

**Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA**  
**Centre for Law & Public Administration (CLP)**  
**Foundation Course for Junior Assistants (Batch-1)**  
**From 02.04.2025 to 03.05.2025**

**Week-1 (02.04.2025 to 06.04.2025)**

TIME	Day-1 (02.04.25) Wednesday	Day-2 (03.04.25) Thursday	Day-3 (04.04.25) Friday	(05.04.25) Saturday	(06.04.25) Sunday
10.30am - 11.30am	(10.00am to 11:30am) Online Registrations	DOM - Noting – Fundamentals of Noting, Guideline for writing a Note Exercises on Note File - Sri Saka Venkateswara Rao, Faculty, CLP	DOM -Drafting – Salient points in drafting of official communications, types of official communications - Preparation of UO Note/Circular / Memo. / Office Order etc. - Sri Saka Venkateswara Rao, Faculty, CLP	Holiday	Holiday
11.30am - 11:45am	<b>TEA BREAK</b>				
11:45am to 01:30pm	Entry Level Exam, Course Overview, Expectations of the participants - Sri Saka Venkateswara Rao, Faculty, CLP	DOM - Noting – Fundamentals of Noting, Guideline for writing a Note Exercises on Note File - Sri Saka Venkateswara Rao, Faculty, CLP	Letter & DO letter & Exercise on Letter - Sri Saka Venkateswara Rao, Faculty, CLP	Holiday	Holiday
		Noting – Fundamentals of Noting, Guideline for writing a Note Exercises on Note File - Sri Saka Venkateswara Rao, Faculty, CLP	Letter & DO letter & Exercise on Letter- Sri Saka Venkateswara Rao, Faculty, CLP	Holiday	Holiday
1.30pm-2.30pm	<b>LUNCH BREAK</b>				
2.30pm-3.30pm	District Office Manual (DOM) - Office Procedures, General Discipline, Common Office Functions, Tappals- Inward & Outward, Distribution Register, Maintenance Personal Register, Maintenance of Stock File etc. - Sri Saka Venkateswara Rao, Faculty, CLP	Telangana History, Culture, Heritage - Smt. Vasanth Laxmi, T & RA, CTS	TS - State & Subordinate Service Rules - Sri PVS Pathanjali, AAO, Agriculture Dept./ Sri K Srinivas Rao, Comptroller of Finance, PJTS Agrl. University	Holiday	Holiday
3.30pm-3.45pm	<b>TEA BREAK</b>				
3.45pm - 5.30pm	DOM - File Management – Current File, Note File, Para / page Numbering, Link Files, reference files, flagging, referencing etc. - Sri Saka Venkateswara Rao, Faculty, CLP	Telangana History, Culture, Heritage - Smt. Vasanth Laxmi, T & RA, CTS	TS - State & Subordinate Service Rules - Sri PVS Pathanjali, AAO, Agriculture Dept./ Sri K Srinivas Rao, Comptroller of Finance, PJTS Agrl. University	Holiday	Holiday

*[Signature]*  
3/25

*[Signature]*  
R. Madhavi  
Head CLP

*[Signature]*  
28/3/25