

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

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No.T1/812(40)/2017-R&T

Office of the VC & MD
RTC House, Vijayawada,
Dt.25.04.2017

To
The Principals,
Zonal Staff Training Colleges,
A.P.S.R.T.C.
NLR, KRNL, VJA & VZM.

Sub: **TRAINING** – Review of Training modules on 24.04.2017 by VC & MD at RTC House, Vijayawada – Conducting of Special Training programme to the women Employees at Zonal Staff Training Colleges – Communicating module – Reg.

During the course of meeting of all EDs, HODs of Head Office and Principals of ZSTCs/TA on 24.04.2017 at RTC House, Vijayawada, VC & MD reviewed the modules of various training courses prepared by the Training Department in the Common Annual Training Calendar for the employees for the Year 2017-18.

VC & MD opined that the issues and problems faced by the female employees need to be taken up besides educating them on the Welfare measures provided to them by the Corporation. It is directed to conduct Special Training program to the women employees at Zonal Staff Training Colleges.

In compliance to the orders of VC&MD all the Principals are advised to conduct training programme for the women employees of the Corporation.

It is advised that **one such program be conducted every quarter** during the training year 2017-18. A training module is drafted duly covering the following subjects:

1. Broad scenario of the Corporation
2. Welfare measures extended by the Corporation for women employees in specific and other welfare measures in general.
3. Duties and responsibilities
4. Issues faced by the women employees in the course of discharge of their duties
5. Health & Nutrition
6. Group discussion
7. Personal finance planning.
8. Positive thinking

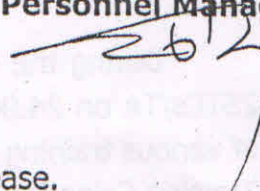

The training module for Two days is sent herewith.

All the Principals of ZSTCs are advised to take necessary action for conducting Special Training programme to the women employees in the following cadres and report compliance.

- | | |
|-----------------|------------------------------|
| 1. OPD | - Conductor to Supdt. |
| 2. MED | - Dy.Supdt. & Supdt. |
| 3. AD, PD & SPD | - Jr.Asst. to Supdt. |
| 4. Security | - Constable & Head Constable |

Encl: As above

Chief Personnel Manager



Copy submitted to ED(A & P) : for favour of information please.

Copy submitted to all EDs of Zones : for favour of information please.

MODULE FOR TWO DAYS SPECIAL TRAINING PROGRAMME TO THE WOMEN EMPLOYEES (in the categories of Cond., ADC/Controller, DC/TI-III) AT ZONAL STAFF TRAINING COLLEGES

DAY	10.00 Hrs. to 12.15 Hrs.	12.15 Hrs. to 13.45 Hrs.	14.15 Hrs. to 15.45 Hrs.	16.00 Hrs. to 17.30 Hrs.
1st DAY	Broad scenario of Corporation 1. Operational performance - Financial performance 2. Challenges faced by the Corporation in present day competitive environment 3. Our Role and Concern	Welfare measures extended by the Corporation for female employees in specific and other Welfare measures in general	Duties & Responsibilities of the employees in various categories	Issues faced by female employees in the course of discharge of their duties
		12.15 Hrs. to 13.45 Hrs.	14.15 Hrs. to 15.45 Hrs.	16.00 Hrs. to 17.30 Hrs.
		Work life balance & Positive thinking	Personal Finance Planning	Group Discussion & Feed back
2nd DAY	10.00 Hrs. to 12.15 Hrs.	12.15 Hrs. to 13.45 Hrs.	14.15 Hrs. to 15.45 Hrs.	16.00 Hrs. to 17.30 Hrs.
	Health & Nutrition	Work life balance & Positive thinking	Personal Finance Planning	Group Discussion & Feed back

Aswathi
26/04/17