

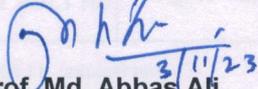
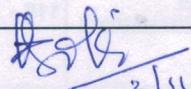


**GOVERNMENT OF TELANGANA**  
**Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA**  
**Foundation Training Program for the Assistant Section Officers (DR) of Central Secretariat, GoI**  
 (Sponsored by Institute of Secretarial Training & Management, New Delhi)  
 Date: 03.10.2023 to 01.12.2023  
 Week- 6(November 06<sup>th</sup> to 11<sup>th</sup> November 2023)

**SESSION PLAN FOR GROUPS C&D**

TIME	Group	Monday 06	Tuesday 07	Wednesday 08	Thursday 09	Friday 10	Saturday 11
9.45 AM to 11.00 AM	C	<u>RR-2</u> Book Review Presentations	<u>WCP-12</u> Communication Skills Dr.K.Tirupataiah, IFS(Retd.)	<u>PF-20</u> PFMS Sri N.V. Ramana Rao	<u>EM11</u> Recruitment Rules(Guidelines for training) Sri H.M.Mishra	<u>DSSG-10&amp;11</u> Noting structure Sri K. Rameswara Rao	
	D						
11.00 AM to 11.15 AM		TEA BREAK					
11.15 AM to 12.30 PM	C	<u>RR-3</u> Book Review Presentations	<u>WCP-13</u> Communication Skills Dr.K.Tirupataiah, IFS(Retd.)	<u>PF-21</u> PFMS Sri N.V. Ramana Rao	<u>EM-12</u> Recruitment Rules(Guidelines for training) Sri H.M.Mishra	<u>DSSG-10&amp;11</u> Noting structure Sri K. Rameswara Rao	
	D						
12.30 PM to 12.45 PM		BIO- BREAK					
12.45 PM to 2.00 PM	C	<u>RR-4</u> Book Review Presentations	<u>WCP-8</u> Practice Session on Noting Drafting Sri T.P.N. Moorthy	<u>WCP-10</u> Practice Session on Noting Drafting Sri T.P.N. Moorthy	<u>EM-20</u> Principles of Seniority Sri T.P.N. Moorthy	<u>EM-23</u> Promotion & DPC Procedure Sri T.P.N. Moorthy	
	D						
2.00 PM to 3.00 PM		LUNCH BREAK					
3.00 PM to 4.00 PM	C	<u>RR-5</u> Book Review Presentations	<u>WCP-9</u> Practice Session on Noting Drafting Sri T.P.N. Moorthy	<u>WCP-11</u> Practice Session on Noting Drafting Sri T.P.N. Moorthy	<u>EM-21</u> Principles of Seniority Sri T.P.N. Moorthy	<u>EM-26</u> Deputation & Foreign Service Sri T.P.N. Moorthy	
	D						
4.00 PM to 4.15PM		TEA BREAK					
4.15 PM to 5.15 PM	C	<u>RR-6</u> Book Review Presentations	<u>EM-18</u> Disciplinary Proceedings Prof.(Dr) AS Ramachandra	<u>NIP-1</u> RTI Act Sri K.Ram Gopal	<u>EM-22</u> General Conditions of Service and Maintenance of Service Book Sri T.P.N. Moorthy	LIBRARY HOUR	
	D						
5.15 PM to 6.30 PM	C	<u>RR-7</u> Book Review Presentations	LAB HOUR 123 - Sri K Kiran 116 - Sri Alok Kumar Singh	LIBRARY HOUR	LAB HOUR 123 - Sri K Kiran 116 - Sri Alok Kumar Singh	<u>EM-27</u> Deputation & Foreign Service Sri T.P.N. Moorthy	
	D						
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		

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

ACADEMIC INPUTS		SPEAKERS / RESOURCE PERSONS	Mobile Nos
RR-2 to 7	Book Review Presentations	Faculty of the Institute	-
WCP-12&13	Communication Skills	Dr.K.Tirupataiah, IFS(Retd.), Chief Consultant (Training), Dr. MCR HRD IT	8885532021
WCP-8 to 11	Practice Session on Noting Drafting	Sri T.P.N. Moorthy, former Director, ISTM and Faculty, New Delhi	9867815306
EM-18	Disicplinary Proceedings	Dr. A.S. Ramachandra, Professor& Head - Centre for International Relations & Security (CIS), Dr. MCR HRD IT	9997310063
PF-20&21	PFMS	Sri N.V. Ramana Rao, Sr. Accounts Officer (Retd.)	9949128785
NIP-1	RTI Act	Sri K.Ram Gopal, Senior Faculty(CLP)Dr. MCR HRD IT	9121218354
EM	Recruitment Rules(Guidelines for training)	Sri H.M.Mishra,Director(P&A) & HOO,SR,Geological Survey of India	9391971590
EM-20&21	Principles of Seniority	Sri T.P.N. Moorthy, former Director, ISTM and Faculty, New Delhi	9867815306
EM-22	General Conditions of Service and Maintenance of Service Book	Sri T.P.N. Moorthy, former Director, ISTM and Faculty, New Delhi	9867815306
DSSG-10&11	Noting structure	Sri K. Rameswara Rao, JD (Retd.) Pers.&Admn.,Geological Survey of India	9866186890
EM-23	Promotion & DPC Procedure	Sri T.P.N. Moorthy, former Director, ISTM and Faculty, New Delhi	9867815306
EM-26	Deputation & Foreign Service	Sri T.P.N. Moorthy, former Director, ISTM and Faculty, New Delhi	9867815307
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		
L&CT	Leadership & Creative Thinking		
RR	Report review		
VA	VILLAGE ATTACHMENT		
 Prof. Md. Abbas Ali Associate Director		 Dr. K. Tirupataiah, IFS(Retd.) Course Director	