

Dr. MCR Human Resource Development Institute, Hyderabad
(An Institution included under Schedule - X of the A.P. Reorganisation Act 2014)

Orientation Training Programme for Assistant Collectors (IAS 2013)

04-08-2014 to 08-08-2014 (2nd WEEK)

Start	End	Title	Scope	Readings & Remarks	Faculty
04-08-2014 (Monday)					
09.15am	10.15am	Telugu Class / Urdu Class		Sri Pandaiah (Telugu) / Prof. Khalid Sayeed (Urdu)	
10.30am	11.30am	Board Standing Orders	Familiarisation with the Board Standing Orders	Board Standing Orders	Sri S. Rajasekhar, Senior Faculty Member
11.30am	11.45am	Tea Break			
11.45am	1.00pm	Board Standing Orders	Familiarisation with the Board Standing Orders	Board Standing Orders	Sri S. Rajasekhar, Senior Faculty Member
1.00pm	2.00pm	Lunch break			
02.00pm	03.15pm	Fundamental (FR) & Subsidiary Rules (SR) of Govt.-Service - 1	Scope of FR&SR. Definitions. General conditions of service. Maintenance of Records of Service.	FR1-3,5A,6-9. FR10-18. FR74. Annex-II	Sri N. Kesav Murthy, (R) Senior Faculty
03.15pm	3.30pm	Tea Break			
04.15pm	Call on Chief Minister of Andhra Pradesh			Sri. N Chandrababu Naidu, CM of AP	
05-08-2014 (Tuesday)					
09.15am	10.15am	Telugu Class / Urdu Class		Sri Pandaiah (Telugu) / Prof. Khalid Sayeed (Urdu)	
10.30am	11.30am	Integrated Village Accounts- A.P. Revenue Recovery Act. 1864	Village Accounts, Preparations of Jamabandi records, Revenue recovery system.	MCRHRDI - Revenue Administration, RA01 pages 1-5	Sri B. Ramaiah, IAS (R) Senior Faculty Member
11.30am	11.45am	Tea Break			
12:30PM	Call on Director General of Police of Andhra Pradesh			Sri J.V. Ramudu, IPS, DGP	
1.30pm	2.30pm	Lunch break			
02.30pm	03.30pm	Fundamental Rules of Govt.-Service - 2	Fixation of Pay. Additions to Pay. Combination of Appointments. Leave. Joining Time. Foreign Service. Financial rules for loans, advances to government servants. Interest bearing advances (HBA, MCA, PCA). Interest free advances (Festival, APCO, Education, Etc.)	FR# 24, 26, 27, 22(a)i-(a)iv, 31(1), 31(2), 22B. APFC artls -226 - 245.	Sri N. Kesav Murthy, (R) Senior Faculty
03.30pm	3.45pm	Tea Break			
3.45pm	05.00pm	Fundamental Rules of Govt.-Service - 2	Fixation of Pay. Additions to Pay. Combination of Appointments. Leave. Joining Time. Foreign Service. Financial rules for loans, advances to government servants. Interest bearing advances (HBA, MCA, PCA). Interest free advances (Festival, APCO, Education, Etc.)	FR# 24, 26, 27, 22(a)i-(a)iv, 31(1), 31(2), 22B. APFC artls -226 - 245.	Sri N. Kesav Murthy, (R) Senior Faculty

04-08-2014 to 08-08-2014 (2nd WEEK)

Start	End	Title	Scope	Readings & Remarks	Faculty
06-08-2014 (Wednesday)					
09.15am	10.15am	Telugu Class / Urdu Class		Sri Pandaiah (Telugu) / Prof. Khalid Sayeed (Urdu)	
10.30am	11.30am	Assignment of Land	Assignment of Land, Category of Lands, Available for Assignment, not available for Assignment, D-Form Patta, Prohibition of transfer of assignement lands, present status of Assignment, trees in govt lands.	BSO 15, 18, 19, 21, 22, 24 & 26	Sri S. Rajasekhar, Senior Faculty Member
11.30am	11.45am	Tea Break			
11.45am	1.00pm	Assignment of Land	Assignment of Land, Category of Lands, Available for Assignment, not available for Assignment, D-Form Patta, Prohibition of transfer of assignement lands, present status of Assignment, trees in govt lands.	BSO 15, 18, 19, 21, 22, 24 & 26	Sri S. Rajasekhar, Senior Faculty Member
1.00pm	2.00pm	Lunch break			
03.15pm	Journey to Vijayawada				
08-07-2014	Attend the Collectors Conference of Andhra Pradhesh at Vijayawada				
08-08-2014	Visit to Kanakadurga Temple and back Journey to Hyderabad				