



Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA
Centre for Law & Public Administration (CLP)
Foundation Course (FC) for
newly recruited Group – II Service Officers (ASOs) of Telangana
(05.01.2026 to 28.02.2026)



Week - 3 (R1)
(19.01.2026 to 25.01.2026)

TIME	Monday 19	Tuesday 20	Wednesday 21	Thursday 22	Friday 23	Saturday 24	Sunday 25	
10.30 AM to 11.30 AM	Treasury Financial Rules (Sri Sudhakar, Dy. Secy. (Retd.), Secretariat)	Telangana State & Sub-ordinate Service Rules (Sri P.V.S. Pathanjali, AAO, Agriculture Farmer Welfare Commission)	Mental Health Wellbeing (Sri Krishna, Yoga Instructor)	Duties & Responsibilities of DAO (Sri T.M. Basha, Asst. Director, O/o DTA, TG T&A Dept.)	Time Management (Dr. K. Suresh Kumar, Faculty, CLP, Addl. CC)	Overview on Schedule caste development department (SCDD)	S u n d a y (H o l i d a y)	
11.30 AM to 11.45 AM	Tea Break							
11.45 AM to 12.45 PM	Treasury Financial Rules (Sri Sudhakar)	Telangana State & Sub-ordinate Service Rules (Sri P.V.S. Pathanjali)	Overview on Education Department	Duties & Responsibilities of DAO (Sri T.M. Basha)	Overview on HM&FW Dept.	Secretariat Procedures (Sri Srinivasulu Addl. Secy., GAD, Services, AP)		
12:45pm to 01:45pm						8074729508		
01:45pm to 02:45pm	Lunch Break							
02.45 PM to 03.45 PM	Leave Rules (Sri Bh Panduranga Sharma, Dy. Director, T&A Dept.)	Interaction with Sri Shiva Shankar, IAS (Retd.)	Compassionate Appointment - (Sri P.V.S. Pathanjali, AAO, Agriculture Farmer Welfare Commission)	National Pension Scheme (Sri Bh Panduranga Sharma, Dy. Director, T&A Dept.)	Visit to TG Residential School, Site-03, Borabanda, Hyderabad	Secretariat Procedures (Sri Srinivasulu)		
03.45 PM to 04.00 PM	Tea Break					Tea Break		
04.00 PM to 05.00 PM	National Pension Scheme (Sri Bh Panduranga Sharma)	Usage of AI for ASOs (Sri Mohammad Taashif Iraib Ismail, ASO, TG Secretariat)	Compassionate Appointment - (Sri P.V.S. Pathanjali)	National Pension Scheme (Sri Bh Panduranga Sharma)		Secretariat Procedures (Sri Srinivasulu)		
Venues	Dress Code: Formal Class Room : Shravan Kumar Hall, 3rd Floor, Tungabhadra Hostel Lunch Break : Pushti Dinning Hall, 1st Floor, Tungabhadra Hostel							

R. Madhavi Ravulapati
Dr. Madhavi Ravulapati
 Course Director

Sd/-
Santhi Kumari, IAS
 Vice Chairperson & Director General