



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

**Three Day Residential Training Programme on
“Noting & Drafting in the Context of eOffice”**

Thur, Fri & Sat., - 14 to 16 Feb., 2019

(In association with DoPT, GoI)

Venue: AP HRDI, Bapatla, Guntur Dist.

Prog.Code: APHRDI/DoPT/SC/Progs./33/19

Thursday :: 14.02.19		
Time (Hrs)	Speaker	Topic
10:00 - 11:00	Inaugural Programme	Sri D Chakrapani, IAS (Retd.) Director General AP HRDI
Coffee/Tea : 11:00 – 11:30		
11:30 – 13:00	Sri Rajkumar Kanagala, Retd., Secy to DGP State Intelligent Department Hyderabad	What is Office? Guidelines for Noting
Lunch: 13:00 – 14:00		
14:00 -15:30	Sri Rajkumar Kanagala, Retd., Secy to DGP State Intelligent Department Hyderabad	Noting & Drafting Skills
Coffee/Tea : 15:30 – 16:00		
16:00 - 17:30	Sri Rajkumar Kanagala, Retd., Secy to DGP State Intelligent Department Hyderabad	Memos, Letters, DO Letters, procedure.. Records to be maintained

Friday :: 15.02.19		
Time (Hrs)	Speaker	Topic
9:30 -11:00	Sri Rajkumar Kanagala, Retd., Secy to DGP State Intelligent Department Hyderabad	Registers to be maintained prescribed in the DOM
Coffee/Tea : 11:00 – 11:30		
11:30 –13:00	Sri Rajkumar Kanagala, Retd., Secy to DGP State Intelligent Department Hyderabad	File Management. Forms of written Communication in Govt. Officers
Lunch: 13:00 – 14:00		
14:00 –15:30	Sri K.Sudhakar Reddy Technical Associate Guntur	Creation of Receipts and Accessing of Receipts and Files Creation

Coffee/Tea : 15:30 – 16:00		
16:00 –17:30	Sri K.Sudhakar Reddy Technical Associate,NIC Guntur	Files Creation and Note & Drafts Creation Submitting for approvals
Saturday :: 16.02.19		
Time (Hrs)	Speaker	Topic
9:30 – 11:00	Sri K.Sudhakar Reddy Technical Associate,NIC Guntur	Parked Files, Linked Files References of Files, Merge Files
Coffee/Tea : 11:00 – 11:30		
11:30– 13:00	Sri Surendra Technical Associate,NIC Ongole	Part Files, M grate Files Files Stored in FTP Access to FTP
Lunch: 13:00 – 14:00		
14:00 – 15:30	Sri Surendra Technical Associate Ongole	Reports View E Mail Diarisation
Coffee/Tea :15:30 – 16:00		
16:00 - 17:15	Sri Surendra Technical Associate Ongole	Practical session
Feedback & Valedictory Address		