



ASHUGANJ POWER STATION COMPANY LIMITED

Document No. SF-HRM-15

Revision No.: 00

FORMS

Effective Date: 14 Mar. 15

TITLE: ANNUAL TENTATIVE TRAINING PLAN

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POWER PLANT TRAINING CENTRE (PPTC)

Period: July -2017 to June-2018.

Sl. No.	Course Code	Name of the Course	Target Group	Date Men		Sl. No.	Course Code	Name of the Course	Target Group	Date Men	
				July-17	Aug.-17					Sept.17	Oct.-17
1.		Training on "E-Filing".	Jr.Managers, Sr./Jr.Assistant-CumComputer Operators	2 38		10.	S-03	First Aid, Primary Treat ment	Staff of All Circles.	6-7 15	
2.		Training on "E-Filing".	APSCL's Officers	7-8 31		11.	S-07	Water Treatment.	Staff of Opn. Circle. (Senior & Junior Operators)	10-13 15	
3.		Training Program on "Training of Newly Recruited Security Guards".	Newly Recruited Security Guards	9-13 5		12.	S-08	Fire Fighting & Safety Procedure	Security Supervisors & Security Guards	16-17 12	
4.	S-01.	Store Software Management & Inventory Control	Staff of All Circles.		1-3 10	13.	S-09	Power Plant Mechanical Maintenance	Staff of Mechl.Maint.Circle	17-21 12	
5.	S-02.	Fire Fighting & Safety Procedure	Staff of All Circles.		5-8 12	14.	S-10	Power Plant Operation	Staff of Opn. Circle. (Senior & Junior Operators)	23-28 15	
6.	S-03.	First Aid, Primary Treatment	Staff of All Circles.		12-13 15	15.	S-04	Training of Security Supervisor& Security Guard	Security Supervisors & Security Guards		2-3 12
7.	S-04.	Training of Security Supervisors & Security Guards	Security Supervisors & Security Guards		16-17 12	16.	S-10	Power Plant Operation	Staff of Opn. Circle. (Senior & Junior Operators)		7-12 15
8.	S-05	Office Administration & Record Keeping	Staff(NonTechnical): Sr./ Jr. Assistant,Sr./Jr.Assistant Cum Computer Operator		19-22 15	17.	S-07	Water Treatment.	Staff of Opn. Circle. (Senior & Junior Operators)		16-19 15
9.	S-06	Operation & Maintenance of Transformer,Sub-station	Technical Staff (Electl.Maint.)		26-30 12	18.	S-05	Office Administration & Record Keeping	Staff(NonTechnical):5Sr./ Jr. Assistant,Sr./Jr.AssistantCum Computer		21-24 15
						19.	S-03	First Aid, Primary Treat ment	Staff of All Circles.		28-29 15



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Period: July -2017 to June-2018.

Sl. No.	Course Code	Name of the Course	Target Group	Date Men		Sl. No.	Course Code	Name of the Course	Target Group	Date Men	
				Nov.-17	Dec.-17					Jan.-18	Feb.-18
20.	S-03.	First Aid, Primary Treat ment	Staff of All Circles.	1-2 15		32.	S-07	Water Treatment.	Staff of Opn. Circle. (Senior & Junior Operators)	1-4 15	
21.	S-07.	Water Treatment.	Staff of Opn. Circle. (Senior & Junior Operators)	4-7 15		33.	S-08	Fire Fighting & Safety Procedure	Security Supervisors & Security Guards	6-7 12	
22.	S-08.	Fire Fighting & Safety Procedure	Security Supervisors & Security Guards	8-9 12		34.	S-09	Power Plant Mechanical Maintenance	Staff of Mechl.Maint.Circle	8-11 12	
23.	S-11.	Power Plant Electrical Maintenance	Staff of Electl.Maint.Circle	11-15 12		35.	S-10	Power Plant Operation	Staff of Opn. Circle. (Senior & Junior Operators)	13-18 15	
24.	S-10.	Power Plant Operation	Staff of Opn. Circle. (Senior & Junior Operators)	18-23 15		36.	S-12.	Basic Computer Training: MS-Word, MS-Excel,Power Point	Staff(NonTechnical):5Sr./ Jr. Assistant,Sr./Jr.AssistantCum Computer	20-24 15	
25.	S-06	Operation & Maintenance of Transformer,Sub-station	Technical Staff (Electl.Maint.)	25-29 12		37.	S-02.	Fire Fighting & Safety Procedure	Staff of All Circles.	27-30 15	
26.	S-04.	Training of Security Supervisor& Security Guard	Security Supervisors & Security Guards		2-3 12	38.	S-07	Water Treatment.	Staff of Opn. Circle. (Senior & Junior Operators)		3-6 15
27.	S-07.	Water Treatment.	Staff of Opn. Circle. (Senior & Junior Operators)		4-7 15	39.	S-03	First Aid, Primary Treat ment	Staff of All Circles.		7-8 15
28.		Training Program on Innovation in Public Service	APSCCL's Officers		10 ?	40.	S-10	Power Plant Operation	Staff of Opn. Circle. (Senior & Junior Operators)		10-15 15
29.	S-12.	Basic Computer Training: MS-Word, MS-Excel,Power Point	Staff(NonTechnical):5Sr./ Jr. Assistant,Sr./Jr.AssistantCum Computer		17-21 15	41.	S-11.	Power Plant Electrical Maintenance	Staff of Electl.Maint.Circle		17-20 12
30.	S-03.	First Aid, Primary Treat ment	Staff of All Circles.		23-24 15	42.	S-01.	Store Software Management & Inventory Control	Staff of All Circles.		25-27 12
31.	S-01.	Store Software Management & Inventory Control	Staff of All Circles.		26-28 12						



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Sl. No.	Course Code	Name of the Course	Target Group	Date Men		Sl. No.	Course Code	Name of the Course	Target Group	Date Men	
				Mar.-18	Apr.-18					May.-18	Jun.-18
43.	S-03.	First Aid, Primary Treat ment	Staff of All Circles.	3-4 15		51.	S-03.	First Aid, Primary Treat ment	Staff of All Circles.	1-2 15	
44.		Training Program on Innovation in Public Service	APSCL's Officers	8 ?		52.	S-07.	Water Treatment.	Staff of Opn. Circle. (Senior & Junior Operators)	5-8 15	
45.	S-02.	Fire Fighting & Safety Procedure	Staff of All Circles.	10-13 15		53.	S-02.	Fire Fighting & Safety Procedure	Staff of All Circles.	12-15 15	
46.	S-10.	Power Plant Operation	Staff of Opn. Circle. (Senior & Junior Operators)	17--22 15		54.	S-10.	Power Plant Operation	Staff of Opn. Circle. (Senior & Junior Operators)	19--24 15	
47.	S-03.	First Aid, Primary Treat ment	Staff of All Circles.		1-2 15	55.	S-03.	First Aid, Primary Treat ment	Staff of All Circles.		2-3 15
48.	S-07.	Water Treatment.	Staff of Opn. Circle. (Senior & Junior Operators)		7-10 15	56.	S-07.	Water Treatment.	Staff of Opn. Circle. (Senior & Junior Operators)		4-7 15
49.	S-02.	Fire Fighting & Safety Procedure	Staff of All Circles.		14-17 15	57.	S-02.	Fire Fighting & Safety Procedure	Staff of All Circles.		9-12 15
50.	S-10.	Power Plant Operation	Staff of Opn. Circle. (Senior & Junior Operators)		21-26 15	58.	S-10.	Power Plant Operation	Staff of Opn. Circle. (Senior & Junior Operators)		16-21 15
<b>Total Man-hours: 18228</b>											

Prepared by:

Shamim Ahmed

Designation: Executive Engineer(HRD)

Date:

Approved by:

A.M.M Sazzadur Rahman

Designation: Managing Director

Date: