

Office of the Engineer-in-Chief(AW)
I & CAD Deptt.,Errum Manzil,Hyderabad,Telangana.

Endt:- RC/ENC/G1/Trainings/2017

Dt: 22 -04-2017.

Copy Communicated to all Unit & Circle Officers for information and they are requested to furnish the nominations to the General Manager –(IT) Dr.MCR, Human Resources Development Institute Jubilee Hills, Hyderabad directly under intimation to this office.

J.Vijaya Prakash
Engineer-in-Chief(AW)

Copy to DY.EE (Computers) with a request to place the HRD letter in the department website.

June 11/22/14
for Engineer-in-Chief(AW)
22/4



**Dr. MCR Human Resource Development Institute
Government of Telangana**

From
The Director General &
E.O Spl CS to Govt,
Dr.MCR HRD Institute,
Road No.25, Jubilee Hills,
Hyderabad-500169

To
The All HOD's /
District Collectorates
Govt of Telangana

Letter No: T2/354/CIT/SR(State)/2017. Dt. 17-04-2017

Sir/Madam,

Sub: Dr. MCR HRDI - Centre for Information Technology (CIT) -Calendar Training Programme of 2017-18 - "Basic Computer Training on MS-Office" (13 days) from 12-06-2017 to 24-06-2017 -Nominations - Requested - Regarding.
Ref: Dr. MCR HRDI Training Calendar for 2017-18

I wish to inform that Dr. MCR HRDI, is conducting a 13 days training programme on "Basic Computer Training on MS-Office" (13 days) from 12-06-2017 to 24-06-2017. The eligibility criteria for the above programme is available on the Institute's website @ http://www.mcrhrdi.gov.in/center_cit_1stquarter2017-18.html

In this regard, nominations are requested from your department for the above said training program. Please send nominations to General Manager-(IT), Dr. MCR HRD Institute, Road No.25, Jubilee Hills, Hyderabad-500 169, Tel. 040-23548487 Ext.119/151 or Fax: 040-23543459 or email: cit@mcrhrdi.gov.in. (Nomination form can be downloaded from MCRHRD website at <http://www.mcrhrdi.gov.in/pdf/Nomination%20Form.pdf>)

This programme is residential. Boarding and lodging will be provided in the Institute Hostels. Course involves morning activities like Art of living and also evening activities like Group work before dinner.

Early communication of nominations will facilitate the Institute to make necessary pre-training arrangements. **(Please furnish your Fax/Email to receive confirmations from the Institute). Please do not relieve the nominees, unless confirmation is received from the Institute.**

In case of any clarification, the Course Co-ordinator (Sri S. Radhika, Mobile No: 9000009221) can be contacted.

Yours faithfully

General Manager(IT)

Dr. MCR Human Resource Development Institute, Hyderabad
(An Institution included under Schedule – X of the A.P. Reorganisation Act 2014)
(<http://www.mchrhd.gov.in>)

NOMINATION FORM

1. Programme Name:

(Mention the Programme for which Nomination is being sent)

2. Programme Date From: To:

3. Name of the Candidate:
(Capital letters)

4. Designation:

5. Department:

6. Date of Birth:

7. SC/ST/OBC/Others:

8. Basic Pay/Scale of Pay:

9. Academic Qualifications & Professional Qualifications:

10. No. of Years of Service in Govt.,

11. Experience Profile:

12. Address for Communication (Office):

Fax(O):

Phone No.(O)

(Mobile No.)

(Email-ID)

Signature of the Candidate

TO BE FILLED IN BY THE NOMINATING AUTHORITY TO RECEIVE CONFIRMATIONS (Mandatory)

- 1) Name :
- 2) Address:
- 3) Office Phone No:
- 4) Fax No:
- 5) Email-ID:

Certified that:

- a. The Particulars given above are correct
- b. Due care has been taken of the training needs of the office nominated with reference to his present/future duties viz-a-viz the contents of the course
- c. The officer, if selected, will be relieved on full-time basis for attending the programme

Signature of the Nominating Authority with Seal

Dr. MCR HRD Institute, Road No.25, Jubilee Hills, Hyderabad