





**Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA**  
**Government of Telangana**  
**277th Foundation Training Programme for Assistant Section Officers in Central Secretarial Service**  
**From 02.03.2020 to 22.05.2020**  
**Week - 3**

**TIME TABLE**

16.03.2020 to 20.03.2020

TIME	(16.03.2020 - Monday) Day 10	(17.03.2020 - Tuesday) Day 11	(18.03.2020 - Wednesday) Day 12	(19.03.2020 - Thursday) Day 13	(20.03.2020 - Friday) Day 14
9.30am to 10.45am	Standing Committees (Shri.Samarendra Nath, Retd., Director, MoS) E2P	Control of Exp (Shri.Samarendra Nath, Retd., Director, MoS) E2PF	Leadership (Shri K. Satyanarayana, HRD Resource Person) E2G	ICT	ICT
10:45am to 11:00am	<b>TEA BREAK</b>				
11:00am to 12:00 Noon	Standing Committees (Shri.Samarendra Nath, Retd., Director, MoS)E2P	Purchase/Procurement (Shri.Samarendra Nath, Retd., Director, MoS) E2PF	Leadership (Shri K. Satyanarayana, HRD Resource Person) E2G	GST (Smt Vaishali Malhotra , IRS,NACEN) E2PF	Admn.Law (Smt. R. Madhavi, Asso. Prof. & Head, CPA) E2R
12:00 noon to 01:00pm	Genl. Concept of Pub.Fin (Shri.Samarendra Nath, Retd., Director, MoS) E2PF	Purchase/Procurement (Shri.Samarendra Nath, Retd., Director, MoS) E2PF	Leadership (Shri K. Satyanarayana, HRD Resource Person) E2G	GST (Smt Vaishali Malhotra , IRS,NACEN) E2PF	Admn.Law(Smt. R. Madhavi, Asso. Prof. & Head, CPA) E2G
01:00pm to 02:00pm	<b>LUNCH BREAK</b>				
02:00pm to 03:30pm	Genl. Concept of Pub.Fin (Shri.Samarendra Nath, Retd., Director, MoS) E2PF	Types of Funds,Accounts,Grants& Loans (Shri.Samarendra Nath, Retd., Director, MoS) E2PF	RTI ( Sri K Ram Gopal, Sr.Faculty) E2R	Time Management (Shri Y. Satyanarayana, Retd. Addl. Commissioner of Comrl. Taxes) E2G	GeM ( Jaya Vadivelu Raja ) E2PF
03:30pm to 03:45pm	<b>TEA BREAK</b>				
03:45pm to 05:00pm	Govt Budget (Shri.Samarendra Nath, Retd., Director, MoS) E2PF	Outsourcing (Shri.Samarendra Nath, Retd., Director, MoS) E2PF	RTI ( Sri K Ram Gopal, Sr.Faculty) E2R	Time Management (Shri Y. Satyanarayana, Retd. Addl. Commissioner of Comrl. Taxes) E2G	GeM ( Jaya Vadivelu Raja ) E2PF
05:00pm to 06:00pm					
Venue :	Room No. 222 (Admin Block)				
	Morning Activity: Yoga: 6.30 - 7.30am Venue Vivekananda Hall				
	 (K. RAM GOPAL) Sr. Faculty & Addl. Course Director(Academics)		 (K. SREE RAM PRASAD) Consultant (Training) & Course Director		