

**Dr. MCR Human Resource Development Institute, Hyderabad
(An Institution included under Schedule – X of the A.P. Reorganisation Act 2014)**

Orientation Training Programme for Assistant Collectors (IAS 2013)

28-07-2014 to 02-08-2014 (1st WEEK)

Start	End	Title	Scope	Readings & Remarks	Faculty	
28-07-2014 (Monday)						
10.30am	11.00am	Registration	Familiarisation with HRDI.	Room No. 112	Sri VLN Gupta, Asst. Course Coordinator	
11.00am	11.15am	Tea Break				
11.15am	12.00pm	Call on the Joint Director General	Open	Sri L. Sashidhar, IAS JDG, MCR HRD I		
12.00pm	01.00pm	Call on the Director General	Open	Smt. D. Lakshmi Parthasarathy, IAS DG, MCR HRD Institute.		
01.00pm	02.00pm	Lunch hosted by the Director General				
02.00pm	03.15pm	Adm. Setup in at State and its Districts.	Depts. of Govt.; CCLA, Directors & Commissioners, Imp Autonomous Bodies, District Administration, Roles of Collector, Joint Collector, District Revenue Officer. Societies, corporations and Autonomous Bodies at the District Level. Mandal Level Institutions, Divisional Level Offices.	GO Ms77, (Revenue Dept) dated 22-01-1968	Sri S. Rajasekhar, Senior Faculty	
03.15pm	3.30pm	Tea Break				
03.30pm	04.45pm	Adm. Setup in at State and its Districts.	Depts. of Govt.; CCLA, Directors & Commissioners, Imp Autonomous Bodies, District Administration, Roles of Collector, Joint Collector, District Revenue Officer. Societies, corporations and Autonomous Bodies at the District Level. Mandal Level Institutions, Divisional Level Offices.	GO Ms77, (Revenue Dept) dated 22-01-1968	Sri S. Rajasekhar, Senior Faculty	

28-07-2014 to 02-08-2014 (1st WEEK)

Start	End	Title	Scope	Readings & Remarks	Faculty
30-07-2014 (Wednesday)					
09.15am	10.15am	Telugu Class / Urdu Class		Sri Pandaiah (Telugu) / Prof. Khalid Sayeed (Urdu)	
10.30am	11.30am	History & Evolution of Revenue Administration	Revenue system in England, Moghal period, Jamindars, Board of Revenue, CLR, CCLA and present status.	BSOs	Sri L. Sashidhar, IAS JDG, MCR HRD I
11.30am	11.45am	Tea Break			
11.45am	1.00pm	History & Evolution of Revenue Administration	Revenue system in England, Moghal period, Jamindars, Board of Revenue, CLR, CCLA and present status.	BSOs	Sri L. Sashidhar, IAS JDG, MCR HRD I
1.00pm	2.00pm	Lunch break			
02.00pm	03.15pm	Office Procedures - 1	Office Procedure, Tottenham system, File movement, File Disposal, Record Maintaintinace and Correspondance, Various types of Registers.	District Office Manual	Sri L. Subuddi, Joint Director (R), ATW
03.15pm	3.30pm	Tea Break			
03.30pm	04.45pm	Office Procedures - 1	Office Procedure, Tottenham system, File movement, File Disposal, Record Maintaintinace and Correspondance, Various types of Registers.	District Office Manual	Sri L. Subuddi, Joint Director (R), ATW
31-07-2014 (Thursday)					
09.15am	10.15am	Telugu Class / Urdu Class / Library		Sri Pandaiah (Telugu) / Prof. Khalid Sayeed (Urdu)	
10.30am	11.30am	Integrated Village Accounts / Jamabandi	Evolution of Village Accounts, prior to 1990 and after 1990, Jamabandi, Maintain of Accounts, Various Registrers, Role of VROs and VRAs.	Village Accounts Mannual	Sri B. Ramaiah, IAS (R)
11.30am	11.45am	Tea Break			
11.45am	1.00pm	Integrated Village Accounts / Jamabandi	Evolution of Village Accounts, prior to 1990 and after 1990, Jamabandi, Maintain of Accounts, Various Registrers, Role of VROs and VRAs.	Village Accounts Mannual	Sri B. Ramaiah, IAS (R)
1.00pm	2.00pm	Lunch break			
02.00pm	03.15pm	Office Procedures - 2	Office Procedure, Tottenham system, File movement, File Disposal, Record Maintaint. and Correspondance., Types of Registers.	District Office Manual	Sri L. Subuddi, Joint Director (R), ATW
03.15pm	3.30pm	Tea Break			
03.30pm	04.45pm	Office Procedures - 2	Office Procedure, Tottenham system, File movement, File Disposal, Record Maintaint. and Correspondance., Types of Registers.	District Office Manual	Sri L. Subuddi, Joint Director (R), ATW

28-07-2014 to 02-08-2014 (1st WEEK)

Start	End	Title	Scope	Readings & Remarks	Faculty
01-08-2014 (Friday)					
09.15am	10.15am	Telugu Class / Urdu Class		Sri Pandaiah (Telugu) / Prof. Khalid Sayeed (Urdu)	
10.30am	11.30am	Financial Rules for Office Contingencies.	Def. of contingent charges. Competent authority for sanction of contingent charges. Permanent advance. Temp. advances for specific purposes. Adv. for contingent charges to be incurred on tour. Abstract contingent (AC) & detailed contingent (DC) bills. Countersigned & non-countersigned contingencies. Contingent register. Countersigning authorities contingent register. Monthly bill for countersigned contingencies. Recoupment of perm. advance. Interdepartmental transfers. Ser. postage. Rates & Taxes. Cleaning charges. Elec. charges.	APFC Chapter-VI, Artls 91 to 121.	Sri B.L.Hanumantha Rao, Addl. Director, Treasuries & Accounts Dept.,
11.30am	11.45am	Tea Break			
11.45am	1.00pm	Financial Rules for Office Contingencies.	Def. of contingent charges. Competent authority for sanction of contingent charges. Permanent advance. Temp. advances for specific purposes. Adv. for contingent charges to be incurred on tour. Abstract contingent (AC) & detailed contingent (DC) bills. Countersigned & non-countersigned contingencies. Contingent register. Countersigning authorities contingent register. Monthly bill for countersigned contingencies. Recoupment of perm. advance. Interdepartmental transfers. Ser. postage. Rates & Taxes. Cleaning charges. Elec. charges.	APFC Chapter-VI, Artls 91 to 121.	Sri B.L.Hanumantha Rao, Addl. Director, Treasuries & Accounts Dept.,
1.00pm	2.00pm	Lunch break			
02.00pm	05.0pm	Visit to Tribal Culture Trg & Research Institute (TCR&TI)			
02-08-2014 (Saturday)					
09.30 am	Call on Prl. Secretary to Chief Minister, Telangana Govt.,			Sri S. Narsing Rao, IAS	
10.30am	11.30am	Financial Rules for miscellaneous expenditure, losses of public money or property, and local funds.	General rules for grants & contributions to public bodies and institutions. Discretionary grants. Precautions to prevent losses. Security deposits. Reporting of losses. Write-offs. Fixing of responsibility for losses. Main classes of local funds. Transfer of cesses, compensatory assignments of taxes and apportionments of licence fees to local bodies.	APFC Artls 211-A, 273-275, 276-293, 213, 294, 297, 300, 303-313.	Sri B.L.Hanumantha Rao, Addl. Director, Treasuries & Accounts Dept.,
11.30am	11.45am	Tea Break			
11.45am	1.00pm	Financial Rules for miscellaneous expenditure, losses of public money or property, and local funds.	General rules for grants & contributions to public bodies and institutions. Discretionary grants. Precautions to prevent losses. Security deposits. Reporting of losses. Write-offs. Fixing of responsibility for losses. Main classes of local funds. Transfer of cesses, compensatory assignments of taxes and apportionments of licence fees to local bodies.	APFC Artls 211-A, 273-275, 276-293, 213, 294, 297, 300, 303-313.	Sri B.L.Hanumantha Rao, Addl. Director, Treasuries & Accounts Dept.,
1.00pm	2.00pm	Lunch break			
02.00pm	03.15pm	Financial Principles in Govt.	Overview of the AP Financial Code and the Negotiable Instruments Act	APFC Artls 1-6, 38, 41, 42, 43, 50, 52, 323, 326. App-I; Negotiable Instruments Act	Smt. B. Aruna Kumari, Joint Director, MCR HRD I
03.15pm	3.30pm	Tea Break			
03.30pm	04.45pm	Financial Principles in Govt.	Overview of the AP Financial Code and the Negotiable Instruments Act	APFC Artls 1-6, 38, 41, 42, 43, 50, 52, 323, 326. App-I; Negotiable Instruments Act	Smt. B. Aruna Kumari, Joint Director, MCR HRD I