### Programme Schedule

**Andhra Pradesh Human Resource Development Institute**  
*(Govt. of Andhra Pradesh)*  
**Three Day Residential Training Programme on**  
"Roles & Responsibilities of DDOs"  
**9 - 11 July, 2018**  
**Venue: Regional Centre, APHRDI, Visakhapatnam**

**Programme Schedule**

<table>
<thead>
<tr>
<th>Time (Hrs)</th>
<th>Speaker</th>
<th>Topic</th>
</tr>
</thead>
</table>
| 09:30 - 09:45 | Sri I Suryanarayana  
Retd. Director Grade Scientist  
Consultant RC, APHRDI  
Visakhapatnam | Welcome Address  
Programme Overview |
| 09:45 - 11:00 | Sri D. Simhachalam  
STO (Retd.)  
Treasuries & Accounts  
Srikakulam | Duties & Responsibilities of DDOs  
AP Revised Pension Rules 1980 |
| **Coffee/Tea : 11:00 – 11:30** | | |
| 11:30 - 13:00 | Sri D. Simhachalam  
STO (Retd.)  
Treasuries & Accounts  
Srikakulam | Online Submission of Pension Proposals  
Pension Rules |
| **Lunch: 13:00 – 14:00** | | |
| 14:00 - 15:30 | Sri Satyakeswara Rao  
ATO (Retd.)  
Treasuries & Accounts  
Srikakulam | Conduct-Rules |
| **Coffee/Tea : 15:30 – 16:00** | | |
| 16:00 - 17:30 | Sri Satyakeswara Rao  
ATO (Retd.)  
Treasuries & Accounts  
Srikakulam | Disciplinary & Vigilance Procedure |

Prog.Code: APHRDI/RC/33/18
### Tuesday :: 10.07.18

<table>
<thead>
<tr>
<th>Time (Hrs)</th>
<th>Speaker</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:30 - 11:00</td>
<td>Sri A. Ravi Varma</td>
<td>Budget Manual and Treasury Code</td>
</tr>
<tr>
<td></td>
<td>Sub Treasury Officer</td>
<td>Treasuries &amp; Accounts West Godavari</td>
</tr>
</tbody>
</table>

**Coffee/Tea : 11:00 – 11:30**

11:30 – 13:00 | Sri A. Ravi Varma | Financial Code |
|              | Sub Treasury Officer | Treasuries & Accounts West Godavari |

**Lunch: 13:00 – 14:00**

14:00 – 15:30 | Sri Prashanth Kumar | Preparation of various kinds of bills and precautions to be observed through CFMS |
|              | Senior Accountant | Treasuries & Accounts Visakhapatnam |

**Coffee/Tea : 15:30 – 16:00**

16:00 – 17:30 | Sri Prashanth Kumar | Preparation of various kinds of bills and precautions to be observed through CFMS |
|              | Senior Accountant | Treasuries & Accounts Visakhapatnam |

### Wednesday :: 11.07.18

<table>
<thead>
<tr>
<th>Time (Hrs)</th>
<th>Speaker</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:30 – 11:00</td>
<td>Sri M Srinivasa Rao</td>
<td>Salient features of GST</td>
</tr>
<tr>
<td></td>
<td>Deputy Assistant Commissioner</td>
<td>Commercial Tax Department Visakhapatnam</td>
</tr>
</tbody>
</table>

**Coffee/Tea : 11:00 – 11:30**

11:30 – 13:00 | Sri M Srinivasa Rao | Salient features of GST |
|              | Deputy Assistant Commissioner | Commercial Tax Department Visakhapatnam |

**Lunch: 13:00 – 14:00**

14:00 – 15:30 | Sri Y. Sangameswara Rao | Leave rules, Leave rules 1933 |
|              | Sub Treasury Officer (Retd) | Treasuries & Accounts Vizianagaram |

**Coffee/Tea : 15:30 – 16:00**

16:00 – 17:15 | Sri Y. Sangameswara Rao | FR leave rules Roles & responsibilities of DDOs |
|              | Sub Treasury Officer (Retd) | Treasuries & Accounts Vizianagaram |

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