**Andhra Pradesh Human Resource Development Institute**  
(Govt. of Andhra Pradesh)  
**3 Day Residential Training Programme on**  
**“Finance Matters for Non Finance Executives”**  
Venue: AP HRDI, Bapatla, Guntur Dist.  
6-8 February, 2018  

**Prog.Code: Lr. No.: APHRDI/Progs./9/18**

<table>
<thead>
<tr>
<th><strong>Tuesday ::06.03.2018</strong></th>
</tr>
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<tbody>
<tr>
<td><strong>Time (Hrs)</strong></td>
</tr>
<tr>
<td>09:30 - 09:45</td>
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</tbody>
</table>
| 09:45 -11:00 | Dr.V.Badrinath  
Dy.Commissioner (retd),Commercial Tax Dept,Guntur  
Cell # 9949992364 | GST |
| | **Coffee/Tea : 11:00 – 11:30** |
| 11:30 -13:00 | Ms Bhargavi  
Chartered Accountant  
Guntur. | I.Tax, TDS, GST |
| | **Lunch: 13:00 – 14:00** |
| 14:00 -15:30 | Ms Anusri Ray  
Consultant  
Finance Department  
Hyderabad. | Financial issues with respect to procurement of goods and services. |
| | **Coffee/Tea : 15:30 – 15:45** |
| 15:45- 17:00 | Ms Anusri Ray  
Consultant  
Finance Department  
Hyderabad. | Financial appraisal of projects in Govt. |
| 17.00- 18.30 | Mr. K S Venkateswara Kumar  
Assistant Professor  
Vijayawada | Time and Cost Control through Network Techniques |
### Wednesday :: 07.03.2018

<table>
<thead>
<tr>
<th>Time (Hrs)</th>
<th>Speaker</th>
<th>Topic</th>
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<tbody>
<tr>
<td>09:30 - 11:00</td>
<td>Sri P J J Kumaran, Superintendent (Retd.) Library Department, Guntur</td>
<td>Roles &amp; Responsibilities of DDOs ,CCA Rules.</td>
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</tbody>
</table>

**Coffee/Tea : 11:00 – 11:15**

- Sri P J J Kumaran, Superintendent (Retd.) Library Department, Guntur
- **Roles & Responsibilities of DDOs ,CCA Rules.**

**Lunch: 13:00 – 14:00**

- Sri Babu Rao, Director (Retd), Audit Department East Godawari
- **Audit Report, Replies to Audit Enquiry - Responsibility of DDOs & Case Studies of Audit Complaints & Compliance.**

**Coffee/Tea : 16:00 – 16:15**

- Sri Babu Rao, Director (Retd), Audit Department East Godawari
- **Preparation of Pay bills, arrear bills through HRMS & Drawals of money from Treasury.**

### Thursday :: 08.03.2018

<table>
<thead>
<tr>
<th>Time (Hrs)</th>
<th>Speaker</th>
<th>Topic</th>
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<tbody>
<tr>
<td>09:00 - 11:00</td>
<td>Sri Prasad, Cost Accountant GST, Vijayawada</td>
<td><strong>Recovery of Govt Dues.</strong></td>
</tr>
</tbody>
</table>

**Coffee/Tea : 11:00 – 11:15**

- Sri Govinda Rajan, CAO DGP Office Mangalgiri.
- **General Principles of Finance &Accounts, Financial Propriety & Integrity.**

**Lunch: 13:30 – 14:30**

- Sri Jayanth Uppuluri, Chartered Accountant Social Welfare Department Vijayawada
- **Recovery of Terminal Benefits**

**Coffee/Tea : 15:30 – 16:00**

- Dr. V. Venu Madhav, Associate Professor K L Business School Vijayawada
- **Preparation of Projects and annual reports.**

17:15 – 17:30 **Feedback & Valedictory Address**