



**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**

**25<sup>th</sup> Feb., – 01<sup>st</sup> Mar., 2019**

<b>Date &amp; Date</b>	<b>9.30 – 11.00</b>	<b>11:30 – 13:00</b>	<b>14:00 – 15:30</b>	<b>16:00 – 17:30</b>
<b>Monday 25.02.2019</b>	<b>10.00 – 11.00</b> <b>Inaugural Programme - Sri D Chakrapani, IAS (Retd.) Director General AP HRDI</b>	<b>11.30-1.00</b> <b>RTI Act,2005 - Sri Srinivas Madhav,Judicial Officer, Advisor, State Information Commission</b>	<b>Judicial Procedures - Sri Srinivas Madhav,Judicial Officer, Advisor, State Information Commission</b>	
<b>Tuesday 26.02.2019</b>	<b>Noting &amp; Drafting - Sri Srinivas Madhav,Judicial Officer, Advisor, State Information Commission</b>		<b>Noting &amp; Drafting - Sri Srinivas Madhav,Judicial Officer, Advisor, State Information Commission</b>	
<b>Wednesday 27.02.2019</b>	<b>District Office Manual - Sri D.Venkateswarlu Retd Tahsildar ,Revenue Department</b>		<b>MS-Office &amp; Internet Usage - Sri Seshu Babu</b>	
<b>Thursday 28.02.2019</b>	<b>MS-Office &amp; Internet Usage - Sri Seshu Babu</b>		<b>MS-Office &amp; Internet Usage - Sri Seshu Babu</b>	
<b>Friday 01.03.2019</b>	<b>Basics on Fundamental Rules &amp; Basics on CCA Rules - Sri Sk.Ismail Dy Collector (Retd)</b>		<b>Exam</b>	<b>Valedictory Address</b>

**Coffee/Tea: 11:00 –11:30hrs**

**Lunch: 13:00 –14:00hrs**

**Coffee/Tea: 15:30 – 15:45hrs**