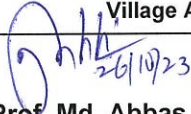




**GOVERNMENT OF TELANGANA**  
**Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA**  
**Foundation Training Program for the Assistant Section Officers (DR) of Central Secretariat, GoI**  
 (Sponsored by Institute of Secretarial Training & Management, New Delhi)  
 Date: 03.10.2023 to 01.12.2023  
 Week- 5(October 30<sup>th</sup> to 04<sup>th</sup> November, 2023)

**SESSION PLAN FOR GROUPS C&D**

TIME	Group	Monday 30	Tuesday 31	Wednesday 01	Thursday 02	Friday 03	Saturday 04	
9.45 AM to 11.00 AM	C D	<u>EM-12&amp;13- Reservation in Services</u> Smt Jayashree Chellamani	<u>WCP-2&amp;3- Drafting</u> Sri K.S.Samarendranath	<u>PF -12&amp;13- National Pension Scheme</u> Smt Jayashree Chellamani	<u>PF -14&amp;15- Purchase Procedure</u> Sri K.S.Samarendranath	<u>DSSG-15 to 18- File Management</u> Smt Jayashree Chellamani	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	
11.00 AM to 11.15 AM	TEA BREAK							
11.15 AM to 12.30 PM	C D	<u>EM-12&amp;13- Reservation in Services</u> Smt Jayashree Chellamani	<u>WCP-2&amp;3- Drafting</u> Sri K.S.Samarendranath	<u>PF -12&amp;13- National Pension Scheme</u> Smt Jayashree Chellamani	<u>PF -14&amp;15- Purchase Procedure</u> Sri K.S.Samarendranath	<u>PF-16- Pay fixation &amp; MACP</u> Smt Jayashree Chellamani		
12.30 PM to 12.45 PM	BIO- BREAK							
12.45 PM to 2.00 PM	C D	<u>NIP-1- Service Ethos/Interaction with CSS Officers</u> Sri K.S.Samarendranath	<u>EM-15- Reservation in Services</u> Smt Jayashree Chellamani	<u>WCP-4&amp;5- Forms of Communication</u> Sri K.S.Samarendranath	<u>WCP-7&amp;8- Presentation Skills</u> Smt Jayashree Chellamani	<u>EM-16 Disciplinary Proceedings</u> Prof.(Dr) AS Ramachandra		
2.00 PM to 3.00 PM	LUNCH BREAK							
3.00 PM to 4.00 PM	C D	<u>WCP-1-Drafting</u> Sri K.S.Samarendranath	<u>EM-15- Dealing with Divyang</u> Smt Jayashree Chellamani	<u>WCP-4&amp;5- Forms of Communication</u> Sri K.S.Samarendranath	<u>WCP-7&amp;8- Presentation Skills</u> Smt Jayashree Chellamani	<u>DSSG-15 to 17 E-Office</u> Sri Laxmikantha samanthara/ Sri Vikram Muthyal		
4.00 PM to 4.15 PM	TEA BREAK							
4.15 PM to 5.15 PM	C D	<u>EM-14 Probation &amp; Confirmation</u> Prof.(Dr) AS Ramachandra	<u>RR-3 Book Review</u> Prof.K.Narendranath	<u>DSSG -13- Principles of Noting/Functional Approach to Noting(FAN)</u> Sri K.S.Samarendranath	<u>PF-12 Outsourcing</u> Sri K. Rameswara Rao	<u>DSSG-15 to 17 E-Office</u> Sri Laxmikantha samanthara/ Sri Vikram Muthyal		
5.15 PM to 6.30 PM	C D	LIBRARY HOUR	LAB HOUR 123 - Smt. K. Jyoti 116 - Sri Md. Khadeer	LIBRARY HOUR	LAB HOUR 123 - Smt. K. Jyoti 116 - Sri Md. Khadeer	<u>DSSG-15 to 17 E-Office</u> Sri Laxmikantha samanthara/ Sri Vikram Muthyal		
Venue	SK Hall (Thungabadra 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
EM-12&13	Reservation in Services	Smt Jayashree Chellamani, former Under Secretary, DoPT & Faculty at ISTM
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-14	Probation & Confirmation	Prof.(Dr) AS Ramachandra, Head-CIS, Dr MCR HRDIT
WCP-2&3	Drafting	Sri K.S.Samarendranath, former Director, Ministry of Steel, Govt. of India
EM-15	Reservation in Services	Smt Jayashree Chellamani, former Under Secretary, DoPT & Faculty at ISTM
EM-17	Dealing with Divyang	Smt Jayashree Chellamani, former Under Secretary, DoPT & Faculty at ISTM
RR-3	Book Review	Dr K.Narendranath, Former Professor of Management, Osmania University
PF -12&13	National Pension Scheme	Smt Jayashree Chellamani, former Under Secretary, DoPT & Faculty at ISTM
WCP-4&5	Forms of Communication	Sri K.S.Samarendranath, former Director, Ministry of Steel, Govt. of India
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
WCP-7&8	Presentation Skills	Smt Jayashree Chellamani, former Under Secretary, DoPT & Faculty at ISTM
PF-12	Outsourcing	Sri K. Rameswara Rao, JD (Retd.) Pers.&Admn., Geological Survey of India
DSSG-14	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
EM-16	Disciplinary Proceedings	Prof.(Dr) AS Ramachandra, Head-CIS, Dr MCR HRDIT
DSSG-15 to 17	E-Office	Sri Laxmikantha Samantara , Project Manage, NIC Sri Vikram Muthyalu, e-Office I/c, ITE & C, Govt. of Telangana
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		