

Proposed training programs schedule for the month of May- 2024

Total no. of training Programs 04

Total no. of training days 17

S. No	Date	Name of the Training Program	Faculty	Duration in days	Target Cadre	Domain
1.	06.05.2024 to 07.05.2024	Electricity Act 2033 and its Amendments, Theft of Energy	<u>External Faculty</u> Sri.Y.S.Rao, EE(Rtd)/MSEDCL, Nagpur	02 days	AEs to EEs of DPE Wing	Engineering
2	08.05.2024	Meditation and Nutrition for Body, Mind and Soul	<u>Internal Faculty</u> Sri.G.Gopi Naidu/Dy.EE/ Civil/ Quality Control/ Corp., Office/ Tirupati	½ day	AEs to EEs of Operation and Construction Wings	Engineering
		RDSS – Smart Meters, Distribution Automation, AT & C Losses	<u>External Faculty</u> Sri.Y.S.Rao, EE(Rtd)/MSEDCL, Nagpur	1 ½ day		
2.	15.05.2024 to 25.05.2024	Induction training to newly appointed to Jr.Assistants	<u>Internal Faculty</u> In Service Employees	11 days	Jr.Asst	Accounts
		Legal Aspects and Case Studies	<u>Internal Faculty</u> Sri.P.M.Jaikesh Yadav, Law Officer/ Corp., Office/ Tirupati	01 day	JE to EE JPO to PO JAO to AO	Generic
3.	28.05.2024	Communication Skills and Stress Management	<u>External Faculty</u> Sri.K.Narasimha Reddy, Associate Professor(Retd), Nellore	½ day		
		Legal Aspects and Case Studies	<u>Internal Faculty</u> Sri.P.M.Jaikesh Yadav, Law Officer/ Corp., Office/ Tirupati	½ day		

Annexure : The detail schedule of the Induction training program to newly appointed Jr.Assts.

DETAIL SCHEDULE OF THE INDUCTION TRAINING PROGRAM TO JUNIOR ASSISTANTS

Sl.No.	Date		Training Program Subject	No.of Sessions	Name of the Faculty
1	15-05-2024 (Day.1)	FN	Overall view of APSPDCL and Technical aspects to Non- Technical employees	2	Sri.G.Venkata Ramana, EE/CSC/ Corp., Office/ Tirupati
		AN		2	
2	16-05-2024 (Day.2)	FN	Introduction of Accounts & Heartfulness Meditation by Ramachandra Mission	2	Sri Ch.Anil Kumar, AAO/Punganur/ Operation Circle/ Tirupati
		AN		2	
3	17-05-2024 (Day.3)	FN	L.T Billing	2	Sri G. Siva Sankaraiah, AAO/IT/Corporate Office/Tirupati
		AN	H.T Billing & Revenue Overview , Heartfulness Meditation by Ramachandra Mission	2	Sri D.Surendra Rao, GM/Revenue/Corporate Office/Tirupati
4	18-05-2024 (Day.4)	FN	Service Regulations- Disciplinary Regulations	2	Sri M.Gopala Krishna, GM/Panels/Corp., Office/Tirupati
		AN	Establishment & Staff payment-Pension rules, Leave Regulations, Letter Drafting and Heartfulness Meditation by Ramachandra Mission	2	Sri T.Ravi Kumar, SAO/Costing&PPL/ Corp., Office/Tirupati
5	19-05-2024 (Day.5) SUNDAY			Holiday	
6	20-05-2024 (Day.6)	FN	S.R.Maintenance, Pensions	2	Sri M.Srikanth, General Manager/ Costing/Corp., Office/Tirupati
		AN	GPF, EWF, Pay and Accounts	2	Sri T.Ravi Kumar, SAO/Costing&PPL/ Corp., Office/Tirupati
7	21-05-2024 (Day.7)	FN	Work Orders Opening & Closing in SAP	2	Sri D.Ramakrishna, AAO/GPF/Corp., Office/Tirupati
		AN	EPF	2	Sri Ch.Kishore, AAO/CPR/ Corp., Office/Tirupati

8	22-05-2024 (Day.8)	FN	Spot Billing, Monthly returns, Consumer master updates	2	Sri M. Shiva Kumar, AAO/Revene/ Corp., Office/Tirupati
		AN	Taxes, GST, Income Tax	2	Smt M.Prasanthi, AAO/Costing/ Corp., Office/Tirupati
9	23-05-2024 (Day.9)	FN	Annual Accounts	2	Sri Ch.Kishore, AAO/Balance Sheet/Corp., Office/Tirupati
		AN	Accounting Transactions in SAP	2	Sri Y. Ravi Kumar Reddy, JAO/Costing/Corp., Office/Tirupati
10	24-05-2024 (Day.10)	FN	Meditation and Nutrition for Body, Mind and Soul	2	Sri.G.Gopi Naidu, Dy.EE/Civil/Corp., Office/ Tirupati
		AN	Stress Management	2	Sri.V.Sreedhar, Psychologist, Tirupati
11	25-05-2024 (Day.11)	FN	SAP HR Module	2	Smt K.Padmalatha, DGM/SAP/Corp., Office/Tirupati
		AN	E-OFFICE and Cyber Security	2	Sri Suresh Kumar, EE/IT/Corp., Office/ Tirupati