



বাংলাদেশ পানি উন্নয়ন বোর্ড

প্রশিক্ষণ পরিদপ্তর

পানি ভবন, ৭২, গ্রীন রোড, ঢাকা-১২০৫।

[www.bwdb.gov.bd](http://www.bwdb.gov.bd)

২৪ আয়াচ্ছ ১৪৩২ বঙ্গাব্দ

তারিখ: ০৮ জুলাই ২০২৫ খ্রিস্টাব্দ

নম্বর: ৪২.০১.০০০০.০০০.০২৯.২৫.০০০২.২১.১৭৩

### সার্কুলার

বাপাউবো প্রশিক্ষণ ইনসিটিউট, ভাগ্যকূল, মুন্ডিগঞ্জ, সেচ সম্প্রসারণ প্রশিক্ষণ কেন্দ্র, বাড়াদি, কৃষ্ণিয়া এবং প্রকৌশল একাডেমী, কাঞ্চাই, রাঙ্গামাটি এর ২০২৫-২৬ অর্থ বছরের বার্ষিক প্রশিক্ষণ সূচিতে উল্লেখিত বিভিন্ন প্রশিক্ষণ কোর্স প্রশিক্ষণার্থীদের স্বশরীরে উপস্থিত থেকে অনুষ্ঠিত হবে ( প্রশিক্ষণ সূচি [সংযুক্তি-১](#))।

প্রশিক্ষণ সূচি অনুযায়ী প্রশিক্ষণে অংশগ্রহণে ইচ্ছুক প্রশিক্ষণার্থীগণকে নিম্নবর্ণিত ছক পূরণ পূর্বক যথাযথ কর্তৃপক্ষের মাধ্যমে যথাসময়ে পরিচালক, প্রশিক্ষণ পরিদপ্তর, বাপাউবো, ঢাকা দপ্তরে প্রেরণের জন্য অনুরোধ করা হলো।

ছক						
ক্রঃ নং	প্রার্থীর নাম, আইডি ও পদবী	মোবাইল নম্বর ও ই-মেইল ঠিকানা	দাপ্তরিক ঠিকানা	কোর্সের শিরোনাম	প্রশিক্ষণ কেন্দ্রের নাম ও কোর্সের তারিখ	নিয়ন্ত্রনকারী কর্মকর্তার নাম, পদবী ও মোবাইল নং
১	২	৩	৪	৫	৬	৭

### সকল সংযুক্তিসমূহ:

(১) সংযুক্তি-১

০৮-০৭-২০২৫

মোঃ আব্দুল বাতেন

পরিচালক

নম্বর: ৪২.০১.০০০০.০০০.০২৯.২৫.০০০২.২১.১৭৩/১ (১০)

তারিখ: ২৪ আয়াচ্ছ ১৪৩২ বঙ্গাব্দ  
০৮ জুলাই ২০২৫ খ্রিস্টাব্দ

অবগতি ও প্রয়োজনীয় (প্রযোজ্য ক্ষেত্রে) ব্যবস্থা গ্রহণের জন্য অনুলিপি প্রেরণ করা হইল (জ্যোঁতির ক্রমানুসারে নয়):

- প্রধান প্রকৌশলী/অতিরিক্ত প্রধান প্রকৌশলী/প্রধান/নিয়ন্ত্রক (সকল)....., ।
- অতিরিক্ত প্রধান প্রকৌশল (পুর), প্রশিক্ষন ও মানব সম্পদ উন্নয়ন এর দপ্তর, বাপাউবো, ঢাকা।।
- সিএসও টু মহাপরিচালক, মহাপরিচালক-এর দপ্তর, বাংলাদেশ পানি উন্নয়ন বোর্ড।
- পরিচালক (বোর্ড), বোর্ড সচিবালয়, বাংলাদেশ পানি উন্নয়ন বোর্ড।
- তত্ত্বাবধায়ক প্রকৌশলী (সকল)....., ।
- পরিচালক (সকল)....., ।
- সিনিয়র সিস্টেম এনালিষ্ট, কেন্দ্রীয় আইসিটি পরিদপ্তর, বাপাউবো, ঢাকা। (বোর্ডের ওয়েব সাইটে প্রকাশের জন্য

আদিষ্টমতে অনুরোধ করা হলো।।।

৮। নির্বাহী প্রকৌশলী (সকল).....,।

৯। ব্যক্তিগত সহকারী, অতিরিক্ত মহাপরিচালক (প্রশাসন), বাংলাদেশ পানি উন্নয়ন বোর্ড।

১০। অফিস কপি,।



০৮-০৭-২০২৫

নূরুন নাহার

সহকারী পরিচালক

**BWDB Training Institute, Bhagyakul, Munshiganj.**  
**Annual Training Programme for the FY 2025-2026**

S.L No.	Name of the Course	Trainees	Period		Total days	No. of Participant s	Field Tour	Tentative Est. Cost (Lac TK.)	Remarks
			From	To					
1	Official Discipline, Labour Act & Rules Training Course.	Pay Grade 11 <sup>th</sup> to 16 <sup>th</sup> employee of BWDB.	19-Jul-25	26-Jul-25	8 Days	24	-	5.38	
2	Training of Trainees (ToT)	Pay Grade 4 <sup>th</sup> to 9 <sup>th</sup> Employee of BWDB.	30-Jul-25	6-Aug-25	8 Days	24	-	5.38	
3	Training Course on practical application of GIS & water sector project.	SDE, AE of BWDB.	10-Aug-25	17-Aug-25	8 Days	24	-	5.38	-
4	Foundation Training Course for AE (Civil) (Part-1 & 2). (BTI, Bhagyakul & EA, Kaptai jointly implemented)	Newly Recruited AE (Civil) of BWDB	20-Aug-25	14-Sep-25	26 Days	24	Field Tr. 15/09/25 to 30/09/25	17.47	EA, Kaptai 05/10/25 to 29/10/25.
5	Information & Communication Technology Course (ICT).	Pay Grade 11 <sup>th</sup> to 16 <sup>th</sup> Employee of BWDB.	17-Sep-25	24-Sep-25	8 Days	24	-	5.38	-
6	Training Course on Contract management and PPR-2008	XEN, SDE, AE & equivalent officer of BWDB.	7-Oct-25	14-Oct-25	8 Days	24	-	5.38	-
7	Foundation Training Course for AE (Civil) (Part-1 & 2). (BTI, Bhagyakul & EA, Kaptai jointly implemented)	Newly Recruited AE (Civil) of BWDB	19-Oct-25	16-Nov-25	29 Days	24	Field Tr. 17/11/25 to 03/12/25	19.49	EA, Kaptai 07/12/25 to 03/01/26.
8	Foundation Training Course for SAE (Civil) (Part-1 & 2). (BTI, Bhagyakul & EA, Kaptai jointly implemented)	Newly Recruited SAE (Civil) of BWDB	19-Nov-25	21-Dec-25	33 Days	24	Field Tr. 22/12/25 to 06/01/26	22.18	EA, Kaptai 08/01/26 to 04/02/26.
9	Skill Development Training For Newly Promoted Sub-Divisional Engineers (SDE)	Newly Promoted Sub-Divisional Engineers (SDE)	23-Dec-25	13-Jan-26	22 Days	24	-	14.78	-
10	Training Course on ibas++ & Financial Mangement	AO, Asst. Accountant, SAA & Accounts Clerk Of BWDB.	18-Jan-26	25-Jan-26	8 Days	24	-	5.38	-
11	Quality Control of Works & Standard Construction Procedure of Hydraulic Structures	SAE, AE, SDE & equivalent officer of BWDB.	28-Jan-26	5-Feb-26	9 Days	24	-	6.05	-

12	Training Course on e-GP	Pay Grade 5 <sup>th</sup> to 9 <sup>th</sup> officer's of BWDB.	9-Feb-26	16-Feb-26	8 Days	24	-	5.38	-		
13	Training on Project Planning & Effective Project Management	XEN, SDE, AE & equivalent officer of BWDB.	23-Feb-26	2-Mar-26	8 Days	24	-	5.38			
14	Training on Leadership & Soft Skills Development	SE/Director, Xen/Equivalent Officers of BWDB	7-Mar-26	13-Mar-26	7 Days	24	-	4.70			
15	Fundamental Training for Recently Promoted DEO & LDA Computer Typist of BWDB.	DEO & LDA Computer Typist of BWDB.	1-Apr-26	21-Apr-26	21 Days	24	-	14.11			
16	Training of Trainees (ToT)	Pay Grade 4 <sup>th</sup> to 9 <sup>th</sup> Employee of BWDB.	25-Apr-26	2-May-26	8 Days	24	-	5.38			
17	Training Course on Quality Control of Works & Engineering Materials.	Surveyor (Engr.) & Work Assistant of BWDB.	5-May-26	12-May-26	8 Days	24		5.38	-		
18	Training Course on Audit Observation Settlement & Financial Management	AO, Asst. Accountant, SAA & Accounts Clerk Of BWDB.	14-May-26	20-May-26	7 Days	24	-	4.70			
19	Training Course on Information & Communication Technology and Artificial Intelligence (AI).	Pay Grade 10 <sup>th</sup> and above Employee of BWDB.	3-Jun-26	10-Jun-26	8 Days	24	-	5.38	-		
20	Official Discipline, Labour Act & Rules Training Course.	Pay Grade 17th to 20th employee of BWDB.	13-Jun-26	20-Jun-26	8 Days	24	-	5.38	-		
<b>sub-total=</b>								<b>168.00</b>			
#	4 Nos. Workshop/Seminar	Officer of MoWR & BWDB.	Date and time will be Fixed later.		1 day	120		16.00	Vane: Pani bhavan, Dhaka.		
#	10 Nos Online Seminar/Webinar for Soft Skills Development	SE , Xen & Equivalent	Date and time will be Fixed later.		1 day	380		15.00	On-line Platform		
<b>sub-total=</b>								<b>31.00</b>			
<b>Grand Total=</b>								<b>199.00</b>			

\*\* The above Annual Training Plan is subject to change depending on circumstances. If the recruitment process for Assistant Engineer (AE), Sub-Assistant Engineer (SAE), or Assistant Director (AD) is completed, then the Foundation Training will be given priority and will take place ahead of the subject-specific training.

**Annual Training Program of Irrigation Extension Training Centre, BWDB, Kushtia of FY 2025-26 (Revised).**

Sl. No.	Name of the course	Category of Trainees	Training Period		Total days	No. of Participants	Resource Persons	Probable Cost (Tk. Lac)	Remarks
			From	To					
1	Office Management and D-Nothi.	DEO and Office Assistant cum Computer Typist.	22-07-25	29-07-25	08 Days	25	BWDB	5.07	
2	Training Course on Official Discipline, Labour Acts & Rules.	Employees of BWDB.	03-08-25	10-08-25	08 Days	25	BWDB	5.07	
3	Fundamental Training for Newly Promoted DEO.	Newly Promoted DEO.	12-08-25	01-09-25	21 Days	25	BWDB	9.75	
4	Quality Control of Works & Construction Materials.	Work Assistant & Equivalent.	04-09-25	11-09-25	08 Days	25	BWDB	5.07	
5	Financial Management and its Salient Features.	Grade-11-16 Employees	13-09-25	20-09-25	08 Days	25	BWDB	5.07	
6	On Farm Water Management	DCEO, EO,AEO, SDE,AE & Equivalent	22-09-25	29-09-25	08 Days	25	BWDB /BRRI	5.37	
7	Fundamental Training for Newly Promoted Office Assistant cum Computer Typist.	Newly Promoted Office Assistant cum Computer Typist.	13-10-25	02-11-25	21 Days	25	BWDB	9.75	
8	Office Management and D-Nothi.	PA, UDA, Sr.DEO & Equivalent.	08-11-25	15-11-25	08 Days	25	BWDB	5.07	
9	Quality Control of Works and Construction Materials.	SAE/SO of BWDB .	18-11-25	25-11-25	08 Days	25	BWDB	5.25	

Sl. No.	Name of the course	Category of Trainees	Training Period		Total days	No. of Participants	Resource Persons	Probable Cost (Tk. Lac)	Remarks
10	Fundamental Training for Newly Promoted DEO / Office Assistant cum Computer Typist.	Newly Promoted DEO / Office Assistant cum Computer Typist.	29-11-25	19-12-25	21 Days	25	BWDB	9.75	
11	On Farm Water Management	Extension Overseer of BWDB.	03-01-26	10-01-26	08 Days	25	BWDB/ BRRI	5.07	
12	PPA, PPR, DoFP and e-GP.	Xen, SDE, AE & Equivalent.	13-01-26	20-01-26	08 Days	25	BWDB	5.37	
13	Acquisition & Land Management	ARO, Revenue Surveyor & Equivalent.	02-02-26	09-02-26	08 Days	25	BWDB	5.07	
14	Developing Office Management Skill.	Grade-11-16 Employee	12-02-26	19-02-26	08 Days	25	BWDB	5.07	
15	Office Management and D-Nothi.	DEO and Office Assistant cum Computer Typist.	22-02-26	01-03-26	08 Days	25	BWDB	5.07	
16	Financial Management & iBAS++	Accountant & Asst. Accountant Equivalent.	05-03-26	12-03-26	08 Days	25	BWDB	5.20	
17	Skill Development for Operational Staffs of Dredger.	SAE, Master, Driver, Liverman, Sukani, Laskor etc.	01-04-26	08-04-26	08 Days	25	BWDB	5.20	
18	Use of electrical Equipment's, Maintenance and Personal Safety.	Foreman, Electrician & Equivalent of BWDB	13-04-26	20-04-26	08 Days	25	BWDB/BPD B/ PBS	5.20	
19	Auto CAD	Draftsman & Tracer of BWDB.	03-05-26	10-05-26	08 Days	25	BWDB	5.07	
20	Innovation, ICT and D-Nothi	Officers of BWDB	12-05-26	19-05-26	08 Days	25	BWDB	5.37	
21	Training Course on Official Discipline, Labour Acts & Rules.	Employees of BWDB.	10-06-26	17-06-26	08 Days	25	BWDB	5.07	
					Total	525		121.98	

**Engineering Academy, BPDB-BWDB, Kaptai, Rangamati.**  
**Annual Training Program of BWDB in the Year of 2025-2026.**

Sl. No	Course Code	Course Title	Period/ Duration			Status of trainees	Target Person
			From	to	Days		
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
1	C-01	BWDB Probidhanmala,2013 and Departmental & Legal Proceedings.	08/07/2025	13/07/2025	6	Officers of BWDB	25
2	C-02	Skill Enhancement Training Program for Newly Promoted Sr. Assistant Directors of BWDB	15/07/2025	27/07/2025	13	Newly Promoted Sr. Assistant Directors of BWDB	30
3	C-03	Land Management and Surveying.	28/07/2025	04/08/2025	8	Officers of BWDB	25
4	C-04	Online Training on D-nothi and E-Governance.	07/08/2025	13/08/2025	7	Officers of BWDB	25
5	C-05	Skill Enhancement Training for Newly Promoted Sr. Assistant Directors of BWDB	09/08/2025	20/08/2025	12	Newly Promoted Sr. Assistant Directors of BWDB	30
6	C-06	Accounts, Audit & Financial Management.	24/08/2025	31/08/2025	8	Officers of BWDB	25
7	C-07	Online Training on MS Office Applications, Cyber Security Fundamentals and the Use of AI Tools for Improved Performance.	03/09/2025	09/09/2025	7	Officers of BWDB	25
8	C-08	Public Procurement Guidelines: PPA-2006 and PPR-2008.	10/09/2025	17/09/2025	8	SDE, AE & Equivalent Officers of BWDB	25
9	C-09	Project Management Essentials: From Planning to Execution	21/09/2025	28/09/2025	8	SDE, AE & Equivalent Officers of BWDB	25
10	C-10	Online Training on Time management, Stress management, Building skills and Performance Management.	24/09/2025	30/09/2025	7	Officers of BWDB	25
11	C-11	Foundation Training for Newly Recruited Assistant Engineers of BWDB	06/10/2025	30/10/2025	25	Newly Recruited Assistant Engineers of BWDB	25
12	C-12	Online Training on Environmental, Social & Climate Risk Management of Development Projects.	08/10/2025	18/10/2025	11	Officers of BWDB	25
13	C-13	Online Training on Effective Public Speaking and Powerful Presentation Techniques.	20/10/2025	27/10/2025	8	Officers of BWDB	25
14	C-14	Training of Trainers (ToT)	25/10/2025	01/11/2025	8	1 <sup>st</sup> Class Officers from BPDB & BWDB	15
15	C-15	Online Training on Public Procurement Guidelines: PPA-2006 and PPR-2008	29/10/2025	06/11/2025	9	SDE, AE & Equivalent Officers of BWDB	25
16	C-16	Strategic Human Resource Management and Office Administration	05/11/2025	12/11/2025	8	Sr. Officers of BWDB	25
17	C-17	Online Training on Operation & Maintenance (O&M) of BWDB Completed Projects.	10/11/2025	17/11/2025	8	SDE, AE & SAE of BWDB	25

18	C-18	Project Management Essentials: From Planning to Execution	23/11/2025	30/11/2025	8	SDE, AE & Equivalent Officers of BWDB	25
19	C-19	Online Training on Conflict Resolution, Problem Solving, Employee Engagement and Constructive Feedback.	04/12/2025	11/12/2025	8	Officers of BWDB	25
20	C-20	Foundation Training for Newly Recruited Assistant Engineers of BWDB	07/12/2025	03/01/2026	28	Newly Recruited Assistant Engineers of BWDB	25
21	C-21	Online Training on Human Resource Management & Good Governance	14/12/2025	22/12/2025	8	Officers of BWDB	25
22	C-22	Online Training on BWDB Probidhanmala,2013 and Departmental & Legal Proceedings.	27/12/2025	03/01/2026	8	Officers of BWDB	25
23	C-23	Leadership, Good Governance and SDG	04/01/2026	11/01/2026	8	XEN, DD and above Officers of BPDB & BWDB	15
24	C-24	Foundation Training for Newly Recruited Sub-Assistant Engineers of BWDB	07/01/2026	04/02/2026	29	Newly Recruited Sub-Assistant Engineers of BWDB	25
25	C-25	Online Training on Disaster Management and Participatory Water Management.	05/01/2026	12/01/2026	8	Officers of BWDB	25
26	C-26	Online Training on Land Management and Surveying.	14/01/2026	21/01/2026	8	Officers of BWDB	25
27	C-27	Online Training on Environmental, Social & Climate Risk Management of Development Projects.	25/01/2026	03/02/2026	10	Officers of BWDB	25
28	C-28	Construction Management with Quality Assurance	08/02/2026	15/02/2026	8	SDE, AE & SAE of BWDB	25
29	C-29	Innovative Design of Water Resource Structures.	21/02/2026	28/02/2026	8	XEN, SDE & AE of BWDB	25
30	C-30	Accounts, Audit & Financial Management.	04/03/2026	11/03/2026	8	Officers of BWDB	25
31	C-31	Hydrology for Sustainable Water Management.	06/04/2026	15/04/2026	10	XEN, DD(Geology), SDE, AE & Geologist of BWDB	25
32	C-32	Training of Trainers (ToT)	18/04/2026	26/04/2026	9	Officers of BWDB	25
33	C-33	Surveying, Estimate Preparation and Budget Planning for Projects.	04/05/2026	11/05/2026	8	SDE, AE & SAE of BWDB	25
34	C-34	Communicative English and Developing Effective Communicative Skills.	02/06/2026	09/06/2026	8	Officers of BWDB	25
35	C-35	NIS, GRS, R2I and Citizen Charter of BWDB	16/06/2026	23/06/2026	8	Officers of BWDB	25