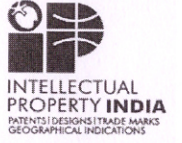




Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA
16 Week Induction Training Programme
for Newly Recruited Examiners of Patents & Designs (Group 'A')
O/o Controller General of Patents, Designs and Trade Marks (CGPDTM),
Ministry of Commerce and Industry
from 12th March to 04th July 2026



Week 1 Schedule (16th March to 22nd March 2026)

Date	TIME	TOPIC	FACULTY
16.03.2026 (MON)	09:30-11:30	Punctuality & Biometric attendance (AEBAS), Allotment of Govt. Accommodation (e-Sampada), CGHS	Sri Sagar B. Pol Assistant Controller, Patents & Designs
	11:45-13:30	Salary and Allowances (DA, HRA, Conveyance, LTC, CEA, HBA, Computer etc), Annual Increments etc.	
	14.30-16.15	TA Rules (TA bill submissions/TA on tour/TA Local journey/TA Advance) and various claims reimbursements (News Paper, Telephone/Internet, Office bag, etc.	
	16.30- 18.00	Introduction to PFMS, NPS and IT filing / Form 16	
17.03.2026 (TUES)	09:30-11:30	Service Book, Declaration of Family details and Dependents, Declaration of Hometown, Request for name change, Probation etc.	Sri Vijay T.Doye, Deputy Controller, Patents & Designs
	11:45-13:30	Vigilance matters, Disciplinary proceedings, Immovable Property Return (IPR) filing	Sri Pinkesh Jain, Joint Controller, Patents & Designs
	14.30-16.15	Introduction to eHRMS 2.0, Sparrow (e-Office / APAR)	Sri Vijay T.Doye, Deputy Controller, Patents & Designs
	16.30- 18.00	Types of leaves and applicable rules	Sri Pinkesh Jain, Joint Controller, Patents & Designs
18.03.2026 (WED)	09:30-11:30	Introduction to RTI	Sri Srinivas Madhav Consultant, Dr. MCR HRD IT
	11:45-13:30	Integrity and Ethics for Government Employees - Building Trust and Accountability in Governance	Sri Murthy , NIC
	14.30-16.15	POSH	Smt. Madhuri Bedekar, Corporate Trainer
	16.30- 18.00	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.	Sri Vijay T.Doye, Deputy Controller, Patents & Designs
19.03.2026 (THUR)	Gazetted Holiday		
20.03.2026 (FRI)	09:30-11:30	HISTORY OF IP & OVERVIEW OF PATENTS AND DESIGNS	Sri Thangapandian, Joint Director, Patents & Designs
	11:45-13:30	Demystifying Legal Terminologies	
	14.30-16.15	1. Brief Introduction of Patent and Design (1h); 2. Roles and Responsibilities of the Position holder (45m)	
	16.30- 18.00	Introduction to Cutting Edge Technologies	
21.03.2026 (SAT)	Gazetted Holiday		
22.03.2026 (SUN)	Holiday		
PT Session	Date: 16.03.2026 to 20.03.2026 (Monday to Friday) Time: 6.30am to 7.30am Ramadasu Rangasthali Lawns		
Classroom Venue	Room No.028, Ground Floor Admin Block		
Break Timings	Tea Break : FN - 11.30 AM to 11.45 AM & AN 04.15 PM to 04.30 PM Lunch Break : 01.30 PM TO 02.30 PM, Pushti Dinning Hall, 1st Floor, Tungabhadra Hostel		
 Dr. K.V. Satya Addl.Course Director	 Dr. D. T. Chary Course Director	 Santhi Kumari, IAS Vice Chairperson & Director General	