



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: 12.12.2016 to 17.12.2016			WEEK-6	
	12.12.2016 Monday	13.12.2016 Tuesday	14.12.2016 Wednesday	15.12.2016 Thursday	16.12.2016 Friday	17.12.2016 Saturday
9.30am to 10.45am	Milad Un Nabi-Holiday	Presenataion on case review by trainees(Judges - Sri K.Venkata Ramana,PAO and Sri G.Rajeswar Rao,Sr.AO(R)	Presenataion on case review by trainees(Judges - Sri K.Venkata Ramana,PAO and Sri G.Rajeswar Rao,Sr.AO(R)	Presenataion on case review by trainees(Judges - Sri K.Venkata Ramana,PAO and Sri G.Rajeswar Rao,Sr.AO(R)	e- Office procedure(Smt V.Nagamani, Pl. System Analyst))	Practical Training of PRA & PLA Tools
10.45 am- 10.50am		BREAK				
10.50 am- 12.00 noon		Presenataion on case review by trainees(Judges - Sri K.Venkata Ramana,PAO and Sri G.Rajeswar Rao,Sr.AO(R)	Presenataion on case review by trainees(Judges - Sri K.Venkata Ramana,PAO and Sri G.Rajeswar Rao,Sr.AO(R)	Presenataion on case review by trainees(Judges - Sri K.Venkata Ramana,PAO and Sri G.Rajeswar Rao,Sr.AO(R)	e- Office procedure(Smt V.Nagamani, Pl. System Analyst))	Practical Training of PRA & PLA Tools
12.00am- 12.15noon		TEA BREAK				
12.15 pm to 1.30 pm		Presenataion on case review by trainees(Judges - Sri K.Venkata Ramana,PAO and Sri G.Rajeswar Rao,Sr.AO(R)	Presenataion on case review by trainees(Judges - Sri K.Venkata Ramana,PAO and Sri G.Rajeswar Rao,Sr.AO(R)	Presenataion on case review by trainees(Judges - Sri K.Venkata Ramana,PAO and Sri G.Rajeswar Rao,Sr.AO(R)	Audit and Settlement of Audit Objections- Sri E- Narasimhan,JD	Practical Training of PRA & PLA Tools
1.30pm to 2.30pm		LUNCH BREAK				
2.30pm to 3.45pm		English (Dr. Ashok, Asst. Professor, Women college, Koti)	English (Dr. Ashok, Asst. Professor, Women college, Koti)	Introduction to concepts and study of PRA and PLA tools (Dr.K.Tirupataiah IFS)	English (Dr. Ashok, Asst. Professor, Women college, Koti)	Briefing on Village Visit By Liasion Officers
3.45pm to 4.00pm		TEA BREAK				
4.00pm to 5.15pm		English (Dr. Ashok, Asst. Professor, Women college, Koti)	English (Dr. Ashok, Asst. Professor, Women college, Koti)	Introduction to concepts and study of PRA and PLA tools (Dr.K.Tirupataiah IFS)	English (Dr. Ashok, Asst. Professor, Women college, Koti)	Briefing on Village Visit By Liasion Officers