



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 - II (B)

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	Smt. Ch. Jaysree, former faculty, ISTM <u>Topic-</u> Organisation Structure in Government	Smt. Ch. Jaysree, former faculty, ISTM <u>Topic-</u> Probation and Confirmation	HOLIDAY (Sri Rama Navami)	Smt. Nirmala Sambamoorthy, Sr. Management Consultant <u>Topic-</u> Team Building	Dr. Vivek Modi, Certified Trainer for Dale Carnegie Training <u>Topic-</u> Presentation Skills	Separate Circular will be issued	
11.00 AM to 12.15 PM		Smt. Ch. Jaysree, former faculty, <u>Topic-</u> Principles of Seniority					Smt. Ch. Jaysree <u>Topic-</u> Reservation in Services
12.15 PM to 1.30 PM	Dr. Y. Satyanarayana Murthy, Sr. Dir. IT, NIC (Retd.) <u>Topic-</u> e-Office						
1.30 PM to 2.30 PM	LUNCH BREAK				LUNCH BREAK		
2.30 PM to 3.30 PM	Dr. Y. Satyanarayana Murthy, Sr. Dir. IT, NIC (Retd.) <u>Topic-</u> e-Office	Sri Kamaluddin, Asst. Dir. Official Language Dept., Min (HA) <u>Topic-</u> Official Language Policy			Smt. Ch. Jaysree <u>Topic-</u> Promotion & DPC Procedure		Smt. Ch. Jaysree <u>Topic-</u> Reservation in Services
3.45 PM to 4.45 PM							
4.45 PM to 5.30 PM	Library Hour	Computer Lab	Library Hour	Computer Lab			
Venue	SK Hall, Tungabhadra Block (3rd Floor)			Tea Breaks: 10.45 AM to 11.00 AM & 3.30 PM to 3.45PM			

Topic	Speakers
Organisation Structure in Government of India	Smt. Ch. Jaysree, former faculty, ISTM, NewDelhi
e-Office	Dr.Y.Satyanarayana Murthy, Sr.Director, IT,NIC, (Retd.)
Probation and Confirmation	Smt. Ch. Jaysree, former faculty, ISTM, NewDelhi
Principles of Seniority	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
Team Building	Smt.Nirmala Samamoorthy, Director, Ascent Leadership and Management Consultants 9849085987
Promotion & DPC Procedure	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.
Presentation Skills	Dr. Vivek Modi, Certified Trainer for World Renowned Dale Carnegie Training & Expert on Holistic Wellness for Personal and Professional Excellence
Reservation in Services	Smt. Ch. Jaysree, former faculty, ISTM, NewDelhi

MORNING ACTIVITY

Yoga and Physical Training (PT) Venue & Timings

Yoga:06.30am to 07.00am

PT:07.00am to 07.30am

Venue:Vivekananada Lawns

Dr. Mohammed Abbas Ali
10/4/24

Dr. Mohammed Abbas Ali,
Sr. Academic Advisor

Dr. Kandukuri Usha Rani
10/4/24

Dr.Kandukuri Usha Rani
Sr. Faculty & Centre Head- CDS
Course Director

Dr. Shashank Goel
10/4/24

Dr.Shashank Goel, IAS
Director General &
Spl.C.S. to Government