



Dr. MCR Human Resource Development Institute of Telangana
Foundation Training for Assitant Section Officers in
Central Secretariat Service
7th November 2016 to 20th January ,2017.



		Dt: 28.11.2016 to 3.12.2016				WEEK-4	
	28.11.2016 Monday	29.11.2016 Tuesday	30.11.2016 Wednesday	1.12.2016 Thursday	2.12.2016 Friday	3.12.2016 Saturday	
9.30am to 10.30am	Office Procedures(Shri S.K. Das Gupta, Director,(Retd), GoI	Office Procedures(Shri S.K. Das Gupta, Director,(Retd),GoI	Reservation in Service (Shri S.K. Das Gupta, Director,(Retd),GoI	Principles of Noting(Shri S.K. Das Gupta, Director,(Retd),GoI	Noting Exercies (Shri S.K. Das Gupta, Director,(Retd),GoI	Drafting Skills - Exercises((Shri S.K. Das Gupta, Director,(Retd),GoI	
10.30 am-10.40am	BREAK						
10.40 am-11.40 am	Office Procedures(Shri S.K. Das Gupta, Director,(Retd), GoI	Parliamentary Procedures(Shri S.K. Das Gupta, Director,(Retd),GoI	Reservation in Service (Shri S.K. Das Gupta, Director,(Retd),GoI	Principles of Noting(Shri S.K. Das Gupta, Director,(Retd),GoI	Noting Exercies (Shri S.K. Das Gupta, Director,(Retd),GoI	Drafting Skills - Exercises((Shri S.K. Das Gupta, Director,(Retd),GoI	
11.40am-12.00noon	TEA BREAK						
12.00 pm to 1.15 pm	Office Procedures(Shri S.K. Das Gupta, Director,(Retd), GoI	Parliamentary Procedures(Shri S.K. Das Gupta, Director,(Retd),GoI	Reservation in Service (Shri S.K. Das Gupta, Director,(Retd),GoI	Principles of Noting(Shri S.K. Das Gupta, Director,(Retd),GoI	Noting Exercies (Shri S.K. Das Gupta, Director,(Retd),GoI	Drafting Skills - Exercises((Shri S.K. Das Gupta, Director,(Retd),GoI	
1.15pm to 2.15pm	LUNCH BREAK						
2.15pm to 3.30pm	Machinery of Government (S.K. Das Gupta, Director,(Retd), GoI	Parliamentary Procedures(Shri S.K. Das Gupta, Director,(Retd),GoI	Maintenance of Service Book(Shri S.K.Das Gupta, Director (Retd),GoI)	Noting Exercies (Shri S.K. Das Gupta, Director,(Retd),GoI	Drafting skills, Forms of Communication(Shri S.K. Das Gupta, Director,(Retd),GoI	e- Searching(Computer Lab)	
3.30pm to 3.45pm	TEA BREAK						
3.45pm to 5.00pm	Machinery of Government (S.K. Das Gupta, Director,(Retd), GoI	Parliamentary Procedures(Shri S.K. Das Gupta, Director,(Retd),GoI	Maintenance of Service Book(Shri S.K.Das Gupta, Director (Retd),GoI)	Noting Exercies (Shri S.K. Das Gupta, Director,(Retd),GoI	Drafting skills, Forms of Communication(Shri S.K. Das Gupta, Director,(Retd),GoI	e- Searching(Computer Lab)	