

Dr. MCR Human Resource Development Institute Foundation Training for Assitant Section Officers in Central Secretariat Service 31st December 2015 to 5th March,2016.

FOUNDATION TRAINING FOR ASSISTANT SECTION OFFICERS - WEEKLY SCHEDULE Dt11.01.16 to 16.01.16 WEEK-2 - R1 11.1.2016 Monday 12.1.2016 Tuesday 13.1.2016 Wednesday 14.1.2016 Thursday 15.1.2016 Friday 16.1.2016 Saturday FR&SR (Shri Pay Fixations (Shri G.Rajeshwer Rao, K.Venkata Ramana Seven Habits of Seven Habits of ,PAO,IT Dept) Sr. A.O (R)) 9.15am **Highly Effective Highly Effective BHOGI** SANKRANTHI to 10.30am **People - Foundation** People - Habit-1 (HOLIDAY) (HOLIDAY) (Dr.K.Tirupataiah Dr.K.Tirupataiah GFRs & Budget (IFS,Addl.DG) IFS,Addl.DG) FR&SR (Shri shri K.Venkata В G.Rajeshwer Rao, Sr. Ramana ,PAO,IT A.O(R)) Dept) 10.30 am-TEA BREAK 10.45am FR&SR (Shri **Right to Information** Attitude Building for Pay Fixations (Shri G.Rajeshwer Rao, Act 2005, (Shri Service Delivery (Sri K.Venkata Ramana Sr. A.O (R)) K.Ramgopal,Faculty) MK.Gandhi) ,PAO,IT Dept) 10.45 am BHOGI SANKRANTHI to 12.00 noon (HOLIDAY) (HOLIDAY) GFRs & Budget (Personality Attitude Building for FR&SR (Shri shri K.Venkata Development and В Service Delivery (Sri G.Rajeshwer Rao, Sr. Ramana ,PAO,IT Etiquettes (Sri MK.Gandhi) A.O (R)) V.Jagdishwer,SFM,) Dept) FR&SR (Shri Right to Information Attitude Building for Pay Fixations (Shri G.Rajeshwer Rao, Service Delivery (Sri Α Act 2005, (Shri K.Venkata Ramana Sr. A.O (R)) K.Ramgopal,Faculty) MK.Gandhi) ,PAO,IT Dept) 12.15 pm **BHOGI** SANKRANTHI (HOLIDAY) (HOLIDAY) 1.30 pm GFRs & Budget (Personality Attitude Building for FR&SR (Shri shri K.Venkata Development and В Service Delivery (Sri G.Rajeshwer Rao, Sr. Ramana ,PAO,IT Etiquettes (Sri MK.Gandhi) A.O (R)) Dept) V.Jagdishwer,SFM,) 1.30pm to LUNCH BREAK CCS(Conduct Rules) (Communication Skills (English (Sri Nagaraju A Shri N.Radhakrishnan, Dr.O.Vijayasree,Profes /Hindi (Sri Gangadhar) AAO, AG Office) sor & Head CMBS) Languages 2.30pn Psychometric Test (BHOGI SANKRANTHI Dr.O.Vijayasree) (HOLIDAY) (HOLIDAY) 3.30pm CCS(Conduct Rules) (English (Sri Nagaraju Leadership skills (Sri В Shri N.Radhakrishnan, /Hindi (Sri Gangadhar) NCV Rajesh) AAO, AG Office) Languages 3.30pm to TEA BREAK 3.45pm CCS(Conduct Rules) (Communication Skills (English (Sri Nagaraju Shri N.Radhakrishnan. A Dr.O.Vijavasree.Profes /Hindi (Sri Gangadhar) AAO, AG Office) sor & Head CMBS) Languages 3.45pm Psychometric Test (BHOGI SANKRANTHI to 4.45pm Dr.O.Vijayasree) (HOLIDAY) (HOLIDAY) CCS(Conduct Rules) (English (Sri Nagaraju Leadership skills (Sri В Shri N.Radhakrishnan, /Hindi (Sri Gangadhar) NCV Rajesh) AAO, AG Office) Languages Hall Nos.: Computer Labs: N U Group A: 028 Common Class in Tungabhadra Conference Hall Lab No.116 Group B: 215