



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 - VI
(09.02.2026 to 15.02.2026)

TIME	Monday 09	Tuesday 10	Wednesday 11	Thursday 12	Friday 13	Saturday 14	Sunday 15	
10.30 AM to 11.30 AM	Secretariat Office Manual (SOM) (Sri M. Srinivas, SO, BC Welfare)	Noting & Drafting (Sri T.P. Narayanmoorthy, ISTM)	Overview on Home Department	Preparation of note for Council of Ministers (Sri Ch. Seetha Ramulu (Retd.) Asst. Secretary to Vigilance Commissioner, Vigilance Commission, Telangana, Hyderabad)	Overview on Backward Class Welfare Department	S e c o n d S a t u r d a y (H o l i d a y)	S u n d a y / M a h a s h i v a r a t h r i (H o l i d a y)	
11.30 AM to 11.45 AM	Tea Break							
11.45 AM to 12.45 PM	Secretariat Office Manual (SOM) (Sri M. Srinivas)	Noting & Drafting (Sri T.P. Narayanmoorthy, ISTM)	Noting & Drafting (Sri T.P. Narayanmoorthy, ISTM)	Overview on Finance Dept.	Overview on I & CAD			
12:45pm to 01:45pm								
01:45pm to 02:45pm	Lunch Break							
02.45 PM to 03.45 PM	Business Rules (Sri B. Ramesh, SO, Revenue Dept., TG)	Noting & Drafting (Sri T.P. Narayanmoorthy, ISTM)	Noting & Drafting (Sri T.P. Narayanmoorthy, ISTM)	Preparation of note for Council of Ministers (Sri Ch. Seetha Ramulu)	Blood Donation Camp			
03.45 PM to 04.00 PM	Tea Break							
04.00 PM to 05.00 PM	Business Rules (Sri B. Ramesh)	Noting & Drafting (Sri T.P. Narayanmoorthy, ISTM)	Noting & Drafting (Sri T.P. Narayanmoorthy, ISTM)	Preparation of note for Council of Ministers (Sri Ch. Seetha Ramulu)				

Venues

Dress Code: Formal

Class Room : Shravan Kumar Hall, 3rd Floor, Tungabhadra Hostel
Lunch Break : Pushti Dinning Hall, 1st Floor, Tungabhadra Hostel

R. M. Ravulapati

Dr. Madhavi Ravulapati
Course Director

6/2/24

Santhi Kumari

Santhi Kumari, IAS
Vice Chairperson & Director General

(2/2)