



**GOVERNMENT OF TELANGANA**  
**Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA**  
**ORIENTATION TRAINING PROGRAMME FOR IAS PROBATIONERS – 2017 BATCH**  
**15.06.2018 to 09.08.2018**  
**Schedule**

Week - 7				
Day-43	Friday (27.07.2018)			
	Time	Description of the Topic / activities	Name of the Resource Person	Room No.
	10.00am- 11.15am	TSCS (Conduct) Rules 1964, Restrictive provisions of conduct rules- Dos and Don'ts for Govt. servants, misuse of powers, moral turpitude, property statements	<b>Sri K. Jagan Mohan Goud,</b> CH- CFM & Course Coordinator	Room No. 22
	11.15am to 11.30am	<b>Tea Break</b>		
	11.30 am to 01.00pm	TSCS (CCA) Rules 1991 Suspension – penalties – disciplinary proceedings- principles of natural justice – major penalty proceedings – appeals etc., District Collector as vigilance officer of the district.	<b>Dr. S. Chellappa, IAS</b> Addl. Chief Secretary (Retd)	Room No. 22
	1.00 pm to 2.00pm	<b>Lunch Break</b>		
	2.00pm to 3.00pm	<b>District Office Manual</b> General Discipline, Office System, Tappals, PR, File Management, Noting.	<b>Sri D. Shiva Prasad,</b> Faculty (Rtd), MCR HRDIT	Room No. 22
	3.00pm to 3.15pm	<b>Tea Break</b>		
	3.15pm to 4.30pm	<b>District Office Manual</b> Official communications – Memo-Office Order- U.O Note- Note – Letter- D.O Letter- Circular- Proceedings-Disposals etc.,	<b>Sri D. Shiva Prasad,</b> Faculty (Rtd), MCR HRDIT	Room No. 22
	4.30pm to 5.00pm	<b>Break</b>		
	5.00pm to 6.00pm	Telugu Language	<b>Sri Subba Rao, AAO</b> & <b>Sri Laxman Rao</b>	Room No. 22
Day-44	Saturday (28.07.2018)			
	9.00am to 10.00 am	Leadership behaviour Module	<b>Sri Jayant Damle</b>	Room No. 22
	10.00am to 10.30am	Haritha Haram		
	10.30am	Departure to Collectorate RR		
	11.30am- 5.00pm	Briefing on Implementation of various acts at the district level (Arms & ammunition act, Gun licensing, Cinematography act, PDS, Prohibition and Excise act and conducting of Revenue court)	<b>District Collector</b> & <b>Joint Collector RR</b>	RR District
Day-45	Sunday (29.07.2018) <b>Holiday</b>			
Day-46	Monday (30.07.2018)			
	10.00am- 11.15am	State & Subordinate Service Rules Promotions ,Reservation, Probation, Seniority, Panels, Roster points etc.,	<b>Sri Venu Gopal Rao,</b> Audit Officer (Retd)	Room No. 22
	11.15am to 11.30am	<b>Tea Break</b>		
	11.30am to 01.00pm	TSPSC Briefing on Departmental examinations	Officials from TSPSC	Room No. 22
	1.00 pm to 2.00pm	<b>Lunch Break</b>		
	2.00pm to 3.00pm	Revised Pension Rules Retirement Benefits, Pension Types, Qualifying and Non Qualifying service, disciplinary proceedings against retired officials etc. New Pension Scheme /CPS	<b>Sri Sai Prasad, IA&amp;AS</b> Jt. Secretary, Finance	Room No. 22
	3.00pm to 3.15pm	<b>Tea Break</b>		
	3.15pm to 4.30pm	Legislature control over public funds –	<b>Sri Sai Prasad, IA&amp;AS</b>	Room No. 22

		AG Audit –Draft para - PAC – Recommendations – Action taken report etc.,	Jt. Secretary, Finance	
	4.30pm to 5.00pm	<b>Break</b>		
	5.00pm to 6.00pm	Telugu Language	Sri Subba Rao, AAO & Sri Laxman Rao	Room No. 22
<b>Day-47</b>	<b>Tuesday (31.07.2018)</b>			
	10.00am- 11.15am	Fundamental Rules including Leave rule provisions	Sri Shiva Kumar Reddy, JD of T& A	Room No. 22
	11.15am to 11.30am	<b>Tea Break</b>		
	11.30am to 01.00pm	Financial Code & DDO Duties and Responsibilities	Sri Shiva Kumar Reddy, JD of T&A	Room No. 22
	1.00 pm to 2.00pm	<b>Lunch Break</b>		
	2.00pm to 4.30pm	Briefing on activities of Tribal Welfare and ITDA	Dr. Christina chongtu, IAS Commissioner of Tribal Welfare	Room No. 22
	4.30 to 5.30pm	Telugu Language	Sri Subba Rao, AAO & Sri Laxman Rao	Room No. 22
	6.00 pm	Departure to Administrative Staff College of India, Khairatabad.		
	6.30pm	Telangana Social Development Report 2018 Gender, Access & Well being		
<b>Day-48</b>	<b>Wednesday (01.08.2018)</b>			
	9.30 to 1.00pm	T-Hub, Financial district, HICC & Mindspace		
	1.00 pm to 2.00pm	<b>Lunch Break</b>		
	2.00pm to 3.45pm	Procedural aspects to be followed in discharge of duties as Judicial Officer	Sri Y.V. Ramakrishna, VC (Retd.) Administrative Tribunal	Room No. 22
	3.45pm to. 4.00pm	<b>Tea Break</b>		
	4.00pm to 6.00pm	Practical Tips on court work	Sri Anurag Jayanthi, IAS Sub Collector Bodhal	Room No. 22
<b>Day-49</b>	<b>Thursday (02.08.2018)</b>			
	10.00am	<b>Departure to Telangana Secretariat</b>		
	11.00am to 12.00pm	Overview of Energy Sector / Solar energy	Sri Ajay Mishra, IAS Spl. CS, Energy	D Block
	12.30	<b>Departure to SCCL</b>		
	12.30 to 1.30 pm	Activities of SCCL	MD SCCL,	SCCL, Red hills
	1.30 pm to 2.30pm	<b>Lunch Break</b>		
	2.30pm	Departure to Aranya Bhavan		
	3.00pm to 4.30pm	Aranya Bhavan	CCF	Aranya Bhavan, Saifabad
	5.00 to 6.00pm	Metro Rail	Sri NVS Reddy, IDAS(Rtd) MD, Metro Rail Begumpet	Metro Rail Begumpet
	Return by Metro Rail up to Ameerpet			