

BVFCL WELCOMES YOU FOR IN HOUSE TRAINING PROGRAMME



Brahmaputra Valley Fertilizer Corporation Ltd.
(A Government of India Enterprise)
Regd. Office Namrup, P.O Parbatpur , distt: Dibrugarh-786623, Assam

A spiral-bound notepad with the text "Inaugurating Message" written on it, lying on a wooden desk next to a silver pen. The notepad is white with horizontal lines and a black spiral binding at the top. The text is written in a black, serif font. The pen is silver and lies to the left of the notepad. The background is a light-colored wooden surface with a visible grain.

Inaugurating
Message



ब्रह्मपुत्र वैली फर्टिलाइजर कॉर्पोरेशन लिमिटेड
(भारत सरकार का एक उपक्रम)

नामरुप, असम

Brahmaputra Valley Fertilizer Corporation Ltd.
(A Government of India Enterprise)
Namrup, Assam



Dear Friends,

It gives me immense pleasure to know that a training calendar for the year 2021-22 is going to be published shortly. It is of course a welcome step for the benefit of the employees.

One cannot deny the importance of training in organizational work life. As technology advances and workplace methods and strategies improve, there comes a need for employers and employees to align with these changes in terms of knowledge, skills, values and abilities.

One of the best ways to enhance knowledge and skills is through training. Getting employees exposed to relevant and consistent training can help companies improve performance and increase productivity at the workplace. Though we all employees have been involving ourselves in day-to-day works in our relevant fields, exposure to training programmes will help a lot in upgrading the knowledge level of a person.

I wish the proposed training calendar will benefit the employees in improving their knowledge and skill level.

(A.K Ghosh)

Chairman & Managing Director



ब्रह्मपुत्र वैली फर्टिलाइजर कॉर्पोरेशन लिमिटेड
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Dear Friends,

BVFCL believes that Human Resource is the most valuable asset of any organization. Performance of any organization is the sum total of what employees achieve individually. Thus Employees training and development programs are essential for the success of an organization as training & re-training help employees acquire new skills, sharpen existing ones, perform better, increase productivity and be a better leader.

Training is part of BVFCL culture. Trainings, be it class room or on-job, may be imparted to employees by internal faculties or external faculties or by attending some seminars & conferences. A Training Calendar with defined topics, well devised training material, schedules, faculty and targeted beneficiaries is the essence of organization's training & development programme. Further active participation of employees in the relevant training programmes is equally important. Role of HoD's in making training & development programme successful is always very vital.

I am pleased to come to know that our training department has developed a training calendar of BVFCL and wish that is calendar will serve for the betterment of employees and ultimately for the betterment of BVFCL.

(D.SAHAI)

Director (Production)



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Brahmaputra Valley Fertilizer Corporation Ltd.
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Dear Friends,

First of all I am so pleased to see accomplishing great things for creating a new culture of personal development and learning.

It is well known that well-trained employees who are competent and capable are more likely to stick around and add value to the company and they are the best asset to our company.

A training calendar is a systematic presentation of the subjects/topics selected on the basis of need and importance so that the employees concerned become benefitted by the knowledge shared during the execution of the programmes.

I wish the proposed calendar will go a long way for the benefit of the BVFCL employees.

(S.C. Das)
Director(Finance)



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Brahmaputra Valley Fertilizer Corporation Ltd.
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Dear Friends,

Heartfelt congratulations for the launch of new training programme.

Training helps to keep employees engaged. Training programmes of BVFCL are meant to address the training needs of the employees.

To my knowledge, the topics in the calendar will cover topics for both technical and non-technical areas. The topics are chosen based on the responses from various departments concerned. The training programmes will provide our employees with the opportunity to increase potentiality and their own skill-sets.

I wish my best wishes for successful execution of the Training Calendar to the best benefit of BVFCL employees.

(Y.K. Goel)

GM (Mktg. & HR)

BVFCL, Namrup

Training Calendar for the year 2021-22

| Sl. No. | Month | Topic | Resource person | Target group |
|---------|---------|---|---|---|
| 01 | Aug '21 | CDA Rules | Personnel Department | Officers |
| 02 | Aug'21 | Standing orders | Personnel Department | Workmen |
| 03 | Sept'21 | Preventive vigilance | Vigilance Department | Officers |
| 04 | Sept,21 | Microprocessor based instruments programming & functioning. | Shri A. Pandey, A.P.E.(I), Shri A Karn, A.E.(I) | Instrumentation, Production Department |
| 05 | Oct'21 | Chemical process safety | Shri Tausif Ahmed APM | Process personnel |
| 06 | Oct '21 | Plant operation and energy saving (in respect of Urea plant) | Shri Nandlal, Dy C E (Chem) | Process personnel |
| 07 | Oct '21 | Compliance of various labour laws | Shri P.K. Gogoi, CPO(W) and I/c Administration Department | General |
| 08 | Nov'21 | Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005 | Shri D S Baruah Dy Manager (Legal) | Officers |
| 09 | Nov'21 | Proper Handling & Functioning of Field Instruments. Logic Circuit Functioning. | Shri D. Saikia, A.P.E.(I), & Shri D. Das, A.E.(I) | Process & Instrumentation personnel |
| 10 | Dec '21 | Retirement Planning | Finance Department | General |
| 11 | Dec '21 | Role of Inquiry Officer/ Presenting Officer | Mrs. Ruby Deka, Vigilance officer | Officers |
| 12 | Dec'21 | Energy saving method and how to avoid break down (in respect of Urea plant) | Shri M I Choudhury, Dy C E (Chem) | Process personnel |

BVFCL, Namrup

Training Calendar for the year 2021-22

| Sl. No. | Month | Topic | Resource person | Target group |
|---------|-----------|--|--|--|
| 13 | Jan '22 | New Labour Codes | Shri P.K. Gogoi, CPO(W) and I/c Administration De- partment | HR and Finance Department |
| 14 | Jan '22 | Electronic Instruments & PLC,DCS | Shri Susheel Azad, A.P.E.(I) , Shri P. Mahanta, A.P.E. (I) & Shri D.Charingia, A.E.(I) | Production/ Instrumentation Department |
| 15 | Jan'22 | Radiation safety Aspects of Nucleonic Gauges. | Shri A.I. Ahmed, Dy. C.E.(I) | Production/ Instrumentation Department |
| 16 | Feb'22 | Overview of safety health and environment and basic concepts of HAZOP study | Shri Manabesh Paul Dy. C E (chem.) Mrs. Gayatree Mani Das, PM | General |
| 17 | Feb '22 | Public Procurement, E-procurement | Finance & MM Depart- ment | Officers |
| 18 | March '22 | General financial rules | Finance Department | General |
| 19 | March'22 | Retirement Planning | Finance Department | General |