

Section Officer

Credit-wise - Semester II

Subject Code	Course Title	Name of Act / Rule / Code Etc.	Credits	Number of Hours	Day / Date
201(SES)	Secretariat Processes	Systems, functions and responsibilities of Desk Officer	0.25	4	
		Management of Administrative Proceedings (Including Dispute Solutions / Measures, Stress management)	0.25	4	
		Organization and Management of Secretariat Departments	0.25	4	
		Working of Section officer	0.25	4	
		Noting, Drafting and Submission of file	0.50	6	
		Precautions to be taken during legislation proceedings	0.25	4	
		Experience, difficulties while functioning as Section officer and solutions there off	0.25	4	
Total			2	30	
202(SES)	Rules Of Business	Secretarial Instructions	1	10	
		Rules of Business (Excluding the 1st Schedule)	0.25	4	
		Instruction under the Rules of Business	1	13	
		Manual of Office Procedure	1	13	
		Rules for the Treatment and Safeguarding of classified information and papers	0.50	6	
		Guidelines about courteous treatment to be given to the Hon'ble Members of Parliament and the Hon'ble Members of the State Legislature in the offices of the Government of Maharashtra	0.25	4	
Total			4	50	
203(SES)	Acts, Rules and Guidelines- I	Rules for the conduct of Legal Affairs, 1984	0.50	6	
		Right To Information Act, 2005	0.25	3	
		Maharashtra Right To Information Rules, 2005	0.50	7	
		Maharashtra Government Servants Regulation of Transfers and Prevention of Delay in Discharge of official Duty Act, 2005	0.25	5	
		Maharashtra State Human Rights Commission and national Human	0.25	4	

		Rights Commission			
		Right to Services Act, Citizen's Charter	0.25	3	
		Present various important Government schemes (10-15 Schemes)	3.00	26	
		Total	5	54	
204(SES)	Civil Services Rules-I	Maharashtra Civil Services (Discipline and Appeal) Rules, 1979	0.75	10	
		Maharashtra Civil Services (Conduct) Rules, 1979	0.50	7	
		Maharashtra Civil Services (Pension) / (Commutation of Pension) Rules	0.50	4	
		Maharashtra Civil Services (Leave) Rules, 1981	0.50	7	
		Maharashtra Civil Services (Pay) Rules, 1981	0.75	10	
		Maharashtra Civil Services (General Conditions of Service) Rules, 1981	0.25	4	
		MCSR: Daily Allowances / travelling Allowances	0.25	4	
		Maharashtra Civil Services (Payments during Joining time, Foreign Service and Suspension, Dismissal and Removal from Service) Rules, 1981	0.25	4	
		Reservation Roster Point	0.50	7	
		Recruitment Rules, Promotion Deemed Date, Seniority	1	9	
		Total	5.25	66	
Practicals					
205(SES)	ICT* in Secretariat Administration – Practical Components	BEAMS, SEVARTH	0.50	7	
		PG Portal	0.25	3	
		E-Office, E-Tendering	0.25	3	
		Vikak (Special Assignment Section)	0.25	3	
		Online Portal "Aple Sarkar"	0.25	3	
		Online RTI	0.25	3	
		Computer Vision – (Trends in IT / GIGW/ CLOUD)	0.25	3	
		Total	2	25	
206(SES)	Practical Components for Secretariat Processes-201(SES)	Working of Section officer	0.25	4	
		Noting and Drafting and submission of file, Draft of G.R. Circular, Memorandum, formal and informal letter	0.75	9	
		Legislative Proposal and Drafting of legislation	0.50	6	

		Management of Administrative Proceedings and Dispute Solutions / Measures	0.50	6	
Total			2	25	
207(SES)	Practical Components for Rules of Business, Acts and Guidelines-202 (SES) and 203 (SES)	Business Rules	0.50	7	
		Legislature Procedure and weapons	0.50	6	
		RTI Rules	0.50	6	
		Various Important Schemes	0.25	3	
		Human Rights	0.25	3	
Total			2	25	
208(SES)	Practical Components for Civil Services Rules-I-204(SES)	Recruitment Rules	0.25	4	
		MCSR: pay	0.25	3	
		MCSR: leave	0.25	3	
		MCSR: Pension / DCPS / NPS	0.25	3	
		MCSR (General Conditions) and Service Book	0.25	3	
		MCSR: Discipline and appeal	0.25	4	
		Reservation Rules	0.25	5	
Total			1.75	25	
Overall Total			24	300	

201(SES): Secretariat Processes

- **Systems, functions and responsibilities of Section officer (4 Hours)**

- **Management of Administrative proceedings and dispute solutions / Measures (4 Hours)**

- **Organization and Management of Secretariat Departments (4 Hours)**

- **Working of Section officer (4 Hours)**

- **Noting, Drafting and Submission of file (6 Hours)**

- **Precautions to be taken during proceeding the legislation (4 Hours)**

- **Experience, difficulties while functioning as Section officer and solutions there off (4 Hours)**

Reference Books :

- 1) Book of Drafting and Noting in Mantralaya
- 2) Manual of Departmental Enquiry
- 3) Related G.R.s

202(SES) : Rules Of Business

- **Secretarial Instructions** (10 Hours)
 - 29 Departments In Secretariat

- **Rules of Business (Excluding the 1st Schedule)** (4 Hours)

- **Instruction under the Rules of Business** (13 Hours)

- **Manual of Office Procedure** (13 Hours)
 - Receiving, registering and distributing the correspondence
 - Review of correspondence received
 - Action on received correspondence
 - Submission of note and draft
 - Interdepartmental and other references
 - Drafting
 - Transfer of file
 - Issue of letters
 - Actions after issuing letter
 - Numbering and Indexing the file
 - Classification of files on the basis of registration and disposal
 - Types and regulations of correspondence
 - Proceedings of Legislative Assembly / Council
 - Regulation of delay
 - Meetings regarding Supervision and officials
 - Job profile of Assistants and under secretary
 - Functions and rights of Superintendents in Ministerial Departments

- **Rules for the Treatment and Safeguarding of classified information and papers** (6 Hours)
 - Arrangement and custody of very confidential and confidential documents
 - Recordkeeping of accounts
 - Important provisions regarding Government records
 - Archives in state
 - Importance of records
 - Structure of recordkeeping room
 - Factors affecting maintenance of records
 - Preventive protection plan for record room
 - Corrections in records
 - Copying / Xeroxing of records

➤ **Guidelines about courteous treatment to be given to the Hon'ble Members of Parliament and the Hon'ble Members of the State Legislature in the offices of the Government of Maharashtra (4 Hours)**

- Cordial and respectful treatment to Hon'ble Members of Parliament and the Hon'ble Members of the State Legislature
- Invitation of official function and ceremonies to Hon'ble Members of Parliament and the Hon'ble Members of the State Legislature
- Intimation of developmental works in constituency, local issues, etc to Minister for the meeting and tour arranged by Divisional Commissioner.
- Acknowledgement of letters and final reply
- Review of actions taken on letters from Hon'ble Members of Parliament and the Hon'ble Members of the State Legislature
- Supplying information to Hon'ble Members of Parliament and the Hon'ble Members of the State Legislature

Reference Books :

- 1) Book of Secretarial Instruction
- 2) Manual of Office Procedure
- 3) Related G.R.s

203(SES) : Acts, Rules and Guidelines - I

- **Rules for the conduct of Legal Affairs, 1984** (6 Hours)
- **Right To Information Act, 2005** (3 Hours)
- **Maharashtra Right To Information Rules, 2005** (7 Hours)
- **Maharashtra Government Servants Regulation of Transfers and Prevention of Delay in Discharge of official Duty Act, 2005** (5 Hours)
 - Execution from the Act 1 July, 2006
 - Proceedings according to Article 10
- **Maharashtra State Human Rights Commission and national Human Rights Commission** (4 Hours)
 - Functions
 - Judicial Powers
- **Right to Services Act, Citizen's Charter** (3 Hours)

- **Present various important Government schemes(20-25 Schemes) (26Hours)**

Reference Books :

- 1) Book of Right to Information Act, 2005
- 2) Book of Human Rights Commission
- 3) Manual of Departmental Enquiry
- 4) Legal Affairs Act
- 5) Related G.R.s

204(SES) : Maharashtra Civil Services Rules - I

- **Maharashtra Civil Services (Discipline and Appeal) Rules, 1979 (10 Hours)**
 - Introduction
 - Suspension
 - Punishment and Disciplinary Authorities
 - Procedure to implement punishment
 - Appeals
 - Revision and Review
 - Miscellaneous
 - Repeal and saving

- **Maharashtra Civil Services (Conduct) Rules, 1979 (7 Hours)**
 - Definition
 - Government Officer's / Employee's duties
 - Restrictions on Government Employees for Private partnership, Active Politics, Strikes, etc.

- **Maharashtra Civil Services (Pension) Rules, 1982 (4 Hours)**
 - Short Title and commencement
 - Eligibility
 - Definition
 - Retirement
 - General Conditions
 - Qualifying Service
 - Pension
 - Types of Pension and Conditions applied
 - Regulation of Pension for the earlier services before joining
 - Regulation of Pension for the services after joining
 - Determination and authorization of Pension and Gratuity
 - Family Pension and post-death determination of an employee who dies while in service
 - Granting family pension and other benefits for the pensioner
 - Provision of Pension
 - Reappointment of Retired Pension-holding employee

- **Maharashtra Civil Services (Commutation of Pension) Rules, 1984**

- **Maharashtra Civil Services (Leave) Rules, 1981 (7 Hours)**
 - Short Title and commencement
 - Eligibility
 - Definition
 - Sanction of Leave and Rejoining
 - Grantable and Non-grantable kinds of leaves

- Study Leave and other special leave
- Miscellaneous
- Repeal and saving

➤ **Maharashtra Civil Services (Pay) Rules, 1981** (10 Hours)

- Nature and Scope
- Eligibility
- Definition
- Pay
- Deputation outside India
- Consolidation of Appointments
- Repeal and saving

➤ **Maharashtra Civil Services (General Conditions of Service) Rules, 1981** (4 Hours)

- Short Title and commencement
- Eligibility
- Definition
- Submission of Medical Certificate
- Appeal and action on Medical Certificate
- Lien
- Gazetted / Non-gazetted Officers / Employees' Service records
- Service Book's Custody

➤ **Travelling Allowances / Daily Allowances** (4 Hours)

- Introduction
- Definition
- Types of Travelling Allowances
- Rates of Travelling Allowances
- Actual cost of Travelling and Daily Allowance
- Classification of Government employees
- Casual leave and other leaves while the employee is on tour
- The ratio of Daily allowance during the period of absence
- Allowances during Transfer
- Hometown travelling Concession

➤ **Maharashtra Civil Services (Payments during Joining time, Foreign Service and Suspension, Dismissal and Removal from Service) Rules, 1981** (4 Hours)

- Short Title and commencement
- Eligibility
- Definition
- Joining period
- Foreign Service
- Suspension, Dismissal and Removal from service
- Repeal and saving

- **Reservation Roster Point** (7 Hours)
- Introduction
 - Ordinance No. 13 of Maharashtra State, 2014
- **Recruitment Rules, Promotion Deemed Date, Seniority** (9 Hours)

Reference Books :

- 1) Book of Maharashtra Civil Services (Discipline and Appeal) Rules, 1979
- 2) Book of Maharashtra Civil Services (Conduct) Rules, 1979
- 3) Book of Maharashtra Civil Services (Leave) Rules, 1981
- 4) Book of Maharashtra Civil Services (Pay) Rules, 1981
- 5) Book of Maharashtra Civil Services (General Conditions in Service) Rules, 1981
- 6) Book of Maharashtra Civil Services (Payments during Joining time, Foreign Service and Suspension, Dismissal and Removal from Service) Rules, 1981
- 7) Book of Maharashtra Civil Services (Pension) Rules, 1982
- 8) Related G.R.s