




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

Date: 03.10.2023 to 01.12.2023

Week- 4(October 23<sup>rd</sup> to 28<sup>th</sup>, 2023) *2-1*

**SESSION PLAN FOR GROUPS C&D**

TIME	Group	Monday 23	Tuesday 24	Wednesday 25	Thursday 26	Friday 27	Saturday 28				
9.45 AM to 11.00 AM	C	Vijayadashami	Vijayadashami	<u>L&amp;CT- 8</u> <u>Leadership &amp; Taking Initiative</u> Dr. K.Tirupataiah, IFS(Retd.) (9.15 am to 10.30 am)	VA-5 to 7 Village Attachment Presentations ( Separate Circular has been issued)	<u>L&amp;CT- 3</u> <u>Creative Thinking</u> Sri Ravindar Reddy	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				
11.00 AM to 11.15 AM	D			TEA BREAK		TEA BREAK					
11.15 AM to 12.30 PM	C			<u>PF-11</u> <u>Delegation of Financial Powers</u> Sri Rakesh Sajjan, IA&AS (10.45 am to 12.00 Noon)		<u>VA-5 to 7</u> Village Attachment Presentations ( Separate Circular has been issued)		Online Exam on Pre - FC 1&2 (11.30 am to 12.30 pm)			
12.30 PM to 12.45 PM	D			BIO- BREAK		BIO- BREAK					
12.45 PM to 2.00 PM	C			<u>PF- 9</u> <u>Control of Expenditure</u> Sri P. Rama Mohana Rao		<u>EM -12</u> <u>Establishment Matters</u> K.Jagan Mohan Goud					
2.00 PM to 3.00 PM	D			LUNCH BREAK							
3.00 PM to 4.00 PM	C			<u>PF- 10</u> <u>Control of Expenditure</u> Sri P. Rama Mohana Rao		Address, via virtual mode, by Dr Jitendra Singh, Hon'ble Minister of State, GoI (3.00 pm to 4.00 pm)		<u>VA-9</u> Village Attachment Presentations			
4.00 PM to 4.15 PM	D			TEA BREAK		TEA BREAK		TEA BREAK			
4.15 PM to 5.15 PM	C			<u>PF- 12</u> <u>Outsourcing</u> Sri K. Rameswara Rao, JD		<u>VA-8</u> Village Attachment Presentations (Cont.)		<u>VA-10</u> Village Attachment Presentations			
5.15 PM to 6.30 PM	D			LIBRARY HOUR							
Venue				SK Hall (Thungabhadra Block, 3rd Floor) LAB: 116 & 123 (Admn. Block, 1st Floor)				Tea Breaks: 11.00 AM to 11.15 AM & 4.00 PM to 4.15PM			

ACADEMIC INPUTS		SPEAKERS
L&CT- 8	Leadership & Taking Initiative	Dr. K.Tirupataiah, IFS(Retd.)
PF- 11	Delegation of Financial Powers	Sri Rakesh Sajjan, IA&AS
PF- 9&10	Control of Expenditure	Sri P. Rama Mohana Rao, Sr, Accounts Officer(Retd.)
PF- 12	Outsourcing	Sri K. Rameswara Rao, JD (Retd.) Pers.&Admn., Geological Survey of India
VA -5 to 10	Village Attachment Presentations	Separate Circular has been issued
L&CT- 3	Creative Thinking	Sri Ravindar Reddy, Soft Skills Trainer
RR -1&2	Online Exam on Pre - FC(11.30 am to 12.30 pm)	Staff of the Institute
EM -12	Overview of CCS (Conduct) Rules	Sri Jagan Mohan Goud, Joint Director-TMU, Dr. MCR HRD IT
EM -10 & 11	Recruitment Rules (Guidelines for Framing)	Sri H.M.Mishra, Director(P&A) & HOO, SR, Geological Survey of India
	LAB HOUR	123 - Smt. K. Jyoti, Manager-IT(Training) (CIT) 116 - Sri Md. Khadeer, Faculty(CIT) Dr MCR HRDIT
MODULES		MORNING ACTIVITY
DSSG	Decision support system in Government	<u>Physical Training (PT)</u>  Time: 6.30am to 7.30am Venue: Vivekananda Lawns & Ramadasu Rangasthali
EM	Establishment Matters	
PF	Public Finance	
WCP	Written Communication and Presentation	
NIP	National Integration and Philanthropy	
L&CT	Leadership & Creative Thinking	
RR	Report review	
VA	VILLAGE ATTACHMENT	
 26/10/23 Prof. Md. Abbas Ali Associate Director		