	২ ঘঃ	০৫
০৭	পবিস অভ্যন্তরীণ নিরীক্ষা, বহিঃ নিরীক্ষা, পূর্ত নিরীক্ষা	২ ঘঃ	০৫
০৮	বাপবিবোর্ডে Depreciation method and booking system ও Contributory property register, annual payable Voucher পরিচিতি	১ ঘঃ	০৫
০৯	পবিবো নির্দেশিকা সিরিজ ৬০০	১ ঘঃ	১০
১০	পবিস নির্দেশিকা সিরিজ ২০০	২ ঘঃ	১০
১১	৩য় পত্র পরীক্ষা	৪ ঘঃ	৭০
১২	Ex-Temp Written & Ex-Temp Speech	৭ ঘঃ	১৫+১৫
মোট=		২৯ ঘঃ	১০০

● ৩য় পত্র সিলেবাস(সহঃ টিমার প্রোডাক্ট স্পেশালিষ্ট এর জন্য)- ২৯ প্রশিক্ষণ ঘন্টা(এক প্রশিঃ ঘন্টা = ৪০ মিঃ) :

ক্রঃ নং	বিষয়	প্রশিঃ ঘন্টা	নম্বর
০১	পবিবোর্ডে ব্যবহৃত দেশী/বিদেশী কাষ্ট সামগ্রীর পরিচিতি, গুণাগুণ ও সংশ্লিষ্ট নীতিমালা	২ ঘঃ	০৬
০২	পবিবোর্ডের স্পেসিফিকেশন অনুযায়ী কাঠ জাতীয় মালামাল সংরক্ষণী দিয়ে সংরক্ষণ করার পূর্বে/পরে এবং সংরক্ষণ করার সময় পরিদর্শন জ্ঞান, প্লাস্ট/গতব্যস্থল পরিদর্শন এবং গুণাগুণ নিয়ন্ত্রন সম্পর্কিত বিশেষ জ্ঞান	৩ ঘঃ	১০
০৩	কাঠ সংরক্ষণ মৌসুমীকরণ/স্ফীকরণ এর বিভিন্ন পদ্ধতি ও সংরক্ষিত কাঠের রাসায়নিক বিশ্লেষণের বিভিন্ন পদ্ধতি	২ ঘঃ	১০
০৪	বিভিন্ন প্রকার কাঠ সংরক্ষণীগুলির দ্রবণ প্রস্তুতকরণ/ঘন/পাতলাকরণ ও হাইড্রোমিটারের সাহায্যে	২ ঘঃ	১০

	উহার ঘনত্ব নির্ণয় করণ, উড এনাটমী (যেমন-উড এনাটমী, উড এলিমেন্টস ইত্যাদি) সম্পর্কিত জ্ঞান		
০৫	কাঠের প্রজাতিকে খুঁটি, লগ ও ক্রস আর্ম হিসেবে অন্তর্ভুক্তকরণ ও বাতিল করণের তথ্যাবলী ও নীতিমালা	২ ঘঃ	০৮
০৬	পল্লী বিদ্যুতায়ন কার্যক্রমে কাঠের খুঁটি ব্যবহারের যৌক্তিকতা এবং ব্যবহৃত কাঠের খুঁটিতে ৪৪% রেডিয়াস পেনিট্রেশন ও ১.২৫ পাউন্ড ঘন ফুট রিটেনশন চাহিদার যৌক্তিকতা/ব্যাখ্যা, বিভিন্ন প্রজাতির কাঠের খুঁটির ডিজাইন করা বা শ্রেণী অনুযায়ী খুঁটির ভূমি রেখায় বেড় নির্ণয়	৩ ঘঃ	১০
০৭	অক্সাইড ফর্মুলায় তৈরী সংরক্ষণীগুলির (জলবাহী সংরক্ষণী) প্রাধান্য এবং সল্ট ফর্মুলায় তৈরী সংরক্ষণীগুলির ও ক্রোরোসোট সংরক্ষণীর অগ্রহণযোগ্যতা এবং নোনা পানিতে পেন্টাক্লোরোফেনল দ্বারা সংরক্ষিত কাঠ ব্যবহারের অসুবিধা	২ ঘঃ	০৮
০৮	কাঠের ঘনত্ব, আপেক্ষিক গুরুত্ব, আর্দ্রতার পরিমাণ নির্ণয় ও এই গুলির মধ্যে সম্পর্ক এবং রিপোর্ট (ট্রিটমেন্ট চার্জ, ইন্সপেকশন, পেনিট্রেশন, এনালাইসিস) প্রস্তুত করণ।	২ ঘঃ	০৮
০৯	৩য় পত্র পরীক্ষা	৪ ঘঃ	৭০
১০	Ex-Temp Written & Ex-Temp Speech	৭ ঘঃ	১৫+১৫
মোট=		২৯ ঘঃ	১০০

- ৩য় পত্র সিলেবাস (সহকারী প্রোগ্রামার- এর জন্য) - ২৯ প্রশিক্ষণ ঘন্টা (এক প্রশিক্ষণ ঘন্টা = ৪০ মিনিট) :

ক্রঃ নং	বিষয়	প্রশিঃ ঘন্টা	নম্বর
০১	Present Status of Computerization in REB/PBS and Future Planning	১ ঘঃ	০৩
০২	Networking and Communication Internet and Intranet	১ ঘঃ	০৩
০৩	Operation and maintenance support for Hardware and software	২ ঘঃ	০৫
০৪	Preparation of Standard Specification of computer, Printer, networking accessories	১ ঘঃ	০৫
০৫	Commercial Operation Procedures (COP)/Billing related rules and regulations.	২ ঘঃ	০৫
০৬	Concept of Database and Relational Database	১ ঘঃ	০৩
০৭	Programming using VB, C++/PL, Sql/MS Access	২ ঘঃ	০৬
০৮	Development, Operation and Maintenance of web page	২ ঘঃ	০৬
০৯	MIS in REB and Form 550 Statistical Database (REB and PBSs)	২ ঘঃ	০৫
১০	GIS in REB	১ ঘঃ	০৩
১১	Operation, Maintenance and backup of Customized software used in REB/PBSs : Billing Software, Store Management Software, Pay Roll	৩ঘঃ	০৬
১২	3rd Part Exam (Written)	২ ঘঃ	৫০
১৩	3rd Part Practical (Practical on above topics)	২ ঘঃ	২০
১৪	Ex-Temp Written & Ex-Temp Speech	৭ ঘঃ	১৫+১৫
মোট=		২৯ ঘঃ	১০০

**Ex-Temp Written & Ex-Temp Speech ০৬ (ছয়) সদস্য বিশিষ্ট ০১টি কমিটির মাধ্যমে গ্রহণ করা হবে। কমিটি নিম্নরূপ :**

- |                               |   |             |
|-------------------------------|---|-------------|
| ১. সদস্য (প্রশাসন)            | - | আহ্বায়ক    |
| ২. নির্বাহী পরিচালক           | - | সদস্য       |
| ৩. নিয়ন্ত্রক(অর্থ ও হিসাব)   | - | সদস্য       |
| ৪. প্রধান প্রকৌশলী (প্রকল্প)  | - | সদস্য       |
| ৫. পরিচালক (কর্মচারী প্রশাসন) | - | সদস্য       |
| ৬. পরিচালক (প্রশিক্ষণ)        | - | সদস্য-সচিব। |

বাপবিবোর্ডের ২য় শ্রেণী (১০ গ্রেড) এর কর্মকর্তা টেবুলেটর সহকারী কো-অর্ডিনেশন অফিসার, সহকারী স্টোর অফিসারগণের জন্য বিভাগীয় পরীক্ষার কারিকুলাম/সিলেবাস।

(ক) বিভাগীয় ১ম পত্র- মোট প্রশিক্ষণ ঘন্টা ২৬ (এক প্রশিক্ষণ ঘন্টা = ৪০ মিনিট), সেকশন-এ ৮০ নম্বর (লিখিত পরীক্ষা, সময়-২ ঘন্টা ৩০ মিনিট) এবং সেকশন-বি ২০ নম্বর (মৌখিক পরীক্ষা, মোট সময় ০৭ ঘন্টা) সকল ক্যাডারের জন্য প্রযোজ্য, পাশ নম্বর-৫০%।

বিঃদ্রঃ ‘সেকশন-এ ও সেকশন-বি’ তে পৃথক পৃথকভাবে পাশ করতে হবে। ১ম পত্রের সেকশন-এ অথবা সেকশন-বি এর যে কোন একটিতে অকৃতকার্য হলে ২য় বার পুনরায় সেকশন-এ এবং সেকশন-বি অংশে অংশগ্রহণ করতে হবে।

(খ) বিভাগীয় ২য় পত্র - মোট প্রশিক্ষণ ঘন্টা ২২ (এক প্রশিক্ষণ ঘন্টা= ৪০ মিনিট), নম্বর -১০০(লিখিত পরীক্ষা, সময়-০৩ ঘন্টা), স্ব স্ব ক্যাডারের জন্য প্রযোজ্য, পাশ নম্বর- ৫০%।

(গ) বিভাগীয় ৩য় পত্র-মোট প্রশিক্ষণ ঘন্টা ২৭(এক প্রশিক্ষণ ঘন্টা = ৪০ মিনিট), ১০০ নম্বর (লিখিত পরীক্ষা, সময়-০৩ ঘন্টা), স্ব স্ব ক্যাডারের জন্য প্রযোজ্য, পাশ নম্বর- ৫০%।

**১ম পত্র সিলেবাস (সকল ক্যাডারের জন্য)**

**সেকশন-এ**

**২৬ প্রশিক্ষণ ঘন্টা (এক প্রশিক্ষণ ঘন্টা = ৪০ মিঃ)**

**পূর্ণমান : ৮০, পাশ নম্বর : ৫০%**

কোড নং	বিষয় শিরোনাম	প্রশিক্ষণ ঘন্টা	ওয়েট ফ্যাক্টর
বিক-১	ল্যাঙ্গুয়েজ টেস্ট (বাংলা ও ইংরেজী)	২ ঘঃ	১০
বিক-২	দাপ্তরিক নোট ও চিঠি লিখন পদ্ধতি	২ ঘঃ	১০
বিক-৩	পবিবোর্ড অধ্যাদেশ, ১৯৭৭ এবং পবিবোর্ড আইন, ২০১৩	২ ঘঃ	১০
বিক-৪	পল্লী বিদ্যুতায়ন কার্যক্রমের ধারণা, পল্লী বিদ্যুতায়নের আর্থ সামাজিক প্রভাব ও মহাপরিকল্পনা এবং PSMP	২ ঘঃ	০৬
বিক-৫	বাপবিবো কর্মচারী চাকুরী প্রবিধানমালা, ১৯৯০	৩ ঘঃ	০৮
বিক-৬	বাপবিবো সাংগঠনিক কাঠামো বিভিন্ন পরিদপ্তর/দপ্তরের ভূমিকা ও কার্যাবলী	২ ঘঃ	১০
বিক-৭	পবিস সংক্রান্ত ধারণা, পবিস এর বিভিন্ন বিভাগের কার্যাবলী	২ ঘঃ	০৫
বিক-৮	বিদ্যুৎ আইন, ১৯১০ ও বিদ্যুৎ বিধিমালা	৩ ঘঃ	০৮
বিক-৯	আইএসও এবং আইএমএস সম্পর্কিত সাধারণ ধারণা	১ ঘঃ	০৪
বিক-১০	তদন্ত পদ্ধতি	২ ঘঃ	০৫
বিক-১১	পেশাগত সততা ও শুদ্ধাচার	১ ঘঃ	০৪
বিক-১২	১ম পত্র পরীক্ষা	৪ ঘঃ	৮০
মোট=		২৬ ঘঃ	



**১ম পত্র, সেকশন-বি**  
**০৭ প্রশিক্ষণ ঘন্টা (এক প্রশিঃ ঘন্টা = ৪০ মিঃ)**  
**পূর্ণমান-২০, পাশ নম্বর ৫০%**

ক্রঃ নং	বিষয়	প্রশিক্ষণ ঘন্টা	নম্বর
০১	মৌখিক পরীক্ষা	৭ ঘঃ	২০

মৌখিক পরীক্ষা গ্রহণের জন্য গঠিত ০৬ (পাঁচ) সদস্য বিশিষ্ট কমিটি নিম্নরূপ :

- |                                  |   |   |
|----------------------------------|---|---|
| ১. নির্বাহী পরিচালক              | - | আহবায়ক                                   |
| ২. পরিচালক (কর্মচারী প্রশাসন)    | - | সদস্য                                     |
| ৩. পরিচালক, সিঃ অঃ               | - | সদস্য                                     |
| ৪. পরিচালক (প্রশিক্ষণ)           | - | সদস্য                                     |
| ৫. টিম্বার প্রডাক্টস স্পেশালিষ্ট | - | সদস্য (পরিদর্শক বন/প্লান্ট থাকা সাপেক্ষে) |
| ৬.উপ-পরিচালক, প্রশিক্ষণ          | - | সদস্য-সচিব।                               |

**২য় পত্র সিলেবাস(টেবুলেটর/ সহকারী কো-অর্ডিনেশন অফিসার/ সহকারী স্টোর অফিসার এর জন্য)**

**২২ প্রশিক্ষণ ঘন্টা (এক প্রশিঃ ঘন্টা = ৪০ মিঃ)**  
**পূর্ণমান : ১০০, পাশ নম্বর : ৫০%**

কোড নং	বিষয় শিরোনাম	প্রশিক্ষণ ঘন্টা	ওয়েট ফ্যাক্টর
বিক-১	ব্যবস্থাপনা প্রকৃতি ও পরিধি (ব্যবস্থাপনার সংজ্ঞা, গুরুত্ব, মূল কার্যাবলী, ব্যবস্থাপনার কাজ, পরিকল্পনা, সংগঠন, নির্দেশনা, সমন্বয়গঠন ও নিয়ন্ত্রণ)।	৩ ঘঃ	২০
বিক-২	নথি ব্যবস্থাপনা (নথি ব্যবস্থাপনা কি, কেন, কিভাবে করা হয় ;নথিভুক্ত করণের মৌলিক পদ্ধতি, ডিজিটাল নথি নং প্রদানের পদ্ধতি,নথিভুক্তকরণে কম্পিউটারের ব্যবহার)।	২ ঘঃ	১৫
বিক-৩	নিরাপত্তা ব্যবস্থাপনা	১ ঘঃ	০৫
বিক-৪	বেতন বিল, টিএডিএ বিল প্রস্তুতকরণ, ইমপ্রেস্ট হিসাব রক্ষনাবেক্ষণ, ইমপ্রেস্ট পুনঃভরণ বিল প্রস্তুতকরণ।	১ ঘঃ	১০
বিক-৫	মানব সম্পদ ব্যবস্থাপনা	২ ঘঃ	১০
বিক-৬	ব্যক্তিত্ব, নেতৃত্ব এবং এর কৌশল	২ ঘঃ	১০
বিক-৭	প্রতিবেদন, কার্যবিবরণী ইত্যাদি লিখন পদ্ধতি	২ ঘঃ	১০
বিক-৮	বাজেট নিয়ন্ত্রণ পদ্ধতি	২ ঘঃ	১০
বিক-৯	যোগাযোগ দক্ষতার উন্নয়ন	২ ঘঃ	১০
বিক-১০	২য় পত্র লিখিত পরীক্ষা	৫ ঘঃ	১০০
	<b>মোট=</b>	<b>২২ ঘঃ</b>	

**৩য় পত্র সিলেবাস(টেবুলেটর/সহকারী কো-অর্ডিনেশন অফিসার/সহকারী স্টোর অফিসারগণের জন্য)**

**২৭ প্রশিক্ষণ ঘন্টা (এক প্রশিঃ ঘন্টা = ৪০ মিঃ)**  
**পূর্ণমান : ১০০, পাশ নম্বর : ৫০%**

কোড নং	বিষয় শিরোনাম	প্রশিক্ষণ ঘন্টা	ওয়েট ফ্যাক্টর
বিক-১	শ্রম ও শিল্প আইন	০২ ঘঃ	১০
বিক-২	দুর্যোগ ব্যবস্থাপনা	০২ ঘঃ	১০
বিক-৩	পবিস ব্যবস্থাপনা ও প্রশাসন সংক্রান্ত নির্দেশিকা (৩০০ সিরিজ)	০৩ ঘঃ	১৫

বিক-৪	বাপবিবো/পবিস বিতরণ ব্যবস্থা সম্পর্কিত সাধারণ ধারণা	০২ ঘঃ	১০
বিক-৫	ইনভেন্টরী, কনডেমেনসন ও অবলেপন পদ্ধতি	০২ ঘঃ	১০
বিক-৬	আইটেমওয়ারি মালামাল এর কোডিং পদ্ধতি	০৩ ঘঃ	১০
বিক-৭	স্টোর হিসাব ও নিয়ন্ত্রন পদ্ধতি এবং ব্যবস্থাপনা	০২ ঘঃ	০৮
বিক-৮	বাপবিবো উপ আইন এবং বাপবিবো পবিস নমুনা উপ-আইন	০২ ঘঃ	০৭
বিক-৯	মালামাল সংগ্রহ পদ্ধতির ধাপসমূহ এবং আর্থিক ক্ষমতা।	০২ ঘঃ	১০
বিক-১০	সিপিএফ, জিপিএফ ও পেনশন নীতিমালা এবং হিসাব পদ্ধতি (অনুশীলন)।	০১ ঘঃ	০৫
বিক-১১	যানবাহন নীতিমালা (৭০০-০৬)	০১ ঘঃ	০৫
বিক-১২	৩য় পত্র লিখিত পরীক্ষা	০৫ ঘঃ	১০০
	মোট=	২৭ ঘঃ	

**বাপবিবোর্ডের ২য় শ্রেণী (১০ গ্রেড) এর কর্মকর্তা উপ-সহকারী প্রকৌশলীগণের জন্য বিভাগীয় পরীক্ষার কারিকুলাম/সিলেবাস।**

(ক) বিভাগীয় ১ম পত্র- মোট প্রশিক্ষণ ঘন্টা ২৬ (এক প্রশিক্ষণ ঘন্টা = ৪০ মিনিট), সেকশন-এ ৮০ নম্বর (লিখিত পরীক্ষা, সময়-২ ঘন্টা ৩০ মিনিট) এবং সেকশন-বি ২০ নম্বর (মৌখিক পরীক্ষা, মোট সময় ০৭ ঘন্টা) সকল ক্যাডারের জন্য প্রযোজ্য, পাশ নম্বর-৫০%।

বিঃদ্রঃ ‘সেকশন-এ ও সেকশন-বি’ তে পৃথক পৃথকভাবে পাশ করতে হবে। ১ম পত্রের সেকশন-এ অথবা সেকশন-বি এর যে কোন একটিতে অকৃতকার্য হলে ২য় বার পুনরায় সেকশন-এ এবং সেকশন-বি অংশে অংশগ্রহণ করতে হবে।

(খ) বিভাগীয় ২য় পত্র - মোট প্রশিক্ষণ ঘন্টা ২২ (এক প্রশিক্ষণ ঘন্টা= ৪০ মিনিট), নম্বর -১০০(লিখিত পরীক্ষা, সময়-০৩ ঘন্টা), স্ব স্ব ক্যাডারের জন্য প্রযোজ্য, পাশ নম্বর- ৫০%।

(গ) বিভাগীয় ৩য় পত্র-মোট প্রশিক্ষণ ঘন্টা ২৭ (এক প্রশিক্ষণ ঘন্টা = ৪০ মিনিট), ১০০ নম্বর (লিখিত পরীক্ষা, সময়-০৩ ঘন্টা), স্ব স্ব ক্যাডারের জন্য প্রযোজ্য, পাশ নম্বর- ৫০%

**১ম পত্র সিলেবাস (সকল ক্যাডারের জন্য)**

**সেকশন-এ**

**২৬ প্রশিক্ষণ ঘন্টা (এক প্রশিক্ষণ ঘন্টা = ৪০ মিঃ)**

**পূর্ণমান : ৮০, পাশ নম্বর : ৫০%**

কোড নং	বিষয় শিরোনাম	প্রশিক্ষণ ঘন্টা	ওয়েট ফ্যাক্টর
বিক-১	ল্যাঙ্গুয়েজ টেস্ট (বাংলা ও ইংরেজী)	২ ঘঃ	১০
বিক-২	দাপ্তরিক নোট ও চিঠি লিখন পদ্ধতি	২ ঘঃ	১০
বিক-৩	পবিসোর্ড অধ্যাদেশ, ১৯৭৭ এবং পবিসোর্ড আইন, ২০১৩	২ ঘঃ	১০
বিক-৪	পল্লী বিদ্যুতায়ন কার্যক্রমের ধারণা, পল্লী বিদ্যুতায়নের আর্থ সামাজিক প্রভাব ও মহাপরিকল্পনা এবং PSMP	২ ঘঃ	০৬
বিক-৫	বাপবিবো কর্মচারী চাকুরী প্রবিধানমালা, ১৯৯০	৩ ঘঃ	০৮
বিক-৬	বাপবিবো সাংগঠনিক কাঠামো বিভিন্ন পরিদপ্তর/দপ্তরের ভূমিকা ও কার্যাবলী	২ ঘঃ	১০
বিক-৭	পবিস সংক্রান্ত ধারণা, পবিস এর বিভিন্ন বিভাগের কার্যাবলী	২ ঘঃ	০৫
বিক-৮	বিদ্যুৎ আইন, ১৯১০ ও বিদ্যুৎ বিধিমালা	৩ ঘঃ	০৮

বিক-৯	আইএসও এবং আইএমএস সম্পর্কিত সাধারণ ধারণা	১ ঘঃ	০৪
বিক-১০	তদন্ত পদ্ধতি	২ ঘঃ	০৫
বিক-১১	পেশাগত সততা ও শুদ্ধাচার	১ ঘঃ	০৪
বিক-১২	১ম পত্র পরীক্ষা	৪ ঘঃ	৮০
মোট=		২৬ ঘঃ	

## ১ম পত্র, সেকশন-বি

০৭ প্রশিক্ষণ ঘন্টা (এক প্রশিঃ ঘন্টা = ৪০ মিঃ)

পূর্ণমান-২০, পাশ নম্বর ৫০%

ক্রঃ নং	বিষয়	প্রশিক্ষণ ঘন্টা	নম্বর
০১	মৌখিক পরীক্ষা	৭ ঘঃ	২০

মৌখিক পরীক্ষা গ্রহণের জন্য গঠিত ০৬ (পাঁচ) সদস্য বিশিষ্ট কমিটি নিম্নরূপ :

- |                                  |   |   |
|----------------------------------|---|---|
| ১. নির্বাহী পরিচালক              | - | আহবায়ক                                   |
| ২. পরিচালক (কর্মচারী প্রশাসন)    | - | সদস্য                                     |
| ৩. পরিচালক, সিঃ অঃ               | - | সদস্য                                     |
| ৪. পরিচালক (প্রশিক্ষণ)           | - | সদস্য                                     |
| ৫. টিম্বার প্রডাক্টস স্পেশালিষ্ট | - | সদস্য (পরিদর্শক বন/প্লান্ট থাকা সাপেক্ষে) |
| ৬. উপ-পরিচালক, প্রশিক্ষণ         | - | সদস্য-সচিব                                |

## ২য় পত্র সিলেবাস (কেবলমাত্র উপ- সহকারী প্রকৌশলীগণের জন্য)

২২ প্রশিক্ষণ ঘন্টা (এক প্রশিঃ ঘন্টা = ৪০ মিঃ)

পূর্ণমান : ১০০, পাশ নম্বর : ৫০%

কোড নং	বিষয় শিরোনাম	প্রশিক্ষণ ঘন্টা	ওয়েট ফ্যাক্টর
বিক-১	বিদ্যুৎ উৎপাদন, সঞ্চালন এবং বিতরণ সম্পর্কিত ধারণা	০৩ ঘঃ	২০
বিক-২	সার্কিট ক্যালকুলেশন	০২ ঘঃ	১০
বিক-৩	বাপবিবো/পবিস বিদ্যুৎ বিতরণ ব্যবস্থার বৈদ্যুতিক লাইন নির্মাণের ক্ষেত্রে ষ্ট্যান্ডার্ড ক্রাইটেরিয়া, ডিজাইন, স্পেসিফিকেশন।	০২ ঘঃ	১৫
বিক-৪	বাপবিবো/পবিস বিদ্যুৎ বিতরণ ব্যবস্থার বৈদ্যুতিক লাইন নির্মাণের ক্ষেত্রে স্টেকিং শীট প্রণয়ন সংক্রান্ত জ্ঞান।	০২ ঘঃ	১০
বিক-৫	বাপবিবো/পবিস বিদ্যুৎ বিতরণ ব্যবস্থায় ব্যবহৃত লাইন নির্মাণ মালামাল, টুলস, যন্ত্রপাতি, গ্রাউন্ডিং সংক্রান্ত জ্ঞান।	০২ ঘঃ	১৫
বিক-৬	বাপবিবো/পবিস বিদ্যুৎ বিতরণ ব্যবস্থার বৈদ্যুতিক উপকেন্দ্র নির্মাণের ক্ষেত্রে ষ্ট্যান্ডার্ড ডিজাইন, ড্রয়িং এবং উপকেন্দ্রে ব্যবহৃত যন্ত্রপাতি, গ্রাউন্ডিং সংক্রান্ত জ্ঞান।	০৪ ঘঃ	২০
বিক-৭	বৈদ্যুতিক দুর্ঘটনা থেকে নিরাপত্তা নিশ্চিত করণ সংক্রান্ত জ্ঞান।	০২ ঘঃ	১০

বিক-৮	২য় পত্র পরীক্ষা	০৫ ঘঃ	১০০
মোট=		২২ ঘঃ	

৩য় পত্র (কেবলমাত্র উপ-সহকারী প্রকৌশলীগণের জন্য)

২৭ প্রশিক্ষণ ঘন্টা (এক প্রশিঃ ঘন্টা = ৪০ মিঃ)

পূর্ণমান : ১০০, পাশ নম্বর : ৫০%

কোড নং	বিষয় শিরোনাম	প্রশিক্ষণ ঘন্টা	ওয়েট ফ্যাক্টর
বিক-১	বিদ্যুৎ বিতরণ লাইন নির্মাণ ও উপকেন্দ্র নির্মাণ সংক্রান্ত মৌলিক নীতিমালা ও নির্দেশিকাসমূহ।	০৩ ঘঃ	১০
বিক-২	বিদ্যুৎ বিতরণ লাইন ও উপকেন্দ্র নির্মাণ কাজ পরিদর্শন পদ্ধতি।	০৩ ঘঃ	১৫
বিক-৩	বৈদ্যুতিক নির্মাণ কাজের ক্রোজ-আউট।	০৩ ঘঃ	২০
বিক-৪	বৈদ্যুতিক নির্মাণ কাজের হস্তান্তর এবং বৈদ্যুতিককরণ প্রসিডিউর।	০২ ঘঃ	১০
বিক-৫	বাপবিবো/পবিস বিদ্যুৎ বিতরণ ব্যবস্থায় ব্যবহৃত সেফটি ডিভাইস ও প্রটেকটিভ ডিভাইসসমূহ।	০৩ ঘঃ	১০
বিক-৬	বিতরণ ট্রান্সফরমার, পাওয়ার ট্রান্সফরমার, ভোল্টেজ রেগুলেটর, এসিআর/ওসিআর/ভিসিবি, সিটি পিটি ও এনার্জি মিটার সংক্রান্ত জ্ঞান।	০২ ঘঃ	১০
বিক-৭	রাইট অব ওয়ে ক্লিয়ারেন্স প্রতিষ্ঠাকরণ ও বৈদ্যুতিক লাইনের সাট-ডাউন গ্রহণ।	০২ ঘঃ	০৫
বিক-৮	সাধারণ পূর্ত নির্মাণ কাজ অনুশীলন।	০২ ঘঃ	১০
বিক-০৯	উপদেষ্টা প্রতিষ্ঠানের কার্যাবলী ও উপদেষ্টা প্রতিষ্ঠান নিয়োগের প্রাথমিক ধারণা।	০১ ঘঃ	০৫
বিক-১০	যানবাহন নীতিমালা (৭০০-০৬)	০১ ঘঃ	০৫
বিক-১১	২য় পত্র পরীক্ষা	০৫ ঘঃ	১০০
মোট=		২৭ ঘঃ	

(মোঃ শাহ আলম)

পরিচালক(কারিগরী), প্রশিক্ষণ পরিদপ্তর এবং

সদস্য, প্রশিক্ষণ কারিকুলাম কমিটি।

বাপবিবোর্ডের ২য় শ্রেণী (১০ গ্রেড) এর কর্মকর্তা পরিদর্শক (বন/প্লান্ট)গণের জন্য বিভাগীয় পরীক্ষার কারিকুলাম/সিলেবাস।

(ক) বিভাগীয় ১ম পত্র- মোট প্রশিক্ষণ ঘন্টা ২৬ (এক প্রশিক্ষণ ঘন্টা = ৪০ মিনিট), সেকশন-এ ৮০ নম্বর (লিখিত পরীক্ষা, সময়-২ ঘন্টা ৩০ মিনিট) এবং সেকশন-বি ২০ নম্বর (মৌখিক পরীক্ষা, মোট সময় ০৭ ঘন্টা) সকল ক্যাডারের জন্য প্রযোজ্য, পাশ নম্বর-৫০%।

বিঃদ্রঃ ‘সেকশন-এ ও সেকশন-বি’ তে পৃথক পৃথকভাবে পাশ করতে হবে। ১ম পত্রের সেকশন-এ অথবা সেকশন-বি এর যে কোন একটিতে অকৃতকার্য হলে ২য় বার পুনরায় সেকশন-এ এবং সেকশন-বি অংশে অংশগ্রহণ করতে হবে।

- (খ) বিভাগীয় ২য় পত্র - মোট প্রশিক্ষণ ঘন্টা ২২ (এক প্রশিক্ষণ ঘন্টা = ৪০ মিনিট), নম্বর -১০০ (লিখিত পরীক্ষা, সময়-০৩ ঘন্টা), স্ব স্ব ক্যাডারের জন্য প্রযোজ্য, পাশ নম্বর- ৫০%।
- (গ) বিভাগীয় ৩য় পত্র-মোট প্রশিক্ষণ ঘন্টা ২৭ (এক প্রশিক্ষণ ঘন্টা = ৪০ মিনিট), ১০০ নম্বর (লিখিত পরীক্ষা, সময়-০৩ ঘন্টা), স্ব স্ব ক্যাডারের জন্য প্রযোজ্য, পাশ নম্বর- ৫০%।

**১ম পত্র সিলেবাস (সকল ক্যাডারের জন্য)**

**সেকশন-এ**

**২৬ প্রশিক্ষণ ঘন্টা (এক প্রশিঃ ঘন্টা = ৪০ মিঃ)**

**পূর্ণমান : ৮০, পাশ নম্বর : ৫০%**

কোড নং	বিষয় শিরোনাম	প্রশিক্ষণ ঘন্টা	ওয়েট ফ্যাক্টর
বিক-১	ল্যান্ডসুয়েজ টেস্ট (বাংলা ও ইংরেজী)	২ ঘঃ	১০
বিক-২	দাপ্তরিক নোট ও চিঠি লিখন পদ্ধতি	২ ঘঃ	১০
বিক-৩	পবিরোড অধ্যাদেশ, ১৯৭৭ এবং পবিরোড আইন, ২০১৩	২ ঘঃ	১০
বিক-৪	পল্লী বিদ্যুতায়ন কার্যক্রমের ধারণা, পল্লী বিদ্যুতায়নের আর্থ সামাজিক প্রভাব ও মহাপরিকল্পনা এবং PSMP	২ ঘঃ	০৬
বিক-৫	বাপবিবো কর্মচারী চাকুরী প্রবিধানমালা, ১৯৯০	৩ ঘঃ	০৮
বিক-৬	বাপবিবো সাংগঠনিক কাঠামো বিভিন্ন পরিদপ্তর/দপ্তরের ভূমিকা ও কার্যাবলী	২ ঘঃ	১০
বিক-৭	পবিস সংক্রান্ত ধারণা, পবিস এর বিভিন্ন বিভাগের কার্যাবলী	২ ঘঃ	০৫
বিক-৮	বিদ্যুৎ আইন, ১৯১০ ও বিদ্যুৎ বিধিমালা	৩ ঘঃ	০৮
বিক-৯	আইএসও এবং আইএমএস সম্পর্কিত সাধারণ ধারণা	১ ঘঃ	০৪
বিক-১০	তদন্ত পদ্ধতি	২ ঘঃ	০৫
বিক-১১	পেশাগত সততা ও শুদ্ধাচার	১ ঘঃ	০৪
বিক-১২	১ম পত্র পরীক্ষা	৪ ঘঃ	৮০
মোট=		২৬ ঘঃ	

**১ম পত্র, সেকশন-বি**

**০৭ প্রশিক্ষণ ঘন্টা (এক প্রশিঃ ঘন্টা = ৪০ মিঃ)**

**পূর্ণমান-২০, পাশ নম্বর ৫০%**

ক্রঃ নং	বিষয়	প্রশিক্ষণ ঘন্টা	নম্বর
০১	মৌখিক পরীক্ষা	৭ ঘঃ	২০

মৌখিক পরীক্ষা গ্রহণের জন্য গঠিত ০৬ (পাঁচ) সদস্য বিশিষ্ট কমিটি নিম্নরূপ :

- |                                  |   |             |
|----------------------------------|---|-------------|
| ১. নির্বাহী পরিচালক              | - | আহবায়ক     |
| ২. পরিচালক (কর্মচারী প্রশাসন)    | - | সদস্য       |
| ৩. পরিচালক, সিঃ অঃ               | - | সদস্য       |
| ৪. পরিচালক (প্রশিক্ষণ)           | - | সদস্য       |
| ৫. টিম্বার প্রডাক্টস স্পেশালিষ্ট | - | সদস্য       |
| ৬. উপ-পরিচালক, প্রশিক্ষণ         | - | সদস্য-সচিব। |

২য় পত্র সিলেবাস (কেবলমাত্র পরিদর্শক (বন/প্লান্ট) গণের জন্য)

২২ প্রশিক্ষণ ঘন্টা (এক প্রশিঃ ঘন্টা = ৪০ মিঃ)ঃ

পূর্ণমান : ১০০, পাশ নম্বর : ৫০%

কোড নং	বিষয় শিরোনাম	প্রশিক্ষণ ঘন্টা	ওয়েট ফ্যাক্টর
বিক-১	বিভিন্ন কাঠের পার্থক্য, ফিজিক্যাল ও ম্যাকানিক্যাল প্রোপার্টিস, ক্ষয়সাধন ও ত্রুটি সম্পর্কে জ্ঞান	০৩ ঘঃ	২০
বিক-২	কাঠ ও বাঁশ শুষ্ককরণ ও সংরক্ষণের বিভিন্ন পদ্ধতি সম্পর্কে জ্ঞান	০২ ঘঃ	১০
বিক-৩	কাঠের এনাটমি, এনাটমিগত বৈশিষ্ট্য, ত্রুটি, স্থায়িত্ব ও কাঠের শত্রু সম্পর্কিত জ্ঞান	০৩ ঘঃ	২০
বিক-৪	কাঠের চেরাই, আর্দ্রতা, ঘনত্ব ও শক্তি সম্পর্কিত জ্ঞান	০২ ঘঃ	১৫
বিক-৫	সংরক্ষণী (Preservative) দ্বারা সংরক্ষিত কাঠের মান নিয়ন্ত্রণে গবেষণাগারে ব্যবহৃত রাসায়নিক দ্রব্যাদির পরিচিতি, ব্যবহার ও সর্তকর্তা সম্পর্কে জ্ঞান।	০২ ঘঃ	১০
বিক-৬	কাঠের মান নিয়ন্ত্রণে কি কি ধরনের সংরক্ষণী (Preservative) ব্যবহার করা হয় সে সম্পর্কে পরিচিতি এবং বহুল ব্যবহৃত দুটি সংরক্ষণীর (Preservative) নাম, সংরক্ষণী (Preservative) দুটিতে কি কি উপাদান রয়েছে কোন উপাদান কি কাজ করে সে সম্পর্কে জ্ঞান।	০৩ ঘঃ	১৫
বিক-৭	সামাজিক উন্নয়নে পরিবেশের প্রভাব সম্পর্কে ধারণা।	০২ ঘঃ	১০
বিক-৮	২য় পত্র পরীক্ষা	০৫ ঘঃ	১০০
মোট=		২২ ঘঃ	

৩য় পত্র সিলেবাস পরিদর্শক বন/প্লান্ট) গণের জন্য)

২৭ প্রশিক্ষণ ঘন্টা (এক প্রশিঃ ঘন্টা = ৪০ মিঃ)

পূর্ণমান : ১০০, পাশ নম্বর : ৫০%

কোড নং	বিষয় শিরোনাম	প্রশিক্ষণ ঘন্টা	ওয়েট ফ্যাক্টর
বিক-১	বাপবিবো স্পেসিফিকেশন অনুযায়ী কাঠের মালামাল, ট্রিটিং ও সিজনিং প্লান্ট পরিদর্শন, মান নিয়ন্ত্রণ ও প্রতিবেদন প্রণয়ন।	০৪ ঘঃ	১৫

বিক-২	কাঠ পরিদর্শনের যন্ত্রপাতি, কাঠের পচন সনাক্তকরণ ও স্টেরিলাইজেশন প্রসংগে জ্ঞান	০৩ ঘঃ	১০
বিক-৩	কাঠের নিবারক সংরক্ষণ, আর্দ্রতা ক্রটি সনাক্তকরণ এবং বাপবিবো এর কাঠের মালামাল সংরক্ষণীর বিশ্লেষণ অঞ্চল, রিটেনশন ও পেনিট্রেশন চাহিদা সম্পর্কিত জ্ঞান।	০৪ ঘঃ	২০
বিক-৪	নির্দেশক কি, নির্দেশকের নাম, কোন ধরনের নির্দেশকের সাহায্যে কিভাবে সংরক্ষণী দ্রবণ প্রস্তুত করা হয় ও কাঠে সংরক্ষণী প্রবেশন ও এ্যাংকর লগস ও পোলের ক্ষেত্রে কত গভীর থাকতে হবে সে পদ্ধতি সম্পর্কে জ্ঞান।	০৪ ঘঃ	২৫
বিক-৫	এ্যাংকর লগ ও ক্রস আর্মে কি কি ধরনের প্রজাতি ব্যবহার করা হয় সে সম্পর্কে পরিচিতি এবং এ্যাংকর লগ ও ক্রস আর্মে ব্যবহৃত প্রজাতির নিষিদ্ধ ও অনুমোদিত ক্রটি সম্পর্কে জ্ঞান।	০৩	১০
বিক-৬	বাপবিবো স্পেসিফিকেশন অনুযায়ী কাঠের খুঁটির জন্য কি কি প্রজাতি অনুমোদিত আছে। কি কি সাইজের কাঠের খুঁটি ব্যবহৃত হয়, কাঠের খুঁটি উপ ও ৬ ফিট দূরত্বের বেড, ফাইবার স্টেজ ভ্যালু এবং ব্যাডিং সম্পর্কে জ্ঞান।	০৪	২০
বিক-৭	৩য় পত্র পরীক্ষা	০৫ ঘঃ	১০০
মোট=		২৭ ঘঃ	

**বাপবিবোর্ডের অর্থ ক্যাডারের ক্যাশিয়ারসহ হিসাব রক্ষক/সহকারী হিসাব রক্ষক/নিরীক্ষক (অডিটর)-গণের জন্য বিভাগীয় পরীক্ষার কারিকুলাম/সিলেবাস।**

- বিভাগীয় ১ম পত্র- মোট প্রশিক্ষণ ঘন্টা ১৮ (এক প্রশিক্ষণ ঘন্টা = ৪০ মিনিট), সেকশন-এ ৮০ নম্বর (লিখিত পরীক্ষা, সময়-২ ঘন্টা ৩০ মিনিট) এবং সেকশন-বি ২০ নম্বর (মৌখিক পরীক্ষা, মোট সময় ০৫ ঘন্টা), পাশ নম্বর-৫০%।  
বিঃদ্রঃ ‘সেকশন-এ ও সেকশন-বি’ তে পৃথকভাবে পাশ করতে হবে। ১ম পত্রের সেকশন-এ অথবা সেকশন-বি এর যে কোন একটিতে অকৃতকার্য হলে ২য় বার পুনরায় সেকশন-এ এবং সেকশন-বি অংশে অংশগ্রহণ করতে হবে।
- বিভাগীয় ২য় পত্র - মোট প্রশিক্ষণ ঘন্টা ১১ (এক প্রশিক্ষণ ঘন্টা= ৪০ মিনিট), নম্বর -১০০(লিখিত পরীক্ষা, সময়-০৩ ঘন্টা), অর্থ ক্যাডারের জন্য প্রযোজ্য, পাশ নম্বর- ৫০%।
- বিভাগীয় ৩য় পত্র-মোট প্রশিক্ষণ ঘন্টা ১৩ (এক প্রশিক্ষণ ঘন্টা = ৪০ মিনিট), ১০০ নম্বর (লিখিত পরীক্ষা, সময়-০৩ ঘন্টা), অর্থ ক্যাডারের জন্য প্রযোজ্য, পাশ নম্বর- ৫০%।
- বিভাগীয় ৪য় পত্র - মোট প্রশিক্ষণ ঘন্টা ১২ (এক প্রশিক্ষণ ঘন্টা= ৪০ মিনিট), নম্বর -১০০(লিখিত পরীক্ষা, সময়-০৩ ঘন্টা), অর্থ ক্যাডারের জন্য প্রযোজ্য, পাশ নম্বর- ৫০%।
- বিভাগীয় ৫ম পত্র - মোট প্রশিক্ষণ ঘন্টা ১৭ (এক প্রশিক্ষণ ঘন্টা= ৪০ মিনিট), নম্বর -১০০(লিখিত পরীক্ষা, সময়-০৩ ঘন্টা), অর্থ ক্যাডারের জন্য প্রযোজ্য, পাশ নম্বর- ৫০%।

### হিসাবরক্ষক/ক্যাশিয়ার/সহকারী হিসাব রক্ষক/নিরীক্ষক(অডিটর)

#### ১ম পত্র সিলেবাস

##### সেকশন-এ

১৮ প্রশিক্ষণ ঘন্টা (এক প্রশিক্ষণ ঘন্টা = ৪০ মিঃ)

পূর্ণমান : ৮০, পাশ নম্বর : ৫০%

কোড নং	বিষয় শিরোনাম	প্রশিক্ষণ ঘন্টা	ওয়েট ফ্যাক্টর
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বিক-১	অনুবাদ (বাংলা থেকে ইংরেজী, ইংরেজী থেকে বাংলা)	০২ ঘঃ	২০
বিক-২	লিখন দক্ষতা (রচনা, সারমর্ম, ভাব বিশ্লেষণ)	০২ ঘঃ	১০
বিক-৩	বাপবিবো কর্মচারী চাকুরী প্রবিধানমালা ১৯৯০(ছুটি, ভবিষ্য তহবিল, গ্র্যাচুইটি, গ্রুপ ইন্সুরেন্স)	০২ ঘঃ	১০
বিক-৪	বাপবিবোর হিসাব সম্পর্কিত নীতিমালা মৌলিক ধারণা ও ইহার গুরুত্ব ইমপ্রেস্ট বিল প্রস্তুতকরণ ও ক্যাশ বই সংরক্ষণ করন এবং ভ্রমন ভাতা, বিল তৈরী)	০২ ঘঃ	১৫
বিক-৫	বাপবিবোর্ড ও পবিসের সাংগঠনিক কাঠামো এবং বাপবিবোর্ডের বিভিন্ন দপ্তর/পরিদপ্তর এর কার্যবলীর সংক্ষিপ্ত পরিচিতি।	০২ ঘঃ	১০
বিক-৬	পল্লী বিদ্যুতায়ন কার্যক্রম পরিচিতি।	০২ ঘঃ	০৫
বিক-৭	স্টোর নিয়ন্ত্রণ ও মালামাল ব্যবস্থাপনা সম্পর্কিত মৌলিক ধারণা।	০২ ঘঃ	১০
বিক-৮	১ম পত্র পরীক্ষা (সেকশন-এ)	০৪ ঘঃ	৮০
মোট=		১৮ ঘঃ	

১ম পত্র, সেকশন-বি  
০৫ প্রশিক্ষণ ঘন্টা (এক প্রশিঃ ঘন্টা = ৪০ মিঃ)  
পূর্ণমান-২০, পাশ নম্বর ৫০%

ক্রঃ নং	বিষয়	প্রশিক্ষণ ঘন্টা	নম্বর
০১	মৌখিক পরীক্ষা	৫ ঘঃ	২০

মৌখিক পরীক্ষা ০৬ (ছয়) সদস্য বিশিষ্ট নিম্নরূপ কমিটির মাধ্যমে গ্রহণ করা হবে :

- |                              |   |            |
|------------------------------|---|------------|
| ১.নিয়ন্ত্রক(অর্থ ও হিসাব)   | - | আহবায়ক    |
| ২.পরিচালক (কর্মচারী প্রশাসন) | - | সদস্য      |
| ৩.পরিচালক (অর্থ)             | - | সদস্য      |
| ৪.পরিচালক (হিসাব)            | - | সদস্য      |
| ৫.পরিচালক(প্রশিক্ষণ)         | - | সদস্য      |
| ৬.উপ-পরিচালক, প্রশিক্ষণ      | - | সদস্য-সচিব |

হিসাব রক্ষক/ সহকারী হিসাব রক্ষক/নিরীক্ষক(অডিটর)/ক্যাশিয়ার

১১ প্রশিক্ষণ ঘন্টা (এক প্রশিঃ ঘন্টা = ৪০ মিঃ)  
পূর্ণমান : ১০০, পাশ নম্বর : ৫০%

২য় পত্র, পূর্ণমান-১০০

কোড নং	বিষয় শিরোনাম	প্রশিঃ ঘন্টা	ওয়েট ফ্যাক্টর
বিখ-১	বেসিক ফাইন্যান্সিয়াল একাউন্টিং	০৩	৫০
বিখ-২	মৌলিক ব্যাংকিং ও অর্থায়ন	০২	৩০
বিখ-৩	সরকারি রাজস্ব হিসাব-কর ও মুসক	০১	২০



বিখ-৪	২য় পত্র পরীক্ষা	০৫	১০০
	মোট=	১১ ঘঃ	

হিসাব রক্ষক/ সহকারী হিসাব রক্ষক/নিরীক্ষক(অডিটর)/ক্যাশিয়ার

১৩ প্রশিক্ষণ ঘন্টা (এক প্রশিঃ ঘন্টা = ৪০ মিঃ)

পূর্ণমান : ১০০, পাশ নম্বর : ৫০%

৩য় পত্র, পূর্ণমান-১০০

কোড নং	বিষয় শিরোনাম	প্রশিঃ ঘন্টা	ওয়েট ফ্যাক্টর
বিগ-১	সম্পত্তি মূল্যায়ন	০২	২৫
বিগ-২	অবচয় এবং অবমোচন এর প্রকৃতি ও পদ্ধতি।	০২	২৫
বিগ-৩	প্রজেক্টের আর্থিক ও অর্থনৈতিক মূল্যায়ন	০২	২৫
বিগ-৪	বাজেটিং	০২	২৫
বিগ-৫	৩য় পত্র পরীক্ষা	০৫	১০০
	মোট=	১৩ ঘঃ	

হিসাব রক্ষক/সহকারী হিসাব রক্ষক/নিরীক্ষক (অডিটর)/ক্যাশিয়ার

১২ প্রশিক্ষণ ঘন্টা (এক প্রশিঃ ঘন্টা = ৪০ মিঃ)

পূর্ণমান : ১০০, পাশ নম্বর : ৫০%

৪র্থ পত্র, পূর্ণমান-১০০

কোড নং	বিষয় শিরোনাম	প্রশিক্ষণ ঘন্টা	ওয়েট ফ্যাক্টর
বিক-০১	বাপবিবো/পবিস সাধারণ হিসাব ম্যানুয়াল, একাউন্টিং প্রসিডিউরস ম্যানুয়াল।	০৩	৪০
বিক-০২	ওয়ার্ক অর্ডার প্রসিডিউরস ম্যানুয়াল, গাইড ফর এস্টাব্লিশিং সিপিআর	০২	৩০
বিক-০৩	বাপবিবো/পবিস আর্থিক ব্যবস্থাপনা।	০২	৩০
বিক-০৪	৪র্থ পত্র পরীক্ষা	০৫	১০০
	মোট=	১২ ঘঃ	

হিসাব রক্ষক/ সহকারী হিসাব রক্ষক/নিরীক্ষক (অডিটর)/ক্যাশিয়ার

১৭ প্রশিক্ষণ ঘন্টা (এক প্রশিঃ ঘন্টা = ৪০ মিঃ)

পূর্ণমান : ১০০, পাশ নম্বর : ৫০%

**৫ম পত্র, পূর্ণমান-১০০**

কোড নং	বিষয় শিরোনাম	প্রশিঃ ঘন্টা	ওয়েট ফ্যাক্টর
বিক-১	কস্ট এন্ড ফাইন্যান্সিয়াল ম্যানেজম্যান্ট	০৩	২৫
বিক-২	স্টোর ম্যাটারিয়াল ভেল্যুয়েশন এন্ড প্রসেস কস্টিং	০৩	২৫
বিক-৩	অডিট এর সংজ্ঞা, পরিধি, প্রকারভেদ এবং অভ্যন্তরীণ নিয়ন্ত্রণ ব্যবস্থা।	০৩	২৫
বিক-৪	বাপবিবো এবং পবিস-এর অভ্যন্তরীণ নিরীক্ষা ম্যানুয়াল।	০৩	২৫
বিক-৬	৫ম পত্র পরীক্ষা	০৫	১০০
মোট=		১৭ ঘঃ	

বাপবিবোর্ডের উচ্চমান সহকারী/সাঁটলিপিকার-কাম-কম্পিউটার অপারেটরগণের/স্টোর কীপারগণের

**বিভাগীয় পরীক্ষার কারিকুলাম/সিলেবাস**

- ১ম পত্র সিলেবাস- ১৩ প্রশিক্ষণ ঘন্টা(এক প্রশিঃ ঘন্টা = ৪০ মিঃ) :

ক্রঃ নং	বিষয়	প্রশিঃ ঘন্টা	নম্বর
বিক-১	সাধারণ জ্ঞান	০২	২৫
বিক-২	চলতি ঘটনাবলী	০২	২৫
বিক-৩	অনুবাদ (বাংলা থেকে ইংরেজী, ইংরেজী থেকে বাংলা)	০২	৩০
বিক-৪	রচনা	০২	২০
বিক-৫	১ম পত্র পরীক্ষা	০৫	১০০
মোট=		১৩ ঘঃ	১০০

- ২য় পত্র সিলেবাস- ২০ প্রশিক্ষণ ঘন্টা(এক প্রশিঃ ঘন্টা = ৪০ মিঃ) :

ক্রঃ নং	বিষয়	প্রশিঃ ঘন্টা	নম্বর
বিখ-১	বাংলাদেশ পল্লী বিদ্যুতায়ন বোর্ডের সাংগঠনিক কাঠামো, ভূমিকা এবং উহার বিভিন্ন বিভাগ/দপ্তর ও শাখার কার্যাবলী	০৩	১৮
বিখ-২	পল্লী বিদ্যুৎ সমিতির সাংগঠনিক কাঠামো, ভূমিকা এবং উহার বিভিন্ন বিভাগের কার্যাবলী	০২	১২
বিখ-৩	বিদ্যুৎ উন্নয়ন বোর্ড, কৃষি উন্নয়ন কর্পোরেশন এবং ক্ষুদ্র ও কুটির শিল্প সংস্থার ভূমিকা।	০২	১০
বিখ-৪	বাংলাদেশ পল্লী বিদ্যুতায়ন কার্যক্রমের ধারণা, আজ পর্যন্ত বাংলাদেশ পল্লী বিদ্যুতায়ন বোর্ড কর্তৃক গৃহীত প্রকল্পসমূহের সফলতা এবং উহার মাস্টার প্ল্যান	০২	১০
বিখ-৫	রেকর্ড ব্যবস্থাপনা এবং ক্লাসিফাইড দলিল পত্রাদি রক্ষণাবেক্ষণ	০২	২০
বিখ-৬	দাপ্তরিক চিঠি পত্র লিখন পদ্ধতি	০২	২০
বিখ-৭	বাংলাদেশ পল্লী বিদ্যুতায়ন কার্যক্রমে বহুলভাবে ব্যবহৃত সরঞ্জামের নাম, তা চিহ্নিতকরণ ও তাহার মোটামুটি কাজের বিবরণ (ইহাতে কোন টেকনিক্যাল প্রশ্ন করা হবে না)	০২	১০
বিখ-৮	২য় পত্র পরীক্ষা	০৫	১০০
মোট=		২০ ঘঃ	১০০

- ৩য় পত্র সিলেবাস- ২৪ প্রশিক্ষণ ঘন্টা(এক প্রশিঃ ঘন্টা = ৪০ মিঃ) :

ক্রঃ নং	বিষয়	প্রশিঃ ঘন্টা	নম্বর
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বিগ-১	বাংলাদেশ পল্লী বিদ্যুতায়ন বোর্ডের চাকুরী প্রবিধানমালা (ছুটি, ভবিষ্যৎ তহবিল, গ্র্যাচুইটি, গ্রুপ ইন্সুরেন্স ইত্যাদি।)	০৩	১০
বিগ-২	বাজেট সম্পর্কে মৌল ধারণা ও ইহার গুরুত্ব, বেতন বিল প্রস্তুতকরণ, ইমপ্রেস্ট সম্বন্ধীয় বিল প্রস্তুতকরণ এবং ক্যাশ বই সংরক্ষণ এবং ভ্রমণ ভাতা।	০২	২০
বিগ-৩	বাংলাদেশ পল্লী বিদ্যুতায়ন বোর্ড অর্ডিনেন্স, পবিস বাই'ল পবিস সার্ভিস কোড এবং বাপবিবোর্ড আইন ২০১৩।	০৪	২০
বিগ-৪	স্থানীয় সংগ্রহ নীতিমালা	০২	১০
বিগ-৫	বোর্ডের যানবাহন রক্ষণাবেক্ষণ নীতিমালা ও যানবাহনের (বিশেষ করে জীপের) কর্ম পদ্ধতি	০২	১০
বিগ-৬	স্টেশনারী রক্ষণাবেক্ষণ, ইন্ডেন্টিং সংগ্রহ ও ব্যবহার নীতিমালা	০২	১০
বিগ-৭	স্টোর ইন্ডেন্টিং এবং ব্যবস্থাপনা	০২	১০
বিগ-৮	বিবিধঃ (ক্রীড়া, সাংস্কৃতি ও কল্যান পরিষদের কার্যক্রম, প্রাথমিক চিকিৎসা (ফাস্ট এইড বক্স, নিরাপত্তা ব্যবস্থা)	০২	১০
বিগ-৯	৩য় পত্র পরীক্ষা	০৫	১০০
	মোট=	২৪ ঘঃ	১০০

- বর্ণিত পরীক্ষাসমূহে পৃথক পৃথক ভাবে পাশ করতে হবে। ০৫ টি অংশের যে কোন একটিতে পাশ থাকলে পরবর্তীতে ঐ অংশের পরীক্ষা দিতে হবে না। পাশ নম্বর- ৫০%। প্রতিটি পরীক্ষার সময় - ৩ ঘন্টা।

**বাপবিবোর্ডের লাইন নির্মাণ পরিদর্শকগণের বিভাগীয় পরীক্ষার কারিকুলাম/সিলেবাস**

- ১ম পত্র সিলেবাস- ১৮ প্রশিক্ষণ ঘন্টা(এক প্রশিঃ ঘন্টা = ৪০ মিঃ) :

ক্রঃ নং	বিষয়	প্রশিঃ ঘন্টা	নম্বর
বিক-১	সাধারণ জ্ঞান	০১	১০
বিক-২	ভাষা জ্ঞান (ইংরেজী ও বাংলা)	০১	১০
বিক-৩	লিখন দক্ষতা (রচনা, সারমর্ম, ভাব বিশ্লেষণ)	০২	২০
বিক-৪	পবিবোর্ড অধ্যাদেশ (পবিবো আইন'২০১৩)	০২	১০
বিক-৫	বাপবিবোর্ড চাকুরী প্রবিধানমালা	০২	১৫
বিক-৬	স্টোর নিয়ন্ত্রণ নথি দলিল দস্তরেজ ব্যবস্থাপনা	০২	১০
বিক-৭	বাপবিবোর্ডের সাংগঠনিক পরিচিতি	০২	১০
বিক-৮	পল্লী বিদ্যুতায়ন কার্যক্রম পরিচিতি	০২	১৫
বিক-৯	১ম পত্র পরীক্ষা	০৪	১০০
	মোট=	১৮ ঘঃ	১০০

- ২য় পত্র সিলেবাস- ১৮ প্রশিক্ষণ ঘন্টা(এক প্রশিঃ ঘন্টা = ৪০ মিঃ) :

ক্রঃ নং	বিষয়	প্রশিঃ ঘন্টা	নম্বর
বিখ-১	বিদ্যুৎ বিষয়ক সাধারণ জ্ঞান ও বিদ্যুৎ আইন।	০২	১০
বিখ-২	কারিগরী ও প্রকৌশলগত জ্ঞান (উৎপাদন, পরিচালন ও বিতরণ)	০৩	২৫
বিখ-৩	স্ট্যাকিং ম্যানুয়াল স্ট্যান্ডার্ড স্পেসিফিকেশন	০২	১৫
বিখ-৪	পবিস বিতরণ ব্যবস্থা (নক্সা, মৌলিক নীতিমালা, নির্দেশিকা)	০৩	২৫
বিখ-৫	বিতরণ লাইন, উপকেন্দ্র এবং পুর্ত নির্মাণ ও পরিদর্শন	০২	১৫

বিখ-৬	নির্মান মালামাল ও টুলস পরিচিতি	০২	১০
বিখ-৭	২য় পত্র পরীক্ষা	০৪	১০০
	মোট=	১৮ ঘঃ	১০০

- বর্ণিত পরীক্ষাসমূহে পৃথক পৃথক ভাবে পাশ করতে হবে। ০৫ টি অংশের যে কোন একটিতে পাশ থাকলে পরবর্তীতে ঐ অংশের পরীক্ষা দিতে হবে না। পাশ নম্বর- ৫০%। প্রতিটি পরীক্ষার সময় - ২.৩০ ঘন্টা।

পবিস এর সকল সহকারী জেনারেল ম্যানেজার, এনফোর্সমেন্ট কো-অর্ডিনেটর, জুনিয়র ইঞ্জিনিয়ার, পাওয়ার ইউজ কো-অর্ডিনেটর/মেম্বার সার্ভিস কো-অর্ডিনেটর, হিসাব রক্ষক/প্লান্ট হিসাব রক্ষকগণের বিভাগীয় পরীক্ষার কারিকুলাম/সিলেবাস

- পবিস নির্দেশিকা ৩০০-৫১ এ বর্ণিত আছে।

#### পবিস এর ওয়্যারিং পরিদর্শকগণের জন্য বিভাগীয় পরীক্ষার কারিকুলাম/সিলেবাস

- তাত্ত্বিক পরীক্ষা -২০০ নম্বর :  
১ম পত্র - ১০০ নম্বর, পরীক্ষার সময় - ৩ ঘন্টা। ২য় পত্র - ১০০ নম্বর, পরীক্ষার সময় - ৩ ঘন্টা।
- ব্যবহারিক পরীক্ষা - ৫০ নম্বর, সময় - ৭ প্রশিক্ষণ ঘন্টা।
- মৌখিক পরীক্ষা- ৫০ নম্বর, সময় - ৭ প্রশিক্ষণ ঘন্টা।
- পাশ নম্বর- ৫০%।
- ১ম পত্র সিলেবাস- ২২ প্রশিক্ষণ ঘন্টা (এক প্রশিক্ষণ ঘন্টা = ৪০ মিনিট) :

ক্রঃ নং	বিষয়	প্রশিক্ষণ ঘন্টা	নম্বর
০১.	রেট সিডিউল সম্পর্কে ধারণা	১ ঘঃ	০৫
০২.	পবিস এর বিভিন্ন বিভাগের কার্যাবলী	২ ঘঃ	০৮
০৩.	বৈদ্যুতিক বিভিন্ন যন্ত্রপাতি এবং বিভিন্ন একক সম্পর্কে পরিচিতি ও উহাদের মধ্যে বিভিন্ন সম্পর্ক।	২ ঘঃ	১০
০৪.	পাওয়ার বিচ্ছিন্ন হওয়ার পর দ্রুত Restore করা সম্পর্কিত স্বচ্ছ ধারণা	১ ঘঃ	০৫
০৫.	সিএমও তৈরি, অপসারণ ও পরিবর্তনের পদ্ধতি ও নীতিমালা	১ ঘঃ	০৫
০৬.	ওয়্যারিং সম্পর্কিত পদ্ধতি, নীতিমালা, ওয়্যারিং ম্যাটেরিয়াল সম্পর্কিত স্বচ্ছ ধারণা	২ ঘঃ	১০
০৭.	উত্তম গ্রাহক সেবা/সম্পর্ক নীতিমালা।	১ ঘঃ	০৫
০৮.	সদস্য সেবা বিভাগে ব্যবহৃত বিভিন্ন ফর্ম ও রেজিস্ট্রারের ব্যবহার	১ ঘঃ	০৫
০৯.	এক অবস্থান সেবা সম্পর্কে ধারণা	১ ঘঃ	০৫
১০.	TSR, PSR,লাইন নির্মাণের রাজস্ব নীতিমালা	২ ঘঃ	০৮
১১.	Online এ গ্রাহক সংযোগ সম্পর্কে ধারণা	১ ঘঃ	০৫
১২.	বিতরণ ট্রান্সফর্মার, ভোল্টেজ ড্রপ, লোড ক্যালকুলেশন ইত্যাদি সম্পর্কিত ধারণা	৩ ঘঃ	১২
১৩.	পবিস সার্ভিস কোড ১৯৯২ (সংশোধিত-২০১২) সম্পর্কিত ধারণা	৩ ঘঃ	১২
১৪.	নৈতিকতা ও জাতীয় গুণাচার	১ ঘঃ	০৫
	মোট=	২২ ঘঃ	১০০

- ২য় পত্র সিলেবাস- ২২ প্রশিক্ষণ ঘন্টা (এক প্রশিক্ষণ ঘন্টা = ৪০ মিনিট) :

ক্রঃ নং	বিষয়	প্রশিক্ষণ ঘন্টা	নম্বর
০১.	পবিস নির্দেশিকা- ৩০০-২,৩০০-৪	২ ঘঃ	১০
০২.	পবিস নির্দেশিকা- ৩০০-৩০, ৩০০-৩৩, ৩০০-৪৫	৩ ঘঃ	১০
০৩.	পবিস নির্দেশিকা- ৩০০-৫, ৩০০-৬, ৩০০-৩৭, ৩০০-৪৭, ৩০০-৪৯	৩ ঘঃ	১৫
০৪.	পবিস নির্দেশিকা- ৩০০-১৩, ৩০০-১৪(সদস্য সেবা বিভাগের সংশ্লিষ্ট অংশ), ৩০০-১৭	৩ ঘঃ	১৫
০৫.	পবিস নির্দেশিকা- ৩০০-১৯,৩০০-২১, ৩০০-২৫	২ ঘঃ	১০
০৬.	পবিস নির্দেশিকা- ১০০-১৫, ১০০-৩৫, ১০০-৩৬, ১০০-৪৫	৩ ঘঃ	১৫
০৭.	পবিস নির্দেশিকা- ১০০-৪০, ১০০-৪১, ১০০-৪২	৩ ঘঃ	১০
০৮.	ইলেকট্রিসিটি এ্যাক্ট ও রুল সম্পর্কিত ধারণা	৩ ঘঃ	১৫
	মোট=	২২ ঘঃ	১০০

- **ব্যবহারিক সিলেবাস :** ওয়াট আওয়ার মিটার, এ্যামমিটার, ভোল্ট মিটার, ওহম মিটার, পাওয়ার ফ্যাক্টর মিটার, আর্থ রেজিস্ট্যান্স টেস্ট মিটারের ব্যবহার সম্পর্কে ধারণা ইত্যাদি বিষয়ে ব্যবহারিক পরীক্ষার কোচিং করানো হবে। সময়- ০৭ প্রশিক্ষণ ঘন্টা (এক প্রশিক্ষণ ঘন্টা = ৪০ মিনিট)।
- **ব্যবহারিক পরীক্ষা গ্রহণের কমিটি :**
  - ০১। উপ-পরিচালক (কারিগরী), সিস্টেম অপারেশন (কেন্দ্রীয় ওয়ার্কশপ)।
  - ০২। উপ-পরিচালক (কারিগরী), প্রশিক্ষণ পরিদপ্তর।
  - ০৩। উপ-পরিচালক (কারিগরী), পবিস উন্নয়ন ও পরিচালন পরিদপ্তর (নির্বাহী পরিচালক কর্তৃক মনোনীত)।

● **মৌখিক সিলেবাস :**

ক্রঃ নং	বিষয়	নম্বর
০১.	সাধারণ জ্ঞান	১০
০২.	বাপবিবো/পবিস কার্যক্রম সংক্রান্ত	১০
০৩.	চাকুরী সম্পর্কিত জ্ঞান	৩০
মোট=		৫০

● **মৌখিক পরীক্ষা গ্রহণের কমিটি :**

- ০১। পরিচালক, পবিস উন্নয়ন ও পরিচালন পরিদপ্তর (নির্বাহী পরিচালক কর্তৃক মনোনীত)।
- ০২। পরিচালক, প্রশিক্ষণ পরিদপ্তর।
- ০৩। পরিচালক, সিস্টেম অপারেশন (কেঃ অঃ) পরিদপ্তর।
- ০৪। উপ-পরিচালক (কারিগরী), পবিস উন্নয়ন ও পরিচালন পরিদপ্তর (নির্বাহী পরিচালক কর্তৃক মনোনীত, তবে ক্রঃ-১ এ যে পরিদপ্তরের পরিচালক থাকবে সেই পরিদপ্তরের নয়)।
- জ্যেষ্ঠতা অনুযায়ী প্রশিক্ষণ কোর্সে আহ্বান করা হবে। বর্ণিত পরীক্ষাসমূহে পৃথক পৃথক ভাবে পাশ করতে হবে। ০৪ টি অংশের যে কোন একটিতে পাশ থাকলে পরবর্তীতে ঐ অংশের পরীক্ষা দিতে হবে না।

**বাপবিবোর্ডে ররাজস্ব খাতের সাইট-মুদ্রাস্থরিক-কাম-কম্পিউটার অপারেটর হতে সাইট-লিপিকার-কাম-কম্পিউটার অপারেটর (গ্রেড-১৩) পদে পদোন্নতি পরীক্ষার কারিকুলাম/সিলেবাস**

- পদোন্নতি পরীক্ষার মোট প্রশিক্ষণ ঘন্টা ৩৫ ঘন্টা (এক প্রশিক্ষণ ঘন্টা = ৪০ মিনিট)।
- পদোন্নতি পরীক্ষার পূর্ণ মান ১০০ (সেকশন-এ ৩০ নম্বর, সেকশন বি-৫০ নম্বর এবং সেকশন সি-এ ২০ নম্বর); পাশ নম্বর-৫০%।

কোর্স কোড নং	বিষয়ের শিরোনাম	প্রশিক্ষণ ঘন্টা	ওয়েট ফ্যাক্টর/নম্বর
<b>সেকশন -এ (প্রাতিষ্ঠানিক জ্ঞান, বাংলা, ইংরেজী ও সমসাময়িক বিষয়াদি)</b>			
প্রক-১	অনুবাদ (বাংলা থেকে ইংরেজী ও ইংরেজী থেকে বাংলা)	০২	১০
প্রক-২	লিখন দক্ষতা (সারমর্ম, ভাব বিশ্লেষণ)	০২	০৫
প্রক-৩	বাংলাদেশ পল্লী বিদ্যুতায়ন বোর্ড চাকুরী প্রবিধানমালা ২০১৮ (ছুটি, আচরণবিধি ও শৃঙ্খলা)	০২	০৫
প্রক-৪	বাংলাদেশ পল্লী বিদ্যুতায়ন বোর্ড আইন' ২০১৩	০২	০৫
প্রক-৫	সাধারণ জ্ঞান (বিশ্ব এবং বাংলাদেশ)	০২	০৫
<b>সেকশন -বি (পেশাগত জ্ঞান)</b>			
প্রখ-১	দ্রুত গতিতে ইংরেজী ও বাংলা লিখনের জন্য কম্পিউটার Key Board এর পরিচিতি এবং ইহার বিভিন্ন অংশের বিভিন্ন Button/Knob এর কাজ।	০২	০৭
প্রখ-২	Column, Drop Cap এবং Bullet/Numbering স্থাপনকরণসহ দ্রুত গতিতে ইংরেজী ও বাংলা লিখন।	০২	০৫
প্রখ-৩	বিভিন্ন ধরনের Symbol/Picture Insert করণসহ দ্রুত গতিতে ইংরেজী ও বাংলা লিখন।	০২	০৭
প্রখ-৪	Header-Footer (File Name & Path, Page number etc) —এ ফাইল এড্রেস স্থাপনকরণসহ দ্রুত গতিতে ইংরেজী ও বাংলা লিখন।	০২	০৬

প্রখ-৫	দ্রুত গতিতে ইংরেজী ও বাংলা লিখনের জন্য কোন Table এর শিরোনামকে প্রতিটি পাতায় স্বয়ংক্রিয়ভাবে স্থাপনের ক্ষেত্রে Repeat Header Rows, বিভিন্ন ধরনের Line Spacing (Single, 1.5, Double, Multiple, At least, Exact) সম্পর্কে ধারণা ও উহাদের ব্যবহার।	০২	০৭
প্রখ-৬	Mail Merge & Envelope Merge, Water Mark, Page Color এবং Page Boarder সম্পর্কে ধারণা ও উহাদের ব্যবহার।	০২	০৬
প্রখ-৭	Strikethrough, Double Strikethrough, Shadow, Emboss, Super Sript, Subscript, Ruler, Gridlines, Change Case, Text Box, Print Page & Quantity (Even, Odd, Current, all) ইত্যাদি সম্পর্কে ধারণা ও উহাদের ব্যবহার।	০২	০৭
প্রখ-৮	Unicode সমর্থিত Font সমূহের পরিচিতি, উহাদের মাধ্যমে বাংলা ও ইংরেজী লিখন, Conversion from Bijay to Unicode Font এর জন্য Conversion Engine এর ব্যবহার।	০২	০৫
<b>সেকশন -সি (কম্পিউটার বিষয়ক ব্যবহারিকজ্ঞান)</b>			
প্রগ-১	কম্পিউটারের সিস্টেম সফটওয়্যার, এ্যাপ্লিকেশন সফটওয়্যার ও কাস্টমাইজড সফটওয়্যার।	০১	০৩
প্রগ-২	কম্পিউটার কম্পোন্যান্টস, পেরিফেরালস এবং ইনপুট-আউটপুট ডিভাইস।	০১	০৩
প্রগ-৩	কম্পিউটার বুটিং, সাট-ডাউন, রিফ্রেশ, ডিফ্রাগমেন্ট, রিসাইকেল বিন, রি-স্টোর, ফাইল-ফোল্ডার ক্রিয়েট, ফাইল-ফোল্ডার সার্চিং, সেভিং, কাট, কপি, পেস্ট ডিলিটিং ইত্যাদি।	০১	০৩
প্রগ-৪	বিভিন্ন প্রকারের আইকন, টুল, মেনু এডিট, লে-আউট, ইনসার্ট, ফরমেট ইত্যাদির মাধ্যমে MS Word প্রোগ্রামে বিভিন্ন ডকুমেন্ট তৈরী ও প্রিন্ট করণ।	০২	০৩
প্রগ-৫	আইকন, টুল, মেনু এডিট, লে-আউট, ইনসার্ট, ফরমেট ইত্যাদির মাধ্যমে MS Excel প্রোগ্রামে বিভিন্ন ভাউচার, রেজাল্ট শীট, গ্রাফ ইত্যাদি তৈরী ও প্রিন্ট করণ।	০২	০৩
প্রগ-৬	MS Power Point প্রোগ্রামের আইকন, টুল, মেনু এডিট, লে-আউট, ইনসার্ট, ফরমেট ইত্যাদির ব্যবহার।	০১	০৩
প্রগ-৭	ইন্টারনেট ব্রাউজিং, ই-মেইল সেভিং উইথ এটাচমেন্ট, ই-মেইল রিসিভিং ইত্যাদি।	০১	০২
<b>মোট =</b>		<b>৩৫</b>	<b>১০০</b>

**বাণবিবোর্ডে ররাজস্ব খাতের কম্পিউটার মুদ্রাক্ষরিক কাম অফিস সহকারী হতে সীট-মুদ্রাক্ষরিক-কাম-কম্পিউটার অপারেটর (গ্রেড-১৪) পদে পদোন্নতি পরীক্ষার কারিকুলাম/সিলেবাস**

- পদোন্নতি পরীক্ষার মোট প্রশিক্ষণ ঘণ্টা ৪৩ ঘণ্টা (এক প্রশিক্ষণ ঘণ্টা = ৪০ মিনিট)।
- পদোন্নতি পরীক্ষার পূর্ণ মান ১০০ (সেকশন-এ ৩০ নম্বর, সেকশন বি-৫০ নম্বর এবং সেকশন সি-এ ২০ নম্বর); পাশ নম্বর-৫০%।

কোর্স কোড নং	বিষয়ের শিরোনাম	প্রশিক্ষণ ঘণ্টা	ওয়েট ফ্যাক্টর/নম্বর
<b>সেকশন -এ (প্রাতিষ্ঠানিক জ্ঞান, বাংলা, ইংরেজী ও সমসাময়িক বিষয়াদি)</b>			
প্রক-১	অনুবাদ (বাংলা থেকে ইংরেজী ও ইংরেজী থেকে বাংলা)	০২	১০
প্রক-২	লিখন দক্ষতা (সারমর্ম, ভাব বিশ্লেষণ)	০২	০৫

প্রক-৩	বাংলাদেশ পল্লী বিদ্যুতায়ন বোর্ড চাকুরী প্রবিধানমালা ২০১৮ (ছুটি, আচরণবিধি ও শৃঙ্খলা)	০২	০৫
প্রক-৪	বাংলাদেশ পল্লী বিদ্যুতায়ন বোর্ড আইন ২০১৩	০২	০৫
প্রক-৫	সাধারণ জ্ঞান (বিশ্ব এবং বাংলাদেশ)	০২	০৫
<b>সেকশন -বি (পেশাগত জ্ঞান)</b>			
প্রখ-১	দ্রুত গতিতে ইংরেজী ও বাংলা লিখনের জন্য কম্পিউটার Key Board এর পরিচিতি এবং ইহার বিভিন্ন অংশের বিভিন্ন Button/Knob এর কাজ।	০৩	০৭
প্রখ-২	Column, Drop Cap এবং Bullet/Numbering স্থাপনকরণসহ দ্রুত গতিতে ইংরেজী ও বাংলা লিখন।	০৩	০৫
প্রখ-৩	বিভিন্ন ধরনের Symbol/Picture Insert করণসহ দ্রুত গতিতে ইংরেজী ও বাংলা লিখন।	০৩	০৭
প্রখ-৪	Header-Footer (File Name & Path, Page number etc) –এ ফাইল এড্রেস স্থাপনকরণসহ দ্রুত গতিতে ইংরেজী ও বাংলা লিখন।	০৩	০৬
প্রখ-৫	দ্রুত গতিতে ইংরেজী ও বাংলা লিখনের জন্য কোন Table এর শিরোনামকে প্রতিটি পাতায় স্বয়ংক্রিয়ভাবে স্থাপনের ক্ষেত্রে Repeat Header Rows, বিভিন্ন ধরনের Line Spacing (Single, 1.5, Double, Multiple, At least, Exact) সম্পর্কে ধারণা ও উহাদের ব্যবহার।	০৩	০৭
প্রখ-৬	Mail Merge & Envelope Merge, Water Mark, Page Color এবং Page Boarder সম্পর্কে ধারণা ও উহাদের ব্যবহার।	০৩	০৬
প্রখ-৭	Strikethrough, Double Strikethrough, Shadow, Emboss, Super Sript, Subscript, Ruler, Gridlines, Change Case, Text Box, Print Page & Quantity (Even, Odd, Current, all) ইত্যাদি সম্পর্কে ধারণা ও উহাদের ব্যবহার।	০৩	০৭
প্রখ-৮	Unicode সমর্থিত Fontসমূহের পরিচিতি, উহাদের মাধ্যমে বাংলা ও ইংরেজী লিখন, Conversion from Bijay to Unicode Font এর জন্য Conversion Engine এর ব্যবহার।	০৩	০৫
<b>সেকশন -সি (কম্পিউটার বিষয়ক ব্যবহারিক জ্ঞান)</b>			
প্রগ-১	কম্পিউটারের সিস্টেম সফটওয়্যার, এ্যাপ্লিকেশন সফটওয়্যার ও কাস্টমাইজড সফটওয়্যার।	০১	০৩
প্রগ-২	কম্পিউটার কম্পোন্যান্টস, পেরিফেরালস এবং ইনপুট-আউটপুট ডিভাইস।	০১	০৩
প্রগ-৩	কম্পিউটার বুটিং, সাট-ডাউন, রিফ্রেশ, ডিফ্রাগমেন্ট, রিসাইকেল বিন, রি-ষ্টোর, ফাইল-ফোল্ডার ক্রিয়েট, ফাইল-ফোল্ডার সার্চিং, সেভিং, কাট, কপি, পেস্ত ডিলিটিং ইত্যাদি।	০১	০৩
প্রগ-৪	বিভিন্ন প্রকারের আইকন, টুল, মেনু এডিট, লে-আউট, ইনসার্ট, ফরমেট ইত্যাদির মাধ্যমে MS Word প্রোগ্রামে বিভিন্ন ডকুমেন্ট তৈরী ও প্রিন্ট করণ।	০২	০৩
প্রগ-৫	আইকন, টুল, মেনু এডিট, লে-আউট, ইনসার্ট, ফরমেট ইত্যাদির মাধ্যমে MS Excel প্রোগ্রামে বিভিন্ন ডাউটার, রেজাল্ট শীট, গ্রাফ ইত্যাদি তৈরী ও প্রিন্ট করণ।	০২	০৩
প্রগ-৬	MS Power Point প্রোগ্রামের আইকন, টুল, মেনু এডিট, লে-আউট, ইনসার্ট, ফরমেট ইত্যাদির ব্যবহার।	০১	০৩

প্রগ-৭	ইন্টারনেট ব্রাউজিং, ই-মেইল সেভিং উইথ এটাচমেন্ট, ই-মেইল রিসিভিং ইত্যাদি।	০১	০২
মোট =		৪৩	১০০

**বাপবিবোর্ডে ররাজস্ব খাতের ডাফটসম্যান-০৪ হতে ডাফটসম্যান-০৩ (গ্রেড-১৫) পদে পদোন্নতি পরীক্ষার কারিকুলাম/সিলেবাস**

- পদোন্নতি পরীক্ষার মোট প্রশিক্ষণ ঘন্টা ৪৩ ঘন্টা (এক প্রশিক্ষণ ঘন্টা = ৪০ মিনিট)।
- পদোন্নতি পরীক্ষার পূর্ণ মান ১০০ (সেকশন-এ ৩০ নম্বর, সেকশন বি-৫০ নম্বর এবং সেকশন সি-এ ২০ নম্বর); পাশ নম্বর-৫০%।
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কোর্স কোড নং	বিষয়ের শিরোনাম	প্রশিক্ষণ ঘন্টা	ওয়েট ফ্যাক্টর/নম্বর
<b>সেকশন -এ (প্রাতিষ্ঠানিক জ্ঞান, বাংলা, ইংরেজী ও সমসাময়িক বিষয়াদি)</b>			
প্রক-১	অনুবাদ (বাংলা থেকে ইংরেজী ও ইংরেজী থেকে বাংলা)	০২	১০
প্রক-২	লিখন দক্ষতা (সারমর্ম, ভাব বিশ্লেষণ)	০২	০৫
প্রক-৩	বাংলাদেশ পল্লী বিদ্যুতায়ন বোর্ড চাকুরী প্রবিধানমালা ২০১৮ (ছুটি, আচরণবিধি ও শৃঙ্খলা)	০২	০৫
প্রক-৪	বাংলাদেশ পল্লী বিদ্যুতায়ন বোর্ড আইন'২০১৩	০২	০৫
প্রক-৫	সাধারণ জ্ঞান (বিশ্ব এবং বাংলাদেশ)	০২	০৫
<b>সেকশন -বি (পেশাগত জ্ঞান)</b>			
প্রখ-১	অটোক্যাড সম্পর্কে বেসিক ধারণা	০৩	০৫
প্রখ-২	অটোক্যাড ব্যবহারকারী এবং অটোক্যাড এর আধুনিক ব্যবহার	০১	০২
প্রখ-৩	অটোক্যাড এর ফ্যাংশন কি এবং ড্রাফটিং সেটিং	০২	০৫
প্রখ-৪	Command List of Auto Cad	০২	০৮
প্রখ-৫	Auto Cad Command সমূহের ব্যবহার: 1) Line, 2) Erase 3) Offset 4) Copy 5) Move 6) Pan 7) Zoom	০২	০৫
প্রখ-৬	Auto Cad Command সমূহের ব্যবহার: 1) Donut 2) Fill of/on 3) Rectangle 4) Rectangle co-ordinate 5) Circle 6) Regenerate 7) Polygon 8) Ellipse 9) Fillet 10) Chamfer	০৪	০৫
প্রখ-৭	Auto Cad Command সমূহের ব্যবহার: 1) Trace 2) PolyLine 3) P-edit 4) Spline 5) Block 6) W-Block 7) Insert 8) Point +Point Style 9) Divide 10) Measure	০৪	০৫
প্রখ-৮	Auto Cad Command সমূহের ব্যবহার: 1) Solid 2) Line Type & Scale 3) Layer 4) Change Text 5) Text Edit 6) Text Style 7) Dimension 8) Dimension Style 9) Units 10) Drawing Limits	০২	০৫
প্রখ-৯	Practical Class: Draw a one unit Building Plan, Elevation & Section.	০৪	১০
<b>সেকশন -সি (কম্পিউটার বিষয়ক ব্যবহারিক জ্ঞান)</b>			
প্রগ-১	কম্পিউটারের সিস্টেম সফটওয়্যার, এ্যাপ্লিকেশন সফটওয়্যার ও কাস্টমাইজড সফটওয়্যার।	০১	০৩
প্রগ-২	কম্পিউটার কম্পোন্যান্টস, পেরিফেরালস এবং ইনপুট-আউটপুট ডিভাইস।	০১	০৩
প্রগ-৩	কম্পিউটার বুটিং, সাট-ডাউন, রিফ্রেশ, ডিফ্রাগমেন্ট, রিসাইকেল বিন, রি-স্টোর, ফাইল-ফোল্ডার ক্রিয়েট, ফাইল-ফোল্ডার সার্চিং, সেভিং, কাট, কপি, পেইন্ট ডিলিটিং ইত্যাদি।	০১	০৩



প্রগ-৪	বিভিন্ন প্রকারের আইকন, টুল, মেনু এডিট, লে-আউট, ইনসার্ট, ফরমেট ইত্যাদির মাধ্যমে MS Word প্রোগ্রামে বিভিন্ন ডকুমেন্ট তৈরী ও প্রিন্ট করণ।	০২	০৩
প্রগ-৫	আইকন, টুল, মেনু এডিট, লে-আউট, ইনসার্ট, ফরমেট ইত্যাদির মাধ্যমে MS Excel প্রোগ্রামে বিভিন্ন ভাউচার, রেজাল্ট শীট, গ্রাফ ইত্যাদি তৈরী ও প্রিন্ট করণ।	০২	০৩
প্রগ-৬	MS Power Point প্রোগ্রামের আইকন, টুল, মেনু এডিট, লে-আউট, ইনসার্ট, ফরমেট ইত্যাদির ব্যবহার।	০১	০৩
প্রগ-৭	ইন্টারনেট ব্রাউজিং, ই-মেইল সেভিং উইথ এটাচমেন্ট, ই-মেইল রিসিভিং ইত্যাদি।	০১	০২
মোট =		৪৩	১০০



# Finance Course Outlines

## Work Order Procedure

1. Course Code : IF570
2. Course Name : Work Order Procedure.
3. Course Type : Institution of Finance.
4. Total Period : 24 Hours
5. Course Objectives : Skill Development for PBS AGM (GS,COM, FIN, ENG), PBS Junior Engineer & Assistant Junior Engineer, BREB Store Keeper, PBS Store Keeper, and Promotion for PBS Accountant, PBS Plant Accountant, PBS Assistant Accountant , PBS Assistant Plant Accountant & PBS Store Assistant
6. Participants : PBS AGM(GS),PBS AGM(COM),PBS (Junior Engineer / Asst. Junior Engineer), PBS AGM(FIN), PBS Accountant & Assistant Accountant, PBS Plant Accountant & Assistant Plant Accountant, BREB Store Keeper, PBS AGM(ENG),PBS Store Keeper, PBS Store Assistant.
7. Course Content :

Topic No	Topics	Class Hour
T-01	Inauguration & Importance of the course	01
T-02	Work Order Log and Form	01
T-03	Daily Work Report Including Its Relationship to Work Order Procedure	02
T-04	Receiving Report & Material Tickets	02
T-05	Store and Transportation Overhead Distribution	01
T-06	Blanket & Specific Work Order	02
T-07	Construction Work Order	02
T-08	Tabulation of Staking Sheets With Examples	02
T-09	Standard Unit Cost Sheet, Form 557	01
T-10	Unitization and Distribution to Cost	01
T-11	Retirement Work Order	02
T-12	Continuing Property Record ( CPR )	01
T-13	Awareness and Requirement of ISO 9001: 2015	01
T-14	Digester Management	01
T-15	Ethics & National Integrity	01
T-16	Course Review	01
T-17	Examination	01
T-18	Closing Session (Question & Answer Review and Closing Speech)	01
Total =		24

Note : One period = One Class hour = 40 minutes.

8. Training Methodology :

(a) Class room Lecture (b) Group discussion (c) Exercise and Presentation (d) demonstration

9. Evaluation system : (a) Pre Test (b) Post Test (c) Final evaluation

## Accounting / Billing Procedure

1. Course Code : IF320

2. Course Name : Accounting / Billing Procedure.
3. Course Type : Institution of Finance.
4. Total Period : 53 Hours
5. Course Objectives : Promotion for PBS Billing Assistant.
6. Participants : PBS Billing Assistant.
7. Course Content :

Topic No.	Topics	Class Hour
T-01	Inauguration & Importance of the course	01
T-02	PBS instruction 300-30 & 300-45	03
T-03	Consumer Meter Order and Computerization of Consumer Personal File	02
T-04	Meter Book Number, Consumer Account Number and its Exercise	02
T-05	Meter Reading Sheets and its Software Entry, Control Sheets	02
T-06	Industrial and Irrigation Meter Reading Lists	01
T-07	Meter Report, Meter Report Issue List, Meter Report Resister its Exercise	02
T-08	Domestic Consumer Billing Procedure and its Exercise .	02
T-09	Commercial Consumer Billing Procedure and its Exercise	02
T-10	Industrial Consumer Billing Procedure and its Exercise	05
T-11	Irrigation Consumer Billing Procedure and its Exercise	02
T-12	Charitable Institute and Street Light Consumer Billing Procedure and its Exercise	02
T-13	Consumer Subsidiary Ledgers Posting Procedure and its Software Entry	02
T-14	Verification of Subsidiary Ledgers Software Posting (Date and Bank wise net bill, LPC, VAT, Metter Rent and Misc. Collection)	02
T-15	Bill Processing Schedule and Billing Data	01
T-16	Debit / Credit Memo and its Software Entry	02
T-17	Energy Sales Journal and its Exercise	02
T-18	Balance Reconciliation & Aging of Accounts Receivable	02
T-19	Disconnection Lists for Non Payment of Bill & Spot Collection	02
T-20	Treatment of Taken Over Consumer from PDB and Other Utilities Organization	01
T-21	Primary Knowledge of Software, Hardware and Software Data Entry	03
T-22	Awareness and Requirement of ISO 9001: 2015	01
T-23	Digester Management	02
T-24	Ethics & National Integrity	02
T-25	Course Review	01
T-26	Examination	03
T-27	Closing Session (Question & Answer Review and Closing Speech)	01
Total =		53

Note : One period = One Class hour = 40 minutes.

8. Training Methodology :

(a) Class room Lecture (b) Group discussion (c) Exercise and Presentation (d) demonstration

9. Evaluation system : (a) Pre Test (b) Post Test (c) Final evaluation

### **Financial Planning & Fund Management**

1. Course Code : IF365
2. Course Name : Financial Planning & Fund Management .
3. Course Type : Institution of Finance.
4. Total Period : 18 Hours
5. Course Objectives : Skill Development for PBS General Manager & Deputy General Manager.
6. Participants : General Manager, Deputy General Manager.

## 7. Course Content :

Topic No	Topics	Class Hour
T-01	Inauguration & Importance of the course	01
T-02	Funds of PBS	01
T-03	Role of electric Bill Collecting Banks for PBS Fund Management	02
T-04	Investment Policy for PBS Instruction 200-29	02
T-05	Forecasting of Annual Revenue and Expenses	02
T-06	Cash Inflow and OutFlow	02
T-07	Investment of Surplus Fund	02
T-08	Awareness and Requirement of ISO 9001: 2008	01
T-09	Safety & Environmental Awareness	01
T-10	Professional Integrity, Honesty, Etiquette & Anti-Corruption	01
T-11	Course Review	01
T-12	Examination	01
T-13	Closing Session (Question & Answer Review and Closing Speech)	01
Total =		18

Note : One period = One Class-hour = 40 minutes.

## 8. Training Methodology :

(a) Class-room Lecture (b) Group discussion (c) Exercise and Presentation (d) demonstration

## 9. Evaluation system : (a) Pre Test (b) Post Test (c) Final evaluation

**Billing Procedure and Rate Schedule**

1. Course Code : IF321
2. Course Name : Billing Procedure and Rate Schedule
3. Course Type : Institution of Finance.
4. Total Period : 24 Hours
5. Course Objectives : Skill Development for PBS Billing Supervisor.
6. Participants : PBS Billing Supervisor.
7. Course Content :

Topic No	Topics	Class Hour
T-01	Inauguration & Importance of the course	01
T-02	PBS instruction 300-30, 300-33, 300-45, 300-47	03
T-03	Retail Tariff and its rules & Application, Bulk Supply Tariff ( B S T )	02
T-04	Technique for Preparation of Tariff .	02
T-05	Domestic Consumer Billing Procedure and its Exercise	02
T-06	Commercial Consumer Billing Procedure and its Exercise	02
T-07	Industrial Consumer Billing Procedure and its Exercise	03
T-08	Irrigation Consumer Billing Procedure and its Exercise	01
T-09	Charitable Institute and Street Light Consumer Billing Procedure and its Exercise	01
T-10	Roles of Billing Supervisor on Billing Software	01
T-11	Awareness and Requirement of ISO 9001: 2015	01
T-12	Digester Management	01
T-13	Ethics & National Integrity	01
T-14	Course Review	01
T-15	Examination	01
T-16	Closing Session (Question & Answer Review and Closing Speech)	01
Total =		24

Note : One period = One Class-hour = 40 minutes.

## 8. Training Methodology :

- (a) Class-room Lecture (b) Group discussion (c) Exercise and Presentation (d) Demonstration  
 9. Evaluation system : (a) Pre Test (b) Post Test (c) Final Evaluation

### **PBS Accounting Procedure Manual**

1. Course Code : IF315
2. Course Name : PBS Accounting Procedure Manual.
3. Course Type : Institution of Finance.
4. Total Period : 32 Hours
5. Course Objectives : Promotion for PBS AGM(FIN), Accountant, Plant Accountant and Confirmation for Assistant Accountant and Assistant Plant Accountant.
6. Participants : PBS AGM(FIN), PBS Assistant Accountant, PBS Assistant Plant Accountant
7. Course Content :

Topic No	Topics	Class Hour
T-01	Inauguration & Importance of the course	01
T-02	Preparation of Payroll.	02
T-03	Electricity Sales and Consumer Accounting	04
T-04	Other Accounts Receivable	02
T-05	Receipts(Various Receipts through OR, Consumer deposit, Electric bill)	03
T-06	Disbursement(Payment through Payroll Journal and DVJ)	03
T-07	Journal and Exercise	03
T-08	Material Accounting and Exercise	02
T-09	Work Order Accounting and Exercise	03
T-10	Continuing Property Records( CPR )	01
T-11	Awareness and Requirement of ISO 9001: 2015	01
T-12	Digester Management	02
T-13	Ethics & National Integrity	02
T-14	Course Review	01
T-15	Examination	01
T-16	Closing Session(Question & Answer Review and Closing Speech)	01
Total =		32

Note : One period = One Class-hour = 40 minutes.

8. Training Methodology :

(a) Class-room Lecture (b) Group discussion (c) Exercise and Presentation (d) demonstration

9. Evaluation system : (a) Pre Test (b) Post Test (c) Final evaluation

### **PBS General Accounts Manual**

1. Course Code : IF310
2. Course Name : PBS General Accounts Manual.
3. Course Type : Institution of Finance.
4. Total Period : 53 Hours
5. Course Objectives : Promotion for PBS AGM(FIN), Confirmation for Assistant Accountant & Assistant Plant Accountant. Skill Development for BREB AD(FIN) & BREB Auditor.
6. Participants : BREB AD (FIN ), PBS AGM(FIN), PBS Assistant Accountant, PBS Assistant Plant Accountant, BREB Auditor.
7. Course Content :

Topic No	Topics	Class Hour
T-01	Inauguration & Importance of the course	01
T-02	Basic Accounting Procedure	03

Topic No	Topics	Class Hour
T-03	Books of Accounts	03
T-04	Definitions as per Instruction 200-23	03
T-05	Chart of Accounts	04
T-06	General Instructions	03
T-07	Accrual Accounting Procedure	03
T-08	Electric Plant Instruction	03
T-09	Operating Expenses	03
T-10	Balance Sheets- Assets	03
T-11	Balance Sheets- Liabilities	03
T-12	Review of Balance Sheets	04
T-13	Different Type of Electric Plant	03
T-14	Revenue Accounts- Operating	02
T-15	Revenue Accounts – Non operating	02
T-16	Expenses Accounts( Operation& Maintenance)	02
T-17	Awareness and Requirement of ISO 9001: 2015	01
T-18	Digester Management	02
T-19	Ethics & National Integrity	02
T-20	Course Review	01
T-21	Examination	01
T-22	Closing Session(Question & Answer Review and Closing Speech)	01
Total =		53

Note : One period=One Class-hour= 40 minutes.

8. Training Methodology :

(a) Class-room Lecture (b) Group discussion (c) Exercise and Presentation (d) demonstration

9. Evaluation system : (a) Pre Test (b) Post Test (c) Final evaluation

**Instruction Series 200**

1. Course Code : IF338
2. Course Name : Instruction Series 200 .
3. Course Type : Institution of Finance.
4. Total Period : 30 Hours
5. Course Objectives : Promotion for PBS Assistant Cashier. Skill Development for BREB AD (FIN), PBS AGM (FIN), BREB Auditor, PBS Billing Supervisor, PBS ,Assistant Accountant, PBS Assistant Plant Accountant and PBS Billing Assistant.
6. Participants : BREB AD (FIN),PBS AGM(FIN),PBS Assistant Accountant, BREB Auditor, PBS Billing Supervisor, PBS Assistant Plant Accountant, PBS Billing Assistant, PBS Assistant Cashier.
7. Course Content :

Topic No	Topics	Class Hour
T-01	Inauguration & Importance of the course	01
T-02	Introduction to the course , Related Employees Duties and Responsibilities	01
T-03	How Instruction affect Procedures and Management	01
T-04	Instruction: 200-02, 200-03, 200-24, 200-29	04
T-05	Instruction: 200-05, 200-07, 200-08, 200-09, 200-11	03
T-06	Instruction: 200-13	02
T-07	Instruction: 200-16, 200-17, 200-19, 200-20	03
T-08	Instruction: 200-21, 200-27, 200-30, 200-31	03
T-09	Instruction: 200-06	04
T-10	Awareness and Requirement of ISO 9001: 2015	01

Topic No	Topics	Class Hour
T-11	Digester Management	02
T-12	Ethics & National Integrity	02
T-13	Course Review	01
T-14	Examination	01
T-15	Closing Session(Question & Answer Review and Closing Speech)	01
Total =		30

Note : One period=One Class hour= 40 minutes.

8. Training Methodology :

(a) Class room Lecture (b) Group discussion (c) Exercise and Presentation (d) demonstration

9. Evaluation system : (a) Pre Test (b) Post Test (c) Final evaluation

### **Preparing Financial Report**

1. Course Code : IF330
2. Course Name : Preparing Financial Report.
3. Course Type : Institution of Finance.
4. Total Period : 24 Hours
5. Course Objectives : Promotion for PBS AGM(FIN), Assistant Accountant and Assistant Plant Accountant. Skill Development for BREB AD (FIN) and BREB Auditor.
6. Participants : BREB AD (FIN), PBS AGM(FIN), PBS Assistant Accountant, PBS Assistant Plant Accountant, BREB Auditor.
7. Course Content :

Topic No	Topics	Class Hour
T-01	Inauguration & Importance of the course	01
T-02	Statement of Revenue & expenses (Part-A)	02
T-03	Aging of Consumer Accounts Receivable & other Information (Part-B, B/1,B-2)	02
T-04	Balance Sheet. (Part-C) Assets	02
T-05	Balance Sheet. (Part-C) Liabilities	02
T-06	Details of Long term debt & Changes in utility Plant (Part-C/1, C/2)	01
T-07	Consumer Sales & Revenue data, consumer status by category (Part-D)	02
T-08	Details of Consumer Sales & Revenue Data(Part-D-1,D-2,D-3)	02
T-09	Energy & Demand Data as per Billing Meter & Substation Meter (Part-E, E/1)	01
T-10	PBS Statistical Information (Part-F)	02
T-11	Aging of Account Payable Uncollectible Written off, Recovered.(Part-G & H)	01
T-12	Awareness and Requirement of ISO 9001: 2015	01
T-13	Digester Management	01
T-14	Ethics & National Integrity	01
T-15	Course Review	01
T-16	Examination	01
T-17	Closing Session(Question & Answer Review and Closing Speech)	01
Total =		24

Note : One period=One Class hour= 40 minutes.

8. Training Methodology :

(a) Class room Lecture (b) Group discussion (c) Exercise and Presentation (d) demonstration

9. Evaluation system : (a) Pre Test (b) Post Test (c) Final evaluation



**PBS Audit Procedure**

1. Course Code : IF345
2. Course Name : PBS Audit Procedure .
3. Course Type : Institution of Finance.
4. Total Period : 19 Hours
5. Course Objectives : Promotion for PBS AGM (FIN), Skill Development for BREB AD(FIN),BREB Auditor, PBS Assistant Accountant and PBS Assistant Plant Accountant.
6. Participants : BREB AD (FIN),PBS AGM(FIN),PBS Assistant Accountant, PBS Assistant Plant Accountant, BREB Auditor.
7. Course Content :

Topic No	Topics	Class Hour
T-01	Inauguration & Importance of the course	01
T-02	Deference Types of Audit	01
T-03	Findings and Report	02
T-04	Audit Procedure Sample	02
T-05	Audit Procedure Operational	02
T-06	Audit Procedure Financial	02
T-07	Management Report	01
T-08	Internal Control Check List	02
T-09	Awareness and Requirement of ISO 9001: 2015	01
T-10	Digester Management	01
T-11	Ethics & National Integrity	01
T-12	Course Review	01
T-13	Examination	01
T-14	Closing Session(Question & Answer Review and Closing Speech)	01
Total =		19

Note : One period = One Class hour = 40 minutes.

## 8. Training Methodology :

(a) Class room Lecture (b) Group discussion (c) Exercise and Presentation (d) demonstration

## 9. Evaluation system : (a) Pre Test (b) Post Test (c) Final evaluation

**Daily Collection Report Preparation**

1. Course Code : IF341
2. Course Name : Daily Collection Report Preparation .
3. Course Type : Institution of Finance.
4. Total Period : 19 Hours
5. Course Objectives : Confirmation for PBS Assistant Cashier.
6. Participants : PBS Assistant Cashier.
7. Course Content :

Topic No	Topics	Class Hour
T-01	Inauguration & Importance of the course	01
T-02	Cashiers Duties and Responsibilities	01
T-03	Introduction to Various Types of Collection	01
T-04	Introduction to cash Collection , Bank Collection , their Collection Report and its Software Entry and Verification	02
T-05	Preparation of Collection Report (200-06)	02
T-06	Bank Deposit	01
T-07	Collection through Cheque.	01
T-08	Collection From Disconnection Team and Preparation of Collection Report	01

Topic No	Topics	Class Hour
T-09	Introduction With Various Forms (200-06)	01
T-10	How a Cashier Maintains their Various Records and Reconciliation With Collection Register	02
T-11	Awareness and Requirement of ISO 9001: 2015	01
T-12	Digester Management	01
T-13	Ethics & National Integrity	01
T-14	Course Review	01
T-15	Examination	01
T-16	Closing Session(Question & Answer Review and Closing Speech)	01
Total =		19

Note : One period=One Class hour= 40 minutes.

8. Training Methodology :

(a) Class room Lecture (b) Group discussion (c) Exercise and Presentation (d) demonstration

9. Evaluation system : (a) Pre Test (b) Post Test (c) Final evaluation

### **Imprest Fund Management**

1. Course Code : IF362
2. Course Name : Imprest Fund Management.
3. Course Type : Institution of Finance.
4. Total Period : 15 Hours
5. Course Objectives : Promotion for PBS Assistant Cashier
6. Participants : PBS Assistant Cashier.
7. Course Content :

Topic No	Topics	Class Hour
T-01	Inauguration & Importance of the course	01
T-02	Introduction to PBS Fund	01
T-03	Imprest Fund Procedure and Necessity of Imprest Fund	01
T-04	Instruction 200-13 (Imprest Fund)	01
T-05	Petty Cash Voucher	01
T-06	Advance From Petty Cash / Adjustment	01
T-07	TA / DA Advance and Adjustment	01
T-08	Other Advance and Adjustment	01
T-09	Petty Cash Fund (Forms) Report	01
T-10	Awareness and Requirement of ISO 9001: 2015	01
T-11	Digester Management	01
T-12	Ethics & National Integrity	01
T-13	Course Review	01
T-14	Examination	01
T-15	Closing Session (Question & Answer Review and Closing Speech)	01
Total =		15

Note : One period = One Class hour = 40 minutes.

8. Training Methodology :

(a) Class room Lecture (b) Group discussion (c) Exercise and Presentation (d) demonstration

9. Evaluation system : (a) Pre Test (b) Post Test (c) Final evaluation

### **Preparing of Electric Bill and Collection Procedure**

1. Course Code : IF332
2. Course Name : Preparing of Electric Bill and Collection Procedure.
3. Course Type : Institution of Finance.

4. Total Period : 18 Hours
5. Course Objectives : Confirmation for PBS Assistant Cashier.
6. Participants : PBS Assistant Cashier.
7. Course Content :

Topic No	Topics	Class Hour
T-01	Inauguration & Importance of the course	01
T-02	Introduction to Various Types of PBS Collection	01
T-03	Introduction to PBS Billing	01
T-04	How to Prepare Bills for Various Types of Consumer	02
T-05	Collection of Consumer Deposit, Membership Fee, Irrigation Advance, Rent, and Other Collection and its Software Entry.	03
T-06	Collection( Office and Other Collection Center), Deposit to Bank, Preparation of daily Collection Report and its Software Entry	03
T-07	Bank Collection and its Software Entry	01
T-08	Awareness and Requirement of ISO 9001: 2015	01
T-09	Digester Management	01
T-10	Ethics & National Integrity	01
T-11	Course Review	01
T-12	Examination	01
T-13	Closing Session(Question & Answer Review and Closing Speech)	01
Total =		18

Note : One period=One Class-hour= 40 minutes.

8. Training Methodology:(a) Class-room Lecture (b) Group discussion (c) Exercise and Presentation (d) demonstration
9. Evaluation system : (a) Pre Test (b) Post Test (c) Final evaluation

### **Plant and Property Accounting**

1. Course Code : IF340
2. Course Name : Plant and Property Accounting .
3. Course Type : Institution of Finance.
4. Total Period : 27 Hours
5. Course Objectives : Confirmation for PBS Assistant Plant Accountant and Skill Development for PBS AGM (FIN) & PBS Assistant Accountant .
6. Participants : PBS AGM(FIN),PBS Assistant Accountant, PBS Assistant Plant Accountant
7. Course Content :

Topic No	Topics	Class Hour
T-01	Inauguration & Importance of the course	01
T-02	Material Receiving Report and its Software Entry.	01
T-03	Material Ticket and its Software Entry	01
T-04	Material Summary	01
T-05	Material Distribution	02
T-06	Store Ledger- Physical & Electronic and its Recording Procedure	02
T-07	Standard Assemble Unit Cost Sheet	01
T-08	Work Order Numbering	01
T-09	Construction Work Order	02
T-10	Distribution of Store Expenses	01
T-11	Distribution of Transport Expenses	01
T-12	Retirement Work Order	01
T-13	Unitization Distribution and Record to Plant Accounts	02
T-14	Continuing Property Record ( Location Property, Mass Unit, Others)	02
T-15	Awareness and Requirement of ISO 9001: 2015	01
T-16	Digester Management	02

Topic No	Topics	Class Hour
T-17	Ethics & National Integrity	02
T-18	Course Review	01
T-19	Examination	01
T-20	Closing Session(Question & Answer Review and Closing Speech)	01
Total =		27

Note : One period=One Class hour= 40 minutes.

8. Training Methodology :

(a) Class room Lecture (b) Group discussion (c) Exercise and Presentation (d) demonstration

9. Evaluation system : (a) Pre Test (b) Post Test (c) Final evaluation

**Introduction on Financial Issues .**

1. Course Code : IF565
2. Course Name : Introduction on Financial Issues .
3. Course Type : Institution of Finance.
4. Total Period : 24 Hours
5. Course Objectives : Skill Development for PBS Junior Engineer, Assist Junior Engineer, Power use Co-ordinator, Member Service Co-ordinator and Wiring Inspector.
6. Participants : Junior Engineer, Assist. Junior Engineer, Power use Co-ordinator, Member Service Co-ordinator, Wiring Inspector
7. Course Content :

Topic No	Topics	Class Hour
T-01	Inauguration & Importance of the course	01
T-02	Instruction 300-30 , 300-33, 300-45	03
T-03	CMO, Meter Report , and its exercise	02
T-04	Various Types of Penalty and its exercise	01
T-05	Introduction on Financial and Statistical Report ( 550 form )	02
T-06	PBS Fund Management (Instruction 200-29)	02
T-07	Imprest Fund ( Instruction 200-13)	02
T-08	Advance and Adjustment (Instruction 200-06 )	02
T-09	TAX and VAT	02
T-10	Awareness and Requirement of ISO 9001: 2015	01
T-11	Digester Management	01
T-12	Ethics & National Integrity	01
T-13	Course Review	01
T-14	Examination	01
T-15	Closing Session (Question & Answer Review and Closing Speech)	01
Total =		24

Note : One period = One Class-hour = 40 minutes.

8. Training Methodology :

(a) Class-room Lecture (b) Group discussion (c) Exercise and Presentation (d) Demonstration

9. Evaluation system : (a) Pre Test (b) Post Test (c) Final Evaluation

**Basic Training on Tax and VAT.**

1. Course Code : IF566
2. Course Name : Basic Training on Tax and VAT.
3. Course Type : Institution of Finance.
4. Total Period : 16 Hours
5. Course Objectives : Skill Development for BREB and PBS Related Officer/Employee.
6. Participants : BREB AD (FIN), PBS AGM(Acc/Rev), PBS AGM(Admin/HR), BREB Accountant, PBS Enforcement Co-Coordinator, PBS Assistant Enforcement Co-Coordinator, PBS Accountant / Assistant Accountant,

PBS Plant Accountant / Assistant Plant Accountant, BREB Auditor,  
BREB Assistant Accountant, PBS Cashier, PBS Assistant Cashier,

7. Course Content :

Topic No	Topics	Class Hour
T-01	Inauguration & Importance of the course	01
T-02	Assessment procedure under the following heads of income: (1) Income from interest on Securities (2) Salary, Agricultural, Capital gain and other sources.	02
T-03	VAT, Tax and Other Duties as per NBR Rules	02
T-05	Collection and Payment Procedure of VAT and Exercise	02
T-06	Collection and Payment Procedure of IT and Exercise	02
T-08	Rule of Advance IT and CD VAT	01
T-09	Awareness and Requirement of ISO 9001: 2015	01
T-10	Digester Management	01
T-11	Ethics & National Integrity	01
T-12	Course Review	01
T-13	Examination	01
T-14	Closing Session (Question & Answer Review and Closing Speech)	01
Total =		16

Note : One period = One Class-hour = 40 minutes.

8. Training Methodology :

(a) Class-room Lecture (b) Group discussion (c) Exercise and Presentation (d) Demonstration

9. Evaluation system : (a) Pre Test (b) Post Test (c) Final Evaluation

**Financial Management**

- Course Code : IF 367
- Course Name : Financial Management
- Course Type : Institution of Finance
- Total Period : 24Hours
- Course Objectives : Skill Development for BREB XEN , BREB DD(Admin) ,BREB AD(Admin),BREB Assist. Engineer and PBS Deputy General Manager, AGM (FIN, HR , Admin , MS ,ENG, O &M , E&C , P&M )
- Participants : BREB DD (Admin), BREB DD (Tech /XEN), BREB AD (Admin), BREB (AE), DGM, AGM (HR & Admin), AGM (FIN), AGM (O&M,E&C,P&M) , AGM (ENG), AGM ( MS)

7. Course Content :

Topic Code	Topic	No. of Period
T-01	Inauguration & Importance of the course	01
T-02	PBS Fund Management	02
T-03	Forecasting of Annual Revenue and Expenses	01
T-04	Budget and Budgetary Control	02
T-05	Balance Sheet – Assets	02
T-06	Balance Sheet – Liabilities	02
T-07	Revenue Income (Operating & Non Operating)	01
T-08	Revenue Expenses (Operating & Non Operating)	01
T-09	PBS Audit Procedure	02
T-10	Introduction on Financial and Statistical Report ( 550 form )	02
T-11	VAT and TAX	02
T-12	Awareness and Requirement of ISO 9001: 2015	01

T-13	Digester Management	01
T-14	Ethics & National Integrity	01
T-15	Course Review	01
T-16	Examination	01
T-17	Closing Session (Question & Answer Review and Closing Speech)	01

Note : One period = One Class-hour = 40 minutes.

8. Training Methodology :

(a) Class-room Lecture (b) Group discussion (c) Exercise and Presentation (d) Demonstration

9. Evaluation system :

(a) Pre Test (b) Post Test (c) Final Evaluation

**BREB Accounting Procedures**

1. Course Code : IF505
2. Course Name : BREB Accounting Procedures
3. Course Type : Institution of Finance
4. Total Period : 23 Hours
5. Course Objectives : Skill development for BREB AD (FIN), BREB Accountant, BREB Asstt. Accountant and BREB Auditor
6. Participants : BREB AD (FIN), BREB Accountant, BREB Assist. Accountant, BREB Auditor
7. Course Content :

Topic Code	Topic	No. of Period
T-01	Inauguration & Importance of the course	01
T-02	Payroll	01
T-03	Payment Procedure of Internal Bill	02
T-04	Payment Procedure of External Bill	02
T-05	Payment Procedure of Employees Pension and Benefit	02
T-06	Cash Receipts	01
T-07	Cash Disbursement	01
T-08	Accounts Receivable and Aging	01
T-09	Accounts Payable and Aging	01
T-10	Material Accounting	01
T-11	Work Order Procedure	02
T-12	Continuing Property Record ( CPR )	01
T-13	Journal Voucher	01
T-14	Awareness and Requirement of ISO 9001: 2015	01
T-15	Digester Management	01
T-16	Ethics & National Integrity	01
T-17	Course Review	01
T-18	Examination	01
T-19	Closing Session (Question & Answer Review and Closing Speech)	01

Note : One period = One Class-hour = 40 minutes.

8. Training Methodology :

(a) Class-room Lecture (b) Group discussion (c) Exercise and Presentation (d) demonstration

9. Evaluation system :

(a) Pre Test

(b) Post Test

(c) Final evaluation





# Technical Course Outlines

## Basic Computer Training

1. Course Code : ICT02
2. Course Name : Basic Computer Training
3. Course Type : Information & Communication Technology. (Revision:01)
4. Total Period : 71
5. Course Objective : To achieve basic knowledge on computer use like hardware, software, Microsoft office (MS Word, Excel, Power Point) & Internet use etc.
6. Participant : BREB/PBS Manpower
7. Course Content :

Topic No	Topics	Class Hour
	<b>Computer &amp; its System Software</b>	
CD-01	Course Inauguration, Computer use and aspect of Computer Application at PBS's	1
CD-02	Operating System (Windows 98/2000/XP/Server), Application Software (MS Office) & Customized software (Pay Roll, Store Management Software, MIS etc).	2
CD-03	Operating System (Refresh, Scanning/ De-fragment, Anti-virus program etc.) Backup and restore of Media, Folder and File, Customize software & Data	2
CD-04	Operating System (Booting, Shut down, Folder & File Management, Start Bar, Task Bar, Recycle Bin, Parallel operation of different programs, Searching with different features.)	4
CD-05	Major Computer Components and Peripherals (Input & Output device, CPU, Memory device)	3
	<b>Microsoft Word</b>	
CD-06	MS Word and its various kinds of bars, Icon and Tools	1
CD-07	Windows and Help	1
CD-08	View & Insert Menu and Microsoft Word Practice	4
CD-09	File and Edit Menu	3
CD-10	Format Menu	3
CD-11	Tools and Table menu	3
	<b>Microsoft Excel</b>	
CD-12	MS Excel and its various kinds of bars, Icon and Tools	1
CD-13	File, Edit & View Menu	2
CD-14	Insert Menu	2
CD-15	Tools & Data Menu and Microsoft Excel Practice	4
CD-16	Format Menu & Microsoft Excel Practice	3
	<b>Microsoft Power Point</b>	
CD-17	MS Power Point and its various kinds of bars, Icon and Tools	1
CD-18	File and Edit Menu	1
CD-19	Creation of slide with using the format & insert menu and text box Practice	3
CD-20	Printing of slides and handouts	1
CD-21	Present of slide with view menu or tool	2
	<b>Internet Browsing &amp; E-mail Correspondent</b>	

Topic No	Topics	Class Hour
CD-22	Introduction to internet & its use. Browsing some important internet website & creating web based e-mail account.	2
CD-23	Sending & receiving of e-mail, attachment of the file to e-mail & opening attachment file from e-mail.	2
	<b>Safety Work Environment &amp; Official Decorum</b>	
CD-24	Safety during computer work and ergonomics	1
CD-25	Ethics & National Integrity	2
CD-26	Awareness and Requirement of ISO 9001 : 2015	1
CD-27	Disaster Management	2
	<b>Trouble Shooting &amp; Maintenance</b>	
CD-28	Common problems in computer use and properly handling & its operation and other accessories.	2
CD-29	Trouble shooting of Operating system, Application software, customized software and Local Area Networking.	2
	<b>Practice &amp; Test</b>	
CD-30	Review and practice of MS Word	2
CD-31	Review and practice of MS Excel	2
CD-32	Review and practice of MS Power Point	2
CD-33	Written Test	3
CD-34	Closing Session (Question & Answer Review and Closing Speech)	1
	Total =	71

Note : One Period = One Class hour = 40 Minutes

8. Training Methodology :

(a) Class room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post Test (c) Mid Term Evaluation (d) Final Evaluation

### **Basic Computer Training with database**

1. Course Code : ICT04
2. Course Name : Basic Computer Training with database
3. Course Type : Information & Communication Technology. (Revision:01)
4. Total Period : 80
5. Course Objective : To achieve basic knowledge on computer use like hardware, software, Microsoft office, e mail & internet browsing etc.
6. Participant : BREB/PBS Manpower
7. Course Content :

Topic No	Topics	Class Hour
	<b>Computer &amp; its System Software</b>	
CD-01	Course Inauguration, Computer use and aspect of Computer Application at PBS's	1
CD-02	Operating System (Windows 98/2000/XP/Windows 2007), Application Software (MS Office) & Customized software (Pay Roll, Store Management Software, MIS etc.)	2
CD-03	Operating System (Refresh, Scanning/ De-fragment, Anti-virus program etc.) Backup and restore of Media, Folder and File, Customize software & Data	2
CD-04	Operating System (Bootling, Shut down, Folder & File Management, Start Bar, Task Bar, Recycle Bin, Parallel operation of different programs, Searching with different features.)	4

Topic No	Topics	Class Hour
CD-05	Major Computer Components and Peripherals (Input & Output device, CPU, Memory device)	3
	<b>Microsoft Word</b>	
CD-06	MS Word and its various kinds of bars, Icon and Tools	1
CD-07	Windows and Help	1
CD-08	View & Insert Menu and Microsoft Word Practice	4
CD-09	File and Edit Menu	3
CD-10	Tools and Table menu	3
CD-11	Format Menu	3
	<b>Microsoft Excel</b>	
CD-12	MS Excel and its various kinds of bars, Icon and Tools	1
CD-13	File, Edit & View Menu	2
CD-14	Insert Menu	2
CD-15	Tools & Data Menu and Microsoft Excel Practice	4
CD-16	Format Menu & Microsoft Excel Practice	4
	<b>Microsoft Power Point</b>	
CD-17	MS Power Point and its various kinds of bars, Icon and Tools	1
CD-18	Creation of slide with using the format & insert menu and text box Practice	3
CD-19	File and Edit Menu	1
CD-20	Present of slide with view menu or tool	2
CD-21	Printing of slides and handouts	1
	<b>Introduction to Database &amp; Microsoft Access</b>	
CD-22	Creating and working with database	2
CD-23	Ms Access and its various kinds of bars, Icon and Tools Concept of data table and field, building up relationship between various fields, tables and database.	2
CD-24	Working with data, Creating forms & Simple Queries using multiple table	2
CD-25	Mid Term Evaluation	1
	<b>Internet Browsing &amp; E-mail Correspondent</b>	
CD-26	Introduction to Internet & its use. Browsing some important internet website & creating web based e-mail account.	2
CD-27	Sending & receiving of e-mail, attachment of file to email & opening attachment file from e-mail.	2
	<b>Safety, Work Environment &amp; Official Decorum</b>	
CD-28	Safety during computer work and ergonomics	1
CD-29	Awareness and Requirement of ISO 9001 : 2015	1
CD-30	Ethics & National Integrity	2
CD-31	Disaster Management	2
	<b>Trouble Shooting &amp; Maintenance</b>	
CD-32	Common problems in computer use and properly handling & its operation and other accessories.	1
CD-33	Trouble shooting of Operating system, Application software, customized software and Local Area Networking.	2
	<b>Practice &amp; Test</b>	
CD-34	Review and practice of MS Word	2
CD-35	Review and practice of MS Excel	2

Topic No	Topics	Class Hour
CD-36	Review and practice of Power Point	2
CD-37	Review and practice of Access	2
CD-38	Written Test	3
CD-39	Closing Session (Question & Answer Review and Closing Speech)	1
Total =		80

Note : One Period = One Class hour = 40 Minutes

8. Training Methodology :

(a) Class room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration.

9. Evaluation System : (a) Pre Test (b) Post Test (c) Mid Term Evaluation (d) Final Evaluation.

### **Foundation Training on IT**

1. Course Code : ICT06
2. Course Title : Foundation Training on IT
3. Course Type : Information & Communication Technology (ICT)
4. Total Period : 32
5. Course Objective : Develop Professional Skill on Information Technology (IT).
6. Participant : BREB DD(Tech.)/XEN, BREB AE, BREB Asstt. GIS Specialist, BREB Asstt. Programmer, BREB SAE, PBS AGM (O&M/E&C/P&M), PBS JE (IT) , PBS AJE (IT) , Consultant Graduate Engineer.
7. Course Content :

Topic No	Topics	Class Hour
-	Registration and Pre-Evaluation	-
T-01	Basics of Concept of IT	2
T-02	Computer Devices and Hardware	2
T-03	Operating System, Software and Databases	2
T-04	Advance Level Ms Excel	9
T-05	Advance Level MS Access	9
T-06	Networking	2
T-07	Information Security & Backup system	2
T-08	User Safety	2
T-09	Function of an IT Engineer	2
Total =		32

Note : One Period = One Class-hour = 40 Minutes

8. Training Methodology :

(a) Class-room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post Test (c) Mid Term Evaluation (d) Final Evaluation

### **Router / Firewall Configuration, Wi-Fi Network Configuration**

1. Course Code : ICT07
2. Course Title : Router / Firewall Configuration, Wi-Fi Network Configuration
3. Course Type : Information & Communication Technology (ICT)
4. Total Period : 36
5. Course Objective : Enhance Knowledge on Router / Firewall Configuration, Wi-Fi Network Configuration.
6. Participant : BREB AE, BREB Asstt. GIS Specialist, BREB Asstt. Programmer, BREB SAE, PBS AGM (O&M/E&C/P&M), PBS JE (IT), PBS AJE (IT) , Consultant Graduate Engineer.
7. Course Content :

Topic No	Topics	Class Hour
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Topic No	Topics	Class Hour
-	Registration and Pre-Evaluation	-
T-01	Basics of Internetworking and OSI Model	3
T-02	IP Sub-netting, VLSM, CIDR, Summarization	4
T-03	Configuration of Wi-Fi Network	3
T-04	Getting started with Cisco Routers	3
T-05	Getting started with Basic Configuration of router and Firewall	3
T-06	Different types of Standard, Network Protocols, Routing Protocols, Performance Protocols, Quality of service etc.	5
T-07	Access control list (ACL)	3
T-08	Network Address Translation (NAT)	3
T-09	Projects	9
Total =		36

Note : One Period = One Class-hour = 40 Minutes

8. Training Methodology :

(a) Class-room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post Test (c) Mid Term Evaluation (d) Final Evaluation

### **Real Server (WIN 2008/2012) Configuration and Administration**

1. Course Code : ICT08(A)
2. Course Title : Real Server (WIN 2008/2012) Configuration and Administration
3. Course Type : Information & Communication Technology (ICT)
4. Total Period : 60
5. Course Objective : Enhance Knowledge on Real Server (WIN 2008/2012) Configuration and Administration.
6. Participant : BREB AE, BREB Asstt. Programmer, PBS JE (IT), S AJE (IT) , Consultant Graduate Engineer.
7. Course Content :

Topic No	Topics	Class Hour
-	Registration and Pre-Evaluation	-
T-01	Overview of Windows 2008/2012 Server	3
T-02	Overview of Domain based Network and Active Directory Services	3
T-03	Installing and Configuring Active Directory Domain Controller	3
T-04	Installing and Configuring Primary and Secondary DNS	3
T-05	Installing and Configuring DHCP Server	6
T-06	RAID Configuration	4
T-07	Installing and Configuring IIS Server	5
T-08	Managing User and Service Accounts	3
T-09	Implementing a Group Policy Infrastructure	3
T-10	Managing User Desktops with Group Policy	3
T-11	Implementing Remote Access	3
T-12	Installing, Configuring, and Troubleshooting the Network Policy Server Role monitor and trouble shoot NPS.	6
T-13	Implementing Network Access Protection	3
T-14	Optimizing File Services	3
T-15	Configuring Encryption and Advanced Auditing	3
T-16	Implementing Update Management	3
T-17	Monitoring Windows Server 2012	3
Total =		60

Note : One Period = One Class-hour = 40 Minutes

8. Training Methodology :

(a) Class-room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post Test (c) Mid Term Evaluation (d) Final Evaluation

### **Real Server (Linux) Configuration and Administration**

1. Course Code : ICT08(B)
2. Course Title : Real Server (Linux) Configuration and Administration
3. Course Type : Information & Communication Technology (ICT)
4. Total Period : 62
5. Course Objective : Enhance Knowledge on Real Server (Linux) Configuration and Administration.
6. Participant : BREB AE, BREB Asstt. Programmer, PBS JE (IT) , PBS AJE (IT) , Consultant Graduate Engineer.
7. Course Content :

Topic No.	Topics	Class Hour
-	Registration and Pre-Evaluation	-
T-01	Overview of Linux and system administration	3
T-02	Installation and configuration	4
T-03	Bootting and shutting of down of Linux	3
T-04	Managing software and devices	4
T-05	X-window System Administration	3
T-06	Managing Users and Groups	3
T-07	The Linux File system	3
T-08	Linux File Security	3
T-09	Working with Linux Kernel	3
T-10	Shell and Perl Scripting	3
T-11	Controlling Process	3
T-12	System Backups	3
T-13	Trouble shooting the System	3
T-14	Basic Networking	3
T-15	DNS	3
T-16	DHCP	3
T-17	The Apache web server	3
T-18	The Samba File Sharing Facility	3
T-19	Networking File System (NFS)	3
T-20	System Security	3
Total =		62

Note : One Period = One Class-hour = 40 Minutes

8. Training Methodology :

(a) Class-room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post Test (c) Mid Term Evaluation (d) Final Evaluation

### **Advanced Database Management**

1. Course Code : ICT09
2. Course Title : Advanced Database Management
3. Course Type : Information & Communication Technology (ICT)
4. Total Period : 115
5. Course Objective : Enhance Knowledge on Advanced Database Management.
6. Participant : BREB DD(Tech.)/XEN, BREB AE, BREB Asstt. Programmer, PBS JE (IT) , PBS AJE (IT) , Consultant Graduate Engineer.
7. Course Content :

Topic No.	Topics	Class Hour
-	Registration and Pre-Evaluation	-
T-01	Overview of Data, Information and Database	2
T-02	Database Management System (DBMS)	2
T-03	Relational Database Management System (RDBMS)	2
T-04	Why DBMS is required and advantage of DBMS	2
T-05	Normalizations	2
T-06	Relational Database Management System (RDBMS) & Codd's Law	2
T-07	Installation and configuration of ORACLE	3
T-08	Basics of SQL statements	2
T-09	Restricting and sorting data	2
T-10	Single row functions	3
T-11	Aggregating Group functions	3
T-12	Displaying data from multiple table	3
T-13	Sub-queries	3
T-14	Manipulating data	2
T-15	Creating and managing tables	3
T-16	Introduction to PL/SQL	2
T-17	Data Presentation	2
T-18	Interaction with ORACLE	3
T-19	Control Structures	3
T-20	Composite data type	3
T-21	Basics of Cursors	3
T-22	Basics of Exceptions	3
T-23	Working with sub-programs	3
T-24	Packages	3
T-25	Database triggers	2
T-26	Contents and components	2
T-27	Running a forms application	3
T-28	Creating a basic form and customizing blocks	3
T-29	Customizing block relationship	3
T-30	Creating and modifying text items	3
T-31	Creating LOVS	2
T-31	Creating additional input items	3
T-32	Creating not- input items	3
T-33	Windows and Canvas Views	3
T-34	Introduction to Triggers	2
T-35	Uses of triggers	2
T-36	Working with multi forms and menus	3
T-37	Designing and Running a Reports	2
T-38	Creating a basic report	2
T-39	Data model Basis Queries, Groups and links	2
T-40	Data Model basics column	2
T-41	Layout objects	2
T-32	Parameter passing	2
T-33	PROJECTS	8
Total =		115

Note : One Period = One Class-hour = 40 Minutes

8. Training Methodology :

(a) Class-room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post Test (c) Mid Term Evaluation (d) Final Evaluation

### **Use of Bangla Unicode Software & Font**

1. Course Code : ICT13
2. Course Title : Use of Bangla Unicode Software & Font
3. Course Type : Information & Communication Technology (ICT)
4. Total Period : 09
5. Course Objective : Enhance Knowledge on Use of Bangla Unicode Software & Font.
6. Participant : BREB Asstt. Programmer, PBS AJE (IT), Typist-cum-Computer Operator, Data Entry Operator.
7. Course Content :

Topic No.	Topic	Class Hour
-	Registration and Pre-Evaluation	-
T-01	Introduction to Bangla Unicode Software & Font	01
T-02	Presentation of Software Installation & Configuration and this is done by Trainee	03
T-03	Prepare a Letter in MS Word & Pay Slip in Excel by using Unicode Font	02
T-04	Convert Unicode Font Document to General Bangla Font Document and Practice	02
T-05	Examination	01
Total =		09

Note : One Period = One Class-hour = 40 Minutes

8. Training Methodology :  
(a) Class-room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration
9. Evaluation System : (a) Pre Test (b) Post Test (c) Mid Term Evaluation (d) Final Evaluation

### **PBS Distribution System Construction & Inspection**

1. Course Code : TC015
2. Course Name : PBS Distribution System Construction & Inspection(Revision:02)
3. Course Type : Technical Construction (TC)
4. Total Period : 107
5. Course Objective : Develop Professional Skill on PBS Construction System.
6. Participant : BREB DD(Tech.)/XEN, BREB AE, PBS AGM (COM), PBS AGM (Engineering).
7. Course Content :

Topic No	Topics	Class Hour
-	Registration and Pre-Evaluation	-
T-01	Inauguration & Importance of the Course	01
T-02	Introduction to PBS Distribution System	02
T-03	Substation Construction (Pole Mounted & Steel Structure), Site selection, Contouring, Earth filling, Lay out, Equipment Pad Construction & Anchoring, Structure erection, Equipment Carrying, & Connection (Follow -100-48), S/S Construction tools.	05
T-04	Mechanical Design and Construction Standard (Follow 100-28), 1φ Part	03
T-05	Mechanical Design and Construction Standard (Follow 100-28), 3φ & Miscellaneous Part	03
T-06	Construction Standard for 33 KV Line (Follow 100-45)	03
T-07	Construction Standard for Sub-marine Cable & Spacer Cable (100-28SC)	02
T-08	Introduction & Usages of Wooden Pole	02
T-09	Introduction & Usages of SPC Pole & probability of using steel poles	02
T-10	Line Construction materials & Tools (Material Identification Manual)	08
T-11	Safety for electrical system construction	02



Topic No	Topics	Class Hour
T-12	Framing, Digging, Facing & Setting of Pole (Practical)	08
T-13	Conductor Handling, Stringing, Sagging, Armoring, Tying, Splicing (Practical)	08
T-14	Right of Way & Right of Way Clearance and its importance	01
T-15	Adequate Grounding (Follow 100-22)	02
T-16	Installation of Equipment (Practical)	08
T-17	Mid Term Exam	01
T-18	Service drop & Energy meter	04
T-19	Basic Consumer Wiring	02
T-20	Advanced Consumer Wiring	03
T-21	Introduction to pole Climbing & Personal Tools	01
T-22	Pole Climbing Practice (SPC Pole & Wooden Pole)	08
T-23	Construction Lines Inspections, Supervision & Special notes	01
T-24	Role of Engineers in Construction (Follow 100-12)	02
T-25	Store Control, Material Issue, Receive, Return, Inventory, Condemnation & Disposal (300-52)	03
T-26	Energization and Outage (Follow 100-39, Form No. 458 & 459)	01
T-27	Work order & Close out Procedure	02
T-28	Procedure of Additional Work and Preparation of As Built Staking Sheet & Bill of Material	02
T-29	Renovation of taken over line from other organization, Work Plan, Inventory, Staking, Dismantling & Renovation (Practical)	08
T-30	Awareness and requirement of ISO 9001:2015	01
T-31	Disaster management	02
T-32	Ethics & National Integrity	02
T-33	Course Review & Post Evaluation	01
T-34	Examination	02
T-35	Closing Session (Question & Answer Review and Closing Speech)	01
Total =		107

Note : One Period = One Class hour = 40 Minutes

8. Training Methodology :

(a) Class room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post Test (c) Mid Term Evaluation (d) Final Evaluation

### **PBS Distribution System Construction & Inspection**

1. Course Code : TC016
2. Course Name : PBS Distribution System Construction & Inspection (Revision:01)
3. Course Type : Technical Construction (TC)
4. Total Period : 109
5. Course Objective : Develop Professional Skill on PBS Construction System.
6. Participant : BREB SAE, BREB Inspector, AJE (COM) ,AJE (Engineering).
7. Course Content :

Topic No	Topics	Class Hour
	Registration and Pre Evaluation	
T 01	Inauguration & Importance of the Course	01
T 02	Introduction to PBS Distribution System	02
T 03	Substation Construction (Pole Mounted & Steel Structure), Site selection, Contouring, Earth filling, Lay out, Equipment Pad Construction & Anchoring, Structure erection, Equipment Carrying, & Connection (Follow 100 48), S/S Construction tools.	05

Topic No	Topics	Class Hour
T 04	Mechanical Design and Construction Standard (Follow 100 28), 1 $\phi$ Part	03
T 05	Mechanical Design and Construction Standard (Follow 100 28 & 100 45), 3 $\phi$ & Miscellaneous Part	04
T 06	Map & Uses of Staking Sheet and introduction to BREB Form No. 348R	04
T 07	Voltage Level & Calculation	03
T 08	Over Current Protection	03
T 09	Usages Wooden & SPC Pole and probability of using steel poles	03
T 10	Line Construction materials & Tools. (Material Identification Manual)	08
T 11	Safety for electrical system construction	02
T 12	Framing, Digging, Facing & Setting of Pole (Practical)	08
T 13	Conductor Handling, Stringing, Sagging, Armoring, Tying, Splicing (Practical)	08
T 14	Right of Way& Right of Way Clearance	02
T 15	Adequate Grounding (Follow 100 22)	02
T 16	Installation of Equipments (Practical)	08
T 17	Mid Term Exam	01
T 18	Service drop & Energy Meters	04
T 19	Introduction to pole Climbing & Personal Tools	01
T 20	Pole Climbing Practice (SPC Pole and Wooden Pole)	12
T 21	Consumer Wiring Standard (300 19)	02
T 22	Inspection Assistance & Others Written Notes	01
T 23	Role of Engineers in Construction (Follow 100 12)	02
T 24	Energization and outage Procedure (100 39, Form No 458, 459)	02
T 25	Work order & Close out Document Preparation	02
T 26	Renovation of taken over line from other organization , Work Plan, Inventory, Staking, Dismantling & Renovation (Practical)	08
T 27	Awareness and requirement of ISO 9001:2015	01
T 28	Disaster management	02
T 29	Ethics & National Integrity	02
T 30	Awareness about autism & Social Responsibility.	01
T 31	Course Review & Post Evaluation	01
T 32	Examination	02
T 33	Closing Session (Question & Answer Review and Closing Speech)	01
Total =		109

Note : One Period = One Class hour = 40 Minutes

8. Training Methodology :

(a) Class room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post Test (c) Mid Term Evaluation (d) Final Evaluation

### **Warehouse Management**

1. Course Code : TC210
2. Course Name : Warehouse Management.
3. Course Type : Technical Construction (TC)
4. Total Period : 42
5. Course Objective : Develop Knowledge & Management Capacity on BREB/PBS Warehouse/Store.
6. Participant : BREB DD (Tech.), XEN,BREB AE,BREB SAE,PBS AGM (COM),PBS AGM (Engineering.
7. Course Content :

Topic No	Topics	Class Hour
T 1	Registration and Pre Evaluation	
T 2	Inauguration & Importance of the Course	01
T 3	Concept of Materials Management	01
T 4	Concept of Warehouse Management	01
T 5	Flow Chart of the Activities of Warehouse Management	01
T 6	Introduction to BREB and PBS Warehouses	01
T 7	Responsibilities of Concerned Personnel for Warehouse Management	01
T 8	Role of Directorate of Clearance, Storage and Movement (CS&M) in Store Control	01
T 9	Slow Moving Items and their Substitution	01
T 10	Annual New Materials Requirement	03
T 11	Material Requirement for Construction and Maintenance	01
T 12	Use of Work Order Number on Store Tickets	01
T 13	Materials Receiving Procedures	02
T 14	Material Storage and Maintenance	02
T 15	Materials Issue and Return Procedures	02
T 16	Materials Ticket Filing and Cancellation	02
T 17	Store Recording	02
T 18	Materials Movement Reporting	02
T 19	Surplus, Obsolete and Scrap Materials Disposal	02
T 20	Physical Inventory	02
T 21	Security Precautions	02
T 22	Safety measure and its importance	02
T 23	Environmental concern	01
T 24	Awareness and Requirement of ISO 9001 : 2015	01
T 25	Disaster management	02
T 26	Ethics & National Integrity	02
T 27	Course Review & Post Evaluation	02
T 28	Written Examination	01
T 29	Closing Session (Question & Answer Review and Closing Speech)	01
Total =		42

Note : One Period = One Class hour = 40 Minutes

8. Training Methodology :

(a) Class room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post Test (c) Mid Term Evaluation (d) Final Evaluation.

### **Warehouse Management**

1. Course Code : TC220
2. Course Name : Warehouse Management.
3. Course Type : Technical Construction (TC)
4. Total Period : 42
5. Course Objective : Develop Knowledge & Management Capacity on BREB/PBS Warehouse/ Store.
6. Participant : PBS AGM (General Service)
7. Course Content :

Topic No	Topics	Class Hour
T 1	Registration and Pre Evaluation	
T 2	Inauguration & Importance of the Course	01

Topic No	Topics	Class Hour
T 3	Concept of Materials Management	01
T 4	Concept of Warehouse Management	01
T 5	Introduction of BREB and PBS Warehouses	01
T 6	Introduction of Line Materials and Equipment	02
T 7	Responsibilities of Concerned Personnel for Warehouse Management	01
T 8	Item Numbering System	01
T 9	Slow Moving Items and their Substitution	01
T 10	Role of Directorate of Clearing, Storing and Movement (CS&M) in Store Control	02
T 11	Process of Assessing Materials Requirement and its Procurement	02
T 12	Use of Work Order Number on Store Tickets	01
T 13	Materials Receiving Procedures	02
T 14	Material Storage and Maintenance	02
T 15	Materials Issue and Return Procedures	02
T 16	Materials Ticket Filing and Voidance	02
T 17	Store Recording	02
T 18	Materials Movement Activity Reporting	02
T 19	Surplus, Obsolete and Scrap Materials Disposal	02
T 20	Physical Inventory	02
T 21	Security Precautions	02
T 22	Safety measure and its importance	02
T 23	Environmental concern	01
T 24	Awareness and Requirement of ISO 9001 : 2015	01
T 25	Disaster management	02
T 26	Ethics & National Integrity	02
T 27	Course Review & Post Evaluation	01
T 28	Written Examination	01
T 29	Closing Session (Question & Answer Review and Closing Speech)	01
Total =		42

Note : One Period = One Class hour = 40 Minutes

8. Training Methodology :

(a) Class room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post Test (c) Mid Term Evaluation (d) Final Evaluation

### **Field Training for PBS Assistant Junior Engineer (O&M/E&C)**

1. Course Code : TC760
2. Course Name : Field Training for PBS Assistant Junior Engineer (O&M/E&C)
3. Course Type : Technical Construction (TC)
4. Total Period : 19 Days
5. Course Objective : To develop theoretical and practical knowledge and skill on PBS distribution system construction
6. Participant : BREB SAE,PBS AJE (O&M/E&C).
7. Course Content :

Topic No	Topics	Class Hour
T 01	Inauguration & Importance of the Course and Introduction to Project Division & PBS	1

Topic No	Topics	Class Hour
T 02	Pole Framing, Digging, Introduction & Anchor Installation	2
T 03	Conductor Installation	2
T 04	Equipment Installation	2
T 05	Energization Procedures	1
T 06	Service Drop & Meter Installation	2
T 07	1 Mile As Built Staking	1
T 08	Final Line Inspection	2
T 09	Warehouse Inspection	1
T 10	Substation Construction, Inspection & Test Energization	1
T 11	PDB Line Renovation	1
T 12	House Wiring Standards & Wiring Program for Domestic Consumer	1
T 13	Lineman Work Force Supervision	1
T 14	Operation and Maintenance Work	1
	Total =	19 Days

Note : One Period = One Class hour = 40 Minutes

8. Training Methodology :

(a) Class room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post Test (c) Mid Term Evaluation (d) Final Evaluation

### **PBS System Design**

- Course Code : TE010
- Course Name : PBS System Design (Revision: 01)
- Course Type : Technical Engineering (TE)
- Total Period : 60
- Course Objective : To achieve adequate Knowledge on Design & Construction of PBS Distribution System.
- Participant : REB DD(Tech)/XEN, REB AE, AGM (COM), AGM(ENGG.), Consultant Graduate Engineer.
- Course Content :

Topic No	Topics	Class Hour
-	Registration and Pre-Evaluation	-
T-01	Inauguration & Importance of the Course	<b>01</b>
T-02	Technical Introduction to Electrical Line Construction Project	01
T-03	System Design Criteria and Line Routing	03
T-04	Mapping : Manual & Digital System	02
T-05	Grounding and the MGN (Multi Grounded Neutral) System	02
T-06	Construction Standards, PBS Instruction 100-28 (1 $\phi$ Part)	03
T-07	Construction Standards, PBS Instruction 100-28 & 100-45 (3 $\phi$ & Miscellaneous Part)	04
T-08	Voltage Levels and Calculations	03
T-09	Over voltage Protection & Insulation Levels	02
T-10	Over current Protection	03
T-11	Introduction to Electrical Transformers	02
T-12	Energy Meters	02
T-13	Voltage Regulators and on load tap changer	03
T-14	Capacitors and Power Factor Improvement	02
T-15	System Losses & Calculation	04

Topic No	Topics	Class Hour
T-16	Construction Grades and Grades for disaster trend area	02
T-17	Line Clearances	02
T-18	Poles and Cross-arms and their load bearing capacity	02
T-19	Conductor Characteristics & Thermal Conductivity	02
T-20	Anchors and Guys and their mechanical load	02
T-21	Renovation & up-gradation of taken over & existing overloaded line from others organization.	03
T-22	Awareness and Requirement of ISO 9001 : 2015	01
T-23	Disaster management	02
T-24	Safety of electrical system and dress code of line crew	01
T-25	Ethics & National Integrity	02
T-26	Course Review & Post Evaluation	01
T-27	Examination	01
T-28	Closing Session (Question & Answer Review and Closing Speech)	01
Total =		60

Note : One Period = One Class hour = 40 Minutes

8. Training Methodology :

(a) Class room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post Test (c) Mid Term Evaluation (d) Final Evaluation

### **Distribution Line Staking**

1. Course Code : TE200
2. Course Name : Distribution Line Staking. (Revision : 01)
3. Course Type : Technical Engineering(TE)
4. Total Period : 35
5. Course Objective : Improve Skill for staking of PBS Distribution System.
6. Participant : REB DD(Tech)/XEN, REB AE, REB SAE, AGM (COM), AGM(ENGG.), AJE(COM), AJE(Engineering), Consultant Inspector.
7. Course Content :

Topic No	Topics	Class Hour
-	Registration and Pre-Evaluation	-
T-01	Inauguration & Importance of the Course	<b>01</b>
T-02	The Purpose of Staking, Uses of Staking Sheets and Introduction to revised Staking Sheet REB Form No. 348R	01
T-03	The Staking Process for New Distribution Line : (a) Staking Team (b) Mechanics of Staking	02
T-04	Distribution Line Spans & their Selection (Pole Height, Span Length & Clearances)	02
T-05	Staking Equipment & Staking Table	02
T-06	Control Points and rulling span, maintaining section wise rulling span and its importance.	01
T-07	Construction Grades, Angles & Primary Units, Grades Suitable for disaster trend area	02
T-08	Selection of Various Assembly Units (As per PBS Inst. 100-28)	02
T-09	Pole Staking, Pole Rake & Uplift	02
T-10	Staking Errors to Avoid	01

Topic No	Topics	Class Hour
T-11	Checking of Consultant Staking Sheets, Inspection of New Lines & Preparation of As-built Staking Sheets	02
T-12	Practical Use of Staking Equipment and References (Field)	07
T-13	Staking using satellite imaging	01
T-14	Awareness and Requirement of ISO 9001 : 2015	01
T-15	Disaster management	02
T-16	Safety during staking	01
T-17	Ethics & National Integrity	02
T-18	Course Review & Post Evaluation	01
T-19	Examination	01
T-20	Closing Session (Question & Answer Review and Closing Speech)	01
Total =		35

Note : One Period = One Class hour = 40 Minutes

8. Training Methodology :

(a) Class room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post Test (c) Mid Term Evaluation (d) Final Evaluation

### **Equipment Record Card (ERC) Data Flow Process**

1. Course Code : TE370 (Revision 01)
2. Course Name : Equipment Record Card (ERC) Data Flow Process.
3. Course Type : Technical Engineering (TE)
4. Total Period : 18
5. Course Objective : To develop Knowledge about ERC Software & it's application on PBS Distribution System.
6. Participant : BREB / PBS Officer & Employee .
7. Course Content :

Topic No	Topics	Class Hour
	Registration & Pre Evaluation	
T 01	Inauguration & Importance of the Course	01
T 02	Introduction to Equipment Record Card (ERC)	02
T 03	Data Collection and Recording System	03
T 04	Introduction to ERC Software	02
T 05	Data Analysis and Decision Making	03
T 06	Awareness and Requirement of ISO 9001 : 2015	01
T 07	Load Calculation & One Point Service of PBS	01
T 08	Disaster management	01
T 09	Ethics & National Integrity	01
T 10	Examination & Evaluation	02
T 11	Closing Session (Question & Answer Review and Closing Speech)	01
Total =		18

Note : One Period = One Class hour = 40 Minutes

8. Training Methodology :

(a) Class room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post Test (c) Mid Term Evaluation (d) Final Evaluation

**ই-ফাইল (নথি) ব্যবস্থাপনা**

1. Course Code : টিই৩৮০
2. Course Name : ই-ফাইল (নথি) ব্যবস্থাপনা
3. Course Type : টেকনিক্যাল ইঞ্জিনিয়ারিং
4. Total Period : ১৫ ঘন্টা
5. Course Objectives : এ প্রশিক্ষণ কোর্সটি বাপবিবো/পবিস এ “ই-ফাইল (নথি) ব্যবস্থাপনা” কার্যক্রম বাস্তবায়নে কর্মকর্তা/কর্মচারীদের পারদর্শিতা ও দক্ষতা অর্জনে সহায়ক হবে।
6. Participants : বাপবিবো/পবিস এর কর্মকর্তা/কর্মচারীবৃন্দ
7. Course Content :

Topic No	Topics	Class Hour
-	রেজিস্ট্রেশন।	
টি-১	উদ্বোধন এবং কোর্সের গুরুত্ব আলোচনা।	১
টি-২	ই-ফাইল (নথি) সংক্রান্ত ওয়েব সাইটের পরিচিতি, ইউজার আইডি এর ব্যবহার, লগইন, প্রোফাইল আপডেট, লগআউট ইত্যাদি (ব্যবহারিক)।	২
টি-৩	দাপ্তরিক ডাক ও নাগরিক ডাক এর পরিচিতি, শীল তৈরী, আপলোড, চর্চা করণ ইত্যাদি (ব্যবহারিক)।	২
টি-৪	নথির ধরণ ও নথি তৈরী, নথি প্রেরণ ও সংক্রান্ত আলোচনা।	১
টি-৫	নথির ধরণ ও নথি তৈরী, নথি প্রেরণ ইত্যাদি চর্চা করণ (ব্যবহারিক)।	২
টি-৬	পত্রের খসড়া তৈরী, পত্র জারী করণ, ট্র্যাকিং করণ ইত্যাদি চর্চা করণ (ব্যবহারিক)।	২
টি-৭	নিবন্ধন বহি, প্রতিবেদনসমূহ, ড্যাশবোর্ড সংক্রান্ত ইত্যাদি আলোচনা।	১
টি-৮	ডাক ফেরত, স্ব-উদ্যোগে নথি তৈরী, চিঠির প্রকার, নথি নিষ্পত্তি, সিস্টেম প্রশাসনিক ব্যবস্থাপনা ইত্যাদি চর্চা করণ (ব্যবহারিক)।	২
টি-৯	পরীক্ষা গ্রহণ।	১
টি-১০	কোর্স সমাপনী (প্রশ্ন , উত্তর ও সমাপনী ভাষন)।	১
মোট =		১৫

Note : One period = One Class-hour = 40 Minutes.

## 8. Training Methodology :

(a) Class-room lecture (b) Group Discussion (c) Exercise and Presentation (d) Demonstration

9. Evaluation : Final Exam.

**Sustainable Development Goals (SDGs)**

1. Course Code : TE-395.
2. Course Name : Sustainable Development Goals (SDGs).
3. Course Type : Technical Engineering (TE).
4. Total Period : 18 Training-hours
5. Course Objective : This Course is designed to understand SDGs & its Scope and to develop Capability for implementing SDGs through RE program in Bangladesh.

6. Participant

Designation ID	Designation of Participant
-	BREB/PBS Officers & Employees.

7. Course Content

Topic Code	Topics	No. of Period
-	Registration	-
T1	Inauguration & Importance of the Training Course.	1



T2	The History of Formulation Agenda : 2030, Sustainable Development Goals (SDGs).	1
T3	Overview of SDGs with Targets and Indicators.	2
T4	SDG-7 : Affordable, Reliable & Clean Energy and Linkage with other Goals.	2
T5	Alignment with SDGs and other National Plan (7 <sup>th</sup> FYP) of Bangladesh.	1
T6	Role of BREB as an Electric Utility in implementing SDG-7 and other SDGs goals in Bangladesh.	2
T7	A brief discussion on SDG-1 (No Poverty), SDG-2 (Zero Hunger) and SDG-3 (Good Health and Well-Being).	1
T8	Discussion on SDG-4 (Quality Education), SDG-5 (Gender Equality), SDG-8 (Decent Work and Economic Growth), SDG-10 (Reduced Inequalities) and Implementation of Human Development & his Life Standard.	2
T9	SDG-6 (Clean Water and Sanitation), SDG-12 (Responsible Consumption and Production), SDG-14 (Life Bellow Water) and SDG-15 (Life on Land).	1
T10	SDG-9 (Industry, Innovation and Infrastructure), SDG-11 (Sustainable Cities and Communities), SDG-16 (Peace, Justice and Strong Institutions) & SDG-17 (Partnerships for the Goals).	2
T11	Duties and Responsibilities of BREB and its Employee on "My Village - My Town" Slogan to Develop Rural Bangladesh.	1
T12	Discussion on SDG-13 (Climate Action) and brief Scenerio of Global Climate Change.	1
T13	Examination & Closing Session (Question & Answer Review and Closing Speech)	1
Total Hours =		18

Note : One period = One Class-hour = 40 Minutes.

## 8. Training

### Methodology :

(a) Class-room lecture, (b) Group Discussion, (c) Exercise and Presentation and (d) Demonstration.

## 9. Evaluation System : (a) Final Evalution

## ফ্রিল্যান্সিং ওয়্যারিং পরিদর্শন

1. Course Code	টিই-৪০০।
2. Course Name	ফ্রিল্যান্সিং ওয়্যারিং পরিদর্শন
3. Course Type	টেকনিক্যাল ইঞ্জিনিয়ারিং (টিই)।
4. Total Period	২৭ প্রশিক্ষণ-ঘণ্টা।
5. Course Objective	এ প্রশিক্ষণ কোর্সের প্রশিক্ষার্থীগণ পবিস এর গ্রাহকদের ওয়্যারিং দ্রুততম সময়ে পরিদর্শনের মাধ্যমে সংযোগ ও ওয়্যারিং এর মানসম্মত অবস্থা নিরূপনে সক্ষমতা অর্জন করতে পারবেন বিষয় তাদেরকে পবিস এর ওয়্যারিং পরিদর্শন কের বিকল্প হিসেবে কাজে লাগানো সম্ভব হবে।

## 6. Participant

Designation ID	Designation of Participant
-	বিদ্যুৎ লাইসেন্সিং বোর্ড থেকে “বি” ও “সি” লাইসেন্স প্রাপ্ত ব্যক্তি।

## 7. Course Content

Topic Code	Topic	Trainin g-Hour.
-	রেজিস্ট্রেশন	-
টি-১	উদ্বোধন ও কোর্সের গুরুত্ব আলোচনা।	১
টি-২	বিদ্যুৎ সংযোগ পদ্ধতিসমূহের সংক্ষিপ্ত ধারণাঃ যেমন- অনলাইন পদ্ধতি, সনাতন পদ্ধতি, স্পট মিটারিং, আলোর ফেরিওয়ালা ইত্যাদি।	২
টি-৩	বিদ্যুৎ ব্যবহার সংক্রান্ত নির্দেশনা ও সতর্কতা।	২
টি-৪	বৈদ্যুতিক ওয়্যারিং-এর ধারণা এবং বাপবিবো কর্তৃক নির্ধারিত প্রমিত ওয়্যারিং পদ্ধতি।	২
টি-৫	মানসম্মত ওয়্যারিং মালামাল।	১
টি-৬	বৈদ্যুতিক ওয়্যারিং-এর নিরাপত্তা বিধি, যন্ত্রপাতি ও পরীক্ষন পদ্ধতি।	২
টি-৭	কম্পিউটার এবং ইন্টানেট সম্পর্কিত মৌলিক ধারণা।	১
টি-৮	পল্লী বিদ্যুৎ অনলাইন সংযোগ পদ্ধতি: বিস্তারিত ধারণা।	৩
টি-৯	ওয়্যারিং পরিদর্শনের বিস্তারিত নিয়মাবলী।	২
টি-১০	অনলাইনে বৈদ্যুতিক ওয়্যারিং রিপোর্ট জমাদান পদ্ধতি।	১
টি-১১	নৈতিকতা ও জাতীয় শুদ্ধাচার (গ্রাহক ব্যবস্থাপনায় আচরণ বিধি ও শুদ্ধাচার)।	১
টি-১২	নৈতিকতার স্বলন এবং শাস্তি।	১
টি-১৩	ফ্রিল্যান্সিং ওয়্যারিং পরিদর্শন নিবন্ধন ও বাতিলকরণ।	১
টি-১৪	করণীয় ও বর্জনীয়।	১
টি-১৫	ফি ও আর্থিক প্রগোদনা।	১
টি-১৬	আইএসও সংক্রান্ত সচেতনতা।	১
টি-১৭	এসডিজি সংক্রান্ত ধারণা ও করণীয়।	১
টি-১৮	উন্মুক্ত আলোচনা।	১

টি-১৯	মূল্যায়ন: নৈর্ব্যক্তিক ও ব্যবহারিক পরীক্ষা।	২
Total Hours =		২৭

Note : One period = One Class-hour = 40 Minutes.

## 8. Training

### Methodology :

(a) Class-room lecture, (b) Group Discussion, (c) Exercise and Presentation and (d) Demonstration.

## 9. Evaluation

System : (a) Final Evaluation

## Concept on Distribution System Protection

1. Course Code TE-405
2. Course Name Concept on Distribution System Protection.
3. Course Type Technical Engineering (TE).
4. Total Period 27 Training-hours
5. Course Objective This Course is designed to develop Capability for Distribution System Protection to provide Reliable and Quality Power Supply in REB/PBS Distribution System.

6. Participant

Designation ID	Designation of Participant
-	BREB/PBS Officers (Engineering).

7. Course Content

Topic Code	Topics	Training-Hour.
-	Registration	-
T1	Inauguration & Importance of the Training Course.	1
T2	Types of Fault in Power System and Concept of Fault Current Calculation.	2
T3	Power System Protection Basics.	2
T4	Protection Schematic Diagram and Control Circuit Reading.	2
T5	Instrument Transformer Requirement for Protective Relays.	1
T6	Cable Schedule and As Built Drawing.	1
T7	Over Current and Earth Fault Protection.	2
T8	Time-Current Characteristics and Choice of IDMT & DMT Relays.	3

T9	Example and Case Study of O/C & E/F Co-ordination, Selection of Fuse.	4
T10	Power Transformer Protection.	2
T11	Unit Protection Scheme.	1
T12	Transformer Differential Protection, Connection Diagram of Differential Protection Relays and Restricted Earth Fault Protection.	4
T13	Mechanical/Self Protection/Body Protection of a Transformer.	2
T14	<b>Field Visit</b> : To visit an Indoor Sub-station to obtain Practical Knowledge on Protection.	8
T15	Awareness and Requirement of ISO.	1
T16	Ethics and National Integrity.	2
T17	Disaster Management	2
T18	SDG and its Requirement.	1
T19	APA	1
T20	Written Exam.	1
T21	Closing Session (Question & Answer Review and Closing Speech).	1
Total Hours =		44

Note : One period = One Class-hour = 40 Minutes.

### 8. Training

#### Methodology :

(a) Class-room lecture, (b) Group Discussion, (c) Exercise and Presentation and (d) Demonstration.

### 9. Evaluation System : (a) Final Evaluation

## **Billing Software Support**

- |                     |   |
|---------------------|---|
| 1. Course Code      | TO-390  |
| 2. Course Name      | <b>Billing Software Support.</b>  |
| 3. Course Type      | Technical Operation.  |
| 4. Total Period     | 45 hours  |
| 5. Course Objective | This Course is designed for fulfillment of employee skill development on Billing Software Support activities. |

## 6. Participant

Designation ID	Designation of Participant
-	JE / AJE (IT) of PBS.

7. Course  
Content

Topic Code	Topics	No. of Period
-	Registration	-
T1	Inauguration and Importance of the Course.	1
T2	Programming and DBMS Fundamentals.	2
T3	Software Development Life Cycle : Waterfall Model.	2
T4	Oracle Database Server, Developer & Toad : Installation and Configuration.	3
T5	Basic SQL and PLSQL Operation.	1
T6	Data Export & Import.	1
T7	Table Space and User Creation, Grant Role Based Permission & Authentication to User.	2
T8	Schema, Table, Views, Procedure, Functions, Trigger, Index, Sequence and Partition Creation.	3
T9	Billing Software Installation and Configuration.	3
T10	Billing Software related Frequently Asked Question (FAQ).	2
T11	Billing Software Related (FAQ) Trouble Shooting.	5
T12	System Administration & User Management of Billing Software.	2
T13	BERC New Tariff Integration.	3
T14	SMS API and Teletalk Upload/Download Module Integration.	3
T15	Basic Operations of Billing System	2
T16	Discussion about Various Types of Reports in Billing Software.	2

Topic Code	Topics	No. of Period
T17	Total Billing System Business Review.	2
T18	Practice on Previous Operations	3
T19	Evaluation/Exam (Practical) & Closing Session.	3
Total Hours =		45

Note : One period = One Class-hour = 40 Minutes.

### 8. Training Methodology

:

(a) Class-room lecture    (b) Group Discussion    (c) Exercise and Presentation    (d) Demonstration

9. Evaluation System :    (a) Final Evaluation

## Management of Transport Maintenance

1. Course Code : TO620(Revision 01)
2. Course Name : Management of Transport Maintenance
3. Course Type : Technical Operation (TO)
4. Total Period : 18
5. Course Objective : Increase Knowledge about Management of Transport Maintenance.
6. Participant : BREB DD (Admn. & Fin.),BREB AD (Admn.),BREB AD (Fin.),BREB Accountant,PBS GM,PBS DGM ,PBS AGM (GS),PBS AGM (Finance),PBS Asstt. Enforcement Co ordinator.

7. Course Content :

Topic No.	Topics	Class Hour
	Registration and Pre evaluation	
T 1	Inauguration & Importance of the Course	1
T 2	Introduction to PBS Vehicle Maintenance	1
T 3	Video Presentation & open discussion on Vehicle Maintenance	2
T 4	Vehicle Identification and Records System	2
T 5	Principles of Vehicle Maintenance	2

T 6	Spare Parts and Supplies	1
T 7	Trainee Hands on Practice	4
T 8	Awareness and Requirement of ISO 9001 : 2008	1
T 9	Safety & Environmental Awareness	1
T 10	Professional Integrity, Honesty, Etiquette & Anti corruption	1
T 11	Review & Examination	1
T 12	Closing Session (Question & Answer Review and Closing Speech)	1
Total =		18

Note : One Period = One Class hour = 40 Minutes

8. Training Methodology : (a) Class room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post Test (c) Mid Term Evaluation (d) Final Evaluation

### **Operation, Maintenance & Repair of ACR/OCR's for Engineers**

1. Course Code : TO220
2. Course Name : Operation, Maintenance & Repair of ACR/OCR's for Engineers
3. Course Type : Technical-Operation & Maintenance (TO)
4. Total Period : 72
5. Course Objective : Develop Knowledge & Skill respectively on Theoretically & Practically about Maintenance & Repair of ACR/OCR's.
6. Participant : BREB DD (Tech.), XEN, REB AE, PBS DGM (Tech. Background), PBS AGM (COM), PBS AGM (Engineering).
7. Course Content :

Topic No	Topics	Class Hour
T1	Registration and Pre-Evaluation	
T2	Inauguration & Importance of the Course	1
T3	Automatic Circuit Recloser	2
T4	Introduction to Different Components of ACR	2
T5	Factors for Operating ACRs	1
T6	Recloser to Recloser and Recloser to Fuse Coordination	3
T7	Description on Operation of ACR	3
T8	Periodic Inspection and Maintenance of Oil or Vacuum Interrupted Hydraulically Controlled ACR	2
T9	Description of General Maintenance of ACR	1
T10	Testing Different Operation of ACR (Practical)	2
T11	High Potential Insulation Level Withstand Tests (Practical)	1
T12	Sampling, Handling & Testing Oil (Practical)	2
T13	Changing ACR Bushings and Insulator (Practical)	1
T14	Removal of Head Casting (Practical)	1
T15	Changing or Maintenance of Arc Interrupting Assembly (Practical)	1

Topic No	Topics	Class Hour
T16	Changing or Maintenance of Vacuum Interrupting Assembly (Practical)	1
T17	Changing or Maintenance of Closing Solenoid & Closing Solenoid Contactor (Practical)	1
T18	Changing of Series-Trip Solenoid (Practical)	1
T19	Changing or Maintenance of Hydraulic pump and Lockout Piston (Practical)	1
T20	Inspecting, Adjusting and Reinstalling of Time Delay Units (Practical)	2
T21	Periodic Inspection and Maintenance Procedure of Vacuum Interrupted Electronically Controlled ACR	1
T22	Different Component of Vacuum Interrupted Electronically Controlled ACR and Its Replacement	2
T23	Different setting / change of Setting of ACR (Practical)	3
T24	Battery Maintenance	1
T25	Control Feature of FXB (cooper) Microprocessor Based Recloser (Practical)	2
T26	Installation and Operation of FXB Microprocessor Based Recloser (Practical)	1
T27	FXB Microprocessor Based Recloser Controls Software User's Manual (Practical)	2
T28	Testing procedure of Different Parts of FXB (cooper) Microprocessor Based Recloser (Practical)	3
T29	Control Lever Over-travel Adjustment and Control Adjustment (Practical)	1
T30	Control Feature of Nu-Lec Microprocessor Based Recloser (Practical)	2
T31	Safety Precaution for Working with ACR	1
T32	Installation & Operation Nu-lec Microprocessor Based Recloser (Practical)	2
T33	Maintenance of Microprocessor Based Nu-Lec Recloser and Its control Cubicle (Practical)	2
T34	Gas Recharging & Calibration Procedure (Practical)	2
T35	Trouble shooting (Practical)	2
T36	Awareness and Requirement of ISO 9001 : 2015	1
T37	Ethics & National Integrity	2
T38	Disaster Management	2
T39	Review & Post Evaluation	2
T40	Written Examination	1
T41	Practical Examination	7
T42	Closing Session (Question & Answer Review and Closing Speech)	1
Total =		72

Note : One Period = One Class-hour = 40 Minutes

8. Training Methodology :

(a) Class-room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post Test (c) Mid Term Evaluation (d) Final Evaluation

### **Operation, Maintenance & Repair of Transformer's for Engineers**

1. Course Code : TO230
2. Course Name : Operation, Maintenance & Repair of Transformer's for Engineers
3. Course Type : Technical-Operation & Maintenance (TO)
4. Total Period : 72
5. Course Objective : Develop Knowledge & Skill respectively on Theoretically & Practically



- about Maintenance & Repair of Transformer's.
6. Participant : BREB DD (Tech.), XEN,REB AE,PBS DGM (Tech. Background),PBS AGM (COM),PBS AGM (Engineering).
7. Course Content :

Topic No	Topics	Class Hour
T1	Registration and Pre-Evaluation	
T2	Inauguration & Importance of the Course	1
T3	Introduction to Transformer	2
T4	Different External Components of Transformers	2
T5	Principles of Transformer	3
T6	Auxiliaries of PDB Used Transformers	1
T7	Different Internal Components of Transformers	2
T8	Measuring and Controlling devices of Transformers	2
T9	Routine Test Except Loss and Insulation Test (Workshop)	5
T10	Procedure of Loss Test (Workshop)	3
T11	Installation and Removal of Radiator of Transformer (Workshop)	2
T12	Procedure of Insulation Test (Workshop)	4
T13	Maintenance schedule and its recording.(Workshop)	2
T14	Procedure of Making Parallel Connection of two Transformers (Workshop)	7
T15	Removing and Replace / Changing of Transformers Bushings (Workshop)	3
T16	Awareness and Requirement of ISO 9001 : 2015	1
T17	Repairing of Core and Coil of Transformers (Workshop)	5
T18	Pre-Inspection and Installation of Transformers in Power line (Workshop)	3
T19	Trouble Shooting (Workshop)	2
T20	Procedure of Short Ckt. Test of Transformers (Workshop)	3
T21	Safety Precaution for working with Transformers	1
T22	Oil Test of Transformer (Workshop)	3
T23	Maintenance of Transformer (Workshop)	6
T24	Decision Making for Purchasing New Transformer	2
T25	Ethics & National Integrity	2
T26	Disaster Management	2
T27	Course Review & Post Evaluation	1
T28	Written Examination	1
T29	Closing Session (Question & Answer Review and Closing Speech)	1
Total =		72

Note : One Period = One Class-hour = 40 Minutes

8. Training Methodology :  
 (a) Class-room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration
9. Evaluation System : (a) Pre Test (b) Post Test (c) Mid Term Evaluation (d) Final Evaluation

### **Operation, Maintenance & Repair of Voltage Regulator's for Engineers**

- Course Code : TO235
- Course Name : Operation, Maintenance & Repair of Voltage Regulator's for Engineers
- Course Type : Technical-Operation & Maintenance (TO)
- Total Period : 63
- Course Objective : Develop Knowledge & Skill respectively on Theoretically & Practically about Maintenance & Repair of Voltage Regulator's.
- Participant : BREB DD (Tech.), XEN,REB AE,PBS DGM (Tech. Background),PBS AGM (COM),PBS AGM (Engineering).
- Course Content :

Topic No	Topics	Class Hour
T-1	Registration and Pre-Evaluation	
T-2	Inauguration & Importance of the Course	1
T-3	Introduction to Voltage Regulator	2
T-4	Pre-Installation Inspection and Testing	2
T-5	Voltage Regulator Theory Operation	4
T-6	Testing/Checking of Regulated Output Voltage after Repairing	1
T-7	Installation of Voltage Regulator	2
T-8	Maintenance Schedule and It's Recording	2
T-9	Operation of Voltage Regulator and It's Control Panel	4
T-10	Changing Regulator's Tap changer, Moving or Fixed Contacts, Reversing Switch, Holding Switch	2
T-11	Changing Regulator's Bushing & Lightning Arresters, Position Indication, Flexible Shaft (Internal & External)	2
T-12	Procedure of Inspection & Routine Maintenance of Voltage Regulator	5
T-13	Megger & Oil Testing of Voltage Regulator	3
T-14	Testing of Supply Voltage of Control Panel & Motor Circuit for Cooper Power System, Toshiba, Siemens, McGraw Edison & General Electric.	2
T-15	Changing of Motor and Capacitor	3
T-16	Regulator Dry Out Procedure	1
T-17	Procedure to free a Stalled Tap Changer	1
T-18	Setting of Control Panel Parameter with Schematic Diagram of Cooper Power System, Toshiba, Siemens, McGraw Edison & General Electric.	2
T-19	Ethics & National Integrity	2
T-20	Trouble Shooting	4
T-21	Safety Precaution for working with Voltage Regulator	2
T-22	Awareness and Requirement of ISO 9001 : 2015	1
T-23	Disaster Management	2
T-24	Door Sealing (Checking of Tightness) of Control Cabinet, Junction Box & Control Cable (Drying, Cleaning & Tightness)	1
T-25	Course Review & Post Evaluation	3
T-26	Written Examination (Theory)	1
T-27	Examination (Practical)	7
T-28	Closing Session (Question & Answer Review and Closing Speech)	1
Total =		63

Note : One Period = One Class-hour = 40 Minutes

8. Training Methodology :

(a) Class-room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post Test (c) Mid Term Evaluation (d) Final Evaluation

### **PBS System Operation & Maintenance**

1. Course Code : TO100
2. Course Name : PBS System Operation & Maintenance.
3. Course Type : Technical Operation & Maintenance (TO)
4. Total Period : 109
5. Course Objective : Develop knowledge and Skill on respectively on theoretically and practically about Operation & Maintenance of PBS Distribution System and different equipments.
6. Participant : BREB DD(Tech.)/XEN,BREB AE,PBS AGM (COM),PBS AGM (Engineering)

AJE (COM),AJE (Engineering).

## 7. Course Content :

Topic No	Topics	Class Hour
<b><i>Sub Station Operation &amp; Maintenance</i></b>		
T 1	Registration and Pre Evaluation	
T 2	Inauguration & Importance of the Course	1
T 3	Substation Details : ( Single Line Diagram, Components and Symbols, Substation Log Book and Records)	3
T 4	Substation Electrical Measurements	2
T 5	Operating Practices, Connecting and Removing Equipment and Safety	2
T 6	Emergency Procedures	1
T 7	Power Transformers Operation & Maintenance (Theory)	3
T 8	Voltage Regulator Operation & Maintenance (Theory)	2
T 9	Operation & Maintenance of ACR/OCRs (Theory)	2
T 10	Operation & Maintenance of other Equipments :( Switches and Fuses, Arrestors and Insulators, Meters and Instrument Transformers ) (Theory)	3
T 11	Protective Lighting Structures and Yard, Grounding Tools and Equipment & Spare Parts	2
T 12	Weekly. Monthly and Annual Inspections (Form 455)	2
T 13	Substation Operation, Inspection & Maintenance ( Field Trip)	8
<b><i>Distribution Line Operation</i></b>		
T 14	Purpose of Distribution Lines and General Information	1
T 15	Distribution line Components and Symbols & Maps	3
T 16	Safe Work Procedures	2
T 17	Conductors (Sizing, Voltage Drop, Losses. Etc)	2
T 18	Phasing, Tie Lines and Loop Feeds	2
T 19	Line OCRs Sizes and Types, Switches and Fuses & Coordinating OCRS, Fuses and Sectionalizes	3
T 20	Grounding	2
T 21	Distribution Transformers	2
T 22	Line Voltage Regulators	2
T 23	Line Capacitor (Sizing, PF Improvement, Location, etc)	2
T 24	Energy Meters (Sizes, Types, Kh, Seal Control, etc)	2
T 25	Motors and Phase Converters	2
T 26	Emergency Operating Procedures	2
T 27	System Primary & Secondary Troubleshooting	3
T 28	Mid Term Exam	1
T 29	Load Management	1
T 30	Vehicle Administration	2
T 31	Wireless Communication (Operation & Maintenance) (Theory & Practical)	8
<b><i>Distribution Line Inspection &amp; Maintenance</i></b>		
T 32	Line Inspection and Maintenance work Planning	1
T 33	Line Inspection Form 459 (Poles and Cross arms, Conductor and Grounds)	2
T 34	Distribution Transformers, Meters & Service Drops etc.	3
T 35	Line Patrol, Right of way Inspection and Clearing	2
T 36	Identification of Troublesome Areas & Remedies	1
T 37	Needs for Maintenance Material and Equipment	2
T 38	Tool Maintenance	3
T 39	Hot Line Program Administration and Operations	3
T 40	System Study and Operational Diagram	2

Topic No	Topics	Class Hour
T 41	Distribution Line Operation, Inspection & Maintenance (Field Trip)	7
T 42	Awareness and requirement of ISO 9001:2015	01
T 43	Disaster management	02
T 44	Ethics & National Integrity	02
T 45	Course Review and Post Evaluation	2
T 46	Examination	2
T 47	Closing Session (Question & Answer Review and Closing Speech)	1
Total =		109

Note : One Period = One Class hour = 40 Minutes

8. Training Methodology :

(a) Class room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post Test (c) Mid Term Evaluation (d) Final Evaluation

### **Meter Testing**

1. Course Code : TO241 (Revision 02)
2. Course Name : Meter Testing
3. Course Type : Technical Operation (TO)
4. Total Period : 63
5. Course Objective : Develop knowledge and skill respectively theoretically and practically about Meter Testing
6. Participant : PBS Meter Tester
7. Course Content :

Topic No	Topics	Class Hour
	Registration	
T 1	Inauguration & Importance of the Course	01
T 2	Responsibilities of Meter Tester	01
T 3	Basic Electrical Principles	02
T 4	Watt hour Meter Theory and Components	02
T 5	Meter Testing Room Arrangements	01
T 6	Meter Testing helping Tools	01
T 7	Meter Testing Bench and Wiring Diagrams	02
T 8	Standard Meter Operation and Care	02
T 9	Meter Testing Procedures	02
T 10	Meter Testing Forms and Records	01
T 11	System for Receiving and Issuing Meters	01
T 12	Electro mechanical and Digital Meter Testing and Calibration (Theory)	03
T 13	Single Phase Electro mechanical Meter Repair, Calibration and Testing Practice (Practical)	08
T 14	Single Phase Digital Meter Repair and Testing Practice (Practical)	07
T 15	Three Phase Electro mechanical Meter Repair, Calibration and Testing Practice (Practical)	08
T 16	Three Phase Digital Meter Repair and Testing Practice (Practical)	07
T 17	Maintenance of Standard Meter and Testing Bench	01
T 18	Awareness and Requirement of ISO 9001 : 2008 Standard	01
T 19	Safety & Environmental Awareness	01
T 20	Professional Integrity, Honesty, Etiquette & Anti corruption	01
T 21	Course Review	01
T 22	Written Examination	01
T 23	Practical Examination	07
T 24	Closing Session (Question & Answer Review and Closing Speech)	01

Topic No	Topics	Class Hour
Total =		63

Note : One Period = One Class hour = 40 Minutes

8. Training Methodology : (a) lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post Test (c) Mid Term Evaluation (d) Final Evaluation

### **Single Phase Meter Testing & Repair**

1. Course Code : TO250 (Revision-02)
2. Course Name : Single Phase Meter Testing & Repair
3. Course Type : Technical-Operation (TO)
4. Total Period : 36 hours
5. Course Objectives : Develop knowledge and skill respectively theoretically and practically about single Phase Meter Testing & Repair)
6. Participants : BREB DD (Tech.), XEN, REB AE, PBS AGM (O&M/E&C/P&M), PBS AJE (O&M/E&C), PBS JE (O&M/E&C),
7. Course Content :

Topic No	Topics	Class Hour
T1	Registration & Pre Evaluation	
T2	Inauguration & Importance of the Course	1
T3	Watt-hour Meter Theory and Components	2
T4	Single and Three Phase Meter KWH and KW Reading	2
T5	Electro-mechanical and Digital Meter Testing and Calibration (Theory)	4
T6	Meter Testing Bench and Wiring Diagrams	3
T7	Single Phase Electro-mechanical Meter Repair, Calibration and Testing Practice (Practical)	6
T8	Meter Testing Sequence	1
T9	Meter Testing Room Arrangements	1
T10	Single Phase Digital Meter Repair and Testing Practice (Practical)	5
T11	Allowable Percentage Meter Error, CT & PT	3
	Ethics & National Integrity	2
T12	Disaster Management	2
T14	Awareness and Requirement of ISO 9001 : 2015	1
T15	Course Review	1
T16	Written Examination	1
T17	Closing Session (Question & Answer Review and Closing Speech)	1
Total =		36

Note : One period = One Class hour = 40 Minutes.

8. Training Methodology :

(a) Class room lecture (b) Group Discussion (c) Exercise and Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post test (c) Mid term evaluation (d) Final evaluation

### **Three Phase Meter Testing & Repair**

1. Course Code : TO260 (Revision 01)
2. Course Name : Three Phase Meter Testing & Repair.
3. Course Type : Technical Operation (TO)
4. Total Period : 35
5. Course Objective : Develop knowledge and skill respectively theoretically and practically about Three Phase Meter Testing & Repair.
6. Participant : BREB DD (Tech.), XEN BREB AE, PBS AGM (O&M/ E&C/ P&M), PBS AJE (O&M/E&C).

## 7. Course Content

Topic No	Topics	Class Hour
	Registration and Pre-Evaluation	
T1	Inauguration & Importance of the Course	1
T2	3 $\phi$ Watt-hour Meter Theory and Components	2
T3	Three Phase Meter KWH and KW Reading	2
T4	3 $\phi$ Electro-mechanical and Digital Meter Testing and Calibration (Theory)	4
T5	3 $\phi$ Meter Testing Bench and Wiring Diagrams	3
T6	3 $\phi$ Electro-mechanical Meter Repair, Calibration and Testing Practice (Practical)	6
T7	3 $\phi$ Meter Testing Sequence	1
T8	Allowable Percentage Meter (3 Phase) Error, CT & PT	3
T9	3 $\phi$ Digital Meter Repair and Testing Practice (Practical)	5
T10	Awareness and Requirement of ISO 9001 : 2015	1
T11	Ethics & National Integrity	2
T12	Disaster Management	2
T13	Course Review	1
T14	Examination	1
T15	Closing Session (Question & Answer Review and Closing Speech)	1
	Total =	35

Note : One Period = One Class hour = 40 Minutes

## 8. Training Methodology :

(a) Class room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration

## 9. Evaluation System : (a) Pre Test (b) Post Test (c) Mid Term Evaluation (d) Final Evaluation

**Meter Repair**

1. Course Code : TO266 (Revision 02)
2. Course Name : Meter Repair
3. Course Type : Technical Operation (TO)
4. Total Period : 63
5. Course Objective : Develop knowledge and skill respectively theoretically and practically about Three Phase Meter Testing.
6. Participant : PBS Meter Tester
7. Course Content :

Topic No	Topics	Class Hour
	Registration	
T 1	Inauguration & Importance of the Course	01
T 2	Responsibilities of Meter Repair	01
T 3	Meter Testing Room and Table Wiring	02
T 4	Meter Accuracy and Multipliers	02
T 5	Test Bench and Equipment Connections & Maintenance	03
T 6	Electro mechanical Meter Parts Identification & Stop Watch Checking	04
T 7	Digital Meter Parts Identification	03
T 8	Electro mechanical and Digital Meter Testing and Calibration (Theory)	04
T 9	Single Phase Electro mechanical Meter Repair, Calibration and Testing Practice (Practical)	08
T 10	Single Phase Digital Meter Repair and Testing Practice (Practical)	07
T 11	Three Phase Electro mechanical Meter Repair, Calibration and Testing Practice (Practical)	08
T 12	Three Phase Digital Meter Repair and Testing Practice (Practical)	07

Topic No	Topics	Class Hour
T 13	Awareness and Requirement of ISO 9001 : 2008 Standard	01
T 14	Safety & Environmental Awareness	01
T 15	Professional Integrity, Honesty, Etiquette & Anti corruption	01
T 16	Course Review	01
T 17	Written Examination	01
T 18	Practical Examination	07
T 19	Closing Session (Question & Answer Review and Closing Speech)	01
Total =		63

Note : One Period = One Class hour = 40 Minutes

8. Training Methodology :

(a) Class room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post Test (c) Mid Term Evaluation (d) Final Evaluation

### **Transport Maintenance**

1. Course Code : TO610 (Revision-01)
2. Course Name : Transport Maintenance
3. Course Type : Technical Operation (TO)
4. Total Period : 18
5. Course Objective : Enhance knowledge about Transport Maintenance
6. Participant : BREB Director (Tech.)/SE, BREB DD(Tech.)/XEN, BREB AE, PBS AGM (MS), PBS AGM (O&M/ E&C/ P&M), PBS AJE (O&M/E&C), PBS Junior Engineer(O&M/E&C), BREB Drivers, PBS Drivers.

7. Course Content :

Topic No	Topics	Class Hour
	Registration & Pre-Evaluation	-
T 01	Inauguration & Importance of the Course	1
T 02	Introduction to Vehicle Maintenance	1
T 03	Video Presentation & open discussion on Vehicle Maintenance	2
T 04	Vehicle Identification and Records and Filing system	1
T 05	Principles of vehicle maintenance	2
T 06	Spare parts and supplies	1
T 07	Trainee Hands on Practice	3
T 08	Awareness and Requirement of ISO 9001 : 2008 Standard	1
T 09	Safety & Environmental Awareness	1
T 10	Professional Integrity, Honesty, Etiquette & Anti-corruption	1
T 11	Awareness about Atticism & Social Responsibility	1
T 12	Course Review & Post-Evaluation	1
T 13	Examination	1
T 14	Closing Session (Question & Answer Review and Closing Speech)	1
Total =		18

Note : One Period = One Class hour = 40 Minutes

8. Training Methodology :

(a) Class room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post Test (c) Mid Term Evaluation (d) Final Evaluation

### **Application of Global Positioning System (GPS) and Introductory Geographic Information System (GIS)**

1. Course Code : TO821
2. Course Name : Application of Global Positioning System (GPS) and Introductory Geographic Information System (GIS)

3. Course Type : Technical-Operation (TO)
4. Total Period : 45
5. Course Objective : Improve Skill on Geographic Information System and Global Positioning System.
6. Participant : BREB DD(Tech)/XEN,BREB AE,BREB GIS Specialist, BREB Programmer, BREB Asstt. GIS Specialist, BREB Asstt. Programmer ,GIS Cum CAD Technician,PBS AGM (O&M/ E&C/ P&M),PBS JE (O&M/E&C/P&M),PBS AJE (O&M/E&C/P&M),PBS JE (IT) ,PBS AJE (IT) ,PBS Line Crew, Consultant Graduate Engineer, Consultant Supervision/Staking /Site Engineer/ Inspector.
7. Course Content :

Topic No	Topics	Class Hour
T-01	Inauguration & Importance of the Course	01
T-02	Introduction to GIS	01
T-03	History of Navigation	01
T-04	History of Navigation Satellite and it's type	01
T-05	Global Positioning System	01
T-06	GPS Receivers and it's use	01
T-07	GIS Equipment & survey technique	01
T-08	Different Projection System	01
T-09	Interface of Hand GPS and it's Setting	01
T-10	GPS Data and Field data Collection	02
T-11	Hands on training on GPS and Field data Collection (Practical)	04
T-12	GPS Software Installation and Setting	01
T-13	GPS Data Downloading and processing	02
T-14	Converting GPS & Excel Data to GIS Data	01
T-15	Rectifying, Storing & Sending (E-mail/DVD) GPS data and Field data	02
T-16	Introduction to Google Earth and Software Installation	02
T-17	Introduction to Google Map	02
T-18	Use, setting, software installation of plotter & Map printing	02
T-19	Printing Practices with plotter	02
T-20	Application of GIS in Rural Electrification System	02
T-21	Overall course Review	02
T-22	Test (Practical/Hands on)	06
T-23	Awareness and requirement of ISO 9001:2015	01
T-24	Disaster management	02
T-25	Ethics & National Integrity	02
T-26	Closing Session (Discussion and Closing Speech)	01
	Total =	45

Note : One Period = One Class-hour = 40 Minutes

8. Training Methodology :  
 (a) Class-room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration
9. Evaluation System : (a) Pre Evaluation (b) Post Evaluation

### **PBS Lineman Part I (Introduction to BREB, PBS and PBS Distribution system)**

1. Course Code : TL010
2. Course Name : PBS Lineman Part I



3. Course Type : Introduction to BREB, PBS and PBS Distribution system
4. Total Period : 172 hours
5. Course Objectives : This course is designed for introduction to the BREB/PBS organogram & PBS distribution system for apprentice lineman appointing as application as per policy Instruction 300 08.
6. Participants : Apprentice Lineman.
7. Course Content :

Topic No	Topics	Class Hour
	Registration & Pre- Evaluation	
T-1	Inauguration & Importance of the course	1
T-2	Area Coverage Rural Electrification and it's socio-economic impact	1
T-3	Concept of PBS	1
T-4	BREB/PBS Organizational & Functional Structures	2
T-5	Introduction to PBS Lineman Course & description of Job	2
T-6	Introduction to PBS Distribution System, Transmission & Generation	2
T-7	Implementation & Construction Schedule	1
T-8	Basic Electricity & Formulas	2
T-9	Pole Loading, Handling & Unloading	2
T-10	Basic Mathematics	3
T-11	Awareness and Requirement of ISO 9001 : 2015	1
T-12	Mechanical Advantage (Block & Pulley)	3
T-13	Use & Care of Climbing and Personal Tools	2
T-14	Introduction of Pole	1
T-15	Introduction to Pole Climbing and Climbing Tools.	3
T-16	Pole Numbering & Electronic Equipment Record Card (ERC)	1
T-17	Wooden Pole Climbing Exercise & Practice (Practical)	40
T-18	Introduction to Digging, Setting & Facing of Poles	3
T-19	Introduction of Overhead Construction Tools	2
T-20	Personal & Job Safety, First Aid and Practice	4
T-21	Ropes, Knots & Handlines with Usage (Practical)	9
T-22	S.P.C Pole Climbing Exercise & Practice (Practical)	3
T-23	Right of way and Right of way clearance	2
T-24	Ropes, Knots & Handlines with Usage	3
T-25	Digging, Setting & Facing of Poles (Practical)	9
T-26	Introduction to Overhead Construction Materials	3
T-27	Introduction to OCR/ACR and operation of Fuse Cut-outs, Sectionalizing, VCB	2
T-28	Introduction to Overhead Construction Materials (Practical)	9
T-29	Introduction to Overhead Construction	3
T-30	Operation and Maintenance of Wireless Equipment and Telephone Etiquette	2
T-31	Introduction to Distribution Transformer & Power Transformer, Grounding	3
T-32	Overhead Construction Practice (Practical)	9
T-33	Service Drops & Meters	3
T-34	Ethics & National Integrity	2
T-35	Mid Term Course Review & Examination	4
T-36	Installation of Service Drops & Meters (Practical)	9
T-37	Introduction of Tools Maintenance	3

Topic No	Topics	Class Hour
T-38	Disaster Management	2
T-39	Course Review & Post Evaluation.	3
T-40	Practical Examination & Oral Examination (Rope, Knot & Materials)	6
T-41	Practical Examination & Oral Examination (Climbing & Safety)	3
T-42	Written Examination	2
T-43	Closing Session (Question & Answer Review and Closing Speech)	1
Total =		172

Note : One period = One Class hour = 40 Minutes.

8. Training Methodology :

(a) Class room lecture (b) Group Discussion (c) Exercise and Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post test (c) Mid term evaluation (d) Final evaluation

### **PBS Lineman Part II (Construction and Inspection of PBS Distribution System)**

1. Course Code : TL020
2. Course Name : PBS Lineman Part II
3. Course Type : Construction and Inspection of PBS Distribution System
4. Total Period : 132 hours
5. Course Objectives : This course is designed for fulfillment of employee benefit and skill development on PBS system line construction as per policy Instruction 300 08.
6. Participants : PBS Lineman Grade 2
7. Course Content :

Topic No	Topics	Class Hour
	Registration & Pre- Evaluation	
T-1	Inauguration & Importance of the course	1
T-2	Part-I Course Review	2
T-3	Bill of Materials as per staking sheet	2
T-4	Staking Sheets & it's uses and Electronic Database of Revised staking sheet 348R	3
T-5	Advanced Climbing Practice & Review (Practical)	9
T-6	PBS Instruction 100-28 (Single Phase & Three Phase Construction Units, Guy & Anchor Unit)	3
T-7	Awareness and Requirement of ISO 9001 : 2015	1
T-8	Insulators	1
T-9	PBS Instruction 100-28 (Equipment Unit, Miscellaneous Assembly Units & ROW Unit)	3
T-10	Conductor Sizes & Applications	3
T-11	Guys & Anchors	2
T-12	Grounding & Jumpering	1
T-13	Line Inspection, Line Inspection & Maintenance form 569 & ROW clearance procedure	3
T-14	Pole Facing, Framing & Setting	2
T-15	Pole Numbering & Electronic Equipment Record Card (ERC)	1
T-16	Ethics & National Integrity	2
T-17	Safety, First Aid, CPR (Video show and Practical)	4
T-18	Street Lights and its installation	3
T-19	Tools Maintenance (Video show and Practical)	6

Topic No	Topics	Class Hour
T-20	Pole Facing, Framing & Setting (Practical)	9
T-21	Guy, Anchor, Insulator & Conductor Installation	3
T-22	Service Orders, Daily Work Reports and Records	2
T-23	Pole Inspection & Maintenance	2
T-24	Job Planning & Work Procedures	2
T-25	Guy, Anchor, Insulator & Conductor Installation (Practical)	9
T-26	Equipment Installation, Operation, Maintenance & Replacement of Transformer & OCR/ACRs, CT/PT (Practical)	9
T-27	Equipment Installation & Replacement of Voltage Regulator and Capacitor(Practical)	9
T-28	Three-Phase Energy Meters & Services Power Factor	3
T-29	Service drop Installation (Practical)	6
T-30	Substation Introduction (Field Trip) (Practical)	8
T-31	Mid Term Course Review & Examination	2
T-32	Disaster Management	2
T-33	Course Review & Post Evaluation.	2
T-34	Practical Examination (Climbing, Stringing, Framing, Equipment Installation Material Identification & Viva)	9
T-35	Written Examination	2
T-36	Closing Session (Question & Answer Review and Closing Speech)	1
Total =		132

Note : One period = One Class hour = 40 Minutes.

8. Training Methodology :

(a) Class room lecture (b) Group Discussion (c) Exercise and Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post test (c) Mid term evaluation (d) Final evaluation

### **PBS Lineman Part III (Operation and Maintenance of PBS Distribution System)**

1. Course Code : TL030
2. Course Name : PBS Lineman Part III
3. Course Type : Operation and Maintenance of PBS Distribution System
4. Total Period : 144 hours
5. Course Objectives : This course is designed for fulfillment of employee benefit and skill development on PBS system operation and maintenance of PBS system as per policy Instruction 300 08.
6. Participants : PBS Lineman Grade 2
7. Course Content :

Topic No	Topics	Class Hour
	Registration & Pre- Evaluation	
T-1	Inauguration & Importance of the course	1
T-2	Review of Part-I & Part-II Lineman Training Course.	2
T-3	PBS Distribution System and it's complexity, Transmission & Generation	2
T-4	Awareness and Requirement of ISO 9001 : 2015	1
T-5	Phasing (Practical)	3
T-6	Overvoltage Protection (Lightning Arrestors)	3
T-7	Electrical Measurements (Practical)	6
T-8	Overcurrent Protection (ACR, Fuse-Cutout, Sectionalizer, OCB etc.)	3
T-9	Line Patrol	2
T-10	Distribution Transformer's performance test (Continuity, Insulation,	4

Topic No	Topics	Class Hour
	Ratio, Polarity, No-Load loss & Full Load Loss etc)	
T-11	Heating Chamber and Filter Machine operation and it's function	3
T-12	Maintenance Operation Records (Forms)	2
T-13	Line Maintenance	4
T-14	Overcurrent Protection(ACR, Fuse-Cutout, Sectionalizer, OCB etc) (Practical)	9
T-15	Distribution o & Power Transformer's performance test (Continuity, Insulation, Ratio, Polarity, No-Load loss & Full Load Loss, Impedance etc) (Practical)	9
T-16	Large Load Metering & CT/PT	3
T-17	Oil Testing (Practical) & Centrifuging	2
T-18	Voltage Regulator Installation, Operation, Maintenance & Various Parts	3
T-19	Pole Numbering & Electronic Equipment Record Card (ERC)	1
T-20	Power Factor Improvement procedure and use of Capacitors.	3
T-21	Refresher course on Climbing & personal Tools	5
T-22	Trouble-Shooting of Primary Lines	3
T-23	Trouble-Shooting of Secondary Lines	2
T-24	Motors & its uses	2
T-25	Ethics & National Integrity	2
T-26	Voltage Regulator Installation, Operation, Maintenance & Various Parts of VR (Practical)	9
T-27	Large Load Metering (Practical)	9
T-28	Substation Operation and Maintenance (Practical), Accuracy & CT/PT	9
T-29	Line Inspection	1
T-30	Disaster Management	2
T-31	Course Review & Post Evaluation.	4
T-32	Practical Examination (Climbing, Transformer's Continuity and Insulation test, Ratio test, Polarity test, ACR, Voltage Regulator & Viva etc).	9
T-33	Written Examination	2
T-34	Closing Session (Question & Answer Review and Closing Speech)	1
<b>Retention Test approximately after 06 (Six) Month :</b>		
T-35a	Course Review and Written Test & Question Answer	3
T-35b	Retention Test on Transformer and Metering.	6
T-35c	Retention Test on Voltage Regulator and OCR / ACR., Phasing & Grounding	9
Total =		144

Note : One period = One Class hour = 40 Minutes.

8. Training Methodology :

(a) Class room lecture (b) Group Discussion (c) Exercise and Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post test (c) Mid term evaluation (d) Final evaluation

### **PBS Lineman Part IIIA (Staking and As Built staking of PBS Distribution System)**

1. Course Code : TL031
2. Course Name : PBS Lineman Part IIIA
3. Course Type : Staking and As Built staking of PBS Distribution System
4. Total Period : 57 hours
5. Course Objectives : This course is designed for fulfillment of employee benefit and skill development on PBS system distribution line staking and as built staking as per policy Instruction 300 08.
6. Participants : PBS Lineman Grade 1
7. Course Content :

Topic No	Topics	Class Hour
	Registration & Pre- Evaluation	
T-1	Inauguration & Importance of the course	1
T-2	Part-II Course Review	1
T-3	Awareness and Requirement of ISO 9001 : 2015	1
T-4	The purpose of Staking Sheets & it's uses and Electronic Database of Revised staking sheet 348R	2
T-5	The Staking Process for New Distribution Line (a) Staking Team (b) Mechanics of Staking (c) Bill of Quantity(BOQ)	2
T-6	Control Points and ruling span, maintaining section wise ruling span and its importance	2
T-7	Pole Height, Span Length, Clearance, Conductor Sizes-selection and Applications	2
T-8	Pole Numbering & Electronic Equipment Record Card (ERC)	1
T-9	Construction Grades, Angles & Primary Units and Selecting Guy & Anchor Units	2
T-10	Selecting Secondary & Service Units and Common Staking Errors to be avoided	2
T-11	Selecting Ground & Lightning Charge Protection Units and Selecting Miscellaneous Units	2
T-12	Selecting Transformer, OCR/ACR, Voltage Regulator & Capacitors Units	1
T-13	Staking Tables & Sag and Special Notes on Staking Sheets	2
T-14	How to Inspect New Line and Make Clean-up-Notes	2
T-15	Use of Staking Tools, Equipments and References	3
T-16	How to Check Staking Sheets Prepared by Consultant	1
T-17	Preparation of new staking sheet and uses of staking tools & Equipment (Practical)	9
T-18	How to Produce As-built Staking Sheet (Practical)	9
T-19	Workplan, Renovation & Take-over of distribution line	3
T-20	Ethics & National Integrity	2
T-21	Disaster Management	2
T-22	Course Review & Post Evaluation	2
T-23	Written Examination	2
T-24	Closing Session (Question & Answer Review and Closing Speech)	1
Total =		57

Note : One period = One Class hour = 40 Minutes.

8. Training Methodology :

(a) Class room lecture (b) Group Discussion (c) Exercise and Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post test (c) Final evaluation

### **PBS Lineman Part IVA (Operation, Maintenance and Repair of OCR/ACR)**

1. Course Code : TL040
2. Course Name : PBS Lineman Part IVA
3. Course Type : Operation, Maintenance and Repair of OCR/ACR
4. Total Period : 50 hours
5. Course Objective : This course is designed for fulfillment of employee benefit and skill development on OCR and ACR Maintenance & Repair as per policy Instruction 300 08.
6. Participant : PBS Line Technician

## 7. Course Content :

Topic No	Topics	Class Hour
	Registration & Pre- Evaluation	
T-1	Inauguration & Importance of the course	1
T-2	Introduction of OCR/ACR	2
T-3	Description of Different Components of ACR	1
T-4	Description on Operation of ACR	1
T-5	Description on General Maintenance of ACR	1
T-6	Awareness and Requirement of ISO 9001 : 2015	1
T-7	Periodic Inspection and Maintenance of Hydraulically & Electronic Controlled ACR	4
T-8	Inspection, Adjusting, Reinstalling Mechanisms of Closing Solenoid, Contactors and Fuses (Practical)	1
T-9	Periodic Inspection and Maintenance of Vacuum Interrupted Electronically Controlled ACR	2
T-10	Control Feature of Different type Electronic ACR Microprocessor Based Recloser	2
T-11	Installation and Operation of Different type Electronic ACR Microprocessor Based Recloser (Practical)	2
T-12	Control Feature of Different-type ACR Microprocessor Based Recloser	2
T-13	Testing Procedure of Different Parts of Different type Electronic ACR Microprocessor Based Recloser (Practical)	3
T-14	Trouble Shooting of Different Type electronic ACR	2
T-15	Electronic Equipment Record Card (ERC)	1
T-16	Installation and Operation of Different-type Microprocessor Based Recloser	3
T-17	Sampling, Handling & Testing of insulating oil (Practical)	1
T-18	Safety Measure for Working with ACR	2
T-19	Ethics & National Integrity	2
T-20	Maintenance of Microprocessor Based Different-type Recloser and its Control Cubicle (Practical)	3
T-21	Disaster Management	2
T-22	Course Review & Post Evaluation	2
T-23	Practical Examination (External Component, Internal Component, Operation of ACR & Viva).	7
T-24	Written Examination and Question & Answer Review.	2
Total =		50

Note : One period = One Class hour = 40 Minutes.

## 8. Training Methodology :

(a) Class room lecture (b) Group Discussion (c) Exercise and Presentation (d) Demonstration

9. Evaluation System : a) Pre Test (b) Post test (c) Mid term evaluation (d) Final evaluation

### **PBS Lineman Part IVB (Operation, Maintenance and Repair of Transformers)**

1. Course Code : TL042
2. Course Name : PBS Lineman Part IVB
3. Course Type : Operation, Maintenance and Repair of Transformers
4. Total Period : 42 hours
5. Course Objectives : This course is designed for fulfillment of employee benefit and skill development on transformer maintenance & repair as per policy Instruction 300 08.

6. Participants : PBS Line Technician

7. Course Content :

Topic No	Topics	Class Hour
	Registration & Pre- Evaluation	
T-1	Inauguration & Importance of the course	1
T-2	Review of Transformer Theory	1
T-3	Transformer Records	1
T-4	External Inspection and Continuity & Insulation (Megger) Testing (Practical)	2
T-5	Sampling, Handling & Testing Insulating Oil (Practical)	2
T-6	Awareness and Requirement of ISO 9001 : 2015	1
T-7	Internal Inspection of Distribution Transformer & Power	2
T-8	How to decide what to do With Bad Distribution & Power Transformer	1
T-9	Cleaning the Tank of Transformer (Practical)	2
T-10	Drying the Tank and Core -Coil Assembly	1
T-11	Refilling and Sealing Transformers	1
T-12	Ethics & National Integrity	2
T-13	Distribution Transformers- Trainee's Hand-on Practice (Practical)	11
T-14	Power Transformers- Possible Problems and Prevention	1
T-15	Disaster Management	2
T-16	Power Transformers- Gas and Oil Filling, ON- Load Tap Changer	1
T-17	Course Review & Post Evaluation	2
T-18	Practical Examination (Continuity Test, Insulation Test, Ratio Test, Polarity Test, No-Load loss Test, Full-Load Loss Test of Transformer & Viva).	6
T-19	Written Examination and Question & Answer Review.	2
Total =		42

Note : One period = One Class hour = 40 Minutes.

8. Training Methodology :

(a) Class room lecture (b) Group Discussion (c) Exercise and Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post test (c) Mid term evaluation (d) Final evaluation

**PBS Lineman Part IVC (Operation, Maintenance and Repair of Voltage Regulators)**

1. Course Code : TL044
2. Course Name : PBS Lineman Part IVC
3. Course Type : Operation, Maintenance and Repair of Voltage Regulators
4. Total Period : 54 hours
5. Course Objectives : This course is designed for fulfillment of employee benefit and skill development on voltage regulator maintenance & repair as per policy Instruction 300 08.
6. Participants : PBS Line Technician
7. Course Content :

Topic No	Topics	Class Hour
	Registration & Pre- Evaluation	
T-1	Inauguration & Importance of the course	1
T-2	Operation Theory of Voltage Regulator	2
T-3	Description of Different Components of Voltage Regulator	2
T-4	Pre-installation, Inspection and Testing of Voltage Regulator (Practical)	3
T-5	Awareness and Requirement of ISO 9001 : 2015	1
T-6	Operation of Voltage Regulator and Control Panel (Practical)	3
T-7	Understanding of Control Panel Parameters	2
T-8	Installation of Voltage Regulator (Practical)	4
T-12	Continuity & Insulation Test of Voltage Regulator (Practical)	3
T-9	Tools and Equipment Used for Voltage Regulator	1
T-10	Maintenance Schedule and Recording of Voltage Regulator	1
T-11	Procedure of Inspection and Routine Maintenance of Voltage Regulator(Practical)	4
T-13	Trouble Shooting of Voltage Regulator (Practical)	3
T-14	Changing of Different Parts of Voltage Regulator (Practical)	5
T-15	Dry Out Procedure of Voltage Regulator	1
T-16	Door Sealing of Control Cabinet Junction Box, Cleaning of Cable	1
T-17	Ethics & National Integrity	2
T-18	Disaster Management	2
T-19	List & maintenance of Important Spare Parts of Voltage Regulator	1
T-20	Safety Measure for Working with Voltage Regulator	1
T-21	Course Review & Post Evaluation.	2
T-22	Practical Examination (External Component, Internal Component, Operation of Voltage Regulator & Viva).	6
T-23	Written Examination	2
T-24	Closing Session (Question & Answer Review and Closing Speech)	1
Total =		54

Note : One period = One Class hour = 40 Minutes.

8. Training Methodology :

(a) Class room lecture (b) Group Discussion (c) Exercise and Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post test (c) Mid term evaluation (d) Final evaluation

**33KV Switching Station in PBS distribution Line**

1. Course Code : TL045
2. Course Name : 33KV Switching Station in PBS distribution Line.
3. Course Type : 33KV Switching Station in PBS distribution Line
4. Total Period : 35
5. Course Objectives : This course is designed for fulfillment of employee skill development on Breaker, Relay and Protection System of 33 KV Switching Station in



PBS distribution Line.

6. Participants : PBS Line-crew.

7. Course Content :

Topic No	Topics	Class Hour
T01	Registration and Pre-Evaluation	01
T02	Description of 33 KV & 11KV Breaker (OCB & VCB)	02
T03	Introduction of Different components of Breaker	02
T04	Description of Operation of Breaker (OCB & VCB)	04
T05	Gas Recharging and calibration Procedure of Breaker (VCB)	01
T06	Inspection, Adjusting and Re installing of Breaker	02
T07	Changing, Maintenance and Repair of Breaker (Practical)	02
T08	Different setting/Changes of setting of Breaker (Practical)	04
T09	Description of 33 KV Switching Station Control Panel Board (PCB)	01
T10	Different component, Periodic Inspection and Maintenance Procedure of PCB(Practical)	02
T11	Installation, Operation & Setting of Different type of Relay & CT/PT (Practical)	02
T12	Installation, Operation & Maintenance of PCB (Practical)	01
T13	Inspection of 33 KV PBS Switching Station (Field)	07
T14	Course Review and Post Evaluation	02
T15	Written Examination	01
T16	Closing Session (Question and Answer Review and Closing Speech)	01
Total =		35

Note : One Period = One Class-hour = 40 Minutes

8. Training Methodology :

(a) Class-room Lecture (b) Group Discussion (c) Exercise &amp; Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post Test (c) Final Evaluation

**Basic Consumer Wiring for AGM (MS)**

- Course Code : TW010 (Revision 01)
- Course Name : Basic Consumer Wiring for AGM (MS).
- Course Type : Technical Wiring (TW)
- Total Period : 95
- Course Objective : To develop knowledge and skill respectively on theoretically and practically about PBS Consumer Wiring
- Participant : PBS AGM (Member Service).
- Course Content :

Topic No	Topics	Class Hour
	Registration & Pre Evaluation	
T 01	Inauguration & Importance of the Course	01
T 02	Consumer Wiring Role of Member Service Department	01
T 03	Understanding Electricity	02
T 04	Electrical Terms and Measurements	02
T 05	Understanding Circuits	02
T 06	Bangladesh Electricity Acts and Rules	02
T 07	List of Standard Consumer Wiring Materials & It's Specification and Wiring Tools	02
T 08	Consumer Wiring Fundamentals, Skills and Practices	04
T 09	Wiring Practical Exercises (Board Wiring)	09
T 10	Grounding	02
T 11	Fuses and Fusing	02

Topic No	Topics	Class Hour
T 12	Service Entrances and Service Drops	02
T 13	PBS House Wiring Implementation Schedule	02
T 14	Rural House Wiring System	03
T 15	Introduction to 300 19 Wiring standards	03
T 16	Electrical Safety	02
T 17	House Wiring Inspection Procedure and Material List	04
T 18	Practical Wiring of Village House (Field Trips)	09
T 19	Mid Term Exam	01
T 20	Wiring Remuneration Estimates	02
T 21	Introduction to Energy Meters (1 & 3 Phase)	03
T 22	Installation of Energy Meters (1 & 3 Phase), Field Trips	09
T 23	Wiring and Installation of Electric Motors (1 & 3 ph), Field Trips	09
T 24	Recruitment and Training of Village Electricians	02
T 25	Instructions 300 4, 300 3, 300 33	03
T 26	Awareness and requirement of ISO 9001:2015	01
T 27	Disaster management	02
T 28	Ethics & National Integrity	02
T 29	Review & Post Evaluation	02
T 30	Examination	02
T 31	Closing Session (Question & Answer Review and Closing Speech)	01
Total =		95

Note : One Period = One Class hour = 40 Minutes

8. Training Methodology :

(a) Class room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post Test (c) Mid Term Evaluation (d) Final Evaluation

### **Basic Consumer Wiring**

1. Course Code : TW015 (Revision 01)
2. Course Name : Basic Consumer Wiring.
3. Course Type : Technical Wiring (TW)
4. Total Period : 130
5. Course Objective : To develop knowledge and skill respectively on theoretically and practically about PBS Consumer Wiring
6. Participant : PBS Member Service Co-ordinator, PBS Power Use Co-ordinator, PBS Wiring Inspector.
7. Course Content :

Topic No	Topics	Class Hour
	Registration & Pre Evaluation	
T 01	Inauguration & Importance of the Course	1
T 02	Consumer Wiring : Role of Member Service Department	2
T 03	Basic Mathematics for Electricians	3
T 04	Understanding Electricity	3
T 05	Electrical Terms and Measurements	4
T 06	Understanding Circuits	4
T 07	Introduction to the PBS Distribution System	2
T 08	Wiring Materials & Specification and Wiring Tools	3
T 09	Consumer Wiring : Fundamentals, Skills and Practices	4
T 10	Wiring Practical Exercises (Board Wiring)	18
T 11	Grounding	2
T 12	Fuses and Fusing	2

Topic No	Topics	Class Hour
T 13	Service Entrances and Service Drops (1 & 3 ph)	2
T 14	PBS House Wiring Implementation Schedule	2
T 15	Rural House Wiring System	4
T 16	Electrical Safety & First Aid	2
T 17	House Wiring Inspection and Standard Material Use	4
T 18	Practical Wiring of Village Houses	18
T 19	Mid Term Exam	1
T 20	Wring Labor Estimates	2
T 21	Introduction to Energy Meters (1 & 3 Phase)	3
T 22	Installation of Single phase Energy Meters	2
T 23	Introduction to PBS Instruction 300 19 Wiring Standards	2
T 24	Industrial & Irrigation Service Drops & Entrances	4
T 25	Single and Three Phase Energy Meter Installation (Practical)	9
T 26	Electrical Fans , Tube Lights & Low Power Light	2
T 27	Introduction to Wiring for Electric Motors	3
T 28	Electrical Irrigation Installations (Field Trip)	9
T 29	Establishing Good Relations With Consumers	2
T 30	Requirement and Training of Village Electricians	2
T 31	Awareness and requirement of ISO 9001:2015	01
T 32	Disaster management	02
T 33	Ethics & National Integrity	02
T 34	Course Review & Post Evaluation	2
T 35	Examination	2
T 36	Closing Session (Question & Answer Review and Closing Speech)	1
Total =		130

Note : One Period = One Class hour = 40 Minutes

8. Training Methodology :

(a) Class room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post Test (c) Mid Term Evaluation (d) Final Evaluation

**Advanced Consumer Wiring for AGM (MS)**

1. Course Code : TW100 (Revision 01)
2. Course Name : Advanced Consumer Wiring for AGM (MS).
3. Course Type : Technical Wiring (TW)
4. Total Period : 70
5. Course Objective : To develop knowledge and skill respectively on theoretically and practically about industrial Wiring
6. Participant : PBS AGM (Member Service).
7. Course Content :

Topic No	Topics	Class Hour
	Registration & Pre Evaluation	
T 01	Inauguration & Importance of the Course	1
T 02	Bangladesh Electricity Rules and Licensing	1
T 03	Review of PBS Instruction 300 19	2
T 04	Selecting Conductors (types, capacities, voltage drop calculations)	2
T 05	Installing Conductor (conduit, underground, splices, terminations)	2
T 06	Energy Meter and It's Uses	2
T 07	Service Drops/Entrances (Irrigation, large industry)	2
T 08	Single phase & Three Phase Motor Installations	2
T 09	On line application and Complaint addressing	2

Topic No	Topics	Class Hour
T 10	Processing of Non Residential Consumer Application	2
T 11	Special Connection Arrangements (Contracts, Hat Committees)	2
T 12	Safety & First Aid	2
T 13	Power Factor Improvement	2
T 14	Measuring Electrical Quantities / Parameters	3
T 15	Practical Installation of Single Phase Motor (s)	7
T 16	Practical Installation of Three Phase Motor (s)	7
T 17	Practical Installation of phase Converter	7
T 18	Field Trip Industrial Wiring	7
T 19	Field Trip PF Measurement and Capacitor Installation	7
T 20	Awareness and requirement of ISO 9001:2015	01
T 21	Disaster management	02
T 22	Ethics & National Integrity	02
T 23	Course Review & Post Evaluation	1
T 24	Examination	1
T 25	Closing Session (Question & Answer Review and Closing Speech)	1
Total =		70

Note : One Period = One Class hour = 40 Minutes

8. Training Methodology :

(a) Class room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post Test (c) Mid Term Evaluation (d) Final Evaluation

### **Advanced Consumer Wiring**

1. Course Code : TW110 (Revision 01)
2. Course Name : Advanced Consumer Wiring
3. Course Type : Technical Wiring (TW)
4. Total Period : 70
5. Course Objective : To develop knowledge and skill respectively on theoretically and practically about industrial Wiring
6. Participant : PBS Member Service Co -ordinator, PBS Power Use Coordinator, PBS Wiring Inspector
7. Course Content :

Topic No	Topics	Class Hour
	Registration & Pre Evaluation	
T 01	Inauguration & Importance of the Course	1
T 02	Introduction to PBS Inst. 300 19 and the Importance of this for various Wiring Situations	2
T 03	Selecting Conductor (types, capacities, voltage drop calculations)	3
T 04	Installing Conductor (conduit, underground, splices, terminations)	3
T 05	Watt hour Energy Meter and Uses	3
T 06	Service Drops and Entrances (irrigation, large industry)	4
T 07	Single phase & Three phase motor installations	3
T 08	Addressing on line Application	2
T 09	Processing Non Residential Consumer Application	2
T 10	Special connection Arrangements (Contracts, Hat Committees)	3
T 11	Electrical Safety & First Aid	2
T 12	Practical : 1 and 3 phase Motor	9
T 13	Field Trip Irrigation Wiring	8
T 14	Field Trip Industrial Wiring	8
T 15	Field Trip Measurement and Capacitor Installation	8
T 16	Awareness and requirement of ISO 9001:2015	1

Topic No	Topics	Class Hour
T 17	Disaster management	2
T 18	Ethics & National Integrity	2
T 19	Course Review & Post Evaluation	2
T 20	Examination	1
T 21	Closing Session (Question & Answer Review and Closing Speech)	1
Total =		70

Note : One Period = One Class hour = 40 Minutes

8. Training Methodology :

(a) Class room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post Test (c) Mid Term Evaluation (d) Final Evaluation



# ***NBT Course Outline***

## **Safety in Electrical Utility**

1. Course Code : NBT001
2. Course Name : Safety in Electrical Utility
3. Course Type : Need Based Training
4. Total Period : 08 hours
5. Course Objectives : To enhance knowledge on Safety in Electrical Utility.
6. Participants : PBS's all employees.
7. Course Content :

Topic No	Topics	Class Hour
-	Registration & Pre-evaluation	-
T-1	Inauguration & Importance of the Course	1
T-2	Introduction to electrical safety instruction of REB/PBS for both operational & worker safety.(Safety Video Presentation, and open discussion on this issue)	2
T-2	Introduction to electrical safety instruction of REB/PBS for both operational & worker safety.(Safety Video Presentation and open discussion on this issue)	1
T-3	Various kinds of safety equipment using in PBS distribution system and its use including linemantools.	1
T-3	Various kinds of safety equipment using in PBS distribution system and its use including linemantools.	2
T-4	Examination (Post-evaluation) & Closing Session(Question & Answer Review and Closing Speech)	1
Total =		8

Note : One period = One Class hour = 40 Minutes.

### 8. Training Methodology :

(a) Class room lecture (b) Group Discussion (c) Exercise and Presentation (d) Demonstration

### 9. Evaluation System : (a) Pre Test (b) Post test (c) Final evaluation

## **First Aid**

1. Course Code : NBT002
2. Course Name : First Aid
3. Course Type : Need Based Training
4. Total Period : 09 hours
5. Course Objectives : To enhance practical knowledge on First Aid.
6. Participants : PBS's all employees.
7. Course Content :

Topic No	Topics	Class Hour
-	Registration & Pre-evaluation	-
T-1	Inauguration & Importance of the Course	1
T-2	Occupational hazards in electrical distribution system due to its job nature.	1
T-3.1	Airway obstacle and its first aid support(Video Presentation & Practice).	1

Topic No	Topics	Class Hour
T-3.2	Different type of bandage (finger Tip, Triangular cravat, figure-8, head injury, tourniquet and its use, preparing stretcher using blanket etc (Video Presentation & Practice)	2
T-3.3	Rescue procedure (by one, two, three, four, six and/or eight person) (Video Presentation & Practice)	2
T-4	Some general disease its visible/ sensible symptoms and its necessary First Aid treatment as per advice from retainer medical officer.	1
T-5	Examination & Closing Session (Question & Answer Review and Closing Speech)	1
Total =		9

Note : One period = One Class hour = 40 Minutes.

8. Training Methodology :

(a) Class room lecture (b) Group Discussion (c) Exercise and Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post test (c) Final evaluation

### **Earthquake & Fire Fighting**

1. Course Code : NBT003
2. Course Name : Earthquake & Fire Fighting
3. Course Type : Need Based Training
4. Total Period : 09 hours
5. Course Objectives : To enhance knowledge on what to do for tackling disaster occurred by Earthquake & Fire.
6. Participants : PBS's all employees
7. Course Content :

Topic No	Topics	Class Hour
-	Registration & Pre-evaluation	-
T-1	Inauguration & Importance of the Course	1
T-2	Necessary per-requisite steps for Earthquake	1
T-3	Planning & procedure to overcome earthquake	1
T-4	Required material & equipment to overcome the emergency situation created by Earthquake	2
T-5	Discussion on fire & its classification	1
T-6	Different types of fire fighting equipment & Operation	2
T-7	Examination & Closing Session (Question & Answer Review and Closing Speech)	1
Total =		9

Note : One period = One Class hour = 40 Minutes.

8. Training Methodology :

(a) Class room lecture (b) Group Discussion (c) Exercise and Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post test (c) Final evaluation

### **Disaster Management**

1. Course Code : NBT004
2. Course Name : Disaster Management
3. Course Type : Need Based Training
4. Total Period : 09 hours
5. Course Objectives : To enhance knowledge on what to do for tackling disaster



6. Participants : PBS's all employees

7. Course Content :

Topic No	Topics	Class Hour
-	Registration & Pre-evaluation	-
T-1	Inauguration & Importance of the Course	1
T-2	Action plan for disaster management, its phase & its liaison committees	1
T-3	Alert & Warning phase	1
T-4	Disaster phase (as per Instruction Series 100-30)	2
T-5	Recovery phase (as per Instruction Series 100-30)	3
T-6	Examination & Closing Session (Question & Answer Review and Closing Speech)	1
Total =		9

Note : One period = One Class hour = 40 Minutes.

8. Training Methodology :

(a) Class room lecture (b) Group Discussion (c) Exercise and Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post test (c) Final evaluation

### **Transport Maintenance**

- Course Code : NBT005
- Course Name : Transport Maintenance
- Course Type : Need Based Training
- Total Period : 08 hours
- Course Objectives : To enhance knowledge on how to use all kinds of Vehicle & its maintenance
- Participants : PBS's all employees involved with the use of official Vehicle
- Course Content :

Topic No	Topics	Class Hour
-	Registration & Pre-evaluation	-
T-1	Inauguration & Importance of the Course	1
T-2	Introduction & Principle of PBS Vehicle Maintenance	1
T-3	Video Presentation & open discussion on Vehicle Maintenance	1
T-3	Video Presentation & open discussion on Vehicle Maintenance	2
T-4	Vehicle Identification and Records System	1
T-5	Spare Parts and Supplies	1
T-6	Examination & Closing Session (Question & Answer Review and Closing Speech)	1
Total =		8

Note : One period = One Class hour = 40 Minutes.

8. Training Methodology :

(a) Class room lecture (b) Group Discussion (c) Exercise and Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post test (c) Final evaluation

### **Tools Maintenance**

- Course Code : NBT006
- Course Name : Tools Maintenance
- Course Type : Need Based Training
- Total Period : 09 hours
- Course Objectives : To enhance knowledge on Tool Maintenance for increasing longevity.

6. Participants : PBS's all employees.

7. Course Content :

Topic No	Topics	Class Hour
-	Registration & Pre-evaluation	-
T-1	Inauguration & Importance of the Course	1
T-2	Tools used in Distribution System & it's classification	1
T-3	Maintenance & Care of Tools. (Video Presentation and open discussion on this issue)	1
T-3	Maintenance & Care of Tools. (Video Presentation and open discussion on this issue)	2
T-4	Tools Maintenance- Trainee Hands-on Practice	3
T-5	Examination & Closing Session (Question & Answer Review and Closing Speech)	1
Total =		9

Note : One period = One Class hour = 40 Minutes.

8. Training Methodology :

(a) Class room lecture (b) Group Discussion (c) Exercise and Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post test (c) Final evaluation

### **Basic Computer, Internet & Intranet**

1. Course Code : NBT007
2. Course Name : Basic Computer, Internet & Intranet
3. Course Type : Need Based Training
4. Total Period : 09 hours
5. Course Objectives : To enhance knowledge on Computer Handling, Internet Browsing & Application
6. Participants : PBS's all employees
7. Course Content :

Topic No	Topics	Class Hour
-	Registration & Pre-evaluation	-
T-1	Inauguration & Importance of the Course	1
T-2	Major Computer Components and Peripherals (Input & Output device, CPU, Memory device)	1
T-3	Concept on Operating System & MS Office	2
T-4	Concept of Intranet & Internet	1
T-5	Internet Browsing (Practical Demonstration)	2
T-6	Examination & Closing Session (Question & Answer Review and Closing Speech)	1
Total =		8

Note : One period = One Class hour = 40 Minutes.

8. Training Methodology :

(a) Class room lecture (b) Group Discussion (c) Exercise and Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post test (c) Final evaluation

### **Operation, Maintenance & Repair of ACR/OCR's for PBS employees**

1. Course Code : NBT008
2. Course Name : Operation, Maintenance & Repair of ACR/OCR's for PBS employees
3. Course Type : Need Based Training
4. Total Period : 30 hours
5. Course Objectives : Develop Knowledge & Skill respectively on Theoretically & Practically

- about Operation, Maintenance & Repair of ACR/OCR's and make workable of damage or partially damage ACR/OCRs of own PBS.
6. Participants : PBS DGM (Tech. Background), PBS AGM (COM), PBS AGM (Engineering), PBS AJE/JE (COM), PBS AJE/JE (Engineering) Line Technician, Lineman Grade-1

7. Course Content :

Topic No	Topics	Class Hour
-	Registration and Pre-evaluation	-
T-01	Inauguration & Importance of the Course	01
T-02	Introduction & Different Components of ACR/OCR's	02
T-03	Factors for Operating ACR/OCR's and Re-closer to Re-closer & Re-closer to Fuse Coordination	02
T-04	Periodic Inspection and Maintenance of Oil or Vacuum Interrupted Hydraulically Controlled ACR	01
T-05	Testing Different Operation of ACR and Sampling, Handling & Testing Oil	01
T-06	Inspecting, Adjusting and Reinstalling of Time Delay Units, Battery Maintenance and Different setting / change of Setting of OCR/ACR (Practical)	02
T-07	Removal of Head Casting, Changing or Maintenance of ACR/OCR Bushings & Insulator, Arc & Vacuum Interrupting Assembly, Closing Solenoid & Closing Solenoid Contactor, Series-Trip Solenoid and Hydraulic pump & Lockout Piston(Practical)	05
T-08	Different Component & Its Replacement and Periodic Inspection and Maintenance Procedure of Vacuum Interrupted Electronically Controlled ACR	02
T-09	Control Feature of each type of Microprocessor Based Re-closer used in PBS Distribution System (Practical)	02
T-10	Installation and Operation of each type of Microprocessor Based Re-closer used in PBS Distribution System (Practical)	02
T-11	Maintenance of each type of Microprocessor Based Re-closer used in PBS Distribution System and Its control Cubicle, Gas Recharging & Calibration Procedure and Safety Precaution for Working with ACR/OCR (Practical)	03
T-12	Trouble shooting & Field Visit in a Suitable Workshop	05
T-13	Post-evaluation & Written Examination	01
T-14	Closing, Session (Question & Answer Review and closing Speech)	01
Total =		30

Note : One Period = One Class-hour = 40 Minutes

8. Training Methodology :

(a) Class-room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration

9. Evaluation System: (a) Pre Test (b) Post Test (c) Final Evaluation

**Operation, Maintenance & Repair of Transformers for PBS employees**

- Course Code : NBT009
- Course Name : Operation, Maintenance & Repair of Transformers for PBS employees
- Course Type : Need Based Training

4. Total Period : 30 hours
5. Course Objectives : Develop Knowledge & Skill respectively on Theoretically & Practically about Operation, Maintenance & Repair of Transformers and make workable of damage or partially damage Transformers of own PBS.
6. Participants : PBS DGM (Tech. Background), PBS AGM (COM), PBS AGM (Engineering), PBS AJE/JE (COM), PBS AJE/JE (Engineering), Line Technician, Lineman Grade- I
7. Course Content :

Topic No	Topics	Class Hour
-	Registration and Pre-evaluation	-
T-01	Inauguration & Importance of the Course	
T-02	Introduction & Principles of Transformer , Parallel Connection of Transformers	02
T-03	External & Internal Components of Transformers	02
T-04	Measuring and Controlling devices of Transformers and Safety Precaution	02
T-05	Routine Test Except Loss and Insulation Test (At PBS Workshop)	02
T-06	Procedure of Loss & Insulation Test (At PBS Workshop)	03
T-07	Removing and Replace / Changing of Transformers Bushings & Installation of Radiator (At PBS Workshop)	03
T-08	Repairing of Core and Coil of Transformers (At PBS Workshop)	01
T-09	Pre-inspection and Installation of Transformers in Power line& Maintenance schedule and its recording	02
T-10	Oil Test of Transformer (At PBS Workshop)	01
T-11	Trouble shooting & Field Visit in a Suitable Workshop	06
T-12	Post-evaluation & Written Examination	02
T-13	Closing Session (Question & Answer Review and Closing Speech)	01
Total =		30

Note : One Period = One Class-hour = 40 Minutes

8. Training Methodology : (a) Class-room lecture (b) Group Discussion (c) Exercise & Presentation
9. Evaluation System : (a) Pre Test (b) Post Test (c) Final Evaluation

### **Operation, Maintenance & Repair of Voltage Regulators for PBS employees**

1. Course Code : NBT010
2. Course Name : Operation, Maintenance & Repair of Voltage Regulators for PBS employees
3. Course Type : Need Based Training
4. Total Period : 30 hours
5. Course Objectives : Develop Knowledge & Skill respectively on Theoretically & Practically about Operation, Maintenance & Repair of Voltage Regulators and make workable of damage or partially damage Voltage Regulators of own PBS.
6. Participants : PBS DGM (Tech. Background), PBS AGM (COM), PBS AGM (Engineering), PBS AJE/JE (COM), PBS AJE/JE (Engineering), Line Technician, Lineman Grade- I

## 7. Course Content :

Topic No	Topics	Class Hour
-	Registration and Pre-evaluation	-
T-01	Inauguration & Importance of the Course	01
T-02	Introduction to Voltage Regulator & it's Theory of Operation	02
T-03	Pre-Installation Inspection, Testing & Installation of Voltage Regulator	01
T-04	Operation of Voltage Regulator and It's Control Panel (Practical)	02
T-05	Procedure of Inspection & Routine Maintenance of Voltage Regulator with Maintenance Schedule and It's Recording	02
T-06	Testing/Checking of Regulated Output Voltage after Repairing & Regulator Dry Out Procedure	01
T-07	Changing Regulator's Tap changer, Moving or Fixed Contacts, Receiving Switch, Holding Switch, Regulator's Bushing & Lighting Arresters, Position Indication, Flexible Shaft (Internal & External), Motor and Capacitor (Practical)	05
T-08	Insulation & Oil Testing of Voltage Regulator, Testing of Supply Voltage of Control Panel & Motor Circuit for each type of Voltage Regulators available in concern PBS	02
T-09	Setting of Control Panel Parameter with Schematic Diagram of each type of Voltage Regulators available in concern PBS	02
T-10	Trouble shooting & Field Visit in a Suitable Workshop	08
T-11	Safety Precaution for working with Voltage Regulator	01
T-12	Post-evaluation & Written Examination	02
T-13	Closing Session (Question & Answer Review and Closing Speech)	01
Total=		30

Note : One Period = One Class-hour = 40 Minutes

## 8. Training Methodology :

(a) Class-room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration

## 9. Evaluation System : (a) Pre Test (b) Post Test (c) Final Evaluation

### **Operation & Maintenance of Generator**

1. Course Code : NBT011
2. Course Name : Operation & Maintenance of Generator
3. Course Type : Need Based Training
4. Total Period : 09 hours
5. Course Objectives : To enhance knowledge on operation and maintenance of Generator.
6. Participants : Selected
7. Course Content :

Topic No	Topics	Class Hour
-	Registration and Pre-evaluation	-
T-01	Inauguration & Importance of the Course	01

Topic No	Topics	Class Hour
T-02	Introduction and classification of Generator	01
T-03	Working principle and main parts of Generator	01
T-04	Operation and problems of Generator	01
T-05	Maintenance of Generator	01
T-06	Awareness and Requirement of ISO 9001:2008	01
T-07	Safety & Environmental Awareness	01
T-08	Examination	01
T-09	Closing Session (Question & Answer Review and Closing Speech)	01
Total =		09

Note : One Period = One Class-hour = 40 Minutes

8. Training Methodology:

(a) Class-room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post Test (c) Final Evaluation

### **Distribution Line Staking**

1. Course Code : NBT012
2. Course Name : Distribution Line Staking
3. Course Type : Need Based Training
4. Total Period : 27 hours
5. Course Objectives : Improve Skill on Staking of PBS Distribution System
6. Participants : JE (O&M/E&C/P&M), AJE (O&M/E&C/P&M), Line Crew (Lineman Grade-1 & Above)
7. Course Content :

Topic No	Topics	Class Hour
-	Registration and Pre-Evaluation	-
T-01	Inauguration & Importance of the Course	01
T-02	The Purpose of Staking, Uses of Staking Sheets and Introduction to revised Staking Sheet BREB Form No. 348	01
T-03	The Staking, Process for New Distribution Line : (a) Staking Team (b) Mechanics of Staking	02
T-04	Distribution Line Spans & their Selection (Pole Height, Span Length & Clearances)	02
T-05	Staking Tools & Staking Table	02
T-06	Control Points and rolling span. maintaining section wise ruling	01
T-07	Construction Grades, Angles & Primary Units	02
T-08	Selection of Various Assembly Units (As per PBS Inst. 100-28 & 100-45) and Preparation of Bill of Material	02
T-09	Pole Rake & Uplift	02
T-10	Staking Errors to Avoid	01
T-11	Checking of Staking Sheets, Inspection of New Lines & Preparation of As-built Staking Sheets	02
T-12	Practical Use of Staking Tools and References (Field)	08
T-13	Course Review & Examination	01

Total =	27
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Note : One Period = One Class-hour = 40 Minutes

8. Training Methodology:

(a) Class-room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post Test (c) Mid Term Evaluation (d) Final Evaluation

**Ensuring proper Permanent & Temporary grounding for Secure life while work in  
PBS distribution Line & Equipments**

1. Course Code : NBT013
2. Course Name : Ensuring proper Permanent & Temporary grounding for Secure life while work in PBS distribution Line & Equipments
3. Course Type : Need Based Training
4. Total Period : 09 hours
5. Course Objectives : This course is designed for safety of personnel & equipment, who work in PBS distribution Line & equipment and protection against different hazards in PBS distribution Line & equipment
6. Participants : PBS Line-Crew
7. Course Content :

Topic No	Topics	Class Hour
T01	Inauguration and Importance of the PBS Grounding & Farthing System.	01
T02	Different Types of grounding and Process of grounding.	01
T03	Identify safety hazards created by ineffective grounding System during maintenance work in distribution Line & equipment.	02
T04	Installation & Removal of Temporary grounding for adequate safety of Line-crew-hands on training.	04
T05	Examination and closing session (Question & Answer Review and closing Speech.	01
Total =		09

Note : One Period = One Class-hour = 40 Minutes

8. Training Methodology:

(a) Class-room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post Test (c) Mid Term Evaluation (d) Final Evaluation

**Trouble Shooting & Different Setting of Electrical Equipments use in  
PBS Substation & distribution Line**

1. Course Code : NBT014
2. Course Name : Trouble Shooting & Different Setting of Electrical Equipments use in PBS Substation & distribution Line
3. Course Type : Need Based Training
4. Total Period : 09 hours
5. Course Objectives : The course is designed for Trouble Shooting & Different Setting of Electrical Equipments performed by Line-crew who work in PBS Distribution Line
6. Participants : PBS Line-crew
7. Course Content :

Topic No	Topics	Class Hour
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T01	Inauguration and Importance of the Course.	01
T02	Operational Different Setting of Equipments (OCR/ACR & Voltage Regulator) Hand on training.	03
T03	Trouble Shooting of Electrical Equipments (OCR/ACR, Transformer & Voltage Regulator)	04
T04	Examination and closing session (Question & Answer Review and closing Speech.)	01
Total =		09

Note : One Period = One Class-hour = 40 Minutes

8. Training Methodology :

(a) Class-room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post Test (c) Final Evaluation

### **Billing Procedure and Consumer Account**

1. Course Code : NBT015
2. Course Name : Billing Procedure and Consumer Account
3. Course Type : Need Based Training
4. Total Period : 09 hours
5. Course Objectives : Skill Development for PBS Employee
6. Participants : All Employee
7. Course Content :

Topic No	Topics	Class Hour
F-01	Inauguration & Importance of the course	01
F-02	Consumer Deposit, Temporary and Provisional Connection	02
F-03	CMO, Meter Book, Consumer Account Number and Subsidiary Ledger	01
F-04	Minimum Bill, Penalty, Disconnection and Spot Bill Collection	02
F-05	Application and Calculation of Demand Charge	02
F-06	Closing Session (Question & Answer Review and Closing Speech)	01

Note : One period = One Class-hour = 40 minutes.

8. Training Methodology:

(a) Class-room Lecture (b) Group discussion (c) Exercise and Presentation (d) demonstration

9. Evaluation system : (a) Pre Test (b) Post Test (c) Final evaluation

### **Imprest Fund and Collection Procedure**

1. Course Code : NBT016
2. Course Name : Imprest Fund and Collection Procedure
3. Course Type : Need Based Training
4. Total Period : 09 hours
5. Course Objectives : Skill Development for PBS Employee
6. Participants : All Employee
7. Course Content :

Topic No	Topics	Class Hour
F-01	Inauguration & Importance of the course	01
F-02	Imprest Fund Maintenance, and its Necessity (200-13)	02
F-03	Petty Cash Voucher, fund Report and its use (200-13)	01
F-04	Advance From Petty Cash and Reimbursement (200-13)	01



F-05	Membership Fee, Irrigation Advance and Rents	01
F-06	Collection of Electric Bill and Other Collection, Bank Deposit and Daily Collection Report.	02
F-07	Closing Session (Question & Answer Review and Closing Speech)	01
Total =		9

Note : One period = One Class-hour = 40 minutes.

8. Training Methodology :

(a) Class-room Lecture (b) Group discussion (c) Exercise and Presentation (d) demonstration

9. Evaluation system : (a) Pre Test (b) Post Test (c) Final evaluation

### **Basic Training on Meter Reading Procedure**

1. Course Code : NBT017
2. Course Name : Basic Training on Meter Reading Procedure.
3. Course Type : Concept of PBS Finance.
4. Total Period : 16 Hours
5. Course Objectives : Skill Development for PBS Meter Reader.
6. Participants : PBS Meter Reader.
7. Course Content :

Topic No	Topics	Class Hour
F-01	Concept of BREB and PBS	01
F-02	Concept of PBS Service Cod. Discipline and Etiquette	01
F-03	Classification of Meter and Demand Meter	01
F-04	Concept of Meter Fault	01
F-05	Consumer Account No and Collected By	01
F-06	Meter Reading Schedule and Bill Processing Schedule	01
F-07	Meter Reading Book and Concept of Meter Reading Procedure	01
F-08	Sight Connection and Its Penalty	01
F-09	Meter Tampering, Illegal Use of Electricity and Power Theft	01
F-10	Meter Report and Its Actions	01
F-11	Concept of Intelligent Meter Reading and Analytic System	01
F-12	Concept of KPA	01
F-13	Awareness and Requirement of ISO 9001: 2015	01
F-14	Digester Management	01
F-15	Ethics & National Integrity	01
F-16	Closing Session (Question & Answer Review and Closing Speech)	01
Total =		16

Note : One period = One Class-hour = 40 minutes.

8. Training Methodology :

(a) Class-room Lecture (b) Group discussion (c) Exercise and Presentation (d) demonstration

9. Evaluation system : (a) Pre Test (b) Post Test (c) Final evaluation

### **Basic Training on Electricity Bill Distribution and Collection**

1. Course Code : NBT018
2. Course Name : Basic Training on Electricity Bill Distribution and Collection.
3. Course Type : Concept of PBS Finance.
4. Total Period : 16 Hours
5. Course Objectives : Skill Development for PBS Peon Cum Messenger (PCM)
6. Participants : PBS Peon Cum Messenger (PCM).
7. Course Content :

Topic No	Topics	Class Hour
F-01	Concept of BREB and PBS	01

Topic No	Topics	Class Hour
F-02	Concept of PBS Service Cod, Discipline and Etiquette	01
F-03	Concept of Consumer Meter Order(CMO)	01
F-04	Consumer Account No and Collected By	01
F-05	Meter Reading Schedule and Bill Processing Schedule	01
F-06	Sight Connection and Its Penalty	01
F-07	Concept of Disconnection and Re Connection	01
F-08	Meter Report and Its Actions	01
F-09	Meter Tampering, Illegal Use of Electricity and Power Theft	01
F-10	Electricity Bill Distribution and Collection From Bank	01
F-11	Concept of Intelligent Meter Reading and Analytic System	01
F-12	Concept of KPA	01
F-13	Awareness and Requirement of ISO 9001: 2015	01
F-14	Digester Management	01
F-15	Ethics & National Integrity	01
F-16	Closing Session (Question & Answer Review and Closing Speech)	01
Total =		16

Note : One period = One Class-hour = 40 minutes.

8. Training Methodology :

(a) Class-room Lecture (b) Group discussion (c) Exercise and Presentation (d) demonstration

9. Evaluation system : (a) Pre Test (b) Post Test (c) Final evaluation

### **Operation, Maintenance & Repair of Circuit Breaker with Relay & Protective System of 33KV Switching Station.**

1. Course Code : NBT019
2. Course Name : Operation, Maintenance & Repair of Circuit Breaker with Relay & Protective System of 33KV Switching Station.
3. Course Type : Need Base Training
4. Total Period : 17 hours
5. Course Objectives : This Course is designed for fulfillment of employee skill development on Operation, Maintenance & Repair of Circuit Breaker with Relay & Protection System of 33KV Switching Station.
6. Participants : JE / AJE(O&M/E&C/P&M), Line Technician/Lineman Grade-1
7. Course Content :

Topic No	Topics	Class Hour
	Registration	
T1	Inauguration & Importance of the Course	1
T2	Description of 33 KV & 11KV Breaker (OCB & VCB)	1
T3	Description of Different Component & Operation of Breaker (OCB & VCB)	2
T4	Gas Recharging and calibration Procedure of Breaker (VCB)	1
T5	Inspection, Adjusting and Re-installing of Breaker	1
T6	Different Setting, Changing, Maintenance and Repair of Breaker (Practical)	2
T7	Awareness and Requirement of ISO 9001 : 2015	1
T8	Installation, Operation & Setting of Different type of Control Panel Board, Relay & CT/PT of 33 KV Switching Station (Field)	4
T9	Ethics & National Integrity	1
T10	Disaster Management	1
T11	Course Review	1
T12	Examination & Closing Session (Question & Answer Review and Closing Speech)	1

Total =	17
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Note : One period = One Class-hour = 40 Minutes.

8. Training Methodology :

(a) Class-room lecture (b) Group Discussion (c) Exercise and Presentation (d) Demonstration

9. Evaluation System : (a) Final Evaluation

### **HT & LT Metering with CT/PT And Checking of Proper Connectivity.**

1. Course Code : NBT020
2. Course Name : HT & LT Metering with CT/PT And Checking of Proper Connectivity.
3. Course Type : Need Base Training
4. Total Period : 18 hours
5. Course Objectives : This Course is designed for fulfillment of employee skill development on HT & LT Metering with CT/PT And Checking of Proper Connectivity.
6. Participants : JE/AJE(O&M/E&C/P&M), MSC/PUC/Wiring Inspector, Line Technician/ Lineman Grade-1.
7. Course Content :

Topic No	Topics	Class Hour
	Registration	
T1	Inauguration & Importance of the Course	1
T2	Different type of Electro-mechanical & Electronic Energy Meters	1
T3	Energy Meter Testing & Checking in field (Practical)	3
T4	Symptom of Energy Meter tempering , it's protection & sealing procedure and sealing materials	2
T5	Proper Selection of Instrument Transformers and it's Connectivity	1
T6	Barden, Knee Point Voltage & Rating Factor of CT/PT	1
T7	Connectivity of HT & LT Metering (Practical)	4
T8	Awareness and Requirement of ISO 9001 : 2015	1
T9	Ethics & National Integrity	1
T10	Disaster Management	1
T11	Course Review	1
T12	Examination & Closing Session (Question & Answer Review and Closing Speech)	1
Total =		18

Note : One period = One Class-hour = 40 Minutes.

8. Training Methodology :

(a) Class-room lecture (b) Group Discussion (c) Exercise and Presentation (d) Demonstration

9. Evaluation System : (a) Final Evaluation

**Power Factor Checking & Measurements.**

1. Course Code : NBT021
2. Course Name : Power Factor Checking & Measurements.
3. Course Type : Need Base Training
4. Total Period : 09 hours
5. Course Objectives : This Course is designed for fulfillment of employee skill development on Power Factor Checking & Measurements.
6. Participants : JE/AJE(O&M/E&C/P&M), MSC/PUC/Wiring Inspector, Line Technician/Lineman Grade-1.
7. Course Content :

Topic No	Topics	Class Hour
	Registration	
T1	Inauguration & Importance of the Course	1
T2	Power Factor Measurement procedure according to instruction.	1
T3	Effects of Low Power Factor & Proper Remedy to Improve Power Factor	1
T4	Power Factor Checking & Measurement by P.F. Meter (Practical)	2
T5	Awareness and Requirement of ISO 9001 : 2015	1
T6	Ethics & National Integrity	1
T7	Disaster Management	1
T8	Examination & Closing Session (Question & Answer Review and Closing Speech)	1
Total =		9

Note : One period = One Class-hour = 40 Minutes.

## 8. Training Methodology :

(a) Class-room

lecture

(b) Group Discussion (c) Exercise and Presentation (d) Demonstration

## 9. Evaluation System

:

(a) Final Evaluation

**Loss Test of Repaired Distribution Transformer.**

1. Course Code : NBT022
2. Course Name : Loss Test of Repaired Distribution Transformer.
3. Course Type : Need Base Training
4. Total Period : 09 hours
5. Course Objectives : This Course is designed for fulfillment of employee skill development on Loss Test Procedure of Repaired Distribution Transformer.
6. Participants : JE/ AJE (O&M/E&C/P&M), Line Technician/Lineman Grade-1/Grade-2.
7. Course Content :

Topic No	Topics	Class Hour
	Registration	-
T1	Inauguration & Discussion on acceptable Loss Range of different size of Distribution Transformer	1
T2	Measurement of No Load Loss & Load Loss of Repaired Distribution Transformer by Testing Machine at Room Temperature (Practical).	1
T3	Measurement of Load Loss of Repaired Distribution Transformer by measuring winding resistance at Room Temperature (Practical).	1
T4	Determine Stray Loss at Room Temperature and Temperature Correction Factor.	1

Topic No	Topics	Class Hour
T5	Calculation of actual Load loss at 85 deg. celcius (IEC Standard) / 75 deg. celcius (ANSI Standard) and Percentage Impedance.	1
T8	Awareness and Requirement of ISO 9001 : 2015	1
T09	Ethics & National Integrity	1
T10	Disaster Management	1
T12	Examination & Closing Session (Question & Answer Review and Closing Speech)	1
Total =		9

Note : One period = One Class-hour = 40 Minutes.

8. Training Methodology :

(a)Class-room lecture (b) Group Discussion (c) Exercise and Presentation (d) Demonstration

9. Evaluation System : (a) Final Evaluation

### **Importance of Capital & Revenue Expenses**

1. Course Code : NBT023
2. Course Name : Importance of Capital & Revenue Expenses.
3. Course Type : Concept of PBS Finance
4. Total Period : 09 Hours
5. Course Objectives : Skill Development for PBS Employee.
6. Participants : PBS Assistant Accountant, Assistant Plant Accountant, Cashier, Assistant Cashier Junior Engineer, Power Use Co-ordinator, Member Service Co-ordinator, Assistant Junior Engineer, Wiring Inspector and Lineman .
7. Course Content :

Topic No	Topics	Class Hour
F-01	Concept of Capital & Revenue Expenses	01
F-02	Different Type of Expenses	01
F-03	Revenue Accounts - Operating	01
F-04	Revenue Accounts – Non Operating	01
F-05	Expense Accounts(Operation & Maintenance)	01
F-06	Awareness and Requirement of ISO 9001: 2015	01
F-07	Digester Management	01
F-08	Ethics & National Integrity	01
F-09	Closing Session (Question & Answer Review and Closing Speech)	01
Total =		9

Note : One period = One Class-hour = 40 minutes.

8. Training Methodology :

(a) Class-room Lecture (b) Group discussion (c) Exercise and Presentation (d) demonstration

9. Evaluation system : (a) Pre Test (b) Post Test (c) Final evaluation

### **Collection and Deposit Procedure**

1. Course Code : NBT024
2. Course Name : Collection and Deposit Procedure.
3. Course Type : Concept of PBS Finance.
4. Total Period : 09 Hours
5. Course Objectives : Skill Development for PBS Employee.
6. Participants : PBS Accountant, Plant Accountant, Assistant Accountant, Assistant Plant Accountant, Billing Supervisor, Cashier, Billing Assistant and Assistant Cashier.

## 7. Course Content :

Topic No	Topics	Class Hour
F-01	Various Type of PBS Collection	01
F-02	Collection (Office, Bank and Other Collection Center)	01
F-03	Collection Through Cheque and Substitute Cash Collection Receipt	01
F-04	Deposit to Bank	01
F-05	Preparation of Collection Report	01
F-06	Awareness and Requirement of ISO 9001: 2015	01
F-07	Digester Management	01
F-08	Ethics & National Integrity	01
F-09	Closing Session (Question & Answer Review and Closing Speech)	01
Total =		09

Note : One period = One Class-hour = 40 minutes.

## 8. Training Methodology :

(a) Class-room Lecture (b) Group discussion (c) Exercise and Presentation (d) demonstration

## 9. Evaluation system : (a) Pre Test (b) Post Test (c) Final evaluation

**Human Resource Management**

1. Course Code : NBT025
2. Course Name : Human Resource Management
3. Course Type : Institutional Management Training
4. Total Period : 09
5. Course Objectives : To strengthen capacities regarding HR Issues; enhance participant's awareness/increase of confidence the challenges in the arena of HRM by changing attitude and ability to increase the organization's capacity.
6. Participants : All Employees.
7. Course Content :

Topic No	Topics	Class Hour
T 01	What is Human Resource Management(HRM) Importance of Human Resource Management in the organization.	01
T 02	Nature, Scope, application of Human Resource Management policies.	01
T 03	Human Resource Planning --- Core Functions/activities of Human Resource Management ((Manpower Planning, recruitment, Rewards, Recognition, Retention strategies of employees and effective utilization of Personnel	02
T 04	Creation of teamwork culture and resolve conflict in work palce.	01
T 05	Ethics and National Integrity	01
T 06	Disaster Management	01
T 07	Awareness and requirement of ISO 9001:2015 Standard	01
T 08	Closing session (Question & answer review and closing speech)	01
Total=		09

Note: One period = One Class hour = 40 minutes.

## 8. Training Methodology: (a) Class room lecture (b) Group discussion (c) Final Examination.

## 9. Evaluation system : (a) Pre test (b) Post test (c) Mid Term Evaluation (d) Final Exam

**PBS Employee Service Rule**

1. Course Code : NBT026
2. Course Name : PBS Employee Service Rule.
3. Course Type : Management and Institutional Training
4. Total Period : 09

5. Course Objectives : To appraise the PBS employees about the contents and application of the Service Code.
6. Participants : Employees of PBSs
7. Course Content :

Topic No	Topics	Class Hour
T 01	General conditions of service and Code of conduct	01
T 02	Disciplinary action, Enquiry procedure and Penalty.	01
T 03	Dismissal, Resignation, Resolving disputes	01
T 04	Suspension, imposition of Penalty, Appeal, Reinstatement, Proceedings Pending in the court	01
T 05	Retirement and other benefits.	01
T 06	Disaster Management	01
T 07	Awareness and requirement of ISO 9001:2015 Standard	01
T 08	Ethics and National Integrity	01
T 09	Closing session (Question & answer review and closing speech)	01
Total =		09

Note: One period = One Class hour = 40 minutes.

8. Training Methodology: (a) Class room lecture (b) Group discussion (c) Final Examination.
9. Evaluation system : (a) Pre test (b) Post test (c) Mid Term Evaluation (d) Final Exam

### **CT/PT Ratio and Meter Multiplying Factor.**

1. Course Code : NBT027
2. Course Name : CT/PT Ratio and Meter Multiplying Factor.
3. Course Type : Need Base Training
4. Total Period : 09 hours
5. Course Objectives : This Course is designed for fulfillment of employee skill development on CT/PT Ratio and Real Multiplying Factor of Meter to prepare accurate Electric Bill.
6. Participants : Billing Supervisor / Billing Assistant of PBS
7. Course Content :

Topic No	Topics	Class Hour
	Registration.	
T1	Inauguration & Importance of the Course.	1
T2	Different type of Electro-mechanical & Electronic Energy Meters.	1
T3	What is CT/PT? Why is CT/PT used ? Definition of its Ratio and Multiplier for Meter; Discussion on different rated CT/PT Ratio and Real Multiplier for related Meter.	2
T4	Discussion on preparing electric bill through improper multiplier and loss of revenue by practical calculation; And PBS instruction 100-39 for proper use of CT/PT.	2
T5	Ethics & National Integrity	1
T6	Disaster Management	1
T7	Examination & Closing Session (Question, Answer Review and Closing Speech)	1
Total =		09

Note : One period = One Class-hour = 40 Minutes.

8. Training Methodology :  
(a) Class-room lecture (b) Group Discussion (c) Exercise and Presentation (d) Demonstration
9. Evaluation System : (a) Final Evaluation

### **PBS Fund Management.**

1. Course Code : NBT028
2. Course Name : PBS Fund Management.
3. Course Type : Concept of PBS Finance.
4. Total Period : 09 Hours
5. Course Objectives : Skill Development for PBS Employee.
6. Participants : AGM(All), Junior Engineer, Assistant Junior Engineer, Power Use Co-ordinator Member Service Co-ordinator, Accountant, Plant Accountant, Accountant (Revenue), Assistant Accountant, Assistant Plant Accountant, Billing Supervisor Cashier, Lineman, Wearing Inspector, Billing Assistant and Assistant Cashier.
7. Course Content :

Topic No	Topics	Class Hour
F-01	Introduction Various Funds of PBS	01
F-02	Cash General Fund and Bill Collection Bank Account	01
F-03	Imprest Fund and its Management	01
F-04	CPF, Gratuity and Membership Fund Management	01
F-05	Workmen Compensation and Employee Benevolent Fund	01
F-06	Awareness and Requirement of ISO 9001: 2015	01
F-07	Disaster Management	01
F-08	Ethics & National Integrity	01
F-09	Closing Session (Question & Answer Review and Closing Speech)	01
Total =		09

Note : One period = One Class-hour = 40 minutes.

8. Training Methodology :

(a) Class-room Lecture (b) Group discussion (c) Exercise and Presentation (d) demonstration

9. Evaluation system : (a) Pre Test (b) Post Test (c) Final evaluation

**Meter reading, Bill Collection and Meter Disconnection Process.**

1. Course Code : NBT029
2. Course Name : Meter reading, Bill Collection and Meter Disconnection Process.
3. Course Type : Concept of PBS Finance.
4. Total Period : 09 Hours
5. Course Objectives : Skill Development for PBS Employee.
6. Participants : Junior Engineer, Assistant Junior Engineer, Power Use Co-ordinator, Member Service Co-ordinator, Accountant, Plant Accountant, Accountant (Revenue) Assistant Accountant, Assistant Plant Accountant, Billing Supervisor, Cashier, Lineman, Wearing Inspector, Billing Assistant and Assistant Cashier.
7. Course Content :

Topic No	Topics	Class Hour
F-01	Introduction of Meter Reading and Disconnection Process	01
F-02	Classification of Meter, demand Meter and Meter Reading Procedure	01
F-03	Concept of Secondary and Primary Metering System	01
F-04	Meter Tempering, Illegal Use of Electricity and Power Theft	01
F-05	Concept of Bill Collection Procedure	01
F-06	Awareness and Requirement of ISO 9001: 2015	01
F-07	Disaster Management	01
F-08	Ethics & National Integrity	01
F-09	Closing Session (Question & Answer Review and Closing Speech)	01
Total =		09

Note : One period = One Class-hour = 40 minutes.



## 8. Training Methodology :

(a) Class-room Lecture (b) Group discussion (c) Exercise and Presentation (d) demonstration

## 9. Evaluation system : (a) Pre Test (b) Post Test (c) Final evaluation

**Office Environment**

1. Course Code : NBT030
2. Course Name : Office Environment
3. Course Type : Institutional Management Training.
4. Total Period : 09
5. Course Objectives : To make an understanding among the Officers and Employees of PBS about their duties and responsibilities to maintain congenial working atmosphere in their respective work place.
6. Participants : Employees of PBS
7. Course Content :

Topic No	Topics	Class Hour
T 01	Concept of office environment --- Physical and non-physical office environmental elements those should be provided by the Management.	01
T 02	Role of Management: To ensure congenial and employee friendly office environment.	01
T 03	Duties and Responsibility of employees for maintaining healthy and congenial office atmosphere.	01
T 04	Required qualities for PBS employees : As service providing organization	01
T 05	Benefit of congenial, healthy and working friendly office environment.	01
T 06	Against Gender Discrimination: Measures should be taken to uphold female employee's right and position in work place.	01
T 07	Awareness and requirement of ISO 9001:2015 Standard	01
T 08	Ethics and National Integrity	01
T 09	Closing session (Question & answer review and closing speech)	01
	Total=	09

Note: One period = One Class hour = 40 minutes.

## 8. Training Methodology : (a) Class room lecture (b) Group discussion (c) Final Examination.

## 9. Evaluation system : (a) Pre test (b) Post test

**Employee Engagement and Motivational approach.**

1. Course Code : NBT031
2. Course Name : Employee Engagement and Motivational approach.
3. Course Type : Institutional Management Training.
4. Total Period : 09
5. Course Objectives : To acquaint the Participants with the relationship among Motivation, Employee Engagement, Participatory Management and improving Workplace Relationship.
6. Participants : Employees of PBS.
7. Course Content :

Topic No	Topics	Class Hour
T 01	Concept of Motivation. Relationship between Leadership Traits and Motivation.	01
T 02	Motivation and Career Development.	01
T 03	Building Trust and Confidence among the Employees Through Reward and Recognition.	01
T 04	Participatory Management: Requirement of Motivation.	01
T 05	Engagement between officers and Employee through Improving	01

	Workplace Relationships.	
T 06	Qualities of a good manager-- To ensure better service.	01
T 07	Awareness and requirement of ISO 9001:2015 Standard	01
T 08	Ethics and National Integrity	01
T 09	Closing session (Question & answer review and closing speech)	01
	Total=	09

Note: One period = One Class hour = 40 minutes.

8. Training Methodology : (a) Class room lecture (b) Group discussion (c) Final Examination.  
 9. Evaluation system : (a) Pre test (b) Post test

### **Protection Setting / Relay Setting Of Different ACR / Circuit Breaker.**

- Course Code : NBT032
- Course Name : Protection Setting / Relay Setting Of Different ACR / Circuit Breaker.
- Course Type : Need Base Training (NBT)
- Total Period : 09
- Course Objectives : Improve Skill on ACR / Circuit Breaker Setting of PBS Distribution System.
- Participants : JE (O&M/E&C/P&M), AJE (O&M/E&C/P&M), Line Crew (Lineman Grade-1 & Above)
- Course Content :

Topic No	Topics	Class Hour
-	Registration and Pre-Evaluation	-
T-01	Inauguration & Importance of the Course	01
T-02	Protection Setting / Relay Setting Of Different ACR / Circuit Breaker.	03
T-03	Protection Setting / Relay Setting Of Different ACR / Circuit Breaker Practical.	04
T-04	Course Review & Examination	01
	Total =	09

Note : One Period = One Class-hour = 40 Minutes

8. Training Methodology :  
 (a) Class-room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration  
 9. Evaluation System : (a) Pre Test (b) Post Test (c) Final Evaluation

### **Detection Procedure of Over load Distribution Transformer.**

- Course Code : NBT033
- Course Name : Detection Procedure of Over load Distribution Transformer.
- Course Type : Need Base Training (NBT)
- Total Period : 09
- Course Objectives : Improve Skill on Over load Distribution Transformer Detection of PBS Distribution System.
- Participants : JE (O&M/E&C/P&M), AJE (O&M/E&C/P&M), Line Crew (Lineman Grade-1 & Above)
- Course Content :

Topic No	Topics	Class Hour
-	Registration and Pre-Evaluation	-
T-01	Inauguration & Importance of the Course	01
T-02	Over load detection Equipment of Distribution Transformer.	01

Topic No	Topics	Class Hour
T-03	Over load Distribution Transformer detection Procedure.	03
T-04	Over load Distribution Transformer detection Procedure Practical.	03
T-05	Course Review & Examination	01
Total =		09

Note : One Period = One Class-hour = 40 Minutes

8. Training Methodology :

(a) Class-room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration

9. Evaluation System : (a) Pre Test (b) Post Test (c) Final Evaluation

### **SAIFI & SAIDI**

1. Course Code : NBT034
2. Course Name : SAIFI & SAIDI.
3. Course Type : Need Base Training (NBT).
4. Total Period : 18 hours
5. Course Objectives : This Course is designed for fulfillment of employee skill development on SAIFI & SAIDI calculation.
6. Participants : JE / AJE (IT/O&M/E&C/P&M), LT/ Lineman Grade-1.
7. Course Content :

Topic No	Topics	Class Hour
-	Registration	-
T1	Inauguration and Definition of SAIFI & SAIDI. Why are we here to calculate SAIFI & SAIDI ?	1
T2	Over View on SAIFI & SAIDI, The Key Performance Indicator and Reporting Form for SAIFI & SAIDI.	1
T3	Importance of Reliability Matrix and key Performance Reliability.	1
T4	Classifications of Interruptions, Calculation of Indices and Conclusion.	1
T5	Program Software Installation Practice.	5
T6	Data Making (Input and Output by Software) Practice.	4
T7	Disaster Management.	1
T8	Ethics & National Integrity.	1
T9	Awareness and Requirement of ISO 9001 : 2015.	1
T10	Examination & Closing Session (Question & Answer Review and Closing Speech)	2
Total =		18

Note : One period = One Class-hour = 40 Minutes.

8. Training Methodology :

(a) Class-room lecture (b) Group Discussion(c) Exercise and Presentation(d) Demonstration

9. Evaluation System : (a) Final Evaluation

### **1-Phase Meter Testing, Calibration, Installation, Operation & Maintenance.**

1. Course Code : NBT035
2. Course Name : 1-Phase Meter Testing, Calibration, Installation, Operation & Maintenance.
3. Course Type : Need Base Training (NBT).
4. Total Period : 18 hours
5. Course Objectives : This Course is designed for fulfillment of employee skill development

on 1-Phase Meter Testing, Calibration, Installation, Operation & Maintenance.

6. Participants : JE / AJE (O&M/E&C/P&M), Line Technician/  
Lineman Grade-1.

7. Course Content :

Topic No	Topics	Class Hour
	Registration.	-
T1	Inauguration & Discussion on different types of Energy Meters.	1
T2	Testing & Calibration of Electro-mechanical and Digital Meter and Permissible Errors of Meters according to IEC (Theory).	2
T3	Testing & Calibration Practice of Electro-mechanical and Digital Meter (Practical).	6
T4	Proper connection of neutral & neutral missing igital Meter and Procedure of Accuracy Test without Testing Bench (Practical).	4
T5	Operation & Maintenance of Electro-mechanical and Digital Meter energy Meters.	1
T6	Disaster Management.	1
T7	Ethics & National Integrity.	1
T8	Awareness and Requirement of ISO 9001 : 2015.	1
T9	Examination & Closing Session (Question & Answer Review and Closing Speech).	1
Total =		18

Note : One period = One Class-hour = 40 Minutes.

8. Training Methodology :

(a) Class-room lecture (b) Group Discussion (c) Exercise and Presentation (d) Demonstration

9. Evaluation System : (a) Final Evaluation

### **Customer Service Excellence & Office Etiquette**

- Course Code : NBM001
- Course Name : Customer Service Excellence & Office Etiquette
- Course Type : Need Based Training
- Total Period : 09 Hrs
- Course Objectives : To Develop basic understanding about the importance of customers & customer services and familiarize with different techniques of delivering its products/services in the most efficient, fair, cost effective, and humanity satisfying and pleasurable manner.
- Participants : All PBSs Staffs
- Course Content :

Topic No	Topics	Class Hour
	Registration & Pre-Test (নিবন্ধন ও প্রাক-প্রশিক্ষণ পরীক্ষা)	
CS-01	Inauguration & Understanding the importance of Customer Service. (সূচনা পর্ব ও গ্রাহক সেবার গুরুত্ব অনুধাবন)	01
CS-02	Concepts of Customer Services & Different types of customers and how to Handle them & 6 basic needs of a customer. (গ্রাহক সেবার ধারণা ও গ্রাহকের ধরন এবং বিভিন্ন ধরনের গ্রাহক মোকাবেলা, গ্রাহকের ৬টি মৌলিক চাহিদা)	02

CS-03	Handling Customer Complaints, How to offer Better Customer Services, How to Motivate Customers & Levels of customer service (গ্রাহক অভিযোগ মোকাবেলাকরণ, উত্তম গ্রাহক সেবা, গ্রাহক উদ্ভুদ্ধকরণের কৌশল, গ্রাহক সেবার ধাপসমূহ)	02
CS-04	Office Etiquette : How to Say No, Body Language & Self Grooming, Telephone a7 E-mail etiquette, Do's and Don'ts with the consumers. (কর্মক্ষেত্রে সদাচরণ: গ্রাহককে 'না' বলার কৌশল; শারীরিক ভাষার ব্যবহার; দূরালোচনী ও ইলেক্ট্রনিক মাধ্যমে ব্যবহারে সাদচর; গ্রাহকদের সাথে করণীয় ও বর্জনীয় আচরণ)।	02
CS-05	Role Play, Questions & Answer. (ভূমিকাভিনয়: প্রশ্নোত্তর পর্ব)	01
CS-06	Review, Post-Test and closing session কোর্স পর্যালোচনা ও প্রশিক্ষণোত্তর পরীক্ষা ও সমাপনী বক্তব্য)।	01
Total =		09

Note: One period = One Class hour = 40 minutes.

8. Training Methodology: Class-room lecture (শ্রেণীকক্ষে বক্তৃতা), Group discussion (দলীয় আলোচনা), Exercise and Demonstration (অনুশীলন ও প্রদর্শন)।

9. Evaluation System: Pre & Post test and final review.

### Ethics and National Integrity Strategy.

1. Course Code : NBT036
2. Course Name : Ethics and National Integrity Strategy.
3. Course Type : Institutional Management Training.
4. Total Period : 09 hour
5. Course Objective : Introducing to the participants about BREB/PBS Ethics and Integrity Strategy. The participants will be able to know the organizations objective, challenges, future work plan and also what should be done and not to be done in their service life.
6. Participants : PBS Officers/Employees.
7. Course Content :

Topic No	Topics	Class Hour
	Registration & pre test	
T 01	Inauguration & importance of the course	01
T 02	Definition of Ethics and Integrity & its scope (Transparency,	01

	Accountability, Honesty, Sincerity, Consciousness)	
T 03	Established rules and regulations and the steps taken by Government to success National Integrity Strategy (NIS).	01
T 04	Combating corruption and establishment of ethics and integrity in BREB/PBS (formation of Ethics Committee, Innovation Committee).	01
T 05	National Ethics and Integrity Strategy - Perspective Bangladesh Rural Electrification Board/Pally Biddyt Samity (Specific objective, challenges, short term, midterm & long term recommendation and future work plan according to Government vision 2021)	02
T 06	Review BREB/PBS ethics and integrity strategies, implementation and monitoring	01
T 07	Post test and review	01
T 08	Closing session (question & answer review and closing speech)	01
Total=		09

Note: One period = One Class hour = 40 minutes.

8. Training Methodology : (a) Class room lecture (b) Group discussion (c) Final Examination

9. Evaluation system : (a) Pre test (b) Post test.

### Different Types of Audit & Settlement of Audit objection

1. Course Code : NBT037
2. Course Name : Different Types of Audit & Settlement of Audit objection.
3. Course Type : Concept of PBS Finance.
4. Total Period : 16 Hours
5. Course Objective : Skill Development for PBS Employee.
6. Participant : Junior Engineer, Assistant Junior Engineer, Power Use Coordinator, Member Service Coordinator, Accountant, Plant Accountant, Accountant (Revenue), Assistant Accountant, Assistant Plant Accountant, Billing Supervisor, Cashier, Lineman, Wiring Inspector, Billing Assistant and Assistant Cashier.

7. Course Content :

Topic Code	Topic	No. of Period
T-01	Inauguration & Importance of the course	01
T-02	Different Types of Audit	01
T-03	Overview of Management Audit and it's Scope	02
T-04	Overview of CA Firm Audit and it's Scope	02
T-05	Overview of Works Audit/FAFAD Audit and it's Scope	02

T-06	Overview of Internal Audit and it's scope	01
T-07	Settlement of Audit Objection	03
T-08	Awareness and Requirement of ISO 9001: 2015	01
T-09	Disaster Management	01
T-10	Ethics & National Integrity	01
T-11	Closing Session (Question & Answer Review and Closing Speech)	01

Note : One period = One Class-hour = 40 minutes.

**8. Training Methodology :**

(a) Class-room Lecture (b) Group discussion (c) Exercise and Presentation (d) demonstration

**9. Evaluation system :**

(a) Pre Test (b) Post Test (c) Final evaluation

### Use of Bangla Unicode Software & Font

1. Course Code : NBT038.
2. Course Name : Use of Bangla Unicode Software & Font.
3. Course Type : Need Based Training (NBT).
4. Total Period : 9
5. Course Objective : Enhance Knowledge on Use of Bangla Unicode Software & Font.

6. Participant	:	Designation ID	Designation of Participant
		-	BREB/PBS Officers/Employees.

**7. Course Content :**

Topic Code	Topics	No. of Period
-	Registration	-
T1	Introduction to Bangla Unicode Software & Font	1
T2	Presentation of Software Installation & Configuration and this is done by Trainee	3
T3	Prepare a Letter in MS Word & Pay Slip in Excel by using Unicode Font	2
T4	Convert Unicode Font Document to General Bangla Font Document and Practice	2
T5	Examination.	1
Total Hours =		9

Note : One period = One Class-hour = 40 Minutes.

**8. Training Methodology :**

(a) Class-room lecture (b) Group Discussion (c) Exercise and Presentation (d) Demonstration

**9. Evaluation System :** (a) Final Evaluation

### Service Process Simplification (SPS)

1. Course Code : NBT039.
2. Course Name : Service Process Simplification (SPS).
3. Course Type : Need Based Training (NBT).
4. Total Period : 17 hours.

5. Course Objective : This Training course will be helpful to obtain capability & efficiency for BREB/PBS Officers/Employee to Simplify Service Process (SPS).

6. Participant :	Designation ID	Designation of Participant
	-	BREB/PBS Officers/Employees.

7. Course Content :

Topic Code	Topics	No. of Period
-	Registration	-
T1	Inauguration, Definition of Service Process Simplification (SPS) and Examples on it.	1
T2	Discussion on How to talk positively, how to help and how to behave with Consumers to provide better Service through Service Process Simplification (SPS)	2
T3	Discussion on the Steps of an Existing Service Procedure in BREB or PBS and Discussion on necessary Steps/Procedures to be simplified to Provide better Service.	2
T4	Discussion on Simplification of Service Procedure about Consumer Connection.	3
T5	Discussion on Simplification of Service Procedure about Billing Procedure.	3
T6	Discussion on Simplification of Service Procedure about the Management of Over Loaded Distribution Transformer.	2
T7	Disaster Management.	1
T8	Ethics & National Integrity.	1
T9	Awareness and Requirement of ISO 9001 : 2015.	1
T10	Examination & Closing Session (Question & Answer Review and Closing Speech)	1
Total Hours =		17

Note : One period = One Class-hour = 40 Minutes.

### 8. Training Methodology :

(a) Class-room lecture    (b) Group Discussion    (c) Exercise and Presentation    (d) Demonstration

9. Evaluation System :    (a) Final Evaluation

### Consumer Class Determination

- Course Code : NBT- 040
- Course Name : Consumer Class Determination.
- Course Type : Concept of PBS Finance.
- Total Period : 16 Hours
- Course Objective : Skill Development for PBS Employee.
- Participant : Junior Engineer, Assistant Junior Engineer, Power Use Co-Ordinator, Member Service Coordinator, Accountant, Plant Accountant, Accountant (Revenue), Enforcement Co-Ordinator, Assistant Enforcement Co-Ordinator, Assistant Accountant, Assistant Plant Accountant, Billing Supervisor, Cashier, Line Technician, Lineman, Wiring Inspector, Billing Assistant and Assistant Cashier.
- Course Content :



Topic Code	Topic	No. of Period
T-01	Inauguration & Importance of the course;	01
T-02	Discussion on Consumer Class- LT-A, MT-1, LT-B (Domestic, Irrigation);	02
T-03	Discussion on Consumer Class -LT-E, MT-2, HT-2, LT-C2, MT-4, HT-4, LT-T, MT-6 (Commercial & Office, Construction, Temporary);	03
T-04	Discussion on Consumer Class-LT-C1, MT-3, HT-3, EHT-1, EHT-2 (Industrial);	03
T-05	Discussion on Consumer Class –LT-D1, LT-D2, MT-5, HT-1 (Educational, Religious & Charitable, Hospital, Street Light, Water Pump, Battery Charging Station, General);	03
T-06	Awareness and Requirement of ISO 9001: 2015;	01
T-07	Disaster Management;	01
T-09	Ethics & National Integrity;	01
T-09	Closing Session (Question & Answer Review and Closing Speech);	01

Note: One period = One Class-hour = 40 minutes.

8. Training Methodology:

(a) Class-room Lecture (b) Group discussion (c) Exercise and Presentation (d) demonstration

9. Training Manual: Current Tariff Schedule Declared by BERC is recommended.

10. Evaluation system:

(a) Pre Test (b) Post Test (c) Final evaluation

### Consumer Satisfaction Management

1. Course Code : NBT 041
2. Course Name : Consumer Satisfaction Management.
3. Course Type : Service Simplification.
4. Total Period : 09 Hours
5. Course Objective : Skill Development for PBS Employee.
6. Participant : Junior Engineer, Assistant Junior Engineer, Power Use Co-Ordinator, Member Service Coordinator, Accountant, Plant Accountant, Accountant (Revenue), Enforcement Co-Ordinator, Assistant Enforcement Co-Ordinator, Assistant Accountant, Assistant Plant Accountant, Billing Supervisor, Cashier, Line Technician, Lineman, Wiring Inspector, Billing Assistant and Assistant Cashier.

7. Course Content :

Topic Code	Topic	No. of Period
T-01	Inauguration & Importance of the course;	01

T-02	Introduction to Consumer Satisfaction and Reason of Consumer dissatisfaction;	01
T-03	Measuring Consumer Satisfaction, Methods of Measuring Consumer Satisfaction and Factors affecting Consumer Satisfaction;	01
T-04	Complaint Management Strategies and Handling the Complaint Process;	01
T-05	Practical Tips for Effectively Implementing Consumer Friendly Strategy;	01
T-06	Awareness and Requirement of ISO 9001: 2015;	01
T-07	Disaster Management;	01
T-08	Ethics & National Integrity;	01
T-09	Closing Session (Question & Answer Review and Closing Speech);	01

Note: One period = One Class-hour = 40 minutes.

8. Training Methodology:

(a) Class-room Lecture (b) Group discussion (c) Exercise and Presentation (d) demonstration

9. Training Manual: Training Manual Attached with this curriculum is recommended.

10. Evaluation system:

(a) Pre Test (b) Post Test (c) Final evaluation

### Installation & Inspection of Pre-Payment Energy Meter

- Course Code** : NBT042
- Course Name** : Installation & Inspection of Pre-Payment Energy Meter
- Course Type** : Need Base Training (NBT)
- Total Period** : 18
- Course Objective** : Improve Skill on Pre-Payment Energy Meter Installation & Inspection of PBS Distribution System.
- Participant** :

Designation ID	Designation of Participant
P20	JE (O&M/E&C/P&M)
P06	AJE (O&M/E&C/P&M)
P07	PBS Lineman

7. Course Content :

Topic Code	Topic	No. of Period
<b>Day-01</b>		
-	Registration and Pre-Evaluation	-
T-01	Inauguration & Importance of the Course	01
T-02	Introduction to Pre-Payment Meter	01

Topic Code	Topic	No. of Period
T-03	Difference between Normal Energy Meter & Pre-Payment Meter	01
T-04	Functions of Pre-Payment Meter	02
T-05	Installation Procedure of Pre-Payment Meter	03
T-06	Awareness and Requirement of ISO 9001:2015	01
<b>Day-02</b>		
T-07	Meter Customization in uniform Pre-Payment system	02
T-08	Testing, Operation & Maintenance of Pre-Payment Meter (Field)	04
T-09	Disaster Management	01
T-10	Ethics & National Integrity	01
T-11	Closing Session (Question & Answer Review & Closing Speech)	01
	Total =	18

Note : One Period = One Class-hour = 40 Minutes

#### 8. Training Methodology :

(a) Class-room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration

#### 9. Evaluation System :

(a) Pre Test (b) Post Test (c) Final Evaluation

### Installation & Inspection of Two Part Tariff Energy Meter

- Course Code** : NBT043
- Course Name** : Installation & Inspection of Two Part Tariff Energy Meter
- Course Type** : Need Base Training (NBT)
- Total Period** : 18
- Course Objective** : Improve Skill on Two Part Tariff Energy Meter Installation & Inspection of PBS Distribution System.

<b>6. Participant :</b>	<b>Designation ID</b>	<b>Designation of Participant</b>
	P20	JE (O&M/E&C/P&M)
	P06	AJE (O&M/E&C/P&M)
	P07	PBS Lineman

#### 7. Course Content :

Topic Code	Topic	No. of Period
<b>Day-01</b>		
	Registration and Pre-Evaluation	-
T-01	Inauguration & Importance of the Course	01
T-02	Introduction to Two Part Tariff Meter	01
T-03	Comparison between Normal Energy Meter & Two Part Tariff Meter (Display/Reading)	02
T-04	Functions, Suitability and Benefits of Two Part Tariff Meter	03

Topic Code	Topic	No. of Period
<b>Day-01</b>		
T-05	Awareness and Requirement of ISO 9001:2015	01
T-06	Disaster Management	01
<b>Day-02</b>		
T-07	Installation Procedure and Testing of Two Part tariff Meter (Field)	07
T-08	Ethics & National Integrity	01
T-09	Closing Session (Question & Answer Review & Closing Speech)	01
	Total =	18

Note : One Period = One Class-hour = 40 Minutes

**8. Training Methodology :**

(a) Class-room lecture (b) Group Discussion (c) Exercise & Presentation (d) Demonstration

**9. Evaluation System :**

(a) Pre Test (b) Post Test (c) Final Evaluation

**Training Calendar by Month**  
**Consolidated Schedule of Training Course**  
**Period : July 2019 to June 2020**

July, 2019:

Sl No.	Duration		Duration (Days)	Course Code	Course Name	Designation of Trainee	Venue
	From	To					
1	01-07-19	05-08-19	27	IM 300	BREB/PBS Officer's Foundation Course	Officers of BREB/PBSs	BREB
2	01-07-19	03-07-19	3	IM 115	Record Management	PBS Officer/ Employee	BREB
3	01-07-19	09-07-19	7	IF-320	Work Order Procedure	Billing Asst. ( R )	BREB/PBS
4	01-07-19	10-07-19	8	ICT-02	Basic Computer Training	Assistant Cashier	BREB H/Q
5	02-07-19	22-07-19	15	TW-015	Basic Consumer Wiring	Wiring Inspector	BREB H/Q
6	04-07-19	08-07-19	3	IM 270	Electricity Act and Rules	AJE (O&M/E&C/ P&M)	BREB
7	09-07-19	15-07-19	5	IM 100	Basic Supervision	PBS Employee	BREB
8	09-07-19	21-07-19	9	ICT 04	Basic Computer Training	Data Entry Operator	TTC, Savar
9	10-07-19	13-07-19	4	IF-566	Basic Training on Tax and VAT	AGM(Admin/HR/F/JE//E C/AEC/Casier/Asst.Cashier	BREB
10	10-07-19	17-07-19	6	TL 040	Lineman Part-IVA	PBS Line Technician	TTC, Savar
11	11-07-19	22-07-19	8	ICT-02	Basic Computer Training	JE(O&M/E&C/P&M)	BREB H/Q
12	15-07-19	17-07-19	3	Part-1 (Class)/Ex-Tempo (Class)	Dept. Exam	PBS Staff (EC)	BREB
	21-07-19		1	Exam	Dept. Exam	PBS Staff (EC)	BREB
	22-07-19		1	EX-Tempo Written & Viva	Dept. Exam	PBS Staff (EC)	BREB
	23-07-19	25-07-19	3	Part-2(Class)	Dept. Exam	PBS Staff (EC)	BREB
	29-07-19		1	Exam	Dept. Exam	PBS Staff (EC)	BREB
	30-07-19		1	Viva	Dept. Exam	PBS Staff (EC)	BREB
13	15-07-19	23-07-19	7	IF-310	PBS General Accounts Manual	AGM(F)/AA/PAA	BREB
14	15-07-19	01-08-19	16	TL020	lineman Part-II	lineman Grade-2	PBS
15	15-07-19	01-08-19	16	TL020	lineman Part-II	lineman Grade-2	PBS
16	16-07-19	22-07-19	5	IM 100	Basic Supervision	PBS Employee	BREB
17	18-07-19	05-08-19	16	TL020	lineman Part-II	lineman Grade-2	PBS
18	18-07-19	05-08-19	16	TL020	lineman Part-II	lineman Grade-2	PBS
19	18-07-19	24-07-19	5	TL 042	Lineman Part-IVB	PBS Line Technician	TTC, Savar
20	22-07-19	23-07-19	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar

21	23-07-19	25-07-19	3	IM 115	Record Management	PBS Officer/ Employee	BREB
22	23-07-19	01-08-19	8	ICT-02	Basic Computer Training	AEC	BREB H/Q
23	23-07-19	08-08-19	13	TC-015	PBS Distribution System Construction & Inspection	AGM(O&M/E&C/P&M)	BREB H/Q
24	24-07-19	25-07-19	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar
25	24-07-19	29-07-19	4	TO 250	1-Phase Meter Testing	AJE/JE	TTC, Savar
26	25-07-19	01-08-19	6	TL 044	Lineman Part-IVC	PBS Line Technician	TTC, Savar
27	27-07-19	28-07-19	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar
28	28-07-19	29-07-19	2	IM 401	Establishing good member relations	WI	BREB
29	28-07-19	30-07-19	3	IF-570	Work Order Procedure	AGM/JE/AJE/SA	PBS
30	29-07-19	30-07-19	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar
31	30-07-19	01-08-19	3	IM 115	Record Management	PBS Officer/ Employee	BREB
32	30-07-19	08-08-19	8	TO 241	Meter Testing	Meter Tester	TTC, Savar
33	31-07-19	01-08-19	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar
<b>August,2019:</b>							
34	01-08-19	09-08-19	7	IF-320	Accounting/Billing Procedure	Billing Asst.( R )	BREB
35	04-08-19	06-08-19	3	IO100	BREB Genaral Oriantation	BREB Staff	BREB
36	04-08-19	08-08-19	5	ICT-07	Router/Firewall Configuration, Wi-Fi Network Configuration	AJE (IT)	BREB H/Q
37	12-08-19	16-08-19	4	IF-566	Basic Training on Tax and VAT	AGM(Admin/HR/F/JE//E C/AEC/Casier/Asst.Cashier	BREB
38	19-08-19	22-08-19	4	TO 250	1-Phase Meter Testing	AJE/JE	TTC, Savar
39	20-08-19	05-09-19	13	TC-016	PBS Distribution System Construction & Inspection	LCI, BREB/AJE (O&M/E&C/P&M)	BREB H/Q
40	20-08-19	29-08-19	8	ICT-02	Basic Computer Training	AJE (O&M/E&C/P&M)	BREB H/Q
41	21-08-19	22-08-19	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar
42	24-08-19	26-09-19	28	TL020	lineman Part-I	Line Crew Level-1	PBS
43	24-08-19	26-09-19	28	TL020	lineman Part-I	Line Crew Level-1	PBS

44	25-08-19	26-08-19	2	IM 271	Electricity Act and Rules	AEC	BREB
45	25-08-19	29-08-19	5	TE-405	Concept on Distribution System Protection	BREB/PBS Officers (Engineers)	BREB H/Q
46	25-08-19	26-08-19	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar
47	26-08-19	29-08-19	4	IF-315	PBS Accounting Procedure Manual	AGM(Fi)/AA/PAA	BREB
48	27-08-19	28-08-19	2	Part-1	Dept. Exam	PBS Officer (AGM)	BREB
	01-09-19		1	Exam	Dept. Exam	PBS Officer (AGM)	BREB
	02-09-19		1	EX-Tempo Written & Viva	Dept. Exam	PBS Officer (AGM)	BREB
	03-09-19	05-09-19	3	Part-2	Dept. Exam	PBS Officer (AGM)	BREB
	09-09-19		1	Exam	Dept. Exam	PBS Officer (AGM)	BREB
	11-09-19	12-09-19	2	Part-3	Dept. Exam	PBS Officer (AGM)	BREB
	16-09-19		1	Exam	Dept. Exam	PBS Officer (AGM)	BREB
49	27-08-19	29-08-19	3	IM 260	Labor Law and Industrial Relation	AGM	BREB
50	27-08-19	29-08-19	3	TE-400	Freelancing Inspection	Stakeholder	BREB H/Q
51	27-08-19	30-09-19	28	TL020	lineman Part-I	Line Crew Level-1	PBS
52	27-08-19	30-09-19	28	TL020	lineman Part-I	Line Crew Level-1	PBS
53	28-08-19	29-08-19	2	TE-395	Sustainable Development Goal (SDG)	BREB/PBS Officers & Employees	BREB H/Q
54	28-08-19	08-09-19	8	ICT 02	Basic Computer Training	Data Entry Operator	TTC, Savar
55	29-08-19	19-09-19	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
<b>September,2019:</b>							
56	01-09-19	05-09-19	5	IM 100	Basic Supervision	PBS Employee	BREB
57	01-09-19	11-09-19	8	ICT-02	Basic Computer Training	Assist. Store Keeper	BREB H/Q
58	03-09-19	05-09-19	3	TE-400	Freelancing Inspection	Stakeholder	BREB H/Q
59	03-09-19	24-09-19	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
60	04-09-19	06-09-19	3	IF-570	Work Order Procedure	AGM/JE/AJE/SA	PBS
61	08-09-19	12-09-19	4	IM 275	Training of Trainers (TOT)	WI	BREB
62	08-09-19	03-10-19	19	TC-760	PBS Distribution System Construction & Inspection (Field Training)	AJE (O&M/E&C/P&M)	BREB Field Office
63	08-09-19	23-09-19	11	TW-010	Basic Consumer Wiring	AGM (MS)	BREB H/Q

64	08-09-19	15-09-19	5	TO 260	3-Phase Meter Testing	AJE/JE	TTC, Savar
65	09-09-19	17-09-19	7	IF-320	Accounting/Billing Procedure	Billing Asst.( R )	BREB/PBS
66	09-09-19	16-09-19	5	TO 260	3-Phase Meter Testing	AJE/JE	TTC, Savar
67	12-09-19	23-09-19	8	ICT-02	Basic Computer Training	Wiring Inspector	BREB H/Q
68	12-09-19	02-10-19	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
69	15-09-19	17-09-19	3	IM 110	Office Management	PBS Employee	BREB
70	15-09-19	19-01-00	5	TE-405	Concept on Distribution System Protection	BREB/PBS Officers (Engineers)	BREB H/Q
71	15-09-19	22-09-19	6	TL 040	Lineman Part-IVA	PBS Line Technician	TTC, Savar
72	16-09-19	06-10-19	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
73	16-09-19	25-09-19	8	TO 266	Meter Repair	Meter Tester	TTC, Savar
74	18-09-18	29-09-19	8	IO151	BREB Officer's Orientation	BREB Officer's (Class- II)	BREB
75	18-09-19	22-09-19	3	IM 260	Labor Law and Industrial Relation	AGM	BREB
76	18-09-19	23-09-19	4	IF-566	Basic Training on Tax and VAT	AGM(Admin/HR/F/JE//E C/AEC/Casier/Asst.Cashier	BREB
77	23-09-19	26-09-19	4	IM 531	Procurement in PBS System	AGM	BREB
78	23-09-19	29-09-19	5	TL 042	Lineman Part-IVB	PBS Line Technician	TTC, Savar
79	24-09-19	27-09-19	4	IF-338	Instruction Series-200	AGM(Fi)/AA/PAA	BREB
80	24-09-19	13-10-19	13	TO-100	PBS System operation & Maintenance	LCI, BREB/AJE (O&M/E&C/P&M)	BREB H/Q
81	24-09-19	03-10-19	8	ICT-02	Basic Computer Training	Meter Tester	BREB H/Q
82	25-09-19	26-09-19	2	TE-395	Sustainable Development Goal (SDG)	BREB/PBS Officers & Employees	BREB H/Q
83	25-09-19	26-09-19	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar
84	29-09-19	01-10-19	3	IM 115	Record Management	PBS Officer/ Employee	BREB
85	29-09-19	30-09-19	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar
86	29-09-19	30-09-19	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar
87	30-09-19	07-10-19	6	TL 044	Lineman Part-IVC	PBS Line Technician	TTC, Savar
<b>October,2019:</b>							
88	01-10-19	02-10-19	2	Promotional class(Part-A)	Promotional Exam(Grade-14)	BREB Staff (Computer Typist cum office Assistant)	BREB



	03-10-19	07-10-19	3	Promotional class(Part-B)	Promotional Exam(Grade-14)	BREB Staff (Computer Typist cum office Assistant)	BREB
	09-10-19	10-10-19	2	Promotional class(Part-C)	Promotional Exam(Grade-14)	BREB Staff (Computer Typist cum office Assistant)	BREB
	13-10-19		1	Promotional Exam	Promotional Exam(Grade-14)	BREB Staff (Computer Typist cum office Assistant)	BREB
89	01-10-19	06-10-19	27	IM 300	BREB/PBS Officer's Foundation Course	Officers of BREB/PBSs	BREB
90	01-10-19	09-10-19	7	IF-320	Accounting/Billing Procedure	Billing Asst.( R )/PBS	BREB/PBS
91	01-10-19	06-10-19	4	TL 045	33 KV Switching Station	AJE/JE/LT/LMG-1	TTC, Savar
92	01-10-19	13-10-19	8	TO 266	Meter Repair	Meter Tester	TTC, Savar
93	02-10-19	06-10-19	3	IM 260	Labor Law and industrial Relation	AGM	BREB
94	06-10-19	16-10-19	8	ICT-02	Basic Computer Training	Data Entry Operator	BREB H/Q
95	07-10-19	10-10-19	3	IM 115	Record Management	PBS Officer/ Employee	BREB
96	09-10-19	29-10-19	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
97	10-10-19	11-10-19	2	IF-362	Imprest Fund Management	Assitant Cashier	BREB
98	10-10-19	30-10-19	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
99	10-10-19	17-10-19	6	TL 040	Lineman Part-IVA	PBS Line Technician	TTC, Savar
100	13-10-19	15-10-19	3	IM 115	Record Management	PBS Officer/ Employee	BREB
101	13-10-19	15-10-19	3	TE-400	Freelancing Inspection	Stakeholder	BREB H/Q
102	13-10-19	23-10-19	9	ICT 04	Basic Computer Training	Data Entry Operator	TTC, Savar
103	14-10-19	16-10-19	3	Part-1 (Class)	Dept. Exam	PBS Staff (WI)	BREB
	17-10-19		1	Exam	Dept. Exam	PBS Staff (WI)	BREB
	20-10-19	22-10-19	3	Part-2 (Class)	Dept. Exam	PBS Staff (WI)	BREB
	24-10-19		1	Exam	Dept. Exam	PBS Staff (WI)	BREB
	27-10-19		1	Prattical	Dept. Exam	PBS Staff (WI)	BREB
	28-10-19		1	Viva	Dept. Exam	PBS Staff (WI)	BREB
104	14-10-19	17-10-19	4	IF-566	Basic Training on Tax and VAT	Billing Asst.( R )	BREB
105	14-10-19	17-10-19	4	TE-200	Distribution line staking	AJE (O&M/E&C/P&M)	BREB H/Q
106	16-10-19	21-10-19	4	IM 531	Procurement in PBS System	AGM	BREB
107	17-10-19	28-10-19	8	ICT-02	Basic Computer Training	MMCS	BREB H/Q
108	20-10-19	24-10-19	5	TC-210	Warehouse management	AGM(O&M/E&C/P&M)	BREB H/Q

109	20-10-19	24-10-19	5	TE-405	Concept on Distribution System Protection	BREB/PBS Officers (Engineers)	BREB H/Q
110	20-10-19	24-10-19	5	TL 042	Lineman Part-IVB	PBS Line Technician	TTC, Savar
111	21-10-19	23-10-19	3	IF-570	Work Order Procedure	AGM(Fi)/AA/PAA	PBS
112	22-10-19	24-10-19	3	IM 115	Record Management	PBS Officer/ Employee	BREB
113	23-10-19	24-10-19	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar
114	27-10-19	29-10-19	3	IM 110	Office Management	PBS Employee	BREB
115	27-10-19	31-10-19	5	TC-220	Warehouse management	MMCS	BREB H/Q
116	27-10-19	28-10-19	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar
117	27-10-19	03-11-19	6	TL 044	Lineman Part-IVC	PBS Line Technician	TTC, Savar
118	28-10-19	31-10-19	4	IF-338	Instruction Series-200	AGM(Fi)/AA/PAA	BREB
119	29-10-19	07-11-19	8	ICT-02	Basic Computer Training	Store Keeper	BREB H/Q
120	30-10-19	31-10-19	2	Promotional class(Part-A)	Promotional Exam(Grade-13)	BREB Staff (StenoTypist cum Computer Operator)	BREB
	03-11-19	04-11-19	2	Promotional class(Part-B)	Promotional Exam(Grade-13)	BREB Staff (StenoTypist cum Computer Operator)	BREB
	05-11-19	06-11-19	2	Promotional class(Part-C)	Promotional Exam(Grade-13)	BREB Staff (StenoTypist cum Computer Operator)	BREB
	07-11-19		1	Promotional Exam	Promotional Exam(Grade-13)	BREB Staff (StenoTypist cum Computer Operator)	BREB
121	30-10-19	04-11-19	4	IM 531	Procurement in PBS System	AGM	BREB
122	30-10-19	31-10-19	2	TE-395	Sustainable Development Goal (SDG)	BREB/PBS Officers & Employees	BREB H/Q
<b>November, 2019:</b>							
123	03-11-19	05-11-19	3	IF-570	Work Order Procedure	AGM/JE/AJE/SA	PBS
124	03-11-19	12-11-19	7	TE-010	PBS System Design	AGM(O&M/E&C/P&M)	BREB H/Q
125	03-11-19	21-11-19	16	TL020	Lineman Part-II	Lineman Grade-2	PBS
126	03-11-19	21-11-19	16	TL020	Lineman Part-II	Lineman Grade-2	PBS
127	04-11-19	23-11-19	16	TL020	Lineman Part-II	Lineman Grade-2	PBS
128	04-11-19	23-11-19	16	TL020	Lineman Part-II	Lineman Grade-2	PBS
129	04-11-19	25-11-19	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
130	04-11-19	07-11-19	4	TO 250	1-Phase Meter Testing	AJE/JE	TTC, Savar
131	05-11-19	07-11-19	3	IM 343	PBS Instruction Series 200 300	AA/APA	BREB

132	06-11-19	27-11-19	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
133	07-11-19	15-11-19	7	IF-320	Accounting/Billing Procedure	Billing Asst.( R )	BREB/PBS
134	11-11-18	12-11-18	2	Part-1 (Class)	Dept. Exam	PBS Staff (JE)	BREB
	14-11-18		1	Exam	Dept. Exam	PBS Staff (JE)	BREB
	17-11-18		1	Ex-Tempo (Class)	Dept. Exam	PBS Staff (JE)	BREB
	18-11-18		1	EX-Tempo Written & Viva	Dept. Exam	PBS Staff (JE)	BREB
	19-11-18	21-11-18	3	Part-2(Class)	Dept. Exam	PBS Staff (JE)	BREB
	24-11-18		1	Exam	Dept. Exam	PBS Staff (JE)	BREB
	25-11-18		1	Viva	Dept. Exam	PBS Staff (JE)	BREB
135	11-11-19	13-11-19	3	IM 110	Office Management	PBS Employee	BREB
136	11-11-19	24-11-19	10	ICT-04	Basic Computer Training with Data base	BREB/PBS Manpower	BREB H/Q
137	11-11-19	19-11-19	7	TL 031	Lineman Part-IIIA	Lineman Grade-1	TTC, Savar
138	12-11-19	14-11-19	3	TE-400	Freelancing Inspection	Stakeholder	BREB H/Q
139	12-11-19	18-11-19	5	TO 260	3-Phase Meter Testing	AJE/JE	TTC, Savar
140	13-11-19	25-11-19	9	TW-100	Advance Consumer Wiring	AGM (MS)	BREB H/Q
141	14-11-19	18-11-19	3	IM 115	Record Management	PBS Officer/ Employee	BREB
142	18-11-19	20-11-19	3	IF-332	Preparing of Electric Bill and C / P	Asst. Cashier/ Cashier	BREB
143	19-11-19	25-11-19	5	IM 100	Basic Supervision	PBS Employee	BREB
144	20-11-19	21-11-19	2	TE-395	Sustainable Development Goal (SDG)	BREB/PBS Officers & Employees	BREB H/Q
145	24-11-19	28-11-19	5	TE-405	Concept on Distribution System Protection	BREB/PBS Officers (Engineers)	BREB H/Q
146	24-11-19	25-11-19	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar
147	25-11-19	28-11-19	4	IF-330	Preparing Financial Report (550)	AGM(Fi)/AA/PAA	BREB
148	25-11-19	01-12-19	5	ICT-06	Foundation Training on IT	AJE (IT)	BREB H/Q
149	26-11-18	01-12-19	4	IM 516	BREB & PBS Dept. Enquiry Procedure	BREB Officer's (Class-1 & 11)	BREB
150	26-11-19	08-12-19	9	TW-110	Advance Consumer Wiring	Wiring Inspector	BREB H/Q
151	27-11-19	04-12-19	6	TL 040	Lineman Part-IVA	PBS Line Technician	TTC, Savar

December,2019:							
152	01-12-19	05-12-19	5	IM 100	Basic Supervision	PBS Employee	BREB
153	01-12-19	22-12-19	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
154	02-12-19	10-12-19	7	IF-320	Accounting/Billing Procedure	Billing Asst.( R )	BREB
155	02-12-19	08-12-19	5	ICT-07	Router/Firewall Configuration, Wi-Fi Network Configuration	AJE (IT) /JE (IT)	BREB H/Q
156	03-12-19	05-12-19	3	Part-1 (Class)	Dept. Exam	BREB Officer's (Class-1)	BREB
	08-12-19		1	Exam	Dept. Exam	BREB Officer's (Class-1)	BREB
	09-12-19	11-12-19	3	Part-2 (Class)	Dept. Exam	BREB Officer's (Class-1)	BREB
	12-12-19		1	Exam	Dept. Exam	BREB Officer's (Class-1)	BREB
	15-12-19	17-12-19	2	Part-3(Class)	Dept. Exam	BREB Officer's (Class-1)	BREB
	18-12-19		1	Exam	Dept. Exam	BREB Officer's (Class-1)	BREB
	19-12-19		1	EX-Tempo Written & Viva	Dept. Exam	BREB Officer's (Class-1)	BREB
157	05-12-19	11-12-19	5	TL 042	Lineman Part-IVB	PBS Line Technician	TTC, Savar
158	08-12-19	09-12-19	2	IM 265	Right of way and public motivation	AEC	BREB
159	08-12-19	12-12-19	5	TE-405	Concept on Distribution System Protection	BREB/PBS Officers (Engineers)	BREB H/Q
160	08-12-19	30-12-19	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
161	09-12-19	22-12-19	9	ICT-08A	Real Server (WIN 2008/2012) Configuration and Administration	AJE (IT) /JE (IT)	BREB H/Q
162	09-12-19	29-12-19	13	TC-015	PBS Distribution System Construction & Inspection	AGM (O&M/E&C/P&M)	BREB H/Q
163	10-12-19	12-12-19	3	IO 100	BREB/PBS General Orientation	PBS Employee	BREB
164	12-12-19	22-12-19	6	TL 044	Lineman Part-IVC	PBS Line Technician	TTC, Savar
165	15-12-19	22-12-19	5	IM 100	Basic Supervision	PBS Employee	BREB
166	17-12-19	20-12-19	4	IF-566	Basic Training on Tax and VAT	AGM(Admin/HR/F/JE//E C/AEC/Casier/Asst.Cashier	BREB
167	17-12-19	22-12-19	4	TO 250	1-Phase Meter Testing	AJE/JE	TTC, Savar
168	22-12-19		1	IM 601	ACR writing Procedure	BREB Officer's (Class-1)	BREB
169	22-12-19	24-12-19	4	IF-570	Work Order Procedure	AGM/JE/AJE/SA	PBS
170	22-12-19	23-12-19	2	TE-395	Sustainable Development Goal (SDG)	BREB/PBS Officers & Employees	BREB H/Q
171	22-12-19	29-12-19	5	TO 260	3-Phase Meter Testing	AJE/JE	TTC, Savar

172	23-12-19	26-12-19	3	IM 511	PBS Employee Service Rule and REB Act 2013	PBS Officer/ Employee	BREB
173	23-12-19	05-01-20	9	ICT-08B	Real Server (Linux) Configuration and Administration	AJE (IT) /JE (IT)	BREB H/Q
174	26-12-19	28-12-19	3	IM 110	Office Management	PBS Employee	BREB
175	29-12-19	01-01-20	4	IM 531	Procurement in PBS System	AGM	BREB
176	30-12-19	07-01-20	7	TE-010	PBS System Design	AGM(O&M/E&C/P&M)	BREB H/Q
<b>January,2020:</b>							
177	01-01-20	02-02-20	27	IM 300	BREB/PBS Officer's Foundation Course	Officers of BREB/PBSs	BREB
178	01-01-20	02-01-20	2	Part-1 (Class)	Dept. Exam	PBS Staff (P.A/A)	BREB
	05-01-20		1	Exam	Dept. Exam	PBS Staff (P.A/A)	BREB
	06-01-20		1	Ex-Tempo (Class)	Dept. Exam	PBS Staff (P.A/A)	BREB
	07-01-20		1	EX-Tempo Written & Viva	Dept. Exam	PBS Staff (P.A/A)	BREB
	08-01-20	12-01-20	3	Part-2(Class)	Dept. Exam	PBS Staff (P.A/A)	BREB
	14-01-20		1	Exam	Dept. Exam	PBS Staff (P.A/A)	BREB
	15-01-20		1	Viva	Dept. Exam	PBS Staff (P.A/A)	BREB
179	01-01-20	09-01-20	7	IF-320	Accounting/Billing Procedure	Billing Asst.( R )	BREB/PBS
180	02-01-20	08-01-20	5	IM 100	Basic Supervision	PBS Employee	BREB
181	02-01-20	22-01-20	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
182	02-01-20	12-01-20	7	TL 031	Lineman Part-IIIA	Lineman Grade-1	TTC, Savar
183	06-01-20	23-01-20	14	ICT-09	Advanced Database Management	AJE (IT)/JE (IT)	BREB H/Q
184	06-01-20	15-01-20	8	ICT 02	Basic Computer Training	Data Entry Operator	TTC, Savar
185	06-01-20	23-01-20	16	TL020	lineman Part-II	lineman Grade-2	PBS
186	06-01-20	23-01-20	16	TL020	lineman Part-II	lineman Grade-2	PBS
187	06-01-20	23-01-20	16	TL020	lineman Part-II	lineman Grade-2	PBS
188	06-01-20	23-01-20	16	TL020	lineman Part-II	lineman Grade-2	PBS
189	07-01-20	09-01-20	3	TE-400	Freelancing Inspection	Stakeholder	BREB H/Q
190	07-01-20	27-01-20	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
191	08-01-20	14-01-20	5	TO-821	Application of Global Positioning System(GPS) and Introductory Geographic Information System (GIS)	BREB/PBS/Consultant Manpower	BREB/PBS
192	09-01-20	13-01-20	3	IM 110	Office Management	PBS Employee	

193	12-01-20	13-01-20	2	TE-395	Sustainable Development Goal (SDG)	BREB/PBS Officers & Employees	BREB H/Q
194	12-01-20	15-01-20	4	TO 250	1-Phase Meter Testing	AJE/JE	TTC, Savar
195	13-01-20	14-01-20	2	IF-365	Financial Planning & Fund Management	GM/DGM	BREB
196	14-01-20	16-01-20	3	IM 115	Record Management	PBS Officer/ Employee	BREB
197	15-01-20	17-01-20	3	IF-345	PBS Audit Procedure	AA/APA/Auditor	BREB
198	15-01-20	19-01-20	3	TO-610	Transport Maintenance	AEC	BREB H/Q
199	19-01-20	20-01-20	2	Part-1 (Class)	Dept. Exam	BREB (Acc/Asstt:Acc/Auditor/C ashiar)	BREB
	22-01-20		1	Exam	Dept. Exam	BREB (Acc/Asstt:Acc/Auditor/C ashiar)	BREB
	23-01-20		1	Viva	Dept. Exam	BREB (Acc/Asstt:Acc/Auditor/C ashiar)	BREB
	26-01-20		1	Part-2 (Class)	Dept. Exam	BREB (Acc/Asstt:Acc/Auditor/C ashiar)	BREB
	27-01-20		1	Exam	Dept. Exam	BREB (Acc/Asstt:Acc/Auditor/C ashiar)	BREB
	28-01-20		1	Part-3 (Class)	Dept. Exam	BREB (Acc/Asstt:Acc/Auditor/C ashiar)	BREB
	29-01-20		1	Exam	Dept. Exam	BREB (Acc/Asstt:Acc/Auditor/C ashiar)	BREB
	30-01-20		1	Part-4 (Class)	Dept. Exam	BREB (Acc/Asstt:Acc/Auditor/C ashiar)	BREB
	02-02-20		1	Exam	Dept. Exam	BREB (Acc/Asstt:Acc/Auditor/C ashiar)	BREB
	03-02-20	04-02-20	2	Part-5 (Class)	Dept. Exam	BREB (Acc/Asstt:Acc/Auditor/C ashiar)	BREB
	06-02-20		1	Exam	Dept. Exam	BREB (Acc/Asstt:Acc/Auditor/C ashiar)	BREB
200	19-01-20	21-01-20	3	IM 115	Record Management	PBS Officers & Employee	BREB
201	19-01-20	23-01-20	5	TE-405	Concept on Distribution System Protection	BREB/PBS Officers (Engineers)	BREB H/Q
202	20-01-20	23-01-20	4	IF-340	Plant & Property Accounting	AGM(Fi)/AA/APA	BREB
203	20-01-20	05-02-20	13	TO-100	PBS System operation & Maintenance	AJE (O&M/E&C/P&M)	BREB H/Q

204	22-01-20	26-01-20	3	IM 260	Labor Law and Industrial Relation	AGM	BREB
205	26-01-20	27-01-20	2	ICT-13	Use of Bangla Unicode Software & Font	BREB/PBS Manpower	BREB H/Q
206	27-01-20	29-01-20	3	IM 115	Record Management	PBS Officer/ Employee	BREB
207	27-01-20	29-01-20	3	IF-330	Preparing Financial Report (550)	AGM(Fi)/AA/PAA	BREB
208	27-01-20	03-02-20	6	TL 040	Lineman Part-IVA	PBS Line Technician	TTC, Savar
209	28-01-20	30-01-20	3	TE-380	E-file (Nothi) Management.	BREB/PBS Manpower	BREB H/Q
210	28-01-20	17-02-20	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
211	30-01-20	03-02-20	3	IM 110	Office Management	PBS Employee	BREB
<b>February,2020:</b>							
212	02-02-20	04-02-20	3	TE-380	E-file (Nothi) Management.	BREB/PBS Manpower	BREB H/Q
213	03-02-20	05-02-20	3	IF-345	PBS Audit Procedure	AD (F)/AGM (F)	BREB
214	03-02-20	23-02-20	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
215	03-02-20	12-02-20	8	TO 266	Meter Repair	Meter Tester	TTC, Savar
216	04-02-20	05-02-20	2	IM 271	Electricity Act and Rules	AEC	BREB
217	04-02-20	10-02-20	5	TL 042	Lineman Part-IVB	PBS Line Technician	TTC, Savar
218	05-02-20	09-02-20	3	TE-380	E-file (Nothi) Management.	BREB/PBS Manpower	BREB H/Q
219	06-02-20	12-02-20	5	IM 145	Personnel Management	AGM	BREB
220	06-02-20	14-02-20	7	IF-310	PBS General Accounts Manual	AGM(Fi)/AA/PAA	BREB
221	09-02-20	10-02-20	2	Part-1	Dept. Exam	PBS Officer (AGM)	BREB
	12-02-20		1	Exam	Dept. Exam	PBS Officer (AGM)	BREB
	13-02-20		1	EX-Tempo Written & Viva	Dept. Exam	PBS Officer (AGM)	BREB
	16-02-20	18-02-20	3	Part-2	Dept. Exam	PBS Officer (AGM)	BREB
	20-02-20		1	Exam	Dept. Exam	PBS Officer (AGM)	BREB
	23-02-20	24-02-20	2	Part-3	Dept. Exam	PBS Officer (AGM)	BREB
	26-02-20		1	Exam	Dept. Exam	PBS Officer (AGM)	BREB
222	09-02-20	11-02-20	3	TO-620	Transport Maintenance	BREB/PBS Driver	BREB H/Q
223	10-02-20	16-02-20	5	TO-390	Billing Software Support	BREB/PBS Manpower	BREB H/Q
224	10-02-20	16-02-20	5	TO 260	3-Phase Meter Testing	AJE/JE	TTC, Savar

225	11-02-20	13-02-20	3	TE-400	Freelancing Inspection	Stakeholder	BREB H/Q
226	11-02-20	18-02-20	6	TL 044	Lineman Part-IVC	PBS Line Technician	TTC, Savar
227	12-02-20	18-02-20	5	TC-220	Warehouse management	AGM(Admn/HR)	BREB H/Q
228	13-02-20	17-02-20	3	IM 270	Electricity Act and Rules	AJE (O&M/E&C/ P&M)	BREB
229	16-02-20	20-02-20	5	TE-405	Concept on Distribution System Protection	BREB/PBS Officers (Engineers)	BREB H/Q
230	17-02-20	20-02-20	4	IF-566	Basic Training on Tax and VAT	AGM(Admin/HR/F/JE//E C/AEC/Casier/Asst.Cashier	BREB
231	17-02-20	18-02-20	2	TE-370	Equipment Record Card (ERC) Data Flow Process	BREB/PBS Manpower	BREB H/Q
232	18-02-20	19-02-20	2	IM 401	Establishing good member relations	WI	BREB
233	19-02-20	20-02-20	2	TE-370	Equipment Record Card (ERC) Data Flow Process	MT/MMCS	BREB H/Q
234	19-02-20	25-02-20	5	TC-210	Warehouse management	AGM(O&M/E&C/P&M)	BREB H/Q
235	20-02-20	24-02-20	3	IM 347	PBS Instructions	Store Keeper/MCC	BREB
236	23-02-20	03-03-20	8	ICT-02	Basic Computer Training	MMCS	BREB H/Q
237	24-02-20	26-02-20	3	IF-570	Work Order Procedure	AGM/JE/AJE/SA	PBS
238	25-02-20	27-02-20	3	IM 400	Establishing good member relations	AGM (MS)	BREB
239	26-02-20	27-02-20	2	TE-395	Sustainable Development Goal (SDG)	BREB/PBS Officers & Employees	BREB H/Q
<b>March,2020:</b>							
240	01-03-20	03-03-20	3	IM 511	PBS Employee Service Rule and REB Act 2013	AGM	BREB
241	01-03-20	18-03-20	13	TC-015	PBS Distribution System Construction & Inspection	AGM(O&M/E&C/P&M)	BREB H/Q
242	03-03-20	11-03-20	7	IF-320	Accounting/Billing Procedure	Billing Asst.( R )	BREB/PBS
243	03-03-20	05-03-20	3	TE-400	Freelancing Inspection	Stakeholder	BREB H/Q
244	03-03-20	21-03-20	16	TL020	lineman Part-II	lineman Grade-2	PBS
245	03-03-20	21-03-20	16	TL020	lineman Part-II	lineman Grade-2	PBS
246	03-03-20	21-03-20	16	TL020	lineman Part-II	lineman Grade-2	PBS
247	03-03-20	21-03-20	16	TL020	lineman Part-II	lineman Grade-2	PBS
248	03-03-20	23-03-20	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
249	03-03-20	01-04-20	21	TL010	Lineman Part-I	Line Crew Level-1	TTC, Savar
250	04-03-20	10-03-20	5	IM 145	Personnel Management	AGM	BREB
251	04-03-20	15-03-20	8	ICT-02	Basic Computer Training	AJE (O&M/E&C/P&M)	BREB H/Q
252	08-03-20	10-03-20	3	Part-1 (Class)	Dept. Exam	BREB Officer's (Class-II)	BREB



	12-03-20		1	Exam	Dept. Exam	BREB Officer's (Class-II)	BREB
	15-03-20		1	Viva	Dept. Exam	BREB Officer's (Class-II)	BREB
	16-03-20	18-03-20	3	Part-2 (Class)	Dept. Exam	BREB Officer's (Class-II)	BREB
	19-03-20		1	Exam	Dept. Exam	BREB Officer's (Class-II)	BREB
	22-03-20	24-03-20	3	Part-3 (Class)	Dept. Exam	BREB Officer's (Class-II)	BREB
	25-03-20		1	Exam	Dept. Exam	BREB Officer's (Class-II)	BREB
253	08-03-20	12-03-20	5	TE-405	Concept on Distribution System Protection	BREB/PBS Officers (Engineers)	BREB H/Q
254	10-03-20	30-03-20	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
255	10-03-20	16-03-20	5	TO 260	3-Phase Meter Testing	AJE/JE	TTC, Savar
256	11-03-20	16-03-20	4	IM 275	Training of Trainers (TOT)	WI	BREB
257	11-03-20	23-03-20	9	ICT 04	Basic Computer Training	Data Entry Operator	TTC, Savar
258	12-03-20	18-03-20	4	IF-566	Basic Training on Tax and VAT	AGM(Admin/HR/F/JE//E C/AEC/Casier/Asst.Cashier)	BREB
259	16-03-20	29-03-20	8	ICT-02	Basic Computer Training	Meter Tester	BREB H/Q
260	17-03-20	22-03-20	4	IM 531	Procurement in PBS System	AGM	BREB
261	17-03-20	22-03-20	4	TO 250	1-Phase Meter Testing	AJE/JE	TTC, Savar
262	18-03-20	21-03-20	4	IF-340	Plant & Property Accounting	AGM(Fi)/AA/PAA	BREB
263	18-03-20	19-03-20	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar
264	19-03-20	31-03-2020	8	ICT 02	Basic Computer Training	Data Entry Operator	TTC, Savar
265	22-03-20	31-03-20	7	TE-010	PBS System Design	AGM(O&M/E&C/P&M)	BREB H/Q
266	23-03-20	29-03-20	5	IM 145	Personnel Management	AGM	BREB
267	24-03-20	25-03-20	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar
268	27-03-20	30-03-20	3	IF-341	Daily Collection Report Preparation	Asst. Cashier	BREB
269	29-03-20	30-03-20	2	TE-395	Sustainable Development Goal (SDG)	BREB/PBS Officers & Employees	BREB H/Q
270	30-03-20	01-04-20	3	IM 515	Departmental enquiry Procedure	AGM (GS)	BREB
271	30-03-20	08-04-20	8	ICT-02	Basic Computer Training	AEC	BREB H/Q
<b>April,2020:</b>							
272	01-04-20	07-05-20	27	IM 300	BREB/PBS Officer's Foundation Course	Officers of BREB/PBSs	BREB

273	01-04-20	03-04-20	3	IF-570	Work Order Procedure	AGM/JE/AJE/SA	PBS
274	01-04-20	20-04-20	13	TC-016	PBS Distribution System Construction & Inspection	AJE (O&M/E&C/P&M)	BREB H/Q
275	01-04-20	02-04-20	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar
276	01-04-20	08-04-20	6	TL 040	Lineman Part-IVA	PBS Line Technician	TTC, Savar
277	01-04-20	06-04-20	4	TL 045	33 KV Switching Station	AJE/JE/LT/LMG-1	TTC, Savar
278	02-04-20	06-04-20	3	IM 115	Record Management	PBS Officer/ Employee	BREB
279	02-04-20	22-04-20	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
280	05-04-20	06-04-20	2	Part-1 (Class)	Dept. Exam	PBS Staff (PUC/MSC)	BREB
	08-04-20		1	Exam	Dept. Exam	PBS Staff (PUC/MSC)	BREB
	09-04-20		1	Ex- Tempo (Class)	Dept. Exam	PBS Staff (PUC/MSC)	BREB
	12-04-20		1	EX-Tempo Written & Viva	Dept. Exam	PBS Staff (PUC/MSC)	BREB
	13-04-20	15-04-20	3	Part-2(Class)	Dept. Exam	PBS Staff (PUC/MSC)	BREB
	19-04-20		1	Exam	Dept. Exam	PBS Staff (PUC/MSC)	BREB
	20-04-20		1	Viva	Dept. Exam	PBS Staff (PUC/MSC)	BREB
281	06-04-20	07-04-20	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar
282	07-04-20	09-04-20	3	IM 260	Labor Law and Industrial Relation	AGM	BREB
283	07-04-20	15-04-20	7	IF-320	Accounting/Billing Procedure	Billing Asst.( R )	BREB/PBS
284	07-04-20	09-04-20	3	TE-400	Freelancing Inspection	Stakeholder	BREB H/Q
285	09-04-20	21-04-20	8	ICT-02	Basic Computer Training	Wiring Inspector	BREB H/Q
286	09-04-20	29-04-20	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
287	09-04-20	15-04-20	5	TL 042	Lineman Part-IVB	PBS Line Technician	TTC, Savar
288	12-04-20	13-04-20	2	IM 402	Customer Service Excelliance	GM/DGM	BREB
289	14-04-20	16-04-20	3	IO 100	BREB/PBS General Orientation	PBS Employee	BREB
290	15-04-20	20-04-20	4	TO 250	1-Phase Meter Testing	AJE/JE	TTC, Savar
291	16-04-20	23-04-20	6	TL 044	Lineman Part-IVC	PBS Line Technician	TTC, Savar
292	17-04-20	18-04-20	2	IF-362	Imprest Fund Management	Asst. Cashier/Casier	BREB
293	19-04-20	21-04-20	3	IM 109	Awareness of Integrated Management Systems (QMS, EMS, OHSAS).	PBS Officer/ Employee	BREB
294	21-04-20	24-04-20	4	IF-315	PBS Accounting Procedure Manual	AGM(Fi)/AA/PAA	BREB

295	21-04-20	17-05-20	19	TC-760	PBS Distribution System Construction & Inspection (Field Training)	AJE (O&M/E&C/P&M)	BREB Field Office
296	21-04-20	11-05-20	15	TW-015	Basic Consumer Wiring	Wiring Inspector	BREB H/Q
297	22-04-20	28-04-20	5	IM 145	Personnel Management	AGM	BREB
298	22-04-20	03-05-20	8	ICT-02	Basic Computer Training	Billing Assistant	BREB H/Q
299	22-04-20	23-04-20	2	TE-395	Sustainable Development Goal (SDG)	BREB/PBS Officers & Employees	BREB H/Q
300	23-04-20	03-05-20	8	ICT-02	Basic Computer Training	AEC	BREB H/Q
301	26-04-20	27-04-20	2	Part-1 (Class)	Dept. Exam	BREB Staff(LCI)	BREB
	28-04-20		1	Exam	Dept. Exam	BREB Staff(LCI)	BREB
	29-04-20	30-04-20	2	Part-2 (Class)	Dept. Exam	BREB Staff(LCI)	BREB
	03-05-20		1	Exam	Dept. Exam	BREB Staff(LCI)	BREB
302	26-04-20	30-04-20	5	TE-405	Concept on Distribution System Protection	BREB/PBS Officers (Engineers)	BREB H/Q
303	28-04-20	30-04-20	3	IF-505	BREB Accounting Procedures	BREB AD (F)/A/A.A	BREB
304	29-04-20	03-05-20	3	IM 115	Record Management	AGM	BREB
305	29-04-20	30-04-20	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar
<b>May,2020:</b>							
306	02-05-20	07-05-20	3	IF-367	Financial Management.	AD (Admin)/AE	BREB
307	04-05-20	13-05-20	8	ICT-02	Basic Computer Training	Assistant Cashier	BREB H/Q
308	05-05-20	07-05-20	3	TE-400	Freelancing Inspection	Stakeholder	BREB H/Q
309	05-05-20	06-05-20	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar
310	05-05-20	25-05-20	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
311	06-05-20	26-05-20	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
312	07-05-20	18-05-20	8	TO220	Operation, Maintenance & Repair of OCR/ACR for Engineer.	DGM(Tech), H/Q, AGM (E&C / O&M / P&M)	TTC, Savar
313	08-05-20	12-05-20	3	IF-367	Financial Management.	DD (Admin/tech)	BREB
314	10-05-20	12-05-20	3	Part-1 (Class)	Dept. Exam	BREB Officer's (Class-1)	BREB
	14-05-20		1	Exam	Dept. Exam	BREB Officer's (Class-1)	BREB
	17-05-20	19-05-20	3	Part-2 (Class)	Dept. Exam	BREB Officer's (Class-1)	BREB
	21-05-20		1	Exam	Dept. Exam	BREB Officer's (Class-1)	BREB

	24-05-20	25-05-20	2	Part-3(Class)	Dept. Exam	BREB Officer's (Class-1)	BREB
	27-05-20		1	Exam	Dept. Exam	BREB Officer's (Class-1)	BREB
	28-05-20		1	EX-Tempo Written & Viva	Dept. Exam	BREB Officer's (Class-1)	BREB
315	10-05-20	27-05-20	16	TL020	lineman Part-II	lineman Grade-2	PBS
316	10-05-20	27-05-20	16	TL020	lineman Part-II	lineman Grade-2	PBS
317	10-05-20	27-05-20	16	TL020	lineman Part-II	lineman Grade-2	PBS
318	10-05-20	27-05-20	16	TL020	lineman Part-II	lineman Grade-2	PBS
319	12-05-20	24-05-20	9	TW-110	Advance Consumer Wiring	Wiring Inspector	BREB H/Q
320	12-05-20	18-05-20	5	TO 260	3-Phase Meter Testing	AJE/JE	TTC, Savar
321	13-05-20	15-05-20	3	IF-321	Billing Procedure and Rate Schedule	Billing Supervisor	BREB
322	14-05-20	26-05-20	9	ICT-08A	Real Server (WIN 2008/2012) Configuration and Administration	AJE (IT) /JE (IT)	BREB H/Q
323	17-05-20	26-05-20	8	TO230	Operation, Maintenance & Repair of Transformer for Engineer.	DGM(Tech), H/Q, AGM (E&C / O&M / P&M)	TTC, Savar
324	19-05-20	21-05-20	3	IF-565	Introduction on Financial Issues	JE/AJE/PUC/MSD	BREB
325	19-05-20	31-05-20	9	ICT 04	Basic Computer Training	Data Entry Operator	TTC, Savar
326	20-05-20	21-05-20	2	TE-395	Sustainable Development Goal (SDG)	BREB/PBS Officers & Employees	BREB H/Q
327	24-05-20	28-05-20	5	TE-405	Concept on Distribution System Protection	BREB/PBS Officers (Engineers)	BREB H/Q
328	25-05-20	27-05-20	3	IF-570	Work Order Procedure	AGM/JE/AJE/SA	PBS
329	25-05-20	31-05-20	5	TC-210	Warehouse management	AGM(O&M/E&C/P&M)	BREB H/Q
330	26-05-20	27-05-20	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar
331	27-05-20	08-06-20	9	ICT-08B	Real Server (Linux) Configuration and Administration	AJE (IT) /JE (IT)	BREB H/Q
332	27-05-20	04-06-20	7	TO235	Operation, Maintenance & Repair of Voltage Regulator for Engineer.	DGM(Tech), H/Q, AGM (E&C / O&M / P&M)	TTC, Savar
<b>June,2020:</b>							
333	01-06-20	07-06-20	5	TC-210	Warehouse management	AGM(O&M/E&C/P&M)	BREB H/Q
334	01-06-20	11-06-20	9	ICT 04	Basic Computer Training	Data Entry Operator	TTC, Savar
335	02-06-20		1	Part-1 (Class)	Dept. Exam	BREB Staff	BREB

	04-06-20		1	Exam	Dept. Exam	BREB Staff	BREB
	07-06-20	08-06-20	2	Part-2 (Class)	Dept. Exam	BREB Staff	BREB
	09-06-20		1	Exam	Dept. Exam	BREB Staff	BREB
	10-06-20	14-06-20	3	Part-3 (Class)	Dept. Exam	BREB Staff	BREB
	15-06-20		1	Exam	Dept. Exam	BREB Staff	BREB
336	02-06-20	10-06-20	7	IF-320	Accounting/Billing Procedure	Billing Asst.( R )	BREB/PBS
337	03-06-20	23-06-20	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
338	07-06-20	09-06-20	3	TE-400	Freelancing Inspection	Stakeholder	BREB H/Q
339	07-06-20	25-06-20	15	TL 030	Lineman Part-III	Lineman Grade-1	TTC, Savar
340	08-06-20	14-01-00	5	TC-210	Warehouse management	AGM(O&M/E&C/P&M)	BREB H/Q
341	09-06-20	28-06-20	14	ICT-09	Advanced Database Management	AJE (IT)/JE (IT)	BREB H/Q
342	09-06-20	14-06-20	4	TO 250	1-Phase Meter Testing	AJE/JE	TTC, Savar
343	12-06-20	13-06-20	2	IF-365	Financial Planning & Fund Management	GM/DGM	BREB
344	14-06-20	18-06-20	5	IM 100	Basic Supervision	PBS Employee	BREB
345	14-06-20	18-06-20	5	TE-405	Concept on Distribution System Protection	BREB/PBS Officers (Engineers)	BREB H/Q
346	15-06-20	23-06-20	7	TE-010	PBS System Design	AGM(O&M/E&C/P&M)	BREB H/Q
347	16-06-20	19-06-20	4	IF-340	Plant and Property Accounting	AGM(Fi)/AA/PAA	BREB
348	16-06-20	22-06-20	5	TO 260	3-Phase Meter Testing	AJE/JE	TTC, Savar
349	21-06-20	23-06-20	3	IM 511	PBS Employee Service Rule and REB Act 2013	PBS Officers & Employee	BREB
350	21-06-20	22-06-20	2	Promotio nal class(Part- A)	Promotional Exam(Grade-15)	BREB Staff (Draftsman- 04 to Draftsman-03)	BREB
	23-06-20	25-06-20	3	Promotio nal class(Part- B)	Promotional Exam(Grade-15)	BREB Staff (Draftsman- 04 to Draftsman-03)	BREB
	28-06-20	29-06-20	2	Promotio nal class(Part- C)	Promotional Exam(Grade-15)	BREB Staff (Draftsman- 04 to Draftsman-03)	BREB
	30-06-20		1	Promotio nal Exam	Promotional Exam(Grade-15)	BREB Staff (Draftsman- 04 to Draftsman-03)	BREB
351	23-06-20	26-06-20	4	IF-566	Basic Training on Tax and VAT	AGM(Admin/HR/F/JE//E C/AEC/Casier/Asst.Cashi er	BREB
352	24-06-20	25-06-20	2	IM 265	Right of way and public motivation	AEC	BREB

353	24-06-20	29-06-20	4	TE-200	Distribution line staking	AJE (O&M/E&C/P&M)	BREB H/Q
354	24-06-20	25-06-20	2	TL 030	Lineman Part-III (Retention Test)	Lineman Grade-1	TTC, Savar
355	26-06-20	27-06-20	2	IF-362	Imprest Fund Management	Asst. Cashier/Cashier	BREB
356	28-06-20	30-06-20	3	IM 511	PBS Employee Service Rule and REB Act 2013	PBS Officer/ Employee	BREB
357	28-06-20	29-06-20	2	TE-395	Sustainable Development Goal (SDG)	BREB/PBS Officers & Employees	BREB H/Q
358	10-12-20	12-12-19	3	TE-400	Freelancing Inspection	Stakeholder	BREB H/Q