

GOVERNMENT OF ANDHRA PRADESH

I.A.S. – Asst. Collectors - Scheme of Practical Training – Revised Programme – Orders  
- Issued

GENERAL ADMINISTRATION (SPECIAL.B) DEPARTMENT

G.O. Ms. No. 316

Dated 16.07.1996

1. G.O..Ms. No. 230 G.A. (Spl.B) Dept, dated 6.5.1981
2. G.O..Ms. No. 607 G.A. (Spl.B) Dept, dated 1.12.1982
3. G.O..Ms. No. 259 G.A. (Spl.B) Dept, dated 20.06.1987  
Secretaries held on 14<sup>th</sup> and 15<sup>th</sup> Oct. 1993
4. From the Commissioner of Land Revenue, Hyd. Lr.No. D3/2875/95, dated  
25.9.95
5. From Spl.C.S. & DG., IOA, Hyd. Lr. No. T1/980/83, dt. 27.05.1996

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**ORDER**

In the GOs 1<sup>st</sup> to 3<sup>rd</sup> read above, scheme of practical training intended for the IAS Probationers to undergo in the state has been formulated and communicated. Item No. 4 of the revised Scheme of practical training of IAS Probationers in the state as formulated in the G.O. 3<sup>rd</sup> read above contains Orientation Training Programme at I.O.A., Hyderabad for a period of 6 weeks. The Second Conference of the state Chief Secretaries held on 14<sup>th</sup> and 15<sup>th</sup> Oct.1993 at LBSNAA recommended for reduction in the period of Orientation Training Programme at Institute of Administration from the 6 weeks to 4 weeks.

2. The Government, after careful consideration of the above recommendation in consultation with the Commissioner of Land Revenue and Director General, I.O.A., have accepted the recommendations of Chief Secretaries conference held on 14<sup>th</sup> and 15<sup>th</sup> Oct. 93 at LBSNAA and decided to reduce the period of Orientation Training Programme at I.O.A., Hyderabad from the existing 6 weeks to 4 weeks and in the gap of 2 weeks arising as a result of reduction in Orientation Training Programme, It has been decided to formulate training to IAS Probationers to provide training inputs on Financing of beneficial Oriented programme etc.

3. The Government, therefore, in modification of the orders in the G.Os read above, direct that the practical training programme for the directly recruitee IAS officers appointed on the basis of the results of the All India Civil Services competitive Examinations and allotted to the Andhra Pradesh State, shall hereafter, be as shown in the Annexure to this order.

4. The revised scheme shall come into force with immediate effect and commencing with the training of IAS Probationers of 1995 Batch.

5. Dist. Collectors and others concerned are requested to import the training to the IAS Probationers as per the revised scheme.
6. The Special Chief Secretary & Commissioner of Land Revenue, the Special Chief Secretary & Director General, Institute of Administration, Hyderabad and all the Collectors and District Magistrates are requested to acknowledge receipt of this order.

(BY ORDER AND THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

M.S. RAJAJEE  
CHIEF SECRETARY TO GOVERNMENT

To  
All the Collector and District Magistrates in the State.  
Commissioner of Land Revenue, A.P., Hyderabad.  
The Commissioner, Institute of Administration, Hyderabad  
All Secretaries to Government including Principal Secretaries to Government  
The Director of Agriculture, Hyderabad  
The Director of Treasuries & Accounts, Hyderabad  
The Director General & Inspector General of Police, Hyderabad  
The Registration of Cooperative Societies, Hyderabad  
The Chief Engineer, Irrigation/Roads & Buildings/Public Health, Hyderabad  
The Chief Conservator of Forest, Hyderabad  
The Director of Animal Husbandry, Hyderabad  
The Director of Social Welfare, Hyderabad  
The Commissioner of Industries, Hyderabad  
The Pay & Accounts Officer, Hyderabad  
The Accountant General, Andhra Pradesh, Hyderabad  
The IAS Probationers  
The Secretary to Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, North Block, New Delhi.  
The Director, Career Management Division, Department of Personnel and Training , North Block, New Delhi.  
The Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie – 248 179 (UP)  
All Departments of Secretariat  
The Registrar, A.P. Agricultural University, Rajendranagar, Hyderabad  
The Secretary, A.P. State Electricity Board, Hyderabad  
The General Manager, A.P. State Road Transport Corporation, Hyd.  
The Genl. Admn (Spl.A/SC.D/SC.E/SC.X) Department  
The P.S. to Chief Minister/Chief Secretary  
The P.A to Prl. Secretary (poll)/ Joint Secretary (AIS)

// FORWARDED :: BY ORDER//

Sd/-  
SECTION OFFICER (SC)

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 REVISED SCHEDULE OF PRACTICAL TRAINING OF IAS PROBATIONER IN THE STATE
 

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Sl.No.	ITEM	Duration in weeks
1	Report at District Headquarters (Get acquainted with the various facets of District Administration and organization and working of the Collectorate)	1 week
2	Training in Treasury functions with the District Treasury Officer	1 week
3	Training with Superintendent of Police	1 week
4	Orientation Training at the Institute of Administration, Hyderabad (a) Attachment to A.P.A.U., including Dry Land Farm Research Station at Hayathnagar and visits to ICRIST, AICRIP, Manage, NARS, WALANTARI etc.)  (b) Visits to Institutes like, NIRD, NARS, Tribal Cultural Training and Research Institute, NIC etc.	3 week  1 week
5	Institutional Finance Inputs on Financing of beneficiary oriented development programme by visiting and discussing with the officials belonging to : (to be arranged by the Commissioner, Institute of Administration)  (i) Central Financial Institutions : - Industrial Development Bank of India (IDBI) - National Bank for Agriculture and Rural Development (NABARD)  (ii) <u>National Banks</u> State Bank of India Andhra Bank State Bank of Hyderabad Syndicate Bank  (iii) State Financial Institutions : - AP State Financial Corporation - AP Industrial Development Corporation - AP Small Scale Industries Development Corporation - A.P. State Scheduled Caste Finance Corporation - AP Scheduled Tribes Finance Corporation - AP State Women Finance Corporation - AP State Minorities Finance Corporation	3 days  3 days  1 week
6	Training in Survey and Settlement : Arranged by Director of Survey & Settlements in Consultation with DG HRD Institute	2 weeks

7	Training with Village Assistant (Away from Headquarters)	2 weeks
8	Training with village Development Officer (Away from Headquarters (* During this Period) the Probationer has to write village economy report)	1 week
9	Training with Mandal Revenue Inspector (Away from Headquarters) (including independent charge for 2 weeks)	2 weeks
10	Training with Mandal Revenue Officer (Away from Headquarters) (including independent charge for 3 weeks)	4 weeks
11	Training with Mandal Development Officer (Away from Headquarters) (including independent charge for 3 weeks)	5 weeks
12	Training with Project Director, District Rural Development Agency	1 week
13	Training with DSWO /District Women & Child Welfare Organisation/District Manager (Rural Housing/District S.C Cooperative Finance Corporation etc.)	1 day 4 days
14	Training with Revenue Divisional Officer	4 weeks
15	Training with Deputy Director of Agriculture (During this training Management of post Harvest problems should also be studied)	1 day 4 days
16	Training with Deputy Director of Industries	1 week
17	Training with Deputy Director of Animal Husbandry	
18	Training with District Cooperative Officer	1 week
19	Training with Divisional Engineer (Electrical) AP State Electricity Board	3 days
20	Training with the biggest Municipality in the District (including aspects of public health Engineering)	1 week
21	<u>Major Irrigation:</u> Attachment with S.E. Dowleswaram Circle to study a Major Irrigation system, Flood Conservation Measures, Irrigation, navigation, problems of Drainage etc.	1 week 3 days
22	<u>Major Projects:</u> Visit to Nagarjunasagar/Srisailam/ Pochampadu Projects, Study of the project, including matters relating to preparation, funding and implementation of the project Localization and Command Area Development	
23	<u>Forestry :</u> Attachment with a conservator of forest in a predominant forest area for studying with emphasis on conservation, social forestry and energy problems	1 week
24	<u>Tribal Development Administration :</u> Attachment with a project Director, ITDA & Ex-officio Joint Collector , either at Uttoor/Paderu/Rampachodavaram/Eturu-Nagaram/Poloncha/Sitampet (Training in items 21-21 will be common for all the probationers in a batch so that they will have the advantage of acquainting themselves with typical areas with special reference to dynamics of change and related	1 week

	<p>problems. The object of grouping this training is to give a comprehensive firsthand knowledge of the State as a whole so that in addition to the study of the above activities, visits to places of historical and tourist interest, major industries and Institutions, important academic and research institutions and other places of importance which are within the proximity while covering the itinerary are built into the study tour.</p> <p>The Commissioner, Institute of Administration will finalise the itinerary in consultation with concerned Heads of Departments/Administrative Departments concerned. The sequence of some of the items of training could be re-scheduled to undertake the study tour at a suitable time)</p>	
25	Training with Zilla Praja Parishad (with District Development Officer/Executive Engineer etc.)	3 weeks
26	<p>Training in the Collectorate (During this period, (files in certain important Sections will be routed through the Asst. Collector. He will also be acquainted with Management of Public Distribution System and Maintenance of Records and Delivery systems</p> <p>Training with District &amp; Sessions Judge/Additional District and Sessions Judge for a period of 2/3 days and with District Panchayat Officer for 2/3 days will also be imparted during this period).</p>	3 weeks
27	<p>Report to Institute of Administration</p> <p>Training in the Secretariat: Meeting Secretaries to Government/ Select Heads of Departments/ Visit to select public undertakings as determined by Commissioner, Institute of Administration, call on the Chief Secretary/Chief Minister and Governor.</p> <p>Review of Training by Commissioner, Institute of Administration</p>	2 weeks
	Total	50 weeks

During the above period the Assistant Collectors will also simultaneously undergo Magisterial Training

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Sd/-  
SECTION OFFICER (SC)