

Schedule for the Training Programme on  
**"Standard Module for Ministerial Cadre of Sub Ordinate Services"**  
at K.G.Bhawan, CWC, Hyderabad for period 21.11.17 to 23.11.2017 (3 Days)

**Venue: Training Hall of K.G.Bhawan, CWC, Hyderabad**

Time	Topic	Faculty
Day 1		
10.00 to 11.15	Inaugural Function	
11.15 to 11.30	Tea Break	
11.30 to 13.00	Bhavisya Portal	Shri.T.V.J Rao, SDE
13.00 to 14.00	Lunch	
14.00 to 15.30	CCS Conduct Rules	Shri.A.Vijayakumar, UDC
15.30 to 15.45	Tea Break	
15.45 to 17.15	Income tax Rules	Shri.P Lakshmikanth, UDC
Day 2		
10.00 to 11.15	PFMS	Shri. KSVRK Phanikumar,UDC Shri.Survanakumar
11.15 to 11.30	Tea Break	
11.30 to 13.00	Service Rules, Increment rules, DPC, Reservation Roaster	Shri.A.N.Swamy,ASO
13.00 to 14.00	Lunch	
14.00 to 15.30	Right to Information Act,	Shri.H V S S R Murthy,UDC
15.30 to 15.45	Tea Break	
15.45 to 17.15	TA, Joining Time, Pay & Allowances	Shri.A.Padma, AAO
Day 3		
10.00 to 11.15	Noting, Drafting, Court Cases, Receipt & Payment Rules	Shri.A.N.Swamy,ASO
11.15 to 11.30	Tea Break	
11.30 to 13.00	MS Office Suite { Word,Excel,Powerpoint]	Shri.O.R.K.Reddy, SE,GC Shri.D.Rajalakshmi, JE
13.00 to 14.00	Lunch	
14.00 to 15.30	CGHS Rules, Office Language	Shri.P. Vijayakumar, ASO
15.30 to 15.45	Tea Break	
15.45 to 17.15	Valedictory Session	

**List of Participants for Training Program on “Standard Module for Ministerial Cadre of subordinate Services”, at K.G.Bhawan, CWC, Hyderabad for period From 21.11.17 to 23.11.2017 (3 Days) during the month of November 2017**

**Shri/Smt**

- 1) Vishwanath, ASO ,UGD Hyderabad
- 2) K.Yugandhar SSA, Godavari Circle Hyderabad
- 3) R V R Kumar, LDC, LKD Hyderabad
- 4) K Sajan Kumar LDC, LGD Hyderabad
- 5) R Veeraiah LDC, UGD Hyderabad
- 6) Sandeep Kumar, LDC, Godavari Circle Hyderabad
- 7) I K Kaushal, LDC, O/o CE Hyderabad
- 8) T M Thomas, UGD Hyderabad
- 9) Deepak Dahiya, LDC, LGD Hyderabad
- 10) Saranya Gandikota, LDC, LGD Hyderabad
- 11) Baleshwar Saw, Godavari Circle Hyderabad
- 12) H V S S R Murthy,UDC, O/o CE Hyderabad
- 13) KSVRK Phani Kumar,UDC, LGD Hyderabad
- 14) T Sri Harsha,UDC, K&CC Hyderabad
- 15) P Venkateswarlu,Asst, LGD, Hyderabad
- 16) G Babhuji Rao, LDC,K&CC Hyderabad
- 17) M Srivasulu,UDC, LKD Hyderabad
- 18) N Ragha Sudha, UDC, Godavari Circle Hyderabad
- 19) V Rajesh Nair,UDC, LKD Hyderabad
- 20) P Lakshimi Kanth, UDC, UGD Hyderabad