

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

RULES ORIENTATION MODULE

Sl. No.	Topic	Number of Sessions	Objectives	Marks
1.	Fundamental Rules and Supplementary Rules , Rule 9 (Essential Definitions such as Service, Cadre, Pay, Special Pay, Personal Pay, etc.), Rules 10 to 19; Supplementary Rules 1 to 4	2	Explain various provisions for first appointment in the Government	10
2.	Conduct Rules: Basic ideas relating to Government rules – Basal rules and GIDs; Do Conduct Rules stand in conflict with Fundamental Rules; Rule 2 to Rule 22 A and study of important GIDs such as how to deal with VIP references, and requests for re-marriage etc.	2	Explain important provisions of CCS (Conduct) Rules	10
3.	CCS (CCA) Rules: Meaning of classification, control, and appeal; Rules 1 to 19 with special emphasis on Rule 10 (Suspension) and Rule 11 (Penalties)	3	Explain important provisions of CCS (CCA) Rules	10
4.	Leave Rules	2	Describe the salient features of CCS (Leave) Rules	10
5.	LTC Rules	2	Describe salient features of CCS (LTC) Rules	5
6.	GFRs, Budget and Control of Expenditure, communication of financial sanctions	3	1. Explain financial propriety 2. Describe Budgeting principles 3. Describe salient features of financial control and issue of sanctions	10
7.	DFPRs	2	Describe salient features of delegation of financial powers	10
8.	Pay Fixation: Definition of Pay, Pay fixation under FR 22 (I) (1) (a), (b), and (c),MACP	3	Fix pay in a given situation on various situations, including MACP	10
9.	New Pension Scheme and other retirement benefits	2	Describe principles of New Pension Scheme and retirement benefits	5
10.	TA Rules	2	Calculate TA/DA in a given situation	10
11.	Overview of Reservations in Service	2	Describe important provisions of Reservations in Services	10
Total		25		100