## 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.**

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<tr>
<th>A. Administration: Concept and Context—Political, Economic and Social</th>
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<tr>
<td>• Basic knowledge of the Constitution of India its Philosophy.</td>
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<td>• Inter–relationship of Legislative, Executive and Judiciary.</td>
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<td>• Special Provisions of Weaker Section of the Society.</td>
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<td>• Provisions for SC/ ST, OBC, BPL, Families and Women.</td>
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<td>• Economic Development of Rajasthan.</td>
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<td>• Planning in Rajasthan Formulation and Implementation.</td>
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<td>• Food Security Concept and issues relevant for Rajasthan.</td>
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<td>• Social Welfare Programmes.</td>
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<td>• Environment Protection Act.</td>
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<td>• Right to Information Act and Rules.</td>
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<td>• Good Governance: Accountable Responsive and Transparent Administration.</td>
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<td>• E-Govemance.</td>
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<th>B. Development Administration:</th>
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<td>• 73rd and 74th Constitutional Amendments: Principal Features.</td>
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<td>• Rural Development, Poverty Alleviation Schemes and Employment Generation Programmes, SHG (Self Help Groups)</td>
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<td>• Area Development Programmes viz. Watershed Development Programme. MPLAD, MLALAD, GGJY, Command Area Development.</td>
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<td>• Programmes Pertaining to Women and Child Development.</td>
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<td>• National Rural Employment Guarantee Act.</td>
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<td>• Water and Sanitation Schemes.</td>
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<td>• Social Security Schemes.</td>
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<td>• Decentralized Planning.</td>
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<td>• Co-operative Movement in Rajasthan.</td>
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<td>• NGO's and Community Participation in Development Programmes.</td>
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### Gender Issues in Development.
- Public Private Partnership (PPP)
- Concepts of Disaster Management.

### Basic Principles of Management:
- 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)

### Disaster Management And Development:
- Concept of Disaster Management and its Principles.
- Disaster Management Cycle.
- Disaster Management Structural and Non Structural Measures.
- Relief, Reconstruction and Rehabilitation.

### Electrol Law:
- People's Representation Act and Conducting Election.

### Law & Order
- Basic Principles.
- Few Case Studies.
- Magisterial Duties.


### Rajasthan Service Rules:
- Definitions.
- General Condition of Service.
- 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. General Financial and Accounts Rules**


**Integrated Financial Management System (IFMS)/e-Government Receipt Accounting System (e-Gras)**


- 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.
- DPC Rules.
- APAR.
- Treasury Manual & Treasury Administration.

**C. Office Procedure**

- District Manual– Receipt and despatch of Dak
- Opening of files
- Dealing with PUC
- Noting and Drafting
- Various Forms of Office–Communication
- Record Management.

**Paper III: Information Technology (IT)**

**A. Computer Familiarization:**
- Overview of Computer
- Different Components of Computer
- Difference between Hardware and Software
- Overview of window Operating System
- Familiarization with keyboard

**B. Report Writing Using Word-Processing:**
- Overview of MS word
- Creating Editing and Formatting of Document
- Spell Check and Grammar Check
- Using Auto Correct features
- Preparing Tables
- Using Clipart and Images
- Mail Merge
- Printing Documents

**C. E-Governance Including various applications implemented in GOR:**
- Citizen–Centric Governance, Overview of E-Governace
- Components of E–Governace
- Projects under E-Governance in Rajasthan and elsewhere

**D. Internet Surfing:**
- Overview of Internet, Searching Information on Internet & E-mail.