



From
The Chief Engineer (Trg),
Corporation Training Institute,
TGTRANSCO, GTS Colony,
Hyderabad.

To
All functional Heads/VS/TGTRANSCO
All CEs/SEs/Zones/TGTRANSCO

Lr.No.CE(Trg)/SE(CTI&Eng)/DE(T&D)/ADE(I)/F.Calendar /D.No. 25 /25, Dt:22.01.2025.

Sir,

Sub: TSTRANSCO – CTI Conducting Training Programs at CTI – Schedule for
the month of February 2025 –Request for nominations-Regarding.

1. It is to inform that, the list of training programs scheduled for the month of February 2025 is enclosed in the Annexure-I.
2. All the functional heads are requested to nominate employees under their control as per the targets mentioned in the Annexure-II
3. All the training programs are residential.
4. All the participants may be allowed to draw TA&DA as per rules and procedures in vogue.
5. All the participants may be directed to report for the training program at CTI on the day of commencement by 09:00AM (for SAP training program by 08:30 AM) and be punctual during the training program.

Encl: Annexure-I and II

Yours faithfully,

Chief Engineer (Training)
CTI/ TGTRANSCO / Hyderabad.

Copy to:

PS to the Joint Managing Director (Finance, Comml. & HRD)/ TSTRANSCO/ VS/ Hyderabad.

ANNEXURE-I

**CORPORATE TRAINING INSTITUTE
TRAINING CALENDAR FOR THE MONTH OF FEBRUARY 2025**

Sl. No	Training programme / [Targetted Cadre]	Min. Batch Size	No of days	Co-ordinator	Transcos / (Target)	From	To
1	5-Day Training program for Artisan Grade-II working in Substations	30	5	DE/CTI	TGTRANSCO (30)	04.02.2025	08.02.2025
2	Refreshers Course for Junior Accounts Officers	30	3	DE/CTI	TGTRANSCO (30)	10.02.2025	12.02.2025
3	3-Day Training program for Artisans working in Telecom	30	3	DE/CTI	TGTRANSCO (30)	11.02.2025	13.02.2025
4	3-Day Training Program on "Best Practices in Power Transmission" sponsored by M/s REC Ltd		3	DE/CTI	TGTRANSCO	17.02.2025	19.02.2025
5	4-Day Training program for Artisan Grade-I working in Substations	30	4	DE/CTI	TGTRANSCO (30)	19.02.2025	22.02.2025
6	4 Weeks Hands on Training for Assistant Engineers recruited in 2020 batch (20 Members)	20	24	DE/CTI	TGTRANSCO (20)	12.02.2025	13.03.2025

- Note:
1. Participant can be deputed by HODs even for programmes for which targets have not been given, if necessary. However, the participant profile may pl. be adhered to.
 2. Participants may be advised to attend the training programmes alone and not with family members since accomodation will be provided only for participants at CTI.
 3. **Contact nos. & E-mail IDs of the nominated employees may please be given in the nomination letters for**
 4. Participants shall invariably quote their employee ID's in the registration form in CTI.
 5. Participants are not allowed inside the classroom after 9:00 A.M.


 Chief Engineer (TRG)
 CTI :: TGTRANSCO :: Hyderabad

ANNEXURE-I

3

CHIEF ENGINEER

CHIEF ENGINEER