



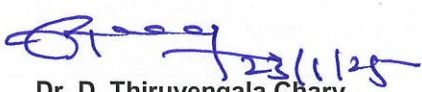
**Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA**  
**Induction Training Program for Newly Recruited Examiners of Patents and Designs**  
**under the Office of Controller General of Patents, Designs and Trade Marks (CGPDTM)**  
**20th January to 3rd May 2025**



**Week - 1 (R1) (TIME TABLE)**

**20th - 26th January 2025**

TIME	Monday Jan-20	Tuesday Jan-21	Wednesday Jan-22	Thursday Jan-23	Friday Jan-24	Saturday Jan-25	Sunday Jan-26
9.30 AM to 11.15 AM	Joining formalities like document verification, Oath taking, enrolment for creation of gov mail id etc.  (Separate Circular will be issued for Joining Formalities)	Registration	Punctuality & Biometric attendance (AEBAS), Allotment of Govt. Accommodation (e-Sampada), CGHS  Sri. B. Srinivas	Introduction to eHRMS 2.0, Sparrow (e-Office / APAR) Sri, Pondaniel, Retd. AAO AG Office	HISTORY OF IP (TECHNICAL) Mr. Vishal Shukla, Asst. Controller, Audit		
11.15 AM to 11.30 AM	Tea Break						
11.30 AM to 01.15 PM	Joining formalities like document verification, Oath taking, enrolment for creation of gov mail id etc.	Registration	Integrity and Ethics for Government Employees - Building Trust and Accountability in Governance  Sri Jagan Mohan Goud Joint Director (Trg) Retd	Inaugural Session	Introduction to RTI and CPGRAM (Grievance)  Sri Murthy Retd. Officer, NIC		
1.15 PM to 2.15 PM	Lunch Break						
2.15 PM to 4.00 PM	Joining formalities like document verification, Oath taking, enrolment for creation of gov mail id etc.	Introduction to Organization Structure (O/o CGPDTM) Dr. Samal, Joint Controller	a) Salary and Allowances (DA, HRA, Conveyance, LTC, CEA, HBA, Computer etc), Annual Increments, b) TA rules (TA bill submissions/TA on tour/TA Local journey/TA Advance) and c) various claims reimbursements (News Paper, Telephone/Internet, Office bag, Medical bills etc.)  PVN Srinivas Rao - AAO Retd AG Off	Vigilance matters, Disciplinary proceedings, Immovable Property Return (IPR) filing  Sri. M.A. Munner Khan Retd. Sr. AO AG Officer	Gender sensitization and prevention of sexual harassment at work place  Ms. Madhuri Bedekar POCO Certified Trainer	HOLIDAY	HOLIDAY
4.00 PM to 4.15 PM	Tea Break						
4.15 PM to 06.00 PM	Joining formalities like document verification, Oath taking, enrolment for creation of gov mail id etc.	Conduct Rules, Do's and Don'ts Mr. Vijay T. Doye, Deputy Controller	Service Book, Declaration of Family details and Dependents, Declaration of Hometown, Request for name change, Probation period, etc.  Sri. M.A. Munner Khan Retd. Sr. AO AG Officer	Types of leaves and applicable rules, Holidays (Closed & Restricted)  Sri GVV Subbarao Finance Manager, TUPIDC Ltd, Hyd	Prior Intimation / permission regarding applying for employment in other Offices, Resignation / Technical resignation, Permission for visiting abroad on personal ground, NOC for Passport issuance etc. Mr. Vijay T. Doye, Deputy Controller		
Venues	Plenary Session (Section-I & II) : Akshara Hall, 2nd Floor, Admin Block Section - I Class Room No.222, Rudrama Hall, Second Floor, Admin Block Section - II Class Room No. 028, PVRK Hall, Ground Floor, Admin Block						

ACADEMIC INPUTS	SPEAKERS
Joining formalities like document verification, Oath taking, enrolment for creation of gov mail id etc.	Staff of FC Secretariat
Introduction to Organization Structure (O/o CGPDTM)	Dr. Samal, Joint Controller
Conduct Rules, Do's and Don'ts	Mr. Vijay T. Doye, Deputy Controller
Punctuality & Biometric attendance (AEBAS), Allotment of Govt. Accommodation (e-Sampada), CGHS	Sri. B. Srinivas
Integrity and Ethics for Government Employees - Building Trust and Accountability in Governance	Sri Jagan Mohan Goud Joint Director (Trg) Retd
a) Salary and Allowances (DA, HRA, Conveyance, LTC, CEA, HBA, Computer etc), Annual Increments, b) TA rules (TA bill submissions/TA on tour/TA Local journey/TA Advance) and c) various claims reimbursements (News Paper, Telephone/Internet, Office bag, Medical bills etc.)	PVN Srinivas Rao - AAO Retd AG Off
Service Book, Declaration of Family details and Dependents, Declaration of Hometown, Request for name change, Probation period, etc.	Sri. M.A. Munner Khan Retd. Sr. AO AG Officer
Introduction to eHRMS 2.0, Sparrow (e-Office / APAR) (Pondaniel)	Sri, Pondaniel, Retd. AAO AG Office
Introduction to PFMS, NPS and IT filing / Form 16	Mr. Sagar B. Pol, Asst Controller
Vigilance matters, Disciplinary proceedings, Immovable Property Return (IPR) filing	Sri. M.A. Munner Khan Retd. Sr. AO AG Officer
Types of leaves and applicable rules, Holidays (Closed & Restricted)	Sri GVV Subbarao Finance Manager, TUFIDC Ltd, Hyd
HISTORY OF IP (TECHNICAL)	Vishal Shukla, Asst. Controller, Audit
Introduction to RTI and CPGRAM (Grievance)	Sri Murthy Retd. Officer, NIC
Gender sensitization and prevention of sexual harassment at work place	Ms. Madhuri Bedekar, POCSO Certified Trainer
Prior Intimation / permission regarding applying for employment in other Offices, Resignation / Technical resignation, Permission for visiting abroad on personal ground, NOC for Passport issuance etc.	Mr. Vijay T. Doye, Deputy Controller
<b>MORNING ACTIVITY</b>	
Section - I & II PT Date: 21.01.2025 to 24.01.2025 (Tuesday to Friday) Time: 6.30am to 7.30am Venue: Ramadasu Rangasthali Lawns	
 <b>Dr. D. Thiruvengala Chary</b> Course Director	Sd/- <b>Dr. Shashank Goel, IAS</b> Director General

