

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 – 108/2024-25/78

14th May 2024

NOTICE

Training Programs for the month of June 2024 – Inviting nominations of Trainees

The following training programs are proposed to be conducted at PETARC, Moolamattom during the month of **June 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	Switch Gear and Transformer maintenance of EHV Substations <i>(All Engineers Ele)</i>	03.06.2024 to 07.06.2024	<ul style="list-style-type: none">• Basic Power Engineering• Transformer maintenance• Switchgear maintenance• Transformer, Bus, Feeder and E/F Protection• Communication and Battery System	3
2	Orientation Training Program for Executive Engineer <i>(Exe. Engineer Ele & Civil)</i>	10.06.2024 to 14.06.2024	<ul style="list-style-type: none">• Managers with Business Out look• Overall awareness of ARU management• SAMAGRA• Disciplinary Proceedings, Leave Rules• General Laws for public servant• Stress Management	3
3	Capacity building on Statutes and Regulation <i>(All officers)</i>	11.06.2024 to 13.06.2024	<ul style="list-style-type: none">• CEA Regulation• Electricity Act 2003• Kerala Supply Code, 2014• General Laws for public servant	2

4	Capacity Building on Accounting & Auditing (All officers)	18.06.2024 to 22.06.2024	<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
5	E-tender, Tender evaluations, PQ documents, Tendering procedures (All officers)	19.06.2024 to 21.06.2024	<ul style="list-style-type: none"> • Tender document Preparation • E tender and Procedures • Tender Evaluation • PQ Documents Preparation • Tender finalization 	2
6	Orientation Training Program for Assistant Executive Engineers (Ele) All Newly promoted AEE (Ele)	24.06.2024 to 29.06.2024	<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 6 :- 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.

S/D
DEPUTY CHIEF ENGINEER
PETARC, Moolamattom

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