

**Module 1: Operation & Maintenance of PGCB****Marks-100**

Sl. No.	Topic	Session Code	Hour
1.	Overall concept on Substation Equipments	1.01	02 hrs
2.	Operation procedure of substation equipment & Single Line diagram		
3.	Function of Power Transformer	1.02	02 hrs
4.	Maintenance & Routine Inspection of Power Transformer		
5.	Function of Instrument Transformer	1.03	02 hrs
6.	Maintenance & Routine Inspection of Instrument Transformer		
7.	Function of Circuit Breaker (CB), Lightning Arrester (LA) & Disconnected Switch (DS)	1.04	02 hrs
8.	Maintenance & Routine Inspection of Circuit Breaker (CB), Lightning Arrester (LA) & Disconnected Switch (DS)		
9.	Safety and Grounding System	1.05	02 hrs
10.	Operation & Maintenance of HVDC	1.06	02 hrs
11.	Responsibility of Assistant Engineer in PGCB	1.07	02 hrs
12.	Inspection procedure of Transmission Line & Tower	1.08	02 hrs
13.	Maintenance of Transmission Line & Tower		
14.	Operation and Maintenance of National Load Dispatch Centre	1.09	02 hrs
15.	Load Management & Reporting System		
16.	Frequency Control and Economic Load Dispatching	1.10	02 hrs
17.	Telecom & Remote Terminal Unit (RTU) basics	1.11	02 hrs
18.	Operation & Maintenance of SCADA		
19.	Introduction of National Grid Code-2010 & KPI	1.12	02 hrs
20.	PGCB Website & E-mail uses & LAN, WAN, Internet	1.13	02 hrs
21.	E-Management & Office Automation		
22.	Research & Technical Services	1.14	02 hrs
23.	Understanding of Power System Metering	1.15	02 hrs
24.	Routine Testing and Calibration of Meter		
25.	Communication Concepts of PGCB and OPGW & Commercial Leasing	1.16	02 hrs
26.	Introductory Course on Substation DC Distribution System, Battery and Battery Charger	1.17	02 hrs
27.	Basic Protection Concepts of Power Systems		
28.	Transmission Line Protection	1.18	02 hrs
29.	Transformer Protection and Relay Co-ordination	1.19	02 hrs
30.	Basics of Busbar and Breaker Fall Protection	1.20	02 hrs
31.	Understanding Circuit Breaker Opening & Closing Schemes		
32.	Understanding Interlocking Schemes		
33.	Feedback Workshop and Evaluation Test	1.21	02 hrs
<b>Total hour =</b>			<b>42 hour</b>

**Module 2: Planning & Development of PGCB****Marks-100**

Sl. No.	Topic	Session Code	Hour
1.	Mission, Vision, Goals, Objectives & Reforms Programs of Power Sector	2.01	02 hrs.

Sl. No.	Topic	Session Code	Hour
2.	Mission, Vision, Goals & Objectives of PGCB	2.02	02 hrs.
3.	Concepts of Smart Grid Action Plan for PGCB	2.03	02 hrs.
4.	Sustainable Energy Security Option for Bangladesh		
5.	Function of Instrument Transformer	2.04	02 hrs.
6.	Overview: Planning and Development of Bangladesh Power System	2.05	02 hrs.
7.	Load Flow Study	2.06	02 hrs.
8.	Short Circuit Study		
9.	Power System Concept: Steady State & Transient Phenomena and Stability Study	2.07	02 hrs.
10.	Environmental Impact Assessment: A Planning Tool	2.08	02 hrs.
11.	Procedure and Techniques of Transmission Line Design	2.09	02 hrs.
12.	Procedure and Techniques of Sub Station Design	2.10	02 hrs.
13.	Procedure and Techniques of Civil Design	2.11	02 hrs.
14.	Quality Control: Civil Construction	2.12	02 hrs.
15.	Repair and Maintenance of Civil Infrastructure		
16.	Right of Way (ROW) clearing of Transmission Line: Practice & Procedure	2.13	02 hrs.
17.	Feedback Workshop and Evaluation Test	2.14	02 hrs.
<b>Total hour =</b>			<b>28 hour</b>

### Module 3: Project Management

**Marks-50**

Sl. No.	Topic	Session Code	Hour
1.	Introduction to Project Management: Project Planning, Concept & Techniques of Project Appraisal and Selection of Project	3.01	02 hrs.
2.	TAPP, DPP & RDPP	3.02	02 hrs.
3.	Project Preparation and Project Implementation	3.03	02 hrs.
4.	Project Monitoring and Evaluation	3.04	02 hrs.
5.	Evaluation Test	3.05	02 hrs.
<b>Total hour =</b>			<b>10 hour</b>

### Module 4: Public Procurement

**Marks-50**

Sl. No.	Topic	Session Code	Hour
1.	Introduction to PPR, Procurement Methods, Committee and Procurement Planning	4.01	02 hrs.
2.	STD used in Procurement of Goods, Works and Services including GCC and PCC	4.02	02 hrs.
3.	Advertisement, Tender Submission, Opening, Evaluation, Preparation of Evaluation Report, Tender Approval and Notification of Award	4.03	02 hrs.
4.	Contract Management, Disposal of Complain, Review & Appeal and Documentation of Procurement Records	4.04	02 hrs.
5.	E-Tendering	4.05	02 hrs.
6.	Procurement Management of PGCB	4.06	02 hrs.
7.	Store Management of PGCB	4.07	02 hrs.
8.	Feedback Workshop and Evaluation Test	4.08-4.09	02 hrs.

Sl. No.	Topic	Session Code	Hour
<b>Total hour =</b>			<b>16 hour</b>

### Module 5: HRM & QMS of PGCB

**Marks-100**

Sl. No.	Topic	Session Code	Hour
1.	Theories & Functions of Organizational Management	5.01	02 hrs.
2.	HR for Non HR Manager/Professionals	5.02	02 hrs.
3.	Organogram of PGCB	5.03	01 hrs.
4.	Introductory Concepts of Service Rule and Recruitment, Selection & Confirmation Policy & Procedure	5.04	02 hrs.
5.	Performance Management System & Key Performance Indicators (KPI) of PGCB	5.05	02 hrs.
6.	Promotion Policy	5.06	02 hrs.
7.	Pay scale, Time scale & Selection grade		
8.	Seniority, Fixation & Annual Increment		
9.	Fringe Benefits (Electricity bill, Gratuity, Group Insurance & Tiffin bill etc)	5.07	02 hrs.
10.	Shift duty allowance, Additional charge allowance & Honorarium	5.08	02 hrs.
11.	CPF Rule		
12.	Medical Rule		
13.	Procedure of Termination, Resign & Retirement	5.09	02 hrs.
14.	Settlement of Final Payment		
15.	Misconduct, Disciplinary Procedure, Punishment & Appeal Procedure	5.10	02 hrs.
16.	Participation & Welfare fund Management	5.11	02 hrs.
17.	Residential Accommodation Policy & House Rent		
18.	PGCB Security System for S/S & T/L including CCTV Monitoring	5.12	02 hrs.
19.	Key Point Installation (KPI) of PGCB and Security Manual		
20.	QMS & ISO 9001:2008 & PGCB	5.13	02 hrs.
21.	Employee Counseling	5.14	02 hrs.
22.	Fire & Safety	5.15	02 hrs.
23.	First Aid System		
24.	Criminal Case Handling, FIR & GD		
25.	Total Quality Management (TQM)	5.16	02 hrs.
26.	Good Governance and PGCB	5.17	02 hrs.
27.	Feedback Workshop and Evaluation Test	5.18	02 hrs.
<b>Total hour =</b>			<b>35 hour</b>

### Module 6: Financial Management, Auditing System of PGCB

**Marks-50**

Sl. No.	Topic	Session Code	Hour
1.	General Concept and Procedure of Financial Management	6.01	02 hrs.
2.	Functions of Accounts & Finance Department of PGCB	6.02	02 hrs.
3.	Budget Preparation & Administration of Budgetary Control		
4.	Tax/VAT Rules	6.03	02 hrs.
5.	Delegation of Financial Administration	6.04	02 hrs.

Sl. No.	Topic	Session Code	Hour
6.	TA/DA & OT Rules	6.05	02 hrs.
7.	Internal Audit & Procedure	6.06	02 hrs.
8.	Process of Audit Settlement	6.07	02 hrs.
9.	Company Affairs of PGCB and as a Public Limited Company	6.08	02 hrs.
10.	Feedback Workshop and Evaluation Test	6.09	02 hrs.
<b>Total hour =</b>			<b>18 hour</b>

### **Module 7: Office Management & Communication**

**Marks-100**

Sl. No.	Topic	Session Code	Hour
1.	Rules of Business & Allocation of Business	7.01	02 hrs.
2.	File Management (Opening Files, Docketing and Indexing)	7.02	02 hrs.
3.	Noting, Drafting and Summery Writing	7.03	02 hrs.
4.	Communication & Techniques of Communication	7.04	02 hrs.
5.	Letter Writing	7.05	02 hrs.
6.	Conducting Meeting, Writing Working Paper and Art of Writing Minutes	7.06	02 hrs.
7.	Office Inspection and Report Writing	7.07	02 hrs.
8.	Listening Skills	7.08	02 hrs.
9.	Writing Skills	7.09	02 hrs.
10.	Art of Speaking	7.10	02 hrs.
11.	Art of Speaking	7.11	02 hrs.
12.	Evaluation Test	7.12	02 hrs.
<b>Total hour =</b>			<b>24 hour</b>

**Module 8: Organizational Behavior****Marks-100**

Sl. No.	Topic	Session Code	Hour
1.	Dynamics of Organization Behavior	8.01	02 hrs.
2.	Manners & Etiquettes	8.02	02 hrs.
3.	Corporate Culture	8.03	02 hrs.
4.	Motivation and Human relation in Organization	8.04	02 hrs.
5.	Leadership and Change Management	8.05	02 hrs.
6.	Problem Solving and Decision Making Process	8.06	02 hrs.
7.	Group Dynamic and Team Building	8.07	02 hrs.
8.	Conflict Management and Negotiation Skills	8.08	02 hrs.
9.	Procedure of Grievance Handling	8.09	02 hrs.
10.	Professional Integrity: Morality, Ethics and Values	8.10	02 hrs.
11.	Time Management and Work Planning	8.11	02 hrs.
12.	Evaluation Test	8.12	02 hrs.
<b>Total hour =</b>			<b>24 hour</b>

**Module 9: Bangladesh Studies****Marks-50**

Sl. No.	Topic	Session Code	Hour
1.	Historical Background of Bangladesh & Liberation war	9.01	02 hrs.
2.	Introduction to Bangladesh Constitution and Fundamental Principles of State Policy	9.02	02 hrs.
3.	The National Flag, Anthem, Emblem Rules and Warrant of Precedence	9.03	02 hrs.
4.	Human Rights and Fundamental Rights	9.04	02 hrs.
5.	Evaluation Test	9.01 - 9.04	02 hrs.
<b>Total hour =</b>			<b>10 hour</b>

**Module 10: Policy Strategy (Extension Lecture)****Marks-50**

Sl. No.	Topic	Session Code	Hour
1.	National Integrity Strategy of Bangladesh	10.01	02 hrs.
2.	ICT policy; Vision 2021 & E-Governance	10.02	02 hrs.
3.	Right to Information Act. 2009.	10.03	02 hrs.
4.	Anti-corruption Interventions in Bangladesh	10.04	02 hrs.
5.	The role of Power in Economic Development: Bangladesh Perspective	10.05	02 hrs.
6.	Citizen's Charter	10.06	02 hrs.
7.	Income Tax & Value Added Tax	10.07	02 hrs.
8.	The Electricity Act	10.08	02 hrs.
9.	Evaluation Test	10.09	02 hrs.
<b>Total hour =</b>			<b>18 hour</b>

**Module 11: Study Tour/Practical Field Visit****Marks-100**

<b>Sl. No.</b>	<b>Topic</b>	<b>Session Code</b>	<b>Hour</b>
1.	Study Tour - 1	11.01	01 day
2.	Study Tour - 2	11.02	02 days
3.	Study Tour - 3	11.03	02 days
<b>Total =</b>			<b>05 days</b>