



**DR.MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE, HYDERABAD  
GOVERNMENT OF TELANGANA**

**Orientation Training Programme for IAS(P) - 2015 Batch**

**22.7.2016 to 18.8.2016**

**Session Plan for 1<sup>st</sup> Week (22.07.2016 – 28.07.2016)**

| <b>Time</b>               | <b>Description of the Topic</b>  | <b>Name of the Resource Person</b>                            |
|---------------------------|--|---|
| <b>Day-1 (22.07.2016)</b> |  |   |
| 10.00 – 10.30am           | - Registration & Introduction<br>(a) Dr MCR HRDI<br>(b) Sr Officers & Course team<br>(c) Eco- Responsible Institute. |   |
| 10.30-11.30 am            | History & Evolution of Revenue Administration with special reference to Telangana                                    | Dr.Md.Ali Rafath, IAS(Retd.)<br>Contact Number:- (9490193223) |
| 11.30 am-12.30pm          |  |   |
| 12.30 – 1.15pm            | Meeting Director General, Dr. MCR HRD Institute  |   |
| 1.15 - 2.15pm             | <b>Lunch Break</b>   |   |
| 2.15 – 3.30pm             | District office Manual (Totten Ham System)   | Sri L. Subudhi , J.D, ATW (Retd)                              |
| 3.30 – 3.45pm             | <b>Tea Break</b>   |   |
| 3.45- 5.00pm              | District office Manual   | Sri L. Subudhi , J.D, ATW (Retd)                              |
| <b>Day-2 (23.07.2016)</b> |  |   |
| 9.30 am to 10.45 am       | RTI Act (Flipped Class)  | Dr. K. Tirupataiah, IFS                                       |
|                           | Tea Break  |   |
| 10.45 am to 12 noon       | Revenue Recovery Act   | Sri Ramaiah, IAS (Rtd)  |
| 12.15 – 1.15pm            |  |   |
| 1.15 - 2.15pm             | <b>Lunch Break</b>   |   |
| 2.15 - 3.30pm             | RoR Act  | Sri Venkata Rao, Dy. Collector(Retd)<br>)                     |
| 3.30 – 3.45pm             | <b>Tea Break</b>   |   |
| 3.45 – 5.00pm             | RoR Act  | Sri Venkata Rao,  |

| <b>Day-3 (25.07.2016)</b> |  |   |
|---------------------------|--|---|
| 9.30 – 10.45am            | Crowd Management   | Dr. WG Prasanna Kumar, CH, CCDM   |
| 10.45am – 12.00pm         | History and Culture of Telangana   | Dr. Syed Abu Ali, Prof (Rtd), OU  |
| 12.00 – 12.15pm           | <b>Tea Break</b>   |   |
| 12.15 – 1.15pm            | History and Culture of Telangana   | Dr. Syed Abu Ali, Prof (Rtd), OU  |
| 1.15 – 2.15pm             | <b>Lunch Break</b>   |   |
| 2.15 – 3.30pm             | District Office Manual (Registers, PR, File, File Management, Disposals) | Sri L. Subudhi  |
| 3.30 – 3.45pm             | <b>Lunch Break</b>   |   |
| 3.45 – 5.00pm             | District Office Manual (Registers, PR, File, File Management, Disposals) | Sri L. Subudhi  |
| <b>Day-4 (26.07.2016)</b> |  |   |
| 6.00 – 8.00am             | <b>Art of Living</b>   |   |
| 9.30 – 10.45pm            | Commercial Taxes   | Sri Satyanarayana, Jt. Commr., CT Dept..  |
| 10.45am – 12.00pm         | Board Standing Orders  | Sri D. Ramakrishna, IAS (R) .   |
| 12.00 – 12.15pm           | <b>Tea Break</b>   |   |
| 12.15 – 1.15pm            | Board Standing Orders  | Sri D. Ramakrishna, IAS (R) .   |
| 1.15 – 2.15pm             | <b>Lunch Break</b>   |   |
| 2.15 - 3.30pm             | State and Subordinate Service Rules                                      | Sri Venugopal Rao, AO Rtd.  |
| 3.30 – 3.45pm             | <b>Tea Break</b>   |   |
| 3.45 – 5.00pm             | State and Subordinate Service Rules                                      | Sri Venugopal Rao, AO Rtd.  |
| <b>Day-5 (27.07.2016)</b> |  |   |
| 6.00 – 8.00am             | <b>Art of Living</b>   |   |
| 9.30 – 10.45am            | Government Lands and Section 22A   | Sri V. Srinivasulu, DIG, Regn. & Stamps   |
| 10.45am – 12.00pm         | Board Standing Orders  | Sri D. Ramakrishna, IAS (R) .   |
| 12.00 – 12.15pm           | <b>Tea Break</b>   |   |
| 12.15 – 1.15pm            | Board Standing Orders  | Sri D. Ramakrishna, IAS (R) .   |
| 1.15 – 2.15pm             | <b>Lunch Break</b>   |   |
| 2.15 – 3.30pm             | Protection of Govt. Land and Land Encroachment Act (Panel discussion)    | Sri Ravindra Babu Spl. Gr. Dy. Co (Rtd) and GM (Facilities), HRD Inst.<br>Sri Venkata Rao, Dy. Coll (Rtd) |
| 3.30 – 3.45pm             | TEA  |   |
| 3.45 – 5.00pm             | Protection of Govt. Land and Land Encroachment Act                       | Sri Ravindra Babu Spl. Gr. Dy. Co (Rtd) and GM (Facilities), HRD Inst.<br>Sri Venkata Rao, Dy. Coll (Rtd) |

**Day-6 (28.07.2016)**

|                   |                            |   |
|-------------------|----------------------------|---|
| 6.00 – 8.00am     | <b>Art of Living</b>       |   |
| 9.30 – 10.45am    | Tenancy Laws<br>Khasra Law | Sri Suresh Poddar, RDO,<br>Rajendranagar (9849904207) |
| 10.45am – 12.00pm |                            |   |
| 12.00 – 12.15pm   | <b>Tea Break</b>           |   |
| 12.15 – 1.15pm    | Crowd Management           | Dr. Prasanna Kumar, Centre Head,<br>CCDM, HRD Inst..  |
| 1.15 – 2.15pm     | <b>Lunch Break</b>         |   |
| 2.15 – 3.30pm     | Financial code             | Sri Shiva Kumar Reddy, T& A<br>Dept.                  |
| 3.30 – 3.45pm     | <b>Tea Break</b>           |   |
| 3.45 – 5.00pm     | Financial code             | Sri Shiva Kumar Reddy                                 |