



**Programme Information Brochure**

**Foundation Training Programme**  
**For**  
**Assistant Section Officers (Direct Recruit)**

**2018**

**Dr MCR HRD Institute of Telangana**

**Road No.25, Jubilee Hills, Hyderabad - 500 033. Fax : 040 – 23557584**

Website: <http://www.mchrddi.gov.in>

ISTM website: <http://www.istm.gov.in>

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## CHAPTER -1 : INTRODUCTION

We are happy to welcome you to the Foundation Training Programme for Assistant Section Officers (Direct Recruit) at Dr MCR HRD Institute of Telangana, Hyderabad. This is a significant moment in your life, as you have now become a part of the colossal executive of the world's largest democracy. The civil service provides enormous responsibilities, challenges and opportunities to prove oneself useful to the society at large. It also, in the process, provides opportunity for self-satisfaction, self-development and self-discovery.

The Training Programme has been designed keeping in view the fact that the Government service is essentially a public service. It calls upon the Government servants to display absolute integrity, moral courage, empathy and compassion, leadership, justice and impartiality, freedom from prejudice and commitment to the goals of development, equality and social justice.

A Government servant should have professional competence to work in a swift changing competitive and complex environment. This would entail having thorough knowledge of the Constitution of India, various Rules & Regulations governing the functioning of the Government, organisational environment and culture and wide range of skills such as analytical abilities and skills to deal with people.

The training programme would provide you an opportunity to develop basic competencies in comprehension, analytical interpretation, communication skills and noting & drafting through 'Case Review' and to build camaraderie and '*esprit de corps*' amongst the participants. The Programme also endeavours to imbue quality of humanism and development of a multi-faceted personality.

This Programme Information Brochure gives you aims, objectives, overview of the programme and a brief write-up on Dr MCR HRD Institute. It also lists the DOs and DON'Ts to be observed and scrupulously adhered to by you during the training.

We are confident that with your commitment, enthusiasm and willingness to learn, we could collectively spend the time productively and add value to each other's life.

## **CHAPTER-2 : ABOUT THE INSTITUTE & FACILITIES**

Established in the year 1976 to cater to the training Needs of Government officials. The MCRHRDIT is included in Schedule-X of the Andhra Pradesh Re-organisation Act 2014. At present the MCRHRDI is serving the Government of Telangana.

### **Vision**

To emerge as a World Class Institution of learning in the art and practice of Citizen-Centric Governance.

### **Mission**

To strive towards sustainable excellence in sharing constantly updated knowledge and skills with the personnel serving the government and to promote capacity building and competencies among them

### **Objectives**

- ▶ Mould young Government Officials into active, knowledgeable and skilled professionals
- ▶ Serve as a Nodal Institute for identification of training needs, facilitation and coordination of the state's training initiatives
- ▶ Continuously review, design and deliver training programmes, modules and learning material consistent with the changing environment of governance
- ▶ Facilitate various departments in decentralised design and development of training programmes to meet their respective objectives of training and development
- ▶ Coordinate with various stakeholders in evaluating the impact of learning processes to facilitate regular renewal of learning products and services
- ▶ To strengthen the existing infrastructure facilities, prepare distance learning training modules, and build trainer capacities

## **Activities**

Majority of the activities of the Institute relate to conduct of trainings. A few conferences/seminars are held in a year based on request by indenting departments.

The Campus training activity is being conducted through 7 centres established. The following are the details of centres:

1. Centre for Financial Management
2. Centre for Urban Development Studies
3. Centre for Sustainable Development Goals
4. Centre for Public Administration
5. Management Development Centre
6. Centre for Information Technology
7. Centre for Telangana Studies

### **Training Management Unit (TMU)**

The Trainer Development Programmes (Direct Trainer Skills(DTS), Design of Training (DOT), Management of Training (MOT) etc.) are conducted by the Training Management Unit.

B. Off-Campus trainings through RCTs (Regional Centres for Training ) located at erstwhile district headquarters of the State.

### **Linkages with other Organisations**

The Institute has strong linkages with both the State level training institutes as well as National level organisations. For giving best exposure to the participants , Eminent speakers , experts in specific subjects are being invited for delivering lectures

## **FACILITIES**

The Institute has state of art facilities for both teaching-learning as well as for lodging and recreation. For overview of Library, Sports & Yoga facilities, browse through Institute's website, 'www.mcrhrdi.gov.in'.

### CHAPTER- 3: AIMS & OBJECTIVES OF THE PROGRAMME

The salient features of the design of ASO DR(FC) are as under

**(A) Aim: -**

The aim of the Programme is to understand and describe decision making in Government of India and how to provide essential backup and be an optimum contributor to the process thereof.

**(B) Objectives:-**

On completion of the Training Programme, the participants will be able to:-

1. Identify the role of an Assistant Section Officer in the secretariat set up of Government of India.
2. Describe the structure and functioning at various levels of Government
3. Describe procedures and processes followed in an office as prescribed in the Central Secretariat Manual of Office Procedure.
4. Develop harmonious and friendly approach in their work environment and be able to function both as a member as well as the leader of a team
5. Perform given tasks during the training, using computer skills in the area of digital processing of information through websites and portals of Ministries, Departments and social media sites
6. Surf the Internet to collect information and use other ICT tools
7. Describe General Conditions of Service as provided in the Fundamental Rules and Supplementary Rules
8. Develop the skills of Noting and Drafting and use various forms of written communication in a given situation
9. Describe the procedural requirements and basic features of drafting a Cabinet Note.
10. Explain the procedures for managing Government Records.
11. List out salient features of the Right to Information Act 2005.
12. Describe various Parliamentary terms
13. Differentiate between various types of Questions and describe the process of drafting replies to be tabled in the Parliament
14. Describe functioning of various Parliamentary Committees
15. Describe various motions to raise discussions in Parliament
16. Explain important provisions of Conduct Rules applicable to members of Central Civil Services.
17. List out Minor and Major penalties and describe the procedure for imposing these penalties.

18. Describe procedures to handle CAT and Court cases
19. Describe some of the pre and post Recruitment procedures, guidelines on clearance of Probation and Confirmation in Government.
20. Describe and apply Rules in a given situation relating to fixing of Seniority in Service.
21. Explain various provisions relating to Reservations in service and prepare Rosters in a given situation.
22. Describe the procedure relating to functioning of a Departmental Promotion Committee.
23. Describe various steps involved in framing of Recruitment Rules.
24. Describe principles and practice in Budgeting
25. Describe general system of Financial Management and Control and Delegation of Financial Powers to various authorities in the Government.
26. Describe Purchase Procedures for procurement of Government stores.
27. Calculate pay admissible to an employee in a given situation.
28. Calculate pension admissible to an employee in a given situation and describe the salient features of New Pension Scheme
29. Describe and apply LTC Rules in a given situation
30. Describe and apply TA Rules in a given situation
31. Describe and apply Leave rules in a given situation
32. Share experiences gathered by undertaking a field visit in villages, in respect of political, socio-cultural and economic aspects of an Indian village and the impact of developmental schemes.
33. Describe importance of ethics and values for a public servant.
34. Analyse manifestation of gender discrimination in a given situation. Identify issues concerning the elderly.
35. Inculcate the skills for planning and anticipating and managing of uncertainties through the experience of NGO Attachment;
36. Explain the cultural diversity and importance of composite culture of our country through *Bharat Darshan*
37. Demonstrate *esprit-de-corps* among the participants through *Bharat Darshan*.

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## CHAPTER – 4: SYLLABUS AND MARKS SCHEME

### Module – I

#### Decision Support System in Government

| Sl. No. | Topic   | Objectives / Methodology   | Marks |
|---------|---|--|-------|
| 1       | a) Organization structure in GOI<br>b) Office procedure<br>c) File management<br>d) Noting structure<br>e) Drafting – forms | Objectives: To be able to describe process, hierarchy & protocol of decision making in Government of India<br><br>Methodology: Session input, Case studies, Simulation through e-Office.   | 65    |
| 2       | a) Parliament Question<br>b) Assurances<br>c) Standing Committees<br>d) Drafting of Bills                                   | Objectives: To be able to list out steps to reply Parliament Questions, Assurances; replies for Standing Committee and draft Legislative proposals (Bills).<br><br>Methodology: Session input, Case studies, Parliament Visit etc. | 20    |
| 3       | a) Soliciting Legal Advice – when and How;<br>b) Drafting & Filing of replies   | Objectives: To be able to draft communication soliciting legal advice; draft and file affidavits.<br><br>Methodology: Session input, Case studies, interaction with Standing Government Counsels.                                  | 15    |

### Module – II

#### Written Communication and Presentation

| Sl. No. | Topic   | Objectives / Methodology   | Marks |
|---------|---|--|-------|
| 1       | a) Communication in English – Written and oral<br>b) Communication in Hindi - Written and oral<br>c) Non-verbal communication<br>d) Presentation before higher authorities and meetings<br>e) Noting, Drafting and Report writing<br>f) Records of discussion/ minutes. | Objectives: To be able to express in correct and brief language; Record proceedings of any discussion correctly and comprehensively.<br><br>Methodology: Mock session, activities, case studies. | 75    |



### Module – III

#### Public Finance

| Sl. No. | Topic  | Objectives / Methodology  | Marks |
|---------|--|---|-------|
| 1       | a) General System of Public Finance Management<br>b) Budget Formulation - preliminaries<br>c) Control of Expenditure<br>d) Types of Government funds and accounts<br>e) Basic ideas of procurement of goods and services and<br>f) Outsourcing of services | Objective: To be able to describe –<br>i) Standards of Financial Propriety;<br>ii) Procedure for communication of sanctions;<br>iii) Steps to prepare BE & RE and supplementary grant proposals;<br>iv) Consolidated and Contingency Funds of India, Public Accounts, Public Finance Management Systems (PFMS);<br>v) Government E-Market Place (GeM);<br>vi) Tender enquiries; and<br>vii) Grant-in-Aid.<br><br>Methodology: Session input, Case studies | 15    |
| 2       | Delegation of Financial Power  | Objectives: To be able to describe<br>i) Powers of Head of the Department (HoD)<br>ii) Power of Appropriation and Re-appropriation<br>iii) Powers incurring contingent expenditure<br>iv) Powers to incur miscellaneous expenditure<br>v) Powers to write-off losses<br><br>Methodology: Session input, Case studies  | 10    |

### Module – IV

#### Establishment Matters

| Sl. No. | Topic  | Objectives / Methodology  | Marks |
|---------|--|---|-------|
| 1       | a) RRs<br>b) Joining formalities<br>c) Probation/confirmation<br>d) DPC<br>e) seniority<br>f) Reservation<br>g) MACP | Objective: To be able to describe silent features of Recruitment, promotion, confirmation, seniority and reservation in Government Service.<br><br>Methodology: Case studies only | 25    |
| 2       | a) Leave Rules<br>b) LTC Rules   | Objectives: To be able to describe facilities relating to Leave & Leave travel in Government service.<br><br>Methodology: Session input, Case studies                             | 15    |

|   |   |   |    |
|---|---|---|----|
| 3 | <ul style="list-style-type: none"> <li>a) Service Record</li> <li>b) General Conditions of Service (FR 10 – 18)</li> <li>c) Overview of Conduct Rules</li> <li>d) Overview of CCS (CCA) Rules</li> <li>e) Pension rules</li> <li>f) New Pension Scheme</li> <li>g) CGHS</li> <li>h) Medical Attendance</li> <li>i) General Provident Fund</li> <li>j) CGEGIS</li> <li>k) Admn. Law</li> <li>l) Right to Information</li> <li>m) Income Tax</li> <li>n) Pay fixation</li> <li>o) Travelling Allowance</li> <li>p) Swacch Bharat Abhiyan</li> <li>q) Good Governance</li> <li>r) Gender Sensitization</li> <li>s) Sensitization towards elderly and <i>Divyang</i> Persons</li> </ul> | <p>Objective: To be able to describe conditions, responsibilities, remunerations, conduct, control, retirement, health and insurance benefits, right to information and procedure to maintain service records in the form of Service Book / e-Service Book.</p> <p>Methodology: Session input, Case studies</p> | 60 |
|---|---|---|----|

### Module – V

#### Gram Swaraj Abhiyan (GSA)

| Sl. No. | Topic  | Objective / Methodology   | Marks |
|---------|--|---|-------|
| 1       | <ul style="list-style-type: none"> <li>a) PM Ujjwala Yojana</li> <li>b) Saubhagya (PM Sahaj Bijli Har Ghar Yojana)</li> <li>c) Ujala Scheme</li> <li>d) PM Jan Dhan Yojana</li> <li>e) PM Jeevan Jyoti Bima Yojana</li> <li>f) PM Suraksha Bima Yojana</li> <li>g) Mission Indradhanush</li> </ul> | <p>Objective: To be able to list out public management challenges in achieving universal coverage with respect to the scheme mentioned under the topic head.</p> <p>Methodology: Village attachment with 2 identified villages. Group / individual presentation on challenges and suggestions to meet them.</p> | 100   |

## Module - VI

### National Integration and Philanthropy

| Sl. No. | Topic                | Objectives / Methodology   | Marks |
|---------|----------------------|--|-------|
| 1       | Bharat Darshan       | Objective: To be able to describe<br>i) Role played by the Public Sector Enterprise and other Institutions<br>ii) trace the cultural historical and economic development of the region and its importance<br>iii) observe the life styles of the people in the region<br>iv) Develop spirit-de-corps   | 25    |
| 2       | NGO Attachment       | Objective: To be able to describe<br>i) the structure and working styles of NGOs<br>ii) interaction with the external environment including government agencies working at field level<br>iii) Role of NGOs in partnering with Govt. for implementation of development programmes and creating awareness<br>iv) Role of NGOs in creating & Promotion of self-relevance & sustainability amount communities | 25    |
| 3       | Blood Donation Camps | Objective: To develop fellow feeling and Philanthropy<br><br>Methodology: Organise half day blood donation camp  | 0     |

## Module - VII

### Report review

| Sl. No. | Topic   | Objectives / Methodology   | Marks |
|---------|---|--|-------|
| 1       | Review of whole or part of Annual Reports of the Central Ministries/ Departments. | Objective: To be able to comprehend, analyse and present work area, progress and challenges of a Central Department / Ministry or part of it.<br>Methodology: Individual Presentations from among the group members. | 50    |

### TOTAL MARKS COMPOSITION (Examination/Evaluation)

|              |              |            |
|--------------|--------------|------------|
| 1            | Module – I   | 100        |
| 2            | Module – II  | 75         |
| 3            | Module – III | 25         |
| 4            | Module – IV  | 100        |
| 5            | Module – V   | 100        |
| 6            | Module - VI  | 50         |
| 7            | Module – VII | 50         |
| <b>TOTAL</b> |              | <b>500</b> |

## CHAPTER-5: OUTDOOR LEARNING ACTIVITIES

### (A) VILLAGE ATTACHMENT

You will be deputed to a village to undertake study and share experiences through presentations on return. You will be divided into small teams and deputed to selected villages under the aegis of Dr MCR HRD Institute of Telangana. Each participant will write an essay on a given theme, according to the following format:

- a) Village description: Setting of village, distance from district headquarters, description of tola/cluster (if any), etc.
- b) Demography: Population by caste, age and sex wise (temporal changes), sex ratio etc.
- c) Public Management challenges in ensuring universal coverage of PM Ujjwala Yojana, Saubhagya (PM Sahaj Bijli Har Ghar Yojana), Ujala Scheme, PM Jan Dhan Yojana, PM Jeevan Jyoti Bima Yojana, PM Suraksha Bima Yojana, Mission Indradhanush and other schemes, which are part of Gram Swaraj Abhiyan

### CONDUCT DURING VILLAGE ATTACHMENT

During the village visit the participants are expected to fully devote themselves to the learning process. Consequently, it is expected that the participants will NOT be allowed to discontinue or break journey or take leave. They must adhere to the village attachment programme. They are also not allowed to change the route of programme.

### (B) *Bharat Darshan*

As part of the training programme, you will be taken to some selected places/organisations with a view to provide you an opportunity to observe the lifestyle of the people of the region as well as to enable you to appreciate the historical, cultural and economic background of the region.

The participants will be required to undertake a detailed study of the region/organisations to be visited. This will be followed by segregation of the study in terms of historical, cultural and economic development in the region. During the field visit this information will be linked to the places of importance to be visited on a particular day, by way of presentations within the stipulated time that would be announced.

Responsibility for planning as well as conduct of the tour on a particular day will be that of the group making presentation on the specific day. The groups may themselves decide on the method of presentation, the written materials, map or other guidance to be provided. In addition, information about specialties of the region like performing arts, handicrafts, food etc. and exposure to these could also be decided and implemented.

A report on the basis of the field visit undertaken, experiences and observations during the visit will have to be submitted by the participants within 2 days from the date of return to the Institute.

*Bharat Darshan* is mandatory and request for exemption is unlikely to be entertained.

**(C) NGO ATTACHMENT –**

NGO Attachment is an extension of training programme using “Field Visit” as a training method.

**(D) ADVENTURE GAMES AND TREKKING:**

The participants will be required to participate in physical activities such as adventure games/ trekking also.

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## CHAPTER- 6: PRESENTATIONS & REPORT / DIARY WRITING

### (A) PRESENTATION ON VILLAGE ATTACHMENT

As a member of the group, you are free to develop your own mode of working. Every group will be given approximately 15 to 20 minutes for the presentation and about 10 minutes for questions.

### (B) REPORT ON STUDY TOUR

Writing skill is one of the core competencies to be developed by you for effective discharge of the duties as an Assistant Section Officer in the Secretariat. To enable you to develop this skill, ample opportunities are provided for preparing various reports, during various stages of the training. This section provides you general guidance on the points to be followed/kept in mind, while preparing the reports. The following objectives are sought to be achieved while writing a report: -

- a) researching, adhering to timeliness in task completion;
- b) developing word processing skills.
- c) inculcating skills of effective writing; and
- d) integrity in writing by giving due credit to others' ideas.

When you write your experience, you may like to concentrate on a factual description of what you have observed rather than attempt to explain by way of theory on the goings-on in the place of visit. For example, many of us fall prey to seeing in the village, what we expect to see, in the light of the beliefs we have about village life. It may then happen that we do not see what is visible to others, who approach the place of visit with an open mind. Such an approach, however, should not neglect the collection of secondary data like the population, proportions of different castes and tribes, patterns of land-holdings, crop and irrigation practices, where these data are relevant to the task in hand.

### (C) Daily Diary –

All participants are required to write **Daily Diary** indicating the sequence of events in the day, their observations and **the learning points on that day**. The Daily Diary will be checked by the Faculty members. Arrangements are being made for participants to furnish daily diary on line. Till that time, OTs are requested to write daily diary and furnish to FC secretariat by end of every week.

## CHAPTER- 7 : CASE REVIEW

### Guidelines for “Case Review” assignment:

#### 1.0 Competencies:

Competencies expected to be developed through this assignment are:

1. Comprehension skill
2. Analytical skill
3. Interpretation skill
4. Communication skill
5. Noting skill
6. Drafting skill

#### 2.0 Objectives:

On completion of “Case review” assignment, the participants will be able to:

1. Apply the FAN (functional approach to noting) technique for effective noting
2. Attend to the following check list pertaining to format of a note:
  - a) Give file number on right hand top corner on each page of the note
  - b) Give page number on each page of the note
  - c) Write subject relevant to the note
  - d) Complete docketing and referencing
  - e) Provide appropriate margin on the top and the bottom and on the right and the left side of the note
  - f) Flag appropriately
3. Identify all the issues involved in a given case.
4. Verify the facts and supply the missing facts
5. Quote the relevant rules, guidelines or precedents
6. Interpret the rules, guidelines and apply them to the given case
7. Make an in-depth analyse of the case
8. Provide alternate courses of action with the financial, legal, social and other implications
9. Suggest appropriate course of action to resolve the problem
10. Prepare suitable draft or fair communication
11. Adopt appropriate form of communication
  - a) Reference each draft
  - b) Use appropriate format appropriate to the chosen form of communication
12. State the competent authority to decide the case
13. Provide value addition to co-participants
14. Attend to the following aspects pertaining to the language:
  - a) Avoid ambiguity (provide clear authentic views)
  - b) Avoid repetition of ideas
  - c) Use short sentences
  - d) Use suitable paragraphs and number each paragraph and sub-paragraphs
  - e) Use polite language even while pointing out inaccuracies or while intimating differing views
  - f) While drafting communications keep yourself in the receiver’s position

### 3.0 What to do:

On the first day, the ASO DR will be divided into groups of eight to ten. Each batch of training will be given a case. On the last of each week, except for the village attachment and Bharat Darshan week, the groups have to give a presentation for about twenty (20) minutes before the faculty on the case. The presentation is to necessarily comprise visuals to be shown through projection system and Notes and Drafts to be shown through similar system.

### 4.0 Assessment parameters:

The assessment parameters are as follows:

| Sl No | Evaluation parameters  | Maximum score |
|-------|--|---------------|
| 1     | <b>Comprehension</b> of the given case(s): identifying the issue(s) / problem(s) as demonstrated during the presentation | <b>5</b>      |
| 2     | <b>Analysis</b> of all the issues involved: Depth of analysis like identifying the main(major)/ other issue(s) etc       | <b>5</b>      |
| 3     | <b>Identification</b> of the relevant rules, guidelines  | <b>5</b>      |
| 4     | <b>Interpretation</b> of the rules / guidelines  | <b>5</b>      |
| 5     | <b>Noting:</b>   |               |
| A     | Structure & Language including format  | <b>8</b>      |
| B     | Solution provided  | <b>7</b>      |
| 6     | <b>Drafting:</b>   |               |
| A     | Form of communication & its format   | <b>8</b>      |
| B     | Language   | <b>7</b>      |
|       | <b>TOTAL</b>   | <b>50</b>     |

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## CHAPTER- 8: REPORT REVIEW

As a part of the Foundational Training Programme, you are required to present a Report Review. The objective of the report review is to enable you to comprehend theory and concepts from written study material and present it in cogent style. You will be given annual report or part thereof a central ministry or write up of a given scheme.

Report review will be done in a group. However, evaluation in respect of each group will be done by a panel of experts/faculty. The evaluation parameters are given below. Keeping these parameters while making the book review presentation is expected to facilitate you in giving a better performance.

| Sl. No. | Assessment parameter   | Maximum marks |
|---------|--|---------------|
| 1       | Comprehensiveness of description of a Department / Division / Scheme / Programme of Government of India  | 25            |
| 2       | Presentation Skill - <ul style="list-style-type: none"><li>• Quality of visuals</li><li>• Body language</li><li>• Voice clarity and modulation</li><li>• Eye-contact</li><li>• Clarity of expression</li></ul> | 25            |
|         | Total  | 50            |

## Chapter- 9: TIMINGS

### TIMINGS FOR ASO (DR) TRAINING PROGRAMME

#### Session Timings

| <b>Session duration (in hours):</b> | <b>Described as</b>   |
|-------------------------------------|-----------------------|
| <b>From – To</b>                    |                       |
| Upto 09.15am                        | Assembling Time       |
| 09:15 – 09:30                       | Compulsory Attendance |
| 09:30 – 10:45 I                     | Session-I             |
| 10:45 – 11:00                       | TEA BREAK             |
| 11:00 – 12:15 II                    | Session-II            |
| 12:15 – 1:30 III                    | Session-III           |
| 13:30 – 14:30                       | LUNCH                 |
| 2:30 – 3.45 IV                      | Session-IV            |
| 3.45 – 4.00                         | TEA BREAK             |
| 4.00 – 5.00 V                       | Session-V             |
| 17.00 – 18.00 VI                    | Session-VI            |

## CHAPTER- 10: IMPORTANT INSTRUCTIONS

You are a Central Government Servant. In terms of the Fundamental Rules applicable to a Central Government Servants, the period of training is treated as 'duty' for all purposes. As such, during the training programme you are subject to the Central Civil Service (Conduct) Rules, 1964.

Your attention is drawn to the provisions contained in Rule 3 of the CCS (Conduct) Rules, 1964, in accordance to which every *Government Servant* shall at all times

- a) Maintain absolute integrity;
- b) Maintain devotion to duty; and
- c) Do nothing which is unbecoming of a government servant.

Rule 3-A of the CCS (Conduct) Rules, 1964 also prescribes that no *Government Servant* shall—

- a) In the performance of his official duties, act in a discourteous manner;
- b) In his official dealings with the public or otherwise adopt dilatory tactics or wilfully cause delays in disposal of the work assigned to him.

Some of the Dos and Don'ts under the CCS(Conduct) Rules, 1964, are

### **Do's:-**

- i) Maintain absolute integrity at all times.
- ii) Maintain absolute devotion to duty at all times.
- iii) Maintain independence and impartiality in the discharge of the duties.
- iv) Maintain a responsible and decent standard of conduct in private life.
- v) Render prompt and courteous service to the public.
- vi) Observe proper decorum during lunch break.
- vii) Report to superiors the fact of your arrest or conviction in a Criminal Court and the circumstances connected therewith, as soon as it is possible to do so.
- viii) Keep away from demonstration organised by political parties.
- ix) Maintain political neutrality.
- x) Manage private affairs in such a way as to avoid habitual indebtedness or insolvency.
- xi) If any legal proceedings are instituted for the recovery of any debt due from you or for adjudging you as an insolvent, report the full facts of such proceedings to the Competent Authority.

### **Don'ts:-**

- i) Do not make joint representations in matters of common interest.
- ii) Do not indulge in acts unbecoming of a Government Servant.
- iii) Do not be discourteous, dishonest and partial.
- iv) Do not adopt dilatory tactics in your dealings with the public.
- v) Do not practice untouchability.
- vi) Do not associate yourself with any banned organisations.

- vii) Do not join any association or demonstration whose objects or activities are prejudicial to the interest of the sovereignty and integrity of India, public order or morality.
- viii) Do not indulge in any act amounting to sexual harassment.
- ix) Do not smoke in any public place including Hostel, Dining Hall, Seminar Halls, Corridors, Play Ground, Auditorium and Library of the Institute.
- x) Do not consume alcoholic drinks.
- xi) Do not appear in an intoxicated or inebriated state in any public place.

Violation of any of the provisions will make you liable to disciplinary proceedings under the Central Civil Services (Classification, Control & Appeal) Rules, 1965.

### **CONDUCT IN CLASS**

- a) Coming late to class shall be deemed unauthorised absence and may attract appropriate disciplinary action.
- b) Greet the Faculty or Guest Speaker when he/she enters or leaves the classroom.
- c) Do not leave the classroom until the Faculty Member has left when the session is over.
- d) Please do not leave the classroom when the session is on without the permission of the Faculty Member.
- e) Be alert, active and participate in classroom discussions.
- f) Avoid cross talk, it is discourteous and disturbs others.
- g) **SWITCH OFF YOUR MOBILE PHONE BEFORE ENTERING THE CLASS ROOM.**
- h) **IF YOU ARE FOUND TALKING ON YOUR MOBILE PHONE WHILE THE FACULTY IS TAKING SESSIONS, YOUR MOBILE PHONE MAY BE CONFISCATED.**
- i) Be free to express your opinion on an issue. However, in doing so, use temperate and courteous language and demeanour.

### **DRESS CODE**

Please dress appropriately all the time, as expected of an officer of the Government of India. You should dress formally & neatly when you go to the Class, the Dining Hall, Reading room/ TV Room, the Hostel Lounge, Auditorium or outside the campus for official purposes. **Avoid casual dress like printed T-Shirt, etc. while attending Classes.**

### **TAKING LEAVE & TREATMENT OF ABSENCE**

- (a) During the period of training, **availing of any kind of leave is not permitted.** Leave requests may, however, be considered in rare and exceptional circumstances, on case to case basis.
- (b) During the period of training your Headquarter is MCRHRDIT, Hyderabad. In case of emergency in which you are required to leave Headquarter even on weekends/ holidays, you are required to seek **prior permission.**
- (c) Unauthorised absence from the Class, without prior written approval of the Course Coordinator, will be treated as '**dies-non**' and **may invite disciplinary action** against you.

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