




**GOVERNMENT OF TELANGANA**  
**Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA**  
**Foundation Training Program for the Assistant Section Officers (DR) of Central Secretariat, Gol**  
 (Sponsored by Institute of Secretarial Training & Management, New Delhi)

Date: 03.10.2023 to 01.12.2023  
 Week- 4(October 23rd to 28th, 2023)- *P-1*

**SESSION PLAN FOR GROUPS A&B**

TIME	Group	Monday 23	Tuesday 24	Wednesday 25	Thursday 26	Friday 27	Saturday 28			
9.15 AM to 10.30 AM	A	Vijayadashami	Vijayadashami	<u>PF-11</u> <u>Delegation of Financial Powers</u> Sri Rakesh Sajjan, IA&AS	<u>VA -5 to 7</u> <u>Village Attachment</u> <u>Presentations</u> (Separate Circular has been issued)	<u>Online Exam on Pre - FC 1&amp;2</u> (10.00 AM to 11.00 am)	S e p a r a t e  C i r c u l a  w i l l  b e  i s s u e d			
	B									
10.30 AM to 10.45 AM								TEA BREAK		TEA BREAK (11.00 am to 11.15 am)
10.45 AM to 12.00 Noon	A							<u>L&amp;CT - 8</u> <u>Leadership &amp; Taking Initiative</u> Dr. K.Tirupataiah, IFS(Retd.)		<u>EM 10&amp;11</u> <u>Recruitment Rules</u> (Guidelines for Framing) Sri H.M.Mishra (11.15 AM to 01.30 pm)
	B									
12.00 Noon to 12.15 PM								BIO- BREAK		
12.15 PM to 1.30 PM	A					<u>DSSG -10</u> <u>Noting structure</u> Sri K. Rameswara Rao, JD				
	B									
1.30 PM to 2.30 PM						LUNCH BREAK				
2.30 PM to 3.30 PM	A					<u>DSSG -10&amp;11</u> <u>Noting structure</u> Sri K. Rameswara Rao, JD		Address, via virtual mode, by Dr Jitendra Singh, Hon'ble Minister of State, Gol (3.00 pm to 4.00 pm)	<u>VA-9</u> <u>Village Attachment Presentations</u> (Cont.) <i>3.00 pm.</i>	
	B									
3.30 PM to 3.45PM						TEA BREAK			TEA BREAK	
3.45 PM to 4.45 PM	A					<u>EM-6</u> <u>Minority Issues</u> Dr. Amir Ullah Khan		<u>VA-8</u> <u>Village Attachment Presentations</u> (Cont.)	<u>VA-10</u> <u>Village Attachment Presentations</u>	
	B									
4.45 PM to 6.00 PM	A					LAB HOUR 116 - Sri Md. Khadeer 123 - Smt. K. Jyoti				
	B									
Venue	Akshara Hall (Admn. Block, 2nd Floor) Computer Labs: 116 & 123 (Admn. Block, 1st Floor)				Tea Breaks: 10.30 AM to 10.45 AM & 3.30 PM to 3.45PM					

ACADEMIC INPUTS		SPEAKERS
PF- 11	Delegation of Financial Powers	Sri Rakesh Sajjan, IA&AS, Director - DT and Administration
L&CT- 8	Leadership & Taking Initiative	Dr.K.Tirupataiah, IFS(Retd.), Chief Consultant (Training), Dr. MCR HRD IT
DSSG -10&11	Noting structure	Sri K. Rameswara Rao, JD (Retd.) Pers.&Admn.,Geological Survey of India
EM - 6	Minority Issues	Dr. Amir Ullah Khan ,Adjunct Faculty, Dr MCR HRDIT
	LAB HOUR	116 - Sri Md. Khadeer, Faculty(CIT) Dr MCR HRDIT 123 - Smt. K. Jyoti, Manager-IT(Training) (CIT)
VA -5 to 10	Village Attachments Presentations *	Separate Circular about Village Attachment Presentations has been issued
RR -1&2	Online Exam on Pre - FC(10.00 AM to 11.00 am)	Staff of the Institute
EM 10&11	Recruitment Rules (Guidelines for Framing)	Sri H.M.Mishra, Director(P&A) & HOO,SR, Geological Survey of India
MODULES		MORNING ACTIVITY
DSSG	Decision support system in Government	<p align="center"><b>Physical Training (PT)</b></p> <p align="center">Time: 6.30am to 7.30am Venue: Vivekananda Lawns &amp; Ramadasu Rangasthali</p>
EM	Establishment Matters	
PF	Public Finance	
WCP	Written Communication and Presentation	
NIP	National Integration and Philanthropy	
LCT	Leadership & Creative Thinking	
RR	Report review	
VA	Village Attachment	
<p align="center">   Prof. Md. Abbas Ali  Associate Director </p>		