

Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA


Centre for Law & Public Administration (CLP)

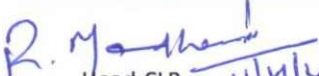
Foundation Course for Junior Assistants

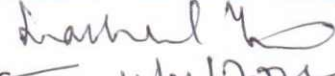
From 02.04.25 to 03.05.25

Week-4 (21.04.2025 to 27.04.2025)

TIME	Day-13 (21.04.25) Monday	Day-14 (22.04.25) Tuesday	Day-15 (23.04.25) Wednesday	Day-16 (24.04.25) Thursday	Day-17 (25.04.25) Friday	Day-18 (26.04.25) Saturday	(27.04.25) Sunday
9:30am to 11:30am	TA & LTC Rules -Sri BNN Laxmaji Rao, Accounts Officer, Sarvasiksha Abhiyan, Hyd.	Pension/ Revised Pension Rules - Sri M.Shankaraiah, Accounts Officer, (Retd.), T&A Dept.	Accounts Code - Sri V Venkateswarlu, Joint Director, DFC, Nims, Hyd.	Budget Manual -Sri K Nagaraju, Sr. Lecturer, CFE	Audit objections & settlement of Audit objections - Sri D.Madhusudhan Reddy, JD (Retd). State Audit Dept.	DOM - Drafting - Proceedings, Exercise on Letter - Sri Saka V Rao, Faculty, CLP	Holiday
11:30am to 11:45am	TEA BREAK						
11:45am to 01:30pm	TA & LTC Rules -Sri BNN Laxmaji Rao, Accounts Officer, Sarvasiksha Abhiyan, Hyd.	Pension/ Revised Pension Rules - Sri M.Shankaraiah, Accounts Officer, (Retd.), T&A Dept.	Accounts Code - Sri V Venkateswarlu, Joint Director, DFC, Nims, Hyd.	Budget Manual -Sri K Nagaraju, Sr. Lecturer, CFE	Audit objections & settlement of Audit objections - Sri D.Madhusudhan Reddy, JD (Retd). State Audit Dept.	Stress Management & cause of stress - Dr. K. Usha Rani, Sr. Faculty/ Dr.AS Ramachand ra, Sr.Faculty, (Retd.)	Holiday
01:30pm to 02:30pm	LUNCH BREAK						
2.30pm- 3.30pm	Loans & Advances -Sri GVV Subba Rao, Accounts Officer, T&A Dept., Hyd.	Treasury Code - Dr. B. Vijaya Laxmi, JD, T&A Dept.	Financial Code - Dr. B. Vijaya Laxmi, JD, T&A Dept.	ICT- Ch. Shirisha/ Md. Khadeer, Faculty, CIT	ICT- Ch. Shirisha/ Md. Khadeer, Faculty, CIT	ICT- Ch. Shirisha/ Md. Khadeer, Faculty, CIT	Holiday
03:30pm to 03:45pm	TEA BREAK						
03:45pm to 05:30pm	Loans & Advances -Sri GVV Subba Rao, Accounts Officer, T&A Dept., Hyd.	Treasury Code - Dr. B. Vijaya Laxmi, JD, T&A Dept.	Financial Code - Dr. B. Vijaya Laxmi, JD, T&A Dept.	ICT- Ch. Shirisha/ Md. Khadeer, Faculty, CIT	ICT- Ch. Shirisha/ Md. Khadeer, Faculty, CIT	ICT- Ch. Shirisha/ Md. Khadeer, Faculty, CIT	Holiday


CC
11.4.25
Saka V Rao


Head-CLP
11/4/25


DG
11/4/2025