

PR. No 124



Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE

GOVERNMENT OF TELANGANA

Road No. 25, Jubilee Hills, Hyderabad – 500 033

From
The Director General
Dr. MCR Human Resource Development
Institute, Road No.25, Jubilee Hills
Hyderabad-500 033
Tel.No.23548487, FAX: 23548489

To
The Engineer-In-Chief (Administration)
Irrigation & CAD Department,
Jalasoudha, Errummanzil,
Hyderabad - 500082
Telangana State

Letter No.T2/KS/228/2015, Dated: 02-01-2016.

Sir/Madam

Sub: Dr. MCR HRD Institute. – Training Programme on “Financial Management in Government” – from 01.03.2016 to 05.03.2016– Nominations invited – Reg.

Ref: Training Calendar of Dr. MCR HRDI for the year 2015–16.

Dr. MCR Human Resource Development Institute is organizing a Five days Training Programme on “Financial Management in Government” from 01.03.2016 to 05.03.2016 at the Institute located at Road No.25 Jubilee Hills, Hyderabad 500 033.

2. A brief information of the programme, including aim, methodology along with level of participants etc., is enclosed in Annexure - I.

3. We invite nominations of the Officers of the rank of Accounts Officers/Asst. Registrars/Admn. Officers / Asst. Accounts Officers in government departments from your department for the above Programme in the format enclosed (Annexure II).

4. This is a residential course. Accommodation & Boarding will be provided to all the participants in the institute campus. Please send nominations on or before 19.02.2016

5. Please do not relieve the nominees till you receive the confirmation from this Institute.

Yours faithfully

sd/-

Additional Director General (Trg.)

Encl: Annexure I & II

//t.c.f.b.o//

[Signature]
Course Coordinator

Transmitted to G-Section for taking necessary action.

[Signature]
19.01.16
For. Engineer-In-Chief (Trg.)

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13/1/2016
AEDA
13.01.16

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**ANNEXURE – II
NOMINATION FORM**

1. Programme Title	:	Financial Management in Government
2. Name of the Institute	:	Dr. MCR HRDI
3. Venue	:	Dr. MCR HRDI, Road No.25 Jubilee Hills, Hyderabad-500 033
4. Programme Dates	:	01.03.2016 to 05.03.2016
5. Name of the Candidate: (in Capital Letters)	:	
6. SC/ST/OBC/Others:	:	
7. Date of Birth:	:	
8. Designation:	:	
9. Pay Scale:	:	
10. Basic Pay:	:	
11. Mobile No.	:	
12. Academic Qualifications:	:	
13. Professional Qualification:	:	
14. Address for Communication:	:	
15. Brief description of duties of the officer	:	
16. Gazetted/Non-Gazetted	:	
	:	SIGNATURE OF THE CANDIDATE

TO BE FILLED IN BY THE SPONSORING AUTHORITY

Certified that:

(a) the particulars given above are correct

(b) Due care has been taken of the training needs of the officer nominated with reference to his present/future duties viz-a-viz the contents of the course

© The Officer, if selected, will be relieved on full time basis for attending the programme

ADDRESS FOR COMMUNICATION TO THE SPONSORING ORGANIZATION

PIN: PHONE(O) FAX: EMAIL

(Signature of the Sponsoring authority with Seal)

Ref. No. of Sponsoring Authority

Place & Date

Annexure-I

Programme Title	:	Financial Management in Government
Venue	:	Dr. MCR Human Resource Development Institute, Road No.25 Jubilee Hills, Hyderabad – 500 033
Duration	:	5 Days
Dates	:	01.03.2016 to 05.03.2016
Aim	:	This programme aims at providing need for diligent spending of public funds in government. Further, it improves the knowledge/skills on different issues of financial codes in discharging their routine duties.
Level and type of Participants	:	Accounts Officers /Asst. Registrars/ Administrative Officers/ Asst. Accounts Officers in Government Departments.
Last date of receipt of Nominations	:	19.02.2016
Name of the Course Director	:	Contact Address
Prof. K. Swamy, Professor	:	Dr. MCR HRDI Road No.25, Jubilee Hills Hyderabad-500 033 Phone No: 23548487, Ex:123 Fax: 040 - 23557584, Email – swamy@mchrhd.gov.in / drswamyk@yahoo.co.in

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Most Urgent

Endt: EC/ENC/G5/2015

Dt: 29 -01-2016

Copy Communicated to all Unit Officers & Circles for information and they are requested to furnish the nominations to the D.G. Dr.MCR. Human Resources Development Institute Jubilee Hills Hyd directly under intimation to this office.

J.Vijaya Prakash
Engineer-in-Chief(AW)
Telangana,Hyderabad.

Sune Malg
For Engineer-in-Chief(AW) 29/1/16
29/1/16

Copy to Dy.EE (Computers) with a request to place the circular in the department website.