



Programme Information Brochure

FOUNDATION

TRAINING PROGRAMME

for
Assistant Section Officers (Direct Recruit)
of the Central Secretariat Service of Government of India
From 02-03-2020 to 22-05-2020



Dr. Marri Channa Reddy
Human Resource Development
Institute of Telangana

**Programme
Information Brochure
FOUNDATION
TRAINING
PROGRAMME**

for

**Assistant Section Officers (Direct Recruit)
of the Central Secretariat Service of
Government of India**

277th Batch

(From 02.03.2020 to 22.05.2020)



**Dr. Marri Channa Reddy
Human Resource Development
Institute of Telangana**

Road No.25, Jubilee Hills, Hyderabad - 500 033.

Phone: +91 40 23548487 Fax: +91 40 23543459

<http://mcrhrdi.gov.in>

FTP website: <http://mcrhrdi.gov.in/dr2020/indexdr.html>

FOUNDATION TRAINING PROGRAMME

for

**Assistant Section Officers (Direct Recruit) of the
Central Secretariat Service of Government of India**

FORM OF OATH / AFFIRMATION

“I,.....(Name of the Probationer)

do swear/solemnly affirm that I will be faithful and bear true allegiance to India and to the Constitution of India as by law established, that I will uphold the sovereignty and integrity of India, and that I will carry out duties of my office loyally, honestly, and with impartiality.

(SO HELP ME GOD)”



From the Director General's Desk

Dear Officer Trainees,

It is a pleasure to welcome all of you to the Foundation Training Programme for Assistant Section Officers (Direct Recruit) of the Central Secretariat Service of Government of India, commencing on March 2nd and concluding on May 22nd, 2020, at the Institute.

The Foundation Training Programme is one of the most memorable periods in the lives of the Trainees. It will be a unique opportunity to appreciate the common thread that binds the Officers from across the country. They remember with great nostalgia the time spent at the Institute and in the company of a new group of people who will become their life-long friends.

The Course combines formal classroom teaching on a variety of subjects and several extra-and co-curricular activities, details of which are available in this Manual. We would endeavour to make your Course experiences most stimulating, joyful, and memorable. We, in turn, expect you to be keen learners and active participants. The Course will demand your intense engagement and will challenge you.

You are requested to go through the Course Manual in order to familiarize yourself with the broad outlines of the Course and the expectations from you. We are confident that you would imbibe the core values of the Civil Services and set the highest standards through your demeanour and conduct.

We hope you will have a pleasant stay at Dr MCR HRD Institute of Telangana and flavor the composite cultural milieu of Hyderabad city.

With best wishes,

B. P. Acharya, IAS

Director General, Dr MCR HRD Institute &
Special Chief Secretary to Govt of Telangana

March 02nd, 2020

CONTENTS

DESCRIPTION	Page No.
CHAPTER : 1 - INTRODUCTION	01
CHAPTER : 2 - ABOUT THE INSTITUTE & FACILITIES	02
CHAPTER : 3 - AIMS & OBJECTIVES OF THE PROGRAMME	03
CHAPTER : 4 - SYLLABUS AND MARKS SCHEME	07
CHAPTER : 5 - OUTDOOR LEARNING ACTIVITIES	11
CHAPTER : 6 - PRESENTATIONS & REPORT / DIARY WRITING	13
CHAPTER : 7 - TIMINGS	14
CHAPTER : 8 - IMPORTANT INSTRUCTIONS	15
COURSE PLANNER	21
COURSE TEAM	24

CHAPTER : 1

INTRODUCTION

We are happy to welcome you to the Foundation Training Programme (FTP) for Assistant Section Officers-Direct Recruits (ASO-DR) at Dr. Marri Channa Reddy Human Resource Development Institute of Telangana (MCR HRD IT), Hyderabad. This is a significant moment in your life, as you have now become a part of the colossal executive of the world's largest democracy. The civil service provides enormous responsibilities, challenges and opportunities to contribute to the society at large. It also, in the process, provides opportunity for self-satisfaction, self-development and self-discovery.

The Training Programme has been designed keeping in view the fact that the Government service is essentially a public service. It calls upon the Government servants to display absolute integrity, moral courage, empathy and compassion, leadership, justice and impartiality, freedom from prejudice and commitment to the goals of development, equality and social justice.

A Government servant should have professional competence to work in a swift changing competitive and complex environment. This would entail having thorough knowledge of the Constitution of India, various Rules and Regulations governing functioning of the Government, organisational environment and culture, and wide range of skills such as analytical abilities and skills to deal with people.

The training programme would provide you an opportunity to develop basic competencies in comprehension, analytical interpretation, communication skills and noting & drafting through 'Case Review' and to build camaraderie and 'esprit de corps' amongst the participants. The Programme also endeavours to imbue quality of humanism and development of a multi-faceted personality.

This Programme Information Brochure (Course Booklet) gives you aims, objectives, overview of the programme and a brief write-up on Dr MCR HRD Institute. It also lists the DOs and DON'Ts to be observed and scrupulously adhered to by you during the training.

We are confident that with your commitment, enthusiasm and willingness to learn, we could collectively spend the time productively and add value to each other's life.

CHAPTER : 2

ABOUT THE INSTITUTE & FACILITIES

Dr. Marri Channa Reddy Human Resource Development Institute of Telangana (MCR HRD IT), the premier administrative training institute of Government of Telangana, has been supporting the Government's initiatives in capacity building for good governance, since its inception in 1976.

During the past four and half decades, the Institute has evolved to suit the needs of changing times, as well as requirements of State and Central Government. The Institute offers a number of prestigious training programs like Foundation Course for AIS & CCS Officers, Foundation Course for MES Probationers, Training Course on Right to Information for Indian Air Force personnel, customized programs for various ministries and for international participants. The Institute has also emerged as leader, across the country, in imparting e-Learning training programs.

The Institute has a well-qualified, experienced, hardworking and dedicated team. Its faculty resources include senior All India Service Officers and State officials and eminent faculty drawn from various Institutes of higher learning like Indian School of Business, University of Hyderabad and so on.

Spread over 30 acres of picturesque land in Jubilee Hills, the heart of global city, Hyderabad, the Institute has created an extraordinary infrastructure to host training programs and events of any magnitude with its impressive array of facilities and high standards of services.

Being an eco-responsible Institute, the Institute uses the "Reduce-Reuse-Recycle" model for water and waste. In addition to shifting to solar power in a big way, the Institute has initiated a number of innovative measures to ensure that its carbon footprint is minimized.

It has well-furnished classrooms, auditoriums, indoor and outdoor sports facilities including swimming pool, gymnasium and hostel blocks with capacity to accommodate 900 persons.

Vision

To emerge as a World Class Institution of learning in the art and practice of Citizen-Centric Governance.

Mission

To strive towards sustainable excellence in sharing constantly updated knowledge and skills with the personnel serving the government and to promote capacity building and competencies among them.

Objectives

- Mould young Government Officials into active, knowledgeable and skilled professionals
- Serve as a Nodal Institute for identification of training needs, facilitation and coordination of the state's training initiatives
- Continuously review, design and deliver training programmes, modules and learning material consistent with the changing environment of governance
- Facilitate various departments in decentralised design and development of training programmes to meet their respective objectives of training and development
- Coordinate with various stakeholders in evaluating the impact of learning processes to facilitate regular renewal of learning products and services
- To strengthen the existing infrastructure facilities, prepare distance learning training modules, and build trainer capacities

Activities

Majority of the activities of the Institute relate to conduct of trainings. A few conferences/seminars are held in a year based on request by indenting departments.

The Campus training activity is being conducted through seven centres established as follows:

1. Centre for Financial Management
2. Centre for Urban Development Studies

3. Centre for Sustainable Development Goals
4. Centre for Public Administration
5. Management Development Centre
6. Centre for Information Technology
7. Centre for Telangana Studies

Training Management Unit (TMU)

The Trainer Development Programmes (Direct Trainer Skills (DTS), Design of Training (DOT), Management of Training (MOT) and so on) are conducted by the Training Management Unit.

Regional Centres for Training (RCT)

Off-Campus trainings are conducted through RCTs located at erstwhile district headquarters of the State.

Linkages with other Organisations

The Institute has strong linkages with both the State level training institutes as well as National level organisations. For giving best exposure to the participants, eminent speakers and experts in specific subject areas are invited for delivering lectures.

Facilities

The Institute has state of art facilities for both teaching-learning as well as for lodging and recreation. The Institute has judiciously created numerous avenues for recreation, including such sports facilities as Billiards, Table Tennis, Carroms, Chess, Badminton, Volley ball, Swimming pool, Gym, Jogging tracks, etc For overview of Library, Sports & Yoga facilities, browse through Institute's website <https://www.mchrtdi.gov.in/facilities.html>

Accommodation

The Institute offers comfortable accommodation with fine dining facilities in its magnificent buildings. You will be staying at Godavari Hostel, which is a fully air-conditioned facility. You will be sharing the room with one of your fellow Officer Trainees.

Catering & Mess Services

Catering in the Institute is organized on contract basis. Two Officer Trainees from the Foundation Course batch shall supervise the Mess every day as Mess Duty Officers and guide the caterer on quality of food & cleanliness. Please refer to Chapter - 8 for the charges payable by OTs towards catering services.

Library

The Institute's library is located in the cellar of the Admin Block. A good collection of books on various subjects is available in the library, besides various newspapers and journals. The timings are from 8.30 a.m. to 8.00 p.m. on all working days and 10.00 a.m. to 1.00 p.m. on Sundays and Public Holidays. It is expected that the Officer Trainees will extensively utilize the library facility during their stay on the campus.

Computer Facilities

The Institute takes pride in having four most modern air-conditioned computer labs networked on a LAN. The campus area network comprises about 270 computers, located in class rooms, conference halls, faculty rooms, guest houses, etc. Computers are available in the business lounge located on the Ground Floor of Godavari Hostel. The Officer Trainees can also avail these facilities in the Admin building (1stFloor) during office hours. All

computers in the Institute are network connected. For any help, they may contact System/Network Administrators in Room No.106 (Extn. No.: 119/220). You may also contact Mr. Venkat Reddy, Manager, IT-Infrastructure (Mobile: 9949392515) and Mr. Y Jatin Swaroop, (Mobile: 8125721733) in the matter.

Internet Access

To access free Wi-Fi in Godavari Hostel, you may select MCRHRD-Wi-Fi in the network list and enter your mobile number and get registered with BSNL portal. You will receive an OTP. Enter the OTP to get free Wi-Fi access.

Speed is now a game changer in this dynamic world and the Institute is committed about utilizing it towards the growth and advancement of the Officer Trainees on the campus. The Institute is now equipped with an exclusive 1 Giga High Speed Internet Connectivity.

Health Care

The Officer Trainees may contact Capt. (Dr.) Ruchi Mehrotra, Medical Officer at Room No. G41 (Godavari Hostel), from 10.00 a.m. to 5.00 p.m. and Dr. R. Bala Subrahmaniam, Visiting Physician at Room no.G39(Godavari Hostel), from 8.00 a.m. to 10.00 a.m. In addition, Homeopathy, Ayurveda, and Unani Doctors will be available, on rotation basis, for consultation and medicines, in their clinics opposite the Godavari Hostel, from 09:00 a.m. to 01:00 p.m. & 03:00 p.m. to 05:00 p.m. For emergency health care, Capt. (Dr.) Ruchi Mehrotra, Medical Officer (Mobile: 9885563905) or Sri R. Nagaraj, Facilities Executive (Mobile: 9677757539) may be contacted.

CHAPTER : 3

AIMS & OBJECTIVES OF THE PROGRAMME

The salient features of the design of ASO DR (FTP) are as follows:

(A) Aim: -

The aim of the Programme is to understand and describe decision making in Government of India and how to provide essential backup and be an optimum contributor to the process thereof.

(B) Objectives:-

On completion of the Training Programme, the participants will be able to:-

1. Identify the role of an Assistant Section Officer in the secretariat set up of Government of India.
2. Describe the structure and functioning at various levels of Government
3. Describe procedures and processes followed in an office as prescribed in the Central Secretariat Manual of Office Procedure.
4. Develop harmonious and friendly approach in their work environment and be able to function both as a member as well as the leader of a team
5. Perform given tasks during the training, using computer skills in the area of digital processing of information through websites and

portals of Ministries, Departments and social media sites

6. Use the Internet to collect information and use other ICT tools
7. Describe General Conditions of Service as provided in the Fundamental Rules and Supplementary Rules
8. Develop the skills of Noting and Drafting and use various forms of written communication in a given situation
9. Describe the procedural requirements and basic features of drafting a Cabinet Note.
10. Explain the procedures for managing Government Records.
11. List out salient features of the Right to Information Act 2005.
12. Describe various Parliamentary terms
13. Differentiate between various types of Questions and describe the process of drafting replies to be tabled in the Parliament
14. Describe functioning of various Parliamentary Committees
15. Describe various motions to raise discussions in Parliament
16. Explain important provisions of Conduct Rules applicable to members of Central Civil Services.

-
17. List out Minor and Major penalties and describe the procedure for imposing these penalties.
 18. Describe procedures to handle CAT and Court cases
 19. Describe some of the pre and post Recruitment procedures, guidelines on clearance of Probation and Confirmation in Government.
 20. Describe and apply Rules in a given situation relating to fixing of Seniority in Service.
 21. Explain various provisions relating to Reservations in service and prepare Rosters in a given situation.
 22. Describe the procedure relating to functioning of a Departmental Promotion Committee.
 23. Describe various steps involved in framing of Recruitment Rules.
 24. Describe principles and practice in Budgeting
 25. Describe general system of Financial Management and Control and Delegation of Financial Powers to various authorities in the Government.
 26. Describe Purchase Procedures for procurement of Government stores.
 27. Calculate pay admissible to an employee in a given situation.
 28. Calculate pension admissible to an employee in a given situation and describe the salient features of New Pension Scheme
 29. Describe and apply LTC Rules in a given situation
 30. Describe and apply TA Rules in a given situation
 31. Describe and apply Leave rules in a given situation
 32. Share experiences gathered by undertaking a field visit in villages, in respect of political, socio-cultural and economic aspects of an Indian village and the impact of developmental schemes.
 33. Describe importance of ethics and values for a public servant.
 34. Analyse manifestation of gender discrimination in a given situation. Identify issues concerning the elderly.
 35. Inculcate the skills for planning and anticipating and managing of uncertainties through the experience of NGO Attachment;
 36. Explain the cultural diversity and importance of composite culture of our country through Bharat Darshan
 37. Demonstrate esprit-de-corps among the participants through Bharat Darshan.

CHAPTER : 4

SYLLABUS AND MARKS SCHEME

Module – I: Exposure to Procedure (E2P) (25 Sessions/100 Marks)

Sl.No.	Topic	(No. of Sessions)	Objectives / Methodology	Marks
1	a) Organization structure in Gol b) E-Office c) File Management d) Noting Structure e) Drafting – Forms f) Records Management	(2) (3) (2) (3) (3) (2) (15)	<p>Objectives: To be able to describe process, hierarchy & protocol of decision making in Government of India</p> <p>Methodology: Session input, Case studies, Simulation through e-Office.</p>	70
2	a) Parliament Question b) Assurances c) Standing Committees d) Drafting of Bills e) Parliament Visit	(2) (2) (2) (1) (3) (10)	<p>Objectives: To be able to list out steps to reply Parliament Questions, Assurances; replies for Standing Committee and draft Legislative proposals (Bills).</p> <p>Methodology: Session input, Case studies, Parliament Visit etc.</p>	30

Module – II: Exposure to Public Finance (E2PF) (15 Sessions / 50 Marks)

Sl.No.	Topic	(Sessions in brackets)	Objectives / Methodology	Marks
1	a) General Concept of Public Finance b) Government Budget c) Control of Expenditure d) Types of Funds, Accounts, Grants & Loans e) Purchase / Procurement f) Outsourcing	(2) (1) (1) (1) (2) (1) (8)	<p>Objectives: To be able to describe –</p> <p>i) Standards of Financial Propriety; ii) Procedure for communication of sanctions; iii) Steps to prepare BE & RE and supplementary grant proposals; iv) Consolidated and Contingency Funds of India, Public Accounts, Public Finance Management Systems (PFMS); v) Government e-Market Place (GeM); vi) Tender enquiries; and vii) Grant-in-Aid.</p>	35
2	Delegation of Financial Powers Buffer Session	(2) (1)	<p>Methodology: Session input, Case studies</p> <p>Objectives: To be able to describe</p> <p>i) Powers of Head of the Department (HoD) ii) Power of Appropriation and Re-appropriation iii) Powers incurring contingent expenditure iv) Powers to incur miscellaneous expenditure v) Powers to write-off losses</p> <p>Methodology: Session input, Case studies</p>	15

Module – III: Exposure to Rules (E2R) (30 Sessions / 150 Marks)

Sl.No.	Topic	Objectives / Methodology	Marks
1	a) Probation/confirmation b) Seniority/DPC c) Reservation	(1) (1) (2) Objectives: To be able to apply salient provisions of Recruitment, promotion, confirmation, seniority and reservation in Government Service in given situations. Methodology: Session input	30
2	a) Leave Rules b) LTC Rules	(2) (2) Objectives: To be able to apply rule provisions relating to Leave & Leave travel in a given situation. Methodology : Session input	20
3	a) General Conditions of Service (FR 10-18) b) Overview of Conduct Rules c) Overview of CCS (CCA) Rules d) Pension Rules e) New Pension Scheme f) CGHS/Medical Atnd. g) CGEGIS h) Admn. Law i) Right to Information j) Income Tax k) Pay Fixation l) Travelling Allowance	(2) (2) (2) (2) (1) (2) (1) (2) (2) (2) (2) (2) (2) Objectives: To be able to apply rule provisions relating to conditions, responsibilities, remunerations, conduct, control, retirement, health and insurance benefits, right to information and procedure to maintain service records in the form of Service Book / e-Service Book Methodology: Session input.	100

Module –IV: Job Simulation (30 Sessions / 75 Marks)

Sl.No.	Topic	Objectives / Methodology	Marks
1	a) Noting b) Drafting c) Forms of Communication	Objectives: To be able to make effective Notes and Draft Communication and process through e-office Methodology: Presentation, Discussion and Assessment.	75

Module - V : Field Exposure (FE) (75 Sessions / 100 Marks)

Sl.No.	Topic	Objectives / Methodology	Marks
1	Bharat Darshan	Objectives: To be able to describe i) Role played by the Public Sector Enterprise and other Institutions ii) Trace the cultural historical and economic development of the region and its importance iii) Observe life styles of the people in the region iv) Develop spirit-de-corps	30
2	NGO Attachment	Objectives: To be able to describe i) The structure and working styles of NGOs ii) Interaction with the external environment including government agencies working at field level iii) Role of NGOs in partnering with Govt. for implementation of development programmes and creating awareness iv) Role of NGOs in promoting cultural integration among communities	35
3	Village Attachment	Objectives: To be able to list out public management challenges in achieving universal coverage with respect to the scheme mentioned under the topic head. Methodology: Village attachment through SIPRDS and NIRD in various states. Group / individual Presentation	35

Module - VI: Exposure to Governance (E2G) (25 Sessions)

Sl.No.	Topic	Objectives / Methodology	Marks	
1	(a) Space Technology (b) Gender Issues (c) Divyang (d) Minority Issues (e) Organ Donation (f) Time Management (g) Stress Management (h) Communication Skills (I) Presentation Skills (j) Leadership (k) Ethics and Values (l) Eminent Speaker	(2) (2) (2) (2) (2) (2) (2) (2) (2) (2) (3) (2) (2)	Objectives: To be able to comprehend and describe various aspects of Good Governance Methodology: Class room input, Case Studies and Discussion	

Module – VII: Language Skill (LS) (15 Sessions)

Sl.No.	Topic	Objectives / Methodology	Marks
1	a) Use of English as a Business Language (6) b) Use of Hindi as Official Language (6) c) Recording proceedings of a meeting/discussion (3)	Objectives: To be able to express in correct and brief language; Record proceedings of any discussion correctly and comprehensively. Methodology: Mock sessions on minutes preparation, writing activities, drafting.	

TOTAL SESSION / MARKS COMPOSITION (AT A GLANCE)

METHODOLOGY	MODULES	SESSIONS	MARKS
Class room Input	Module – I (E2P) Exposure to Procedure	25	100
	Module – II (E2PF) Exposure to Public Finance	15	50
	Module – III (E2R) Exposure to Rules	30	150
Hands on Learning	Module – IV (JS) Job Simulation	30	75
Experiential Learning	Module – V (FE) Field Exposure	75	100
Activity Based learning	Module VI (E2G) Exposure to Governance	25	
	Module – VII (LS) Language Skills	15	
Activity Based learning	Module –VIII (AS) Adventure Sports	25	
ECA Examination, Course Administration, Gen Assess)		35	25
TOTAL		275	500

Total session - 300 Sessions
Holidays (05 days) - 25 Sessions

Total sessions available - 275 Sessions

CHAPTER : 5

OUTDOOR LEARNING ACTIVITIES

(A) VILLAGE ATTACHMENT

You will be deputed to a village to undertake study and share experiences through presentations on return. You will be divided into small teams and deputed to selected villages under the aegis of `Dr MCR HRD Institute of Telangana. Each participant will write an essay on a given theme, according to the following format:

- a) Village description: Setting of village, distance from district headquarters, description of tola /cluster (if any), etc.
- b) Demography: Population by caste, age and gender (temporal changes), sex ratio etc.
- c) Public Management challenges in ensuring universal coverage of:
 - i) PM Ujjwala Yojana,
 - ii) Saubhagya (PM Sahaj Bijli Har Ghar Yojana),
 - iii) Ujala Scheme,
 - iv) PM Jan Dhan Yojana,
 - v) PM Jeevan Jyoti Bima Yojana,
 - vi) PM Suraksha Bima Yojana and
 - vii) Mission Indradhanush

CONDUCT DURING VILLAGE ATTACHMENT

During the village visit the participants are expected to fully devote themselves to the

learning process. Consequently, it is expected that the participants will NOT be allowed to discontinue or break journey or take leave. They must adhere to the village attachment programme. They are also not allowed to change the route of programme.

(B) BHARAT DARSHAN

As part of the training programme, you will be taken to some selected places/organisations with a view to provide you an opportunity to observe the lifestyle of the people of the region as well as to enable you to appreciate the historical, cultural and economic background of the region.

The participants will be required to undertake a detailed study of the region/organisations to be visited. This will be followed by segregation of the study in terms of historical, cultural and economic development in the region. During the field visit this information will be linked to the places of importance to be visited on a particular day, by way of presentations within the stipulated time that would be announced.

Responsibility for planning as well as conduct of the tour on a particular day will be that of the group making presentation on the specific day. The groups may themselves decide on the method of presentation, the written materials, map or

other guidance to be provided. In addition, information about specialties of the region like performing arts, handicrafts, food etc. and exposure to these could also be decided and implemented.

A report on the basis of the field visit undertaken, experiences and observations during the visit will have to be submitted by the participants within two days from the date of return to the Institute.

Bharat Darshan is mandatory and request for exemption is unlikely to be entertained.

(C) NGO ATTACHMENT:

NGO Attachment is an extension of training programme using “Field Visit” as a training method.

(D) ADVENTURE GAMES AND TREKKING:

The participants will be required to participate in physical activities such as adventure games/ trekking also. Adventure sports to be organised by Central Civil Services Cultural & Sports Board (CCSCSB) – DOPT.

CHAPTER : 6

PRESENTATIONS & REPORT / DIARY WRITING

(A) PRESENTATION ON VILLAGE ATTACHMENT

As a member of the group, you are free to develop your own mode of working. Every group will be given approximately 15 to 20 minutes for the presentation and about 10 minutes for questions.

(B) REPORT ON STUDY TOUR

Writing skill is one of the core competencies to be developed by you for effective discharge of the duties as an Assistant Section Officer in the Secretariat. To enable you to develop this skill, ample opportunities are provided for preparing various reports during various stages of the training. This section provides you general guidance on the points to be followed/ kept in mind, while preparing the reports. The following objectives are sought to be achieved while writing a report:

- a) Researching, adhering to timeliness in task completion;
- b) Developing word processing skills.
- c) Inculcating skills of effective writing; and
- d) Integrity in writing by giving due credit to others' ideas.

When you write your experience, you may like to concentrate on a factual description of what you have observed rather than attempt to explain by way of theory on the goings-on in the place of visit. For example, many of us fall prey to seeing in the village, what we expect to see, in the light of the beliefs we have about village life. It may then happen that we do not see what is visible to others, when we approach the place of visit with an open mind. Such an approach, however, should not neglect the collection of secondary data like the population, proportions of different castes and tribes, patterns of land-holdings, crop and irrigation practices, where these data are relevant to the task in hand.

(C) Daily Diary –

All participants are required to write **Daily Diary** indicating the sequence of events in the day, their observations and **the learning points on that day**.

For this purpose, they will log in ISTM portal/website at 'Nominee Login' with their application number and date of birth (**www.istm.gov.in/home/nominee_login**). The Daily Diary will be checked by the Faculty members.

FTP website can be accessed at: **<http://mcrhrdi.gov.in/dr2020/indexdr.html>**

CHAPTER : 7

TIMINGS

DAILY SCHEDULE TIMINGS FOR ASO (DR) FOUNDATION TRAINING PROGRAMME (FTP)

Session duration (in hours): From – To Session		Described as
Upto 09.15 a.m.		Assembling Time
09:15 a.m. – 09:30 a.m.		Compulsory Attendance
09:30 a.m. – 10:45 a.m.	I	Session-I
10:45 a.m. – 11:00 a.m.		TEA BREAK
11:00 a.m. – 12:15 p.m.	II	Session-II
12:15 p.m. – 1:30 p.m.	III	Session-III
1:30 p.m. – 2:30 p.m.		LUNCH
2:30 p.m. – 3:30 p.m.	IV	Session-IV
3:30 p.m. – 3:35 p.m.		BREAK
3:35 p.m. – 4:35 p.m.	V	Session-V
4.35 p.m. to 4.45 p.m.		TEA

CHAPTER : 8

IMPORTANT INSTRUCTIONS

ESCORT DUTIES FOR THE OFFICER TRAINEES

The Officer Trainees are designated as Escort Officers to the Guest Speakers. They will have the following responsibilities:-

To ensure that the Institute's car is arranged by the FC Secretariat to pick up and drop the Guest Speaker. In case of a VIP, arrangements regarding reception at Rajiv Gandhi International Airport / Railway Station may have to be worked out in consultation with the FC Secretariat.

To inspect the Guest House room allotted to the Guest Speaker and ensure that it is properly equipped.

To ensure that the reception has complete detail of arrival and stay of the Guest Speaker. Keep the reception informed of your whereabouts so that in case of unscheduled arrival of the Guest Speaker, you can be located and informed.

To receive the Guest Speaker on arrival, escort him/her to the room and to look after during his/her stay at the Institute.

It, however, does not mean that the Officer Trainees shall unnecessarily waste time hanging around the Guest

Speaker and miss classes or other Course activities.

To collect the profile of the Guest Speaker, well in advance.

To acquaint the Guest Speaker with the Course Design, the syllabus prescribed and other activities at the Institute, if he/she is not already familiar with the same, before his/her scheduled session.

To inform the Guest Speaker about the duration, number and nature of his/her lecture(s)/participation.

To ascertain any special arrangements that the Guest Speaker would like to be made in the lecture hall, like provision of Projector, flip charts, etc.

To obtain consent, in prescribed format, from the Guest Speaker for video recording of the session and ensure arrangement for the same.

To ensure that the Guest Speakers' name plates are ready and placed on the table prior to the lecture.

To introduce the Guest Speaker to the audience based on the profile already collected for the purpose. Long-winding introductory speeches must be avoided. The introduction of the guest speaker should not exceed 02 minutes in any case.

To ensure that the Guest Speaker is invited to all the functions of the various societies/clubs, which are scheduled during his/her stay.

To ensure that the TA and other particulars are filled-in by the Guest Speaker in the printed form provided by the FC Secretariat.

To organize the following, in consultation with the Guest Speaker:

- (i) After the talk is over, announce that the Guest Speaker would welcome questions from the audience, unless he has any objection to this, which should be ascertained well in advance.
- (ii) At the end of the session, thank the Guest Speaker on behalf of the Officer Trainees, the Institute, and himself/herself.
- (iii) Hand over PPTs/reading materials to Teaching Assistants for uploading on Course Repository.

OFFICERS' MESS COMMITTEE

Mess is an institution where the Officer Trainees meet in an informal/formal atmosphere to dine and relax. An active Mess life contributes significantly to esprit de-corps among the trainees. The effectiveness of the Mess is measured in terms of quality of food, quality of service, and cost effectiveness. Every Officer Trainee is a member of the Mess Committee.

The Committee is expected to discuss with the Institute's official caterer about the menu, quality of food, service quality, etc. Frequent visits to the kitchen are also helpful in ensuring hygiene and quality of

the food preparations. This helps in development of managerial and organizational skills amongst the office-bearers. However, Mess Duty Officers (MDOs) would also complement the efforts of the Mess Committee.

The Officers' Mess Committee organizes formal and informal get-togethers in association with other Clubs and Societies.

Celebration of different festivals of the country, where an atmosphere of several regional cultures is created, is one of the important functions of the Mess Committee. On several occasions, the trainees are joined by the Director General, members of the faculty, staff, and dignitaries visiting the Institute.

FETE-The Mela

The Officer Trainees will organize and participate in a FETE-The Mela in which they will put up stalls for eatables and recreation / games on a commercial basis. This will test their managerial and financial acumen, besides being an enjoyable experience. The profits from the FETE-The Mela will be donated to a charitable organization of the choice of the Officer Trainees.

CCS (Conduct) Rules

You are a Central Government Servant. In terms of the Fundamental Rules applicable to a Central Government Servants, the period of training is treated as 'duty' for all purposes. As such, during the training programme you are subject to the Central Civil Service (Conduct) Rules, 1964.

Your attention is drawn to the provisions contained in Rule 3 of the CCS (Conduct) Rules, 1964, in accordance to which every Government Servant shall at all times

- a) Maintain absolute integrity;
- b) Maintain devotion to duty; and
- c) Do nothing which is unbecoming of a government servant.

Rule 3-A of the CCS (Conduct) Rules, 1964 also prescribes that no Government Servant shall -

- a) In the performance of his official duties, act in a discourteous manner;
- b) In his official dealings with the public or otherwise adopt dilatory tactics or wilfully cause delays in disposal of the work assigned to him.

Some of the Dos and Don'ts under the CCS (Conduct) Rules, 1964, are

Do's:-

- i) Maintain absolute integrity at all times.
- ii) Maintain absolute devotion to duty at all times.
- iii) Maintain independence and impartiality in the discharge of the duties.
- iv) Maintain a responsible and decent standard of conduct in private life.
- v) Render prompt and courteous service to the public.
- vi) Observe proper decorum during lunch break.
- vii) Report to superiors the fact of your arrest or conviction in a Criminal Court and the circumstances connected therewith, as soon as it is possible to do so.
- viii) Keep away from demonstration organised by political parties.
- ix) Maintain political neutrality.

- x) Manage private affairs in such a way as to avoid habitual indebtedness or insolvency.
- xi) If any legal proceedings are instituted for the recovery of any debt due from you or for adjudging you as an insolvent, report the full facts of such proceedings to the Competent Authority.

Don'ts:-

- i) Do not make joint representations in matters of common interest.
- ii) Do not indulge in acts unbecoming of a Government Servant.
- iii) Do not be discourteous, dishonest and partial.
- iv) Do not adopt dilatory tactics in your dealings with the public.
- v) Do not practice untouchability.
- vi) Do not associate yourself with any banned organisations.
- vii) Do not join any association or demonstration whose objects or activities are prejudicial to the interest of the sovereignty and integrity of India, public order or morality.
- viii) Do not indulge in any act amounting to sexual harassment.
- ix) Do not smoke in any public place including Hostel, Dining Hall, Seminar Halls, Corridors, Play Ground, Auditorium and Library of the Institute.
- x) Do not consume alcoholic drinks.
- xi) Do not appear in an intoxicated or inebriated state in any public place.

Violation of any of the provisions will make you liable to disciplinary proceedings under the Central Civil Services (Classification, Control & Appeal) Rules, 1965.

CONDUCT IN CLASS

- a) Coming late to class shall be deemed unauthorised absence and may attract appropriate disciplinary action.
- b) Greet the Faculty or Guest Speaker when he/she enters or leaves the classroom.
- c) Do not leave the classroom until the Faculty Member has left when the session is over.
- d) Please do not leave the classroom when the session is on without the permission of the Faculty Member.
- e) Be alert, active and participate in classroom discussions.
- f) Avoid cross talk, it is discourteous and disturbs others.
- g) **MOBILE PHONES ARE NOT ALLOWED DURING ANY OF THE SESSIONS SCHEDULED IN THE WEEKLY TIMETABLES. ANY MOBILE PHONE BEING USED DURING THESE SESSIONS WILL BE CONFISCATED.**
- h) **SWITCH OFF YOUR MOBILE PHONE BEFORE ENTERING THE CLASS ROOM.**
- i) **IF YOU ARE FOUND TALKING ON YOUR MOBILE PHONE WHILE THE FACULTY IS TAKING SESSIONS, YOUR MOBILE PHONE MAY BE CONFISCATED.**
- j) Be free to express your opinion on an issue. However, in doing so, use temperate and courteous language and demeanour.

ACCOMMODATION

- a. During the Foundation Training Programme (FTP), OTs are required to compulsorily reside in the accommodation provided by the Institute.
- b. The room keys will be available at the Godavari Reception, which will be handed over on furnishing ID proof. (Voter ID/ PAN card/ Passport)
- c. Accommodation will be provided on twin sharing basis during the Foundation Training Programme. NO request for change or choice of room would be entertained.
- d. The rooms are provided with the following basic furniture/ items -bed, mattress, two single bed sheets, blanket, pillow with cover and towel. OTs may bring any other items as per their personal requirements.
- e. All OTs are required to pay accommodation charges @ Rs. 200 per day for their stay at the Institute.
- f. Accommodation for spouses or family members will NOT be provided. OTs are NOT allowed to entertain guests (family members, friends, spouse or anybody else) in their rooms. Therefore, do NOT bring any escorts with you at the time of joining.
- g. In case of differently abled OTs, assistance will be provided as per the Institute's policy on this matter.

MESS CHARGES

Mess charges will be levied on monthly basis. The OTs will be charged only for breakfast and dinner from Monday to Friday. Tea with Biscuits/snacks and lunch will be provided by the Institute. On Saturday, Sunday and Public Holidays the Institute will not bear any portion of the ASOs (DR) Mess Charges. The mess charges payable by OTs are as follows:

- **Mess charges payable by ASOs (DR) from Monday to Friday: @ Rs 250 per day covering Breakfast and Dinner.**
- **Mess charges payable by ASOs (DR) during Saturday, Sunday and Public Holidays: @ Rs 400 per day (including Breakfast, Lunch, F/N, A/N Tea and Dinner).**

Total monthly charges payable towards mess charges and accommodation will be about Rs. 15000 (Rupees Fifteen thousand).

DRESS CODE

Formal

- Blazer/ Jacket/ Suit (preferably in dark colors) with Necktie/cravat and formal Shoes for Gentlemen OTs
- Sari or Salwar Kameez or Churidar Kurta with Shoes/ Sandals for Lady OTs

Informal

- Full Sleeve Shirt and Trousers with Necktie with Shoes (other than casuals) for Gentlemen OTs
- Salwar Kameez or Churidar Kurta with Shoes/Sandals for Lady OTs

Casual

- Open Collar Shirt with Trousers (not jeans) and Shoes (other than sports shoes/sneakers) for Gentlemen OTs
- Salwar Kameez or Churidar Kurta or Shirt and Trousers with footwear (other than chappals/slip-ons/sneakers) for Lady OTs

Requirements for PT / Yoga / Games & Sports

- a. Morning activity is compulsory.
- b. **The OTs have a choice between PT or Yoga.**
- c. For PT, compulsory sports/games activities, **Institute T-shirts** must be worn. Other tracksuits and T-shirts will not be allowed.
- d. For Yoga, dress code will be as per the instructions of the teachers. However, white kurta and pyjama would be ideal.
- e. One Institute T-shirt has to be purchased by all OTs at the time of joining. The approximate cost will be Rs 300/- per T-shirt.
- f. For other sporting activities, OTs may like to bring their own sports clothing.

-
- g. One pair of good quality jogging/running shoes (in white colour) with adequate cushioning for road-running will be required. It is advisable to invest in a good quality running shoe to avoid subsequent injuries.
 - h. Lady OTs may also bring two pairs of plain white salwar kameez for use during Yoga in addition to the above mentioned clothing and other accessories.

TAKING LEAVE & TREATMENT OF ABSENCE

- (a) During the period of training, availing of any kind of leave is not permitted. Leave requests may, however, be considered in rare and exceptional circumstances, on case to case basis.
- (b) During the period of training your Headquarter is MCR HRD IT, Hyderabad. In case of emergency in which you are required to leave Headquarter even on weekends/holidays, you are required to seek prior permission.
- (c) Unauthorised absence from the Class, without prior written approval of the Course Coordinator, will be treated as 'dies-non' and may invite disciplinary action against you.

Dr MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA

12 weeks Foundation Training Programme for Assistant Section Officers (D.R.) of CSS

COURSE PLANNER

Week	Date	Day	Activity	Remarks	Day
1	02.03.2020	Monday	Joining Formalities, Course briefing, familiarisation with Facilities, Introduction to Clubs and Societies		1
	03.03.2020	Tuesday	Inauguration		2
	04.03.2020	Wednesday			3
	05.03.2020	Thursday			4
	06.03.2020	Friday	Elections for Clubs & Societies		5
	07.03.2020	Saturday	Hyderabad Darshan		6
	08.03.2020	Sunday			7
2	09.03.2020	Monday	Holi		8
	10.03.2020	Tuesday			9
	11.03.2020	Wednesday			10
	12.03.2020	Thursday			11
	13.03.2020	Friday			12
	14.03.2020	Saturday	Mini Marathon		13
	15.03.2020	Sunday			14
3	16.03.2020	Monday			15
	17.03.2020	Tuesday			16
	18.03.2020	Wednesday			17
	19.03.2020	Thursday			18
	20.03.2020	Friday			19
	21.03.2020	Saturday	Film Review		20
	22.03.2020	Sunday			21
4	23.03.2020	Monday			22
	24.03.2020	Tuesday			23
	25.03.2020	Wednesday	Ugadi		24
	26.03.2020	Thursday			25
	27.03.2020	Friday			26
	28.03.2020	Saturday	FETE –The Mela		27
	29.03.2020	Sunday	Village Visit		28

5	30.03.2020	Monday	Village Visit	29
	31.03.2020	Tuesday	Village Visit	30
	01.04.2020	Wednesday	Village Visit	31
	02.04.2020	Thursday	Village Visit	32
	03.04.2020	Friday	Cultural Program	33
	04.04.2020	Saturday	India Day	34
	05.04.2020	Sunday		35
6	06.04.2020	Monday		36
	07.04.2020	Tuesday		37
	08.04.2020	Wednesday		38
	09.04.2020	Thursday		39
	10.04.2020	Friday	Good Friday	40
	11.04.2020	Saturday	Sports Meet	41
	12.04.2020	Sunday	Sports Meet	42
7	13.04.2020	Monday		43
	14.04.2020	Tuesday		44
	15.04.2020	Wednesday		45
	16.04.2020	Thursday		46
	17.04.2020	Friday		47
	18.04.2020	Saturday	Adventure Sports	48
	19.04.2020	Sunday	Adventure Sports	49
8	20.04.2020	Monday	Adventure Sports	50
	21.04.2020	Tuesday	Civil Services Day	51
	22.04.2020	Wednesday		52
	23.04.2020	Thursday		53
	24.04.2020	Friday	Briefing on Bharat Darshan	54
	25.04.2020	Saturday		55
	26.04.2020	Sunday		56
9	27.04.2020	Monday	Bharat Darshan	57
	28.04.2020	Tuesday	Bharat Darshan	58
	29.04.2020	Wednesday	Bharat Darshan	59
	30.04.2020	Thursday	Bharat Darshan	60
	01.05.2020	Friday	Bharat Darshan	61
	02.05.2020	Saturday	Bharat Darshan	62
	03.05.2020	Sunday	Bharat Darshan	63

10	04.05.2020	Monday	Bharat Darshan	64
	05.05.2020	Tuesday	Bharat Darshan	65
	06.05.2020	Wednesday	Bharat Darshan	66
	07.05.2020	Thursday	Bharat Darshan	67
	08.05.2020	Friday	Bharat Darshan	68
	09.05.2020	Saturday		69
	10.05.2020	Sunday		70
11	11.05.2020	Monday		71
	12.05.2020	Tuesday		72
	13.05.2020	Wednesday	Blood Donation Camp	73
	14.05.2020	Thursday		74
	15.05.2020	Friday		75
12	16.05.2020	Saturday	Visit to Palapitta Park	71
	17.05.2020	Sunday		72
	18.05.2020	Monday		73
	19.05.2020	Tuesday		74
	20.05.2020	Wednesday		75
	21.05.2020	Thursday	Relieving Formalities	71
	22.05.2020	Friday	Valediction	72

COURSE TEAM

The Course Team for the conduct of the ASO (DR) Foundation Training Programme (FTP) at MCRHRDIT comprises of the following members of the Faculty:

S.No.	Name & Designation	Designation in FTP	Contact Number
1	Sri M.P. Sethy, Chief Consultant (Trg.&e-learning)	Advisor	9958483963
2	Dr S.M. Nabi, Director (Trg.)	Proctor	9030005574
3	Sri K.Sree Ram Prasad, Consultant (Trg)-TMU	Course Director	9000131480
4	Smt K. Soumya Rani, Faculty	Nodal Officer	9248032079
5	Sri K. Ram Gopal, Senior Faculty	Additional Course Director (Academic)	9121218354
6	Sri Srinivas Madhav, Senior Faculty	Additional Course Director (Co-Curricular & Non-Academic)	9247159343
7	Smt Mahinder Kaur,	Programmer, CIT	
8	Sri Vinod,	Associate Programmer, CIT ...(Assisting Nodal Officer)	

Sri Zaheer, Programmer, TMU with the assistance of Sri Ramesh, Office Subordinate....**Class room**

Sri Naveen Reddy, Senior Faculty with the assistance of Sri Khadeer, JFM, IT wing & Sri V. Srinivas, JFM, TMU **Coordinator (Bharat Darshan)**

Sri Vinod K. Ekbote, Senior Faculty, CSDG, with the assistance of Sri K. Rajender Reddy, RTM-RR & Hyd. & Sri S. Raju, JAO, ATW **Coordinator (Village Visits & NGO attachment)**

Sri T.M. Basha, Senior Lecturer, Accts.Trg.Wing **Controller of Examinations**

Sri M. Venkatesham, Manager, Horticulture, Sri Saka Venketswara Rao, JFM and Ms A. Pratibha (Dy EE (who is resident on the campus) **Managers (Morning Activities)**

Sri D. Manohar, Senior Manager (Programme Coordination) & GM (Facilities) with the assistance of Sri Mahesh, FE; Dr P. Srinivas, TRA, CTS; Smt Maheshwari, JA and Ms Pooja, JA and Sri Kavi Bhushan Pandey, Manager (Facilities), Sri K. Nagaraj, Facilities Executive and Smt P. Naga Kumari, JA --- **All facilities related to OTs including hostel rooms, classroom, catering related**

Sri Abhishek, Technical Advisor, CIT with the assistance of Sri Venkat Reddy, Manager, IT (Infra) & Smt Radhika, Manager, IT (co-ord.)..... **All technical support**

Smt Padmavathi, Administrative Officer with the assistance of Smt G. Savithri, AAO, Sri Narasimham, Supdt., Sri Khader Ali Khan, Supdt., Admn. and Smt Regina, Supdt. Admn. **Procurement and engaging support staff**

Sri Nanda Kishore .. Transport Sri Chandra Shekar Rao, Accounts Officer (FAC)..... **Preparation of estimates.**



**Dr. Marri Channa Reddy
Human Resource Development
Institute of Telangana**



Road Number 25, Jubilee Hills,
Hyderabad, Telangana - 500033
Phone: +91 40 23548487
Fax: +91 40 23543459
Visit us at www.mcrhrdi.gov.in