



**EASTERN POWER DISTRIBUTION COMPANY OF A.P. LIMITED**  
**CORPORATE OFFICE :: VISAKHAPATNAM**

Circular Memo.No.HRD/IR/TRG/F.552/11/D.No.142/11, Dt.07-06-2011.

Sub:- APEPEDCL – HRD – IR - TRAINING – Sandwich Internship/ Industry attachment Training to the Diploma Students for 6 months during 5<sup>th</sup> & 6<sup>th</sup> Semesters – Permission Accorded – General Guidelines / Instructions Issued – Regarding.

Ref:- 1) From Commissioner, Deptt., of Techn. Edn., HYD.,  
D.O.Lr.No.T4/Sanwich/11165/2008, Dt.06-12-2010.  
2) From Commissioner, Deptt., of Techn. Edn., HYD.,  
Lr.No.T4/1511/2010, Dt.19-04-2011.  
3) From JMD (HRD & Distn)/ APTransco/ HYD.,  
Circular Memo.No.CGM(HRD&Trg)/ SE(Trg)/CDE/A1/ Appr.Diploma/  
D.No.117/11-12, Dt.12-05-2011.  
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The Joint Managing Director (HRD & Distribution/ APTRANSCO/ Hyderabad, vide ref. 3<sup>rd</sup> cited and the Commissioner, Dept. of Technical Education, vide ref. 1<sup>st</sup> cited informed that the Department of Technical Education has taken up major steps to bridge gap between skills required by the Industries and skills imparted during the study period of the Diploma course (Polytechnic level). The major steps are said to be enhancing English and employability skills, steps to improve the hard skills (e-lessons) and compulsory internship by incorporating 6 months Industry attachment/ Internship in the 5<sup>th</sup> and 6<sup>th</sup> semesters from the academic year 2011-12 and requested to provide 6 months apprenticeship training as internship/ Industry attachment in APEPDCL.

2) Further, vide Lr.No.T4/1511/2010, Dt.19-04-2011 (ref.2<sup>nd</sup> cited) the Commissioner, Dept. of Technical Education stated that the Technical Department has taken up steps to provide Insurance coverage for the students during the period of Industrial Training in consultation with New India Assurance Company Ltd./ Oriental Insurance Company Ltd., etc., Similarly the National Safety Council has also been contacted for providing the safety guidelines required to the students for undergoing (6) months internship in the industries. The timing for the students are preferable the regular shift of that particular Industry / Organisation / Corporation. Further, it was also requested to provide the (6) months Industrial Training to the students in the districts as far as possible where they are studying/ residing and as such it may not be costing their pockets to meet the expenditure towards boarding / lodging etc., and no stipend need to be paid to them for undergoing the training. Hence, there may not be as such any financial burden on the part of the Industry for providing the (6) months industry attachment / Internship to the students.

3) After careful consideration, APEPDCL accords approval for providing 6 months sandwich apprenticeship training to the Diploma students during 5<sup>th</sup> & 6<sup>th</sup> Semesters in APEPDCL approximately @ 3 nos. Diploma students per Substation. The abstract of Circle-wise no. of Sub-stations and the no. of students that are to be allowed for Internship training under each operation circles are given below:

Sl. No.	Superintending Engineer/ Operation Circle	Office Contract No. DE/ Tech to SE	No. of Sub-Stations	No. of Diploma students allowed for Internship training (@ 3 students per each Sub-station)
(i)	SRIKAKULAM 9440812386	08942-227361 9440812387	70	210
(ii)	VIZIANAGARAM 9440812447	08922-224291 9440812448	70	210
(iii)	VISAKHAPATNAM 9440812487	0891-2562258 9440812492	114	342
(iv)	RAJAHMUNDRY 9440812583	0883-2463354 9440812584	131	393
(v)	ELURU 9440812702	08812-231287 9440812703	175	525
TOTAL			560	1680

WCB  
15/6/11

4) However, the guidelines for arranging the above training facilities are furnished hereunder:

- (1) It is not obligatory on the part of the APEPDCL to offer any employment to the Internship trainee in APEPDCL after completion of the industrial training nor will the training make them eligible for the same. It is made clear that no employment will be given to these internship trainees in APEPDCL.
- (2) No preferential treatment will be given to the internship trainee for appointment into regular service of the APEPDCL at a future date.
- (3) The trainees shall not be paid any amount towards stipend during the training period of this sandwich Internship Training by APEPDCL.
- (4) The responsibility of Insurance coverage for the candidates under Internship training lies with the Department of Technical Education only.
- (5) Office of the Commissioner of Department of Technical Education, will communicate the complete details of candidates, name of Polytechnic College and name of the SS to which he/ she is recommended.
- (6) The candidates are to be allotted to the Sub-stations by the Superintending Engineers concerned as recommended by the Commissioner of Department of Technical Education.
- (7) The record of details of candidates, name of Polytechnic College and the SS selected etc., is to be maintained in the Circle Office / Division Office and the Sub-station concerned.
- (8) The trainees should report everyday as per the schedule given by the controlling officer of that sub-station to which he/ she is allotted. No permissions / leaves will be entertained during the period of internship training.
- (9) No. Departmental Accommodation / Transport shall be provided / arranged to the internship trainee during the period of training.
- (10) The internship training is in force from the date on which the candidate reports to the in charge of sub-station to which the candidate is allotted.
- (11) For all purposes, the candidate is a trainee under Internship/ Industry attachment and not an employee of APEPDCL. He/ She shall not be allowed to work on equipment, Poles etc., in order to avoid any untoward incidents.
- (12) The Internship Trainee engaged shall, for all purpose be a trainee and not a worker and the provisions of any law with respect to labour shall not apply to or relate to such internship trainee.
- (13) The trainee shall keep a daily record of work done by him/ her relating to the industrial training in the form of work book or laboratory note book.
- (14) A consolidated report of work done during the period of 6 months of Internship training is to be prepared by the candidate and a copy of the same is to be submitted to the In charge of SS concerned / Superintending Engineer concerned, Principal of the respective Polytechnic College and also to the Commissioner of Technical Education, 5<sup>th</sup> floor, B.R.K.R. Bhavan, Govt., offices Building, Tank Bund Road, Hyderabad – 500 0063.
- (15) The Trainees shall abide by the orders and instructions issued by the officers under whom he/ she is placed to undergo internship training and carryout the work and learn the work accordingly.
- (16) The Trainees are to be informed that request for change of place of allotment will not be entertained under any circumstance.

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- (17) They should produce four sets of true copies of the following certificates along with 4 nos. Passport Size Photographs at the time of reporting for training.
- Date of Birth Certificate / SSC Marks Memo duly attested by the Principal of the respective Polytechnic College.
  - Letter from the Principal of the concerned Polytechnic College.
- (18) The period of the Internship Training shall not exceed 6 months from the date of reporting at the place of allotment.
- (19) The trainees shall report for training within 15 days from the date of intimation by the Commissioner (Dept. of Technical Education), otherwise the list of candidates not reported for training is to be reported to the Principal concerned and the Commissioner, Dept. of Technical Education

AHMAD NADEEM  
CHAIRMAN & MANAGING DIRECTOR

To  
The Superintending Engineer/ Operation/ Srikakulam/ Vizianagaram/ Visakhapatnam/  
Rajahmundry/ Eluru.

Copy to:

The Commissioner, Department of Technical Education, 5<sup>th</sup> Floor, B.R.K.R.Bhavan,  
Govt. Offices Building, Tank Bund Road, Hyderabad – 500 063.  
The Joint Managing Director (HRD & Distribution)/ APTRANSCO/ Hyderabad  
The CGM/ Tech to Chairman & Managing Director/ APEPDCL/ Visakhapatnam  
The AO to Director (Fin. & HRD)/ APEPDCL/ Visakhapatnam  
The ADE/ Tech to Director (Projects, QC, IT)/ APEPDCL/ Visakhapatnam  
The ADE/ Tech to Director (Operation)/ APEPDCL/ Visakhapatnam  
The ADE/ Tech to Director (RA, Rev. & Plng)/ APEPDCL/ Visakhapatnam  
The Chief General Manager (HRD)/ APEPDCL/ Visakhapatnam  
The Chief General Manager (Expenditure)/ APEPDCL/ Visakhapatnam  
The Chief General Manager (O&CS)/ APEPDCL/ Visakhapatnam  
The Chief General Manager (RA, Comml., & Plng)/ APEPDCL/ Visakhapatnam  
The Chief General Manager (P&MM)/ APEPDCL/ Visakhapatnam  
The Chief General Manager (Projects)/ APEPDCL/ Visakhapatnam  
The Chief General Manager (E.A.)/ APEPDCL/ Visakhapatnam  
The Chief General Manager (D.C.)/ APEPDCL/ Visakhapatnam  
The General Manager (HRD)/ APEPDCL/ Visakhapatnam  
The Company Secretary/ APEPDCL/ Visakhapatnam  
The Pay Officer/ APEPDCL/ Visakhapatnam  
The Senior Accounts Officer/ Srikakulam/ Vizianagaram/ Visakhapatnam/ Rajahmundry/ Eluru.  
The Divisional Engineer Tech./ Srikakulam/ Vizianagaram/ Visakhapatnam/ Rajahmundry/ Eluru.  
The Divisional Engineer/ Operation in APEPDCL  
The Accounts Officer (CPR)/ APEPDCL/ Visakhapatnam  
The Accounts Officer (Expr)/ Srikakulam/ Vizianagaram/ Visakhapatnam/ Rajahmundry/ Eluru.  
✓ The Dy. General Manager (CC)/ APEPDCL/ Visakhapatnam to place in APEPDCL website.  
Notice Board of Corporate Office/ APEPDCL/ Visakhapatnam  
The Stock File

// FORWARDED :: BY ORDER //

  
PERSONNEL OFFICER (TRAINING)  
07/06/11