## PROGRAMME- Week One

<table>
<thead>
<tr>
<th>DATE &amp; DAY</th>
<th>SESSION</th>
<th>TOPIC</th>
<th>FACULTY</th>
<th>SAS Paper Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.08.2018 (Monday)</td>
<td>I</td>
<td>Inaugural 9:30 am-11.30 am</td>
<td>Ice Breaking session Setting mutual expectations Core Values of SAI India, Our Values as a group</td>
<td>PD/RTI</td>
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<td></td>
<td>II</td>
<td></td>
<td>Talk on Constitution of India and its importance in today’s context</td>
<td>Ms. Preeti Joshi, Asstt. Professor Rajasthan University, Jaipur</td>
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<td>IV</td>
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<td>Information technology- Theory Introduction: Operating system (What is an OS, What are its key functions, the evaluation of OS, What are the popular types of OS, basics of UNIX and Windows, advantages of open source OS like Linux, Networks OS)</td>
<td>Upender Singh Rathore Core Faculty EDP</td>
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<td></td>
<td>II</td>
<td></td>
<td>Constitution of India, Statutes and Service Regulations Part-XI: Relationship between the Union and the States.</td>
<td>Prof. R.K.Chaubisa Faculty HCM RIPA Jaipur</td>
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### Notes
- Week One: We will cover topics related to PC 5 in the forenoons and PC 3 and 4 in the afternoons (broad pattern)
### Information technology - Theory

Application Software (Concepts, basic application) specific use applications, development of customized applications, Specific applications in use in large government departments: e.g.: Reservation Systems in Railways, Tax applications in Revenue Departments, Payroll and Accounting applications, Inventory management applications in PSUs, ERPs.

**Instructor:** Sunil Kumar Khunteta  
**Role:** Core Faculty EDP

### Independence Day celebrations - Attendance is compulsory

**Date:** 16.08.2018 (Thursday)  
**Session:** Morning Session 9:30 am-10:15 am

- **Talk on ‘Inclusiveness’ as a value**

**Date:** 17.08.2018 (Friday)  
**Session:** 9:30 am-10:15 am  
**Activity:** Public Speaking (Groups of 5 participants - First of 7 sessions)

### Overview of Budgeting in Government

(Home assignment 1 - Understanding Budget documents and key issues from Economic survey analysis)

**Instructor:** R.K. Maheshwari  
**Role:** Core Faculty /RTI

### Constitution of India, Statutes and Service Regulations

Fiscal relationship between the Union and the States, Sharing of resources between Union and States, Role of the Finance Commissions  
(Part-XII: Distribution of Revenues between the Union and the States, Miscellaneous Financial Borrowing Provisions)  
(Home Assignment 2 - Major deliberations and recommendations of successive Finance Commissions)

**Instructor:** Ms. Preeti Joshi,  
**Role:** Asstt. Professor  
**Institution:** Rajasthan University, Jaipur

### Information technology (Practical)

**Word 2013:**  
Basic and Mid-Level  
Creating and Managing documents, formatting a document, Customizing Options and Views for Documents, Configuring Documents to print or Save, Formatting Text, Paragraphs and Sections, Creating Tables and Lists, Creating and Modifying a list, Applying References, Inserting And Formatting Objects

**Instructor:** Harish Mehndiratta  
**Role:** Core Faculty EDP 
**Support:** Dilip Kumar  
**Attache:** AG (A&E)  
**Institution:** Rajasthan, Jaipur

### Self reading

**Part-XIV: Services under the Union and the States – Public Service Commission**
| I | Constitution of India, Statutes and Service Regulations  
Role of Parliamentary committees in Government  
Financial Control  
(Home assignment 3) | R.K. Maheshwari  
Core Faculty /RTI | PC-5 |
| --- | --- | --- | --- |
| II | Constitution of India, Statutes and Service Regulations  
Understanding the CAG’s mandate and provisions of the  
Comptroller and Auditor General's (DPC) Act, 1971 | R.K. Maheshwari  
Core Faculty /RTI | PC-5 |
| III & IV | Information technology (Practical)  
Word 2013:  
Advanced Topics  
Managing And Sharing Documents, managing multiple  
documents, Preparing Documents and Review, Managing  
Document Changes and Designing Advanced Documents  
, Applying Advance Formatting,  
Applying Advance Styles, creating Advanced references,  
create and manage Indexes, Creating and Managing  
Reference Tables and Mange forms, fields And Mail  
Merge operations | Harish Mehndiratta  
Core Faculty EDP & Dilip Kumar  
AAO  
O/o AG (A&E)  
Rajasthan Jaipur | PC-4 |
| I | Constitution of India, Statutes and Service Regulations  
Regulations on Audit & Accounts-2007 | PD/RTI | PC-5 |
| II | Constitution of India, Statutes and Service Regulations  
Provisions of the 73rd and 74th Amendments - PRIs and  
ULBs  
Issues and Challenges | Prof. R.K.Chaubisa  
Faculty HCM RIPA  
Jaipur | PC-5 |
| III & IV | Information technology (Practical)  
Excel 2013  
Basic and mid-level  
Creating and managing Worksheets and workbooks:  
Creating Worksheets and workbooks, Navigating through  
Worksheets and work books, Formatting worksheets  
and workbooks, Customizing Options and views for  
Worksheets and workbooks and configuring Worksheets  
and Workbooks and configuring Worksheets and  
Workbooks to Print or Save. Cells and Ranges: Inserting  
Data in Cells and Ranges, Formatting Cells and Ranges  
and ordering and Grouping Cells And Ranges, Tables:  
Creating and modifying Table  
Formulas and Functions: Applying Cell ranges and  
References in Formulas and Functions, Charts and  
objects: Creating and Formatting a Chart and Inserting  
and formatting an Object | D.K.Saxena & Sunil  
Kumar Khunteta  
AAO/ RTI | PC-4 |

18.08.2018 (Saturday)