

**CORPORATE TRAINING INSTITUTE**  
**TRAINING CALENDAR FOR THE MONTH OF FEBRUARY, 2015**

Sl. No	Training programme / [Targetted Cadre]	Min. Batch Size	Co-ordinator	Transcos / Discoms (Target)	No of days	From	To
1	MRT & Protection for DISCOMs {SbE to CE}	20	DE(T&D)	3 Discoms (16 each)	4	4.2.15	7.2.15
2	MS-Office & MS-Access {SbE to CE, Asst. to CGM, Jr.Asst.(LDC) to FA&CCA, steno, typist}	20	DE(T&D)	2Ts & 3Ds (10 each)	4	4.2.15	7.2.15
3	Right to Information Act {All cadres}	20	SAO(Trg)	2Ts & 3Ds (10 each)	2	4.2.15	5.2.15
4	Coaching, counselling, mentoring for organizational excellence {AE to CE, Sr. Asst. to FA & CCA, JPO to CGM}	20	SAO(Trg)	2Ts & 3Ds (10 each)	2	6.2.15	7.2.15
5	Fatal Accidents & Fire Accidents - Action to be taken & safety pre-cautions {SbE to CE}	20	DE(T&D)	2Ts & 3Ds (10 each)	3	9.2.15	11.2.15
6	Open Access Metering & related issues {SbE to CE - Preferably DEs/ Operation, MRT / M&P, IPC of DISCOMs and DEs/ MRT, TLC & 400 KV Construction and TL&SS of APTransco}	20	DE(T&D)	2Ts & 3Ds (10 each)	3	9.2.15	11.2.15
7	Refresher course for P&G staff {including Jr.Assts., Sr.Assts. & JAOs dealing with administration}	20	SAO(Trg)	2Ts & 3Ds (10 each)	4	10.2.15	13.2.15
8	Commercial Activities (EA 2003, PPAs, Power Trading, RE policies) {SbE to CE}	20	DE(T&D)	2Ts & 3Ds (10 each)	2	12.2.15	13.2.15
9	Underground cables - design, laying & maintenance {SbE to CE}	20	DE(T&D)	2Ts & 3Ds (10 each)	3	19.2.15	21.2.15
10	Advanced MS-Excel {AE to CE}	20	DE(T&D)	2Ts & 3Ds (10 each)	3	19.2.15	21.2.15
11	Preparation and handling of PPAs {SbE to CE, JAO to FA&CCA}	20	SAO(Trg)	2Ts & 3Ds (10 each)	2	19.2.15	20.2.15
12	Power transformer protection and reactive power compensation (participants shall undergo hands-on training for 6 days at the nearest MRT / TRE division after completion of training at CTI) {SbE to CE(Elecl & Telecom)}	20	DE(T&D)	Transcos (25 each)	4	24.2.15	27.2.15
13	Advanced Course on "Vigilance Activities" for policemen of APTS and Officers of DPE of DISCOMs (For nominations please contact DE/T to JMD(V&S)/VS/Hyd. Ph:9490153055)	20	DE(T&D)	Discoms	2	24.2.15	25.2.15
14	Modern office management practices and english drafting skills {SbE to CE, Jr. Asst. to FA&CCA, Asst. to CGM, typist, steno}	20	SAO(Trg)	2Ts & 3Ds (10 each)	2	24.02.15	25.02.15
15	Disciplinary Proceedings, CS-CCA rules / APTransco Regulations {ADE to CE, AS to CGM, AO to FA&CCA}	20	SAO(Trg)	2Ts & 3Ds (10 each)	2	26.02.15	27.02.15
16	Transformational Leadership {AE to CE, JPO to CGM, Sr.Asst. to FA&CCA}	20	SAO(Trg)	2Ts & 3Ds (10 each)	2	26.02.15	27.02.15

Note:

1. Participant can be deputed by HODs even for programmes for which targets have not been given, if
2. Participants may be advised to attend the training programmes alone and not with family members
3. **Contact nos. & E-mail IDs of the nominated employees may please be given in the nomination**

For Chief General Manager (HRD)  
CTI :: TSTRANSCO :: Hyderabad