




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- 5(October 30th to 04th November, 2023)

SESSION PLAN FOR GROUPS A&B

TIME	Group	Monday 30	Tuesday 31	Wednesday 01	Thursday 02	Friday 03	Saturday 04	
9.15 AM to 10.30 AM	A	<u>NIP-1- Service Ethos/Interaction with CSS Officers</u> Sri K.S.Samarendranath	<u>EM-14- Reservation in Services</u> Smt Jayashree Chellamani	<u>WCP-4&5- Forms of Communication</u> Sri K.S.Samarendranath	<u>WCP-7&8- Presentation Skills</u> Smt Jayashree Chellamani	<u>DSSG-15 to 17 E-Office</u> Sri Laxmikantha samanthara/ Sri Vikram Muthyalu	S e p a r a t e C i r c u l a r w i l l b e i s s u e d	
	B							
10.30 AM to 10.45 AM	TEA BREAK							
10.45 AM to 12.00 Noon	A	<u>WCP-1-Drafting</u> Sri K.S.Samarendranath	<u>EM-15- Dealing with Divyang</u> Smt Jayashree Chellamani	<u>WCP-4&5- Forms of Communication</u> Sri K.S.Samarendranath	<u>WCP-7&8- Presentation Skills</u> Smt Jayashree Chellamani	<u>DSSG-15 to 17 E-Office</u> Sri Laxmikantha samanthara/ Sri Vikram Muthyalu		
	B							
12.00 Noon to 12.15 PM	BIO- BREAK							
12.15 PM to 1.30 PM	A	<u>EM-12&13- Reservation in Services</u> Smt Jayashree Chellamani	<u>WCP-2&3- Drafting</u> Sri K.S.Samarendranath	<u>PF -12&13- National Pension Scheme</u> Smt Jayashree Chellamani	<u>DSSG -13- Principles of Noting/Functional Approach to Noting(FAN)</u> Sri K.S.Samarendranath	<u>DSSG-15 to 17 E-Office</u> Sri Laxmikantha samanthara/ Sri Vikram Muthyalu		
	B							
1.30 PM to 2.30 PM	LUNCH BREAK							
2.30 PM to 3.30 PM	A	<u>EM-12&13- Reservation in Services</u> Smt Jayashree Chellamani	<u>WCP-2&3- Drafting</u> Sri K.S.Samarendranath	<u>PF -12&13- National Pension Scheme</u> Smt Jayashree Chellamani	<u>PF -14&15- Purchase Procedure</u> Sri K.S.Samarendranath	<u>DSSG-15 to 18- File Management</u> Smt Jayashree Chellamani		
	B							
3.30 PM to 3.45PM	TEA BREAK							
3.45 PM to 4.45 PM	A	<u>RR-3 Book Review</u> Prof.K.Narendranath	<u>DSSG-14- Litigation Management</u> Smt.R.Madhavi	<u>EM -12 Overview of CCS (Conduct) Rules</u> K.Jagan Mohan Goud	<u>PF -14&15- Purchase Procedure</u> Sri K.S.Samarendranath	<u>PF-16- Pay fixation & MACP</u> Smt Jayashree Chellamani		
	B							
4.45 PM to 6.00 PM	A	LAB HOUR 123 - Smt. K. Jyoti 116 - Sri Md. Khadeer	LIBRARY HOUR	LAB HOUR 123 - Smt. K. Jyoti 116 - Sri Md. Khadeer	LIBRARY HOUR	LAB HOUR 123 - Smt. K. Jyoti 116 - Sri Md. Khadeer		
	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
NIP-1	Service Ethos/Interaction with CSS Officers	Sri K.S.Samarendranath,former Director, Ministry of Steel,Govt.of India
WCP-1	Drafting	Sri K.S.Samarendranath,former Director, Ministry of Steel,Govt.of India
EM-12&13	Reservation in Services	Smt Smt Jayashree ChellamaniChellamani,former Under Secretary, DoPT & Faculty at ISTM
RR-3	Book Review	Prof.K.Narendranath,Menon,former Professor of Management, Osmania Univesity
EM-14	Reservation in Services	Smt Jayashree Chellamani,former Under Secretary, DoPT & Faculty at ISTM
EM-15	Dealing with Divyang	Smt Jayashree Chellamani,former Under Secretary, DoPT & Faculty at ISTM
WCP-2&3	Drafting	Sri K.S.Samarendranath,former Director, Ministry of Steel,Govt.of India
DSSG-14	Litigation Management	Smt.R.Madhavi,Head-Senior Faculty-CLP, Dr MCR HRDIT
WCP-4&5	Forms of Communication	Sri K.S.Samarendranath,former Director, Ministry of Steel,Govt.of India
PF -12&13	National Pension Scheme	Smt Jayashree Chellamani,former Under Secretary, DoPT & Faculty at ISTM
EM -12	Overview of CCS (Conduct) Rules	Sri Jagan Mohan Goud, Joint Director-TMU, Dr. MCR HRD IT
WCP-7&8	Presentation Skills	Smt Jayashree Chellamani,former Under Secretary, DoPT & Faculty at ISTM
DSSG -13	Principles of Noting/Functional Approach to Noting(FAN)	Sri K.S.Samarendranath,former Director, Ministry of Steel,Govt.of India
PF -14&15	Purchase Procedure	Sri K.S.Samarendranath,former Director, Ministry of Steel,Govt.of India
DSSG-15 to 17	E-Office	Sri Laxmikantha,samanthara ,Project Manage, NIC Sri Vikram Muthyalu,e-Office I/c,ITE & C, Govt.of Telangana
DSSG-18	File Management	Smt Jayashree Chellamani,former Under Secretary, DoPT & Faculty at ISTM
PF-16	Pay fixation &MACP	Smt Jayashree Chellamani,former Under Secretary, DoPT & Faculty at ISTM
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	
 Prof. Md. Abbas Ali Associate Director		