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

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


Copy Communicated to all Unit & Circle Officers for information and they are requested to furnish the nominations to the 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 along with endorsement letter in the department website.

[Signature]
for Engineer-in-Chief(AW)
Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA
GOVERNMENT OF TELANGANA
Road No.25, Jubilee Hills, Hyderabad - 500 033. Fax : 040 - 23557584

From
Sri B.P. Acharya, IAS.
Director General &
E.O. Spl CS to Govt.(FAC)

To
The Special CS, Principal CS
Commissioners
HODs of All Departments of
Telangana &
District Collectors of Telangana


Sir: Madam:

Sub: DR.MCR Human Resource Development Institute of Telangana -
Training Programme on “Communication and Presentation Skills”
from 8.8.2017 to 10.8.2017 - Nominations invited - Regarding

The Dr. MCR Human Resource Development Institute of Telangana is
organizing 3-day training programme on “Communication and Presentation Skills”
from 8.8.2017 to 10.8.2017 at the Institute located on Road No.25, Jubilee Hills,
Hyderabad 500 033.

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

3. We invite five (5) nominations of Superintendents / Section Officers / Gazetted
Officers and above of your Department for the above training course so as to reach this
Institute on or before 3rd August, 2017. Nominations may be sent in the format
enclosed. Dr.N.Srilakshmi, course coordinator of the course will be able to provide
additional information (M: 9391010682).

4. This is an “optionally residential programme”. However, accommodation & boarding
will be provided on request to the participants, who come from Districts.
Accommodation requirement shall be indicated in the nomination form.
<table>
<thead>
<tr>
<th><strong>Programme Title</strong></th>
<th>Training Programme on “Communication and Presentation Skills”</th>
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</thead>
<tbody>
<tr>
<td><strong>Venue</strong></td>
<td>Dr MCR HRD Institute of Telangana, Road No 25 Jubilee Hills, Hyderabad 500 033</td>
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<tr>
<td><strong>Duration</strong></td>
<td>3-Days</td>
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<tr>
<td><strong>Aim</strong></td>
<td>To develop awareness of the role and importance of communication skills and presentation skills in achieving excellence at work place</td>
</tr>
<tr>
<td><strong>Level and type of participant</strong></td>
<td>Section Officers / Superintendents/ Ministerial Executives / Gazetted Officers and above</td>
</tr>
<tr>
<td><strong>Methodology</strong></td>
<td>Lecture, Group activities / Discussions, Interactions, Psychological instruments, Exercises &amp; Films</td>
</tr>
<tr>
<td><strong>Last date of receipt of Nominations</strong></td>
<td>3rd August, 2017</td>
</tr>
<tr>
<td><strong>The list of nominations to be sent to</strong></td>
<td>Dr. N.Srilakshmi, Professor &amp; Centre Head, CMBS, Dr. MCR HRD Institute of Telangana, Road No.25 Jubilee Hills, Hyderabad 500 033, M: 9391010682, Email: <a href="mailto:nadimpallisrilakshmi@merhrdi.gov.in">nadimpallisrilakshmi@merhrdi.gov.in</a></td>
</tr>
</tbody>
</table>
5. While nominating officers for this program we request you to keep in view the following:
   - Officers retiring in next 12 months are discouraged to attend.
   - Officers may carry their own track suit / swim suit to make the best use of the gym, games and swimming facilities available at the institute.
   - Officer with serious ailments may be discouraged to attend.

6. Early communication of nominations will facilitate this institute to make the necessary pre-training arrangements.

7. Please do not relieve the nominated officers, unless confirmation is received from this institute.

8. The Email id and Mobile numbers of the nominated officers have to be compulsorily included in the nomination form and letter.

Yours faithfully,

[Signature]

Course Coordinator
For Director General

Encl: Annexure - I & II
NOMINATION FORM

1. Programme title: Training Programme on “Communication and Presentation Skills”

2. Name of the Institute: DR. MCR HRD INSTITUTE OF TELANGANA

3. Venue: Dr MCR HRD Institute of Telangana, Road No 25, Jubilee Hills, Hyderabad 500 033


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. Academic Qualification:

12. Professional Qualification:

13. Address for Communication:

14. Requirement for Accommodation:

FAX No: Phone No (O): Mobile No: Email: 

Brief description of duties of the officer

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
c. The officer, if selected, will be relieved on full-time basis for attending the programme

ADDRESS FOR COMMUNICATION TO SPONSORING ORGANISATION

PIN:

PHONE:

FAX:

Ref. No. of Sponsoring Authority

Place:

Date:

Signature of the sponsoring Authority with Seal)