**Table-01: Topics from Training Calendar FY2018-19**

**(Table-01: Page1-page10, Instruction Page-11)**

| **Topics for Enhancement of Technical Expertise** | | |
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| **Sl** | **Code** | **Topics** |
| 1 | T-01 | Basic concept of Electrical Distribution System |
| 2 | T-02 | Basic concept of Electrical Distribution Network |
| 3 | T-03 | Introduction of 132/33 KV and 33/11 KV Substation Equipment |
| 4 | T-04 | Introduction of Electrical Equipment, Materials and Accessories used in Distribution Line. |
| 5 | T-05 | Distribution line equipment Maintenance & Troubleshooting |
| 6 | T-06 | Distribution Transformer and Distribution line related accessories Inspection and Maintenance |
| 7 | T-07 | Commercial Operation Activities of DESCO |
| 8 | T-08 | Introduction of MSS & LEM Gang Contract agreement, Document and related Service. |
| 9 | T-09 | LEM and COSS Gang Monitoring & System/ Commercial Complain Management. |
| 10 | T-10 | Commercial Related problem Solving & Decision Making |
| 11 | T-11 | Distribution Tariff Management & Billing Procedure |
| 12 | T-12 | New Connection Process of DESCO |
| 13 | T-13 | Basic Concept of HT/ LTCT Energy Meter (Installation, Testing, Commissioning and Meter reading) |
| 14 | T-14 | Reduction of System Loss in Electrical Power System and Detection of Fraudulent use of Electricity. |
| 15 | T-15 | Different type of HT, LTCT, LT Meter and Prepaid meter : Connection, Checking and Accuracy Measuring at Filed Level. |
| 16 | T-16 | Introduction of PMIS Software. |
| 17 | T-17 | Smart Metering System PLC Based Prepaid & Postpaid Meter (Implementation & Operation) |
| 18 | T-18 | Electrical Safety Procedure in Distribution System |
| 19 | T-19 | Underground & Overhead Cable Faults Detection and Repair procedure |
| 20 | T-20 | Operation, Maintenance and Application of Circuit Breaker, Instrument Transformers (CT/PT), Relay. |
| 21 | T-21 | Operation & Maintenance of 132/33 KV and 33/11 KV AIS & GIS Substation |
| 22 | T-22 | Operation and Maintenance of Different types of Circuit Breaker, Isolator, Switchgear, Tap Changer and Relay |
| 23 | T-23 | Installation, Testing & Inspection of Energy meters used in Substation and Checking the accuracy of various CT & PT |
| 24 | T-24 | Analysis & Application of Protection System (With of different type of Relay Configuration & Co-ordination) |
| 25 | T-25 | Failure reasons analysis of different type Circuit Breaker and their remedies. |
| 26 | T-26 | Introduction to Electrical Testing equipment and it's Applications. |
| 27 | T-27 | Analysis and Supervision of Substation Testing & Commissioning |
| 28 | T-28 | Distance Protection Scheme, Differential Protection, Analysis based on Relay Manufacturer, Bus bar Protection Scheme |
| 29 | T-29 | Battery & Charger system construction, functional description, testing, operation and maintenance |
| 30 | T-30 | Design and analysis of new substation Grounding and up-gradation of Existing grounding System of Substation. |
| 31 | T-31 | Operating Procedure of Cable fault Detector, Meggar and Low resistance measuring set. |
| 32 | T-32 | Energy Auditing |
| 33 | T-33 | Electricity Distribution Code. |
| 34 | T-34 | Electricity Grid Code. |
| 35 | T-35 | Operation & Maintenance of Wireless Communication System |
| 36 | T-36 | Demand Side Management, Load Shade Management and Load Allocation in DESCO Jurisdiction area |
| 37 | T-37 | Basic Concept of DAS/SCADA/ Smart Grid/ Underground Substation |
| 38 | T-38 | Electrical Distribution System Planning: Drawing, Design & Estimation of Overhead line and Underground cable |
| 39 | T-39 | DESCO’s Policy Guidelines on Line Construction, Design & Preparation of Staking Sheet |
| 40 | T-40 | Project Feasibility/Appraisal Study, Environmental Impact Assessment on Project Implementation. |
| 41 | T-41 | Management Skills for Project Management |
| 42 | T-42 | Project Planning, Development and Management |
| 43 | T-43 | IMED Monitoring & Reporting Procedure |
| 44 | T-44 | Financial & Economic Appraisal of Project, EIA and formation of DPP |
| 45 | T-45 | Monitoring and Evaluation of Development Projects |
| 46 | T-46 | Fund release Procedure from Donor agencies & GOB |
| 47 | T-47 | Introduction to Testing of Civil Equipment and it's Applications |
| 48 | T-48 | Basic Concept of Pile Foundations, Concrete Technology & Construction Techniques |
| 49 | T-49 | Graphical Information System of DESCO Network |
| 50 | T-50 | Protection and Maintenance of 33/11 KV X-former, 33 KV & 11 KV feeders and Distribution X-formers |
| 51 | T-51 | Relay and Protection(Basic course) |
| 52 | T-52 | Relay and Protection (Advance course) |
| 53 | T-53 | Circuit breaker, Lightning arrester & Battery charger |
| 54 | T-54 | Programmable Digital Meter |
| 55 | T-55 | Distributed Control System (DCS) |
| 56 | T-56 | Instrumentation & Automation Course (Basic course) |
| 57 | T-57 | Instrumentation & Automation Course(Advance course) |
| 58 | T-58 | Technical Specification and design calculation of Distribution and Power Transformer |
| 59 | 59 | Technical Specification of 132/33/11 KV Underground Cable and Design Calculation |
| 60 | T-60 | Technical Specification and design calculation of Various Types of pole used in Distribution Network |
| 61 | T-61 | Technical Specification and design calculation of Overhead Conductor and Conductor Accessories |
| 62 | T-62 | Technical Specification of Energy Meter/ Smart Meter |
| 63 | T-63 | 132/33 KV Source Network Planning, Drawing, Design and Estimation |
| 64 | T-64 | 0.4 KV Source Network Planning, Drawing, Design and Estimation |
| 65 | T-65 | Classification of Fire & Fire Protection |
| 66 | T-66 | Introduction to Auto CAD Design and its Application |
| 67 | T-67 | Renewable Energy: Its prospects & use in Bangladesh |
| 68 | T-68 | Microsoft Project Management Software |
| 69 | T-69 | Electrical Network Engineering Software (Windmill) |
| 70 | T-70 | On Job Training |

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| **Topics for Enhancement of HR/Admin Expertise** | | |
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| **Sl** | **Code** | **Topics** |
| 1 | HR-01 | Overview of Human Resource Management |
| 2 | HR-02 | Office Up-keeping & Documentation |
| 3 | HR-03 | Customs & Etiquette |
| 4 | HR-04 | Annual Performance Appraisal & Performance Management |
| 5 | HR-05 | Team Building & Management |
| 6 | HR-06 | Employee Relation & Work Life Balance |
| 7 | HR-07 | Time & Stress Management |
| 8 | HR-08 | Change Management & New Technology. |
| 9 | HR-09 | Customer Service & Relationship Management |
| 10 | HR-10 | Corporate Culture |
| 11 | HR-11 | Business Communication. |
| 12 | HR-12 | Electricity Act 2018 |
| 13 | HR-13 | Disaster and Crisis Management |
| 14 | HR-14 | Basic Concepts of Company Law |
| 15 | HR-15 | Organizational Behavior (OB) and Conflict Management |
| 16 | HR-16 | Honesty & Integrity |
| 17 | HR-17 | Leadership Development & Interpersonal Relations |
| 18 | HR-18 | Service Rules and Governing Policies of DESCO |
| 19 | HR-19 | Office Management & Discipline |
| 20 | HR-20 | Vehicle Acts & Traffic Rules |
| 21 | HR-21 | Driving Risk Awareness |
| 22 | HR-22 | Security Service Management |
| 23 | HR-23 | Electricity Act, Tariff rules, DESCO published office orders & circulars. |
| 24 | HR-24 | Occupational Health, Safety & First Aid |
| 25 | HR-25 | Strategic Human Resource Management |
| 26 | HR-26 | Planning & Implementation of Small Improvement Project (SIP) |
| 27 | HR-27 | Total Quality Management (TQM) |
| 28 | HR-28 | Workshop on Citizen Charted of DESCO |
| 29 | HR-29 | Constitution and Functional procedure of Parliament |
| 30 | HR-30 | Basic Law (Criminal, Civil & Penal Code) |
| 31 | HR-31 | Land Document Management, Land acquisition & Lease Agreement. |
| 32 | HR-32 | Motivation & Talent Management |
| 33 | HR-33 | Customer Service/ Care |
| 34 | HR-34 | National Integrity Strategy. |
| 35 | HR-35 | Training of Trainers (TOT) |
| 36 | HR-36 | Professional training on legal affairs |
| 37 | HR-37 | Office Correspondence, Note & Report Writing |
| 38 | HR-38 | Food Preparation, Storage & Serving |
| 39 | HR-39 | Orientation & Induction Training |
| 40 | HR-40 | Foundation Training |
| 41 | HR-41 | E-filing and Digital File Management |
| 42 | HR-42 | Good Governance |
| 43 | HR-43 | Innovation & Idea Generation |
| 44 | HR-44 | The Role of HR in Equal Employment Opportunity & Gender Mainstreaming. |
| 45 | HR-45 | Grievance Redress System (GRS) |
| 46 | HR-46 | Performance Management & Capacity Building |
| 47 | HR-47 | [Annual Performance Agreement (APA)](http://www.mopa.gov.bd/uploads/2015/reports/apa-2014-2015.PDF) and Key Performance Indicator (KPI) |
| 48 | HR-48 | Sustainable Development Goal (SDG) |
| 49 | HR-49 | Public Speaking and Presentation |
| 50 | HR-50 | Introduction to PDR Act and Case filing procedure in DESCO court |
| 51 | HR-51 | Alternative ways of dispute resolution: Mediation and Arbitration |
| 52 | HR-52 | Quality Management System ISO |
| 53 | HR-53 | Best Practices of HRM |
| 54 | HR-54 | তথ্য অধিকার আইন, ২০০৯ |
| 55 | HR-55 | তথ্য অধিকার (তথ্য প্রাপ্তি সংক্রান্ত) বিধিমালা, ২০০৯;  তথ্য অবমুক্তকরণ নির্দেশিকা, ২০১৫ |
| 56 | HR-56 | জনস্বার্থ সংশ্লিষ্ট তথ্য প্রকাশ (সুরক্ষা) আইন, ২০১১ ও  জনস্বার্থ সংশ্লিষ্ট তথ্য প্রকাশ (সুরক্ষা) বিধিমালা, ২০১৭ |
| 57 | HR-57 | On Job Training |

| **Topics for Enhancement of Finance, Accounts, Procurement & Audit & Expertise** | | |
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| **Sl** | **Code** | **Topics** |
| 1 | F-1 | Financial Management |
| 2 | F-2 | Basic Accounting & Components of Financial Statements |
| 3 | F-3 | Bangladesh financial Reporting Standards (BFRS) |
| 4 | F-4 | Function of the Capital Markets |
| 5 | F-5 | Regulatory frameworks- reporting and anti-money laundering |
| 6 | F-6 | Petty Cash Management |
| 7 | F-7 | Income Tax ( Corporate and Individual) |
| 8 | F-8 | Value Added Tax (VAT) |
| 9 | F-8 | Preparation of Budget and Budgetary Control |
| 10 | F -9 | Employee Benefits & Compensation Plan |
| 11 | F-11 | Asset Management |
| 12 | F-12 | Bill/ Revenue Collection Reconciliation |
| 13 | F-13 | Compliance & Corporate Governance |
| 14 | F-14 | Internal Audit Conduct Procedure |
| 15 | F-15 | Audit Objection & Settlement Procedure |
| 16 | F-16 | General Report Writing Technique & Procedure |
| 17 | F-17 | Supply Chain Management |
| 18 | F-18 | Procurement Guidelines of DESCO |
| 19 | F-19 | Tender Documents Preparation |
| 20 | F-20 | PPR-2008 & PPA-2006 |
| 21 | F-21 | Contract Management |
| 22 | F-22 | Sustainable Procurement |
| 23 | F-23 | Inventory Management |
| 24 | F-24 | Store Management & Inventory Control System. |
| 25 | F-25 | Web based Inventory Management software |
| 26 | F-26 | On the Job Training |

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| **Topics for Enhancement of Information & Communication Technology Expertise** | | |
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| **Sl** | **Code** | **Topics** |
| 1 | IT-01 | Electronic (E)-filing |
| 2 | IT-02 | Electronic -Government Procurement (E-GP) |
| 3 | IT-03 | E-Governance Software (Commercial Module) |
| 4 | IT-04 | E-governance Software (Online Service Management in DESCO) |
| 5 | IT-05 | E-governance Software (New connection & OPS module) |
| 6 | IT-06 | E-governance Software (Billing & Collection module) |
| 7 | IT-07 | Cisco Certified Network Associate & Professional |
| 8 | IT-08 | Oracle Certified Professional (OCP) 12C : Database Administrator |
| 9 | IT-09 | Core JAVA, JSP, Hibernate, JAVA Groovy Grails, Spring, J-query, Angular JS, CSS5, J2EE |
| 10 | IT-10 | Oracle Enterprise Resource Planning (ERP) Back office solution deployment training |
| 11 | IT-11 | Basic Concept of Computer Maintenance (Hardware & Network) |
| 12 | IT-12 | Essential Computer Applications (MS Office, Excel, Power Point ) |
| 13 | IT-13 | Information System Security/Cyber Security |
| 14 | IT-14 | Red Hat Linux System Administration |
| 15 | IT-15 | Android Application Development : Stack, Native Libraries, App Framework, SDK, Emulator, Main building blocks, JAVA Syntax, Object Oriented Programming for App development, Android User Interface, API |
| 16 | IT-16 | PHP - Web language framework |
| 17 | IT-17 | Training on Structured Query Language (SQL) and Procedural Language (PL) |
| 18 | IT-18 | Unified Pre-Paid metering system - Master Information software and Interfacing system expertise |
| 19 | IT-19 | Advance Training on LAN & WAN |
| 20 | IT-20 | On the Job Training |

**Table-02: Proposed Additional Topic for Training Calendar FY2019-20**

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| Sl | Topics |
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**Table-03: Remove Topic from Table-01 for Training Calendar FY2019-20**

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| Sl | Code | Topics |
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**বিশেষ দ্রষ্টব্যঃ**

ক) ছক নং-01 এ চলতি অর্থ বছর 2018-19 এ চলমান প্রশিক্ষণ টপিক সমুহের তালিকা দেওয়া আছে।

খ) আগামী অর্থ বছর 2019-20 সালের প্রশিক্ষণের জন্য নতুন টপিক (ছক নং-01 এ বর্ণিত টপিকের বাহিরে) প্রস্তাবের জন্য ছক নং-02 পুরন করার জন্য অনুরোধ করা হলো।

গ) আগামী অর্থ বছর 2019-20 সালের প্রশিক্ষণের জন্য ছক নং-01 এ বর্ণিত কোন প্রশিক্ষণ টপিক বাদ দেওয়ার প্রয়োজন হলে ছক নং-03 পুরন জন্য অনুরোধ করা হলো।