

Course on Office Record Management for Ministerial/Executive Staff

Day/Date	Period-I 09.30 to 10.15 AM	Period-II 10.15 to 11.00 AM	11.00 to 11.15 AM	Period-III 11.45 to 12.00 Noon	Period-IV 12.00 to 12.45 PM	Period V 12.15 to 1.30 PM	01.30 to 03.00 PM	Period VI 3.00 to 3.45 PM
Day 1	Introduction & Registration	Inauguration & Office Management noting & Drafting- An Introduction	<b>TEA- BREAK</b>	Civil service rules i.e. General rules of service condition		Rules relating to leave & joining time	<b>LUNCH</b>	Hands on Computers
Day 2	PFR General principals to rules of account			Accounts theoretical		Provisions of PFR reg. preparation of Budget.		Hands on Computers
Day 3	Classification of cases/marketing/receipt/dispatch			Drafting of D.O. and noting & precaution to be taken thereof		Disposal of old record		Hands on Computers
Day 4	Management & Supervision of office work and functions of various branches			Accounts Fundamental		Working of security branch		Hands on Computers
Day 5	PFR Chapter relating to punishment & appeal			Preparation of service record i.e. Character Roll etc.		Retirement benefits and their calculation		Hands on Computers
Day 6	PFR Chapter relating to appointment			Feed back & valediction				