



Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA
Centre for Public Administration
Induction Training Programme(ITP) for Junior Assistants of Telangana State
From 01.12.2021 to 24.12.2021 (Cycle-9: Batch -19)
Week-2
Tentative Session Plan
Course Coordinator: Dr.P. Shreenivas

| Session Plan | | | | | | | |
|--------------------------|--|--|---|---|---|--|--------------------|
| 06.12.2021 to 12.12.2021 | | | | | | | |
| TIME | Monday 06 | Tuesday 07 | Wednesday 08 | Thursday 09 | Friday 10 | Saturday 11 | Sunday 12 |
| 09.30am - 10.25am | Citizen Centric Governance Sri Harpreet Singh, IAS Dr.MCR HRD IT (Combined 8th & 9th Cycle) | TA & LTC Rules -Sri B.N.N.Laxmaji Rao, A/C's Officer, Adult Education | Maintenance of Accounts related Registers -Sri B.N.N.Laxmaji Rao, A/C's Officer, Adult Education | Service Rules: TS State & Subordinate Service Rules - Scope, Method of appointment, DR, Eligibility, Rule of Reservation and Maintenance of Roaster Register etc. -Sri K. Srinivasa Rao, Audit Officer State Audit Dept. | Promotions & New presidential Order -Sri K. Srinivasa Rao, General Manager, Civil Supplies Corporation | Pay Fixations -Sri Bh. Panduranga Sarma, Accounts Officer, State T & A Dept. | SPORTS MEET |
| 10.25am - 11.20am | Motivation in Organization Dr. Pallavi Kabde, Asst. Prof., Dr.BRAOU | | | | | | |
| 11.20am - 11:35am | TEA BREAK | TEA BREAK | TEA BREAK | | | | |
| 11:35am - 12:30pm | Land & People of Telangana A.K.Goel, IAS (Retd.) | ACB/Vigilance Procedures Sri GMS Sastry Manager | Budget Manual Sri B. Yadagiri Dy.Director, T&A Dept., DTO | | | | |
| 12.30pm - 01:25pm | | | | | | | |
| 01.25pm-02.30pm | LUNCH BREAK | | | | | | |
| 02.30pm-03.25pm | ENGLISH-6 -Smt. K.Nirmala, English Teacher | Cultural Programme of 8th & 9th Cycle @Dasarathi Auditorium | Financial Code -Sri V. Venkateswarlu, JD, T&A Dept., NIMS | Conduct & CCA Rules Sri K. Prabhakar, Dy. Director(Retd.), Social Welfare | Fundamental Rules Sri TM Basha, Sr. Lecturer, AcTW | National Pension System(NPS) -Sri Bh. Panduranga Sarma, Accounts Officer, State T & A Dept. | SPORTS MEET |
| 03.25pm-03.40pm | TEA BREAK | | | | | | |
| 03.40pm - 04.35pm | ENGLISH-7 -Smt. K.Nirmala, English Teacher | | | | | | |
| 04.35pm - 05.30pm | ENGLISH-8 -Smt. K.Nirmala, English Teacher | | | | | | |
| 05.30pm-06.30pm | | | | | | | |
| Venues | Class Room No:028, Ground Floor/ Room No.215, 2nd Floor, Admn. Block Tea Break : 11.20-11.35 AM& 3.25-3.40 PM Lunch Break :1.25-2.30 PM | | | Yoga: From 6:00 - 6:45 am, Venue: Vivekananda Hall / Ramadas Rangastali | | | |
| | Computer Lab No: | | | Games: 06.00 pm to 07.00 pm | | | |