



**Dr. MCR HUMAN RESOURCE DEVELOPMENT  
INSTITUTE OF TELANGANA**

# **Programme Information Brochure FOUNDATION TRAINING PROGRAMME**

for

**Assistant Section Officers (Direct Recruit)  
of The Central Secretariat Service of  
Government of India**

**8<sup>th</sup> April to 7<sup>th</sup> June 2024**



<https://www.mcrhrdi.gov.in>





**Dr MCR HRD Institute of  
Telangana**

**40**  
**Years**  
**Celebrations**  
Commemorative Sculpture - 2016

**IGNITE**

“The two identical spirals resemble burning torch indicating victory.  
The four turns of the spirals signify four decades Journey of the  
Institute. Two fully blossomed lotuses at the core imply exchange of  
knowledge and wisdom.”

# From the Director General's Desk

## Dear Officer Trainees,



We are delighted to extend a warm welcome to all participants of the Foundation Training Programme for Assistant Section Officers (Direct Recruit) of the Central Secretariat Service of the Government of India. This program will commence on April 8th and conclude on June 7th, 2024, here at the Institute.

You have chosen a path of public service, a calling that carries with it immense responsibility and the potential to bring about positive change in our great nation. Our nation's diverse and rich cultural tapestry, its vibrant democracy, and its commitment to social justice make the Government Service a unique and noble vocation. As public servants, you will play a pivotal role in upholding the principles of fairness, equity, and justice.

This Foundation Training Programme is a crucial step in preparing you for the challenges and opportunities that lie ahead. Over the next nine weeks, we will endeavor to equip you with the knowledge, skills, and values that are essential for serving our country with distinction.

The Foundation Training Programme offers a unique opportunity to connect with fellow officers from all corners of the country. The memories created during this time, both at the Institute and with newfound friends, will be cherished for a lifetime.

The program features a blend of formal classroom instruction covering a variety of subjects and a range of extra-curricular and co-curricular activities, all of which are detailed in the provided manual. Our goal is to ensure that your experience in the program is stimulating, enjoyable, and memorable. In return, we expect your active participation and enthusiasm as eager learners. This course will require your full engagement and present you with challenges.

We encourage you to review the Course Manual to familiarize yourselves with the program's objectives and what is expected from you. We have every confidence that you will embrace the core values of the Civil Services and set exemplary standards through your behavior and conduct.

We trust that your stay at Dr. MCR HRD Institute of Telangana will be pleasant, and you will have the opportunity to savor the rich cultural atmosphere of Hyderabad city.

With best wishes,

A handwritten signature in black ink, appearing to read 'Shashank Goel'.

**Dr. Shashank Goel, IAS**

*Director General, Dr MCR HRD Institute &  
Special Chief Secretary to Govt of Telangana*

April 08th, 2024

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# CHAPTER:1

## INTRODUCTION

*W*e are happy to welcome you to the Foundation Training Programme (FTP) for Assistant Section Officers-Direct Recruits (ASO-DR) of Combined Graduate Level Examination (CGLE)-2023, at Dr. Marri Channa Reddy Human Resource Development Institute of Telangana (MCR HRD IT), Hyderabad. This marks a momentous occasion in your life, as you have now become a part of the monumental executive of the world's largest democracy. The civil service provides enormous responsibilities, challenges and opportunities to contribute 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 and Regulations governing 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 (Course Booklet) 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.

# ABOUT THE INSTITUTE & FACILITIES

Dr. Marri Channa Reddy Human Resource Development Institute of Telangana (MCR HRD IT), the premier administrative training institute of Government of Telangana, has been supporting the Government's initiatives in capacity building for good governance, since its inception in 1976.

During the past four and half decades, the Institute has evolved to suit the needs of changing times, as well as requirements of State and Central Government. The Institute offers a number of prestigious training programs like Foundation Course for AIS & CCS Officers, Foundation Course for MES Probationers, Training Course on Right to Information for Indian Air Force personnel, customized programs for various ministries and for international participants. The Institute has also emerged as leader, across the country, in imparting e-Learning training programs. In recent times, the Institute hosted Learning- cum-study tours of State Administrative Service Officer Trainees from Odisha, Bihar, Nagaland, Gujarat and Jharkhand.

The Institute has a well-qualified, experienced, hardworking and dedicated team. Its faculty resources include senior All India Service Officers and State officials and eminent faculty drawn from various Institutes of higher learning like Indian School of Business, University of Hyderabad and so on.

Spread over 30 acres of picturesque land in Jubilee Hills, the heart of global city, Hyderabad, the Institute has created an extraordinary infrastructure to host training programs and events of any magnitude with its impressive array of facilities and high standards of services.

Being an eco-responsible Institute, the Institute uses the "Reduce-Reuse- Recycle" model for water and waste. In addition to shifting to solar power in a big way, the Institute has initiated a number of innovative measures to ensure that its carbon footprint is minimized.

It has well-furnished classrooms, auditoriums, indoor and outdoor sports facilities including swimming pool, gymnasium and hostel blocks with capacity to accommodate 900 persons.

### 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 the following centres:

1. Centre for Finance & Economics (CFE)
2. Centre for Disaster Management & Sustainable Development (CDS)
3. Centre for Law & Public Administration (CLP)
4. Centre for Management Behavioural Studies (CMB)
5. Centre for Information Technology (CIT)
6. Centre for Telangana Studies (CTS)
7. Centre for International Relations & Security (CIS)

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

This unit coordinates all tasks related to training management both on campus as well as in the districts. The Trainer Development Programmes (Direct Trainer Skills (DTS), Design of Training (DOT), Management of Training (MOT) and so on) are coordinated by the Training Management Unit. It also coordinates sponsored programmes from other states and GoI.

### **Regional Centres for Training (RCT)**

Off-Campus trainings are conducted through RCTs 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 and experts in specific subject areas are invited for delivering lectures.

### **Facilities**

The Institute has state of art facilities for both teaching-learning as well as for lodging and recreation. The Institute has judiciously created

numerous avenues for recreation, including such sports facilities as Billiards, Table Tennis, Carroms, Chess, Badminton, Volley ball, Swimming pool, Gym, Jogging tracks, etc For overview of Library, Sports & Yoga facilities, browse through Institute's website <https://www.mchrddi.gov.in/facilities.html>

### **Accommodation**

The Institute offers comfortable accommodation with fine dining facilities in its magnificent buildings. You will be staying at Godavari Hostel, which is a fully air-conditioned facility. You will be sharing the room with one of your fellow Officer Trainees.

### **Catering & Mess Services**

Catering in the Institute is provided by a contracted agency. Two Officer Trainees from the Foundation Course batch shall supervise the Mess every day as Mess Duty Officers and guide the caterer on quality of food & cleanliness.

### **Library**

The Institute's library is located in the cellar of the Admin Block. A good collection of books on various subjects is available in the library, besides various newspapers and journals. The timings are from 9.00 a.m. to 9.00 p.m. on all working days and

10.00a.m. to 1.00p.m. on Sundays and Public Holidays. It is expected that the Officer Trainees will extensively utilize the library facility during their stay on the campus.

### **Computer Facilities**

The Institute takes pride in having four most modern air-conditioned computer labs networked on a LAN. The campus area network comprises about 270 computers, located in class rooms, conference

halls, faculty rooms, guest houses, etc. Computers are available in the business lounge located on the Ground Floor of Godavari Hostel. The Officer Trainees can also avail these facilities in the Admin building (1stFloor) during office hours. All computers in the Institute are network connected.

For any help, they may contact System/Network Administrators in Room No.106 (Extn. No.: 119/220). You may also contact Mr. Venkat Reddy, Manager, IT-Infrastructure (Mobile: 9949392515) and Mr. Y Jatin Swaroop, (Mobile: 8125721733) in the matter.

### **Internet Access**

To access free Wi-Fi in Godavari Hostel, you may select MCRHRD-Wi-Fi in the network list and enter your mobile number and get registered with BSNL portal. You will receive an OTP. Enter the OTP to get free Wi-Fi access.

Speed is now a game changer in this dynamic world and the Institute is committed about utilizing it towards the growth and advancement of the Officer Trainees on the campus. The Institute is now equipped with an exclusive 1 Giga High Speed Internet Connectivity.

### **Health Care**

The Officer Trainees may contact the Medical Officer at Room No. G41 (Godavari Hostel), from from 7.30 a.m. to 09.00 a.m and again between 6.30 pm to 8.00 pm. For emergency health care, Sri Saka Venkateshwara Rao, Faculty (Mobile: 9) may be contacted.



# AIMS & OBJECTIVES OF THE PROGRAMME

The salient features of the design of ASO DR (FTP) are as follows:

### (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. Use 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 TARules 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. Explain the cultural diversity and importance of composite culture of our country through Bharat Darshan
36. Demonstrate esprit-de-corps among the participants through Bharat Darshan.



## CHAPTER:4

# WEEK WISE TOPICS

Week	Topic	No. of Sessions
I	Introduction, Expectation Sharing & Course Overview	3
	Registration on TMIS/iGOT etc (Course Administration)	1
	Distribution of Stationary, Kits etc.(Course Administration)	1
	Office Procedure	3
	Interaction with Senior Officers of Institute/CS Division	2
	Organization Structure in Government of India	2
	General Conditions of Service	2
	Maintenance of Service Book	2
	Book Review - Selection of Books {01 Fictional and 01 Non-Fictional}	1
	Overview of CCS (Conduct) Rule (3)	3
	File Management	2
	Noting Skill	3
II	Drafting & Forms of Communication	4
	General Concept of Public Finance (General Budget, Fund & Grant, Control of Expenditure)	3
	General Financial Rules (GFR)- Purchase, Contract & Outsourcing	4
	Delegation of Financial Powers (DFPR-8 Object Head: Rule-10 Major, Minor detail	3
	Gender Issues & Prevention of Women from Sexual Harassment (POSH) Act	3
	Cyber Hygiene & Cyber Security	3
	Service Ethos /Interaction with Senior Officers	2
	Course Administration	2
	<b>Online Examination on Pre-Foundation Course on ISTM's e-LMS Portal</b>	2
III	Team Building	3
	One day attachment on Parliamentary Work Management at State Legislature	5
	GEM	3
	Pay Fixation & MACP	4
	Course Administration	3
	Pension Rules	3
	New Pension Scheme	2
	Lecture by Eminent Speaker	2
IV	Recruitment Rules (Guidelines for framing)	2

	Probation & Confirmation, Principles of Seniority	3
	Deputation & Foreign Service	2
	Reservation in Services	4
	Disciplinary Proceedings/CCS CCA Rules	3
	Promotion & DPC Procedure	2
	E-Office	3
	<b>Sports Meet (5) - Races (100M, 400M), Chess, Table Tennis, Carom Board, Table Tennis, Badminton, Handball etc.</b>	5
V	<b>Sessions on Official Language Policy by guest faculty from Central Hindi Training Institute (CHTI) or State Hindi Training Institute (SHTI) (Hindi)(2)</b>	2
	Litigation Management	2
	Digital Dash Board	2
	<b>Sessions on Record Management by guest faculty from National Archives of India (NAI)/ State Archives</b>	2
	PFMS	2
	Cultural Event	5
	<b>(3-F/N) Visit to NAI/ State Archives for half batch &amp; Practice Session on Noting Drafting for other half batch</b>	
	<b>(2-A/N) Practice Session on Noting Drafting for half batch &amp; Visit to NAI/ State Archives for Half Batch for other half batch</b>	5
	Presentation Skills	2
	Book Review Presentation	3
VI	Book Review Presentation	8
	Dealing with Divyang (specially-abled)	1
	Minority Issues	1
	Blood Donation Camp	3
	Noting & Drafting (Job Simulations Presentations)	11
	Briefing on Study Tour {Village Attachment (VA) & Bharat Darshan (BD)}"	1
VII	<b>Village Attachment</b>	25
VIII	<b>Bharat Darshan/Adventure Expedition</b>	25
IX	Preparation of Village Attachment and Bharat Darshan Presentation and Report	3
	Presentation on Village Attachment and Bharat Darshan	12
	Examination of ISTM Phase-I on TMIS's e-LMS Portal (3)/ Presentation on Village Attachment and Bharat Darshan (2)	5
	Briefing on On-the-Job (OJT) Phase-upcoming module	1
	Feedback on ISTM's e-LMS Portal	2
	Valediction	2
	<b>TOTAL SESSIONS FOR 09 WEEKS</b>	<b>225</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 of five to six members and deputed to selected villages for a period of five days 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:

#### Objectives of Village Attachment

- To explain the dynamics of socio- economic and political situation that exists in a village
- To describe the problems and difficulties experienced by the rural people, especially BPL families and landless labourers
- To describe the level of participation of women in socio-economic and political activities
- To analyze changes that occurred in the village in terms of quality of life and impact of devt & welfare programs

There will be presentation on village attachment for each team and marks secured by the team will be given uniformly to the members in the team.

#### 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 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 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 two days from the date of return to the Institute.

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

# **PRESENTATIONS & REPORT 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 minutes for the presentation and about 05 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, when we 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.

For this purpose, they will log in ISTM portal/website at 'Nominee Login' with their application number and date of birth. The Daily Diary will be checked by the Faculty members.

## **(D) BOOK REVIEW**

Book review writing and presentation is the art of critically analyzing and summarizing a book's content, style, and significance. It tests participants' ability to distill complex information and express it clearly and succinctly.

It involves sharing your insights, opinions, and evaluations of the book's strengths and weaknesses. A well-crafted book review should provide potential readers with a clear understanding of the book's themes, characters, and overall impact. Effective presentation of a book review, whether written or spoken, requires concise yet informative commentary, engaging storytelling, and thoughtful analysis to help others make informed decisions about whether to read the book themselves. The Officer Trainees will be evaluated for this activity.

## **(E) ESSAY/ PRECIS WRITING COMPETITIONS**

There will be either an essay writing competition or précis writing competition. An essay writing competition is a platform that invites participants to showcase their writing skills and express their ideas on a given topic or theme within a specific word limit. It fosters creativity, critical thinking, and effective communication as writers compete to present their perspectives in a compelling and coherent manner. Whereas, a précis writing competition is a contest in which participants are tasked with summarizing a given passage or text into a shorter version while retaining its core ideas and meaning. Precision and conciseness are key in this type of competition, as contestants aim to convey the essence of the original text in a much-reduced form, often within a specific word limit. It tests participants' ability to distill complex information and express it clearly and succinctly.

**F) ASSESSMENT UNDER 9 WEEKS  
PHASE-I COURSE**

<b>S.No</b>	<b>Module***</b>	<b>Assessment Mode</b>	<b>Marks</b>
1	Assessment of Pre-Foundation Course (Tentatively in 2nd Week)	Online on ISTM's, TMIS	30
2	Assessment of ISTM- Phase-1 Course (Tentatively in 9th Week)	Online on ISTM's, TMIS	120
3	Village Attachment	Presentations/ Reports	50
4	Bharat Darshan	Presentations/ Reports	50
5	Book Review		50
6	Job Simulation (Noting & Drafting)		75



## CHAPTER:7

# TIMINGS

### DAILY SCHEDULE TIMINGS FOR ASO (DR) FOUNDATION TRAINING PROGRAMME (FTP)

Activity	Section- I	Section- II
Morning Activity Yoga & PT	06:30 a.m. – 07-30 a.m.	06:30 a.m. – 07-30 a.m.
Reporting Time	09:20 a.m.	09:20 a.m.
Session-I	09:30 a.m. – 10-45 a.m.	09:30 a.m. – 10-45 a.m.
Tea Break	10:45 a.m. – 11-00 a.m.	10:45 a.m. – 11-00 a.m.
Session-II	11:00 a.m. – 12-15 p.m.	11:00 a.m. – 12-15 p.m.
Session-III	12:15 p.m. – 01-30 p.m.	12:15 p.m. – 01-30 p.m.
Lunch	01:30 p.m. – 02-30 p.m.	01:30 p.m. – 02-30 p.m.
Session-IV	02:30 p.m. – 03-30 p.m.	02:30 p.m. – 03-30 p.m.
Tea Break	03:30 p.m. – 03-45 p.m.	03:30 p.m. – 03-45 p.m.
Session-V	03:45 p.m. – 04-45 p.m.	03:45 p.m. – 04-45 p.m.
Computer Lab/ Library/ English hour	04:45 p.m. – 05-30 p.m.	04:45 p.m. – 05-30 p.m.

## CHAPTER:8

# IMPORTANT INSTRUCTIONS

### ESCORT DUTIES FOR THE OFFICER TRAINEES

The Officer Trainees are designated as Escort Officers to the Guest Speakers. They will have the following responsibilities:-

To ensure that the Institute's car is arranged by the FC Secretariat to pick up and drop the Guest Speaker. In case of a VIP, arrangements regarding reception at Rajiv Gandhi International Airport / Railway Station may have to be worked out in consultation with the FC Secretariat.

To inspect the Guest House room allotted to the Guest Speaker and ensure that it is properly equipped.

To ensure that the reception has complete detail of arrival and stay of the Guest Speaker. Keep the reception informed of your whereabouts so that in case of unscheduled arrival of the Guest Speaker, you can be located and informed.

To receive the Guest Speaker on arrival, escort him/her to the room and to look after during his/her stay at the Institute.

It, however, does not mean that the Officer Trainees shall unnecessarily waste time hanging around the Guest Speaker and miss classes or other Course activities.

To collect the profile of the Guest Speaker, well in advance.

To acquaint the Guest Speaker with the Course Design, the syllabus prescribed and other activities at the Institute, if he/ she is not already familiar with the same, before his/her scheduled session.

To inform the Guest Speaker about the duration, number and nature of his/her lecture(s)/ participation.

To ascertain any special arrangements that the Guest Speaker would like to be made in the lecture hall, like provision of Projector, Flip Charts, etc.

To obtain consent, in prescribed format, from the Guest Speaker for video recording of the session and ensure arrangement for the same.

To ensure that the Guest Speakers' name plates are ready and placed on the table prior to the lecture.

To introduce the Guest Speaker to the audience based on the profile already collected for the purpose. Long-winding introductory speeches must be avoided. The introduction of the guest speaker should not exceed 02 minutes in any case.

To ensure that the Guest Speaker is invited to all the functions of the various societies/ clubs, which are scheduled during his/her stay. To ensure that the TA and other particulars are filled-in by the Guest Speaker in the printed form provided by the FC Secretariat.

To organize the following, in consultation with the Guest Speaker:

- (I) After the talk is over, announce that the Guest Speaker would welcome questions from the audience, unless he has any objection to this, which should be ascertained well in advance.
- (ii) At the end of the session, thank the Guest Speaker on behalf of the Officer Trainees, the Institute, and himself/herself.
- (iii) Hand over PPTs/reading materials to Class Room In-charges for uploading on Course Repository.

### OFFICERS' MESS COMMITTEE

Mess is an institution where the Officer Trainees meet in an informal/formal atmosphere to dine and relax. An active Mess life contributes significantly to esprit de - corps among the trainees. The effectiveness of the Mess is measured in terms of quality of food, quality of service, and cost effectiveness.

The Committee is expected to discuss with the Institute's official caterer about the menu, quality of food, service quality, etc. Frequent visits to the kitchen are also helpful in ensuring hygiene and quality of the food preparations. This helps in development of managerial and

organizational skills amongst the office-bearers. However, Mess Duty Officers (MDOs) would also complement the efforts of the Mess Committee.

The Officers' Mess Committee organizes formal and informal get-togethers.

Celebration of different festivals of the country, where an atmosphere of several regional cultures is created, is one of the important functions of the Mess Committee.

On several occasions, the trainees are joined by the Director General, members of the faculty, staff, and dignitaries visiting the Institute.

### **CCS (CONDUCT) RULES**

You are a Central Government Servant. In terms of the Fundamental Rules applicable to a Central Government Servant, 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) **MOBILE PHONES ARE NOT ALLOWED DURING ANY OF THE SESSIONS SCHEDULED IN THE WEEKLY TIMETABLES. ANY MOBILE PHONE BEING USED DURING THESE SESSIONS WILL BE CONFISCATED.**
- h) **SWITCH OFF YOUR MOBILE PHONE BEFORE ENTERING THE CLASSROOM.**
- i) **IF YOU ARE FOUND TALKING ON YOUR MOBILE PHONE WHILE THE FACULTY IS TAKING SESSIONS, YOUR MOBILE PHONE MAY BE CONFISCATED.**

- j) Be free to express your opinion on an issue. However, in doing so, use temperate and courteous language and demeanour.

### ACCOMMODATION

- a. During the Foundation Training Programme (FTP), OTs are required to compulsorily reside in the accommodation provided by the Institute.
- b. The room keys will be available at the Godavari Reception, which will be handed over on furnishing ID proof. (Voter ID/ PAN card/ Passport)
- c. Accommodation will be provided on twin sharing basis during the Foundation Training Programme. NO REQUEST FOR CHANGE OR CHOICE OF ROOM WOULD BE ENTERTAINED.
- d. The rooms are provided with the following basic furniture/ items -bed, mattress, two single bed sheets, blanket, pillow with cover and towel. OTs may bring any other items as per their personal requirements.
- e. All OTs are required to pay accommodation charges for their stay at the Institute.
- f. Accommodation for spouses or family members will NOT be provided. OTs are NOT allowed to entertain guests (family members, friends, spouse or anybody else) in their rooms. Therefore, do NOT bring any escorts with you at the time of joining.
- g. In case of differently abled OTs, assistance will be provided as per the Institute's policy on this matter.

### MESS CHARGES

Mess charges will be levied on monthly basis. The OTs will be charged only for bedtea, breakfast and dinner. Tea with Biscuits/snacks and lunch will be provided by the Institute.

### DRESS CODE

#### Formal

- Open Collar Shirt with Trousers (not jeans) and Shoes (other than sports shoes/sneakers) for Gentlemen OTs

- Saree or Salwar Kameez or Churidar Kurta or Shirt and Trousers with footwear (other than chappals/slip - ons/sneakers)for Lady Ots.

### Requirements for Yoga, PT/Games & Sports

- Morning activity is compulsory.
- The OTs have to attend Yoga and PT
- For Yoga and PT, compulsory sports/games activities, Institute T-shirts must be worn.
- For Lady officers white kurta and pyjama would be ideal for PT.
- One Institute T-shirt has to be purchased by all OTs at the time of joining. The approximate cost will be Rs 355/- per T-shirt.
- For other sporting activities, OTs may like to bring their own sports clothing.
- One pair of good quality jogging/ running shoes (in white colour) with adequate cushioning for road-running will be required. It is advisable to invest in a good quality running shoe to avoid subsequent injuries.
- Lady OTs may also bring two pairs of plain white salwar kameez for use in addition to the above mentioned clothing and other accessories for morning activities.

### TAKING LEAVE & TREATMENT OF ABSENCE

- 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 Medical emergency.
- During the period of training your Headquarter is MCR HRD IT, Hyderabad. In case of emergency in which you are required to leave Headquarter even on weekends/ holidays, you are required to seek **prior permission.**
- Unauthorised absence from the Class, without prior written approval of the Course Coordinator, will be treated as '**dies-non**' and **shall invite disciplinary action** against you.

# Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA

## 9 weeks Foundation Training Programme for Assistant Section Officers (D.R.) of CSS

### COURSE PLANNER

Week	Date	Day	Activity	Day
I	08.04.2024	Monday	Joining Formalities, Course briefing & familiarisation with Facilities Inauguration	1
	09.04.2024	Tuesday	UGADI-Holiday	2
	10.04.2024	Wednesday		3
	11.04.2024	Thursday	Ramzan (Eid-ul-Fitr)	4
	12.04.2024	Friday		5
	13.04.2024	Saturday	Hyderabad Darshan	6
	14.04.2024	Sunday		7
II	15.04.2024	Monday		8
	16.04.2024	Tuesday		9
	17.04.2024	Wednesday		10
	18.04.2024	Thursday		11
	19.04.2024	Friday	Online Exam of Pre-Foundation Course	12
	20.04.2024	Saturday		13
	21.04.2024	Sunday		14
III	22.04.2024	Monday		15
	23.04.2024	Tuesday		16
	24.04.2024	Wednesday		17
	25.04.2024	Thursday		18
	26.04.2024	Friday		19
	27.04.2024	Saturday		20
	28.04.2024	Sunday		21
IV	29.04.2024	Monday	Bharat Darshan/ Village Visit	22
	30.04.2024	Tuesday	Bharat Darshan/ Village Visit	23
	01.05.2024	Wednesday	Bharat Darshan/ Village Visit	24
	02.05.2024	Thursday	Bharat Darshan/ Village Visit	25



	03.05.2024	Friday	<b>Bharat Darshan/ Village Visit</b>	26
	04.05.2024	Saturday		27
	05.05.2024	Sunday		28
V	06.05.2024	Monday		29
	07.05.2024	Tuesday		30
	08.05.2024	Wednesday		31
	09.05.2024	Thursday		32
	10.05.2024	Friday	<b>Book Review Presentations</b>	33
	11.05.2024	Saturday		34
	12.05.2024	Sunday		35
VI	13.05.2024	Monday	<b>Bharat Darshan/ Village Visit</b>	36
	14.05.2024	Tuesday	<b>Bharat Darshan/ Village Visit</b>	37
	15.05.2024	Wednesday	<b>Bharat Darshan/ Village Visit</b>	38
	16.05.2024	Thursday	<b>Bharat Darshan/ Village Visit</b>	39
	17.05.2024	Friday	<b>Bharat Darshan/ Village Visit</b>	40
	18.05.2024	Saturday		41
	19.05.2024	Sunday		42
VII	20.05.2024	Monday		43
	21.05.2024	Tuesday	<b>Essay/Precis Writing Competition</b>	44
	22.05.2024	Wednesday		45
	23.05.2024	Thursday		46
	24.05.2024	Friday		47
	25.05.2024	Saturday	<b>Visit to State Assembly &amp; Visit to State Archives</b>	48
	26.05.2024	Sunday		49
VIII	27.05.2024	Monday		50
	28.05.2024	Tuesday		51
	29.05.2024	Wednesday	<b>Visit to Central Government Offices</b>	52
	30.05.2024	Thursday		53
	31.05.2024	Friday	<b>Job Simulation (Noting &amp; Drafting)</b>	54
	01.06.2024	Saturday	<b>Blood Donation Camp</b>	55
	02.06.2024	Sunday		56
IX	03.06.2024	Monday		57
	04.06.2024	Tuesday	<b>ISTM Phase 1 Examination</b>	58
	05.06.2024	Wednesday		59
	06.06.2024	Thursday		60
	07.06.2024	Friday	<b>Valediction/Cultural Program</b>	

## COURSE TEAM

S.No.	Name & Designation	Designation in FTP	Contact Number
1	Prof. Mohamed Abbas Ali Sr.Professor & Academic Advisor	Overall Supervision & Academic Advisor	9030005661
2	Dr. Kandukuri Usha Rani Sr.Faculty & Centre Head-CDS	Course Director	9948921557
3	Sri K.Jagan Mohan Goud, JD (Retd.)	Proctor	8008422262
4	Sri T.M. Basha, Senior Lecturer, CFE	Controller of Examinations	9248032109
5	Smt.G.Jhansi Rani, Faculty-CIS	Additional Course Director (Co-curricular Activities)	8008885064
6	Smt. K.Chandra Jyothi, Faculty,CDS	Additional Course Director (Extra-curricular Activities) & Class Room Incharge	9553433305
7	Dr. K. Sukumar, Faculty, CLP	Coordinator (Village Attachment & Bharath Darshan)	9392452592
8	Sri V.Srinivas, Faculty, TMU		9248032072
9	Sri. P. Vinod Goud, Jr. Faculty, CDS	Class Room Incharge	8341607459
10	Smt.V.Jyothi, Head & General Manager (IT & Facilities)	IT & Facilities	9246555607
11	Smt.T.Padmavathi, AO	Overall coordination of the FC Secretariat	8977784568
12	Sri Saka Venkateswara Rao, Faculty-CLP	Nodal Officer –II & Medical Emergencies of OTs	9248032073
13	Smt. P.Leela Krupa Kumari, Supdt.	Nodal Officer –I	9440777569
14	Dr. P.Shreenivas, Jr.Faculty, CTS	Sports, Cultural and Morning Activity (MA) Incharge	9705539957
15	Sri P.V.S. Pathanjali	Accounts Officer	9121218349
16	Sri V.Ashok Reddy Supdt.Stores & Transport	Coordinator (Stores & Transport)	9346325760
17	Sri B.Bharath Kumar, Facilities Executive	Coordinator (Accommodation)	9966064441
18	Sri R.Nagaraj	Facilities Executive & Mess Incharge	9677757539



# MCR HRD

## Institute of Telangana

Campus Layout

1. Admin Block
2. Godavari Hostel
- 2a. Ladies Gym
- 2b. Dispensary
- 2c. Barber
- 2d. Ruchi Dining Hall
3. Manjeera Guest House
4. Arjuna Arcade (parking)
5. Tungabhadra Block
- 5a. Pushti & Trupti Dining Halls
6. Muchkunda Block & Center For Telangana Studies
7. Centre For Sustainable Development Goals
8. Krishna Block
9. Professor Qtrs
10. Faculty Qtrs
11. Tennis Court - 1
12. Volley Ball Court
13. Tennis Court - 2
14. Gym And Swimming Pool
15. Nursery
16. Vivekananda Centre
17. D.G. Qtrs
18. Adg. Qtrs
19. Pond
20. Ramadasu Rangasthali (open Air Auditorium)
21. CGG E-dev. Centre
22. CGG Staff Qtrs
23. HRD Staff Qtrs
24. CGG Office
25. Ayush Clinics
26. Atm / Chai Kahani / Vijaya Dairy Parlour



\* not to scale