

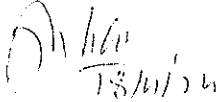
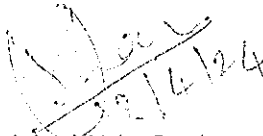
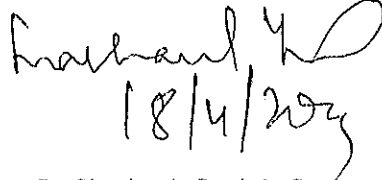


GOVERNMENT OF TELANGANA
Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA
Foundation Training Program for the Assistant Section Officers (DR) of Central Secretariat, Gol
(Sponsored by Institute of Secretariat Training & Management, New Delhi)

Date: 08.04.2024 to 07.06.2024
 Week- 3 (April 22nd to 27th, 2024)

SESSION PLAN FOR SECTION - I

TIME	Monday 22	Tuesday 23	Wednesday 24	Thursday 25	Friday 26	Saturday 27
6.30 AM to 7.30 AM	YOGA & PT					
7.30 AM to 9.30 AM	Break					
9.30 AM to 10.45 AM	Sri Srinivas Madhav, Sr.Faculty, Dr. MCRHRDIT - <u>Topic:</u> Gender Issues & POSH Act	Sri Satyanarayana Murthy, Sr.Director IT, NIC (Retd.) <u>Topic:</u> GEM	Sri T.P.N. Murthy, former Dy. Dir. & Faculty (ISTM) <u>Topic:</u> - Disciplinary Procedures CCS/CCA Rules	Sri T.P.N. Murthy, former Dy. Dir. & Faculty (ISTM) - <u>Topic:</u> Office Procedures	Sri T.P.N. Murthy, former Dy. Dir. & Faculty (ISTM) - <u>Topic:</u> Payfixation	Separate Circular will be issued
11.00 AM to 12.15 PM						
12.15 PM to 1.30 PM	Sri T.P.N. Murthy, former Dy. Dir. & Faculty (ISTM) - <u>Topic:</u> Pension Rules			Dr.Venkat, CESS- <u>Topic:</u> Minority Issues		
1.30 PM to 2.30 PM	LUNCH BREAK					
2.30 PM to 3.30 PM	Sri T.P.N. Murthy, former Dy. Dir. & Faculty (ISTM) - <u>Topic:</u> Pension Rules	Sri T.P.N. Murthy, former Dy. Dir. & Faculty (ISTM) - <u>Topic:</u> Maintenance of Service Books	Smt.Sridevi, Senior Accounts Office,NACIN- <u>Topic:</u> Record Management	Sr. Accounts Officer-State Directorate of Telangana- <u>Topic:</u> PFMS	Dr.Kandukuri Usha Rani, Sr.Faculty, Dr. MCRHRDIT- <u>Topic:</u> Stress Management	
3.45 PM to 4.45 PM						
4.45 PM to 5.30 PM	Computer Lab	Library	Computer Lab	Library	Computer Lab	
Venue	PVRK Prasad Hall, Room No.028, Admin Block (Ground Floor)			Tea Breaks: 10.45 AM to 11.00 AM & 3.30 PM to 3.45PM		

Topic	Speakers	
Gender Issues & POSH Act & General Concepts of Public Finance	Sri Srinivas Madhav, Sr. Faculty, Dr. MCRHRDIT	
Pension Rules	Sri T.P.N Murthy, former Dy. Director & Faculty, ISTM	
GEM	Sri Satyanarayna Murthy, Sr. Director (IT), NIC (Retd.)	
Maintenance of Service Books	Sri T.P.N Murthy, former Dy. Director & Faculty, ISTM	
Disciplinary Procedures CCS/CCA Rules	Sri T.P.N Murthy, former Dy. Director & Faculty, ISTM	
Record Management	Smt. Sridevi, Senior Accounts Officer, NACIN	
Office Procedures	Sri T.P.N Murthy, former Dy. Director & Faculty, ISTM	
Minority Issues	Dr. Venkat, CESS	
PFMS	Accounts Officer, State Directorate of Telangana	
Payfixation	Sri T.P.N Murthy, former Dy. Director & Faculty, ISTM	
Stress Management	Dr. Kandukuri Usha Rani Sr. Faculty & Centre Head- CDS Course Director	
<p>MORNING ACTIVITY</p> <p><u>Yoga and Physical Training (PT) Venue & Timings</u></p> <p>Yoga: 06.30am to 07.00am</p> <p>PT: 07.00am to 07.30am</p> <p>Venue: Ramadasu Rangasthali</p>		
 Dr. Mohammed Abbas Ali, Sr. Academic Advisor	 Dr. Kandukuri Usha Rani Sr. Faculty & Centre Head- CDS Course Director	 18/4/2024 Dr. Shashank Goel, IAS Director General & Spl. C.S. to Government