



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.



Dt: 21.11.2016 to 26.11.2016							WEEK-3
	21.11.2016 Monday	22.11.2016 Tuesday	23.11.2016 Wednesday	24.11.2016 Thursday	25.11.2016 Friday	26.11.2016 Saturday	
9.30am to 10.30am	Briefing on Case Review Presentation (Sri PP Ambastha-Through skype)	Handling of Course Cases in CAT/Court (Justice Y.V.Ramakrishna, Registrar of Highcourt(Retd)	7 Habits of Highly Effective People, Habit-3 Put First Things First(Dr. K. Tirupataiah,IFS, Addl DG)	Administrative Law	7 Habits of Highly Effective People, Habit-4- Try Win-Win (Dr. K. Tirupataiah,IFS, Addl DG)	Sports and Games and Cross Country Run at KBR Park	
10.30 am-10.40am	BREAK						
10.40 am-11.40 am	Briefing on Case Review Presentation (Sri PP Ambastha-Through skype)	Handling of Course Cases in CAT/Court (Justice Y.V.Ramakrishna, Registrar of Highcourt(Retd)	Pay Fixation: Exercises (Sri K.Venkata Ramana,PAO,IT)	Administrative Law	TA Rules (Sri K.Venkata Ramana, PAO,IT Dept.)		
11.40am-12.00noon	TEA BREAK						
12.00 pm to 1.15 pm	Briefing on Case Review Presentation (Sri PP Ambastha-Through skype)	Handling of Course Cases in CAT/Court (Justice Y.V.Ramakrishna, Registrar of Highcourt(Retd)	Pay Fixation: Exercises (Sri K.Venkata Ramana,PAO,IT)	Administrative Law	TA Rules (Sri K.Venkata Ramana, PAO,IT Dept.)		
1.15pm to 2.15pm	LUNCH BREAK						
2.15pm to 3.30pm	New Pension Scheme (Sri K.Srinivasa Rao,AAO, Dr.MCR HRD I)	Hindi (Smt. Rajasree more, Asst. Professor, O.U)	Hindi (Smt. Rajasree more, Asst. Professor, O.U)	Leave Rules(Sri N.Radha Krishnan,AAO,AG Office)	Hindi (Smt. Rajasree more, Asst. Professor, O.U)		
3.30pm to 3.45pm	TEA BREAK						
3.45pm to 5.00pm	New Pension Scheme (Sri K.Srinivasa Rao,AAO, Dr.MCR HRD I)	Hindi (Smt. Rajasree more, Asst. Professor, O.U)	Hindi (Smt. Rajasree more, Asst. Professor, O.U)	Leave Rules(Sri N.Radha Krishnan,AAO,AG Office)	Hindi (Smt. Rajasree more, Asst. Professor, O.U)		