ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED
TRAINING INSTITUTE, APGENCO, IBRAHIMPATNAM – 521456
Web site: www.training.apgenco.gov.in, E-mail: vtps.cetrg@apgenco.gov.in

ISO 9001:2015 Certified by IRQS
NABCB QM 006

Guidelines for conducting 1-Day Industrial Trainings on "Power Plant Overview & Plant visit" to the Engineering/Diploma/ITI/Degree/PG students from various colleges during the year 2026-27 at Training Institute, APGENCO, Dr.NTTPS

(1) Maximum up to **60 Nos.** students will be Trained / Allowed per day per Batch. No. of batches can be increased as per the request of College.

(2) Each student should have Personal Accident Policy Insurance for 1 year which is mandatory. List of students should be sent in the following format.

S. No.	Student Roll No.	Student Name	Gender	Branch	Mobile No. (Student)	Mobile No. in case of Emergency (Parent/ Guardian)	Insurance No.

(3) List of Faculty also should be sent in the following format.

S. No.	Faculty Emp. ID	Faculty Name	Adhar No.	Designation	Contact Mobile No.

(4) Course Fee is Rs.**350/-**(in the form of DD only) **per each Student.**

(5) DD should be taken in favour of **AO/O&M/Dr.NTTPS**(Payable at Vijayawada)

(6) Canteen charges are as follows **per each person.**
(a) FN Tea & Biscuits: **Rs. 20/-**
(b) Working Lunch: **Rs. 100/-**

Canteen charges are to be paid by way of cash to Canteen Contractor directly.
DDs are not accepted for canteen charges.
Outside food is not allowed in Training Institute Campus.

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(7) The following list of documents to be sent to Training Institute through E.mail /Post /By hand to the address for Letter communication which is mentioned below.

(i) College Letter

(ii) List of Students in the prescribed format in the S.No (2).

(iii) List of Faculty in the prescribed format in the S.No(3).

(iv) Insurance documents (Soft Copy / Hard Copy).

(iv) DD photo copy / Xerox copy

All the documents mentioned above should be sent to Training Institute, APGENCO, Dr.NTTPS through E.mail /Post / By hand at least **10 days** in advance to get confirmation of Batch/ Batches.

(8) Students should reach Training Institute by **09:30 AM** on the Training day without fail along with **all documents in Original and on their own transportation.**

(9) Students must wear **Safety Helmet** and **Safety Shoe** without fail during the Plant Visits.

Address for letter communication:

To

The Chief Engineer,
Training Institute,
APGENCO, Dr.NTTPS,
Ibrahimpatnam- 521456.
NTR District.
Andhra Pradesh.

Mail IDs:

vtps.cetrg@apgenco.gov.in (Official)

seti@apgenco.gov.in (CC)
trainings.apgenco@gmail.com (CC)
de1ti@apgenco.gov.in(CC)

Contact Numbers:

Sri Ch. Hari Babu, EE/Training Institute/ 9493120600
Smt. B. Kranthi, DEE/Training Institute / 94924 05490
Sri P. S. Ramakrishna, AE/Training Institute/9652552815

30/09/2026.
Chief Engineer
Training Institute
AGENCO, Dr.NTTPS