



ಸರ್ಕಾರದ ಪ್ರಧಾನ ಕಾರ್ಯದರ್ಶಿಯವರ ಕಛೇರಿ
 ಸಿಬ್ಬಂದಿ ಮತ್ತು ಆಡಳಿತ ಸುಧಾರಣೆ ಇಲಾಖೆ (ಆಡಳಿತ ಸುಧಾರಣೆ)
 Office of the Principal Secretary to Government
 Department of Personnel and Administrative Reforms (Administrative Reforms)

ಸಂಖ್ಯೆ :

ಸಿಆಸುಇ 20 ಪ್ರಕಾ (ಆಸು) 06

ದಿನಾಂಕ :

6ನೇ ಜುಲೈ 2006
7ಟಿಪ್ಪಣಿ

ವಿಷಯ: ನೇರ ನೇಮಕಾತಿ ಶಾಖಾಧಿಕಾರಿಗಳಿಗೆ ಸಚಿವಾಲಯ ತರಬೇತಿ
 ಸಂಸ್ಥೆಯಲ್ಲಿ ಪ್ರವೇಶ ತರಬೇತಿಯನ್ನು ಕೊಡುವ ಬಗ್ಗೆ.

ಈ ಟಿಪ್ಪಣಿಯೊಂದಿಗೆ ಲಗತ್ತಿಸಿರುವ ಅಪರ ಮುಖ್ಯ ಕಾರ್ಯದರ್ಶಿಯವರ
 ಅಭಿಪ್ರಾಯದಂತೆ ತರಬೇತಿ ಕಾರ್ಯಕ್ರಮವನ್ನು ಮಾರ್ಪಡಿಸಲು ಸೂಕ್ತ ಕ್ರಮ
 ತೆಗೆದುಕೊಳ್ಳುವುದು.

ಶಮೀಷ್ ಬಾನು
 (ಶಮೀಷ್ ಬಾನು)

ಸರ್ಕಾರದ ಪ್ರಧಾನ ಕಾರ್ಯದರ್ಶಿ
 ಸಿಆಸುಇ (ಆಸು)

ನಿರ್ದೇಶಕರು,
 ಸಚಿವಾಲಯ ತರಬೇತಿ ಸಂಸ್ಥೆ,
 ಬೆಂಗಳೂರು.

STI No. 213

Date..10.7.06

**Syllabus for the induction training course for the directly recruited
Section Officers:**

Duration : 1 month.

Objectives:

- a) to familiarise them with knowledge of rules and procedures which they are required to operate in their day to day work.
- b) to develop skills in e-governance, noting, drafting and records management.

**Time Break-up of Subjects to be covered in the training programme for
Direct Recruit Section Officers**

(N.B: - One period is of 1 ½ hours duration in the training programme)

I Secretariat Manual – 5 Days **20 Periods**

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|---------------------------------------------------|-----------|
| 1) Chapters I & II | 1 Period |
| 2) Chapter – III | 2 Periods |
| 3) Chapters IV, V and X | 1 Period |
| 4) Chapters VI, VII, VIII
including Practicals | 8 Periods |
| 5) Chapter IX | 1 Period |
| 6) Chapter XI, XII, XIII | 1 Period |
| 7) Chapter XIV | 1 Period |
| 8) Chapter XV to IX | 2 Periods |
| 9) Record Management | 1 Period |
| 10) E – Governance
(including AMS) | 2 Periods |

II KCS Rules – 4 Days **15 Periods**

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|---------------------------------------------|-----------|
| 1) Parts I & II | 4 Periods |
| 2) Parts III, IV, V including
practicals | 7 Periods |
| 3) Part VI, VII, Appendices | 1 Period |
| 4) Part VIII | 3 Periods |

III Manual of Contingent Expenditure **2 periods**

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|-------------------------------------------------------------------------|-----------|
| 1) Karnataka Treasury Code
& Visit to NMC | 2 Periods |
| 2) Lokayuktha Act, Indian Penal Code,
& Prevention of Corruption Act | 2 Periods |

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3) Constitution of India	2 Periods
IV CCA Rules including Practicals	13 Periods
a) Parts I, II, III	7 periods
b) Part IV including Practicals	4 periods
c) Parts V, VI	2 periods
V Karnataka Financial Code	4 periods
VI Transparency in Public Procurement	2 periods
VII Right to Information Act	2 periods
VIII Allocation & Transaction of Business Rules	2 periods
IX General Recruitment Rules including Reservation Policy	2 periods
X Seniority Rules	1 period
XI Probation Rules	1 period
XII Budget Matters, Delegation of powers, Performance Budget	2 periods
XIII I/A Rules	1 period
XIV C & AG Reports	2 periods
XV Attitude Behaviour, Public Relations, leadership	2 periods
XVI Personal Income Tax	1 period
XVII KPSC Consultation Rules	1 period
XVIII Writ Petition, Writ Appeal, Special Leave Petition, Civil Suit, Criminal cases, KAT Application	2 periods
XIX Legislative Assembly & Legislative Council Matters	4 periods
XX Conduct Rules	2 periods

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XXI	Cabinet Note & Submission Note with Practicals	2 periods
XXII	Medical Reimbursement	2 periods
XXIII	Planning & Human Development	2 periods
XXIV	Financial & Project Management	2 periods
XXV	Gender Sensitisation	2 periods
XXVI	Zilla Panchayat, Taluk Panchayat & Mandal Panchayats Act ; including financial matters	2 periods
XVII	Health Education	1 period
	Total	<u>100 periods</u>



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Subjects proposed to be covered.

- 1) Constitution of India
- 2) Secretariat Manual
- 3) Allocation & Transaction of Business Rules
- 4) Public Servants & Law
Indian Penal Code -21, 161 to 165-A, 405, 409
Prevention of Corruption Act
- 5) Karnataka Civil Service Rules, 1955
- 6) CCA Rules
- 7) Right to Information Act
- 8) Lokayuktha Act
- 9) General Recruitment Rules, Reservation Policy, Seniority Rules,
- 10) Budget & Financial Matters including Performance Budget
- 11) Probation Rules
- 12) Attitude Behaviour & Public Relations; Leadership
- 13) Karnataka Financial Code
- 14) Manual of Contingent Expenditure
- 15) Transparency in Public Procurement Act
- 16) Income Tax (personal)
- 17) Records Management
- 18) KPSC Consultation Rules
- 19) Writ Petition, Writ Appeal, Special Leave Petition, Civil Suit; KAT Application
- 20) Legislative Assembly & Legislative Council Matters
- 21) Conduct Rules
- 22) Cabinet Note
- 23) Medical Reimbursement Rules, 1963
- 24) AMS & Punctuality
- 25) E-Governance
- 26) Planning & Human Development
- 27) Financial & Project Management
- 28) Gender Sensitisation
- 29) Zilla Panchayats, Taluk Panchayats, Mandal Panchayats including Budget Finance & Accounts.
- 30) Health Education.

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