

**SESSION PLAN FOR ASSISTANTS (DR) FOUNDATION TRAINING PROGRAMME
(8 WEEKS DURATION)**

OFFICE MANAGEMENT MODULE

Sl. No.	Topic	Number of Sessions	Objectives	Marks
1.	Inauguration, Introduction and Overview of the Training Programme	2		0
2	Constitution of India – Preamble, Fundamental Rights, Directive Principles of State Policy, Writs of Habeas Corpus, Mandamus, Certiorari, Prohibition, and Quo Warranto; centre-State relations and the 3 Lists	2	Describe provisions of the Constitution of India from which executive power is drawn	5
3.	Government Machinery Brief contents: President, Council of Ministers, Cabinet, Ministries, Departments, Wings, Divisions, Branches, Sections, Officers in charge of the subdivisions of Ministries and Departments; Attached and Subordinate Offices, Autonomous Organizations	2	Describe the structure and functioning at various levels of Government	10
4.	Office Procedure: Definitions: receipt, PUC, FR, etc; File management: What is file? Parts of a file, File Register, File Movement Register, Part file, Volume of a file; Action on receipts; Aids to Processing: e-Office; File Tracking System, Confidential and Secret documents	3	1. Describe the office procedure prescribed in the Manual of Office Procedure pertaining to file management, action on receipts, aids to processing etc; 2. Apply office procedure in the Section in a given situation	15
5	Role of Assistant: Assistant's position in a Department; Role and duties of Assistant as given in MOP; practical perspectives of Assistant's role	2	Identify the role of an Assistant in the secretariat set up of Government of India	0
6.	Noting Skills: Principles, guidelines, prioritization of work; functional approach to noting: actionable points and alternate courses of action; how to prepare a note in a given situation	5	1 Explain the meaning and purpose of recording a note; 2. Explain the functional approach to noting	25
7.	Drafting Skills: Ideation; forms of communication; Identify appropriate forms of communication in a given situation	4	1. Describe various forms of communications stipulated in the MoP; 2. Identify appropriate forms of communication in a given situation;	20

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8	Records Management: What are records; classification of records; role of record room and National Archives, Record Retentions Schedule, Category 'A', 'B', and 'C' files. E-records.	2	Describe the process of Records Management.	10
9	Visit to National Archives	2	Experience the process of retention of records	
10	Parliamentary Procedure: Definition of common terminologies associated with parliamentary matter, including types of motion, Notice, etc. Types of Questions, How to draft replies, Action to be taken by Ministries/Departments; Assurances, Parliamentary Committees including Departmentally related Standing Committees. How to introduce Bill.	5	<ol style="list-style-type: none"> 1. Describe the process of drafting a reply to a Parliament Question. 2. Describe the process of fulfilling an Assurance 3. Describe salient features of a DRSC 4. Describe the process of introduction of a Bill 	25
11	Visit to Parliament House	3	Experience the internal functioning of the Parliament Houses	
12	Right to Information – Precursors to the Act, Purposes and Objectives of RTI, 2005, Essential provisions, When information may not be disclosed, CPIOs, how a reply is to be framed, Appellate Authority	3	<ol style="list-style-type: none"> 1. Describe the functions of CPIO and Appellate Authority. 2. Describe the role of CIC 	15
13	Handling of Government Litigation (CAT/Court)	3	Describe the process of filing affidavit in CAT/Court	15
14	PMES & RFD	2	Explain PMES and describe salient features of RFD	10
15	Citizen's Charter	2	Describe salient features of a Citizen's Charter	0
Total:		40		150