



**RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LTD.**  
**(AN ISO 9001-2008 CERTIFIED COMPANY)**

**OFFICE OF THE SECRETARY (ADMN.)**

Registered Office: Vidyut Bhawan, Janpath, Jaipur-302005(India)

No.RVPN/Secy(Admn.)/F. /D. 34

Date 21.7.16


**OFFICE-ORDER**

Following members committee is constituted to study the proposals & to frame new modules of Induction and refresher training program for RVPN employees :

1. The Director (Operation)
2. The Director (Technical)
3. The Chief Controller of Accounts
4. The Chief Engineer (LD)
5. The Superintending Engineer (MIS)

The Secretary (Admn.), RVPN, Jaipur is the convenor of the above committee.

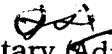
This bears the approval of the CMD, RVPN.

  
Secretary (Admn.)  
RVPN, Jaipur

The copy of proposals for induction and refresher trainings programs are enclosed for your kind knowledge and for modifications/suggestions/any policy to discuss in the meeting to the following:-

1. The Director (Operation), RVPN, Jaipur.
2. The Director (Technical), RVPN, Jaipur.
3. The Chief Controller of Accounts, RVPN, Jaipur.
4. The Chief Engineer (LD), RVPN, Jaipur.
5. The TA to CMD, RVPN, Jaipur for appraisal of the CMD .
6. The Superintending Engineer (MIS), RVPN, Jaipur for above and also to upload the same on RVPN Website.

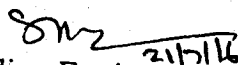
Encls : As above

  
Secretary (Admn.)  
RVPN, Jaipur

Copy also to the following with request to send their proposals through the respective Directors with due discussions with field officers :-

1. The Chief Engineer (T&C/MPS&T/Proc./Contract/NPP&R/PPD/Civil), RVPN, Jaipur/Jodhpur/Ajmer.
2. The Joint Director Personnel, RVPN, Jaipur.

Encls : As above.

  
Superintending Engineer (HRD & Trg.)  
RVPN, Jaipur

OFFICE OF THE  
S.E. (MIS & IT)  
R.R. NO. 330  
Date 21/7/16

## कार्यालय टिप्पणी

### Sub : Proposals for development of human resources in RVPN through in-house trainings.

The restructuring of all the wings of RVPN has been made vide order No.338 and 339 dated 31.3.2016 of the Secretary (Admn.), RVPN, Jaipur & various creations and abolitions are made.

The new post of the Superintending Engineer (HRD and Training) created under the control of the Secretary (Admn.), RVPN, Jaipur. The human resource is a valuable asset for the success of the any institution/organisation and it requires interaction and training for acquaintance with the new technology, new ideas, and new management skills etc. from time to time. A brief note is as under put up about what is doing for training in present and what is to be proposes to do new initiatives for future for the consent/guidance and approval of the management.

**Part "A"** Present Induction/Refresher Courses which are conducted under the Chief Engineer (IT & Trg) by the XEN(Trg.) at Officers Training Centre, JMC Building, Jaipur for RVPN :-

#### 1. INDUCTION TRAINING PROGRAMMES

- i. Induction Training Programme for JEN (Elect.)  
Days-16 Annexure-I
- ii. Induction Training Programme for Jr.Acctt./Acctt. -  
Days 5 Annexure-II
- iii. Induction Training Programme for Accounts Officers' of  
all power sector companies of Rajasthan  
Days 12 Annexure-III
- iv. Induction Training Programme for Personnel Officers'/  
APOs of all power sector companies of Rajasthan  
Days 9 Annexure-IV

#### 2. REFRESHER TRAINING PROGRAMMES :

- i. Refresher Training Programme for JEN (Civil)  
Days 5 Annexure-V
- ii. Refresher Course on computer fundamental  
Days 7 Annexure-VI
- iii. Refresher Course on Finance for Finance Person  
Days 5 Annexure-VII
- iv. Refresher Course on Finance for Non-finance Person  
Days 5 Annexure-VIII
- v. Refresher Course for LDCs/UDCs on General  
Administration & Establishment  
Days 5 Annexure-IX
- vi. Workshop on CPF/GPF and Terminal Benefits  
Days 2 Annexure-X
- vii. workshop on RH Act  
One day Annexure-XI
- viii. Protection Wiring, Transformer Testing and  
Maintenance for AEN/JEN  
Days 10 Annexure-XII

**Part-"B"** : Proposed training programme for newly recruited and working officers/officials of RVPN under SE(HRD & Trg.)in control of Secretary(Admn.) by the XEN(Trg.) at Officers Training Centre, JMC Building, Jaipur .

- i. Induction Training Programme for JEN (Elect.) - Days 15  
The 15 working days programme as following :

#### Day-1

- Technical specifications, erection and maintenance of 132 kV CB & 33 kV CBs.
- Technical specifications, erection and maintenance of 132 kV CT & 33 kV CTs

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- Technical specifications, erection and maintenance of 132 kV PT & CVT and 33 kV PT & CVTs.
- Technical specifications, erection and maintenance of 132 kV LA & 33 kV Las.

### Day-2

- Earthing maps, earthing of equipments, earthing during work and issue of PTW.
- Technical specification and know about 33 kV and 132 C&R panels and its relays
- Technical specification of 132/33 kV EHV transformers and 33/0.4 Sub-station transformer.
- Operation and maintenance of transformers.

### Day-3

- 132 kV and 33 kV bus erection, importance of bus coupler, bus bar protection.
- Technical specification, erection, operation & maintenance of shunt capacitor and series capacitor.
- Operation & maintenance of capacitor bank, bus and line reactors.
- Land issues- acquisitions, allotment, possession, mutation, lease dead, UD tax, right of way etc.

### Day-4

- Basic concept of protection, control wiring, preparation and study of wiring schedule.
- Demonstration on typical cable schedule and wiring for different protection schemes, reading of wiring, drawings and preparation of cable schedule accordingly.
- Hands on practice on CT & PT.
- Hands on practice on wiring of CT/PT.

### Day-5

- Hands on practice on wiring on CBs
- Hands on practice on wiring on C/R panels.
- Technical specifications, installation of conventional and VRLA batteries, battery charges and rectifiers.
- Demonstration and practical on battery, battery charger, leakage of DC.

### Day-6

- Demonstration on LA, isolator and their maintenance schedule.
- Grid Code
- Operation of OLTC, OSR relay and its demonstration.
- Demonstration on 132 kV ABB make pneumatic type circuit breakers.

### Day-7

- RPPP Act and procurement procedures.
- Highlight of turnkey projects, PPP project, Case-1 & Case-2, ADB and KfW projects.
- CLRC and NIT procedures and their key points.
- RTI and ISO documentation.

### Day-8

- Safety, First Aid and artificial respiration.
- Highlights of various protection schemes, features of relays.
- Theory of testing of transformers, CT, CVT.
- Practical on Testing.

### Day-9

- Disaster Management and fire fighting
- EHV lines, its maintenance and patrolling.
- Identify bottle neck of system, site issues, evaluation and solutions.
- Maintenance of records of GSS and updation of information with computer operations.

### Day-10

- Theory of testing of CB, LA, Bus bar, Earth mesh resistance, Earth resistivity, Contact resistance etc.
- Practical on above testing.
- Knowledge about Electricity Act 2003, RERC and SLDC

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- Supply and shutdown management, restoration of supply in emergency condition.

### Day-11

- MS Excel Introduction. Data type & entering data with practice
- Editing work book,
- Formula & function
- Formatting- work sheet

### Day-12

- MS Word, formatting, mail merge and page setup etc.
- Table, bulleting and other relating features.
- Power presentation, slide formation and slide show
- Web browsing and email account creation.

### Day-13

- Visit to 400/220 KV GSS Heerapura
- Visit to LD, Heerapura
- Visit to Transformer repair shop, Heerapura

### Day-14

- PCB, Imprest, Short duration advance
- TA Rules and Conveyance Allowances Rules
- House Rent Allowance, Quarter Rent Deduction Rules
- Medical Attendance Rules

### Day-15

- Primary knowledge and civil work: equipment foundation, tower foundation, building and C&R etc.
- Awareness about PLCC
- Open discussion of various field problems with CE (T&C), CE (IT), Accounts Wing and other higher management.
- Feedback & valediction

## **II. Induction Training Programme for Jr.Acctt./Acctt. - 8 days** The 8 working days programme as following :

### **Day-1**

- Power companies and role of accounts wing.
- RTPP Act 2012 & 2013 and applications in power sector companies.
- Purchase Manual

### **Day-2**

- NIT and e-tendering
- RTI
- Delegation of power of officers of power companies and concurrence/vetting
- Preparation of budget estimates of revenue and expenditure, appropriation and re-appropriation

### **Day-3**

- General conditions of service, appointment, foreign service, deputation.
- Annual accounting at corporate and circle level and trial balance, its schedule, accounting code.
- PCB, imprest, short duration advance, handling of cash and reconciliation.
- GPF and pensionary benefits.

### **Day-4**

- Execution of projects and T&C works.
- AG and internal audit.
- Salient features of PWF&R and civil works.
- Store accounting and auction of obsolete material.

### **Day-5**

- Income tax, service tax, VAT, WCT, TDS etc.
- CPF, EPF and pensionary benefits.
- TA Rules, Conveyance rules, ACP, pay fixation.
- Service Regulations of officers, engineers & ministerial staff.

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### Day-6

- Kinds of leave, preparation of salary TDS and tax audit.
- House rent allowance, accommodation related rules
- Reconciliation of TWC, net salary payable in account, unpaid salary and sundry debtors by AO, inter account, accounting of cash and bank transaction, CPC and Circle AO
- Service Regulations of technical and non-technical workmen.

### Day-7

- Medical Attendance Rules.
- Disciplinary proceeding
- Electricity Act-2003
- Role of RERC

### Day-8

- Funds management
- SAP-ERP, IMIS and other information.
- Session continued
- Feedback and valediction

### III. Refresher Course for AEN/JEN - Days 5 The 5 working days programme as following :

#### Day-1

- Purchase Manual
- PCB, Imprest and short duration advance
- Delegation of powers to various officers.
- Store Accounting

#### Day-2

- Medical Attendance Rules
- TA Rules and Conveyance Allowance rules
- House Rent Allowance and quarter rent deduction rules.
- Kinds of leave as per ESR 1964. Income Tax Act, 1962

#### Day-3

- Protection system and relay testing alongwith SCADA.
- Testing Transformer, circuit breaker, CTs, CVT, Las & RVT etc.
- Battery and battery charger
- Technical specification, erection, operation & maintenance of transformer and its testing

#### Day-4

- Maintenance of Transformer, circuit breaker, CVT, CT & PT as per manual.
- Operation of capacitor bank/OLTC.
- Different types of switching schemes and substation structures.
- Basic Concept of protection and control wiring, assessing cable requirement, preparation of cable and wiring schedule.

#### Day-5

- Technical specifications, erection and maintenance of 132 kV CB & 33 kV CBs.
- Maintenance schedule of circuit breaker.
- SAP-ERP, IMIS and other information.

### IV. Refresher Course for Protection Wiring, Transformer Testing and Maintenance - Days 3

The 3 working days programme as following :

#### Day-1

- Basic features of transformer, circuit breaker, CVT, CT & PT and LA etc.
- Testing of Transformer
- Basic Concept of protection and control wiring, assessing cable requirement, preparation of cable & wiring schedule
- Demonstration on typical cable schedule, including, Demonstration of wiring for different protection schemes, understanding wiring drawing and preparation of cable schedule

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### **Day-2**

- Operation of different type of relays.
- C&R panel and its wiring.
- Relay setting and their testing.
- Fault analysis.

### **Day-3**

- Basic protection system.
- Different type of switching schemes.
- Understanding of different type of equipments and their ratings.
- Battery and battery charges.

### **V. Refresher Course for JEN/AEN of Civil - Days 3** The 3 working days programme as following :

#### **Day-1**

- SAP-ERP, IMIS and other information.
- Design of Structures.
- Mix Design and General Construction
- Practice.

#### **Day-2**

- Earth Quack Impact in Civil Engineering Structures.
- Rainwater harvesting.
- RTI Regulations.
- Disaster Management.

#### **Day-3**

- Tender accounting and process.
- Importance of Quality Control and Quality Assurance on Project.
- General discussions on establishment matters like Leaves, Income Tax, Rules, Medical Rules etc.
- Land escaping & Building Planning.

### **VI. Refresher Course of Jr. Accountant/Accountant - Days 3** The 3 working days programme as following :

#### **Day-1**

- Purchase Manual
- Procedure for Tendering and e-procurement.
- RTI Act
- RTPP Act 2012 & 2013

#### **Day-2**

- AG and internal audit.
- Income tax, service tax, VAT, WCT, TDS etc.
- Terminal benefits : CPF, GPF, EPF, Gratuity, Commutation & pension etc.
- General accounting and store accounting

#### **Day-3**

- Service regulations of officers/ministerial staff
- Kinds of leave as per ESR 1964, preparation of salary and deduction of tax from the salary
- Reconciliation of TWC/salary/sundry deposits.
- GF&AR and delegation of powers to the officers.

### **VII. Refresher Course of LDCs/UDCs - Days 3** The 3 working days programme as following :

#### **Day-1**

- Employee Conduct regulation 1976 & CCA rules 1962.
- SAP-ERP, IMIS and other information.
- Preparation of salary and deduction of taxes.
- Purchase Manual and delegation of powers to the officers.

#### **Day-2**

- PCB, Imperest, Short duration advances.
- TA rules, HRA Rules, determination and Medical Attendance Rules.
- How to handle Court Cases and Disciplinary Proceedings.
- Store Accounting

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### Day-3

- **ESR- 1964:** General conditions of service. Appointment, deputation, suspension, reinstatement, dismissal, termination etc
- **ESR-1964:** Various kinds of leave including leave to persons appointed on contract. Special pay, increment, joining time, fixation of pay at various stages Reg. 24,26 & 27, Bonus, Honorarium etc.
- CPF, GPF
- DLI, Gratuity and commutation
- Practical on Pension, Gratuity and Commutation

### **VIII. Basic Course on computer fundamental - Days 5**

The 5 working days programme as following :

#### Day-1

- Fundamental
- Key Board Lay-out, File & Folder
- Window practice
- MS Word Introduction Typing / Editing File Operations and Practice

#### Day-2

- Find and Replace, MS Word: Formatting
- Table with practice,
- Mail merge and Practice
- Insert object header footer. Auto correct, spell checker, printing & Practice

#### Day-3

- MS Excel Introduction. Data type & entering data with practice
- Editing work book,
- Formula & function
- Formatting- work sheet

#### Day-4

- Sorting , filter of data, Printing
- Creating Chart with Practice
- Advance function & formulas
- MS Excel Practice and its solution

#### Day-5

- Power point introduction, Opening of new file
- Formatting Slide, Slide Master & Slide show
- Internet surfing & e-mail with practice
- Scanning & C.D BURN, Recent Computer Hardware Trends

### **IX. Refresher Course for Personnel Officers - Days 3**

The 3 working days programme as following :

#### Day-1

- Welfare scheme, including Preferential Appointment, Annuity, Ex-gratia. etc.
- Rajasthan Service Rules
- Arbitration Awards & Agreements
- RSEB Employees ( CC&A) Regulations & Conduct Regulations

#### Day-2

- Technical Workmen Service Regulation, 1975
- Role & Responsibilities of Employers under the ESI Act,1948
- RTI Act,2005
- Provisions regarding DPC, ACRs & Reservation Policy

#### Day-3

- Labour Litigation in Power Sector Companies and Contesting of cases before the LC & IT
- Employees Service Regulation,1964
- Role & Responsibilities of Employees under PF Act
- Disciplinary action against technical workers

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4.

The above proposed training programmes are submitted for your kind perusal with request to send above training program to head of the departments of technical, non-technical & finance wing to invite their valuable suggestions, modifications and other changes in programme/policy with contents. These suggestions/contents may be invited by concerned HOD after constitute a proper committee on the above Induction and refresher training programmes pertains to their wing within one month. They may also be requested to provide their best officers who can provide lecture and practical training on their field with the required equipment for practical training and study material.

Submitted for guidance and approval please.

*Sir*  
18/7/16  
SE (HRD & Trg.)

5.

Secretary (Admin.) Sir,

*Sr.*

*Page 1/a to 4/a for perusal.*

*We may constitute a committee including  
Director (C), Director (T), CCOA, CE L.D, S.E.MIS  
and Secretary (Admin) as convenor to finalize the  
training programme both induction and refresher  
and to suggest ~~the~~ training module/techniques.  
for app. by*

*24/7/16  
19/7/16*

*21/7/16*

*CMD Sir*

*21/7/16*

*20-7-2016  
24/7/16  
20/7/16*

*Secy/AT*

*SE (HRD)*

*XEn (HRD) / XEn (Trg)*

*Letter has been prepared and submitted for your kind perusal, approval pl. put up for signature.*

*SE (HRD & Trg)*  
*21/7/16*

*21/7/16*

*Secretary (Admin)  
SE (HRD) — Sent to all concern with copy of this file  
XEn (Trg)*  
*21/7*



राजस्थान राज्य  
विद्युत प्रसारण  
निगम लिमिटेड

कार्यालय टिप्पणी