

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)

11-08-2014 to 16-08-2014 (3rd WEEK)

Start	End	Title	Scope	Readings & Remarks	Faculty
11-08-2014 (Monday)					
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			
11.45am	1.00pm	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
1.00pm	2.00pm	Lunch break			
02.00pm	03.15pm	Land Administration in Tribal Areas	Land Transfer Regulations- Historical perspective and current status. Tribal land laws in the Hyderabad State. Forest Settlement Act. Occupancy rights in Forest Act. Issues pertaining to forest maps and boundary disputes.		Dr.V.N.V.K.Sastry, Formerly Director, TCR& TI, Tribal Welfare Department.
03.15pm	3.30pm	Tea Break			
03.30pm	04.45pm	Land Administration in Tribal Areas	Land Transfer Regulations- Historical perspective and current status. Tribal land laws in the Hyderabad State. Forest Settlement Act. Occupancy rights in Forest Act. Issues pertaining to forest maps and boundary disputes.		Dr.V.N.V.K.Sastry, Formerly Director, TCR& TI, Tribal Welfare Department.
12-08-2014 (Tuesday)					
09.15am	10.15am	Telugu Class / Urdu Class		Sri Pandaiah (Telugu) / Prof. Khalid Sayeed (Urdu)	
10.30am	11.30am	Right to Information Act 2005	Need, Evolution, PROCESS experiences,	RTI - Handbok RTI - Film	Dr. K. Thirupataiah, IFS, ADG (Trg) & C.C
11.30am	11.45am	Tea Break			
11.45am	1.00pm	Watershed Development approaches & Innovations	Watershed concept, 4-waters, evolution of watershed approaches, APRLP - Innovations, IWMP of MORD	Watershed guidelines of MORD, Operational guidelines of RD Dept of AP, APRLP Publications	Dr. K. Thirupataiah, IFS, ADG (Trg) & C.C
1.00pm	2.00pm	Lunch break			
02.00pm	05.00pm	Visit to Central Research Institute for Dryland Agriculture (CRIDA), Hayathnagar			

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Start	End	Title	Scope	Readings & Remarks	Faculty
13-08-2014 (Wednesday)					
09.15am	10.15am	Telugu Class / Urdu Class		Sri Pandaiah (Telugu) / Prof. Khalid Sayeed (Urdu)	
10.30am	11.30am	Estates Abolition & Inam Abolition Act (Andhra & Tel.)	Estates, Inams in andhra & Telangana prior to 1956 and present status, Issue of Occupancy rights.	EA Act 1948 and IA Act 1956	Sri B. Ramaiah, IAS (R) Senior Faculty Member
11.30am	11.45am	Tea Break			
11.45am	1.00pm	Estates Abolition & Inam Abolition Act (Andhra & Tel.)	Estates, Inams in andhra & Telangana prior to 1956 and present status, Issue of Occupancy rights.	EA Act 1948 and IA Act 1956	Sri B. Ramaiah, IAS (R) Senior Faculty Member
1.00pm	2.00pm	Lunch break			
02.00pm	03.15pm	Treasury Code-1	Intro. to Treasury admn. - Historical legacy - Structure of treasury org. Banking & Non-banking treasuries. Pay and accounts office (PAO). Difference between treasuries and PAOs. Broad functions of treasuries viz; Budget control, Pre-audit (receipts & payments), Accounts, Strong room, & Selective post-audit.	TR-4, TR-5, TR-10, SR-11, TR-11, TR-16.	G. Sivakumar Reddy, Addl Dir Try & Acts Dept.
03.15pm	3.30pm	Tea Break			
03.30pm	04.45pm	Treasury Code-1	Intro. to Treasury admn. - Historical legacy - Structure of treasury org. Banking & Non-banking treasuries. Pay and accounts office (PAO). Difference between treasuries and PAOs. Broad functions of treasuries viz; Budget control, Pre-audit (receipts & payments), Accounts, Strong room, & Selective post-audit.	TR-4, TR-5, TR-10, SR-11, TR-11, TR-16.	G. Sivakumar Reddy, Addl Dir Try & Acts Dept.
14-08-2014 (Thursday)					
09.15am	10.15am	Telugu Class / Urdu Class		Sri Pandaiah (Telugu) / Prof. Khalid Sayeed (Urdu)	
10.30am	11.30am	Files, Referencing & Noting and extension of DOM to other Offices	Parts of a file. Correspondence file (cf), Note file (nf) and appendices to file. Referencing. Stock Files. Noting & Drafting. Working of the Tottenham system in Divisional & Mandal Offices. Extension of DOM to Heads of Department Offices and other Large Offices. Questions and Answers.	DOM Chapter-VIII, Ch-IX, Ch-IV, DOM-Appendix-I	Sri D. Siva Prasad, Faculty (R), Dr.MCR HRD Institute
11.30am	11.45am	Tea Break			
11.45am	1.00pm	Files, Referencing & Noting and extension of DOM to other Offices	Parts of a file. Correspondence file (cf), Note file (nf) and appendices to file. Referencing. Stock Files. Noting & Drafting. Working of the Tottenham system in Divisional & Mandal Offices. Extension of DOM to Heads of Department Offices and other Large Offices. Questions and Answers.	DOM Chapter-VIII, Ch-IX, Ch-IV, DOM-Appendix-I	Sri D. Siva Prasad, Faculty (R), Dr.MCR HRD Institute
1.00pm	2.00pm	Lunch break			
02.00pm	03.15pm	Treasury Code-2	Treasury transactions (receipts & payments) - role of DDO - Instruments of transactions - Preparation of bills by DDO - Types of claims - Various registers to be maintained by DDO. Common mistakes made by DDO while preferring claims. Role of DDO towards maintenance of accounts.	TR-16	G. Sivakumar Reddy, Addl Dir Try & Acts Dept.
03.15pm	3.30pm	Tea Break			

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03.30pm	04.45pm	Treasury Code-2	Treasury transactions (receipts & payments) - role of DDO - Instruments of transactions - Preparation of bills by DDO - Types of claims - Various registers to be maintained by DDO. Common mistakes made by DDO while preferring claims. Role of DDO towards maintenance of accounts.	TR-16	G. Sivakumar Reddy, Addl Dir Try & Acts Dept.
16-08-2014 (Saturday)					
09.15am	10.15am	Telugu Class / Urdu Class		Sri Pandaiah (Telugu) / Prof. Khalid Sayeed (Urdu)	
10.30am	11.30am	Land Acquisition Act (Old)	Familiarisation with the Land Acquisition Procedure. Market valuation procedures. Consent awards. Acquisition of land in tribal areas. Legal and administrative implications of assisted purchases. Resettlement and rehabilitation laws, guidelines and procedures.	Land Acquisition Act; Rehabilitation and Resettlement Act	Sri B. Ramaiah, IAS (R) Senior Faculty Member
11.30am	11.45am	Tea Break			
11.45am	1.00pm	Land Acquisition Act (Old)	Familiarisation with the Land Acquisition Procedure. Market valuation procedures. Consent awards. Acquisition of land in tribal areas. Legal and administrative implications of assisted purchases. Resettlement and rehabilitation laws, guidelines and procedures.	Land Acquisition Act; Rehabilitation and Resettlement Act	Sri B. Ramaiah, IAS (R) Senior Faculty Member
1.00pm	2.00pm	Lunch break			
02.00pm	03.15pm	Land Acquisition Act (Old)	Familiarisation with the Land Acquisition Procedure. Market valuation procedures. Consent awards. Acquisition of land in tribal areas. Legal and administrative implications of assisted purchases. Resettlement and rehabilitation laws, guidelines and procedures.	Land Acquisition Act; Rehabilitation and Resettlement Act	Sri B. Ramaiah, IAS (R) Senior Faculty Member
03.15pm	3.30pm	Tea Break			
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