

CORPORATE TRAINING INSTITUTE
TRAINING CALENDAR FOR THE MONTH OF MARCH, 2015

<i>Sl. No</i>	<i>Training programme / [Targetted Cadre]</i>	<i>Min. Batch Size</i>	<i>Co-ordinator</i>	<i>Transcos / Discoms (Target)</i>	<i>No of days</i>	<i>From</i>	<i>To</i>
1	ERO & Revenue Management {SbE to CE, JAO to FA & CCA}	20	SAO(Trg)	3 Discoms (16 each)	3	02.03.15	04.03.15
2	Oracle Concepts {Sbe to CE(Elecl.& Telecom), JPO to CGM, JAO to FA&CCA}	20	DE(T&D)	2Ts & 3Ds (10 each)	3	02.03.15	04.03.15
3	Understanding & Managing Self {AE to CE, Sr. Asst. to FA & CCA, JPO to CGM}	20	SAO(Trg)	2Ts & 3Ds (10 each)	2	06.03.15	07.03.15
4	SLDC activities {SbE to CE(Elecl. & Telecom)}	20	DE(T&D)	2Ts & 3Ds (10 each)	2	06.03.15	07.03.15
5	Knowledge of labour laws and medical reimbursement {AE to CE, JPO to CGM, Sr. Asst. to FA&CCA}	20	SAO(Trg)	2Ts & 3Ds (10 each)	5	09.03.15	13.03.15
6	Open Access Metering and related issues {SbE to CE}	20	DE(T&D)	2Ts & 3Ds (10 each)	3	09.03.15	11.03.15
7	Fatal accidents & fire accidents - action to be taken & safety measures {SbE to CE}	20	DE(T&D)	2Ts & 3Ds (10 each)	3	11.03.15	13.03.15
8	Modern office management & English drafting skills {SbE to CE, Jr. Asst. to FA & CCA, Asst. to CGM, Typist, Steno}	20	SAO(Trg)	2Ts & 3Ds (10 each)	2	16.03.15	17.03.15
9	Basic Networking Concepts, IT act & cyber security {Sbe to CE(Elecl.& Telecom), JPO to CGM, JAO to FA&CCA}	20	DE(T&D)	2Ts & 3Ds (10 each)	3	16.03.15	18.03.15
10	Service and conduct regulations and Employee Benefit Administration {ADE to CE, AS to CGM, AO to FA&CCA}	20	SAO(Trg)	2Ts & 3Ds (10 each)	3	18.03.15	20.03.15
11	Refresher Course on "Vigilance Activities" for policemen of APTS and Officers of DPE of DISCOMs (For nominations please contact DE/T to	20	DE(T&D)	Discoms	2	18.03.15	19.03.15
12	Energy Conservation & Loss Reduction {AE to CE}	20	DE(T&D)	2Ts & 3Ds (10 each)	2	19.03.15	20.03.15

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

S/d K.Prasanna Lakshmi