

Proposed training programs schedule for the month of March - 2024

Total no. of training Programs. 04

Total no. of training days 20

S. No	Date	Name of the Training Program	Faculty	Duration in days	Target Cadre	Domain
1.	04.03.2024 to 06.03.2024	Labour laws	<u>External Faculty</u> Sri.K.S.Srinivas, JS(Rtd), APTRANSCO, Vijayawada	03 days	JAOs to AOs, AEs to EEs	Accounts and Engineering
	07.03.2024	Meditation and Mind Control	<u>External Faculty</u> Sri Dr.V.Sreedhar, Psychologist, Tirupati <u>Internal Faculty</u> Sri.G.Gopi Naidu, DEE/Civil/ Quality Control/ Corp.Office/Tirupati.	01 day		
2.	11.03.2024 to 21.03.2024	Induction training program to newly appointed Jr.Assts	<u>Internal Faculty</u> In-service / APSPDCL/ Tirupati	11 days	Jr.Asst	Accounts
3.	22.03.2024 to 23.03.2024	Revenue and Expenditure	<u>Internal Faculty</u> 1. Sri.V.N.Babu, Director (Finance) 2. Sri.Y.Lakshmi Narasaiah CGM(Finance) 3. Sri.K.R.S.Dhrama Gnani, CGM(Revenue)	02 days	AAOs, AOs and SAOs	Accounts
4.	26.03.2024 to 27.03.2024	APERC Regulation and their implementation at field level	<u>Internal faculty</u> 1.Sri.V.Srinivasa Anjaneya Murthy, Chairman, CGRF/ Corp., office/Tirupati 2. Sri.K.Rama Mohan, GM/CGRF/ Corp., Office/ Tirupati	02 days	JEs to Dy.EEs Jr.Assts to AAO	Accounts and Engineering
	28.03.2024	Stress Management	<u>Internal faculty</u> Sri. M.Ravi Chandra, Dy.EE/Opn./Alluru	01 day		

DETAIL SCHEDULE OF THE INDUCTION TRAINING PROGRAM TO JUNIOR ASSISTANTS					
Sl.No.	Date		Training Program Subject	No.of Sessions	Name of the Faculty
1	11-03-2024 (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	12-03-2024 (Day.2)	FN	Introduction of Accounts	2	Sri Ch.Anil Kumar, AAO/Punganur/ Operation Circle/ Tirupati
3	13-03-2024 (Day.3)	AN		2	
		FN	L.T Billing	2	Sri G. Siva Sankaraiah, AAO/IT/Corporate Office/Tirupati
		AN	H.T Billing & Revenue Overview	2	Sri D.Surendra Rao, GM/Revenue/Corporate Office/Tirupati
4	14-03-2024 (Day.4)	FN	Service Regulations- Desciplinary Regulations	2	Sri M.Gopala Krishna, GM/Panels/Corp., Office/Tirupati
		AN	Establishment & Staff payment- Pension rules, Leave Regulations, Letter Drafting	2	Sri K.Sahadeva Reddy, DGM/Pension/Corp., Office/Tirupati
5	15-03-2024 (Day.5)	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
6	16-03-2024 (Day.6)	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	17-03-2024 (Day.7) SUNDAY Holiday				
7	18-03-2024 (Day.8)	FN	Spot Billing, Monthly returns, Consumer master updations	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	19-03-2024 (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	20-03-2024 (Day.11)	FN	Meditation and Mind Control	2	Sri.G.Gopi Naidu, Dy.EE/Civil/Corp., Office/ Tirupati
		AN	Stress Management	2	Sri.V.Sreedhar, Psychologist, Tirupati
10	21-03-2024 (Day.10)	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

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