



Dr. MCR HRD INSTITUTE OF ANDHRA PRADESH
Foundation Cum Professional Course for Probationary Deputy Tahsildars
27th June, 2011 to 6th August, 2011

WEEKLY SCHEDULE
18.07.2011 to 23.07.2011

WEEK-4

	18.07.2011 Monday	19.07.2011 Tuesday	20.07.2011 Wednesday	21.07.2011 Thursday	22.07.2011 Friday	23.07.2011 Saturday
9.30am to 10.40am	SM & OP-3&4 (K. Sree Ram Prasad)	SM & OP-3&4 (K. Sree Ram Prasad)	E & FM-10 & 11 (G.Sivakumar Reddy)	RLR -25&26 (B.Ramaiah)	RLR -27&28 (B.Ramaiah)	RLR -29& 30 (B.Ramaiah)
10.50 am to 12.00noon	SM & OP-5 & 6 (J. Premanand)	E&FM-E2&3 (DCP)	E & FM-10 & 11 (G.Sivakumar Reddy)	RLR -25&26 (B.Ramaiah)	RLR -27&28 (B.Ramaiah)	RLR -29& 30 (B.Ramaiah)
T E A B R E A K (12.00noon-12.20pm)						
12.20 pm to 1.30 pm	SM & OP-5 & 6 (J. Premanand)	E&FM-E2&3 (DCP)	SM & OP - 7 & 8 (A.Venugopala Rao)	PAGE M&ES-21 (Dr.OVS)	SM & OP - 9 & 10 (V. UdayaLakshmi)	E & FM-13 & 14 (T.Sambasiva Rao)
L U N C H B R E A K (1.30pm - 2.30pm)						
2.30pm to 3.40pm	PAGE M&ES-19 (T.Vivek)	PAGE M&ES-20 (Dr. Prabhakar)	SM & OP - 7 & 8 (A.Venugopala Rao)	E & FM-12 (IYR.Krishna Rao, IAS)	SM & OP - 9 & 10 (V. UdayaLakshmi)	E & FM-13 & 14 (T.Sambasiva Rao)
T E A B R E A K (3.40pm - 4.00pm)						
4.00pm to 5.10pm	Computer-12	Computer -13	Computer-14	Computer-15	Computer-16	Computer - 17
V E N U E	ASOs: H.No.: 415 PDTs: H. No.: 312 Full Group: Hall No.: 415		Computer Lab : Lab No.316			

ACADEMIC INPUTS		GUEST SPEAKERS	
RLR - 25 & 26	Assignment , Alienation, Lease and Prohibition of Transfer Act 1/77	Sri B.Ramaiah, VC & Managing Director, BC Corporation	
RLR - 27 & 28	Inam Abolition Act	Sri B.Ramaiah, VC & Managing Director, BC Corporation	
RLR - 29 & 30	Land Revenue Act, A.P.NALA and Land Conversion Rules	Sri B.Ramaiah, VC & Managing Director, BC Corporation	
E&FM -E2 & E3	Trends in A.P.Economy (DCP)		
E& FM -10 & 11	AP Treasury Code	Sri G.Siva Kumar Reddy, Joint Director, Treasuries & Accounts Department	
E& FM -12	Fiscal Responsibility and Budget Management Act (FRBM)-It's relevance with Financial Management	Sri I.Y.R. Krishna Rao,IAS, Prl.Secretary, Labour and Employment	
E & FM - 13 & 14	Duties and responsibilities of drawing and disbursing officers	Sri T. Sambasiva Rao, Asst. Finance Controller , NIMS	
PAGE M & ES- 19	Vigilance Organisations	Sri T.Vivek, Additional Director, Vigilance & Enforcement Department.	
PAGE M & ES- 20	Disability Issues	Dr.Prabhakar, MEPMA	
PAGE M & ES-21	Team Building (Dr. OVS)		
SM&OP- 3 & 4	A.P. State and Subordinate Rules	Sri K. Sree Ram Prasad, Financial Advisor, GHMC	
SM&OP- 5 & 6	Fundamental Rules	Sri J. Premanand, Accounts Officer (Rtd), T& A Dept	
SM & OP - 7 & 8	A.P. Ministerial Service Rules and A.P. LGS Rules	Sri A.Venugopala Rao, AAO (R), Audit Department	
SM & OP - 9 & 10	Pension Rules & Contributory Pension Scheme-(VUL)		
SUBJECTS ABBREVIATIONS		FACULTY ABBREVIATIONS	
PAGEM&ES	: Public Administration, Governance, Ethics, Management and Environmental Studies	MSZ	Shri Md.Shafiquz Zaman, IAS
SOM&BR	: Secretariat Office Manual and Business Rules	AP	Shri Ajoyendra Pyal, IAS
E & FM	: Economics and Financial Management	DCP	Shri D.Chakrapani, IAS
L&LM	: Law & Legal Matters	MRP	Shri M.Rama Prasad, IFS
SM&OP	: Service Matters & Office Procedures	GCS	Shri G. Chandra Sekhar Reddy, IFS
Computer	: Computer Training	KNR	Shri K.Nageswara Rao
		Dr.OVS	Dr.O.Vijayasree
Yoga Classes: Daily 6.00 - 7.00 am		SSK	Ms. S. Sasikala
		LS	Shri L.Subuddhi
Venue:	Vivekananda Center of Human Excellence	SkMP	Shri Shaik Mehboob Peera
		SRS	Shri S. Rajasekhar
Dress code:	MEN: Kurtha Pyjama (White)	DSP	Shri D.Siva Prasad
	WOMEN: Salwar Kameez (White)	RVR	Shri R.Venkata Ramana
ATTENDANCE IS COMPULSORY FOR YOGA		PSR	Shri P. Srinivasa Rao
		Dr.JR	Dr. J. Rajeswar
		PB	Ms.P.Bharathi
		NKB	Shri N. Kumar Babu
		VUL	Ms. V.Udaya Lakshmi
		SR	Ms S. Rupa
		YIP	Ms. Y. Indira Priyadarshini
		NSK	Ms. N. Surya Kala
		KS	Ms. K.Soumya Rani
		RH	Ms.R.Hiranmayi
		MJ	Ms. Meena Jagirdhar
		ND	Ms.Nivedita
		KCSR	Sri K. Chandra Sekhar Rao

Date: 16.07.2011	Course Coordinator
------------------	--------------------