

# 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:

- 73<sup>rd</sup> and 74<sup>th</sup> 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"> <li>• Gender Issues in Development.</li> <li>• Public Private Partnership (PPP)</li> <li>• Concepts of Disaster Management.</li> </ul>
<b>C.</b>	<b><u>Basic Principles of Management:</u></b>
	<ul style="list-style-type: none"> <li>• Basic Concepts of Management Public Administration and New Public Management.</li> <li>• Senior-subordinate Relationship.</li> <li>• Use of Computer in Administration.</li> <li>• Leadership, Motivation and Team Work.</li> <li>• Communication skills.</li> <li>• Decision Making.</li> <li>• Time Management.</li> <li>• Ethics and Values.</li> <li>• Stress Management.</li> <li>• 360 Degree Feedback.</li> <li>• Total Quality Management (TQM)</li> </ul>
<b>D.</b>	<b><u>Disaster Management And Development:</u></b>
	<ul style="list-style-type: none"> <li>• Concept of Disaster Management and its Principles.</li> <li>• Disaster Management Cycle.</li> <li>• Disaster Management Structural and Non Structural Measures.</li> <li>• Flood Management: Flood Anylysis and Short-term and Long-term Measures.</li> <li>• Relief, Reconstruction and Rehabilitation.</li> </ul>
<b>E.</b>	<b><u>Electrol Law :</u></b>
	<ul style="list-style-type: none"> <li>• People's Representation Act and Conducting Election.</li> </ul>
<b>F.</b>	<b><u>Law &amp; Order</u></b>
	<ul style="list-style-type: none"> <li>• Basic Principles.</li> <li>• Few Case Studies.</li> <li>• Magisterial Duties.</li> </ul>
<b>Paper II: Service Rules, Finacial and Accounts Rules and Office Procedure.</b>	
<b>A.</b>	<b><u>Rajasthan Service Rules:</u></b>
	<ul style="list-style-type: none"> <li>• Definitions.</li> <li>• General Condidtion of Service.</li> </ul>

	<ul style="list-style-type: none"> <li>• Various kinds of leave and their admissibility.</li> <li>• Pay and its Fixation.</li> <li>• Provisions regarding Probationers Trainees.</li> <li>• Combination of Appointments.</li> <li>• Maintenance of Service Records.</li> <li>• Foreign Service.</li> <li>• Duties relating to Service.</li> <li>• Dismissal, Removal and Suspension.</li> <li>• Duties relating to Service Rules for Head of Office.</li> <li>• Joining Time Rules.</li> </ul>
<b>B.</b>	<p><b><u>General Financial and Accounts Rules</u></b></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><b>Integrated Financial Management System (IFMS)/e-Government Receipt Accounting System (e-Gras)</b></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 &amp; Purchase Contract.</p> <ul style="list-style-type: none"> <li>• House Rent Allowance Rules.</li> <li>• Rajasthan Traveling Allowance Rules.</li> <li>• Rajasthan Civil Services (Medical Attendant) Rules/Rules-Provision relating to Probationers Trainees(Mediclaim)</li> <li>• Rajasthan Civil Services (Conduct) Rules.</li> <li>• Rajasthan Civil Services (Classification, Control and Appeal) Rules.</li> <li>• Pension Rules, 1996/Contributory Provident Fund Rules for Probationers Trainees, New Contributory Pension Rules.</li> <li>• DPC Rules.</li> <li>• APAR.</li> <li>• Treasury Manual &amp; Treasury Administration.</li> <li>• Laws Relating to Government Servant. Handling Litigation against Government Servant.</li> </ul>
<b>C.</b>	<p><b><u>Office Procedure</u></b></p>
	<ul style="list-style-type: none"> <li>• District Manual– Receipt and despatch of Dak</li> <li>• Opening of files</li> </ul>

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