

Foundation Course to Group-I Service Officers (2025 Batch)

Fostering Excellence in Public Service

Dr. G. Srijana, IAS
Commissioner, Cyberabad Corporation

Core Principles of Administration

These foundational principles guide every decision you make as a public servant and form the bedrock of effective governance.

Rule of Law

Nothing in government can be done beyond laws and rules issued by Government. Your authority derives from Acts and Rules, and you must operate strictly within its boundaries.

Efficiency & Effectiveness

Guarantee the efficient use of both personnel and resources. Every rupee invested and each hour dedicated should provide the highest possible benefit to the community.

Participatory Approach

Actively encourage citizen involvement in decision-making processes. Public engagement strengthens policies and builds democratic legitimacy.

Responsiveness

Be genuinely responsive to the needs and concerns of citizens. **This is the most important principle, yet the least followed in practice.**

Ethics in Administration

Critical realisation: Your salary and allowances are paid from taxes contributed by citizens.

01

Integrity and Honesty

Reject all forms of corruption. Be truthful in your communications with colleagues, superiors, and the public.

Your word must be your bond.

03

Transparency

Make information accessible to the public.

Your actions must be open to public scrutiny and audit.

02

Accountability

Be fully answerable for your decisions and willing to accept their consequences.

Own your choices, admit mistakes, and learn from them.

04

Fairness and Justice

Ensure equal application of rules to all citizens regardless of background.

Provide equitable access to services without favoritism or bias.

Leadership Principles



Lead by Example

Your actions set the standard for your team. Model the behavior, work ethic, and integrity you expect from others. Leadership is demonstrated, not declared.



Avoid Procrastination

"A stitch in time saves nine." — Benjamin Franklin.
Address issues promptly before they escalate. Delayed action often multiplies problems and costs.



Encourage Teamwork

Teams are most effective when working collaboratively. Foster an environment of mutual support, shared goals, and collective problem-solving.



Delegate Responsibly

Make lower levels responsible and extract quality work from subordinates. Delegation develops talent, increases capacity, and builds organizational resilience.

Making a Lasting Impact

Prioritize Strategically

- Plan your work and work your plan.
- Focus on high-impact activities
- Not everything urgent is important.

Innovate in Implementation

- Bring creative thinking to policy execution
- Challenge conventional approaches
- Innovation drives progress.

Leverage Technology

- Utilize IT tools to enhance efficiency and transparency.
- maximize its potential to serve citizens better.

Coordinate & Collaborate

- Work across departments.
- Complex issues require coordinated responses.
- Build bridges, not silos.

Activities of PR&RD Department

1. Panchayat Raj - regulation of Gram Panchayats, Mandals and Zilla Parishads
2. Mahatma Gandhi NREGS – provision of livelihoods and village infrastructure
3. Swachh Bharat Mission (Grameen) - Solid and Liquid Waste Management in Villages
4. PMKSY 2.0-WDC – Soil and water conservation
5. Indiramma Atmeeya Bharosa (IAB) – Livelihood protection of poorest of poor
6. EGMM (DDU-GKY) – self employment of youth
7. Saansad Adarsh Gram Yojana (SAGY) – development of model villages
8. DISHA – District level monitoring of Rural Development

Telangana Panchayat Raj Act, 2018

(Harbinger of change)

- Transforming Sarpanch/ GP from a patronage distributing agency to **service delivery** Centre.
- Clearly articulated vision for **Model village**.
- Verifiable **performance** parameters.
- **Decentralization** of functions and funds.
- Reorganisation of GPs into **smaller units**.
- Exclusive **Panchayat Secretary** for each GP.
- Stringent **penal provisions**

salient features of the Act

- Power to create **new GPs** vested with State legislature
- Role clarity of institutions and functionaries – Act defines **primary role** of Gram Panchayat – Sanitation, Plantations, Streetlights and collection of taxes
- Strong **Gram Sabha** to ensure accountability – conducted minimum 6 times in a year
- 4 Standing Committees to enhance **participation** – experts can be taken as members
- Strong **penal provision** to enforce discipline - provision of deemed removal of Sarpanch in Gram Sabha is not convened in time
- Integrated measures to promote **greenery** in the villages – Nursery, tanker for watering, compost preparation, distribution of 6 saplings to every HH
- Several **regulatory provisions** to inculcate civic discipline - imposition of fines

Important duties of Gram Panchayat

- Proper management of **solid and liquid waste**
- Using Village dumping Yard for **composting** wet waste and safely disposing dry waste.
- Maintenance of **Vykuntadhaamam** for respectful disposal of the dead
- Cleaning of **public institutions** – Schools, Anganwadis etc.,
- Regular desilting **drains** and cleaning of **Streets**
- Prevention of **seasonal diseases**
- ensuring **85% of survival** of plantations
- Construction and maintenance of **community assets** like internal roads and other public utilities
- Registration of **births, Deaths** and Marriages

e-Panchayat Services

- The following citizen services are provided through **e-Panchayat portal**
 - ✓ **Layout** Approval
 - ✓ **Building** Permissions
 - ✓ Property **Mutations** (by succession)
 - ✓ **House tax** – Assessment and Payment
 - ✓ **Trade Licenses** – New and Renewal
- The MoPR, GoI has appreciated the **Telangana Model** and requested to share the knowledge to prepare modules at the national level
- Birth and Death certificates are issued through **Unified Birth and Death(UBD) portal** (NIC)

Mobile Apps for Monitoring

- Two **Mobile Apps** deployed for monitoring the activities of Gram Panchayats.
- Through the Panchayat Secretary App, the **daily Attendance, Sanitation and Drinking Water status** and monthly activities are monitored.
- Through the Inspection App, the Mandal Panchayat Officers, Divisional Panchayat Officers and the District Panchayat Officers conduct **Statutory Inspections** of GPs as per the targets mandated in the Telangana Panchayat Raj Act 2018.
- **Monthly Targets:**
 - ✓ DPOs-5,
 - ✓ DLPOs-10,
 - ✓ MPOs-16.

MGNREGA – Its Mandate

To provide for the enhancement of livelihood security of the households in rural areas of the country

- **by providing at least one hundred days of guaranteed wage employment in every financial year** to every rural household whose adult members volunteer to do unskilled manual work.

Act has become a powerful instrument for inclusive growth in rural India through its impact on **social protection, livelihood security and democratic governance.**

Rights of wage seekers under MGNREGA

- **Right to get job card;** Wage seekers have a right to get job as per their necessity
- Every rural household have a right to get **100 days** (minimum) **unskilled wage employment** in a financial year.
- Wage seeker has a right to ask for **job and get within 15 days** in his/her village or nearby village
- Wage seeker has a right to ask for **unemployment allowance** is not get the work **within 15 days.**

Rights of wage seekers under MGNREGA

- Wage seekers have the **right to decide date** and duration of work.
- Payment **within 15 days** after completion of work - **delay compensation**
- **10%** Additional wage if the work place exceeds **5 kms**
- Right to **compensation**, if accident happens at the worksite.
- Wage seekers has the right to **lodge complaints** , grievances and seek their disposal within stipulated time period

Entitlements under MGNREGA

Work site facilities: Schedule II para 23 & 24

- **Safe drinking water** shall be provided at worksite
- **Shade** for wage seekers at work site to take rest during lunch time
- **First aid box** shall be made available at each work site and ensure availability of useful and adequate medicines
- **Care taker to look after children of wage seekers** (In case the 5 number of children below the age of five years accompanying the women working at a site are five or more)

Unemployment Allowance concept

Schedule II para 12(sub paras 1, 2, 3)

- The allowance will not be less than **one fourth of the wage rate** for the first 30 days and not less than **one half of the wage rate** for the remaining period of the entitlement in the financial year

Delay payment Compensation

- According to Section 3(3) Act, workers are entitled to being paid in 15 days
- In case the payment of wages is not made within **fifteen days from the date of closure of the muster roll**, the wage seekers shall be entitled to receive payment of compensation for the delay, at the rate of **0.05% on unpaid wages per day** (Para 29, Schedule II)

The **State Government** shall pay the compensation upfront after due verification

Right to compensation

Entitlements of the workers in case of injuries, accidents and death.

1. Para 25, Schedule II- 'If **any personal injury** is caused to any person employed under the Scheme by accident arising out of and in the course of his employment, he shall be entitled to **free of charge, such medical treatment as is required.**'
2. Para 26, Schedule II, '**Where hospitalization** of the injured worker is necessary, that State Government shall arrange for such hospitalization including accommodation, treatment, medicines and payment of **daily allowance not less than half of the wage rate** required to be paid had the injured been engaged in the work.'

Right to compensation

3. Para 27, Schedule II, 'If a person employed under a Scheme **dies or becomes permanently disabled** by accident arising out of and in the course of employment, he shall be paid by the implementing agency an **ex gratia of Rs 50,000** shall be paid to the legal heirs of the deceased or the disabled, as the case may be.'

4. Para 28, Schedule II, 'If any personal injury is caused by **accident to a child accompanying person** who is employed under a Scheme, such person shall be entitled to, **free of charge, such medical treatment** for the child as may be specified in Scheme and in case of death or disablement, through an **ex gratia payment** as may be determined by the State Government.'

Working hours

Schedule II, 19.

(a) The schedule of rates of wages for various unskilled labourers shall be fixed up so that an adult person **worked for eight hours** which include **an hour of rest** will earn a wage which is equal to the stipulated wage rate

Schedule II, 19

(b) The working hours of an adult worker shall be flexible but **shall not spread over more than twelve hours on any day**

What is Labour Budget (LB)?

Labour Budget is defined as the *number of days employment required in a Panchayat, in a financial year for the potential households registered under the Scheme.* The Labour Budget shall be prepared month wise for each Panchayat/Ward

Jobcard Cover pages- Special category(Green Strip)

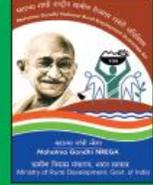


మహాత్మాగాంధీ జాతీయ గ్రామీణ ఉపాధి హామీ పథకంలో కూలీలు పని పొందలేకపోయినా, అలాగే పనిచేసిన కాలానికి వేతనాలు బాగా ఆలస్యంగా చెల్లిస్తున్న, పథకానికి సంబంధించి ఇతర సమస్యలున్నా స్థానికంగా పరిష్కారం కానిచో మీ సెల్ ఫోను నుండి ఈ క్రింద సూచించిన నెంబరుకు ఫోన్ చేయండి.

1800 200 1001

(టోల్ ఫ్రీ నెంబరు ఉదయం 8.00 గంటల నుండి రాత్రి 8.00 గంటల వరకు పనిచేస్తుంది.)

మహాత్మాగాంధీ జాతీయ గ్రామీణ ఉపాధి హామీ చట్టం



కుటుంబ ఉపాధి హామీ జాబ్ కార్డు



క్ర.సం. : 31/207 **స్పెషల్ క్యాటగిరి**
 2021 - 2026
కుటుంబ వివరాలు



ఉపాధి హామీ జాబ్ కార్డు సం :

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 జాబ్ కార్డు నమోదు చేసిన తేదీ : 02-09-2007
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 గ్రామం పేరు : చోమద్ది
 గ్రామ పంచాయతీ పేరు : చోమద్ది
 మండలం పేరు : మెట్పల్లి
 జిల్లా పేరు : జగిత్యాల

NRGASoft JC. No.

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Telangana- MGNREGS – Coverage

- **52.20** lakh job cards issued for **1.06** Crore individuals.
- Out of total job cards, SC – 11.38 lakhs (**21.6%**); ST- 8.94 lakhs (**16.66%**).
- Women beneficiaries registered 52.32 lakhs (**51.29%**)
- **32.69** lakh are active job cards with **54.10** lakh individuals.

Status during current year:

- **21.62** lakh households reported out of **33.08** lakh active HHs.
- Against **7.5** Crore approved labour budget, **6.67** Cr persondays generated.
- No. of households completed 100 days: **17,048**
- Average days of wage employment provided – **31.27** days.
- Total Expenditure is Rs. **3,230.63 Cr.**
- Notified wage rate: Rs. 307. Average wage rate: Rs. **264.86**

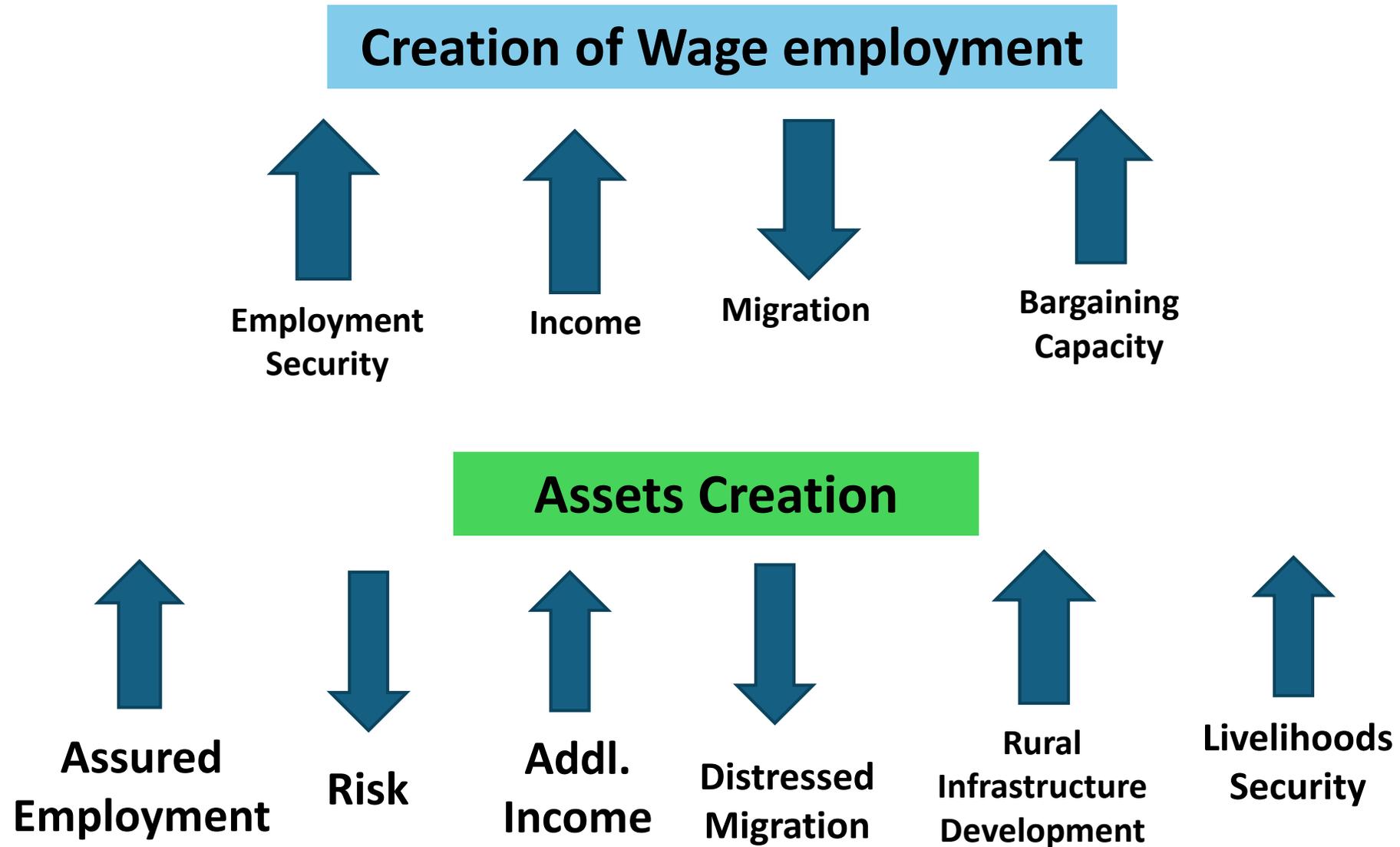
MGNREGS – Permissible Works

- Schedule – I of the Act provide list of permissible works categorised into 4 categories.
- MIS has listed **45 categories** of works covering **266 types of works** permissible under the Programme.
- Of this, **182** works are related to NRM, **84** works are Non-NRM works and **166** works are related to agriculture and allied activities

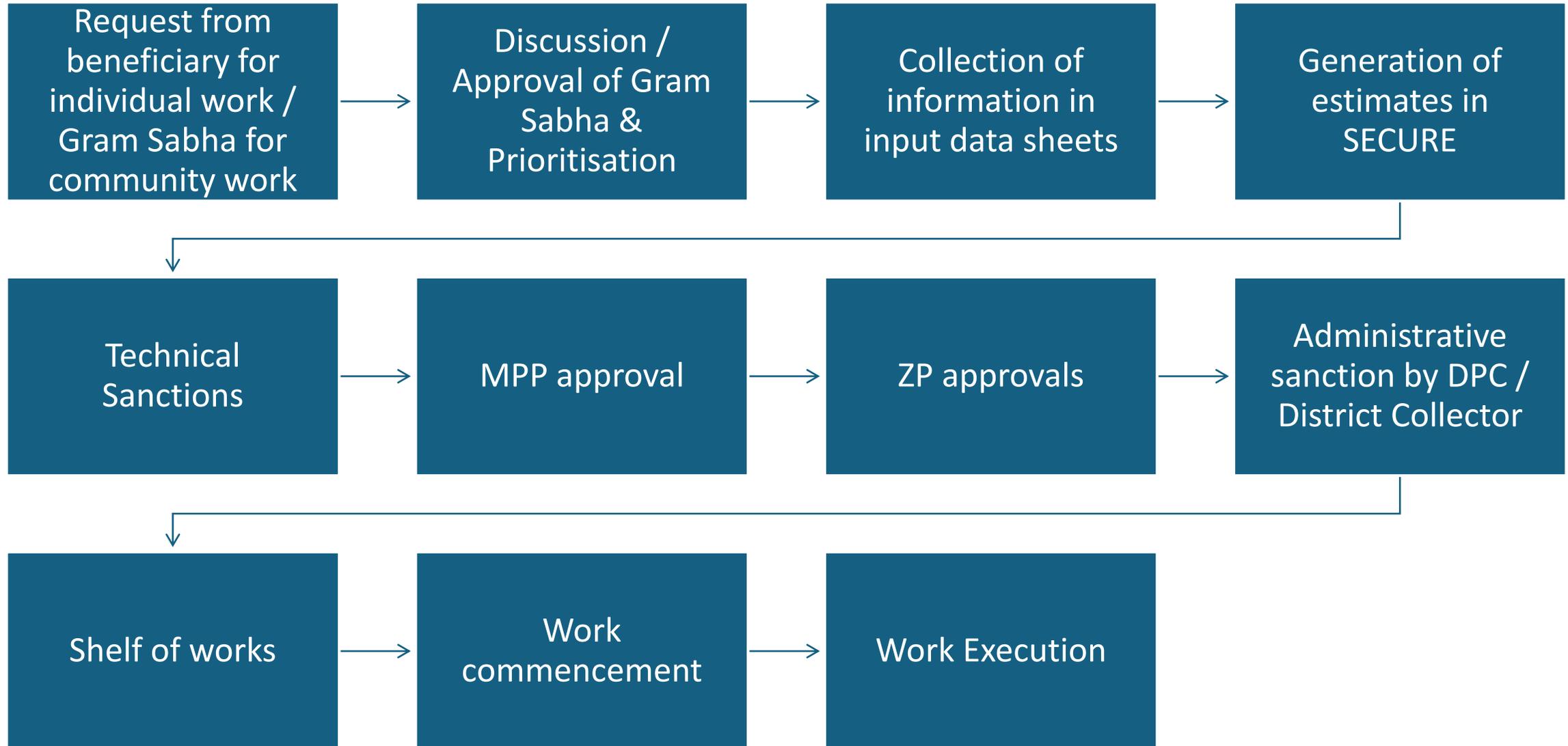
Impact on Capitals/Resources

- **Natural Resources-** Build, Restoration, Conservation, Rejuvenation,
- **Physical Resources** — New structures Creation, Improved, Maintained
- **Human Resources-** Enhance skill set by UNNATI.
- **Financial Resources-** Increase, Access, enhanced incomes by asset creation
- **Social Resources-** Build relations, involve them in decision making.

Impact of MGNREGS

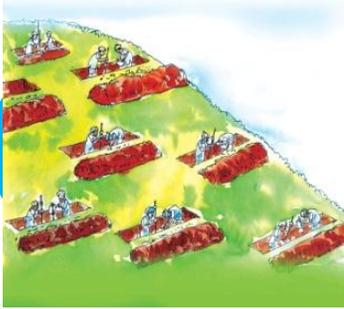


Execution of Works - Process



Achievements – NRM

(From 2014-15 to till date)



Construction of Staggered Trench

- 28973 works sanctioned,
- 22332 works completed
- Rs. 1095.24 Cr. expenditure



Construction of Mini Percolation Tank

- 29841 works sanctioned,
- 28843 works completed
- Rs 52.98Cr. expenditure



Construction of Community Water Harvesting Ponds

- 6529 works sanctioned,
- 4657 works completed
- Rs 50.13Cr. expenditure



Constr of Continuous Contour Trench

- 23316 works sanctioned,
- 20289 works completed
- Rs. 396.96 Cr. expenditure



Constr of Diversion Channel for Community

- 37588 works sanctioned,
- 33444 works completed
- Rs. 305.42 Cr. expenditure



Renovation of traditional water bodies

- 63068 works sanctioned,
- 41605 works completed
- Rs. 2524.86 Cr. expenditure

Achievements – Agri & Allied & Individual Assets

(From 2014-15 to till date)



Construction of Farm Ponds

- 101259 works sanctioned,
- 98105 works completed
- Rs. 147.30 Cr. expenditure



Construction of Fisheries Pond

- 9464 works sanctioned,
- 7372 works completed
- Rs. 189.58 Cr. expenditure



Levelling/shaping of Fallow land for Individuals

- 865859 works sanctioned,
- 812319 works completed
- Rs. 1243.195 Cr. expenditure



Earthen peripheral bund

- 86016 works sanctioned,
- 76357 works completed
- Rs. 253.83 Cr. expenditure



Construction of Cattle Shelter

- 32128 works sanctioned,
- 27871 works completed
- Rs. 50.60 Cr. expenditure



Construction of Goat Shelter

- 4306 works sanctioned,
- 3390 works completed
- Rs. 11.15 Cr. expenditure

Achievements – Agri & Allied Individual Assets

(From 2014-15 to till date)



Constr of Irrigation Open Well

- 16480 works sanctioned,
- 15947 works completed
- Rs. 8.66 Cr. expenditure



Horticulture Plantation

- 62719 works sanctioned,
- 47960 works completed
- Rs. 153.21 Cr. expenditure



Constr of stone peripheral bund

- 9515 works sanctioned,
- 9250 works completed
- Rs 22.90 Cr. expenditure



Renovation of Canals

- 294449 works sanctioned,
- 266981 works completed
- Rs 690.74Cr. expenditure



Community Soak Pits

- 40353 works sanctioned,
- 32546 works completed
- Rs 13.76 Cr. expenditure



Soak Pits for Individual

- 1091855 works sanctioned,
- 1070462 works completed
- Rs. 152.15 Cr. expenditure

Achievements – Rural Infrastructure / Assets

(From 2014-15 to till date)



CC Roads

- 95481 works sanctioned, 41367 completed.
- 14159 KMs completed
- Rs. 4131 Cr. expenditure



Crematoriums

- In every Gram Panchayat
- Rs. 1329.7 Cr expenditure



Segregation Sheds

- In every Gram Panchayat
- Rs. 279 Cr expenditure



Rytu Vedika

- 2601 sanctioned; 2598 completed
- Rs. 535 Cr expenditure



GP Buildings

- 6060 sanctioned; 5190 grounded;
- Rs. 393 Cr expenditure



Anganwadi&

- 17002 works sanctioned, 16877 works taken up,
- Rs 188.80 Cr expenditure

VB-G RAM G (विकसित भारत – जी राम जी) Act, 2025

An Overview

Focuses on Empowerment, Growth, Convergence and Saturation for a prosperous and resilient rural Bharat

Emphasis on **water security, core rural infrastructure, livelihood-related infrastructure, and climate resilience**, generating employment and enabling Panchayats to contribute to the **circular economy**.

Integrated approach by linking saturation-based planning, convergence, and a whole-of-government rural development architecture.

SALIENT FEATURES OF THE ACT

Provides an enhanced statutory wage-employment guarantee of **125 days** per financial year.

All works from Viksit Gram Panchayat Plans to be aggregated into the **Viksit Bharat National Rural Infrastructure Stack**.

Four thematic focus domains: **water security, core infrastructure, livelihood related infrastructure and works for the mitigation of extreme weather events**.

Viksit Gram Panchayat Plans integrated with **PM Gati-Shakti** to address varying needs of the **Panchayats** categorized into **A, B, C** based on development parameters, to be prepared.

SALIENT FEATURES OF THE ACT

States to notify in advance, **periods aggregating to 60 days** annually during peak sowing & harvesting when works under the Act will not be undertaken.

Scheme to be implemented as a **Centrally Sponsored Scheme with 60:40 Centre-State sharing**, and 90:10 for North-Eastern and Himalayan States.

Central Government to determine **State-wise Normative Allocation** based on objective parameters. Excess expenditure to be borne by State.

Special relaxations during natural calamities or extraordinary situations to enable timely response and relief.

SALIENT FEATURES OF THE ACT

Transparency & accountability strengthen **through biometric authentication, spatial technology-based planning, digital monitoring, weekly public disclosure and strengthened social audits.**

Governance structure- Central and State Gramin Rozgar Guarantee Councils, along with National and State Steering Committees for oversight and evaluation.

Central Government to notify wages; MGNREGA rates applicable till then.

States to notify their Scheme within 6 months of commencement.

Mandatory payment of unemployment allowance if work is not provided within stipulated time.

Gram Panchayat Nursery



Gram Panchayat Nursery– Mugdumpally GP-Mugdumpally Mdl –Sangareddy Dist

Avenue Plantations



Multi Layer Avenue Plantations



Internal Road Plantations



Internal Road Plantation - Jajapur GP - Narayanpet Mdl - Narayanpet Dist

Horticulture- Custard apple



Construction of Azola pits



: Jagityal

Construction of Goat Shed



GP:Ramatheertham; Mandal: Papannapet; District:Medak

Poultry shed (Mother Unit)for SHG- Women



GP: Somarampet, Mnadal: Ellanthakunta, Dist :Rajanna Sircilla

NADEP Compost Pit



GP:Mahmadapuram; Mandal: Duggondi; District: Warangal Rural

Irrigation Works



KADDAM MANDAL KOTHA
MADIPADAGA GP DESILTING
OF CANAL



Construction of new Open well



Mini Percolation Tank



Check Dams



SMC Trenches



GP:Kancherla; Mandal: Vemanpally; District:Rajanna Siricilla

Borewell Recharge Structure



జల సంరక్షణ భవితకు రక్షణ
ఇంకుడు గుంతలు నిలి ద్దాం
భూగర్భ జలాలను రక్షిదాం
గ్రామపంచాయతి నచ్చన్వెల్లాపూర్

Roof Water Harvesting Structure



Construction of Crematorium



Construction of GP Building



GP Building – Boppapur GP– Yellareddipeta Mdl - R.Sircilla Dist

Rytu Vedika



Formation of Earthen Roads to Agriculture



Rural Haats



Ellanthakunta GP, Ellanthakunta Block, Rajanna Sircilla district

Thank You

Welcome to Public Service

*“leave the world a bit better, whether by a healthy child, a garden patch
Or a redeemed social condition; to know even one life has breathed easier
because you have lived. This is to have succeeded!”-Ralph Waldo Emerson*

Lead with integrity, Serve with dedication. Wish you all the very best.