

Training: Various Training programmes being conducted for the employees of APTRANSCO at the Training Institute ,APGENCO,VTPS,Ibrahimpattanam and APHRDI,Bapatla .

In this regard T.O.O(CGM/HR) Rt.No.1252,Dt.30.07.2020 was issued for the year 2020-21



## TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED

### ABSTRACT

APTRANSCO –HR/Training –Training Programmes for APTRANSCO Employees & Induction Training for newly recruited Assistant Executive Engineers/Elec. of APTRANSCO, at the Training Institute, APGENCO, Ibrahimpatnam, Vijayawada on Payment basis and also at the APHRDI, for the year 2020-21 - Orders – Issued.

T.O.O (CGM/HR) Rt. No.1252

Date: 30.07.2020

Read the following:

- Ref: 1) T.O.O (CGM/HRD&Plg) Rt.No.949, Date: 08.05.2019.  
2) Lr.No.CE / TI & Const. StgV. Dr.NTTTPS /SE/EE-I /DyEE-I /F.  
21/D.No.1069/19,dt. 07.12.2019.  
3) Lr.No.CE / TI & Const. StgV. Dr.NTTTPS /SE/EE-I /DyEE-I /F.  
24/D.No.22/20,dt. 01.04.2020.  
4) FLM No. 4021973, dt. 12.06.2020.  
5) Lr.No.CGM/HR/DGM/Trg/DEE/Trg/Trg calendar2020-  
21/D.No.155/20, Dt.15.06.2020.  
6) Lr.No.CE / TI & Const. StgV. Dr.NTTTPS /SE/EE-I /DyEE-I /F.  
24/D.No.276/20,dt. 24.06.2020.  
7) Lr.Memo.No.JMD(V&S)/Peshi/F.No.61/D.No.132/2020, Dt.  
20.07.2020.

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### ORDER:

APTransco has been arranging regular Training programs for the employees at the Training Institute, APGENCO Ibrahimpatnam on payment basis, after bifurcation of combined APTRANSCO. In the reference (2) cited, the Chief Engineer / Training Institute of APGENCO has proposed the list of Training Programmes for review and finalization of Annual Training Calendar for the year 2020-21 duly requesting for confirmation of APTRANSCO approval to Conduct the Customized Training programmes for the employees of APTRANSCO.

In the reference 3<sup>rd</sup> cited, the Chief Engineer/ TI, AP Genco has communicated the course fee per man day. After negotiation with CE/TI/AP Genco, the revision of rates were approved vide reference 4<sup>th</sup> cited above for the FY 2020-23, and minimum number of participants for Customized/Non Customized Training Programmes, to be conducted for the year 2020-21, and Induction training programmes.

Further, The Andhra Pradesh Human Resources Development Institute(APHRDI), (the erstwhile MCR HRD Institute at Hyderabad) has established its Headquarter at Bapatla with Regional centres at Visakhapatnam & Srikalahasti and is conducting various Residential training programs. Being a State Government Institute, the programs are free of cost and the Institute is inviting for nominations

from APTRANSCO. Certain employees being deputed to APHRDI by the CGM/HR for the programmes which are beneficial to APTRANSCO employees.

After careful consideration, APTRANSCO hereby accords approval and acceptance, for continuing the regular internal Training programs for the employees of APTRANSCO at the Training Institute, AP Genco, Ibrahimpatnam, Vijayawada on payment basis and for "deputation of employees as per the following rates for course fee for the year 2020-21.

Sl. No.	Programme	Course Fee Per day 5per participant.
1	Customized Training Programmes (including Vigilance programs)	Rs.2,310/-
2	2 Months Induction Training for Assistant Executive Engineers	Rs.990/-
3	Non-Customized Training Programmes	Rs.2,310/-

Note:- (i) The above rates are inclusive of Course fee, Course Material, AC Boarding & Lodging.

(ii) Taxes extra as applicable for Sl.No.1,2 &3

It is directed to follow the following guidelines against the deputation of employees from APTRANSCO for Customized & Non Customized Training Programmes & Induction Training for Assistant Executive Engineers, at Training Institute, APGENCO, Ibrahimpatnam, Vijayawada for the Year 2020-21.

**(A) Deputation of employees to the Training Institute APGENCO:**

- i. As compulsory participation of 20 Nos is mandatory for each customized training programme & 40 Nos. for 2 -months Induction Training at Training Institute / APGENCO, Ibrahimpatnam, Vijayawada and there is no compulsory minimum participation for the Non-customised training programs. (Training calendar for the year 2020-21 will be communicated by Training Institute, APGENCO, Ibrahimpatnam, Vijayawada).
- ii. Executive Engineer /Tech or DEE/Tech of concerned Zone from AP Transco are responsible for deputing employees through AP Transco Training App. (7 Nos. for each programme from each zone) for training programme and also to make alternative arrangements in the event of non-availability of deputed participants. 2 Nos. employees shall be deputed from Head quarters for each programme. However, the CGM/HR shall communicate the targets for each program based on the type of the program.
- iii. Office of JMD (Vigilance & Security) of APTRANSCO shall depute employees for the following training programmes.
  - (a) Two days refresher programme on "Vigilance Activities".
  - (b) Two days Advanced course on "Vigilance Activities".

**(B) PAYMENT OF COURSE FEE:**

Payment of Course / Training fee will be paid "if participants are more than 20 (Twenty) Nos., (for Customized Training Programme) / 40 (Forty) Nos (for Induction Training for AEEs), billing will be done for actual number of participants, if participants are less than minimum strength, billing will be done for minimum strength i.e., 20 (twenty) Nos. for customized training programme & 40(Forty) Nos for induction training for Assistant Executive Engineers.

Training Institute / APGENCO has to raise the bills towards course / training fee on month-wise to APTRANSCO for the training programs to be conducted at Training Institute, APGENCO, Ibrahimpatnam, Vijayawada. Minimum number of participants is not compulsory for Non Customized Programmes.

**(C) Vigilance Programmes:**

The expenditure incurred towards conducting the each Vigilance training program shall be shared among the APTRANSCO, APEPDCL, APSPDCL & APCPDCL proportionately as per actuals.

**(D) NOMINATIONS:**

Maximum 2 (Two) Nos Customized Training Programs per month for APTRANSCO other than induction training programs of New recruited AEEs of APTRANSCO is allowed.

**(E) BUDGET PROVISION:**

The budget allocated for the financial year 2020-21 for all the Customized, Non Customized training programs & Induction Training Programs of APTRANSCO is of **Rs.1,33,77,450/- (Rupees One Crore, Thirty Three Lakhs, Seventy Seven Thousand Four Hundred Fifty Only)**. The Budget shall be accounted commonly for the all Training programs conducted at the APGENCO training Institute, during the year 2020-21.

**(F) Deputation to APHRDI:**

The Chief Engineer/Zones are hereby authorized to depute the employees working in their zones, for the training programs being conducted by the Andhra Pradesh Human Resource Development Institute (APHRDI), at free of cost, at Bapatla or in its regional centers i.e., Visakhapatnam, Srikalahasti. The Chief General Manager/HR shall depute the employees from APTRANSCO, Vidyuth Soudha.

**(G) Training for every employee:**

The Chief Engineers/HODs shall ensure that every employee undergo training minimum of one week in their areas annually.

The proposed list of Customized / Non-Customized Training programs at Training Institute, APGENCO is Annexed to the TOO.

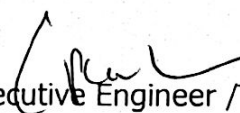
This order is issued with concurrence of Director /Finance AP TRANSCO, vide e-office file no.1182646 dt.29.07.2020.

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

Sd/-  
CHAIRMAN & MANAGING DIRECTOR  
APTRANSCO

To,  
The Chief General manager/HR/ APTRANSCO/Vidyut Soudha/Vijayawada.  
All the Executive Directors/Chief Engineers/CIDO/GM/FA&CCAs/  
APTRANSCO/Vidyut Soudha/Vijayawada.  
The Additional Secretary / APTRANSCO/Vidyut Soudha/Vijayawada.  
All Chief Engineer /Zones/APTRANSCO.  
Copy to  
PS to CMD/AP TRANSCO/Vidyut Soudha/Vijayawada.  
PS to JMD/AP TRANSCO/Vidyut Soudha/Vijayawada.  
PS to JMD(V&S)/ AP TRANSCO/Vidyut Soudha/Vijayawada.  
PS to Director (Finance)/ AP TRANSCO/Vidyut Soudha/Vijayawada.  
PS to Director (Grid &TM)/ AP TRANSCO/Vidyut Soudha/Vijayawada.  
The GM/APPCC/ Vidyut Soudha/Vijayawada  
The Pay Officer /Vidyut Soudha /Vijayawada  
The AO/CPR/APTRANSCO/Vidyut Soudha/Vijayawada.

// Forwarded By Order //

  
Dy. Executive Engineer /Training,  
O/o. Chief General Manager/HR,  
APTRANSCO, Vidyut Soudha, Vijayawada.

### CUSTOMIZED PROGRAMS

S.No	Training program	Duration	No. of Programs
1	Communication and Networking equipment	3 Days	1
	SAS & SCADA	3 Days	1
2	Cyber security	3 Days	1
3	MRT practices (Protection & Relays)		
4	<ul style="list-style-type: none"> <li>i. SAP, IT,</li> <li>ii. GST,</li> <li>iii. Payroll others,</li> <li>iv. Leave regulation,</li> <li>v. GPF, EPF</li> </ul>	3 Days	1
5	Maintenance of EHT lines and substations	3 Days	1
	Power Transformers -O&M and Testing Procedures		
6	<ul style="list-style-type: none"> <li>i. Electricity ACT 2003 and General Terms and Condition of Supply,</li> <li>ii. Basics of legal aspects pertaining to electrical utilities.</li> <li>iii. Basics of legal aspects pertaining to electrical utilities.</li> </ul>	1 Day	1
7	<ul style="list-style-type: none"> <li>i. Connectivity,</li> <li>ii. Open access,</li> <li>iii. Metering Practices,</li> <li>iv. Instrument Transformers,</li> <li>v. Renewable Energy,</li> <li>vi. RPPO,</li> <li>vii. EBC</li> </ul>	3 Days	1
8	PPAs, Legal aspects, Fore Casting, Scheduling and Trading.	2 Days	1
9	Construction of EHT Substations and Lines	2 Days	1
10	MRT & TRE basics, DC protection system, Batteries and Battery chargers.	2 Days	1
11	<ul style="list-style-type: none"> <li>i. Delegation of power</li> <li>ii. Procurement of property, centralized, non centralized items,</li> <li>iii. Central funding for RMI &amp; Construction works</li> <li>iv. External funding for works(banks)</li> </ul>	3 days	1
12	Patro Soft	1 Day	1
13	ARC GIS	2 Days	1
14	GIS sub-stations (i) Planning, (ii) Construction, (iii) Maintenance	2 Days	1

15	<p>2-Days Refresher Course on "Vigilance Activities" to the Policemen of APTS &amp; Officers of DPE of APSPDCL, APEPDCL and Energy Efficiency &amp; Vigilance wing of APTRANSCO.</p> <ol style="list-style-type: none"> <li>i. Power sector Structure and basic of electricity</li> <li>ii. Different types consumers in the state &amp; applicable tariff Specific conditions as mentioned in tariff order</li> <li>iii. Energy Meter &amp; meters for different types of consumers</li> <li>iv. Types of irregularities, Second offences, theft of material</li> <li>v. Designated officers for inspection of services, booking of irregularities, Assesment &amp; compounding</li> <li>vi. Rates for compounding, Utilisation of hand held machines.</li> <li>vii. Periodicity of testing of Energy meters for different type of consumers.</li> <li>viii. Norms for inspection of DPE engineers</li> <li>ix. Detection of Theft of energy and other irregularities Assessment of theft of energy unauthorised use of electricity and other irregularities.</li> <li>x. Special Courts, PT cases, NBWs, framing charge sheets</li> <li>xi. Discreet and other vigilance enquiries</li> <li>xii. Different records maintained in APTS</li> <li>xiii. Panchanama</li> <li>xiv. Guidelines for handing over of cases by DPE to APTS Guidelines for compounding of theft of energy cases</li> <li>xv. Electricity Act 2003, Amendment 2007</li> <li>xvi. GTCS</li> <li>xvii. Legal Aspects</li> <li>xviii. Consumer Forums and consumer protection act.</li> </ol>	2Days	1
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16	<p>2-Days Advanced Course on "Vigilance Activities" to the Officers working in APTS&amp;DPE, Meters (LT/CT/IIT), Energy Audit &amp; Vigilance wing of APSPDCL, APEPDCL&amp;APTRANSCO.</p> <ol style="list-style-type: none"> <li>i. Different types of Metering (1 Ph to HT)</li> <li>ii. Metering issues in details with case studies</li> <li>iii. Issues and complexities involved in detection of pilferage Assessment of irregularities, disconnection of services, Compounding and its assessment, Collection of compounding amount using hand held machines</li> <li>iv. MATS and billing data analysis</li> <li>v. Electronic meter hard ware &amp; software</li> <li>vi. Functions of MRI</li> <li>vii. Theft in Electronic meter system abnormalities &amp; tamper analysis.</li> <li>viii. Different condition of tampers</li> <li>ix. Analysis of tampers with circuits</li> <li>x. Power calculations</li> <li>xi. Discussion on important clauses in GTCS</li> <li>xii. Discussions on E.Act2003 and amendment 2007</li> <li>xiii. Discussion on electrical accidents regulations 2017</li> <li>xiv. Court Judgments on theft of energy, Discussions on Consumer forums (CGRF)</li> <li>xv. Vidyut Ombudsman &amp; Consumer Protection Act</li> <li>xvi. Issues in Panchanama</li> <li>xvii. Effective dealing of Material theft issues</li> <li>xviii. Conducting a effective vigilance and discrete enquiry</li> <li>xix. Preparation of effective vigilance and discrete enquiry</li> <li>xx. Identification of second offences in MATS</li> </ol>	2 Days	1
17	Fire Fighting system, Disaster Management	2 Days	1
18	Computers – Auto CAD/e-CAD, R-Latches, R- Slave, R-Studios	3 Days	1
19	Introduction of Technical Aspects along with the procedure being followed during: Material Purchase Tenders	2 Days	2
20	<ol style="list-style-type: none"> <li>a. Construction works in AP DISCOMs:</li> <li>b. Construction Activity, Knowledge on material / Equipments.</li> <li>c. Erection of Agricultural transformers</li> </ol>	2 Days	1
21	<p>Steps to be taken while preparation of Inspection notes and mediator reports.</p> <ol style="list-style-type: none"> <li>a. Role of Vigilance wing</li> <li>b. Types of Vigilance Enquiries</li> <li>c. Standard Operation Procedure (SOP) for Vigilance Enquiries</li> <li>d. Analysis of Technical Data</li> </ol>	2 Days	1

22	<p>Basic knowledge on testing procedures during inspection and review of IS/IEC Codes for the Equipment / Materials (Lines / Substations)</p> <p><b>List of equipment / Material to be covered during training program:</b></p> <p><b>A) Sub Station Equipment</b>  <b>Outdoor Equipment</b></p> <ul style="list-style-type: none"> <li>i. Power Transformers/Reactors</li> <li>ii. Instrument transformers (CT.PT.CVT)</li> <li>iii. Switchgear equipment (CB, Isolators)</li> <li>iv. Lighting Arresters</li> <li>v. Fire fighting Equipment</li> <li>vi. Cables (Control &amp; Power)</li> <li>vii. Station Transformer</li> <li>viii. Capacitor Banks</li> </ul> <p><b>B) Indoor Equipment</b></p> <ul style="list-style-type: none"> <li>i. C &amp; R Panels, SAS</li> <li>ii. Telecom Equipment</li> <li>iii. Batteries, Battery Charge</li> <li>iv. AC &amp; DC Panel Boards</li> <li>v. DG Set</li> <li>vi. Aluminium Pipes</li> </ul> <p><b>C) Line Material</b></p> <ul style="list-style-type: none"> <li>i. Tower Parts</li> <li>ii. Conductor/Earth Wire</li> <li>iii. Insulators</li> <li>iv. Clamps and Connectors</li> </ul>	3 Days	2
23	<p><b>Quality Aspects (QA &amp; QC)-APTRANSCO Practices</b>  HT / UHT Construction practices  Earthing systems (Line / Substation)</p>	2 Days	1

**Disciplinary proceedings relating to AP Transco & Discoms**

24

1. Concept of Conduct and Discipline – Misconduct-Conduct, Discipline and Appeal Regulations.
2. Preparation of office note and drafting of minutes.
3. Suspension – Kinds - Procedures-Date of effect of suspension-suspension pending enquiry-Status of employee during the period of suspensions - Effect of suspension on promotion-Order of suspension appealable - Payment of subsistence allowance-Treatment of suspension period etc.-Case study.
4. Sources of complaints-Preliminary Enquiry - Procedure for imposing minor and major penalties-Preparation and issue of charge sheet – Essential ingredients etc. – Vigilance enquiry report copy to the delinquent and RTI Act applicability.
5. Principles of Natural Justice-Procedure of conducting Departmental Enquiries – Appointment of Enquiry Officer – Role and Functions of Enquiry Officer – Exparte Enquiry – conduct of Common Proceedings – Presenting Officer in vigilance case on par with ACB – Criminal Trail and Parallel Departmental Proceedings – Case study.
6. Penalties (Major and Minor penalties) – Purpose of punishments – Quantum of punishment – Its Consequences – Grounds – Double Jeopardy – Duties of punishing authority – Multiple penalties – Disciplinary proceedings when more than one accused officer is involved and when they are in different ranks – Formats of suspension.
7. Role and Functions of Disciplinary Concurrence Committee – Action on receipt of the Enquiry Report by the Disciplinary Authority – Personal hearing – Action against the retired officers – Issue of final orders – Appeal & consideration of Appeal & its procedures – Review & Revision – Communication of orders of penalty – Jurisdiction. – Case study.

2 Days

2

**Induction Training to newly recruited AEEs**

1

2 Months Induction Training program to newly recruited AP Transco AEEs

Batch

3

### NON-CUSTOMIZED PROGRAMS

S. No.	Name of the Training Program	Duration (days)	No. of Programs
1	Management Training or Executives	2	1
2	Seminar on O&M of HT & LT Switchgear	2	1
3	Training on Emotional intelligence & Stress Management, Transformational Leadership	3	1
4	Fundamentals of Computer & Usage of OS	2	2
5	Training on Computer Hardware, Networking, Troubleshooting & Tips and Guidelines for smooth operation of Computer systems, Firewall Securities, Servers., Telecom etc.	2	1
6	Excel and Power point Proficiency	2	1
7	Work shop on Alternative dispute Resolution Methods (Arbitration)	3	3