

**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)**

**18-04-2014 to 23-08-2014 (4th WEEK)**

Start	End	Title	Scope	Readings & Remarks	Faculty
<b>18-08-2014 ( Monday)</b>					
09.15am	10.15am	Telugu Class / Urdu Class		Sri Pandaiah ( Telugu) / Prof. Khalid Sayeed (Urdu)	
10.30am	11.30am	Land Acquisition Act (New)	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 (New)	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	General & Fundamental Rules of Govt. Service	Constitutional Provisions on Service Matters. Origin of General Rules. Overview of AP State & Subordinate Service Rules, 1996 (General Rules). Scope of Special Rules & Adhoc Rules. Overview of Service Rules. Definition of service matter terms & expressions. R&their constitutional validity. Scope of FR&SR. Applicability of FR&SR. Governments power to; (a) relax rules in individual cases, (b) interpret, and (c) delegate. Requirement of consultations with Finance department. Definitions, Heads of Department.	Constitution of India Articles 309, 310,313. AP State & Subordinate Service Rules, 1996 (GR). GR 1-3. GA(Ser.A) UO Note 1271/62/1-6-62, CSCd8EdV1/P213-214. FRs 1-3,5,6,&9(18), p33-39.	Sri A. Venugopal Rao
03.15pm	3.30pm	Tea Break			
03.30pm	04.45pm	General & Fundamental Rules of Govt. Service	Constitutional Provisions on Service Matters. Origin of General Rules. Overview of AP State & Subordinate Service Rules, 1996 (General Rules). Scope of Special Rules & Adhoc Rules. Overview of Service Rules. Definition of service matter terms & expressions. R&their constitutional validity. Scope of FR&SR. Applicability of FR&SR. Governments power to; (a) relax rules in individual cases, (b) interpret, and (c) delegate. Requirement of consultations with Finance department. Definitions, Heads of Department.	Constitution of India Articles 309, 310,313. AP State & Subordinate Service Rules, 1996 (GR). GR 1-3. GA(Ser.A) UO Note 1271/62/1-6-62, CSCd8EdV1/P213-214. FRs 1-3,5,6,&9(18), p33-39.	Sri A. Venugopal Rao
<b>20-08-2014 ( Wednesday)</b>					
10.30am	11.30am	Experience in tackling the Law & Orders and flows to Krishna and Godavari			Sri B. Ramaiah, IAS (R) Senior Faculty Member
11.30am	11.45am	Tea Break			
11.45am	1.00pm	Experience in tackling the Law & Orders and flows to Krishna and Godavari			Sri B. Ramaiah, IAS (R) Senior Faculty Member
1.00pm	2.00pm	Lunch break			
02.00pm	04.45pm	Library			

**18-04-2014 to 23-08-2014 (4th WEEK)**

Start	End	Title	Scope	Readings & Remarks	Faculty
<b>21-08-2014 ( Thursday)</b>					
09.15am	10.15am	Telugu Class / Urdu Class / Library		Sri Pandaiah ( Telugu ) / Prof. Khalid Sayeed (Urdu)	
10:30am	11:30am	System of Government Accounts	Cash based single entry system. Proforma double entry accounting for identified entities. Fund accounting. Consolidated, Contingency, Public Account Funds. Revenue & Capital Divisions of Consolidated Fund and Sections within the Divisions. Grouping of transactions into Sectors. System of classification of transactions. Heads of accounts. Country wide Major, Submajor & Minor heads. Detailed heads. Classification of expenditure as Voted or Charged. General orders regarding classification. General methods of accounting. Roles of Controller of Acts; Controller & Aud Genl of India; Actt General of the State.	APAccounts Code Vol-1 Artls 1-54	Dr.V. Bhaskar, IAS (R) , Chairman, APERC
12.15pm		Call on the Director General of Police, Telangana		Sri Anurag Sharma, IPS, DGP, Telangana	
1.45pm	3.00pm	Lunch break			
3.00pm	5.00pm	Board Standing Orders - 2	Familiarisation with the Board Standing Orders	BSOs 15A to 33	Sri S. Rajasekhar, Senior Faculty
<b>22-08-2014 ( Friday)</b>					
09.15am	10.15am	Telugu Class / Urdu Class		Sri Pandaiah ( Telugu ) / Prof. Khalid Sayeed (Urdu)	
11.00am	12.45pm	Visit to State Bank of Hyderabad, Gunfoundry.		Sri Shastry or Krishna Murthy	
1.00pm	2.00pm	Lunch break			
02.30pm	05.0pm	Visit to Andhra Bank, Saifabad, Hyderabad		The General Manager & Convener of SLBC	
<b>23-08-2014 (Saturday)</b>					
09.15am	10.15am	Telugu Class / Urdu Class		Sri Pandaiah ( Telugu ) / Prof. Khalid Sayeed (Urdu)	
10.30am	11.30am	Revenue obligations for Homestead & non-agrl. use of land.	Land conversion, Non Agricultural use of lands, tax on non agrl lands, prior to 2006 and after 2006.	NALA Act 1975 and One time Conversion Act 2005	Sri B. Ramaiah, IAS (R) Senior Faculty Member
11.30am	11.45am	Tea Break			
11.45am	1.00pm	Revenue obligations for Homestead & non-agrl. use of land.	Land conversion, Non Agricultural use of lands, tax on non agrl lands, prior to 2006 and after 2006.	NALA Act 1975 and One time Conversion Act 2005	Sri B. Ramaiah, IAS (R) Senior Faculty Member
1.00pm	2.00pm	Lunch break			
02.00pm	03.15pm	Treasury Code-3	Treasury transaction system - token system - audit checks to be exercised by TO - banklist - bank transactions - RBD (scroll) - pre audit-post audit - compilation of month accounts - role of Ac. General - various registers maintained by TO - alteration memorandum - transfer entries - preservation of vouchers - scomputerization of treasuries - powers of district collectors.	TR-16, TR-27	Sri G.Sivakumar Reddy, Addl. Director, Treasury & Accounts Department.
03.15pm	3.30pm	Tea Break			
03.30pm	04.45pm	Treasury Code-3	Treasury transaction system - token system - audit checks to be exercised by TO - banklist - bank transactions - RBD (scroll) - pre audit-post audit - compilation of month accounts - role of Ac. General - various registers maintained by TO - alteration memorandum - transfer entries - preservation of vouchers - scomputerization of treasuries - powers of district collectors.	TR-16, TR-27	Sri G.Sivakumar Reddy, Addl. Director, Treasury & Accounts Department.