

**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)**  
**From 28-07-2014 to 06-09-2014**

| Start                                      | End     | Title   | Scope   | Readings & Remarks   | Faculty   |  |
|--|---------|---|---|--|---|--|
| <b>28-07-2014 to 02-08-2014 (1st WEEK)</b> |         |   |   |  |   |  |
| <b>28-07-2014 ( Monday)</b>                |         |   |   |  |   |  |
| 10.30am                                    | 11.00am | Registration                                  | Familiarisation with HRDI.  | Room No. 112   | Sri VLN Gupta,<br>Asst. Course Coordinator              |  |
| 11.00am                                    | 11.15am | Tea Break                                     |   |  |   |  |
| 11.15am                                    | 12.00pm | Call on the Joint Director General            | Open  | Sri L. Sashidhar, IAS<br>JDG, MCR HRD I                      |   |  |
| 12.00pm                                    | 01.00pm | Call on the Director General                  | Open  | Smt. D. Lakshmi Parthasarathy, IAS<br>DG, MCR HRD Institute. |   |  |
| 01.00pm                                    | 02.00pm | Lunch hosted by the Director General          |   |  |   |  |
| 02.00pm                                    | 03.15pm | Adm. Setup in at State and its Districts.     | Depts. of Govt; CCLA, Directors & Commissioners, Imp Autonomous Bodies, District Administration, Roles of Collector, Joint Collector, District Revenue Officer. Societies, corporations and Autonomous Bodies at the District Level. Mandal Level Institutions, Divisional Level Offices. | GO Ms77, (Revenue Dept) dated 22-01-1968                     | Sri S. Rajasekhar,<br>Senior Faculty                    |  |
| 03.15pm                                    | 3.30pm  | Tea Break                                     |   |  |   |  |
| 03.30pm                                    | 04.45pm | Adm. Setup in at State and its Districts.     | Depts. of Govt; CCLA, Directors & Commissioners, Imp Autonomous Bodies, District Administration, Roles of Collector, Joint Collector, District Revenue Officer. Societies, corporations and Autonomous Bodies at the District Level. Mandal Level Institutions, Divisional Level Offices. | GO Ms77, (Revenue Dept) dated 22-01-1968                     | Sri S. Rajasekhar,<br>Senior Faculty                    |  |
| <b>30-07-2014 ( Wednesday)</b>             |         |   |   |  |   |  |
| 09.15am                                    | 10.15am | Telugu Class / Urdu Class                     |   |  | Sri Pandaiah ( Telugu ) /<br>Prof. Khalid Sayeed (Urdu) |  |
| 10.30am                                    | 11.30am | History & Evolution of Revenue Administration | Revenue system in England, Moghal period, Jamindars, Board of Revenue, CLR, CCLA and present status.  | BSOs   | Sri L. Sashidhar, IAS<br>JDG, MCR HRD I                 |  |
| 11.30am                                    | 11.45am | Tea Break                                     |   |  |   |  |
| 11.45am                                    | 1.00pm  | History & Evolution of Revenue Administration | Revenue system in England, Moghal period, Jamindars, Board of Revenue, CLR, CCLA and present status.  | BSOs   | Sri L. Sashidhar, IAS<br>JDG, MCR HRD I                 |  |
| 1.00pm                                     | 2.00pm  | Lunch break                                   |   |  |   |  |
| 02.00pm                                    | 03.15pm | Office Procedures - 1                         | Office Procedure, Tottenham system, File movement, File Disposal, Record Maintaintinance and Correspondance, Various types of Registers.  | District Office Manual                                       | Sri L. Subuddi,<br>Joint Director (R), ATW              |  |
| 03.15pm                                    | 3.30pm  | Tea Break                                     |   |  |   |  |
| 03.30pm                                    | 04.45pm | Office Procedures - 1                         | Office Procedure, Tottenham system, File movement, File Disposal, Record Maintaintinance and Correspondance, Various types of Registers.  | District Office Manual                                       | Sri L. Subuddi,<br>Joint Director (R), ATW              |  |
| <b>31-07-2014 ( Thursday)</b>              |         |   |   |  |   |  |
| 09.15am                                    | 10.15am | Telugu Class / Urdu Class / Library           |   |  | Sri Pandaiah ( Telugu ) /<br>Prof. Khalid Sayeed (Urdu) |  |
| 10.30am                                    | 11.30am | Integrated Village Accounts / Jamabandi       | Evolution of Village Accounts, prior to 1990 and after 1990, Jamabandi, Maintain of Accounts, Various Registrers, Role of VROs and VRAs.  | Village Accounts Mannual                                     | Sri B. Ramaiah, IAS (R)                                 |  |
| 11.30am                                    | 11.45am | Tea Break                                     |   |  |   |  |
| 11.45am                                    | 1.00pm  | Integrated Village Accounts / Jamabandi       | Evolution of Village Accounts, prior to 1990 and after 1990, Jamabandi, Maintain of Accounts, Various Registrers, Role of VROs and VRAs.  | Village Accounts Mannual                                     | Sri B. Ramaiah, IAS (R)                                 |  |

| Start                        | End  | Title   | Scope  | Readings & Remarks  | Faculty  |  |
|------------------------------|--|---|--|---|--|--|
| 1.00pm                       | 2.00pm   | Lunch break   |  |   |  |  |
| 02.00pm                      | 03.15pm  | Office Procedures - 2   | Office Procedure, Tottenham system, File movement, File Disposal, Record Maintaint. and Correspondance., Types of Registers.   | District Office Manual  | Sri L. Subuddi, Joint Director (R), ATW                              |  |
| 03.15pm                      | 3.30pm   | Tea Break   |  |   |  |  |
| 03.30pm                      | 04.45pm  | Office Procedures - 2   | Office Procedure, Tottenham system, File movement, File Disposal, Record Maintaint. and Correspondance., Types of Registers.   | District Office Manual  | Sri L. Subuddi, Joint Director (R), ATW                              |  |
| <b>01-08-2014 ( Friday)</b>  |  |   |  |   |  |  |
| 09.15am                      | 10.15am  | Telugu Class / Urdu Class   |  | Sri Pandaiah ( Telugu ) / Prof. Khalid Sayeed (Urdu)                                |  |  |
| 10.30am                      | 11.30am  | Financial Rules for Office Contingencies.   | Def. of contingent charges. Competent authority for sanction of contingent charges. Permanent advance. Temp. advances for specific purposes. Adv. for contingent charges to be incurred on tour. Abstract contingent (AC) & detailed contingent (DC) bills. Countersigned & non-countersigned contingencies., Contingent register. Countersigning authorities contingent register. Monthly bill for countersigned contingencies. Recoupment of perm. advance. Interdepartmental transfers. Ser. postage. Rates & Taxes. Cleaning charges. Elec. charges. | APFC Chapter-VI, Artls 91 to 121.   | Sri B.L.Hanumantha Rao, Addl. Director, Treasuries & Accounts Dept., |  |
| 11.30am                      | 11.45am  | Tea Break   |  |   |  |  |
| 11.45am                      | 1.00pm   | Financial Rules for Office Contingencies.   | Def. of contingent charges. Competent authority for sanction of contingent charges. Permanent advance. Temp. advances for specific purposes. Adv. for contingent charges to be incurred on tour. Abstract contingent (AC) & detailed contingent (DC) bills. Countersigned & non-countersigned contingencies. Contingent register. Countersigning authorities contingent register. Monthly bill for countersigned contingencies. Recoupment of perm. advance. Interdepartmental transfers. Ser. postage. Rates & Taxes. Cleaning charges. Elec. charges.  | APFC Chapter-VI, Artls 91 to 121.   | Sri B.L.Hanumantha Rao, Addl. Director, Treasuries & Accounts Dept., |  |
| 1.00pm                       | 2.00pm   | Lunch break   |  |   |  |  |
| 02.00pm                      | 05.0pm   | Visit to Tribal Culture Trg & Research Institute (TCR&TI)   |  |   |  |  |
| <b>02-08-2014 (Saturday)</b> |  |   |  |   |  |  |
| 09.30 am                     | Call on Pri. Secretary to Chief Minister, Telangana Govt., |   |  | Sri S. Narsing Rao, IAS   |  |  |
| 10.30am                      | 11.30am  | Financial Rules for miscellaneous expenditure, losses of public money or property, and local funds. | General rules for grants & contributions to public bodies and institutions. Discretionary grants. Precautions to prevent losses. Security deposits. Reporting of losses. Write-offs. Fixing of responsibility for losses. Main classes of local funds. Transfer of cesses, compensatory assignments of taxes and apportionments of licence fees to local bodies.   | APFC Artls 211-A, 273-275, 276-293, 213, 294, 297, 300, 303-313.                    | Sri B.L.Hanumantha Rao, Addl. Director, Treasuries & Accounts Dept., |  |
| 11.30am                      | 11.45am  | Tea Break   |  |   |  |  |
| 11.45am                      | 1.00pm   | Financial Rules for miscellaneous expenditure, losses of public money or property, and local funds. | General rules for grants & contributions to public bodies and institutions. Discretionary grants. Precautions to prevent losses. Security deposits. Reporting of losses. Write-offs. Fixing of responsibility for losses. Main classes of local funds. Transfer of cesses, compensatory assignments of taxes and apportionments of licence fees to local bodies.   | APFC Artls 211-A, 273-275, 276-293, 213, 294, 297, 300, 303-313.                    | Sri B.L.Hanumantha Rao, Addl. Director, Treasuries & Accounts Dept., |  |
| 1.00pm                       | 2.00pm   | Lunch break   |  |   |  |  |
| 02.00pm                      | 03.15pm  | Financial Principles in Govt.   | Overview of the AP Financial Code and the Negotiable Instruments Act   | APFC Artls 1-6, 38, 41, 42, 43, 50, 52, 323, 326. App-I; Negotiable Instruments Act | Smt. B. Aruna Kumari, Joint Director, MCR HRD I                      |  |
| 03.15pm                      | 3.30pm   | Tea Break   |  |   |  |  |
| 03.30pm                      | 04.45pm  | Financial Principles in Govt.   | Overview of the AP Financial Code and the Negotiable Instruments Act   | APFC Artls 1-6, 38, 41, 42, 43, 50, 52, 323, 326. App-I; Negotiable Instruments Act | Smt. B. Aruna Kumari, Joint Director, MCR HRD I                      |  |

| Start                                      | End  | Title   | Scope   | Readings & Remarks  | Faculty   |
|--|--|---|---|---|---|
| <b>04-08-2014 to 08-08-2014 (2nd WEEK)</b> |  |   |   |   |   |
| <b>04-08-2014 ( Monday)</b>                |  |   |   |   |   |
| 09.15am                                    | 10.15am  | Telugu Class / Urdu Class                                     |   | Sri Pandaiah ( Telugu) /  |   |
| 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                                      |   |
| <b>05-08-2014 ( Tuesday)</b>               |  |   |   |   |   |
| 09.15am                                    | 10.15am  | Telugu Class / Urdu Class                                     |   | Sri Pandaiah ( Telugu) /  |   |
| 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                                   |
| <b>06-08-2014 ( Wednesday)</b>             |  |   |   |   |   |
| 09.15am                                    | 10.15am  | Telugu Class / Urdu Class                                     |   | Sri Pandaiah ( Telugu) /  |   |
| 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 assignment 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 assignment 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 Pradesh at Vijayawada |   |   |   |   |
| 08-08-2014                                 | Visit to Kanakadurga Temple and back Journey to Hyderabad        |   |   |   |   |
| <b>11-08-2014 to 16-08-2014 (3rd WEEK)</b> |  |   |   |   |   |
| <b>11-08-2014 ( Monday)</b>                |  |   |   |   |   |
| 09.15am                                    | 10.15am  | Telugu Class / Urdu Class                                     |   | Sri Pandaiah ( Telugu) /  |   |
| 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. |

| Start                          | End     | Title   | Scope   | Readings & Remarks  | Faculty   |
|--------------------------------|---------|---|---|---|---|
| <b>12-08-2014 ( Tuesday)</b>   |         |   |   |   |   |
| 09.15am                        | 10.15am | Telugu Class / Urdu Class   |   | Sri Pandaiah ( Telugu ) /   |   |
| 10.30am                        | 11.30am | Right to Information Act 2005   | Need, Evolution, Process experiences, issues  | RTI - Handbok<br>RTI - Film   | Dr. K. Thirupataiah,<br>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,<br>IFS, ADG (Trg) & C.C                |
| 1.00pm                         | 2.00pm  | Lunch break   |   |   |   |
| 02.00pm                        | 05.00pm | <b>Visit to Central Research Institute for Dryland Agriculture (CRIDA), Hayathnagar</b> |   |   |   |
| <b>13-08-2014 ( Wednesday)</b> |         |   |   |   |   |
| 09.15am                        | 10.15am | Telugu Class / Urdu Class   |   | Sri Pandaiah ( Telugu ) /   |   |
| 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)<br>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)<br>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,<br>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,<br>Addl Dir Try & Acts Dept.            |
| <b>14-08-2014 ( Thursday)</b>  |         |   |   |   |   |
| 09.15am                        | 10.15am | Telugu Class / Urdu Class   |   | Sri Pandaiah ( Telugu ) /   |   |
| 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,<br>Faculty (R), Dr.MCR<br>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,<br>Faculty (R), Dr.MCR<br>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,<br>Addl Dir Try & Acts Dept.            |
| 03.15pm                        | 3.30pm  | Tea Break   |   |   |   |
| 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,<br>Addl Dir Try & Acts Dept.            |

| Start                                      | End     | Title  | Scope   | Readings & Remarks  | Faculty  |
|--|---------|--|---|---|--|
| <b>16-08-2014 (Saturday)</b>               |         |  |   |   |  |
| 09.15am                                    | 10.15am | Telugu Class / Urdu Class                    |   | Sri Pandaiah ( Telugu) /  |  |
| 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)<br>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)<br>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)<br>Senior Faculty Member |
| 03.15pm                                    | 3.30pm  | Tea Break                                    |   |   |  |
| 03.30pm                                    | 04.45pm | 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)<br>Senior Faculty Member |
| <b>18-04-2014 to 23-08-2014 (4th WEEK)</b> |         |  |   |   |  |
| <b>18-08-2014 (Monday)</b>                 |         |  |   |   |  |
| 09.15am                                    | 10.15am | Telugu Class / Urdu Class                    |   | Sri Pandaiah ( Telugu) /  |  |
| 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)<br>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)<br>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. Overivew of AP State & Subordinate Service Rules, 1996 (General Rules). Scope of Speical 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 Departmnets. | 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. Overivew of AP State & Subordinate Service Rules, 1996 (General Rules). Scope of Speical 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 Departmnets. | 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                             |

| Start                                      | End   | Title   | Scope  | Readings & Remarks                             | Faculty   |
|--|---|---|--|--|---|
| <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)<br>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)<br>Senior Faculty Member                                |
| 1.00pm                                     | 2.00pm  | Lunch break   |  |  |   |
| 02.00pm                                    | 04.45pm   | Library   |  |  |   |
| <b>21-08-2014 ( Thursday)</b>              |   |   |  |  |   |
| 09.15am                                    | 10.15am   | Telugu Class / Urdu Class / Library                                       |  | Sri Pandaiah ( Telugu) /                       |   |
| 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) ,<br>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,<br>Senior Faculty  |
| <b>22-08-2014 ( Friday)</b>                |   |   |  |  |   |
| 09.15am                                    | 10.15am   | Telugu Class / Urdu Class   |  | Sri Pandaiah ( Telugu) /                       |   |
| 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) /                       |   |
| 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)<br>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)<br>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,<br>Addl. Director,<br>Treasury & Accounts<br>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,<br>Addl. Director,<br>Treasury & Accounts<br>Department. |
| <b>25-08-2014 to 30-08-2014 (5th WEEK)</b> |   |   |  |  |   |
| <b>25-08-2014 ( Monday)</b>                |   |   |  |  |   |
| 09.15am                                    | 10.15am   | Telugu Class / Urdu Class   |  | Sri Pandaiah ( Telugu) /                       |   |
| 10.30am                                    | 11.30am   | Land Ceiling Act (Coah Act 1973) & Present status of Surpulous Lands      | To familiarise with the provisions of AP Coah Act 1973   | Land Ceiling Act 1976                          | Sri B. Ramaiah, IAS (R)<br>Senior Faculty Member                                |

| Start                        | End     | Title  | Scope  | Readings & Remarks  | Faculty  |  |
|------------------------------|---------|--|--|---|--|--|
| 11.30am                      | 11.45am | Tea Break  |  |   |  |  |
| 11.45am                      | 1.00pm  | Land Ceiling Act (Coah Act 1973) & Present status of Surpulous Lands | To familiarise with the provisions of AP Coah Act 1973   | Land Ceiling Act 1976   | Sri B. Ramaiah, IAS (R) Senior Faculty Member  |  |
| 1.00pm                       | 2.00pm  | Lunch break  |  |   |  |  |
| 02.00pm                      | 03.15pm | Executive Magistracy   |  |   | Sri L. Sashidhar, IAS JDG, MCR HRD I   |  |
| 03.15pm                      | 3.30pm  | Tea Break  |  |   |  |  |
| 03.30pm                      | 04.45pm | Executive Magistracy   |  |   | Sri L. Sashidhar, IAS JDG, MCR HRD I   |  |
| <b>26-08-2014 ( Tuesday)</b> |         |  |  |   |  |  |
| 09.15am                      | 10.15am | Telugu Class / Urdu Class  |  | Sri Pandaiah ( Telugu ) /   |  |  |
| 10.30am                      | 11.30am | General & Fundamental Rules of Govt. Service                         | Constitutional Provisions on Service Matters. Origin of General Rules. Overivew of AP State & Subordinate Service Rules, 1996 (General Rules). Scope of Speical 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 Departmnets.  | 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   |  |
| 11.30am                      | 11.45am | Tea Break  |  |   |  |  |
| 11.45am                      | 1.00pm  | General & Fundamental Rules of Govt. Service                         | Constitutional Provisions on Service Matters. Origin of General Rules. Overivew of AP State & Subordinate Service Rules, 1996 (General Rules). Scope of Speical 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 Departmnets.  | 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   |  |
| 1.00pm                       | 2.00pm  | Lunch break  |  |   |  |  |
| 02.00pm                      | 03.00pm | Disciplinary Procedures Overview                                     | Scope of the AP Civil Services (Control Classification and Appeal) Rules, 1991 (CCA Rules). Application of CCA Rules. Interpretation of disciplinary terms. Appointing Authority, and Authority to whom the Appointing authority is subordinate (Administrative Superior to Appointing Authority). Disciplinary Authority. Powers of collectors to initiate disciplinary proceedings. Delegation of disciplinary powers to Regional Officers and Head of Department. Penalties, minor, major & other penalties. Executive instructions regarding appropriate penalties for different kinds of cases. Consultation with the APPSC. Effect of minor, major other penalties on career events major, major other penalties on career events such as promotion, and financial entitlements such as increment. | APCS (CCA) Rules 1991, 2012 Ed, Panchayat Publications: Rules 1-7, 9-19. Commentary. Executive Instructions. P13-16, 55-131.  | Sri D. Siva Prasad, Faculty (R), Dr.MCR HRD Institute  |  |
| 03.00pm                      | 03.15pm | Tea Break  |  |   |  |  |
| 03.15pm                      | 04.15pm | Disciplinary Procedures Overview                                     | Scope of the AP Civil Services (Control Classification and Appeal) Rules, 1991 (CCA Rules). Application of CCA Rules. Interpretation of disciplinary terms. Appointing Authority, and Authority to whom the Appointing authority is subordinate (Administrative Superior to Appointing Authority). Disciplinary Authority. Powers of collectors to initiate disciplinary proceedings. Delegation of disciplinary powers to Regional Officers and Head of Department. Penalties, minor, major & other penalties. Executive instructions regarding appropriate penalties for different kinds of cases. Consultation with the APPSC. Effect of minor, major other penalties on career events major, major other penalties on career events such as promotion, and financial entitlements such as increment. | APCS (CCA) Rules 1991, 2012 Ed, Panchayat Publications: Rules 1-7, 9-19. Commentary. Executive Instructions. P13-16, 55-131.  | Sri D. Siva Prasad, Faculty (R), Dr.MCR HRD Institute  |  |
| 04.15pm                      | 05.15pm | District Planning  | District Level Planning - A Case Study. The setting: Nellore, 1984. Challenges of inter linking and reconciling grassroots village level plans with district level sectoral plans and special projects in a district. Components of village plans (page-57) and sectoral plans (pages 58-59). Standard assumptions of infrastructure & individual criteria (Table-2, p64-67). Calendar of operations (Table-3, p68). Special projects based on area specificity or activity homogeneity. Assessment of district potentiality, moderation and infrastructure plan. Matching and shifting for final block plans. Results and impact of planning exercise: Tables 6-8, p80-82. General conclusions, p83.  | A Comprehensive Approach to Block Plan Preparation, by Prasanta Mahapatra in Singh Jaideep and Tiwari R.K., Editors. Managing Poverty Alleviation: Insights from the Field. New Delhi: IIPA- 1988 | Dr. Prasanta Mahapatra, IAS (R), MBBS, Takemi Fellow in Intl. Health, SD (Harvard) Dean, The Institute of Health Systems |  |

| Start                                      | End     | Title   | Scope  | Readings & Remarks   | Faculty  |  |
|--|---------|---|--|--|--|--|
| <b>27-08-2014 ( Wednesday)</b>             |         |   |  |  |  |  |
| 09.15am                                    | 10.15am | Telugu Class / Urdu Class   |  | Sri Pandaiah ( Telugu) /   |  |  |
|  | 11.30am | Call on Chief Secretary to Govt. of Telangana   |  | Dr. Rajiv Sharma, Chief Secretary  |  |  |
| 02.45pm                                    | 03.45pm | Lunch break   |  |  |  |  |
| 04.15pm                                    | 05.15pm | Transfer & Postings.  | Postings & Transfers ordinarily within local cadres. Transfer & postings from local cadres to state level offices. Transfer & postings between local cadres. General principles of transfer. Bar on posting of gazetted officers to native district, and exceptions. Normal tenure in a post. Annual and mid-term transfers. Consideration of legitimate personal difficulties. Choice of subordinate offices. Intra-district transfer of NGOs. Bar on frequent and long distance transfer of low paid employees. Shuffling of incumbents in focal positions, dealing with allotment / licensing / procurement, and/or with significant public interface. Reporting deviations from general principles of transfers to higher authority. Request transfers. Mutual transfers. Finance department bans on transfer. | 1. Transfer and Posting Policy for Good Government with Special Reference to Management of Rural Health Services, by Mahapatra Prasanta, Institute of Health Systems (IHS) Working Paper #24, 1998; 2. General Rule - 38 I.e Rule-38 of the AP State & Subordinate Services Rules; 3. Compilation of Instructions on Transfer of Government Employees From One Place to Another, 1987. 4. Compilation of Instructions on Transfer of Government Employees From One Place to Another, 2004. | Dr. Prasanta Mahapatra, IAS (R), MBBS, Takemi Fellow in Intl. Health, SD (Harvard) Dean, The Institute of Health Systems |  |
| <b>28-08-2014 ( Thursday)</b>              |         |   |  |  |  |  |
| 09.15am                                    | 09.50am | Journey to APPA   |  |  |  |  |
| 10.00am                                    | 03.00pm | Visit to Andhra Pradesh Police Academy  |  | Dr. M.Malakondaiah, IPS, Director, APPA  |  |  |
| 04.15pm                                    | 05.15pm | Reasonable Suspicion & Credible Information.  | Drawing upon the "reasonable complaint" / "reasonable suspicion" / credible information provisions as a basis of detention or arrest. Protection against arbitrary arrest, afforded by the legal requirement of reasonableness.  | 1. Smith Graham. Reasonable suspicion: time for a re-evaluation? International Journal of the Sociology of Law. 2002; 30:1-16; 2. Calcutta High Court. Judgment in Charu Chandra vs Unknown, 1916 by Justice Chaudhuri; 3. Watch Youtube Video by Neelambar Jha: <a href="https://www.youtube.com/watch?feature=player_embedded&amp;v=h7ftpdY4DQ">https://www.youtube.com/watch?feature=player_embedded&amp;v=h7ftpdY4DQ</a>   | Dr. Prasanta Mahapatra, IAS (R), MBBS, Takemi Fellow in Intl. Health, SD (Harvard) Dean, The Institute of Health Systems |  |
| <b>30-08-2014 ( Saturday)</b>              |         |   |  |  |  |  |
| 10.30am                                    | 11.30am | System of Government Accounts - Group Presentations   |  |  | Dr.V. Bhaskar, IAS (R), Chairman, APERC  |  |
| 11.30am                                    | 11.45am | Tea Break   |  |  |  |  |
| 11.45am                                    | 1.00pm  | System of Government Accounts - Group Presentations   |  |  | Dr.V. Bhaskar, IAS (R), Chairman, APERC  |  |
| 1.00pm                                     | 2.00pm  | Lunch break   |  |  |  |  |
| 02.00pm                                    | 03.15pm | Evolution of PR Institutions in A.P. & a comparison of delegation of 3Fs across the country | PR system in British period, Zilla board etc. PR Institutions after Independence & formation of CD block. Formation of Mandals. 73 Amendments, Panchayats extension to Scheduled areas. Present status of ZPTC, MPTC, Election in PR Bodies, State Election Commission.  | APGP Act - 1996.   | Sri K. Chandramouli, IAS, (R) Former Commissioner, AMR-APARD   |  |
| 03.15pm                                    | 3.30pm  | Tea Break   |  |  |  |  |
| 03.30pm                                    | 04.45pm | Evolution of PR Institutions in A.P. & a comparison of delegation of 3Fs across the country | PR system in British period, Zilla board etc. PR Institutions after Independence & formation of CD block. Formation of Mandals. 73 Amendments, Panchayats extension to Scheduled areas. Present status of ZPTC, MPTC, Election in PR Bodies, State Election Commission.  | APGP Act - 1996.   | Sri K. Chandramouli, IAS, (R) Former Commissioner, AMR-APARD   |  |
| <b>01-09-2014 to 06-09-2014 (6th WEEK)</b> |         |   |  |  |  |  |
| <b>01-09-2014 ( Monday)</b>                |         |   |  |  |  |  |
| 09.00am                                    | 11.00am | Telugu Class / Urdu Class   |  | Sri Pandaiah ( Telugu) /   |  |  |
| 11.00am                                    | 11.45am | Civil Supplies General  | To familiarise with the Provisions of RDCS 2008  | EC Act 1955  | Smt. D. Lakshmi Parthasarathy, IAS DG, MCR HRDI & Sri B. Ramaiah, IAS (R) Senior Faculty Member                          |  |
| 11.45am                                    | 12.00n  | Tea Break   |  |  |  |  |
| 12.00n                                     | 1.15pm  | Civil Supplies General  | To familiarise with the Provisions of RDCS 2008  | EC Act 1955  | Smt. D. Lakshmi Parthasarathy, IAS DG, MCR HRDI & Sri B. Ramaiah, IAS (R) Senior Faculty Member                          |  |



| Start                          | End     | Title  | Scope   | Readings & Remarks   | Faculty   |  |
|--------------------------------|---------|--|---|--|---|--|
| 1.15pm                         | 2.00pm  | Lunch break  |   |  |   |  |
| 2.00pm                         | 03.15pm | Implementaiton of Land Reforms & Land Ceiling Laws in AP.                              | Land reform & ceiling laws. Koneru Ranga Rao Land Committee Report.   | Land Ceiling Act (COAH) 1973. Koneru Ranga Rao Report Recommendations.   | Sri S. Rajasekhar, Senior Faculty Member                        |  |
| 03.15pm                        | 03.30pm | Tea Break  |   |  |   |  |
| 03.30pm                        | 04.45pm | Implementaiton of Land Reforms & Land Ceiling Laws in AP.                              | Land reform & ceiling laws. Koneru Ranga Rao Land Committee Report.   | Land Ceiling Act (COAH) 1973. Koneru Ranga Rao Report Recommendations.   | Sri S. Rajasekhar, Senior Faculty Member                        |  |
| <b>02-09-2014 ( Tuesday)</b>   |         |  |   |  |   |  |
| 09.00am                        | 10.45am | Telugu Class / Urdu Class  |   | Sri Pandaiah ( Telugu) /   |   |  |
| 11.00am                        | 02.30pm | Visit to A.P. Women Finance Corporation  |   | The Directorate, Women Development   |   |  |
|                                | 03.00pm | Inaugural Function of the 89th Foundation Course for Central Civil Services, IES & ISS |   |  |   |  |
| <b>03-09-2014 ( Wednesday)</b> |         |  |   |  |   |  |
| 09.00am                        | 11.00am | Telugu Class / Urdu Class  |   | Sri Pandaiah ( Telugu) /   |   |  |
| 11.00am                        | 11.45am | Effective Media Management & Relations   |   |  | Dr. R.V. Chandravadan, IAS, Commissioner, I&PR, Telangana State |  |
| 11.45am                        | 12.00n  | Tea Break  |   |  |   |  |
| 12.00n                         | 1.15pm  | Effective Media Management & Relations   |   |  | Dr. R.V. Chandravadan, IAS, Commissioner, I&PR, Telangana State |  |
| 1.15pm                         | 2.00pm  | Lunch break  |   |  |   |  |
| 2.00pm                         | 04.45pm | Library  |   |  |   |  |
| <b>04-09-2014 ( Thursday)</b>  |         |  |   |  |   |  |
| 09.15am                        | 10.15am | Telugu Class / Urdu Class / Library  |   | Sri Pandaiah ( Telugu) /   |   |  |
| 10.15am                        | 11.00am | Journey to NIRD, Rajendra Nagar  |   |  |   |  |
| 11.00am                        | 3.00pm  | Visit to National Institute of Rural Development (NIRD), Call on                       |   |  |   |  |
|                                | 05:00pm | High Tea Hosted by Director General, Dr. MCR HRD Institute, Hyderabad.                 |   |  |   |  |
|                                | 07:00pm | Call on the Hon'ble Chief Justice of Andhra Pradesh                                    |   | Justice Kalyan Jyoti Sengupta,   |   |  |
| <b>05-09-2014 ( Friday)</b>    |         |  |   |  |   |  |
| 09.00am                        | 11.00am | Telugu Class / Urdu Class  |   | Sri Pandaiah ( Telugu) / Prof. Khalid Saveed (Urdu)  |   |  |
|                                | 11.30am | Call on the Hon'ble Governor of Telangana & Andhra Pradesh                             |   | E.S.L. Narasimha, Governor   |   |  |
| 1.15pm                         | 2.00pm  | Lunch break  |   |  |   |  |
| 2.00pm                         | 03.15pm | Innovations in 2014 General Elections  | Electoral statistics of Andhra Pradesh. Revision of electoral rolls. Rationalisation of polling stations. Conduct of elections. Innovative processes adopted during 2014 elections            | RP Act. Conduct of Elections Rules. Registration of Elector's rules.   | Shri Bhanwar Lal, IAS Chief Electoral Officer                   |  |
| 03.15pm                        | 03.30pm | Tea Break  |   |  |   |  |
| 03.30pm                        | 04.45pm | Innovations in 2014 General Elections  | Electoral statistics of Andhra Pradesh. Revision of electoral rolls. Rationalisation of polling stations. Conduct of elections. Innovative processes adopted during 2014 elections            | RP Act. Conduct of Elections Rules. Registration of Elector's rules.   | Shri Bhanwar Lal, IAS Chief Electoral Officer                   |  |
| <b>06-09-2014 ( Saturday)</b>  |         |  |   |  |   |  |
| 09.00am                        | 11.00am | Telugu Class / Urdu Class  |   | Sri Pandaiah ( Telugu) /   |   |  |
| 11.00am                        | 11.45am | Water Users Associations   | AP Farmers Management of Irrigation System Act, 1997; Election to Water User Associations; Irrigation Advisory Boards; Water Regulation & Community Based Management.                         | 1.APFMIS Act, 1997 with updated Amendments as on June 2009; 2.GOMsNo.18 I&CAD(CAD.IV) Dept dt 28-10-99 reconstitution of Irrign. Adv. Bds. | Dr. K. Tirupataiah, IFS ADG (Trg) & C.C.                        |  |
| 11.45am                        | 12.00n  | Tea Break  |   |  |   |  |
| 12.00n                         | 1.15pm  | Water Users Associations   | AP Farmers Management of Irrigation System Act, 1997; Election to Water User Associations; Irrigation Advisory Boards; Water Regulation & Community Based Management.                         | 1.APFMIS Act, 1997 with updated Amendments as on June 2009; 2.GOMsNo.18 I&CAD(CAD.IV) Dept dt 28-10-99 reconstitution of Irrign. Adv. Bds. | Dr. K. Tirupataiah, IFS ADG (Trg) & C.C.                        |  |
| 1.15pm                         | 2.00pm  | Lunch break  |   |  |   |  |
| 2.00pm                         | 04.00pm | Record of Rights & Pattadar Pass Books Act and Rules 1971 & 1989                       | Owenship on lands, Pattadar, Enjoyer, Eligibility to get Pass Books, Sada Binamees, what is title, Preparation of ROR records, Maintanance of ROR, Present status of ROR, Fabricated PBs etc. | ROR Act and Rules 1971 & 1989; BS027-31, 33-34   | Sri B. Ramaiah, IAS (R) Senior Faculty Member                   |  |
| 04.00pm                        | 05.0pm  | Debriefing and Valedictory   |   |  |   |  |