



**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- 8 (May 27th to June 01st, 2024)

**SESSION PLAN FOR SECTION - I**

TIME	Monday 27	Tuesday 28	Wednesday 29	Thursday 30	Friday 31	Saturday 01
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 K.N.Deepak Raj, AAO, RCB & K Institute - <u>Topic: Budget</u>	Sri Sai Prasad Vishwanath, Co-founder/CEO, GMAT Analytics- <u>Topic: Dealing with Divyang</u>	Village Visit Presentations (A separate circular will be issued)	Sri Srinivas Madhav, Sr.Faculty, Dr. MCR HRD IT- <u>Topic: Right to Information Act &amp; Case Law (Dasarathi Auditorium)</u>	Smt.Jayashree Chalamani, former Faculty, ISTM - <u>Topic: Revision of Key Topics from the Syllabus Via Virtual Mode (Dasarathi Auditorium)</u>	
11.00 AM to 12.15 PM	Sri K.N.Deepak Raj, <u>Topic: File Management</u>	Dr. G.B.Reddy, Prof. of Law, O.U - <u>Topic: Administrative Law</u>				
12.15 PM to 1.30 PM						
1.30 PM to 2.30 PM	LUNCH BREAK					
2.30 PM to 3.30 PM	Sri Venkataramana Rao, Sr. AO, AG's Office (Retd.) <u>Topic: Pension Rules (Calculation Part)</u>	Dr.Sk Akram, Center for English Language Studies, HCU - <u>Topic: Effective Writing in English</u>	Village Visit Presentations (A separate circular will be issued)	Lecture by an <u>Eminent Person</u> Dr.S.K.Joshi, IAS (Retd.) former C.S. of Govt. to Telangana (Dasarathi Auditorium)	Prof.Mubeen Rafat, former Head-Finance & Economics, ASCI- <u>Topic: Understanding the Numbers that Drive Decision Making (Dasarathi Auditorium)</u>	
3.45 PM to 4.45 PM	Sri Venkataramana Rao, <u>Topic : Procurement of Goods &amp; Services - GFR 2017</u>					
4.45 PM to 5.30 PM	Library					
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
Budget	Sri K.N.Deepak Raj, Asst. Accouts Officer, Regional Capacity Building & Knowledge Institute
File Management	Sri K.N.Deepak Raj, Asst. Accouts Officer, Regional Capacity Building & Knowledge Institute
Pension Rules (Calculation Part)	Sri Venkataramana Rao, Sr. Accounts Officer (Retd.) AG's Office
Procurement of Goods & Services-2017	Sri Venkataramana Rao, Sr. Accounts Officer (Retd.) AG's Office
Dealing with Divyang	Sri Sai Prasad Vishwanath, Co-founder/CEO,GMAT Analytics
Adminitrative Law	Dr.G.B.Reddy, Proffesor of Law, O.U
Village Visit Presentations	Three (3) Panel
Right to Information Act & Case Law	Sri Srinivas Madhav, Sr. Faculty,CIS Dr. MCR HRDIT
Lecture by an Eminent Person	Dr.S.K.Joshi,IAS (Retd.) former Chief Secretary of Telanagna State
Revision of Key Topics from the Syllabus	Smt. Jaysree Chalamani, former faculty, ISTM, NewDelhi (Via Virtual Mode)
Understanding the Numbers that Drive Decision Making	Prof. Mubeen Rafat, former Head-Department Finance & Economics, Adminitrative Staff College of India


**MORNING ACTIVITY**

Yoga and Physical Training (PT) Venue & Timings

Yoga:06.30am to 07.00am

PT:07.00am to 07.30am

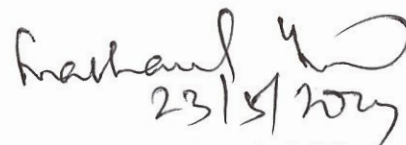
Venue:Ramadasu Rangasthali

  
23/5/24

Dr. Mohammed Abbas Ali,  
Sr. Academic Advisor

  
23/5/24

Dr.Kandukuri Usha Rani  
Sr. Faculty & Centre Head- CDS  
Course Director

  
23/5/2024

Dr.Shashank Goel, IAS  
Director General &  
Spl.C.S. to Government