



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-3 (26.07.2021 to 31.07.2021)

TIME TABLE

TIME	Monday 26	Tuesday 27	Wednesday 28	Thursday 29	Friday 30	Saturday 31
09.30am - 10.30am	TS Ministerial & Last Grade Service Rules -Sri K.Srinivas Rao GM, Civil Supplies Corporation	GPF, TSGLI RulesEligibility, Subscription details, Interest, Temporary, part final sanctions -Sri K.Panduranga Sharma, Asst. Director, DTA	DOM -Noting Group Exercise -Dr.K.Suresh Kumar JF,MCR HRDIT	GIS RulesEligibility, Subscription details, Interest, Temporary, part final sanctions -Sri K.Panduranga Sharma Asst. Director,DTA	Budget Manual S.Sudhakar, Dy. Secretary, DTA	Qualities of an excellent Govt. Employees & Role of Jr. Assistants -Dr. K.Tirupathiah, IFS(Retd.) CC(T)
10.30am - 11.30am			Right to Information Act & Record Management Background, Need for bringing the Act, Definitions, Citizen Rights, Role of Public Authority, Public Information Officer, TSIO, T's appellate Authority, Information Commission, TS appeals, penalties, Exemptions and Exclusions RTI Act - Provisions Case Studies/Case laws Record Maintenance -Sri Srinivas Madhav Sr. Faculty, CPA			
11.30am - 11:45am	TEA BREAK		DOM -Drafting Group Exercise	DOM-Drafting Group Exercise	TEA BREAK	
11:45am to 12:45pm	TS Ministerial & Last Grade Service Rules -Sri K.Srinivas Rao GM, Civil Supplies Corporation	'GPF, TSGLI RulesEligibility, Subscription details, Interest, Temporary, part final sanctions -Sri K.Panduranga Sharma, Asst. Director, DTA			Pro-activeness (Motivation), -Dr. K.Tirupathiah, IFS(Retd.) CC(T)	
12.45pm to 01:45pm	DOM -Noting Group Exercise -Dr.K.Suresh Kumar JF,MCR HRDIT	Team Building & Motivation -Kanneganti Ramesh Babu Dir. & Founder, CHSS				Practice sessions on pay fixations (22B, 22 a (i), FR 3 (2), FR 29(1) -Sri T.M. Basha, Sr. Lecturer, AcTW
01.45pm-02.45pm	LUNCH BREAK					
02.45pm-03.45pm	ICT-7	ICT-9	ICT-11	ICT-14	Fundamental Rules -Sri T.M. Basha, Sr. Lecturer, AcTW	
03.45pm-04.00pm	TEA BREAK					
04.00pm - 05.00pm	ICT-8	ICT-10	ICT-12	ICT-15		ICT-16
Venues	Batch-02:- Room No.222(Madanna Hall)			Yoga: From 6:30 - 7:30 am(Physical)		
	Computer Labs : Batch:02 :- Room No.123			Venue: Vivekananda Hall / Ramadas Rangastali		
	Dr.K. Suresh Kumar Jr. Faculty & CC			Dr. Madhavi Ravulapati Assoc. Prof. of Law & Head-CPA Course Director		