

General Course Number	19(2020-21)
Course on	Administrative Issues
Working Days	05
Duration	16.11.2020 to 20.11.2020

P R O G R A M M E

Session	Time
I	10:00 AM to 11:00 AM
II	11:15 AM to 12:15 PM
III	02:00 PM to 03:00 PM
IV	03:15 PM to 04:15 PM

Day	Session	Topic
16.11.2020		Inauguration of the course Ice-breaking session
	I & II	Introduction to CCS Conduct Rules, 1964
	III & IV	Confirmation & seniority in Government service
17.11.2020	I & II	Concept of reservation in Government services & preparation of rosters
	III & IV	Annual Performance Assessment Reports (APARs), Assessing performance, performance based appraisal, Maintenance of APARs, Numerical grading
18.11.2020	I & II	Promotions: Departmental promotion committees, composition of DPCs, Frequency of meetings, preparatory action, procedures, guidelines for DPC, preparation of panel determination of regular vacancies etc.
	III & IV	Disciplinary proceedings, Departmental Inquiries Act, instructions for Inquiry officer, instructions for Presenting Officer. Double jeopardy- Parallel departmental action Procedure for imposing penalties. Minor penalties, Major penalties' etc.
19.11.2020	I & II	Introduction to "Integration of BEAMS with PFMS module and Gem Portal"
	III & IV	Overview to Right to Information Act 2005, historical background of Right to Information in different countries, Evolution of Right to Information Act in India
20.11.2020	I & II	Code of Ethics in IA&AD and Gender sensitisation
	III	Exit Test
	IV	Summing up & Valediction