

**SESSION PLAN FOR ASSISTANTS (DR) FOUNDATION TRAINING PROGRAMME
(8 WEEKS DURATION)**

OFFICE MANAGEMENT MODULE

Sl. No.	Topic	Number of Sessions	Objectives	Marks
1.	Inauguration, Introduction and Overview of the Training Programme	2		0
2	Constitution of India – Preamble, Fundamental Rights, Directive Principles of State Policy, Writs of Habeas Corpus, Mandamus, Certiorari, Prohibition, and Quo Warranto; centre-State relations and the 3 Lists	2	Describe provisions of the Constitution of India from which executive power is drawn	5
3.	Government Machinery Brief contents: President, Council of Ministers, Cabinet, Ministries, Departments, Wings, Divisions, Branches, Sections, Officers in charge of the subdivisions of Ministries and Departments; Attached and Subordinate Offices, Autonomous Organizations	2	Describe the structure and functioning at various levels of Government	10
4.	Office Procedure: Definitions: receipt, PUC, FR, etc; File management: What is file? Parts of a file, File Register, File Movement Register, Part file, Volume of a file; Action on receipts; Aids to Processing: e-Office; File Tracking System, Confidential and Secret documents	3	1. Describe the office procedure prescribed in the Manual of Office Procedure pertaining to file management, action on receipts, aids to processing etc; 2. Apply office procedure in the Section in a given situation	15
5	Role of Assistant: Assistant's position in a Department; Role and duties of Assistant as given in MOP; practical perspectives of Assistant's role	2	Identify the role of an Assistant in the secretariat set up of Government of India	0
6.	Noting Skills: Principles, guidelines, prioritization of work; functional approach to noting: actionable points and alternate courses of action; how to prepare a note in a given situation	5	1 Explain the meaning and purpose of recording a note; 2. Explain the functional approach to noting	25
7.	Drafting Skills: Ideation; forms of communication; Identify appropriate forms of communication in a given situation	4	1. Describe various forms of communications stipulated in the MoP; 2. Identify appropriate forms of communication in a given situation;	20

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Sl. No.	Topic	Number of Sessions	Objectives	Marks
8	Records Management: What are records; classification of records; role of record room and National Archives, Record Retentions Schedule, Category 'A', 'B', and 'C' files. E-records.	2	Describe the process of Records Management.	10
9	Visit to National Archives	2	Experience the process of retention of records	
10	Parliamentary Procedure: Definition of common terminologies associated with parliamentary matter, including types of motion, Notice, etc. Types of Questions, How to draft replies, Action to be taken by Ministries/Departments; Assurances, Parliamentary Committees including Departmentally related Standing Committees. How to introduce Bill.	5	<ol style="list-style-type: none"> 1. Describe the process of drafting a reply to a Parliament Question. 2. Describe the process of fulfilling an Assurance 3. Describe salient features of a DRSC 4. Describe the process of introduction of a Bill 	25
11	Visit to Parliament House	3	Experience the internal functioning of the Parliament Houses	
12	Right to Information – Precursors to the Act, Purposes and Objectives of RTI, 2005, Essential provisions, When information may not be disclosed, CPIOs, how a reply is to be framed, Appellate Authority	3	<ol style="list-style-type: none"> 1. Describe the functions of CPIO and Appellate Authority. 2. Describe the role of CIC 	15
13	Handling of Government Litigation (CAT/Court)	3	Describe the process of filing affidavit in CAT/Court	15
14	PMES & RFD	2	Explain PMES and describe salient features of RFD	10
15	Citizen's Charter	2	Describe salient features of a Citizen's Charter	0
Total:		40		150

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e-OFFICE MODULE

Sl. No.	Topic	Number of Sessions	Objectives	Marks
1.	e- Governance	1	Describe National E-Governance Plan	Participants will not be awarded final qualifying certificate, if she fails to log in minimum of 30 hrs and also qualify the prescribed tests in e-learning.
2.	e- Office procedure	2	Describe salient features of E-Office Procedure	
3.	e- Searching and e-Referencing of rules for W2FW - demonstration	4	Search websites and find various rules and orders	
4.	Practice on common office software (Word/Excel/PPT)	3	Use ICT Tools to produce Word/Excel and PowerPoint documents/sheets	
5	Hands on ICT – minimum 10 hrs per week for 6 weeks, log in will be necessary for each participant	4.45 to 6.45 pm on all weekdays	Hands on practice on ICT Tools to increase proficiency	
Total:		10		

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RULES ORIENTATION MODULE

Sl. No.	Topic	Number of Sessions	Objectives	Marks
1.	Fundamental Rules and Supplementary Rules , Rule 9 (Essential Definitions such as Service, Cadre, Pay, Special Pay, Personal Pay, etc.), Rules 10 to 19; Supplementary Rules 1 to 4	2	Explain various provisions for first appointment in the Government	10
2.	Conduct Rules: Basic ideas relating to Government rules – Basal rules and GIDs; Do Conduct Rules stand in conflict with Fundamental Rules; Rule 2 to Rule 22 A and study of important GIDs such as how to deal with VIP references, and requests for re-marriage etc.	2	Explain important provisions of CCS (Conduct) Rules	10
3.	CCS (CCA) Rules: Meaning of classification, control, and appeal; Rules 1 to 19 with special emphasis on Rule 10 (Suspension) and Rule 11 (Penalties)	3	Explain important provisions of CCS (CCA) Rules	10
4.	Leave Rules	2	Describe the salient features of CCS (Leave) Rules	10
5.	LTC Rules	2	Describe salient features of CCS (LTC) Rules	5
6.	GFRs, Budget and Control of Expenditure, communication of financial sanctions	3	1. Explain financial propriety 2. Describe Budgeting principles 3. Describe salient features of financial control and issue of sanctions	10
7.	DFPRs	2	Describe salient features of delegation of financial powers	10
8.	Pay Fixation: Definition of Pay, Pay fixation under FR 22 (I) (1) (a), (b), and (c),MACP	3	Fix pay in a given situation on various situations, including MACP	10
9.	New Pension Scheme and other retirement benefits	2	Describe principles of New Pension Scheme and retirement benefits	5
10.	TA Rules	2	Calculate TA/DA in a given situation	10
11.	Overview of Reservations in Service	2	Describe important provisions of Reservations in Services	10
Total		25		100

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PERSONALITY AND ATTITUDE DEVELOPMENT MODULE

Sl. No.	Topic	Number of Sessions	Objectives	Marks
1.	Attitude Building for service Delivery	2	Build positive attitude	Formative assessment will be made on the basis of Psychometric analysis
2.	Personality Development and Etiquettes	2	Develop pleasant personality and learn etiquettes	
3.	Communication Skills	2	Use appropriate skills to communicate	
4.	Presentation Skills (inputs)	2	Describe factors which enhances oral presentation skills	
5.	Gender Sensitisation	2	Be sensitive towards other gender	
6.	Disability Issues	2	Be sensitive towards differently abled people	
7.	Issues relating to Elderly	1	Be sensitive towards the need of elderly persons	
8.	Ethics and Values	3	Explain the need for maintaining ethics and values in public service	
9.	Team Building Exercise	3	Will be able to work in a team	
10.	Leadership skills	2	Will be able to emerge as a leader	
11	Psychometric Analysis (entry/exit)	4	To assess the entry and exit behaviour	
Total		25		

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EXPERIENTIAL LEARNING MODULE

Sl. No.	Topic	Number of Sessions	Expectations	Marks
1.	Briefing on W2FW(Where to find What)	1	To clarify how to interpret rules in a given situation	-
2.	Briefing on Village Attachment	1	To clarify what to expect in a village regarding implementation of various public service delivery schemes	-
3.	De-briefing on Village Attachment	1	To disseminate information collected from the village	-
4.	Briefing on Study-tour-cum NGO Attachment	1	To clarify what to expect about cultural and other diversities and experience service delivery by NGO	-
5.	De-briefing on Study-tour-cum NGO Attachment	1	To disseminate information collected during study-tour and NGO Attachment	-
6.	Book Review Presentations	10	To read, compile, analyse and orally communicate the crux of the message of written text	50
7.	W2FW Presentations	15	To present using presentation skills, after analyzing rules position, the expected solution in a given case	50
8.	Village Attachment	25	To experience implementation of various schemes in a village	50
9.	Study-tour-cum NGO Attachment	35	To experience cultural heritage and geographical difference and feel the unity in diversity: To also experience service delivery by NGO	50
10.	Examination	6		
11.	Valediction	2		
12.	Course Administration	2		
Total:		100		200

TOTAL NUMBER OF SESSIONS: 200

TOTAL MARKS COMPOSITION (Examination/Evaluation)

1	Office Management Module	150
2.	Rules Orientation Module	100
3.	Experiential Learning Module	200
4.	Internal Assessment	50
	Total	500

MANDATORY CLEARANCE REQUIRED

- 1. E-Learning Module – to log at least 30 hrs and pass prescribed tests**
- 2. Behavioral Module- to clear psychometric tests**