



**GOVERNMENT OF TELANGANA**  
**Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA**  
**Foundation Training Program for the Assistant Section Officers (DR) of Central Secretariat, GoI**  
**(Sponsored by Institute of Secretariat Training & Management, New Delhi)**

Date: 08.04.2024 to 07.06.2024 -  
 Week- 2(April 15th to 20th, 2024)

**SESSION PLAN FOR SECTION - I (A)**

TIME	Monday 15	Tuesday 16	Wednesday 17	Thursday 18	Friday 19	Saturday 20		
6.30 AM to 7.30 AM	YOGA & PT							
7.30 AM to 9.30 AM	Break							
9.30 AM to 10.45 AM	Dr. Vivek Modi, Certified Trainer for Dale Carnegie Training <u>Topic-</u> Presentation Skills	Dr. Ch.V. Sai Prasad, IA&AS, Director (INTD) <u>Topic-</u> Concepts of Public Finance	HOLIDAY (Sri Rama Navami)	Smt. Ch. Jaysree <u>Topic-</u> Reservation in Services	Smt. Ch. Jaysree <u>Topic-</u> Promotion & DPC Procedure			
11.00 AM to 12.15 PM					Dr. Y. Satyanarayana Murthy, Sr. Dir. IT, NIC (Retd.) <u>Topic-</u> e-Office			
12.15 PM to 1.30 PM	Smt. Ch. Jaysree, former faculty, ISTM <u>Topic-</u> Probation and Confirmation	Prof. K. Narendranath <u>Topic-</u> Book Review		Separate Circular will be issued				
1.30 PM to 2.30 PM	LUNCH BREAK					LUNCH BREAK		
2.30 PM to 3.30 PM	Smt. Ch. Jaysree, former faculty,ISTM <u>Topic-</u> Principles of Seniority	Smt. Ch. Jaysree <u>Topic-</u> Organisation Structure in Government of India				Sri Kamaluddin, Asst. Dir. Official Language Dept., Ministry of Home Affairs <u>Topic-</u> Official Language Policy	Dr. Y. Satyanarayana Murthy, Sr. Dir. IT, NIC (Retd.) <u>Topic-</u> e-Office	
3.45 PM to 4.45 PM							Computer Lab      Library Hour	
4.45 PM to 5.30 PM	Computer Lab      Library Hour							

Topic	Speakers
Presentation Skills	Dr. Vivek Modi, Certified Trainer for World Renowned Dale Carnegie Training & Expert on Holistic Wellness for Personal and Professional Excellence 7981094468
Probation and Confirmation	Smt. Ch. Jaysree, former faculty, ISTM, NewDelhi 9871999518
Principles of Seniority	Smt. Ch. Jaysree, former faculty, ISTM, NewDelhi
Basic Concepts of Public Finance	Dr.Ch.V.Sai Prasad, IA&AS , Director (INTD), O/o DGA (C), Hyderabad. 9490885511
Book Review	Prof. K. Naredranath, former Professor of Management OU 8374379851
Organisation Structure in Government of India	Smt. Ch. Jaysree, former faculty, ISTM, NewDelhi
Reservation in Services	Smt. Ch. Jaysree, former faculty, ISTM, NewDelhi
Official Language Policy	Sri Kamaluddin, Asst. Director (Retd.), Official Language Department, Ministry of Home Affairs, Government of India 9848474141
Promotion & DPC Procedure	Smt. Ch. Jaysree, former faculty, ISTM, NewDelhi
e-Office	Dr.Y.Satyanarayana Murthy, Sr.Director (Retd.), IT,NIC. 9490749540

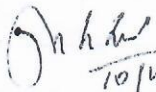
**MORNING ACTIVITY**

Yoga and Physical Training (PT) Venue & Timings

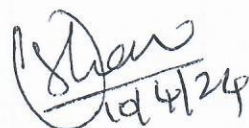
Yoga:06.30am to 07.00am

PT:07.00am to 07.30am

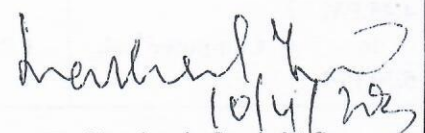
Venue:Vivekananada Lawns

  
10/11/24

Dr. Mohammed Akbar Ali

  
10/11/24

Dr. Kandukuri Usha Rani  
Sr. Faculty & Centre Head, CDS

  
10/11/24

Dr. Shashank Goel, IAS  
Director General &