



Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF ANDHRA PRADESH
Professional Training Programme for Probationary Dy.Collectors.
05 - 04 -2010 to 11 -4- 2010.

TIME TABLE

TIME	29 th March Monday 1	30 th Tuesday 2	31 st Wednesday 3	1 st Thursday 4	2 nd Friday 5	3 rd Saturday 6
10.00 am to 11.30 am	JOINING INSTRUCTION & INAGURATION	Revenue Administration at Village level – VRO System – Changes. Sri. P.Dayachary. IAS (Rt)	History & Evolution of Revenue Administration, Md.Ali Rafat .IAS.	D A- Power and Functions of various officers, i.e. Collector, J.C. /DRO/ RDO/ Tahsildars., Sri.Sheshadri., Spl.Dy.Coll	GOOD FRIDAY	Village Accounts – Evolution - Integrated village accounts Sri.Venkat Rao, Dy.Collector (Rt)
Tea Break						
11.45 am to 1.15 pm	JOINING INSTRUCTION & INAGURATION	Do	Do	L&O – Preventive Measures – Coordination with Police – Role of Executive Magistrates. Sri.Ajayendra Pyal . IAS Additional Director General	GOOD FRIDAY	Village Accounts – Evolution - Integrated village accounts Sri.Venkat Rao, Dy.Collector (Rt)
LUNCH BREAK						
2-15 pm To3-45 pm	Role & Significance of RDO in Revenue Administration SRS	Record of Rights Sri. Anand Rau IAS(R))	Importance of being RDO Sri.N.Muktheshwar Rao., IAS.	District Admn, Power and Functions of various officers, i.e. Collector, J.C, /DRO/Tahsildars. Sri.Sheshadri., Spl.Dy.Coll	GOOD FRIDAY	Assignment of Land SRS
Tea Break						
4.00 pm to 05.30 pm	Do	Do	Do	Records – Management of Records DSP	GOOD FRIDAY	Do