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

**FIVE DAY RESIDENTIAL TRAINING PROGRAMME FOR SR/JR ASSISTANTS OF ALL DEPARTMENTS**  
6-10 November 2017

Venue: Regional Centre of AP HRDI, ETC, Srikalahasti, Chittoor Dist.

<table>
<thead>
<tr>
<th>Day</th>
<th>09:30-09:45hrs</th>
<th>09:45 – 11:30 hrs</th>
<th>11.30 AM – 12.30 PM</th>
<th>13.30 – 15:00 hrs</th>
<th>15.30 – 17:30 hrs</th>
</tr>
</thead>
</table>
| Monday    | 6.11.2017            | Inaugural Session          | Organizational Values & Time Management  
**Dr Kiran Kumar**, Assistant Professor, Department of Law, SV University  
**Dr Kiran Kumar**, Assistant Professor, Department of Law, SV University  
**Citizen Centric Behavior**  
**Sri A Madhu Kumar Reddy**, Lecturer, SGS Arts College, Tirupathi  
**Motivation & Personality Development**  
**Gender Sensitization**  
**Ms Prameela Rani**, CDPO, Women Development and Child Welfare Department, Chittoor |
| Tuesday   | 7.11.2017            | **Noting & Drafting**      | Sri. M. Munnaiah, Retd. Administrative officer, Collector’s office, Chittoor  
**Sri P. Subhash Chandra Bose**, Retd. ASST treasury officer, Chittoor  
**Records Management**  
**Financial Management**  
**Duties & Responsibilities of Staff, Bills Preparation & Records Management**  
**Sri P. Subhash Chandra Bose**, Retd. ASST treasury officer, Chittoor |
| Wednesday | 8.11.2017            | **Communication Skills**    | Ms Swapna, Assistant Professor and Soft Skills Trainer, Seven Hills College of Pharmacy, Chittoor  
**Sri P. Subhash Chandra Bose**, Retd. ASST treasury officer, Chittoor  
**Financial Management**  
**Duties & Responsibilities of Staff, Bills Preparation & Records Management**  
**Sri P. Subhash Chandra Bose**, Retd. ASST treasury officer, Chittoor |
| Thursday  | 9.11.2017            | **GPF Act & Financial Code**  
**Sri A. Ravi Varma**, STO, Sub Treasury, Narasapuram, West Godavari  
**HRMS Package**  
**Sri Y Sunilkumar**  
Technical Associate, IT&C Department, Chittoor |
| Friday    | 10.11.2017           | **MS Word & Excel**        | Sri.V. Munirajunaidu, Professor, Narayana Engineering College  
**E Office**  
**Sri Y Sunilkumar**  
Technical Associate, IT&C Department, Chittoor |

---

*Note: The above details are subject to change.*