

REVENUE RESEARCH AND TRAINING INSTITUTE

Course Module of Foundational Training for R.T.S. (Prob.) (2 Months)

Paper I : **Political Economic and Social context of Administration and Principles of Management.**

A. Administration: Concept and Context–Political, Economic and Social :

- Basic knowledge of the Constitution of India its Philosophy.
- Inter–relationship of Legislative, Executive and Judiciary.
- Special Provisions of Weaker Section of the Society.
- Provisions for SC/ ST, OBC, BPL, Families and Women.
- Economic Development of Rajasthan.
- Planning in Rajasthan Formulation and Implementation.
- Food Security Concept and issues relevant for Rajasthan.
- Social Welfare Programmes.
- Various Policies of State Government Education, Health, Water, Women's Population Policies etc.
- Environment Protection Act.
- Right to Information Act and Rules.
- Good Govemance: Accountable Responsive and Transparent Administration.
- E-Govemance.

B. Development Administration:

- 73rd and 74th Constitutional Amendments: Principal Features.
- Rural Development, Poverty Alleviation Schemes and Employment Generation Programmes, SHG (Self Help Groups)
- Area Development Programmes viz. Watershed Development Programme. MPLAD,MLALAD,GGJY, Command Area Development.
- Programmes Pertaining to Women and Child Development.
- National Rural Employment Guarantee Act.
- Water and Sanitation Schemes.
- Social Security Schemes.
- Decentralized Planning.
- Co-operative Movement in Rajasthan.
- NGO's and Community Participation in Development Programmes.

	<ul style="list-style-type: none"> • Gender Issues in Development. • Public Private Partnership (PPP) • Concepts of Disaster Management.
C.	<u>Basic Principles of Management:</u>
	<ul style="list-style-type: none"> • Basic Concepts of Management Public Administration and New Public Management. • Senior-subordinate Relationship. • Use of Computer in Administration. • Leadership, Motivation and Team Work. • Communication skills. • Decision Making. • Time Management. • Ethics and Values. • Stress Management. • 360 Degree Feedback. • Total Quality Management (TQM)
D.	<u>Disaster Management And Development:</u>
	<ul style="list-style-type: none"> • Concept of Disaster Management and its Principles. • Disaster Management Cycle. • Disaster Management Structural and Non Structural Measures. • Flood Management: Flood Anylasis and Short-term and Long-term Measures. • Relief, Reconstruction and Rehabilitation.
E.	<u>Electrol Law :</u>
	<ul style="list-style-type: none"> • People's Representation Act and Conducting Election.
F.	<u>Law & Order</u>
	<ul style="list-style-type: none"> • Basic Principles. • Few Case Studies. • Magisterial Duties.
Paper II: Service Rules, Finacial and Accounts Rules and Office Procedure.	
A.	<u>Rajasthan Service Rules:</u>
	<ul style="list-style-type: none"> • Definitions. • General Condidtion of Service.

	<ul style="list-style-type: none"> • Various kinds of leave and their admissibility. • Pay and its Fixation. • Provisions regarding Probationers Trainees. • Combination of Appointments. • Maintenance of Service Records. • Foreign Service. • Duties relating to Service. • Dismissal, Removal and Suspension. • Duties relating to Service Rules for Head of Office. • Joining Time Rules.
B.	<p><u>General Financial and Accounts Rules</u></p>
	<p>Financial Rules and Systems- Financial System and Control, Revenue and its Receipt, Payment, Maintenance of Accounts, Cash Book Checking, Budgeting, Contingent, Expenses, Refunds, Loans and Advances, Embezzlement and Writing-off System, Audit, Duties of Head of Office.</p> <p>Integrated Financial Management System (IFMS)/e-Government Receipt Accounting System (e-Gras)</p> <p>Stores-Purchase and Acquisition, Receipt, Custody and Accounts, Issue System, Inventory Control Techniques, Annual Physical Verification Surplus/ Obsolete/Unserviceable Stores, Disposal and Sale/Auction Procedure, Store Purchase Rules/Rajasthan Transparency in Public Procurement Rules, 2013 & Purchase Contract.</p> <ul style="list-style-type: none"> • House Rent Allowance Rules. • Rajasthan Traveling Allowance Rules. • Rajasthan Civil Services (Medical Attendant) Rules/Rules-Provision relating to Probationers Trainees(Mediclaim) • Rajasthan Civil Services (Conduct) Rules. • Rajasthan Civil Services (Classification, Control and Appeal) Rules. • Pension Rules, 1996/Contributory Provident Fund Rules for Probationers Trainees, New Contributory Pension Rules. • DPC Rules. • APAR. • Treasury Manual & Treasury Administration. • Laws Relating to Government Servant. Handling Litigation against Government Servant.
C.	<p><u>Office Procedure</u></p>
	<ul style="list-style-type: none"> • District Manual– Receipt and despatch of Dak • Opening of files

	<ul style="list-style-type: none"> • Dealing with PUC • Noting and Drafting • Various Forms of Office–Communication • Record Management.
Paper III: Information Technology (IT)	
A.	<u>Computer Familiarization:</u>
	<ul style="list-style-type: none"> • Overview of Computer • Different Components of Computer • Difference between Hardware and Software • Overview of window Operating System • Familiarization with keyboard
B.	<u>Report Writing Using Word-Processing:</u>
	<ul style="list-style-type: none"> • Overview of MS word • Creating Editing and Formatting of Document • Spell Check and Grammer Check • Using Auto Correct features • Preparing Tables • Using Clipart and Images • Mail Merge • Printing Documents
C.	<u>E-Governance Including various applications implemented in GOR:</u>
	<ul style="list-style-type: none"> • Citizen–Centric Governace, Overview of E-Governace • Components of E–Governace • Projects under E-Governance in Rajasthan and elsewhere
D.	<u>Internet Surfing:</u>
	<ul style="list-style-type: none"> • Overview of Internet, Searching Information on Internet & E-mail.