



Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA
Centre for Public Administration
Induction Training Programme/ Foundation Course for Junior Assistants (Cycle-1)
From 12.07.2021 to 10.08.2021 (Batch-2)
Week-2 (19.07.2021 to 25.07.2021)---ACTUAL SCHEDULE

TIME TABLE

TIME	Monday 19	Tuesday 20	Wednesday 21	Thursday 22	Friday 23	Saturday 24
09.30am - 10.30am	Service Rules: TS State & Subordinate Service Rules Scope, Method of appointment, DR, Eligibility, Rule of Reservation, Maintenance of Roaster Register, Joining in the post, Service regularization, declaration of probation Sri K.Srinivas Rao, GM, Civil Supplies Corporation	Definitions-Duties of Controlling officers-Fixed Travelling Allowances- Tours, training and other purposes, Daily Allowance- Transfer Travel allowance - L.T.C. Rules - Fixed Travelling Allowance, deductions -Sri B.N.N. Laxmaji Rao A/c Officer, WD&CW Dept.	Conduct Rules -Sri K.Anil Kumar, Dy. CEO, RR Dept	Qualifying service, non-qualifying service, weightage, Service pension, Gratuity, commutation, family pension -Sri M. Shankaraiah, A/c Officer (Retd.), T & A Dept.	Disposal of Files and Records like L.Dis./D.Dis./R.Dis., NDis, XNDis, K.Dis (3 to 5 Years) -Sri Saka V Rao, JFM, CPA	Disposal of Files and Records like L.Dis./D.Dis./R.Dis., NDis, XNDis, K.Dis (3 to 5 Years) -Sri Saka V Rao, JFM, CPA
10.30am - 11.30am					Leave Rules -Sri G.V.V. Subba Rao, Sr. Lecturer, AcTW	Leave Rules -Sri G.V.V. Subba Rao, Sr. Lecturer, AcTW
11.30am - 11.45am		TEA BREAK			TEA BREAK	
11:45am to 12:45pm	Service Rules: TS State & Subordinate Service Rules Scope, Method of appointment, DR, Eligibility, Rule of Reservation, Maintenance of Roaster Register, Joining in the post, Service regularization, declaration of probation Sri K.Srinivas Rao, GM, Civil Supplies Corporation	COVID TEST	CCA Rules, Sri Prabhakar, Dy. Director.	Calculation of Gratuity, Commutation, Qualifying service -Sri M. Shankaraiah, A/c Officer (Retd.), T & A Dept.	Leave Rules -Sri G.V.V. Subba Rao, Sr. Lecturer, AcTW	Leave Rules -Sri G.V.V. Subba Rao, Sr. Lecturer, AcTW
12.45pm to 01:45pm					Compassionate appointments -Sri P.V.S. Pathanjali Asst. Lecturer	Sexual Harrasment of Woment at work place -Dr. Madhavi Ravulapati Assoc. Prof. of Law & Head-CPA, Dr.MCRHRDIT
01.45pm-02.45pm	LUNCH BREAK			LUNCH BREAK		
02.45pm-03.45pm	Gender-Related Laws Dr. Madhavi Ravulapati Assoc. Prof. of Law & Head-CPA, Dr.MCRHRDIT	a) Pay fixations – Revised pay scales, stepping up of pay, AAS -Sri T.M. Basha, Sr. Lecturer, AcTW	CCA Rules, Sri Prabhakar, Dy. Director.	Stress Management & Cause of Stress Dr.AS Rama Chandra, Professor& Sr. Faculty, Dr.MCRHRDIT	Compassionate appointments -Sri P.V.S. Pathanjali Asst. Lecturer	Sexual Harrasment of Woment at work place -Dr. Madhavi Ravulapati Assoc. Prof. of Law & Head-CPA, Dr.MCRHRDIT
03.45pm-04.00pm		TEA BREAK			TEA BREAK	
04.00pm - 05.00pm		Practice sessions on pay fixations (22B, 22 a (i), FR 3 (2), FR 29(1) -Sri T.M. Basha, Sr. Lecturer, AcTW		Time Mangement Dr.K.Suresh Kumar, Jr. Faculty, Dr.MCRHRDIT	National Pension System (NPS) -Sri V. Jagadishwar, Academic Officer (Retd.) Collegiate Education	
05.00 pm to 06.00 pm	English (7&8) Sri A. Lakshmana Rao	English (9&10) Sri A. Lakshmana Rao				
06.00 pm to 07.00 pm						
Venues	Batch-02:- Dasarathi Auditorium(Offline)/ Room 22(Online)/Room No.222(Madanna Hall-Offline)			Yoga: From 6:30 - 7:30 am, (Virtual/Physical Training) Venue: Vivekananda Hall / Ramadas Rangastali		
	Computer Labs : Batch:02 :- Room No.123					

	<p style="text-align: center;">Dr.K.Suresh Kumar Jr. Faculty & CC</p>	<p style="text-align: center;">Dr. Madhavi Ravulapati of Law & Head-CPA Course Director</p> <p style="text-align: right;">Assoc. Prof.</p>
--	--	---