



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

FOUNDATION TRAINING FOR ASSISTANT SECTION OFFICERS - WEEKLY SCHEDULE

		D108.02.16 to 13.02.16					WEEK-6	
		08.2.2016 Monday	09.2.2016 Tuesday	10.2.2016 Wednesday	11.2.2016 Thursday	12.2.2016 Friday	13.2.2016 Saturday	
9.15am to 10.30am	A	Mid term Exam	Handling of Government Litigation (CAT/Court) (Justice (Retd)Y.V.Ramakrishna)	TA Rules & Penalties on Pay Fixations (Sri K.Venkataramana, PAO, IT Dept.)	Library	7Habbits of Highly Effective People - Habit 6 (Dr.K.Tirupataiah IFS,Addl.DG)	Presentations on Where to Find What (Sri G.Rajeswar Rao ,Sr. AO (R) & Sri N.Radhakrishnan,AAO)	
	B		TA Rules & Penalties on Pay Fixations (Sri K.Venkataramana, PAO, IT Dept.)	Handling of Government Litigation (CAT/Court) (Justice (Retd)Y.V.Ramakrishna)				
10.30 am-10.45 am	TEA B R E A K							
10.45am-12.00 noon	A	7Habbits of Highly Effective People - Habit 5 (Dr.K.Tirupataiah IFS,Addl.DG)	Handling of Government Litigation (CAT/Court) (Justice (Retd)Y.V.Ramakrishna)	TA Rules & Penalties on Pay Fixations (Sri K.Venkataramana, PAO, IT Dept.)	DFPRs (Sri K.Venkataramana, PAO, IT Dept.)	New Pension Scheme & Other Retirement benefits (Sri Ch.Veerabhara Rao,AAO AG Office	Presentations on Where to Find What (Sri G.Rajeswar Rao ,Sr. AO (R) & Sri N.Radhakrishnan,AAO)	
	B		TA Rules & Penalties on Pay Fixations (Sri K.Venkataramana, PAO, IT Dept.)	Handling of Government Litigation (CAT/Court) (Justice (Retd)Y.V.Ramakrishna)	Team Building (Sri N.V.C.Rajesh).	DFPRs (Sri K.Venkataramana, PAO, IT Dept.)		
12.00 noon - 12.15	BREAK							
12.15 pm to 1.30 pm	A	Online Feed Back	Handling of Government Litigation (CAT/Court) (Justice (Retd)Y.V.Ramakrishna)	TA Rules & Penalties on Pay Fixations (Sri K.Venkataramana, PAO, IT Dept.)	DFPRs (Sri K.Venkataramana, PAO, IT Dept.)	New Pension Scheme & Other Retirement benefits (Sri Ch.Veerabhara Rao,AAO AG Office	Presentations on Where to Find What (Sri G.Rajeswar Rao ,Sr. AO (R) & Sri N.Radhakrishnan,AAO)	
	B		TA Rules & Penalties on Pay Fixations (Sri K.Venkataramana, PAO, IT Dept.)	Handling of Government Litigation (CAT/Court) (Justice (Retd)Y.V.Ramakrishna)	Team Building (Sri N.V.C.Rajesh).	DFPRs (Sri K.Venkataramana, PAO, IT Dept.)		
1.30pm to 2.30pm	LUNCH BREAK							
2.30pm to 3.30pm	A	Leadership skills (Sri NCV Rajesh)	Citizen Charter (Sri Ch.V. Sai Prasad, IAAS, Jt. Secretary (Fin. Dept.)	LTC Rules (Sri N.Radhakrishnan, AAO , AG Office)	Team Building (Dr. I.Anand Pawar, Associate Professor)	New Pension Scheme & Other Retirement benefits (Sri P.Srinivasa Rao)	Presentations on Where to Find What (Sri G.Rajeswar Rao ,Sr. AO (R) & Sri N.Radhakrishnan,AAO)	
	B	Communication skills (Dr. O.Vijayasree)		Team Building (Dr. I.Anand Pawar, Associate Professor)	LTC Rules (Sri N.Radhakrishnan, AAO , AG Office)			
3.30pm to 3.45pm	TEA B R E A K							
3.45pm to 4.45pm	A	Leadership skills (Sri NCV Rajesh)	Citizen Charter (Sri Ch.V. Sai Prasad, IAAS, Jt. Secretary (Fin. Dept.)	LTC Rules (Sri N.Radhakrishnan, AAO , AG Office)	Team Building (Dr. I.Anand Pawar, Associate Professor)	New Pension Scheme & Other Retirement benefits (Sri P.Srinivasa Rao)	Presentations on Where to Find What (Sri G.Rajeswar Rao ,Sr. AO (R) & Sri N.Radhakrishnan,AAO)	
	B	Communication skills (Dr. O.Vijayasree)		Team Building (Dr. I.Anand Pawar, Associate Professor)	LTC Rules (Sri N.Radhakrishnan, AAO , AG Office)			
V E N U E		Hall Nos.: Group A: 028 Group B: 215	Computer Labs : Lab No.116	Common Class in Tungabhadra Conference Hall				