Andhra Pradesh Human Resource Development Institute  
(Govt. of Andhra Pradesh)  
3 Day Residential Training Programme on  
“IT for effective Office Management”  
(in association with DoPT, GoI)  
Venue: AP HRDI, Bapatla, Guntur Dist.  
19 - 21 February, 2019  
Programme Schedule  

Prog. Code: APHRDI/DoPT/34/19

<table>
<thead>
<tr>
<th>Time (Hrs)</th>
<th>Speaker</th>
<th>Topic</th>
</tr>
</thead>
</table>
| 09:30 - 09:45 | Sri Prasad Babu  
Retd. Principal  
CSDG Manager, APHRDI  
Bapatla | Welcome Address  
Programme Over view |
| 09:45 -11:15 | Dr. B Varalakshmi  
Reader (Retd)  
Government College for Women  
Guntur | Effective Communication &  
Interpersonal Skills |
| 11:30 – 13:00 | Dr. D V Venu Madhav  
Associate Professor  
K L University  
Vijayawada | How to use IT - to plan & to solve problems |
| 14:00 – 15:30 | Dr. M Ramesh  
Professor  
Department of IT  
RVR & JC college of Engineering  
Guntur | Management Information System |
| 16:00 – 17:30 | Sri Ravi Kumar  
Consultant  
CSC e - Goverance Services  
India Limited  
Vijayawada | Common Service Centers (CSCs) &  
Record room management |
| 09:30 – 11:00 | Smt. K Madhuri Latha  
Project Manager  
e Pragati authority  
Vijayawada | CM Dash Board |

Coffee/Tea : 11:15 – 11:30

Lunch: 13:00 – 14:00

Coffee/Tea: 15:30 – 16:00
<table>
<thead>
<tr>
<th>Time (Hrs)</th>
<th>Speaker</th>
<th>Topic</th>
</tr>
</thead>
</table>
| 11:30 – 13:00 | **Smt. Natasha**                | Assistant Commissioner  
Commercial Tax Department  
Joint Commissioner Office  
Guntur District  
GST |
| 14:00 – 15:30 | **Smt. Natasha**                | Assistant Commissioner  
Commercial Tax Department  
Joint Commissioner Office  
Guntur District  
TDS |
| 16:00 – 17:30 | **Sri M Venkata Naresh**        | Assistant Professor  
Department of CSE  
KL University, Vaddeswaram  
Microsoft Excel for Report Generating |
| 09:00 – 10:30 | **Sri K Ratna Kishore**         | Project Leader  
APCRDA, AP Online Ltd.  
TATA Consultancy Services  
Vijayawada  
UIDAI - Unique Identification Authority of India & APSWAN - AP State-wide Area Net Work |
| 10:30 – 11:15 | **Sri D Chakrapani, IAS Retd.** | Director General  
APHRDI, Bapatla  
Interactive session |
| 11:30– 13:00 | **Dr. Vani**                    | Scientist  
A P Space Application Centre  
Planning Department  
Vijayawada  
GIS & GPS Applications |
| 14:00 – 15:30 | **Sri M Sudhir**                | Consultant  
e Pragati  
Vijayawada  
E governance, Digital Signature & Digital Key |
| 15:45 – 17:15 | **Dr. B. S. Naga Kishore**      | Associate Professor  
Department of IT  
ANU, Guntur  
Exposure to modern IT |
| 17:15 – 17:30 |                                | **Feedback & Valedictory Address**                      |