



KERALA STATE ELECTRICITY BOARD LIMITED

Reg.Office: Vydyuthi Bhavanam, Pattom, Thiruvananthapuram-695 004, Kerala
Website: www.kseb.in. CIN:U40100KL2011SGC027424

POWER ENGINEER'S TRAINING AND RESEARCH CENTRE (PETARC),
Moolamattom P.O., Idukki Dist., Pin - 685 589, Website: petarc.kseb.in

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No. PET – 108/2024-25/36

19th April 2024

NOTICE

Training Programs for the month of May 2024 at PETARC – Inviting nominations of Trainees

The following training programs are proposed to be conducted at PETARC, Moolamattom during the month of **May 2024**. The contents given in the topics are tentative only. Final contents will be issued on the first day of the training. Suggestions are invited from the nominees about topics to be included or excluded in the training program. Provision for the same is included in the Google Form for submitting the nomination. The valuable and relevant suggestions submitted by the majority in the Google form will be considered while finalizing the contents in the schedule.

Sl No	Name of the Program	Training dates	Topics	Credit Points
1	Tendering (All officers)	02.05.2024 to 04.05.2024	<ul style="list-style-type: none">• Estimate Preparation• Procedure to invite Tender• Execution of Works & measurement book• E-Tendering.	1
2	Capacity Building on Accounting & Auditing (All officers)	06.05.2024 to 10.05.2024	<ul style="list-style-type: none">• Functions of Regulatory Commission, Preparation of ARR&ERC, Tariff determination• Basic principles of accounting, Annual accounting rules and ARU accounting• Preparation of estimates, Contract & Tender formalities, Execution and Measurement of work, Preparation and auditing of work bills.• Material Management and store accounting -ERP• IT, GST, Welfare Fund, Reconciliation of collection accounts and disbursement accounts	2
3	Software Modules and Updates (All Engineers Ele)	07.05.2024 to 09.05.2024	<ul style="list-style-type: none">• Samagara• E- office• Distribution SCADA	1

4	Long Term Statutory Training Program for in-service Sub Engineers and newly recruited Sub Engineers (Generation Module only) Phase 3 (In-service SEs (RPTI Kozhikode Batch)	13.05.2024 to 18.05.2024	Certification under regulations 7 and 8 of CEA (Measures relating to safety and Electric Supply), Regulations, 2010	6
5	Orientation Training Program for Assistant Engineers (Ele)	20.05.2024 to 25.05.2024	<ul style="list-style-type: none"> • Overview of Indian Power Scenario, Role of Regulators and Delegation of powers • General Awareness on various in house software Applications in KSEBL • Role of Assistant Engineer in Administration and work. Electricity Act 2003 & Disciplinary Proceedings • Success in Leadership 	3
6	Orientation Training Program for Assistant Executive Engineers (Ele)	27.05.2024 to 01.06.2024	<ul style="list-style-type: none"> • Overview of Indian Power Scenario, Power Policy, Role Regulatory Commissions and CEA. • Role of Assistant Executive Engineer in Administration and Work • General awareness on various in house software applications in KSEBL • Disciplinary Proceedings and Office Management • Electricity Act, 2003 and other General Laws • Stress Management 	3

Sl. Nos. 1 to 3&5 to 7 :- Officers who would like to attend these Training Programs, may forward their nominations and suggestions on topics through the controlling officers so as to reach PETARC at the earliest.
(Google form link :- <https://forms.gle/GDjiWnGYEc429RxH6>) / (Email:- petarckseb@gmail.com)

Please note that those who are selected from the nominations will be intimated in due course.

Sd/-

DEPUTY CHIEF ENGINEER
PETARC, Moolamattom

Copy Submitted to : The Chief Engineer (HRM), KSEBL, Thiruvananthapuram