3.1. IN-HOUSE TRAINING PROGRAMMES FOR REC EMPLOYEES AT RECIPMT CAMPUS

RECIPMT proposes to organize following training programmes for the Executives of REC Ltd. as classroom programs and open to all employees as per training need.

S. No	Name of the Programme	Brief Contents	No. of Days
1	**Purchase Procedures and e-procurement through GeM**	Purchase Canons, REC Purchase Procedures – Tender Document Development - Vendor Rating and Vendor development – Contract Management and Managing Risk – e-procurement – GEM Portal – Hands on Experience on GEM portal & Tender Wizard	3 days
2	**Finance for Non-Finance Executives**	Finance important Terms, Accounting and Budgeting, cashflow, Budgeting, Balance Sheet understanding, Ratios, Fund Raising and Disbursements, Risks and Risk Mitigation	3 days
3	**RDS Scheme and Smart Metering Technologies & Applications**	Revamped Distribution Scheme, Smart Metering and Augmentation of Distribution Infrastructure, Regulations & Standards, Installation and System Integration (HES, MDM), Energy Management & Reduction of losses, Distribution Performance Matrix	3 days
4	**Project Appraisal & Loan Documentation**	**Project Appraisal:** Entity Appraisal, DPR Analysis, Financial and Technical Project appraisal of T&D schemes, Generation, Renewable Projects & other new projects, etc. & Legal Due Diligence of Project. **Loan Documentation**: Sanction Letter; Loan documentation – Alternate securities, Loan agreement/ Bulk hypothecation deed/Tripartite Escrow Agreement/Bulk Guarantee deed/ Board resolutions and checklist for documentation; Procedure for hypothecation of assets – Types of mortgage, Due diligence verification of Escrow cover; Filing of charge/creation of charges with ROC, etc.	3 days
5	**ERP**	**Project Module -** Project Classifications, Billing Account, Workplan, Budget, creating a cashflow Budget, Generating Scheme Code, Appraisal Checklist (PO & CO) - **Claim Module -** Entering Claim, Claim Checklist, Viewing history of Claim Approval - **Loan Module** - Billing programme, Steps to upload Interest Circular, Update interest rate for Disbursement, Prepayment/Paying off a Loan - **AP module** - Creating Invoice- Matched/without matching to PO/Receipt, Prepayment, Payment Enquiry, Supplier Balance, Supplier Entry, make payment - **AR Module** - Create Transaction in Batches, Credit Memos, Receipt in batches, adjustment of Invoice, Creating GST invoice - **GL Module -** Journal Posting, Journal Inquiry, Journal Reversal, Account Enquiry, Budget Journal, Budget Enquiry, Actual Vs Budget Enquiry, Trial Balance & Reports	3 days
6	**Advanced MS Excel & PowerPoint**	**MS EXCEL:** Formatting worksheet, working with multiple worksheets, Various types of excel functions, excel validation (filters and grouping in excel), Pivot table, creating charts & graphs in excel **MS POWER POINT:** Slides & Layout, Text & Tables, Pictures & Graphics, Present slideshows, Animations. Business Presentation	

3.2. IN-HOUSE TRAINING PROGRAMMES FOR REC EMPLOYEES AT OFF CAMPUS

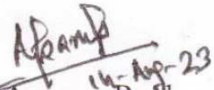| S. No	Name of the Programme	Brief Contents	No. of Programmes	No. of Days
1	**Leadership and Communication skills**	Leadership Styles & Methods, Role of a leader in empowering people, Effective & Managerial Communication, building clarity and confidence, Transformational Leadership, how to become Super-effective team-player/team-leader in crises, overcome rejection, creating enthusiasm & motivation & Building result-oriented team, Managing Group Dynamics.	One Batch for Senior Level & One Batch for middle level Executives	2/3 days
2	**Financing of Infrastructure projects**	Introduction to Infrastructure financing, Practices in India & Global overview, Characteristics of Infrastructure Projects, Contributions to national growth, Limitations of Traditional Procurement Process, Need of Public Private Partnerships, Sources of Financing Infrastructure Projects- Public Finance, Private Finance, Financial Instruments for Funding Infrastructure Projects, Project Finance, Security Package, Preparing Financing Plan, Financial Modelling, Risks Associated with Various Infrastructure Projects- Risk Management, Risk Identification, Risk Assessment, Risk Allocation, Risk Mitigation. Case Studies and Discussions	One Batch for Senior Level & One Batch for middle level Executives	2/3 days
3	**Behaviour Skills & Team Building**	Behavioural issues at workplace, Effective methodologies for improving behaviour, Productive interaction for better performance, Effective Communication skills, Group Dynamics & Team building, Conflict Resolution, Enhancing Leadership qualities, Values actualization, managing attitude towards work, building successful Teams, Managerial Communication, Building Effective Interpersonal Relations.	Two Programmes for Junior level Executives	3 days

Date:14-Aug-2023

Circular/ HR-No. 51/ 2023

Subject: - Nominations for training programme organized by RECIPMT, Hyderabad-Reg.

RECIPMT Hyderabad is organizing the following training programmes for regular employees of REC Limited.

Sl. No	Name of the Program (Classroom)	Duration (03 Days)	Last date of Submission of Nominations
1	Project Appraisal & Loan Documentation	04-06 Sep 2023	28-Aug-23
2	RDS Scheme and Smart Metering Technologies & Applications	25-27 Sept 2023	18-Sep-23
3	Enterprise Resource Planning (ERP)	04-06 Oct 2023	26-Sep-23
4	Purchase Procedures and e-procurement through GeM	01-03 Nov 2023	25-Oct-23
5	Finance for Non –Finance Executives	13-15 Dec 2023	06-Dec-23
6	Advanced MS Excel & PowerPoint	08-10 Jan 2024	01-Jan-24

The brochures of the programmes are enclosed. Interested employees may submit their nominations through respective HoDs to HR Division on or before prescribed dates.

Dr Aparup Paul
General Manager (HR)

Encl.: (As above)

Ref No:34/2/2006/HR/Training/ 1982

Distribution:
1. Notice Board – NIC e-Office
2. HoD (IT) – with a request to upload this Circular on REC Intranet.
3. Office copy / Master file.

Regional Offices: Bengaluru, Bhopal, Bhubaneswar, Chennai, Dehradun, Guwahati, Hyderabad, Jaipur, Jammu, Kolkata, Lucknow, Mumbai, Panchkula, Patna, Raipur, Ranchi, Shimla, Thiruvananthapuram & Vijaywada

State Offices : Vadodara, Varanasi

Training Centre : REC Institute of Power Management & Training (RECIPMT), Hyderabad

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3 DAYS IN-HOUSE TRAINING PROGRAMME (CLASSROOM) FOR REC EMPLOYEES ON

"PROJECT APPRAISAL & LOAN DOCUMENTATION"

04th - 06th September 2023

Organized by:
REC INSTITUTE OF POWER MANAGEMENT AND TRAINING (RECIPMT), HYDERABAD
of
REC Limited (A Govt. of India Enterprise)

INTRODUCTION

Project appraisal is the systematic process by which a financial institution makes an independent and objective assessment of the various aspects of the investment proposition for arriving at a financing decision. Project appraisal consists of financial analysis, risk assessment, feasibility analysis and cost benefits analysis of various aspects of a proposed project to adjudge its viability.

Financial institutions appraise a project considering the technical, financial, economic and regulatory & legal considerations. Technical feasibility refers to evaluating and assessing the associated technologies in the proposed project to build a final framework within the prescribed norms. The project appraisal under financial analysis involves evaluating the financial viability, revenue projections, cost estimation, cash flow analysis and financial sustainability over its life cycle. The spirit of due diligence of the appraisal lies in identifying techno, commercial, regulatory aspects of the projects and factoring the same in appraisal process. Social cost benefit analysis involves project's social and community impacts. This analysis assess the project's effects on employment, public services and overall welfare.

Loan Documentation is a collection of legal and financial documents required to complete the lending process and establish a Common Loan Agreement (CLA) between a Lender and the Borrower. It consists of specific conditions, precedents, affirmative covenants, negative covenants, events of defaults, indemnities etc. The remedial actions in any event of default or dispute will be based on loan documents executed.

The loan disbursal process will commence only upon compliance of stipulated pre-commitment and pre-disbursement conditions. Loan documentation primarily consists of loan agreement, security agreement, corporate/personal guarantee, insurance policies, regulatory documents, financial statements,etc. Though the loan documentation process is similar for all types of loans, the documents will differ from lender to lender and the nature of the loan.

REC Institute of Power Management & Training (REC IPMT) proposed a 03 days Classroom training to REC Employees on "Project Appraisal & Loan Documentation" to provide a better understanding of project appraisal of all Power Sector Projects in Generation, Transmission, Distribution, Renewable and Loan Documentation aspects. **Therefore,** REC CO/ROs/SOs are invited to participate in the In-House Programme on **"Project Appraisal & Loan Documentation" from 04th – 06th September 2023 through Classroom mode at RECIPMT Hyderabad. Nominations details can be sent to RECIPMT (preferably two weeks before commencement of training) via email: recipmt@gmail.com** *under intimation to the HR Department, REC CO, New Delhi.*

PROGRAMME CONTENTS	
• Entity Appraisal • Operational Guidelines • Detailed Project Report (DPR) Analysis • Appraisal of T&D Projects • Appraisal of Generation Projects • Appraisal of Renewable Projects • Legal Due Diligence of Project	• REC Loan Assets -Loan Asset Management and Need for Documentation. • Loan Documentation–Securities, Loan Agreement/Bulk Hypothecation Deed/ TRA/Tripartite Escrow Agreement/Bulk Guarantee Deed/Board Resolutions and Checklist for Documentation; • Procedure for Hypothecation of Assets, Types of Mortgage, Procedure for Valuation of Assets; Due Diligence Verification of Escrow Cover; Filing of Charge/Creation of Charges with ROC, etc. • Sample Loan documentation – Case Analysis. • Insolvency and Bankruptcy Code

Programme Coordinator: Ms. G Himabindu CM(Engg.): +91-9948357599	Programme Advisor: Shri Rajpal Singh Director, RECIPMT
Email id: recipmt@gmail.com	

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3 DAYS IN-HOUSE TRAINING PROGRAMME (CLASSROOM) FOR REC EMPLOYEES ON

"RDS Scheme and Smart Metering Technologies & Applications"

25th-27th September 2023

Organized by:
REC INSTITUTE OF POWER MANAGEMENT AND TRAINING
HYDERABAD
of
REC Limited (A Govt. of India Enterprise)

INTRODUCTION

In the process of augmenting distribution infrastructure for reliable and affordable power to all, many policies were launched for the distribution sector, such as DDUGJY and UDAY primarily focused on the financial turnaround of the DISCOMs.

The Government of India launched a reform policy for the Distribution sector in July 2021 named as Revamped Distribution Sector Scheme (RDSS) meant to be a facilitator to improve the operational efficiencies of Discoms and help to reduce their losses and make them financially sustainable. The scheme aims to reduce AT&C losses to pan-India levels of 12-15 percent by 2024-25 and cut the cost-revenue gap to zero by 2024-25. Besides its focus on augmenting distribution infrastructure, the policy aims to achieve technological advancement in the energy landscape towards its journey to ensure 24X7 reliable, sustainable and affordable power.

A key component and parameter of the scheme's success would be adoption and implementation of smart metering technology. The Centre has set an ambitious target of installing 250 million smart meters by 2025. The metering industry has taken rapid strides in recent years by traversing from automated meter reading (AMR) to smart metering.

The significant implications of Smart metering are Energy Efficiency and Conservation, Demand side Management, empowering consumers with data, Remote monitoring and management and impact on environment and sustainability.

Considering technological advancements in the distribution sector, the REC Institute of Power Management & Training (REC IPMT) proposed 03 days of classroom training for REC Employees on **"RDS Scheme and Smart Metering Technologies & Applications" to make REC Executives familiarise with the future opportunities. Therefore,** REC CO/ROs/SOs are invited to participate in the In-House Programme on **"RDS Scheme and Smart Metering Technologies & Applications" to be conducted from 25ᵗʰ-27ᵗʰ September 2023 through classroom mode at RECIPMT, Hyderabad. Nominations details can be sent to RECIPMT (preferably two weeks before commencement of training) via email: recipmt@gmail.com,** *under intimation to the HR Department, REC CO, New Delhi.*

PROGRAMME CONTENTS	
• Revamped Distribution Sector Scheme, Metering under Revamped Distribution Sector Scheme: Prepaid smart consumers meters, Energy accounting with 100% feeder and transformer metering. • About CEA Metering Code 2021 • Features of Smart Meters, HES, MDMS system, Communication Technologies and DLMS. Architecture challenges and rolling out of smart meters.	• Role of Smart Meters in Arresting Theft/Tampering, Reduction of losses and other benefits like Energy Management & Financial Management through Computerized billing. • Net metering and Grid Connectivity of Renewable Sources. • Emerging Technologies in IoT Technologies for the distribution sector like Artificial Intelligence and machine learning to analyze data through IT devices including system meters and prepaid meters.

Programme Coordinator:	Programme Advisor:
Ms. G Himabindu CM(Engg.): +91-9948357599	Shri Rajpal Singh Director, RECIPMT
Email id: recipmt@gmail.com	

3 DAYS IN-HOUSE TRAINING PROGRAMME (**CLASSROOM**) FOR REC EMPLOYEES ON

"ENTERPRISE RESOURCE PLANNING (ERP)

04th-06th October 2023

Organized by:
REC INSTITUTE OF POWER MANAGEMENT AND TRAINING
(RECIPMT), HYDERABAD
of
REC Limited (A Govt. of India Enterprise)

INTRODUCTION

Organizations use Enterprise Resource Planning (ERP) to manage day-to-day business operations such as a company's financials, project management, risk management, compliances, supply chain, commercial borrowings, bonds, MIS and human resource management. Implementing state of the art enterprise wide ERP solution will lead to adoption to innovation and sustaining to market changes.

ERP offers analytical dashboards that gives an overview of cash flows and its projections to manage the business operations with real-time information anytime anywhere. It will also help to bring down manual interventions by gathering information with automation of activities and enabling seamless real-time communication among various departments, which otherwise acts as a silo. In addition, it includes risk mitigation processes and tracking abilities that help with the business's regulatory compliances. This training includes different modules in Project Management, i.e. Project Module, Claim Module, Loan Module and Finance Modules & other finance modules, i.e. Accounts Payable (AP) Module, Accounts Receivable (AR) module & General Ledger (GL) Module.

To share practical knowledge and in-depth understanding of ERP in REC day-to-day operations, REC Institute of Power Management & Training (REC IPMT) proposed **03 days Classroom training** for REC Employees. **Therefore,** REC CO/ROs/SOs are invited to participate in the In-House Programme on **"Enterprise Resource Planning (ERP)" from 04th-06th October 2023 through classroom mode at RECIPMT, Hyderabad. Nominations details can be sent to RECIPMT (preferably two weeks before commencement of training) via email: recipmt@gmail.com,** *under intimation to the HR Department, REC CO, New Delhi.*

PROGRAMME CONTENTS	
Project Management Modules:	**Finance Modules:**
• Project Module: Project Classifications, Billing Account, Workplan, Budget, creating a cashflow Budget, Generating Scheme Code, Appraisal Checklist (PO & CO) • Claim Module (Entering Claim, Claim Checklist, Viewing the history of Claim Approval) • Loan Module (Billing programme, Steps to upload Interest Circular, Update interest rate for Disbursement, Prepayment/Paying off a Loan) • Risk Register Module	• AP module (Creating Invoice-Receipt, Prepayment, Payment Enquiry, Supplier Balance, Supplier Entry, make payment -using payment batches) • AR Module Create Transaction in Batches, Credit Memos, Receipt in batches, adjustment of Invoice, Creating GST invoice, Asset allocation • GL Module (Journal Posting, Journal Inquiry, Journal Reversal, Account Enquiry, Budget Journal, Budget Enquiry, Actual Vs Budget Enquiry, Trial Balance. • MIS reports

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3 DAYS IN-HOUSE TRAINING PROGRAMME (CLASSROOM) FOR REC EMPLOYEES ON

"PURCHASE PROCEDURES AND e-PROCUREMENT THROUGH GeM."

01ˢᵗ-03ʳᵈ November 2023

GeM
Government
e Marketplace

Efficient • Transparent • Inclusive

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REC INSTITUTE OF POWER MANAGEMENT AND TRAINING (RECIPMT),
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"PROMOTE TRAINING FOR BETTER TOMORROW"

INTRODUCTION

Procurement is important in any organization for achieving low price, low inventory cost, and regular uninterrupted supply with high quality. Procurement encompasses procuring all items, anything from a tiny pin to giant turbines, at the right quality and price per the required timeline. The major challenge in procurement includes reducing lead time, reducing material procurement cost, and inventory management. Even problems like receiving an improper bid, Poor Quality, delay in the arrival of procured good etc., causes inconveniences to the organization's timely delivery of its products and services. A procurement strategy would refer to the planned approach of cost-effectively purchasing a company's required supplies, taking into consideration several elements and factors such as the timeline for procurement, the funding and budget, the projected risks and opportunities, among others. REC has its purchase procedure. The procedure requires purchase requisition, preparation of the tender document, floating of tender following all norms, evaluation of document, awarding the tender to L1 Vendor, Agreement and execution of the contract. Therefore, it is important for REC Employees involved in the procurement process to update themselves on the purchase procedure, including e-tendering, Reverse Auction and especially on purchase through the GEM portal.

Government e-Marketplace (GeM) -set up as the National Public Procurement Portal (NPCC) in 2016, has played an imminent role during challenging times in keeping the momentum of public procurement machinery by providing a unified, transparent, efficient and accountable public procurement system. Further, as per Rule 149 of the GFR-2017, the Government has procured goods and services through the GeM platform. GeM platform is upgrading its features regularly towards more robust, flexible e-marketplace with an intuitive user interface (UI) to make procurements simpler than ever.

To share practical knowledge and in-depth understanding of REC Purchase Procedure & purchase through the GeM portal, REC Institute of Power Management & Training (REC IPMT) proposed a 03 day of Classroom training to REC Employees. Therefore, REC CO/ROs/SOs are invited to participate in the In-House Programme on **"Purchase Procedures and e-Procurement through GeM" to be conducted from 01ˢᵗ-03ʳᵈ November 2023 through Classroom mode at RECIPMT, Hyderabad. Nomination details can be sent to RECIPMT (preferably two weeks before commencement of training) via e-mail: recipmt@gmail.com,** *under intimation to the HR Department, REC CO, New Delhi.*

PROGRAMME CONTENTS:

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- Procurement & Material Management.
- Procurement Guidelines in General
- REC Purchase Procedures, Tender Document, Agreement, E Tendering & Tender Wizard
- Business contract, Contract Management and Managing Risk – e-procurement. Hands-on Experience on Direct purchases up to ₹25,000 & L1 purchases up to ₹5 lakhs in the GeM portal.
- Local Filter for difficult areas, Raising of Incident, Auto Action on Incidents

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- Hands-on Experience on purchase through Bid in GeM portal -Bid creation, Bunch bid creation, Bid Awarding, Bid to RA awarding, Order Processing.
- Other Purchase modes in GeM: 'Proprietary Article Certificate' purchase & BoQ purchase.
- Procurement of Products and Services GeM - Challenges
- New features introduced in the GeM portal
- Bill processing through GeM portal

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<td align="center">Programme Coordinator:
Ms. G Himabindu
CM(Engg.): +91-9948357599</td>
<td align="center">Programme Advisor:
Shri Rajpal Singh
Director, RECIPMT</td>
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"PROMOTE TRAINING FOR BETTER TOMORROW"

3 DAYS IN-HOUSE TRAINING PROGRAMME (CLASSROOM) FOR REC EMPLOYEES ON

"Finance for Non-Finance Executives"

13th-15th December 2023

Organized by:
REC INSTITUTE OF POWER MANAGEMENT AND TRAINING
HYDERABAD
of
REC Limited (A Govt. of India Enterprise)

"PROMOTE TRAINING FOR BETTER TOMORROW"

INTRODUCTION

In today's enterprise business world, on account of increasing competition and continuously changing economic scenarios, non-finance managers are often called upon to make quick and accurate decisions having financial implications. Hence, there is an imminent need to understand financial aspects, particularly the balance sheet, profit and loss account and cash flow statements as companies strive to enhance their shareholder value. Decisions taken with lack of financial knowledge may impact organization's objective of achieving superior financial goals and may diminish shareholders market value.

The programme has been designed for educating non-finance officials to raise awareness on financial aspects to derive contemporary business decisions enabling them to enhance financial performance of their organization or business unit. The programme will also provide fundamentals of financial principles and cover financial management tools required for making better decision support system contributing to the financial management goals of their organization.

OBJECTIVES

- To impart knowledge about financial fundamentals and financial management tools required for accurate decision making, analysis and evaluation.
- To explain financial concepts along with practical aspects, which will help to make better operational decisions.
- Optimizing managerial skills with better financial analysis.

REC Institute of Power Management &Training (REC IPMT) proposed three days of Classroom training for REC Employees on the above aspects. Therefore, REC CO/ROs/SOs are invited to participate in the In-House Programme on "Finance for Non-Finance Executives" from 13ᵗʰ – 15ᵗʰ December 2023 through Classroom mode at RECIPMT, Hyderabad. Nominations details can be sent (preferably two weeks before commencement of training) to RECIPMT via e-mail: recipmt@gmail.com, under intimation to the HR Department, REC CO, New Delhi.

PROGRAMME CONTENTS:	
• Basic Financial and Accounting Concepts and Principles • Understanding of Financial Statements and its Analysis • Cost Concepts, Analysis and its implications • Savings & Investment, Credit &Debt	• Corporate Accounting • Overview of the Indian Financial Markets • Trust, provident fund and NPS • Income Tax, GST • Budgeting and Budgetary Controls

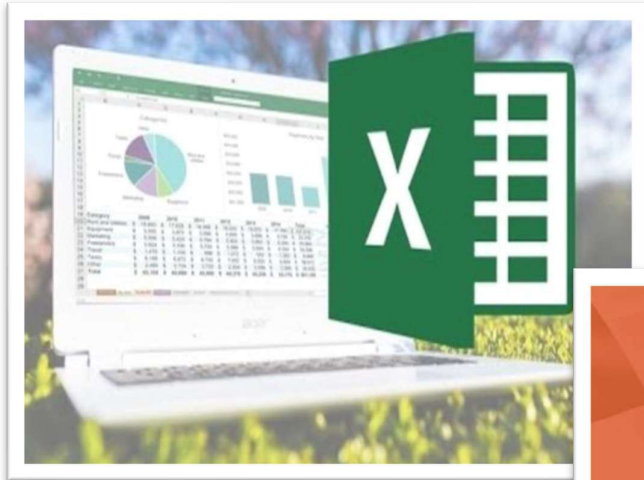| Programme Coordinators:	Programme Advisor:
Ms. G Himabindu CM(Engg.): +91-9948357599	Shri Rajpal Singh Director, RECIPMT
E-mail id: recipmt@gmail.com	

"PROMOTE TRAINING FOR BETTER TOMORROW"

3 DAYS IN-HOUSE TRAINING PROGRAMME (CLASSROOM) FOR REC EMPLOYEES ON

"Advanced MS Excel & PowerPoint"

08th-10th January 2024

Organized by:
REC INSTITUTE OF POWER MANAGEMENT AND TRAINING
(RECIPMT), HYDERABAD
of
REC Limited (A Govt. of India Enterprise)

INTRODUCTION

MS Excel is the most used powerful spreadsheet software with multiple features to perform various operations across the industry. It is considered as an essential tool in organizations for business analysis, human resource management, operations management and performance reporting, data analysis, interpretation, organizing, filtering and restructuring with dynamic charts & dashboards. Microsoft Excel helps companies maximize the value of their data, helping to control costs more effectively and obtain business information flexible and userfriendly. This course aims to provide skills and knowledge to participants for Learning MS Excel tools, Techniques through hands-on experience using various excel functions such as functions, data tables, sorting and online access, pivot tables, goal seek, scenario analysis, Small macros etc.

PowerPoint is a highly collaborative solution and can work virtually from any where. The software has design flexibility with innovative and interactive features with compatibility to integrate with other MS office Apps. This software allows to build our own presentations using text, images, video, audios, tables of data. There are a variety of animations and transitions that can help in designing the presentations. This course includes all topics of MS PowerPoint such as access toolbar, mini toolbar, themes, slide, changing the background of themes, insert a picture, edit picture, table format, insert a chart, Graphics, animation effect, and much more.

To share practical knowledge and in-depth understanding of MS Excel & MS Powerpoint, REC Institute of Power Management & Training (REC IPMT) proposed **03 days of Classroom training** to REC Employees on **" Advanced MS Excel & PowerPoint".** Therefore, REC CO/ROs/SOs are invited to participate in the In-House Programme on **"Advanced MS Excel & PowerPoint" from 08th-10th January 2024 through classroom mode at RECIPMT, Hyderabad. Nominations details can be sent to RECIPMT (preferably two weeks before commencement of training) via email: recipmt@gmail.com** *under intimation to the HR Department, REC CO, New Delhi.*

PROGRAMME CONTENTS	
• Introduction and Understanding of MS Excel • Formatting a worksheet • Working with Multiple Worksheets • Working with various types of Excel Functions and macros • Excel Validation (Filters and grouping in Excel), • How to create Pivot Table • Converting Excel files into different file formats • How to create Charts and Graphs in Excel	• Introduction and Understanding of MS Powerpoint • Slides & Layout • Text & Tables • Pictures & Graphics • Slideshows & Animations • Business Presentations

Programme Coordinator:	Programme Advisor:
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