# Andhra Pradesh Human Resource Development Institute
*(Govt. of Andhra Pradesh)*

**Venue:** AP HRDI, Polavaram

**75 Days Induction Training Programme for Sr./Jr. Accountants Treasuries & Accounts Department**

**23 July, 2018 – 05 October, 2018**

<table>
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<th>X Week</th>
<th>24 Sep. – 05th October, 2018</th>
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<tbody>
<tr>
<td><strong>Day &amp; Date</strong></td>
<td><strong>09.30 – 11:00</strong></td>
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| Monday 24.9.18 | Roles & Responsibilities of DDOs & Staff  
* Smt. Satyakeswara Rao |  |  |  | Financial code  
* Smt. Satyakeswara Rao |
| Tuesday 25.9.18 | Contract & Outsourcing appointments  
* Smt. Satyakeswara Rao |  |  | Revenue Deposit  
* Smt. B H S N Murthy |
| Wednesday 26.9.18 | Constitutional Frame work-India, Social Accountability  
* Smt. Ch Raju |  |  | Computer Applications, DBMS  
* Smt. Kiranmai |
| Thursday 27.9.18 | Impact  
* Smt. Surya Kumar |  |  | Manual Special Pay allowance  
* Smt. D Parvathi |
| Friday 28.9.18 | Budget Manual  
* Smt. Gandeshwara Rao | Incurring Expenditure  
* Smt. Gandeshwara Rao |  | PD Accounts  
* Smt. KKS Malleswara Rao |
| Saturday 29.9.18 | Disciplinary & Office procedures  
* Smt. Govinda Rajan |  |  | Office Management: Tapal, claims (payments of bills)  
* Smt. Govinda Rajan |
| Sunday 30.9.18 |  
* Smt. Gandeshwara Rao | Polavaram Project – Visit  
* Smt. Gandeshwara Rao | Pattiseema Project – Visit  
* Smt. Gandeshwara Rao |
| Monday 1.10.18 | Noting & Drafting  
* Smt. Sk Ismail |  |  | Maintenance of service register  
* Smt. Sk Ismail |
| Tuesday 2.10.18 | Conduct rules & CCA rules  
* Smt. Sk Ismail |  |  | Women empowerment  
* Smt. Sk Ismail |
| Wednesday 3.10.18 |  |  |  | Accounts Code  
* Smt. Ravi Varma |
| Thursday 4.10.18 |  |  |  | Final Examination  
* Smt. Sk Ismail |
| Friday 5.10.18 |  |  |  | Valedictory  
* Smt. Sk Ismail |

**Coffee/Tea:** 11:00 – 11:30 hrs  
**Lunch:** 13:00 – 14:00 hrs  
**Coffee/Tea:** 15:30 -16:00 hrs
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<th>Sl. No.</th>
<th>Speaker details</th>
<th>Topic</th>
<th>Sl. No.</th>
<th>Speaker details</th>
<th>Topic</th>
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<tbody>
<tr>
<td></td>
<td>CAO, Police Department Mangalagiri Cell # 9440700445 Mail # <a href="mailto:rajan3001@gmail.com">rajan3001@gmail.com</a></td>
<td></td>
<td></td>
<td>DD (I/C), T&amp;A Rajahmundry East Godavari Cell # 9951602112 Mail # <a href="mailto:parbadri@gmail.com">parbadri@gmail.com</a></td>
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<td>2.</td>
<td>Sri B H S N Murthy</td>
<td>Revenue Deposit</td>
<td>8.</td>
<td>Sri A Ravi Varma</td>
<td>Accounts code</td>
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<td></td>
<td>MPDO Panchayat Raj Department East Godavari Cell: 9912704076 Mail: <a href="mailto:bhamidisivamurthy@gmail.com">bhamidisivamurthy@gmail.com</a></td>
<td></td>
<td></td>
<td>STO Bhimavaram West Godavari Cell: 9948452029 Mail: <a href="mailto:rvalluri24@gmail.com">rvalluri24@gmail.com</a></td>
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<td>Dy. Collector (Retd.) Guntur Cell: 9949876608 Mail: <a href="mailto:skismail1955@gmail.com">skismail1955@gmail.com</a></td>
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<td>Assistant Professor Department of CSE University College of Engg. JNTU, Kakinada Cell: 9848818584 Mail: <a href="mailto:mvallikiran@gmail.com">mvallikiran@gmail.com</a></td>
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<td>ATO Retd. Treasuries &amp; Accounts Srikakulam Cell # 9440282612 Mail # <a href="mailto:sskrao888@gmail.com">sskrao888@gmail.com</a></td>
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<td>State Resource Peron Social Audit, Panchayat Raj East Godavari Cell: 8500095655 email: <a href="mailto:rajuchindada@gmail.com">rajuchindada@gmail.com</a></td>
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<tr>
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<td>Sub Treasury Officer Treasuries &amp; Accounts Bantumilli, Krishna District Cell # 9951602174 Mail # <a href="mailto:kksk1962@gmail.com">kksk1962@gmail.com</a></td>
<td></td>
<td></td>
<td>Sr. Accountant T &amp; A, Eluru Ph no: - 9505053623, 9110541733 Mail id: - <a href="mailto:surya.chakravartula@gov.in">surya.chakravartula@gov.in</a> <a href="mailto:surya.chakravartula@gmail.com">surya.chakravartula@gmail.com</a></td>
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<td>6.</td>
<td>Sri Gandeshwara Rao</td>
<td>Budget Manual Incurred expenditure</td>
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<td>Retd. Superintendent Ground water Department Rajahmundry Cell: 8374802170 Mail: <a href="mailto:kgeswararao@gmail.com">kgeswararao@gmail.com</a></td>
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