

MODULE FOR PROMOTION FROM EXECUTIVE ASSISTANT TO THE GRADE OF A.O.

DAY	SUBJECT	TOPIC
1	Personnel Administration	Administration & Establishment
1	Personnel Administration	Pay Fixation (On promotion, MACP, NFU), Anomaly in pay fixation
1	Personnel Administration	Annual increment and increment during leave period
1	Personnel Administration	Calculation of Income Tax, TDS and Role of DDO
1	Personnel Administration	Maintenance of Service Book
1	Personnel Administration	Office Procedure
1	Personnel Administration	Departmental Promotion Committee (DPC)
2	Conduct Rules and Vigilance	CCS (Conduct) Rules: Dos & Don'ts
2	Conduct Rules and Vigilance	Activities requiring permission/sanction
2	Conduct Rules and Vigilance	Restriction regarding marriage and dowry
2	Conduct Rules and Vigilance	IPR: Annual return of Assets and Liabilities
2	Conduct Rules and Vigilance	Property transactions and acceptance of gift
2	Conduct Rules and Vigilance	APAR
3	Financial Matters	General Financial Rules, 2017
3	Financial Matters	Delegation of Financial Power Rules
3	Financial Matters	Purchase and Store Management, GeM
3	Financial Matters	Cash & Accounts, Preparation of Budget Estimates, Accounts Compilation, Consolidated fund, Expenditure Control, Appropriation & Re-appropriation and Reconciliation
3	Financial Matters	Function of DDO: Administrative and financial.
3	Financial Matters	Public Finance Management System (PFMS)
4	Leave Rules	Types of Leaves
4	Leave Rules	Entitlement of Leaves and admissibility
4	Leave Rules	Leave Salary, Leave Salary Advance
5	Advances	Types of Advances HBA, Computer Advance, Medical Advance, Children's Education Allowance, Special Allowances etc.
6	Travelling Allowings	TA on Tour, TA on Transfer (TTA), TA on retirement
6	Travelling Allowings	TA Entitlements and Daily Allowances
6	Travelling Allowings	LTC: LTC to Home Town and LTC to any place in India, System of Block Years, Encashment of EL during LTC, Provisions and Misuse of LTC etc.
7	Medical Facilities/CGHS Rules	CGHS Contribution, Credit Facilities, Referral System, Medical Allowance for Pensioner, Emergency Treatment
7	Medical Facilities/CGHS Rules	Medical Attendance Rules, AMA, Dos & Don'ts for Medical claim, Emergency Treatment
8	Reservations and Concessions in Appointments	Reservations for SCs/STs/OBC
8	Reservations and Concessions in Appointments	Post based Reservation Rosters
8	Reservations and Concessions in Appointments	Reservation for Persons with Disabilities, Reservation for Meritorious Sportspersons, Reservation for Ex-Servicemen
8	Reservations and Concessions in Appointments	Compassionate Appointments of Dependents
9	Welfare Measure	Immediate relief to the family of an employee who dies in service
9	Welfare Measure	Ex gratia Compensation
9	Welfare Measure	CGEGIS, 1980
9	Welfare Measure	Financial assistance on medical grounds by board (Rs. 90 crore in 2016)
10	Quitting Service- Other than Superannuation	Voluntary Retirement, Premature Retirement, Retirement on Medical Grounds, Missing employees
10	Quitting Service- Other than Superannuation	Absorption in Autonomous Bodies/Public Sector Units, etc.
10	Quitting Service- Other than Superannuation	Extraordinary Pension
11	Pension Rules & Retirement Benefits	Qualifying Service
11	Pension Rules & Retirement Benefits	Pension
11	Pension Rules & Retirement Benefits	Family Pension
11	Pension Rules & Retirement Benefits	Commutation of Pension
11	Pension Rules & Retirement Benefits	Gratuity (DCRG)
11	Pension Rules & Retirement Benefits	National Pension System (NPS)
12	Handling of Court and Parliamentary Procedure	Introduction to CAT/Court cases
12	Handling of Court and Parliamentary Procedure	Action on Receipt of Litigation
12	Handling of Court and Parliamentary Procedure	Follow up Action on Judgement of CAT/Court
12	Handling of Court and Parliamentary Procedure	Parliamentary Procedure , Parliamentary Questions-PQs
13	Behavioural Skills	Organisational Behaviour
13	Behavioural Skills	Communication/Leadership Skills and Stress Management
14	Custom and GST	Customs Act, 1962, Customs Tariff Act & Rules, Refund Rules, Baggage Rules, Drawback Rules in a nutshell
14	Custom and GST	Overview of GST related matters
15	Miscellaneous	GPF - Advance and Withdrawal rules, Admissibility, contribution and Limits, Power to Sanction
15	Miscellaneous	Leave Encashment
15	Miscellaneous	NOC for Passport