

**APPROVED SESSION PLAN FOR ASOS (DR) FOUNDATION TRAINING PROGRAMME  
(11<sup>th</sup> WEEKS DURATION)**

**1.OFFICE MANAGEMENT MODULE**

S No.	Topic	Number of Sessions		Objectives	Marks	Comments
		Existing	Proposed			
1.	<b>Inauguration, Introduction and Overview of the Training Programme</b>	2	2		0	No change
2.	<b>Constitution of India</b> – Preamble, Fundamental Rights, Directive Principles of State Policy, centre-State relations and the 3 Lists, Panchayati Raj	2	3	Describe provisions of the Constitution of India from which executive power is drawn	5	More inputs added and 1 session increased
3.	<b>Government Machinery</b> 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	2	Describe the structure and functioning at various levels of Government	10	No change
4.	<b>Office Procedure:</b> 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, Record Management, Citizen Charter	2	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 3. Describe the process of Records Management. 4. Describe salient features of a Citizen's Charter	25 (earlier 15)	Record Management merged, citizen charter added and 1 session increased
5.	<b>Role of Assistant Section Officer:</b> ASO's position in a Department; Role and duties as given in MOP; practical perspectives of ASO's role	2	2	Identify the role of an ASO in the secretariat set up of Government of India	0	No change

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6.	<b>Service Book</b> Format, Parts of a Service Book, Entries to be made	0	2	Open a Service Book and make necessary entries	5	New topics added as per requirement
7.	<b>Administrative Law</b>	0	2	Scope of Administrative Law, applicability of delegated legislation, reasons for its growth, check on discretionary powers of Executive, principles of Natural Justice and Judicial Review,	5	
8.	<b>Income Tax</b> Categories of taxable income, exemptions, rebate, calculation of income tax	0	2	Calculate Income Tax in a given situation	5	
9.	<b>Swachchh Bharat</b>	0	2	to promote innovation & develop citizen centric approach for public service		New topic added per ISTM's OM dated 17.6.2016
10.	<b>Organ Donation</b>	0	2			
11.	<b>Use of space Technology based tools in Governance</b>	0	2			
12.	<b>Noting Skills:</b> 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	8	1. Explain the meaning and purpose of recording a note; 2. Explain the functional approach to noting 3. Prepare a note for a given case	25	3 sessions increased to give more time for preparation of a note
13.	<b>Drafting Skills:</b> Ideation; forms of communication; Identify appropriate forms of communication in a given situation	5	7	1. Describe various forms of communications stipulated in the MoP; 2. Draft appropriate communication in a given situation;	20	3 sessions increased to give more time for drafting a communication
14.	<b>Records Management:</b> 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	0	Describe the process of Records Management.	0	Topic merged with office procedure
15.	<b>Parliamentary Procedure:</b> Definitions – Sitting, Session, Zero Hour, Adjournment, prorogation, dissolution, assurance, Types of Questions, Facts of the Case, How to draft replies,	4	4	1. Describe the process of drafting a reply to a Parliament Question. 2. Describe the process of fulfilling an	20	Topics added

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	Motion, Resolution; Assurances, Half an hour discussion, point of order, Rule 377/Special Mention, Calling Attention Notice, Short Duration Discussion, Suo Motto Statement, Adjournment Motion, No Confidence Motion, Parliamentary Committees including Departmentally related Standing Committees.			Assurance 3. Describe salient features of a DRSC 4. Describe the process a Bill becoming an Act		
16.	<b>Visit to National Archives &amp; Parliament House</b>	2	5	Explain the process of preservation of records Describe the procedure & conduct of business of the House of Parliament		While there are no changes proposed, both the visits can be clubbed in a single day
17.	<b>Visit to Parliament House</b>	3		Experience the internal functioning of the Parliament Houses		
18.	<b>Right to Information –</b> Salient features Purposes and Objectives of RTI, 2005, RTI Rules 2012, Suo motto disclosure, Exemptions, CPIOs, how to dispose RTI application, Appellate Authority, CIC/SIC, penalty, RTI on line	3	3	1. Describe salient features of RTI Act 2005 & RTI Rules 2012 2. List Suo motto disclosures 3. Dispose an RTI application 4. State procedure of appeal 5. Describe the penalty provisions under RTI 6. List steps involved in RTI online	15	No change
19.	<b>Handling of Government Litigation (CAT/Court)</b> Including the jurisdiction of Supreme Court & High Court, CAT	2	3	Describe the process of filing affidavit in CAT/Court	15	More sub-topics included. Sessions increased by 1
20.	<b>PMES &amp; RFD</b>	2	0	Explain PMES and describe salient features of RFD	0	Deleted because of less usage
21.	<b>Citizen's Charter</b>	2	0	Describe salient features of a Citizen's Charter	0	Topic merged with Office Procedure
<b>Total:</b>		<b>40</b>	<b>54</b>		<b>150</b>	

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**2. RULES ORIENTATION MODULE**

Sl. No.	Topic	Number of Sessions		Objectives	Marks	COMMENTS
		Existing	Proposed			
1.	<b>Fundamental Rules and Supplementary Rules,</b> Rule 9 (Essential Definitions such as Service, Cadre, Pay, Special Pay, Personal Pay, etc.), Rules 10 to 19; Supplementary Rules 1 to 4	2	2	Explain various provisions for first appointment in the Government	10	No change
2.	<b>Conduct Rules:</b> 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	2	Explain important provisions of CCS (Conduct) Rules	10	No change
3.	<b>CCS (CCA) Rules:</b> Meaning of classification, control, and appeal; Rules 1 to 19 with special emphasis on Rule 10 (Suspension) and Rule 11 (Penalties)	3	3	Explain important provisions of CCS (CCA) Rules	10	No change
4.	<b>Leave Rules</b>	2	2	Describe the salient features of CCS (Leave) Rules	10	No change
5.	<b>LTC Rules</b>	2	2	Describe salient features of CCS (LTC) Rules	5	No change

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6.	<b>GFRs, Budget</b> and Control of Expenditure, communication of financial sanctions  + DFPR	3	5	1.Explain financial propriety 2.Describe Budgeting principles 3.Describe salient features of financial control and issue of sanctions	15 (earlier 10)	2 session Increased and DFPR clubbed
7	<b>DFPRs</b>	2		Describe salient features of delegation of financial powers	0 (earlier 10)	Merged with GFR
8	<b>Pension Rules including the New Pension Scheme</b>	0	3	Describe kinds of pension, gratuity & commutation of pension	10	Topic required for clarity on New Pension Scheme
9.	<b>New Pension Scheme</b> and other retirement benefits	2		Describe principles of New Pension Scheme and retirement benefits		Merged with Pension Rules
10.	<b>Pay Fixation:</b> Definition of Pay, Pay fixation under FR 22 (I) (1) (a), (b), and (c),	3	3	Fix pay in a given situation on various situations, including MACP	10	No change
11.	TA Rules	2	2	1. Describe Types of TA 2. Explain coverage of TA on Tour & Transfer	10	No change
12.	Overview of Reservations in Service	2	3	Describe important provisions of Reservations in Services	10	1 Session increased due large scope of the topic
<b>Total</b>		<b>25</b>	<b>27</b>		<b>100</b>	

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**3. e-OFFICE MODULE**

Sl. No.	Topic	Number of Sessions		Objectives	COMMENTS
		Existing	Proposed		
1.	e- Governance	2	2	Describe National E-Governance Plan	No change
2.	e- Office procedure	3	2	Describe salient features of E-Office Procedure	
3.	e- Searching and e-Referencing of rules for W2FW - demonstration	2	0	Search websites and find various rules and orders	Sessions removed as Case Review is proposed in place of W2FW & preparation sessions have been shown separately
4.	Hands on ICT – minimum 10 hrs per week for 6 weeks, log in will be necessary for each participant	4.45 to 6.45 pm on all weekdays	12 (regular sessions)	Search & find out about various Ministries/Departments	To help them to gather information about GOI ministries, departments and attached, subordinates and autonomous bodies working under them
5.	ICT Log in + group project	3			
<b>Total:</b>		<b>10</b>	<b>16</b>		

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**4. PERSONALITY AND ATTITUDE DEVELOPMENT MODULE**

Sl. No.	Topic	Number of Sessions		Objectives	COMMENTS
		Existing	Proposed		
1.	<b>Attitude Building for service Delivery</b>	2	3	Build positive attitude Develop pleasant personality and learn etiquettes	Both topics can be merged & a session reduced
2.	<b>Personality Development and Etiquettes</b>	2			
3.	<b>Communication Skills</b> Verbal and Non-verbal communication	3	2	Use appropriate skills to communicate	
4.	<b>Presentation Skills (inputs)-</b> Preparation, presentation, visual aids, body language, answering questions	2	2	Describe factors which enhances oral presentation skills	
5.	<b>Gender Sensitization along with Legal framework on prevention of S.H.@W</b>	2	2	Be sensitive towards other gender	
6.	<b>Issues relating to Disabled</b>	3	2	Be sensitive towards the differently abled people & need of elderly persons	Both topics separate. 2 sessions allotted to each
7.	<b>Issues related to Elderly</b>	0			
8.	<b>Ethics and Values</b>	5	3	Explain the need for maintaining ethics and values in public service	Topic to be covered also during interaction with eminent speaker
9.	<b>Interaction with Eminent Persons</b>	0	8	To get exposed to various aspects of life with emphasis on ethical dilemma, thinking big, character building, developing the right attitude for public service	Was being done as part of Ethics & Value Session.
10.	<b>Team Building Exercise</b> - Work in collaboration – principles game	3	2	Will be able to identify the benefits of working in collaboration	1 session reduced
11.	<b>Action Planning Exercise</b>	5	0		Could not be run last time
12.	<b>Psychometric Analysis (entry/exit)</b>	2	2	To assess the entry and exit behavior	No change
<b>Total</b>		<b>30</b>	<b>28</b>		

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**5. EXPERIENTIAL LEARNING MODULE**

Sl. No	Topic	Number of Sessions		Expectations	Marks	COMMENTS
		Existing	Proposed			
	Briefing on case review preparation (Earlier W2FW)	1	2	To clarify how to present a case in a given situation	-	W2FW may be replaced with Case Review as it covers W2FW also
	Briefing on Village Attachment	1	1	To clarify what to expect in a village regarding implementation of various public service delivery schemes	-	No change
	De-briefing on Village Attachment	1	1	To disseminate information collected from the village	-	No change
	Briefing on Bharat Darshan-cum NGO Attachment	1	1	To clarify what to expect about cultural and other diversities and experience service delivery by NGO	-	No change
	De-briefing on Bharat Darshan-cum NGO Attachment	1	2	To disseminate information collected during Bharat Darshan and NGO Attachment	-	1 session increased due to time required for handling big groups
	Briefing on Book Review	0	1			
	Book Review Presentations	10	10	To read, compile, analyse and orally communicate the crux of the message of written text	50	To be done in a smaller group to manage the constraint of time
	Village Visit Presentation (Group)	0	5	To assimilate the data and analyse status of implementation of various Central and State Government Schemes in the visited areas	50	To be done in a smaller group to manage the constraint of time
	Preparation for Case Review Presentations	0	5			
	Case Review Presentations (Earlier W2FW)	15	15	To present using presentation skills, after analyzing rules position, the expected solution in a given case	50	To be done in a smaller group to manage the constraint of time
	Village Attachment	25	25	To experience implementation of various schemes in a village		No Change
	Bharat Darshan-cum NGO Attachment	35	50	To experience cultural heritage and geographical difference and feel the unity in diversity: To also experience service delivery by NGO	50 Individual Report)	As per revised Training Policy dt. 4.7.2016 10 days are allotted to Bharat Darshan
	Examination	6	6	Examination in two modules		No change
	Valediction	2	2			No change
	Course Administration	2	2			No change
<b>Total:</b>		<b>100</b>	<b>128</b>		<b>200</b>	



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**6. LANGUAGE MODULE**

Sl. No.	Topic	Number of Sessions		Objectives	Marks	COMMENTS
		Existing	Proposed			
1.	Official Language	0	2	Describe salient features of Official Language Policy	-	Topic essential
2.	Hindi Language	10	10	Use grammar correctly - Identify common mistakes - Use richer vocabulary -Use crisp, to-the-point yet simple language - Able to speak with confidence	-	No change
3.	English Language	10	10			
<b>Total:</b>		<b>20</b>	<b>22</b>		<b>-</b>	

**TOTAL SESSIONS/MARKS COMPOSITION**

S NO	MODULE	SESSIONS		MARKS
		EXISTING	PROPOSED	
1.	Office Management Module	40	54	150
2.	Rules Orientation Module	25	27	100
3.	E office Module	10	16	
4.	Personality & Attitude Development Module	30	28	
5.	Experiential Learning Module	100	128	200
6.	Project Assessment			100
7.	Language Module	20	222	0
8.	Internal Assessment			50
	<b>Total</b>	<b>225</b>	<b>275</b>	<b>600</b>