



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

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

SESSION PLAN FOR SECTION - II

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 T.P.N. Murthy, former Dy. Dir. & Faculty (ISTM) - <u>Topic:</u> Maintenance of Service Books	Sri T.P.N. Murthy, former Dy. Dir. & Faculty (ISTM) - <u>Topic:</u> Pension Rules	Sri Srinivas Madhav, Sr.Faculty, Dr. MCRHRDIT - <u>Topic:</u> Gender Issues & POSH Act	Sr. Accounts Officer-State Directorate of Telangana-PFMS	Smt.Sridevi, Senior Accounts Office,NACIN- <u>Topic:</u> Record Management	Separate Circular will be issued
11.00 AM to 12.15 PM						
12.15 PM to 1.30 PM	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> Disiplinary Procedures CCS/CCA 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 Satyanarayana Murthy, Sr.Director IT, NIC (Retd.) <u>Topic:</u> GEM	Dr.Kandukuri Usha Rani, Sr.Faculty, Dr. MCRHRDIT- <u>Topic:</u> Stress Management	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> Disiplinary Procedures CCS/CCA Rules	Sri T.P.N. Murthy, former Dy. Dir. & Faculty (ISTM) - <u>Topic:</u> File Management	Separate Circular will be issued
3.45 PM to 4.45 PM						
4.45 PM to 5.30 PM	Library	Computer Lab	Library	Computer Lab	Library	
Venue	Madanna Hall, Room No.222, Admin Block (Second Floor)			Tea Breaks: 10.45 AM to 11.00 AM & 3.30 PM to 3.45PM		

Topic	Speakers
Maintenance of Service Books	Sri T.P.N Murthy, former Dy.Director & Faculty,ISTM
GEM	Sri Satyanarayna Murthy, Sr.Director (IT), NIC (Retd.)
Pension Rules	Sri T.P.N Murthy, former Dy.Director & Faculty,ISTM
Stress Management	Dr.Kandukuri Usha Rani Sr. Faculty & Centre Head- CDS Course Director
Gender Issues & POSH Act & General Concepts of Public Finance	Sri Srinivas Madhav, Sr. Faculty, Dr. MCRHRDIT
Office Procedures	Sri T.P.N Murthy, former Dy.Director & Faculty,ISTM
PFMS	Accounts Officer, State Directorate of Telangana
Disiplinary Procedures CCS/CCA Rules	Sri T.P.N Murthy, former Dy.Director & Faculty,ISTM
Record Management	Smt.Sridevi, Senior Accounts Officer, NACIN
Minority Issues	Dr.Venkat, CESS
File Management	Sri T.P.N Murthy, former Dy.Director & Faculty,ISTM

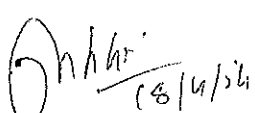
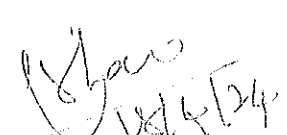
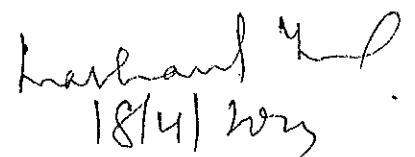
MORNING ACTIVITY

Yoga and Physical Training (PT) Venue & Timings

Yoga:06.30am to 07.00am

PT:07.00am to 07.30am

Venue: Vivekananda Lawns

 Dr. Mohammed Abbas Ali, Sr. Academic Advisor	 Dr.Kandukuri Usha Rani Sr. Faculty & Centre Head- CDS Course Director	 Dr.Shashank Goel, IAS Director General & Spl.C.S. to Government
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