

**TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED**

**VIDYUT SOUDHA: VIJAYAWADA**

Circular Memo.No.293 JMD(HRD.Fin.Comml.IPC&IT)/CE(Telcom&IT), Dt:21-08-2017

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Sub: APTRANSCO – IT – Training Application for Maintaining Schedules, Nomination of Participants by all functional heads - For Internal and External Trainings - Through **APTRANSCO TRAININGS** link in Website – Orders – Issued.

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**ORDER**

1. APTRANSCO conducts various training programmes like Induction programmes for new recruiters and refresher training programmes, ERP trainings etc and also deputing officers for Trainings, Seminars and workshops internal or external.
2. APTRANSCO IT Wing has designed and developed in house application to maintain the internal and external trainings, workshops and seminars to ease of communicating training schedules and to nominate the officers for attending the Trainings with following features:
  - a. The Training scheduler post the training schedule details with the objective of training, period of training, venue, targeted employees etc. After submission of the training schedule an e-mail will be communicated to all the functional heads instantly with training details.
  - b. The functional heads nominate the employees for attending the training programmes through the application, nominated employees will receive the training details through SMS.
  - c. The published Training Calendar will have view access to all the employees and with edit access to functional heads and Training schedulers through this portal.
  - d. Trainees can download the attendance certificate from the portal for their reference.
3. Accordingly, it is ordered that all Training schedules shall be maintained and communicated through the Training Application with effect from the Date of these orders.

4. The Application can be accessed in APTRANSCO website under the link provided in the “**APTRANSCO TRAININGS**”.
5. Accordingly, all officers in APTRANSCO are informed that APTANSCO Training application shall be used for posting any Department internal or external Trainings, Seminars and workshops, the information/data in the Training application shall be treated as official.
6. This Circular Memo is made available on the internet and this can be accessed at the address [www.aptransco.co.in](http://www.aptransco.co.in).

(BY ORDER AND IN THE NAME OF TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED)

DINESH PARUCHURI, I.R.S  
JOINT MANAGING DIRECTOR  
(HRD,Finance,Comml,IPC&IT)

To:

All Functional heads /APTransco/ Vidyut Soudha/ Vijayawada.

The Chief Engineers/Zones/Kadapa/Vijayawada/ Visakhapatnam.

**Copy to:**

PS to Chairman & Managing Director/APTransco/VS/Vijayawda.

PS to Joint Managing Director(Vig & Sec)/APTransco/VS/Vijayawda.

PS to Joint Managing Director(Finance, HRD,Comml,IPC&IT)/APTransco/VS/Vijayawda.

PS to Director(Projects)/APTransco/VS/Vijayawda.

PS to Director(Transmission & Grid Management)/APTransco/VS/Vijayawda.