



**DR. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA  
GOVERNMENT OF TELANGANA**

**Centre for International Relations & Security (CIS)**

**Training Programmes on “Plan Your Retirement”**

The Dr MCR Human Resource Development Institute is organizing a series of training programmes on “**Plan Your Retirement**” with 3 day duration for the year 2025-26, for the benefit of the employees of the State Government retiring on Superannuation.

**Aim:** To equip the participants with knowledge and skills relating to pensionary benefits, financial planning of pensionary benefits and helps smooth transition to Retired life.

**Target Audience:** State Govt. employees retiring on superannuation within two years from July 2025

**Duration Of the programme:** Three (3) Days

**Coverage of the Programme**

- Various financial benefits due to a Govt. servant on retirement, calculation of pensionary benefits and preparation of Pension papers;
- Various investment options and tax planning alternatives available
- Health and wellbeing aspects to have a smooth transition from work to retired life.
- Opportunities for community service after retirement, finding purpose and stay connected to Society.

**Session Plan**

Tentative plan of the training programme is shared herewith.

**Schedule of the training programmes:**

S.No.	Scheduled Dates	Name of the CC
1	28.07.2025 to 30.7.2025	Smt G. Jhansi Rani, Faculty, M.No: 8008885064 email: <a href="mailto:cisdrmcrrhdit@gmail.com">cisdrmcrrhdit@gmail.com</a> ; <a href="mailto:jhansirani@mcrhrdi.gov.in">jhansirani@mcrhrdi.gov.in</a>
2	21.08.2025 to 23.08.2025	Smt K. Soumya Rani, Sr Faculty, M.No: 9248032079 email <a href="mailto:cisdrmcrrhdit@gmail.com">cisdrmcrrhdit@gmail.com</a> ; <a href="mailto:soumyarani@mcrhrdi.gov.in">soumyarani@mcrhrdi.gov.in</a> )
3	18.09.2025 to 20.09.2025	Smt G. Jhansi Rani, Faculty, CIS
4	06.10.2025 to 08.10.2025	Smt K. Soumya Rani, Sr Faculty, CIS
5	17.11.2025 to 19.11.2025	Smt G. Jhansi Rani, Faculty, CIS
6	15.12.2025 to 17.12.2025	Smt K. Soumya Rani, Sr Faculty, CIS
7	07.01.2026 to 09.01.2026	Smt G. Jhansi Rani, Faculty, CIS
8	19.02.2026 to 21.02.2026	Smt K. Soumya Rani, Sr Faculty, CIS
9	16.03.2026 to 18.03.2026	Smt G. Jhansi Rani, Faculty, CIS

Interested State Govt. employees, who are within the target group may send their nomination in the below indicated format,

Name of the employee	Designation	Department	Place of working	Date of entry into Govt. service	Date of Retirement	Contact number	E-mail ID

- Accommodation to the outstation participants will be provided in the Institute’s campus, subject to availability.
- Confirmations of the officials for attending the training programme will be sent, according to their date of retirement.



**Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA**  
**Government of Telangana**

**Centre for International Relations & Security (CIS)**

**Training Programme on**  
**Plan Your Retirement**

**Aim:** To equip the participants with knowledge and skills relating to pensionary benefits, financial planning of pensionary benefits, helps smooth transition to Retired life.

**Objectives:** At the end of the training Programme the participants will be able to.

- Explain Pension sanction procedure
- Explain the various financial benefits due to a Govt. servant on retirement  
Calculate Pensionary benefits and prepare pension papers.
- Describe various investment options and tax planning alternatives available
- Explain rules relating to medical reimbursement claims for pensioners
- Explain the problems of health of aging and principles of health care.
- Narrate the psychological issues related to age and retirement and steps to cope up with them.
- Perform relaxation techniques

**TENTATIVE PROGRAM SCHEDULE**

Date/Time	Description of the Topic	Suggested Methodology	Resource Person / Facilitator
<b>Day - 1</b>			
<b>10.30 to 11.00</b>	Registrations & Introductions		
<b>11.00 to 11.15</b>	Course Overview		
<b>11.15 to 11.30</b>	<b>Tea Break</b>		
<b>11.30 to 1.30</b>	Various Pensionary benefits due to a Govt servant retiring on Superannuation – Qualifying Service and Non- qualifying service for the purpose of Pension calculations - Family Pension etc	Interactive Lecture	
<b>1.30 to 2.30</b>	<b>Lunch Break</b>		
<b>2.30 to 3-30</b>	Calculation of Pensionary benefits - Preparation of Pension Papers	Lecture followed by Individual exercises	
<b>3.30 to 3.45</b>	<b>Tea Break</b>		
<b>3.45 to 5.00</b>	Terminal benefits – Final Withdrawal claims of Officers retiring on Superannuation – TSGLI, GPF, GIS, FBF and Encashment of EL, HPL	Interactive Lecture	

<b>Day -2</b>			
<b>10.30 to 11.30</b>	Role of Pension Sanctioning Authority/ Pension Issuing Authority /Pension Disbursing Authority, in speedy disposal of pension cases	Interactive Lecture	
<b>11.30 to 11.45</b>	<b>Tea Break</b>		
<b>11.45 to 1.30</b>	Verification of Service Register – Final entries to be made in the SR	Interactive Lecture	
<b>1.30 to 2.30</b>	<b>Lunch Break</b>		
<b>2.30 to 3.30</b>	Financial Planning - Investment Opportunities & Tax Planning	Interactive Lecture	
<b>3.30 to 3.45</b>	<b>Tea Break</b>		
<b>3.45 to 5.00</b>	Medical Reimbursement facilities to Pensioners – Insurance Schemes - various facilities available for Sr Citizens	Interactive Lecture	
<b>Day -3</b>			
<b>10.30 to 1.30</b>	Taking care of Health & Wellbeing for a happy retired life	Interactive Lecture	
<b>1.30 to 2.30</b>	<b>Lunch Break</b>		
<b>2.30 to 3.30</b>	Yoga & Meditation and it's importance in maintaining physical and emotional health	Interactive Lecture & Demo.	
<b>3.30 to 3.45</b>	<b>Tea Break</b>		
<b>3.45 to 4.45</b>	Joyful life: Looking beyond “self and immediate family”	Interactive Lecture	
<b>4.45 to 5.15</b>	Evaluation & Valedictory		

