

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR  
(Established by Govt.of A.P., Act.No.30 of 2008)  
ANANTHAPURAMU - 515 002 (A.P.) INDIA

Dr.C.Sashidhar,  
M.Tech, Ph.D.,



Phone : + 918554272433  
FAX +918554 272437  
Mobile: + 91 9908 088806  
Email id:registrar@jntua.ac.in

Registrar

Procs. No. C2/JNTUA/Estt./financial sanction/STTP Second Programme/ Dr. S.C.M.R./2022

Sub:- JNTUA, ATP-Estt.-Sanction amount of Rs.5,67,000/- to Dr.S.Chandra Mohan Reddy, Co-ordinator, Assoc.Prof.in ECE Dept., JNTUA CEA- towards expenditure for conduction of AICTE JNTUA Sponsored Two week Training Programme on "Office Procedures (Service Matters, Accounts, Tally, GST, RTI Act etc) for Non-Teaching staff of JNTUA, JNTUA constituent Units and affiliated Colleges of during the period from 16-08-2022 to 30-08-2022 -Orders- Issued.

- Read:- 1.Procs.No.C2/JNTUA/Estt./STTP Programme/2022, dt. 20-07-2022  
2. Lr.No.Nil, dt.12-08-22 submitted by Dr.S.Chandra Mohan Reddy, Co-ordinator, JNTUA , ATP  
3. Note submitted by the Director FDP, JNTUA, ATP, dt.12-08-2022 and Note orders of the Vice-Chancellor, JNTUA, ATP, dt. 12-08-2022

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**ORDER:-**

Dr.S.Chandra Mohan Reddy, Co-ordinator & Associate Professor of ECE Department, JNTUA CE Ananthapuramu, in his Office Letter & Office note (2 & 3) read above has requested for financial sanction of Rs.5,67,000/- (Rupees Five Lakhs Sixty seven thousand only) for meeting the expenditure for conduction of AICTE/ JNTUA Sponsored Two week Training Programme on "Office Procedures (Service Matters, Accounts, Tally, GST, RTI Act etc) during the period from 16-08-2022 to 30-08-2022 for Non- Teaching staff of JNTUA, constituent Units and affiliated Colleges of the University.

Under the above circumstances, the Vice-Chancellor is pleased to accord for financial sanction for an amount of Rs.5,67,000/- (Rupees Five Lakhs Sixty seven thousand only) to Dr.S.Chandra Mohan Reddy, Co-ordinator & Associate Professor of ECE Department, JNTUA CE Ananthapuramu to meet the expenditure for the above programme.

The Accounts Section in the University Office is requested to pay the above sanctioned amount and issue a cheque in the name of Dr.S.Chandra Mohan Reddy, Co-ordinator & Associate Professor of ECE Department, JNTUA CE Ananthapuramu. He is requested to submit the bills after completion of the above programme.

Contd...

REGISTRAR  
J.N.T.U. Anantapur  
ANANTHAPURAMU-515002

The expenditure shall be met from the AICTE Account of the University.

Signed by Chundupalle  
Sashidhar  
Date: 13-08-2022 12:43:37  
Reason: Approved

To

Dr.S.Chandra Mohan Reddy, Assoc.Prof.in ECE Dept., ....through Principal, JNTUA CEA for information & necessary action

Dr.P.R.Bhanu Murthy, Director FDP Cell , JNTUA, ATP for information & necessary action

Sri.N.Madhusudhan Reddy, D.R. (Accts.), JNTUA, ATP for information

Sri.B.Durga Prasad, D.R. (Estt.), JNTUA, ATP for information

Copy to the Principals /JNTUACEA/ JNTUA CEP/ JNTUA CEK for information

Copy to P.S to VC., P.A. to Rector & P.A. to Registrar.

Copy to file.

REGISTRAR  
J.N.T.U. Anantapur  
ANANTAPURAMU-515007

# All India Council for Technical Education

(A Statutory body under Ministry of HRD, Govt. of India)

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: [www.aicte-india.org](http://www.aicte-india.org)



## PDP for Non – Teaching Staff in collaboration with Technical University - Sanction Letter

Ref No. 34-37/14/FDC/FDP-TU-NTS/JNTU-A/2021-22

Dated: 24/09/2021

To

The Drawing and Disbursing Officer,  
All India Council for Technical  
Education, Nelson Mandela Marg,  
Vasant Kunj,  
New Delhi – 110070

**Sub:** Release of a sum of **Rs. 12,00,000/-** for conduct of four PDP (Professional Development Program) for Non – teaching staff in technical universities during the financial year 2021-22 – reg

Sir,

This is to convey the sanction of the Council for payment of **Rs. 12,00,000/- (Rupees twelve Lakh only)** as advance for conduct of four PDP for Non – teaching staff to **Jawaharalal Nehru Technological University, Mokshagundam Visveswarayya Road, Ananthapuramu, Andhra Pradesh** under the Scheme of Professional Development Program for Non – Teaching Staff in collaboration with technical universities in the country.

- 1 The amount of the grant shall be drawn by the Drawing and Disbursing Officer, All India Council for Technical Education on the grant-in-aid bill and shall be disbursed to and credited to the Finance Officer/Registrar/Dean/VC/The University through RTGS.
- 2 This grant-in-aid is being released in conformity with the terms & conditions as well as norms of the scheme and MoU executed between AICTE and the University as already communicated, and also being communicated in this letter.
- 3 The sanctioned amount is debitable to the Major Head 601.15(a) Gen. of the Scheme of Short Term Training Programme (Plan) and is valid for payment during the financial year 2021-22.
- 4 Conduct of two weeks Professional Development Program for Non-Teaching Staff: As part of MOU between AICTE and Technical Universities.

In continuation to the MOU concluded between AICTE and Technical Universities, four (04) two weeks Professional Development Programs for Non-Teaching Staff will be conducted by all the Technical Universities. The outcomes anticipated from these programs amongst others are as follows:-

- (a) To enable the Non -Teaching Staff in furtherance of their duties towards the institute / University
- (b) To imbibe latest / futuristic means and methods as pertaining to their profession / department
- (c) To be able to effectively participate in day to day activities pertaining to their profession / department
- (d) To be able to conduct activities with perfection without supervision.
- (e) To be the role models for others to follow.

### Guidelines are as follows:-

- (a) A total of four (04) Professional Development Programs for Non -Teaching Staff will be held every financial year as per the terms and conditions of the MOU
- (b) Each program will be of two weeks, which implies 12 days, with daily three mandated sessions of 2 hours each.
- (c) These programs will be conducted in physical mode only and not in online / blended form.
- (d) A minimum of 30 candidates per program is mandated from AICTE approved institutes only (preferably affiliated to the concerned Technical University).
- (e) A total of 6 lacs per program (with share of 50: 50) by AICTE and the host Technical University will be the budget per Professional Development Program.

**REGISTRAR**  
**J.N.T.U. Anantapur**  
**ANANTAPURAMU-515002**

- (f) Sub division of expenditure will be as per the MOU, with clear demarcation in the expenditure heads of AICTE and the respective Technical University.
- (g) Maximum efforts will be made to ensure that best resource persons for the Professional Development Program are made available.
- (h) Participants will be made to undergo daily a strengthening session as part of the schedule.
- (i) Information with link for all the four (04) Professional Development Programs will provided to AICTE, post approval of the same through the Project Monitoring Committees constituted at respective Technical Universities.

**The instructions/guidelines to be followed by University/Institution**

**I. Release of funds and maintenance of accounts**

- a The Finance Officer/Registrar/Dean/VC/The University and the Coordinator of the program are requested to verify the correctness of the under mentioned bank account/ RTGS details submitted by them, in which the grant is being released: -

Institute PAN No.	Bank Name	Bank Branch Name	Bank Branch Address	Account Holder	Account Type	Account Number	IFSC Code
AAAJJ0861G	State Bank of India	JNTU Engineering College Campus	JNTU Engineering College Campus, Ananthapuramu	Registrar	Savings	30501525958	SBIN0002723

In case of any omission the same should be reported to AICTE immediately: -

- b. The Institute shall strictly follow the provisions laid down in the scheme document/ MoU.
- c. Funds covered by this grant shall be kept separately and would not be mixed up with other funds so as to know the amount of interest accrued on the grant.
- d. The University shall maintain proper accounts of the expenditure out of the grants, which shall be utilized only on approved items of expenditure.
- e. The grant is intended to cover items of expenditure connected with the Professional Development Program such as Boarding & Lodging to the participants, TA to outstation participants, Honorarium to Course Coordinator, reading material to participants, Honorarium to resource persons, TA/DA to resource persons including two outstations resource persons & working expenses (reprographic services, postage, transport, daily wages, tea/coffee etc).
- f. **Fund Limits:** The maximum total expenditure for conduct of one training program will be Rs. Six lakh only to be equally shared by AICTE and **Jawaharalal Nehru Technological University**, respectively.

AICTE will release a grant of Rs. 3 lakh to **Jawaharalal Nehru Technological University**, per training program to meet the expenditure to the extent of Rs. 3 lakh or the actual expenditure, whichever is less on (i) TA/DA/ Honorarium to Resource Persons (Honorarium not to exceed 20% of the total expenditure incurred on conduct of one such training program); (ii) TA to outstation participants; (iii) Course material to participants

**Jawaharalal Nehru Technological University** will meet from its own funds, the expenditure to the extent of Rs. 3 lakh or the actual expenditure, whichever is less, to cover all items of expenditure such as (i) Boarding & lodging of participants, (ii) Honorarium to Programme Coordinator (not to exceed 1% of the total expenditure incurred on one such training program), (iii) Working expenses (tea/ coffee/ stationery/certificate/printing etc.).

  
**REGISTRAR**  
**J.N.T.U. Anantapur**  
**ANANTAPURAMU-515002**

**REGISTRAR**  
**J.N.T.U. Anantapur**  
**ANANTAPURAMU-515002**

# STATEMENT OF ACCOUNT

STATE BANK OF INDIA  
 J.N.T.U. ENGG CAMPUS, ANANTAPUR  
 JNTU ENGG COLLEGE ROAD  
 ANANTAPUR, ANDHRA PRADESH  
 515002  
 Branch Code :2723  
 Branch Phone :272202  
 IFSC : SBIN002723  
 MICR : 515002005  
 Account No.:30501525958  
 Product : CA-REGULAR-PUB-OTH-ALL-INR  
 Currency : INR

Name : U.D.F ACCOUNT  
 JNT UNIVERSITY

ANANTAPUR  
 Anantapur

Date : 03/11/2021

Time : 18:34:55

Cleared Balance : 43,45,520.47Cr

+MOD Bal : 0.00

Limit : 0.00

Int. Rate : 0.00 % p.a.

Account Open Date : 23/09/2008

Statement From : 01/10/2021 to 31/10/2021

E-mail :

Uncleared Amount : 0.00

Monthly Average Balance: 0

Drawing Power : 0.00

Nominee Name :

Account Status : OPEN

Page No. : 1

Post Date	Value Date	Details	Chq.No	Debit	Credit	Balance
		<b>BROUGHT FORWARD :</b>				
01/10/21	01/10/21	CAS CHQ XFER WD CHEQUE TRANSFER TO 30081888543 OF Mr. A AT 02723 J.N.T.U.ENG	789382	4725.00		5436960.47Cr 5432235.47Cr
01/10/21	01/10/21	CAS CASH CHEQUE PAID TO B SUNIL KUMA	789386	4088.00		5428147.47Cr
05/10/21	05/10/21	AT 02723 J.N.T.U.ENG CAS CHQ XFER WD CHEQUE TRANSFER TO 38600672276 OF SIVA	789356	46750.00		5381397.47Cr
06/10/21	06/10/21	AT 01925 GANDHI BAZA CAS PRES CHQ	789353	5000.00		5376397.47Cr
06/10/21	06/10/21	BOB K BHASKAR REDD CAS PRES CHQ	789374	20288.00		5356109.47Cr
06/10/21	06/10/21	AXS NAMA FURNITURE REMT THRU CHQ CHEQUE TRANSFER TO DFT FVR THE MANAGING	789389	900.00		5355209.47Cr
06/10/21	06/10/21	DRAWN AT 00948 VIJAY CAS CASH CHEQUE PAID TO SRI GNP ACHA AT 02723 J.N.T.U.ENG	789390	250000.00		5105209.47Cr
06/10/21	06/10/21	CAS CASH CHEQUE CASH WITHDRAWAL BY C	789359	5480.00		5099729.47Cr
07/10/21	07/10/21	AT 02723 J.N.T.U.ENG CAS PRES CHQ	789377	4153.00		5095576.47Cr
07/10/21	07/10/21	KBL GOPI ELECTRICA CAS PRES CHQ	789371	10802.00		5084774.47Cr
07/10/21	07/10/21	INB SREECOMMUNICAT DEP TFR			1200000.00	6284774.47Cr
07/10/21	07/10/21	C102110718582 Credit 3199941105212 AT 10521 DAU,RURAL B REMT THRU CHQ NEFT UTR NO: SBIN321 280892666 ICIC0000008 ICICI BA	789387	31142.00		6253632.47Cr
		<b>CARRIED FORWARD :</b>				<b>62,53,632.47Cr</b>

## Statement Summary

Dr. Count 11

Cr. Count 1

3,83,328.00 12,00,000.00

In Case Your Account is Operated By A Letter Of Authority/Power Of Attorney Holder, Please Check The Transaction With Extra Care.

REGISTRAR  
 J.N.T.U. Anantapur  
 ANANTAPURAMU-515002

REGISTRAR  
 J.N.T.U. Anantapur  
 ANANTAPURAMU-515002

FDP File  
20/11

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR  
(Established by Govt. of A.P., Act.No.30 of 2008)  
ANANTHAPURAMU - 515 002 (A.P.) INDIA

Dr.C.Sashidhar,  
M.Tech, Ph.D.,



Phone : + 918554272433  
FAX +918554 272437  
Mobile: + 91 9908 088806  
Email id:registrar@jntua.ac.in

Registrar

Procs No. C2/JNTUA/Estt./04 Training Programme for N.T.Staff/Committee/2022 Dt.22--01-2022

Sub:-JNTUA, ATP-Estt.- Project Monitoring Unit- Permission for Conducting Four (04) Training Programs for Non-Teaching Staff- Constitution of Committee-Orders-Issued.

Read:-(1) This Office Procs.No.C2/Estt./JNTUA/Co-ordinators 1 & 2/2021, dt. 11-02-2021

(2) Note submitted by the Director FDP and approved by the the Vice-Chancellor, dt.05-01-2022.

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**ORDER:-**

The Director Faculty Development Programme in his office note read (2) above has stated that the AICTE has sanctioned an amount **Rs.12,00,000/-**(Rupees Twelve Lakhs only) for conducting of Training Programs for Non-Teaching staff of the University as per the MoU between AICTE and JNT University for taking necessary further action and to submit proposals.

As per the guidelines issued by AICTE a "Project Monitoring Unit" is to be constituted for the following purposes.

- a) *To ensure receipt & scrutiny of proposals for conduct of training programs for teachers and Non-Teaching staff*
- b) *Monitoring the implementation of the programme.*
- c) *Ensuring that the learning outcomes as desired per program is achieved.*
- d) *Ensuring following up of relevant guidelines given from time to time.*
- e) *Ensuring submission of necessary documents.*

Contd...

REGISTRAR  
J.N.T.U. Anantapur  
ANANTHAPURAMU-515002

In view of the above circumstances the Vice-Chancellor is pleased to accord permission for constitution of "Project Monitory Unit" with the following members .

- 1) Prof.V.Sumalatha, Director of Academic & Planning,JNTUA : Chairperson
- 2) Director Faculty Development Cell, AICTE
- 3) Co-ordinator of the programme (member Secretary) Prof.P.R.Bhanu Murthy,  
D FDP Cell, JNTUA
- 4) Two Heads of the Departments (Members)
  - i. Prof.B.Durga Prasad, HOD Mech. Engg Dept., JNTUA CEA
  - ii. Dr.K.Madhavi, HOD of CSE Dept., JNTUA CEA
- 5) Subject expert Dr.G.Mamatha, Co-ordinator, SD & IC, JNTUA

The Co-ordinator of the Programme i.e. Faculty Development Programme shall co-ordinate and take further action.

These orders shall come into force with immediate effect.

  
REGISTRAR  


To  
The Director FDP , JNTUA, ATP for information & necessary action  
Copy to the above individuals , JNTUA, Ananthapuramu for information  
Copy to D.R. (Estt.) & D.R. (Accts.), JNTUA, ATP for information  
Copy to P.A. to V.C., P.A. to Rector & P.A. to Registrar  
Copy to file.

  
REGISTRAR  
J.N.T.U. Anantapur  
ANANTAPURAMU-515002

NAME & ADDRESS OF THE UNIVERSITY : JNT UNIVERSITY,  
Ananthapuramu, Andhra Pradesh-515002, INDIA

Name of the Scheme : Joint Training Program for Non-teaching staff in AICTE approved Technical Institutions

**FORMAT FOR STATEMENT OF EXPENDITURE**

AICTE File No. : 34-37/14/FDC/FDP-TU-NTS/JNTU-A/2021-22 - dt.24/09/2022


Title of the Programme : Two Week Programme on "Office Procedures",

Dates of the Programme : From 16-08-2022 To 30-08-2022

Name of the Coordinator : Dr. S. Chandra Mohan Reddy


Sanction No. & Date of University Proceedings	Grant Sanctioned	Details of expenditure Incurred Item wise	Amount Rs. (each head in AICTE Share) S.No.2, 3,4, 5,6, 7,8	Amount Rs. (each head in University Share) S.No. 1, 9 10, 11,12, 13)	No. of Participants	Title of the Programme
Proc No.CZ/JNTU/Estt./financial sanction /STTP/Second Programme/Dr. S.C.M.R/2022, dated 13.08.2022	5,67,000/-	1. Boarding & Lodging to Participants		40,500	42 Participants	for Two Week Programme on "Office Procedures", From 16-08-2022 To 30-08-2022 organized by Coordinator Dr. S. Chandra Mohan Reddy, Associate Professor, ECE Dept., JNTUA CEA and University coordinator & Director, Faculty Development Programmes Cell, JNTUA
		2. T.A to outstation Participants				
		3. Honorarium to Technical University Coordinator (Max Rs. 5000)	5,000	5,000		
		4. Honorarium to Program Coordinator (Max Rs. 5000)	5,000			
		5. Reading materials to Participants	65,000			
		6. Honorarium to Resource Persons	1,02,000			
		7. TA/DA to Resource Persons	21,147			
		8. Payment to Lab attendant (Max Rs. 3000)				
		9. Working Expenses (reprographic services, daily wages, postage, tea/coffee)		28,630		
		10. Stationery & certificates printing		22,630		
		11. Fruit bouquets Mementoes and Certificates		20,000		
		12. Breakfast & Lunch to Participants		77,415		
		13. Institutional Charges		10,000		
		<b>Total Expenditure :</b>				
<b>Sanctioned Amount :</b>			5,67,000/-			
<b>Balance :</b>			1,66,678/-			

Certified that an amount of Rs. 4,00,322/- /- (Rupees: Four Lakh Three hundred and Twenty Two only) has been incurred towards the conduct of Professional Development Programme for Non-teaching staff.

(1)   
**Dr. S. CHANDRA MOHAN REDDY**  
 Name and Signature of Coordinator  
 M.E., Ph.D.,  
 Associate Professor of ECE  
 J.N.T.U.A. College of Engineering (Autonomous)  
 ANANTHAPURAMU - 515 002. A.P., INDIA

(2)   
 Name and Signature of Head of the Institution (with seal)  
 J.N.T. University, Anantapur  
 ANANTHAPURAMU-515002  
**B. Deel**  
 Chartered Accountant  
 M.No. 245275  
 Name of Chartered Accountant (with seal)  
 Member No. 11-1-91, 1st Cross  
 Anantapur Nagar, Anantapur-515 001  
 Full Address: 06/12/2022  
 Date: 06/12/2022

(3) Signature (with seal) of the Finance Officer / Accountant / Accounts Officer (if it is Govt./Govt. Aided institute)

  
 Deputy Registrar  
 J.N.T. University, Anantapur  
 ANANTHAPURAMU-515002

**REGISTRAR**  
**J.N.T.U. Anantapur**  
**ANANTHAPURAMU-515002**

UDIN : 22245275 BFA8RG2486



NAME & ADDRESS OF THE INSTITUTE : JNT UNIVERSITY,  
Ananthapuramu, Andhra Pradesh-515002, INDIA

UTILIZATION CERTIFICATE FOR THE FINANCIAL YEAR : 2021-22

Name of the Scheme under  
which Grant was sanctioned: Joint Training Program for Non-  
Teaching Staff in AICTE's approved Technical Institutions  
(to be submitted separately for each sanction order)

AICTE File No. : 34-37/14/FDC/FDP-TU-NTS/JNTU-A/2021-22 – dt. 24/09/2021

Title of the Programme : Two Week Programme on "Office Procedures",

Dates of the Programme: From 16-08-2022 To 30-08-2022


Name of the Coordinator : Dr. S. Chandra Mohan Reddy,

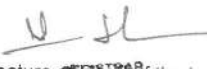
Sl. No.	AICTE Sanction Order/Letter No. & Date under which grant was sanctioned	Remarks	Amount (Rs.)	Details of the Programme
1	AICTE File No : 34-37/14/FDC/FDP-TU-NTS/JNTU-A/2021-22 & dt. 24/09/2021	AICTE has sanctioned Rs. <u>12,00,000/-</u> for four STTPs, directing to use Rs. <u>3,00,000/-</u> per Programme	<u>3,00,000/-</u>	Certified that out of the grant-in-aid of <u>Rs.3,00,000/-</u> (in words: Three Lakhs rupees only) sanctioned by the AICTE during the financial year 2021-22, in favour of name of the institute <u>JNTUA</u> as per letter mentioned in the margin, a sum of <u>Rs. 1,96,147/-</u> has been utilized for the purpose for which it was sanctioned and the balance of <u>Rs.1,03,853 /-</u> remained unutilized at the end of the year.

Certified that I have satisfied myself that the conditions on which the grant-in-aid was sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.


Kinds of checks exercised: -

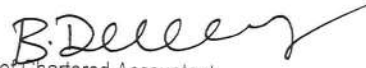
Audited Annual Accounts of the Institute  
Receipt and Payment account  
Periodical Progress Reports.

  
1) Name of the Awardee/Co-ordinator (with seal): **DR. S. CHANDRA MOHAN REDDY**, Ph.D.,  
Associate Professor of ECE  
J.N.T.U.A. College of Engineering (Autonomous)  
ANANTHAPURAMU - 515 002, A.P., INDIA

  
2) Signature of Head of the Institute:  
Name & Designation of Head of Institute:  
(with seal)

3) Signature (with seal) of the Finance Officer/  
Name of the Finance Officer/Accounts Officer:  
(with seal)  
(if it is Govt./Govt. Aided Institute)

  
Deputy Registrar  
J.N.T. University, Anantapur  
ANANTAPURAMU-515002

  
4) Signature of Chartered Accountant:  
Name of Chartered Accountant:  
(with seal)  
Membership No: **NO. 10764**  
Rubber stamp: **CHARTERED ACCOUNTANT**  
Full Address: **M.No.245275**  
Date: **D.No.11-1-91, 1st Cross**  
**Aravind Nagar, Anantapur-515 004**

Date: **06/12/2022**  
UDIN: **22245275 BFASRG2486**

  
REGISTRAR  
J.N.T.U. Anantapur  
ANANTAPURAMU-515002



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY, ANANTAPUR,  
Ananthapuramu – 515002, Andhra Pradesh, India.



## DIRECTOR OF FACULTY DEVELOPMENT PROGRAMS

### COMPLETION CERTIFICATE

This is to certify that a two week STTP on “Office Procedures” was conducted from 16-08-2022 to 30-08-2022 to the non teaching staff as part of MoU between AICTE and JNTUA. The program has been completed successfully.

**DIRECTOR**

**Faculty Development Programs  
JNTUA, Ananthapuramu.**

**REGISTRAR  
J.N.T.U. Anantapur  
ANANTAPURAMU-515002**

**AICTE - JNTUA Sponsored Two Weeks Training Program on  
"OFFICE PROCEDURES"  
from 16.08.2022 to 30.08.2022**

Organized by Faculty Development Centre, JNTUA, Ananthapuramu

**Details of issue of Course Material and Certificate to Participants:**

Name of the Course Material: Andhra Pradesh State Employees Service Matters and Benefits – All About

Written by Sri. P.Hanumanthu and Published by Asia Law House

S.No	Name of the Participant	Singature
1	P. Janardhana Reddy	P. Janardhana Reddy
2	P Jaganmohan Reddy	P. Jaganmohan Reddy
3	R Krishna Reddy	R. Krishna Reddy
4	G. Janardhana Reddy	G. Janardhana Reddy
5	Obugari Sirish Reddy	Obugari Sirish Reddy
6	Valmikiki Krishna Prasad	Valmikiki Krishna Prasad
7	P. Prabhakar Reddy	P. Prabhakar Reddy
8	Patil Sanjeeva Reddy	P. Sanjeeva Reddy
9	Mannala Kristaiah	M. Kristaiah
10	V Ramesh	V. Ramesh
11	Pallikonda Gnapika	P. Gnapika
12	Pula Raghavendra	P. Raghavendra
13	G.N.P. Achari	G.N.P. Achari
14	K Omkar Prasad	K. Omkar Prasad
15	H Nagaraju	H. Nagaraju
16	Peddapuddi Radha	P. Radha
17	Shaik Abbas Ali	Shaik Abbas Ali
18	Mooleppagari Venkata Ramudu	M. Venkata Ramudu
19	Ragipati Nallappa	R. Nallappa
20	Koti Muralikrishna	K. Muralikrishna
21	K Srikanth	K. Srikanth
22	Palthya Varalakshmi	P. Varalakshmi

REGISTRAR  
J.N.T.U. Anantapur  
ANANTHAPURAMU-515009

S.No	Name of the Participant	Singature
23	Vadde Ravi Sankar	
24	Bandaru Lakshmi Devi	Dev. BL.
25	Rajesh Kapse	R. Kapse
26	M Muni Maheshwar Rao	M. M. Rao
27	B Madhanmohan Reddy	B. Madhan
28	B Sunil Kumar	
29	Kurli Prasanneswara Reddy	KPR
30	Palagada Sreekanth	Sree
31	Chopparam Srinivasulu	C. Srinivas
32	G S Sankar Reddy	G. S. Sankar
33	P Prathap	P. Prathap
34	Putlur Vedavathi	P. Vedavathi
35	Sreelalitha Manda	S. L. Manda
36	T Nagendra	T. Nagendra
37	B. Venkateswarlu	B. Venki
38	A Yugandhar Reddy	A. Yugandhar
39	Amidala Sai Manish	
40	Y.Usha Rani	Y. Usha Rani
41	N.Suresh	
42	A.Parameswara	A. Parameswara
43	J.Prasanna	J. Prasanna
44	T.Radha	T. Radha
45	S.M.D.Gouse	S. M. D. Gouse

REGISTRAR  
J.N.T.U. Anantapur  
ANANTAPURAMU-515002

**AICTE - JNTUA Sponsored Two Weeks Training Program on  
"OFFICE PROCEDURES"  
from 16.08.2022 to 30.08.2022**

Organized by Faculty Development Programs Cell, JNTUA, Ananthapuramu

**Registered Participants Attendance**

S.No	Name of the Participant	30-08-2022	
		(09.30 AM - 11.30 AM)	(11.45 AM - 01.45 PM)
1	P. Janardhana Reddy	P. Janard Reddy	P. Janard Reddy
2	P Jaganmohan Reddy	Jeddy	Jeddy
3	R Krishna Reddy	R. Krishna Reddy	R. Krishna Reddy
4	G. Janardhana Reddy	Jeddy	
5	Obugari Sirish Reddy	Sirish Reddy	Sirish Reddy
6	Valmikiki Krishna Prasad	Prasad	Prasad
7	P. Prabhakar Reddy		
8	Patil Sanjeeva Reddy	P. Sanjeeva Reddy	P. Sanjeeva Reddy
9	Mannala Kristaiah	M. Kristaiah	M. Kristaiah
10	V Ramesh	V. Ramesh	V. Ramesh
11	Pallikonda Gnapika	P. Gnapika	P. Gnapika
12	Pula Raghavendra	P. Raghavendra	
13	G.N.P. Achari		
14	K Omkar Prasad	K. Omkar Prasad	K. Omkar Prasad
15	H Nagaraju	H. Nagaraju	H. Nagaraju
16	Peddapuddi Radha	P. Radha	P. Radha
17	Shaik Abbas Ali	A. Ali	
18	Mooleppagari Venkata Ramudu	M. Venkata Ramudu	M. v. Ramudu
19	Ragipati Nallappa	R. Nallappa	R. Nallappa
20	Koti Muralikrishna		
21	K Srikanth	Srikanth. K	Srikanth. K
22	Palthya Varalakshmi	P. varalakshmi	P. varalakshmi

S.No	Name of the Participant		
		(09.30 AM - 11.30 AM)	(11.45 AM - 01.45 PM)
23	Vadde Ravi Sankar		
24	Bandaru Lakshmi Devi	Devi B.L.	Devi B.L.
25	Rajesh Kapse	R. Kapse	
26	M Muni Maheshwar Rao	M.M. Rao	M.M. Rao
27	B Madhanmohan Reddy	B-Medan	B. Medan
28	B Sunil Kumar		
29	Kurli Prasanneswara Reddy	K.P. Reddy	K.P. Reddy
30	Palagada Sreekanth	Sree	Sree
31	Chopparam Srinivasulu	C. Srinivasulu	C. Srinivasulu
32	G S Sankar Reddy	G.S. Reddy	
33	P Prathap	P. Prathap	P. Prathap
34	Putlur Vedavathi	P. V.	P. V.
35	Sreelalitha Manda	M.S. Lalitha	M.S. Lalitha
36	T Nagendra	T. Nagendra	T. Nagendra
37	B. Venkateswarlu	B. Venk.	B. Venk.
38	A Yugandhar Reddy	Yugandhar	Yugandhar
39	Amidala Sai Manish		
40	Y.Usha Rani	Y. Usha Rani	Y. Usha Rani
41	N.Suresh	N. Suresh.	N. Suresh.
42	A.Prameswara	A. Prameswara	A. Prameswara
43	J.Prasanna	J. Prasadanna	J. Prasadanna
44	T.Radha	Radha	Radha
45	S.M.D.Gouse	S.M.D. Gouse	Gousey

**AICTE - JNTUA Sponsored Two Weeks Training Program on  
"OFFICE PROCEDURES"  
from 16.08.2022 to 30.08.2022**

Organized by Faculty Development Programs Cell, JNTUA, Ananthapuramu

**Registered Participants Attendance**

S.No	Name of the Participant	16.08.2022 (Tuesday)	
		(10.00AM - 11.30AM)	Session - 1 (11.45AM - 01.45PM)
1	P. Janardhana Reddy	Inauguration	P. Janardhana Reddy
2	P Jaganmohan Reddy		P. Jaganmohan Reddy
3	R Krishna Reddy		P. Krishna Reddy
4	G. Janardhana Reddy		G. Janardhana Reddy
5	Obugari Sirish Reddy		Obugari Sirish Reddy
6	Valmikiki Krishna Prasad		Valmikiki Krishna Prasad
7	P. Prabhakar Reddy		P. Prabhakar Reddy
8	Patil Sanjeeva Reddy		P. Sanjeeva Reddy
9	Mannala Kristaiah		M. Kristaiah
10	V Ramesh		V. Ramesh
11	Pallikonda Gnapika		P. Gnapika
12	Pula Raghavendra		P. Raghavendra
13	G.N.P. Achari		G.N.P. Achari
14	K Omkar Prasad		K. Omkar
15	H Nagaraju		H. Nagaraju
16	Peddapuddi Radha		P. Radha
17	Shaik Abbas Ali		Shaik Abbas Ali
18	Mooleppagari Venkata Ramudu		M. Venkata Ramudu
19	Ragipati Nallappa		R. Nallappa
20	Koti Muralikrishna		Koti Muralikrishna
21	K Srikanth		K. Srikanth
22	Palthya Varalakshmi		P. Varalakshmi

REGISTRAR  
J.N.T.U. Anantapur  
ANANTAPURAMU-515002

S.No	Name of the Participant	16.08.2022 (Tuesday)	
		(10.00AM - 11.30AM)	Session - 1 (11.45AM - 01.45PM)
23	Vadde Ravi Sankar	Inauguration	
24	Bandaru Lakshmi Devi		Dew. B. L.
25	Rajesh Kapse		R. Kapse
26	M Muni Maheshwar Rao		H. M. Rao
27	B Madhanmohan Reddy		B Madan
28	B Sunil Kumar		
29	Kurli Prasanneswara Reddy		K.P. Reddy
30	Palagada Sreekanth		Sree
31	Chopparam Srinivasulu		C. Srinivas
32	G S Sankar Reddy		G. S. Reddy
33	P Prathap		P. Prathap
34	Putlur Vedavathi		P. Venk
35	Sreelalitha Manda		M.S. Lakshmi
36	T Nagendra		T. Nag
37	B. Venkateswarlu		B. Venki
38	A Yugandhar Reddy		Yugandhar
39	Amidala Sai Manish		
40	Y.Usha Rani	Y. Usha Rani	
41	N.Suresh	N. Suresh	
42	A.Pameswara	A. Pameswara	
43	J.Prasanna	J. Prasanna	
44	T.Radha	T. Radha	
45	S.M.D.Gouse	S. M. D. Gouse	





**Brief report**

on

**AICTE - JNTUA Sponsored Two Weeks Training Program on**  
**“OFFICE PROCEDURES” organized from 16.08.2022 to 30.08.2022**

JNTUA organized AICTE-JNTUA sponsored two week training program on “Office Procedures” from 16.08.2022 to 30.08.2022. Out of 55 registrations received from the Non-Teaching staff of all the constituent colleges of JNTUA and affiliated colleges, only the first registered 40 participants were selected to attend the program. The two week program schedule is enclosed in annexure-1. The training program was inaugurated by the Chief Guest Prof. M.Vijaya Kumar, Rector, JNTUA and Guest of Honor Prof. C.Sashidhar, Registrar, JNTUA on 16.08.2023. The Principal of JNTUA College of Engineering, Ananthapuramu Prof. P.Sujatha presided over the inauguration of the program. Prof. P.R.Bhanumurthy, Director, Faculty Development Program Cell, JNTUA graced the dais.

**(a) Local daily Newspapers clippings of the inauguration of the Program:**

**బోధనేతర సిబ్బంది నైపుణ్యాలను మెరుగుపరచుకోవాలి**



విశాలాంధ్ర- జెఎన్టీయూ : బోధనేతర సిబ్బంది సాంకేతిక నైపుణ్యాలను మెరుగుపరచుకోవాలి అని రెక్టర్ ఆచార్య ఎం. విజయ కుమార్ పేర్కొన్నారు. మంగళవారం ఆఫీస్ అసిస్టెంట్ బోధనేతర సిబ్బందికి శిక్షణ ఇంజనీరింగ్ కళాశాల ఈ సి ఈ సెమినార్ హాల్ లో రెక్టర్, రిజిస్ట్రార్ ఆచార్య సి. శశిధర్ జ్యోతి ప్రజలను చేసి ప్రారంభించారు. ఈ సందర్భంగా ఆయన మాట్లాడుతూ.. డ్రాఫ్టింగ్, ఆఫీసు ప్రొసీజర్స్, డ్రాఫ్టింగ్, ఆడిటింగ్లో మెళకువలను అందిస్తున్నారని తెలిపారు. కమ్యూనికేషన్స్ స్కిల్స్ డెవలప్ చేసుకోవడానికి ఎంతో ఉపయోగ పడుతాయని తెలిపారు. ఈ కార్యక్రమంలో వర్మిటీ కో ఆర్డినేటర్ డైరెక్టర్ ఫ్యాకల్టీ డెవలప్ మెంట్ ఆచార్య పి.ఆర్.భానుమూర్తి, ప్రెసిసిపాల్ ఆచార్య పి. సుజాత, కో ఆర్డినేటర్ గా డాక్టర్ ఎస్.చంద్ర మోహన్ రెడ్డి, కో ఆర్డినేటర్లు ఎస్.మధు సూదన రెడ్డి, బి. దుర్గా ప్రసాద్ ఆచార్య పి. రమణారెడ్డి, విష్ణువర్ధన్, పి.ఆర్.పి. డాక్టర్ యం.రామ శేఖర రెడ్డి తెలిపారు.



వర్మిటీను ప్రారంభిస్తున్న జెఎన్టీయూ రెక్టర్ ఆచార్య ఎం.విజయకుమార్

**బోధనేతర సిబ్బంది నైపుణ్యం పెంచుకోవాలి**

జెఎన్టీయూ రెక్టర్ ఆచార్య ఎం.విజయకుమార్

ప్రణాళి-అనంతపురం జెఎన్టీయూ వరదీలోని బోధనేతర సిబ్బంది నైపుణ్యం పెంచుకోవాలని రెక్టర్ ఆచార్య ఎం.విజయకుమార్ సూచించారు. ఈమేరకు మంగళవారం స్టాఫ్ జెఎన్టీయూ ఫ్యాకల్టీ డెవలప్ మెంట్ సెంటర్ ఆధ్వర్యంలో ఎవనిటి. జెఎన్టీయూ సంయుక్తంగా రెండు వారాలపాటు వర్మిటీని నిర్వహిస్తున్నారు. ఈ సందర్భంగా ఆయన మాట్లాడుతూ ఇలాంటి వర్మిటీలు నిర్వహించడం వల్ల బోధనేతర సిబ్బందికి ఎంతో ఉపయోగపరంగా ఉంటుందన్నారు. వీటి ద్వారా నైపుణ్యాలను మెరుగు పరచుకోవడానికి గొప్ప అవకాశమున్నాడు. ఈ వర్మిటీని వర్మిటీ కో ఆర్డినేటర్గా డైరెక్టర్ ఫ్యాకల్టీ డెవలప్ మెంట్ ఆచార్య పి.ఆర్.భానుమూర్తి వ్యవహరించారు. ఈ కార్యక్రమంలో రిజిస్ట్రార్ ఆచార్య శశిధర్, ఆచార్య రమణారెడ్డి, విష్ణువర్ధన్, బోధనేతర సిబ్బంది పాల్గొన్నారు.

**వర్మిటీలను నిర్వహణతో బోధనేతర సిబ్బందికి ఉపయుక్తం**

అనంతపురం అన్నం మేజర్ న్యూస్ : బోధనేతర సిబ్బందికి నిర్వహించే వర్మి షిపులు వల్ల ఉపయోగాలు ఉన్నాయని జెఎన్టీయూ రెక్టర్ విజయ కుమార్ అన్నారు. ప్రెసిసిపాల్ ఆచార్య సుజాత ఆధ్వర్యంలో మంగళవారం పి. జనరీక. జెఎన్టీయూ సంయుక్తంగా రెండు వారాల పాటు ఆఫీస్ ప్రొ సీజర్స్ అనే అంశంపై నిర్వహించే కలపెట్టిన వర్మి షిప్ ను రెక్టర్ జ్యోతి ప్రజలను చేసి ప్రారంభించారు. ఈ సందర్భంగా ఆయన మాట్లాడుతూ వర్మి షిప్ ల ద్వారా వారి నైపుణ్యాలను మెరుగు పరచు కోవ ధానికి గొప్ప అవకాశముంది తెలిపారు. ముఖ్యంగా డ్రాఫ్టింగ్, ఆఫీసు ప్రొసీజర్స్, డ్రాఫ్టింగ్, ఆడిటింగ్ లో మెళకువలను నేర్చుకోవడానికి తెలిపారు. కమ్యూనికేషన్స్ స్కిల్స్ డెవలప్ చేసు కోవడానికి



వర్మిటీలను ప్రారంభిస్తున్న జెఎన్టీయూ రెక్టర్ విజయ కుమార్

ఎంతో ఉపయోగ పడుతాయని తెలిపారు. డి.వి.ఎన్.నాన్ డి.వి.ఎన్. ఉద్యోగులు ప్రతి ఒక్కరు చూట్టి తెలుసుకోవాలని తెలిపారు. ఈ వర్మి షిపులో అపారమైన అనుభవజ్ఞులనే తర్ఫీదును ఇవ్వడం జరుగుతుందని తెలిపారు. గౌరవ భానుమూర్తి, వర్మి షిపులు కో ఆర్డినేటర్గా డాక్టర్ చంద్ర మోహన్ రెడ్డి, కో ఆర్డినేటర్లుగా మధు సూదన రెడ్డి, దుర్గా ప్రసాద్ వ్యవహరించారు. ఈ కార్యక్రమంలో ఆచార్య రమణారెడ్డి, హెచ్.పి.డి డాక్టర్ విష్ణువర్ధన్, బోధనేతర సిబ్బంది పాల్గొన్నారు.

**REGISTRAR**  
**J.N.T.U. Anantapur**  
**ANANTAPURAMU-515002**

The list of the participants attended to the program are provided below:

S. No.	Name of the Staff	Designation	Contact Number	Email Address
1	P. Janardhana Reddy	Junior Assistant	8179770477	jana.jntua@gmail.com
2	P Jaganmohan Reddy	Junior Assistant	9440164789	jaganmohanr8@gmail.com
3	R Krishna Reddy	Junior Assistant	9908830818	reddyvari65@gmail.com
4	G. Janardhana Reddy	Superintendent	9440667979	jan.b4u@gmail.com
5	Obugari Sirish Reddy	Junior Assistant	9000366617	jntusiri@gmail.com
6	Valmikiki Krishna Prasad	Junior Assistant	7396860666	5645krish@gmail.com
7	P. Prabhakar Reddy	Junior Assistant	9000466465	reddy.prabhureddy@gmail.com
8	Patil Sanjeeva Reedy	Junior Assistant	7386723059	patil.jeeva@gmail.com
9	Mannala Kristaiah	Junior Assistant	8985934568	mannalakristaiah1974@gmail.com
10	V Ramesh	Junior Assistant	9908323432	vramesh160@gmail.com
11	Pallikonda Gnapika	Record Assistant	6305499300	gnapikasmaty.1997@gmail.com
12	Pula Raghavendra	Senior Assistant	9700811727	raghupula48@gmail.com
13	Gnp Achari	Senior Assistant	9440733696	gnpachari@gmail.com
14	K Omkar Prasad	Junior Assistant	9550106428	karnamomkar1579@gmail.com
15	H Nagaraju	Junior Assistant	7780340681	nagarajujntu01@gmail.com
16	Peddapuddi Radha	Junior Assistant	9014394655	radha.jntua@gmail.com
17	Shaik Abbas Ali	Senior Assistant	9866190015	shaik.ali768@gmail.com
18	M Venkata Ramudu	Junior Assistant	9966858478	mvrktp36@gmail.com
19	Ragipati Nallappa	Junior Assistant	9963630116	rayapatinnallappa@gmail.com
20	Koti Muralikrishna	Superintendent	8341395792	kotimuralikrishna22@gmail.com
21	K Srikanth	Junior Assistant	9000565767	srikanthkalipi@gmail.com
22	Palthya Varalakshmi	Junior Assistant	8309920352	palthya.varu@gmail.com
23	Vadde Ravi Sankar	Junior Assistant	8341136185	ravisankareddipalli@gmail.com
24	Bandaru Lakshmi Devi	Junior Assistant	9866197934	lakshmib725@gmail.com
25	Rajesh Kapse	Senior Assistant	9885596846	kapseraj84@gmail.com
26	M Muni Maheshwar Rao	Junior Assistant	9550851231	mmmrao10@gmail.com
27	B Madhanmohan Reddy	Programmer	7799479700	Madhanapps87@gmail.com
28	B Sunil Kumar	Superintendent	9989944533	bulletsuneel@gmail.com
29	Kurli Prasanneswara Reddy	Superintendent	9963043806	reddykurliprasanneswara@gmail.com
30	Palagada Sreekanth	Accountant	9703911777	palagadasrikanth@gmail.com

  
**REGISTRAR**  
**J.N.T.U. Anantapur**  
**ANANTAPURAMU-515002**

31	Chopparam Srinivasulu	Office Superintendent	9492359481	csrnu76@gmail.com
32	G S Sankar Reddy	Assistant Registrar	9490982574	gsreddyjntua@gmail.com
33	P Prathap	Junior Assistant	9573258953	paidiprathap111@gmail.com
34	Putlur Vedavathi	Senior assistant	9866964212	Vedagpt@gmai.com
35	Sreelalitha Manda	Office superintendent	9441278724	sreelalithamanda20@gmail.com
36	T Nagendra	Office Superintendent	9492288711	kdrgr2009@gmail.com manunag99@gmail.com
37	B. Venkateswarlu	Office Superntendent	9866878246	gpt165@gmail.com bairivenkateshwarlu@gmail.com
38	A Yugandhar Reddy	Junior Assistant	9441602557	yugandharreddy1976@gmail.com
39	Amidala Sai Manish	Junior Assistant	9949800846	saiamidala@gmail.com
40	Y. Usha Rani	Junior Assistant	9297209868	uusharani678@gmail.com

The outstation participants were provided with boarding and lodging facilities. The accommodation was provided at University Guest House, JNTUA. For the Resource persons provided with boarding and lodging & entire hospitality was provided. The participants' attendance was taken in the morning and afternoon sessions on every day. The Feedback on entire program was collected from all the Participants. The participation certificates to all the eligible participants were distributed during the valedictory ceremony conducted on 30.08.2023.

  
**Program Co-ordinator: Dr. S.Chandra Mohan Reddy, Associate Professor of ECED, JNTUA CE, Ananthapuramu**

  
**Program Co-Coordinator: Sri.N.Madhusudhan Reddy, Deputy Registrar (Acc.), JNTUA, Ananthapuramu**

  
**Program Co-Coordinator: Sri.B.Durga Prasad, Deputy Registrar (Estb.), JNTUA, Ananthapuramu**

  
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**ANANTAPURAMU-515002**

## About the University:

JNTUA College of Engineering, Ananthapuramu was started at Guindy, Madras in 1946 and shifted to Ananthapuramu in 1948. The college was initially affiliated to Madras University during 1946-1955 and to Sri Venkateswara University, Tirupathi during 1955-1972. In 1972, by an Act of State Legislature, JNT University (JNTU) was established at Hyderabad and the College of Engineering, Ananthapuramu went into the fold of JNTU. Later in the year 2008, by an Act of AP State Legislature, JNTU was trifurcated into three independent universities viz., JNTU Hyderabad, JNTU Kakinada and JNTU Anantapur.

JNTU College of Engineering, Ananthapuramu became a constituent college of JNTUA and was renamed as JNTUA College of Engineering, Ananthapuramu. The JNTUA College of Engineering, Pulivendula, established in the year 2006 and Oil Technology Research Institute (OTRI), Ananthapuramu, established in the year 1948 also became constituent units of JNTUA. A new constituent college - JNTUA College of Engineering, Kalikiri established in 2013 also came under the fold of JNTUA. The OTRI was later renamed as Oil Technology and Pharmaceutical Research Institute (OTPRI) in 2016. In addition to the above four constituent colleges, the JNTUA has 98 Engineering Colleges, 33 Pharmacy

Colleges and 29 stand-alone MBA/MCA Institutions with a jurisdiction of 9 districts of Andhra Pradesh state.

## About Training Program:

Office procedures are the set of rules or policies guiding the operations of an office or business. Office procedures create a uniform way of doing things that create consistency, efficiency within the office environment. Hence, office procedure is all the administrative procedure performing a given job which is to be followed to get decisions from the authorized level.

This workshop intended to give awareness on the following topics but not limited:

- Service matters,
- Accounts
- Talley
- Income Tax
- GST issues
- RTI Act
- Other office related matters

The main objective of the workshop is to provide knowledge on the above topics to the Non-Teaching Office Staff that helps to improve the efficiency with in their office environment.

## Eligibility:

Non-Teaching Staff of JNTUA, Constituent units of JNTUA and Affiliated colleges of JNTUA. (Limited to 30 Participants on first cum first serve basis)

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## Important Dates

Last date for registration: 13-08-2022

Confirmation to candidates: 14-08-2022

## Registration:

Registration Fee: FREE

Registration Link: <https://bit.ly/3SDUe6C>



Participants will be selected based on first come first serve basis due to the limit in number of participants. Accommodation will be provided for outstation participants.

On the last day of the training program, test will be conducted to all the participants and certificates shall be issued to qualified participants only.

For more details, please contact

Dr.S.Chandra Mohan Reddy,  
Associate Professor of ECE,  
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Ananthapuramu - 515 002.  
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# JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR

Ananthapuramu – 515 002, Andhra Pradesh, INDIA



AICTE - JNTUA Sponsored A Two Week Training Program on

**“OFFICE PROCEDURES”** from 16.08.2022 to 30.08.2022.

## Training Program Schedule

S.No.	Date	Session Time	Topic	Resource Person	Details of Resource Person
1.	16.08.2022 (Tuesday)	9.30 AM – 10.20 AM	Registration		
		10.30 AM – 11.30 AM	Inauguration		
		11.30 AM – 11.45 AM	High Tea		
		Session 1 11.45 AM – 01.45 PM	Maintenance Service Registrars	Dr. C.Mohan Babu	Administrative Officer, Govt. Polytechnic, Ananthapuramu.
		01.45 PM – 02.45 PM	LUNCH BREAK		
		Session 2 02.45 PM – 04.45 PM	Maintenance Service Registrars	Dr. C.Mohan Babu	Administrative Officer, Govt. Polytechnic, Ananthapuramu.
2.	17.08.2022 (Wednesday)	Session 3 09.30 AM – 11.30 AM	CCA Rules / Conduct Rules 1964	Dr. C.Mohan Babu	Administrative Officer, Govt. Polytechnic, Ananthapuramu.
		11.30 AM – 11.45 AM	Tea Break		
		Session 4 11.45 AM – 01.45 PM	CCA Rules / Conduct Rules 1964	Dr. C.Mohan Babu	Administrative Officer, Govt. Polytechnic, Ananthapuramu.
		01.45 PM – 02.45 PM	LUNCH BREAK		
		Session 5 02.45 PM – 04.45 PM	CCA Rules / Conduct Rules 1964	Dr. C.Mohan Babu	Administrative Officer, Govt. Polytechnic, Ananthapuramu.

  
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S.No.	Date	Session Time	Topic	Resource Person	Details of Resource Person
3.	18.08.2022 (Thursday)	Session 6 09.30 AM – 11.30 PM	Establishment Matters	Sri. K.Subba Rao	Assistant Audit Officer, State Audit, Vijayawada
		11.30 AM – 11.45 AM	Tea Break		
		Session 7 11.45 AM – 01.45 PM	Pay Fixation- Teaching staff (UGC & CAS)	Sri. K.Subba Rao	Assistant Audit Officer, State Audit, Vijayawada
		01.45 PM – 02.45 PM	LUNCH BREAK		
		Session 8 02.45 PM – 04.45 PM	Pay Fixation- Non-Teaching staff	Sri. K.Subba Rao	Assistant Audit Officer, State Audit, Vijayawada
4.	20.08.2022 (Saturday)	Session 9 09.30 AM – 11.30 PM	Leave Rules	Sri. K.Subba Rao	Assistant Audit Officer, State Audit, Vijayawada
		11.30 AM – 11.45 AM	Tea Break		
		Session 10 11.45 AM – 01.45 PM	Leave Rules	Sri. K.Subba Rao	Assistant Audit Officer, State Audit, Vijayawada
		01.45 PM – 02.45 PM	LUNCH BREAK		
		Session 11 02.45 PM – 04.45 PM	Leave Rules	Sri. K.Subba Rao	Assistant Audit Officer, State Audit, Vijayawada

  
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S.No.	Date	Session Time	Topic	Resource Person	Details of Resource Person	
5	22.08.2022 (Monday)	Session 12 10.00 AM – 11.30 AM	Goods and Service Tax (GST)	Sri. G.Vishnu Teja Reddy	Central Excise Inspector, GST (Wing), Tirupati	
		11.30 AM – 11.45 AM	<b>Tea Break</b>			
		Session 13 11.45 AM – 01.45 PM	Goods and Service Tax (GST)	Sri. G.Vishnu Teja Reddy	Central Excise Inspector, GST (Wing), Tirupati	
		01.45 PM – 02.45 PM	<b>LUNCH BREAK</b>			
		Session 14 02.45 PM – 04.45 PM	Goods and Service Tax (GST)	Sri. G.Vishnu Teja Reddy	Central Excise Inspector, GST (Wing), Tirupati	
6.	23.08.2022 (Tuesday)	Session 15 09.30 AM – 11.30 AM	Comprehensive Financial Management System (CFMS)	Sri. P.Mallikarjun Reddy	SAO and Mentor-CFMS, Treasuries, Puttaparthi	
		11.30 AM – 11.45 AM	<b>Tea Break</b>			
		Session 16 11.45 AM – 01.45 PM	Comprehensive Financial Management System (CFMS)	Sri. P.Mallikarjun Reddy	SAO and Mentor-CFMS, Treasuries, Puttaparthi	
		01.45 PM – 02.45 PM	<b>LUNCH BREAK</b>			
		Session 17 02.45 PM – 04.45 PM	Comprehensive Financial Management System (CFMS)	Sri. P.Mallikarjun Reddy	SAO and Mentor-CFMS, Treasuries, Puttaparthi	

  
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S.No.	Date	Session Time	Topic	Resource Person	Details of Resource Person
7.	24.08.2022 (Wednesday)	Session 18 09.30 AM – 11.30 PM	Fundamental Rules (FR)	Smt. B.Kalyani	Assistant Audit Officer,, T.T.D., Tirupati
		11.30 AM – 11.45 AM	Tea Break		
		Session 19 11.45 AM – 01.45 PM	Fundamental Rules (FR)	Smt. B.Kalyani	Assistant Audit Officer,, T.T.D., Tirupati
		01.45 PM – 02.45 PM	LUNCH BREAK		
		Session 20 02.45 PM – 04.45 PM	District Officers’ Manual (DOM)	Smt. B.Kalyani	Assistant Audit Officer,, T.T.D., Tirupati
8.	25.08.2022 (Thursday)	Session 21 09.30 AM – 11.30 PM	District Officers’ Manual (DOM)	Smt. B.Kalyani	Assistant Audit Officer,, T.T.D., Tirupati
		11.30 AM – 11.45 AM	Tea Break		
		Session 22 11.45 AM – 01.45 PM	Disciplinary Procedures	Smt. B.Kalyani	Assistant Audit Officer, T.T.D., Tirupati
		01.45 PM – 02.45 PM	LUNCH BREAK		
		Session 23 02.45 PM – 04.45 PM	A.P. State and Subordinate Service Rules	Dr. C.Mohan Babu	Administrative Officer, Govt. Polytechnic, Ananthapuramu.

  
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S.No.	Date	Session Time	Topic	Resource Person	Details of Resource Person
9.	26.08.2022 (Friday)	<b>Session 24</b> 09.30 AM – 11.30 PM	Accounts: University Budget	Sri. Ravikrishna	Assistant Audit Officer, State Audit, Vijayawada
		11.30 AM – 11.45 AM	<b>Tea Break</b>		
		<b>Session 25</b> 11.45 AM – 01.45 PM	Annual Account Preparation	Sri. Ravikrishna	Assistant Audit Officer, State Audit, Vijayawada
		01.45 PM – 02.45 PM	<b>LUNCH BREAK</b>		
		<b>Session 26</b> 02.45 PM – 04.45 PM	Audit	Sri. Ravikrishna	Assistant Audit Officer, State Audit, Vijayawada
10.	27.08.2022 (Saturday)	<b>Session 27</b> 09.30 AM – 11.30 PM	Replies to Audit objections of AG Audit and State Audit	Sri. Ravikrishna	Assistant Audit Officer, State Audit, Vijayawada
		11.30 AM – 11.45 AM	<b>Tea Break</b>		
		<b>Session 28</b> 11.45 AM – 01.45 PM	Replies to Audit objections of AG Audit and State Audit	Sri. Ravikrishna	Assistant Audit Officer, State Audit, Vijayawada
		01.45 PM – 02.45 PM	<b>LUNCH BREAK</b>		
		<b>Session 29</b> 02.45 PM – 04.45 PM	RTA & Legal Matters- Drawing officer’s responsibilities	Sri. Ravikrishna	Assistant Audit Officer, State Audit, Vijayawada

  
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S.No.	Date	Session Time	Topic	Resource Person	Details of Resource Person
11.	29.08.2022 (Monday)	Session 30 09.30 AM – 11.30 PM	Pensions	Sri. V.Siva Reddy	DAO, Puttaparthi
		11.30 AM – 11.45 AM	Tea Break		
		Session 31 11.45 AM – 01.45 PM	Works Audit (M-Books, purchase orders, stationery)	Sri. V.Siva Reddy	DAO, Puttaparthi
		01.45 PM – 02.45 PM	LUNCH BREAK		
		Session 32 02.45 PM – 04.45 PM	Works Audit (M-Books, purchase orders, stationery)	Sri. V.Siva Reddy	DAO, Puttaparthi
12.	30.08.2022 (Tuesday)	Session 33 09.30 AM – 11.30 PM	Imposing penalties, Reinstate to Service and payment of back wages	Dr. C.MohanBabu	Administrative Officer, Govt. Polytechnic, Ananthapuramu.
		11.30 AM – 11.45 AM	Tea Break		
		Session 34 11.45 AM – 01.45 PM	Regularization of Suspension Period	Dr. C.MohanBabu	Administrative Officer, Govt. Polytechnic, Ananthapuramu.
		01.45 PM – 02.45 PM	LUNCH BREAK		
		02.45 PM – 04.45 PM	Objective Examination & Valedictory		

  
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