



Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA

GOVERNMENT OF TELANGANA

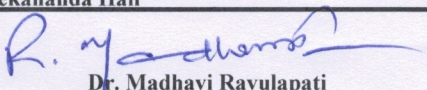
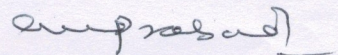
Foundation Training For Assistant Section Officers in Central Secretarial Service

30th April 2018 to 13th July 2018

Week - 6

TIME TABLE

4th to 8th June, 2018

| TIME | Monday 04 | Tuesday 05 | Wednesday 06 | Thursday 07 | Friday 08 |
|---|--|--|---|--|---|
| 9.30AM to 10.45AM | RTI Act (Sri Rakesh Reddy) Escort Officer: OT Code: 022 | Gender Issues (Dr.V. Deepa Nair, Professor & Head-CUDS) Escort Officer: OT Code: 023 | Establishment Rules (Recruitment rules,Joining formalities, Probation & confirmation, DPC & Seniority (Ms. Savithri S Mani former Director, ATI, Department of Atomic Energy) Escort Officer: OT Code: 025 | Reservation in services (Ms. Savithri S Mani former Director, ATI, Department of Atomic Energy) Escort Officer: OT Code: 026 | Records management (Ms. Savithri S Mani former Director, ATI, Department of Atomic Energy) Escort Officer: OT Code: 027 |
| 10:45AM to 11:00AM | TEA BREAK | | | | |
| 11:00AM to 12:15PM | RTI Act (Sri Rakesh Reddy) | Gender Issues (Dr.V. Deepa Nair, Professor & Head-CUDS) | Establishment Rules (Recruitment rules,Joining formalities, Probation & confirmation, DPC & Seniority (Ms. Savithri S Mani former Director, ATI, Department of Atomic Energy) Escort Officer: OT Code: 025 | Reservation in services (Ms. Savithri S Mani former Director, ATI, Department of Atomic Energy) | Records management (Ms. Savithri S Mani former Director, ATI, Department of Atomic Energy) |
| 12:15PM to 01:30PM | | Issues of Disabled (Dr.V. Deepa Nair, Professor & Head-CUDS) | | General conditions of service FR 10-18 (Ms. Savithri S Mani former Director, ATI, Department of Atomic Energy) | Case review Presentations (Ms. Savithri S Mani former Director, ATI, Department of Atomic Energy) |
| 01:30PM to 02:30PM | LUNCH BREAK | | | | |
| 02:30PM to 03:45PM | COMMIT | Good Governance (Dr. S.M. Nabi, Sr. Dir. Trg) Escort Officer: OT Code: 024 | Establishment Rules (Recruitment rules,Joining formalities, Probation & confirmation, DPC & Seniority (Ms. Savithri S Mani former Director, ATI, Department of Atomic Energy) | General conditions of service FR 10-18 (Ms. Savithri S Mani former Director, ATI, Department of Atomic Energy) | Case review Presentations (Ms. Savithri S Mani former Director, ATI, Department of Atomic Energy) |
| 03:45PM to 4.00 :PM | TEA BREAK | | | | |
| 04:00PM to 05:00PM | COMMIT | Good Governance (Dr. S.M. Nabi, Sr. Dir. Trg) | Reservation in services (Ms. Savithri S Mani former Director, ATI, Department of Atomic Energy) | General conditions of service FR 10-18 (Ms. Savithri S Mani former Director, ATI, Department of Atomic Energy) | Case review Presentations (Ms. Savithri S Mani former Director, ATI, Department of Atomic Energy) |
| Venues | Madanna Hall, Room No. 222 | | | | |
| Morning Activity: Monday to Friday Yoga/ Heartful Meditation : 6.00 - 7.00am Venue: Vivekananda Hall | | | | | |
|  Dr. Madhavi Ravulapati Assoc. Prof. of Law & Course Coordinator | | |  K. Sree Ram Prasad Consultant (Trg.) & Course Director | | |