



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

Venue : AP HRDI, Bapatla

5-Day Residential Training Programme for the Staff of A.P. Information Commission

**18<sup>th</sup> – 22<sup>rd</sup> Feb., 2019**

Date & Date	9.30 – 11.00	11:30 – 13:00	14:00 – 15:30	16:00 – 17:30
Monday 18.02.2019	<u>10.30 – 11.00</u> Inaugural Programme - ISN Raju(Retd., Chief Engineer)	<u>11.30-1.00</u> MS-Office - Sri Seshu Babu	Internet Usage - Sri Seshu Babu	
Tuesday 19.02.2019	RTI Act,2005 & Judicial Procedures - Sri Srinivas Madhav,Judicial Officer, Advisor, State Information Commission			
Wednesday 20.02.2019	Basics on Fundamental Rules - Sri Sk.Ismail Dy Collector (Retd)		Basics on CCA Rules - Sri Sk.Ismail Dy Collector (Retd)	
Thursday 21.02.2019	District Office Manual - Sri D.Venkateswarlu Retd Tahsildar ,Revenue Department		RTI Act with the aspect of NGO - Putta Surendra Babu	Sri Yarramsetty Jaganmohanrao- AP State President, SamacharaHakku Prachara Aikya Vedika
Friday 22.02.2019	Noting & Drafting & Basic Maintance of Accounts - Sri T.Rama Krishna	Noting & Drafting & Accounts - Sri T.Rama Krishna	Exam	Valedictory Address

Coffee/Tea: 11:00 –11:30hrs

Lunch: 13:00 –14:00hrs

Coffee/Tea: 15:30 – 15:45hrs