Andhra Pradesh Human Resource Development Institute  
(Govt. of Andhra Pradesh)  
3 Day Residential Training Programme on  
“Roles & Responsibilities of DDOs”  
(in association with DoPT, GoI)  
Venue: AP HRDI, Bapatla, Guntur Dist.  
14 – 16 March, 2019  
Programme Schedule  

<table>
<thead>
<tr>
<th>Time (Hrs)</th>
<th>Speaker</th>
<th>Topic</th>
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| 09:30 - 09:45 | **Sri D Chakrapani, IAS (Retd.)**  
Director General & Ex-officio Secretary to GAD, AP HRDI | Welcome Address  
Programme Overview |
| 09:45 - 11:15 | **Sri Saraswathi Kumar**  
Retd. PAO (W&P)  
Finance Department  
Government of AP  
Vijayawada | Roles & Responsibilities of DDOs |
| 09:45 - 11:15 | **Sri Saraswathi Kumar**  
Retd. PAO (W&P)  
Finance Department  
Government of AP  
Vijayawada | Financial Code |
| 11:30 – 13:00 | **Sri B Naga Chandraiah**  
ATO/AAO  
Rural Development  
Tadepalli, Guntur | Fundamental rules |
| 14:00 – 15:30 | **Sri K K S K Malleswara Rao**  
Sub Treasury Officer  
Treasuries & Accounts  
Bantumalli | Pension Rules |

**Friday :: 15.03.2019**

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| 09:30 – 11:00 | **Sri B Sateesh**  
Senior Accountant  
Treasuries & Accounts  
Vijayawada | CPS |
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**Coffee/Tea : 11:00 – 11:30**
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| 11:30 – 13:00 | **Sri G Murali Krishna**  
Assistant Commissioner  
Commercial Tax Department  
Morrispet Circle, Tenali  
Guntur Division | GST                                           |
| Lunch: 13:00 – 14:00 | **Sri P Sobhan Babu**  
Senior Accountant  
District Treasury  
Machilipatnam  
Krishna District | Budget Manual                                   |
| Coffee/Tea: 15:30 – 16:00 | **Smt. Naga Pattabhi**  
Senior Accountant  
AP CFMS Portal  
Vijayawada | CFMS                                           |
| Saturday:: 16.03.2019 | **Time (Hrs)** | **Speaker** | **Topic** |
| 09:30 – 11.00 | **Sri V Y V V R A Sarma**  
Dy. Secretary to Govt.  
Finance Department  
Velagapudi, Amaravati | Treasury Code                                  |
| Coffee/Tea: 11:00 – 11:30 | **Sri Venkata Swami**  
Retd. Deputy Director  
Treasury  
Tenali | Leave rules                                    |
| Lunch: 13:00 – 14:00 | **Sri V V Ramanaiah**  
Retd. Tahasildar  
Revenue Department  
Nellore | Disciplinary & Vigilance Procedure             |
| Coffee/Tea: 15:30 – 15:45 | **Sri P Jaya Datteswara Rao**  
Sub Treasury Officer  
AP CFMS Portal  
Ibrahimpatnam | Online Submission of Pension Proposals |
| 17:15 – 17:30 | **Feedback & Valedictory Address** | |