



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 - II

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 Sai Prasad Vishwanath, Co-founder/CEO, GMAT Analytics- <u>Topic: Dealing with Divyang</u>	Sri K.N.Deepak Raj, AAO, RCB & K Institute - <u>Topic: Office Procedures (Checks on Delay-DSI)</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 & 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 Venkataramana Rao, Sr. AO, AG's Office (Retd.) <u>Topic: New Pension Scheme (NPS)</u>	Sri K.Jagan Mohan Goud, JD(Frg.) Dr.MCR HRD IT- <u>Topic: Disciplinary Proceedings/CCS CCA Rules (Inquiry Officer, Presenting Officer-Role, Functions & Responsibilities)</u>				
12.15 PM to 1.30 PM			LUNCH BREAK			
1.30 PM to 2.30 PM	LUNCH BREAK					
2.30 PM to 3.30 PM	Sri K.N.Deepak Raj, AAO, RCB & K Institute - <u>Topic: Budget</u>	Sri Venkataramana Rao, Sr. AO, AG's Office (Retd.) <u>Topic: Procurement of Goods & Services - GFR 2017</u>	Village Visit Presentations (A separate circular will be issued)	Lecture by an Eminent Person 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 K.N.Deepak Raj, <u>Topic: File Management</u>	Sri Venkataramana Rao, Sr. AO, AG's Office (Retd.) <u>Topic: Pension Rules (Calculation Part)</u>				
4.45 PM to 5.30 PM	Dr.Sk Akram, HCU - English <u>(4:45 pm to 5.45 pm)</u>	Dr.Sk Akram, HCU - English <u>(4:45 pm to 5.45 pm)</u>				
Venue	Madanna Hall, Room No.222, Admin Block (Second Floor)			Tea Breaks: 10.45 AM to 11.00 AM & 3.30 PM to 3.45 PM		

Topic	Speakers
Dealing with Divyang	Sri Sai Prasad Vishwanath, Co-founder/CEO,GMAT Analytics
New Pension Scheme (NPS)	Sri Venkataramana Rao, Sr. Accounts Officer (Retd.) AG's Office
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
Disciplinary Proceedings/CCS/CCA Rules (Inquiry Officer, Presenting Officer-Role, Functions & Responsibilities)	Sri K.Jagan Mohan Goud, JD (Trg.) Dr. MCR HRD IT
Office Procedures (Checks on Delay-DSI)	Sri K.N.Deepak Raj, Asst. Accouts Officer, Regional Capacity Building & Knowledge Institute
Procurement of Goods & Services-2017	Sri Venkataramana Rao, Sr. Accounts Officer (Retd.) AG's Office
Pension Rules (Calculation Part)	Sri Venkataramana Rao, Sr. Accounts Officer (Retd.) AG's Office
Village Visit Presentations	Faculty Members, Dr. MCR HRD IT
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

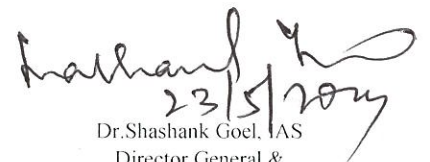
Venue:Vivekananada Lawns


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