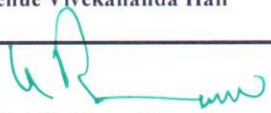





Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA
Government of Telangana
Foundation Training Programme for Assistant Section Officers in Central Secretarial Service
From 02.03.2020 to 22.05.2020
Week - 1

TIME TABLE						
02.03.2020 to 06.03.2020						
TIME	(02.03.2020- Monday) Day 1	(03.03.2020 - Tuesday) Day 2	(04.03.2020 - Wednesday) Day 3	(05.03.2020 - Thursday) Day 4	(06.03.2020 - Friday) Day 5	
9.30am to 10.45am	Registration	Ice Breaking (Smt. Meera Vempati) (8:30am to 11:00am)	CIT Exam	Noting Structure (Shri.K.S.Kumar, Retd.JD ISTM) E2P	Drafting Forms (Shri.K.S.Kumar, Retd.JD ISTM) E2P	
10:45am to 11:00am			TEA BREAK			
11:00am to 12:00 Noon			Organisation Structure in GoI (Shri. Moley Sanyal, DS,ISTM) E2P	Noting Structure (Shri.K.S.Kumar,Retd JD ISTM) E2P	Drafting Forms (Shri.K.S.Kumar, Retd.JD ISTM) E2P	
12:00 to 01:00pm			Role of CSS Officers & Expected Competency Profile of ASO(DRs) (Dr.Sunita H Khurana) (11:00am to 1:00pm)	Organisation Structure in GoI (Shri. Moley Sanyal, DS,ISTM) E2P	Noting Structure (Shri.K.S.Kumar,Retd JD ISTM) E2P	Drafting Forms (Shri.K.S.Kumar,Retd.JD ISTM) E2P
01:00pm to 02:00pm	LUNCH BREAK					
02:00pm to 03:30pm	Course Overview , Expectation Sharing,Introduction of Course Team	INAUGURATION (at Dasarathi Auditorium) Followed by Group Photograph (3:00 pm TO 4:30 pm)	E-Office (Shri. Moley Sanyal DS,ISTM) E2P	File Management (Shri.K.S.Kumar,Retd JD ISTM) E2P	Records Management (Shri.K.S.Kumar, Retd JD ISTM) E2P	
03:30pm to 03:45pm			TEA BREAK			
03:45pm to 05:00pm	Course Overview , Expectation Sharing,Introduction of Course Team		E-Office (Shri. Moley Sanyal DS,ISTM) E2P	File Management (Shri.K.S. Kumar,Retd.JD ISTM) E2P	Records Management (Shri.K.S.Kumar, Retd.JD ISTM) E2P	
05:00pm to 06:00pm			E-Office (Shri. Moley Sanyal DS,ISTM) E2P		Elections	
Venue :	Room No. 222 (Admin Block)		Welcome Dinner (from 7pm onwards at Vivekananda Lawns)			
	Morning Activity: Yoga: 6.30 - 7.30am Venue Vivekananda Hall					
 Sri K. Ram Gopal Sr. Faculty & Addl. Course Director(Academics)			 Sri K. Sree Ram Prasad Consultant (Training) & Course Director			