

**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)**

**25-08-2014 to 30-08-2014 (5th WEEK)**

Start	End	Title	Scope	Readings & Remarks	Faculty
<b>25-08-2014 ( Monday)</b>					
09.15am	10.15am	Telugu Class / Urdu Class		Sri Pandaiah ( Telugu) / Prof. Khalid Sayeed (Urdu)	
10.30am	11.30am	Land Ceiling Act (Coah Act 1973) & Present status of Surpulous Lands	To familiarise with the provisions of AP Coah Act 1973	Land Ceiling Act 1976	Sri B. Ramaiah, IAS (R) Senior Faculty Member
11.30am	11.45am	Tea Break			
11.45am	1.00pm	Land Ceiling Act (Coah Act 1973) & Present status of Surpulous Lands	To familiarise with the provisions of AP Coah Act 1973	Land Ceiling Act 1976	Sri B. Ramaiah, IAS (R) Senior Faculty Member
1.00pm	2.00pm	Lunch break			
02.00pm	03.15pm	Executive Magistracy			Sri L. Sashidhar, IAS JDG, MCR HRD I
03.15pm	3.30pm	Tea Break			
03.30pm	04.45pm	Executive Magistracy			Sri L. Sashidhar, IAS JDG, MCR HRD I
<b>26-08-2014 ( Tuesday)</b>					
09.15am	10.15am	Telugu Class / Urdu Class		Sri Pandaiah ( Telugu) / Prof. Khalid Sayeed (Urdu)	
10.30am	11.30am	General & Fundamental Rules of Govt. Service	Constitutional Provisions on Service Matters. Origin of General Rules. Overivew of AP State & Subordinate Service Rules, 1996 (General Rules). Scope of Speical Rules & Adhoc Rules. Overview of Service Rules. Definition of service matter terms & expressions. R&their constitutional validity. Scope of FR&SR. Applicability of FR&SR. Governments power to; (a) relax rules in individual cases, (b) interpret, and (c) delegate. Requirement of consultations with Finance department. Definitions, Heads of Departmnets.	Constitution of India Articles 309, 310,313. AP State & Subordinate Service Rules, 1996 (GR). GR 1-3. GA(Ser.A) UO Note 1271/62/1-6-62, CSCd8EdV1/P213-214. FRs 1-3,5,6,&9(18), p33-39.	Sri A. Venugopal Rao
11.30am	11.45am	Tea Break			
11.45am	1.00pm	General & Fundamental Rules of Govt. Service	Constitutional Provisions on Service Matters. Origin of General Rules. Overivew of AP State & Subordinate Service Rules, 1996 (General Rules). Scope of Speical Rules & Adhoc Rules. Overview of Service Rules. Definition of service matter terms & expressions. R&their constitutional validity. Scope of FR&SR. Applicability of FR&SR. Governments power to; (a) relax rules in individual cases, (b) interpret, and (c) delegate. Requirement of consultations with Finance department. Definitions, Heads of Departmnets.	Constitution of India Articles 309, 310,313. AP State & Subordinate Service Rules, 1996 (GR). GR 1-3. GA(Ser.A) UO Note 1271/62/1-6-62, CSCd8EdV1/P213-214. FRs 1-3,5,6,&9(18), p33-39.	Sri A. Venugopal Rao

**25-08-2014 to 30-08-2014 (5th WEEK)**

Start	End	Title	Scope	Readings & Remarks	Faculty	
1.00pm	2.00pm	Lunch break				
02.00pm	03.00pm	Disciplinary Procedures Overview	Scope of the AP Civil Services (Control Classification and Appeal) Rules, 1991 (CCA Rules). Application of CCA Rules. Interpretation of disciplinary terms. Appointing Authority, and Authority to whom the Appointing authority is subordinate (Administrative Superior to Appointing Authority). Disciplinary Authority. Powers of collectors to initiate disciplinary proceedings. Delegation of disciplinary powers to Regional Officers and Head of Department. Penalties, minor, major & other penalties. Executive instructions regarding appropriate penalties for different kinds of cases. Consultation with the APPSC. Effect of minor, major other penalties on career events major, major other penalties on career events such as promotion, and financial entitlements such as increment.	APCS (CCA) Rules 1991, 2012 Ed, Panchayat Publications: Rules 1-7, 9-19. Commentary. Executive Instructions. P13-16, 55-131.	Sri D. Siva Prasad, Faculty (R), Dr.MCR HRD Institute	
03.00pm	03.15pm	Tea Break				
03.15pm	04.15pm	Disciplinary Procedures Overview	Scope of the AP Civil Services (Control Classification and Appeal) Rules, 1991 (CCA Rules). Application of CCA Rules. Interpretation of disciplinary terms. Appointing Authority, and Authority to whom the Appointing authority is subordinate (Administrative Superior to Appointing Authority). Disciplinary Authority. Powers of collectors to initiate disciplinary proceedings. Delegation of disciplinary powers to Regional Officers and Head of Department. Penalties, minor, major & other penalties. Executive instructions regarding appropriate penalties for different kinds of cases. Consultation with the APPSC. Effect of minor, major other penalties on career events major, major other penalties on career events such as promotion, and financial entitlements such as increment.	APCS (CCA) Rules 1991, 2012 Ed, Panchayat Publications: Rules 1-7, 9-19. Commentary. Executive Instructions. P13-16, 55-131.	Sri D. Siva Prasad, Faculty (R), Dr.MCR HRD Institute	
04.15pm	05.15pm	District Planning	District Level Planning - A Case Study. The setting: Nellore, 1984. Challenges of inter linking and reconciling grassroots village level plans with district level sectoral plans and special projects in a district. Components of village plans (page-57) and sectoral plans (pages 58-59). Standard assumptions of infrastructure & individual criteria (Table-2, p64-67). Calendar of operations (Table-3, p68). Special projects based on area specificity or activity homogeneity. Assessment of district potentiality, moderation and infrastructure plan. Matching and shifting for final block plans. Results and impact of planning exercise: Tables 6-8, p80-82. General conclusions, p83.	A Comprehensive Approach to Block Plan Preparation, by Prasanta Mahapatra in Singh Jaideep and Tiwari R.K., Editors. Managing Poverty Alleviation: Insights from the Field. New Delhi: IIPA; 1988.	Dr. Prasanta Mahapatra, IAS (R), MBBS, Takemi Fellow in Intl. Health, SD (Harvard) Dean, The Institute of Health Systems	
<b>27-08-2014 ( Wednesday)</b>						
09.15am	10.15am	Telugu Class / Urdu Class		Sri Pandaiah ( Telugu) / Prof. Khalid Sayeed (Urdu)		
11.30am		Call on Chief Secretary to Govt. of Telangana		Dr. Rajiv Sharma, Chief Secretary		
02.45pm	03.45pm	Lunch break				
04.15pm	05.15pm	Transfer & Postings.	Postings & Transfers ordinarily within local cadres. Transfer & postings from local cadres to state level offices. Transfer & postings between local cadres. General principles of transfer. Bar on posting of gazetted officers to native district, and exceptions. Normal tenure in a post. Annual and mid-term transfers. Consideration of legitimate personal difficulties. Choice of subordinate offices. Intra-district transfer of NGOs. Bar on frequent and long distance transfer of low paid employees. Shuffling of incumbents in focal positions, dealing with allotment / licensing / procurement, and/or with significant public interface. Reporting deviations from general principles of transfers to higher authority. Request transfers. Mutual transfers. Finance department bans on transfer.	1. Transfer and Posting Policy for Good Government with Special Reference to Management of Rural Health Services, by Mahapatra Prasanta, Institute of Health Systems (IHS) Working Paper #24, 1998.; 2. General Rule - 38 I.e Rule-38 of the AP State & Subordinate Services Rules; 3.Compilation of Instructions on Transfer of Government Employees From One Place to Another, 1987. 4. Compilation of Instructions on Transfer of Government Employees From One Place to Another, 2004.	Dr. Prasanta Mahapatra, IAS (R), MBBS, Takemi Fellow in Intl. Health, SD (Harvard) Dean, The Institute of Health Systems	

**25-08-2014 to 30-08-2014 (5th WEEK)**

Start	End	Title	Scope	Readings & Remarks	Faculty
<b>28-08-2014 ( Thursday)</b>					
09.15am	09.50am	Journey to APPA			
10.00am	03.00pm	Visit to Andhra Pradesh Police Academy		Dr. M.Malakondaiah, IPS, Director, APPA	
04.15pm	05.15pm	Reasonable Suspicion & Credible Information.	Drawing upon the “reasonable complaint” / “reasonable suspicion” / credible information provisions as a basis of detention or arrest. Protection against arbitrary arrest, afforded by the legal requirement of reasonableness.	1. Smith Graham. Reasonable suspicion: time for a re-evaluation? International Journal of the Sociology of Law. 2002; 30:1-16.; 2. Calcutta High Court. Judgment in Charu Chandra vs Unknown, 1916 by Justice Chaudhuri.; 3.Watch Youtube Video by Neelambar Jha: <a href="https://www.youtube.com/watch?feature=player_embedded&amp;v=h7ftpdDy4DQ">https://www.youtube.com/watch?feature=player_embedded&amp;v=h7ftpdDy4DQ</a>	Dr. Prasanta Mahapatra, IAS (R), MBBS, Takemi Fellow in Intl. Health, SD (Harvard) Dean, The Institute of Health Systems
<b>30-08-2014 (Saturday)</b>					
10.30am	11.30am	System of Government Accounts - Group Presentations			Dr.V. Bhaskar, IAS (R), Chairman, APERC
11.30am	11.45am	Tea Break			
11.45am	1.00pm	System of Government Accounts - Group Presentations			Dr.V. Bhaskar, IAS (R), Chairman, APERC
1.00pm	2.00pm	Lunch break			
02.00pm	03.15pm	Evolution of PR Institutions in A.P. & a comparison of delegation of 3Fs across the country	PR system in British period, Zilla board etc. PR Institutions after Indepence & formation of CD block. Formation of Mandals. 73 Ammendments, Panchayats extension to Scheduled areas. Present status of ZPTC, MPTC, Election in PR Bodies, State Election Commission.	APGP Act - 1996.	Sri K. Chandramouli, IAS, (R) Former Commissioner, AMR-APARD
03.15pm	3.30pm	Tea Break			
03.30pm	04.45pm	Evolution of PR Institutions in A.P. & a comparison of delegation of 3Fs across the country	PR system in British period, Zilla board etc. PR Institutions after Indepence & formation of CD block. Formation of Mandals. 73 Ammendments, Panchayats extension to Scheduled areas. Present status of ZPTC, MPTC, Election in PR Bodies, State Election Commission.	APGP Act - 1996.	Sri K. Chandramouli, IAS, (R) Former Commissioner, AMR-APARD