



Dr. MCR Human Resource Development Institute of Telangana
Foundation Training for Assitant Section Officers in
Central Secretariat Service
7th November 2016 to 20th January ,2017.



WEEKLY SCHEDULE

Dt: 14.11.2016 to 19.11.2016							
	14.11.2016 Monday	15.11.2016 Tuesday	16.11.2016 Wednesday	17.11.2016 Thursday	18.11.2016 Friday	19.11.2016 Saturday	
9.30am to 10.30am	HOLIDAY(Guru Nanak Jayanthi)	Right to Information Act- How Much Do You Know-Test-(Dr.K.Tirupataiah,IFS, Addl.DG)	Pay Fixation: Definition of Pay, Pay fixation under FR 22 (I) (1) (a), (b), and © (Sri K.Venkata Ramana,PAO,IT)	CCS(CCA) Rules- Overview, Inquiry procedure(Sri N.Radhakrishnan, AAO,AG Office)	7 Habits of Highly Effective People, Habit-2(Dr.K.Tirupataiah, IFS,Addl.DG)	Hands on -e- searching	
10.30 am- 10.40am		BREAK					
10.40 am-11.40 am		Right to Information Act-Discussion.(Dr.K.Tirupataiah,IFS, Addl.DG)	Pay Fixation: Definition of Pay, Pay fixation under FR 22 (I) (1) (a), (b), and © (Sri K.Venkata Ramana,PAO,IT)	CCS(CCA) Rules- Suspension(Sri N.Radhakrishnan, AAO,AG Office)	Right to Information Act- Social Audit.(Dr.K.Tirupataiah,IFS, Addl.DG)	Hands on -e- searching	
11.40am- 12.00noon		TEA BREAK					
12.00 pm to 1.15 pm		Income Tax(Categories of taxable income, exemptions, rebate, calculation of income tax (Sri V.Jagadishwer, Sr.Faculty))	Pay Fixation: Definition of Pay, Pay fixation under FR 22 (I) (1) (a), (b), and © (Sri K.Venkata Ramana,PAO,IT)	CCS(CCA) Rules- Penalties and impact of penalties (Sri N.Radhakrishnan, AAO,AG Office)	Gender Sensitization and Sexual Harassment at Work Place- Dr. Deepa Nair, Head CUDS.	Hands on -e- searching	
1.15pm to 2.15pm		LUNCH BREAK					
2.15pm to 3.30pm		Income Tax(Categories of taxable income, exemptions, rebate, calculation of income tax (Sri V.Jagadishwer, Sr.Faculty))	Effective writing of Minutes of Meeting- Sri V.Jagadishwer ,SFM	Basics in Disaster Mangement (Smt Menna Jagirdar),JFM)	Gender Sensitization and Sexual Harassment at Work Place- Dr. Deepa Nair, Head CUDS.	Hands on -e- searching	
3.30pm to 3.45pm		TEA BREAK					
3.45pm to 5.00pm	Organ Donation (Dr. Bhanu Chandra- Jeevandhara Trust)	Briefing on Book Review by - Sri Kantasala Ashok	Overvies of Urban Planning (Ms. Susmita,Consultant, CUDS)	Psychometric Test(Entry level)- Dr.O.Vijayasree, Head CMBS,Dr.MCRHR DI)	Hands on -e- searching		