

REVENUE RESEARCH AND TRAINING INSTITUTE

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

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

A.	<u>Administration: Concept and Context–Political, Economic and Social :</u>
	<ul style="list-style-type: none">• 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 Governance: Accountable Responsive and Transparent Administration.• E-Governance.
B.	<u>Development Administration:</u>
	<ul style="list-style-type: none">• 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.• Mahatma Gandhi 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.• Gender Issues in Development.

	<ul style="list-style-type: none"> • 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, Financial 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.	<u>General Financial and Accounts Rules</u>
	<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.	<u>Office Procedure</u>
	<ul style="list-style-type: none"> • District Manual– Receipt and Dispatch 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 Governce, Overview of E-Governance • Components of E–Governance • 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.