GOVERNMENT OF TELANGANA
IRRIGATION & CAD DEPARTMENT

From:               To:
Sri B. Nagendra Rao, M.Tech       All the Engineers-in-Chief
Engineer-In-Chief (Admn),     And Chief Engineers of
Irrigation & CAD Department,  Irrigation & CAD Department,
Govt. of Telangana,           Govt. of Telangana.
1st Floor, Jalasoudha,
Errummanzil, Hyderabad - 82

Lr. No. ENC(AW)/EE(Admn)/ADA/AEE3/Trg/MCRHRD/2018,       Dt. 09-05-2018

Sir,

Sub:- I&CAD Dept. – Dr. MCR HRD Institute of Telangana – Center for Public
Administration (CPA) – Refresher Courses on Right to Information Act to
the Officers who underwent Training of Trainers Programme on RTI Act –
Nominations Called for – Reg.

Ref:- Dr. MCR HRD Institute, Letter No. T2/CPA/KSR/28/2017, Dt. 18-04-2018.

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While enclosing a copy of reference cited, all the Engineers-in-Chief/ Director
General /Chief Engineers of the department are requested to nominate the officers who
have undergone TOT Programme on Right to Information Act conducted by the Institute/
who has previous knowledge on RTI Act/ who is working on RTI subject area and who
has potential to develop as a Resource person in RTI subject area of their unit to attend
3days training programme in two batches on “Refresher Course on Right to Information
Act to the officers who underwent Training Programme on RTI Act ” from 15-05-2018 to
17-05-2018 & 29-05-2018 to 31-05-2018 at Dr. MCR HRD Institute, located on Road
No-25, Jubilee Hills, Hyderabad and send nominations in the prescribed proforma as
Annexure-II (copy enclosed) to the Dr. MCR HRD Institute, Road No-25, Jubilee Hills,
Hyderabad. There is no entry fee for the participation and the programme is a optionally
residential programme and the institute will provide accommodation & boarding facility.

Further, the Engineers-in-Chief/Director General /Chief Engineers are requested
to relieve the Officers to attend the above training only after getting the confirmation from
Dr. MCR HRD Institute, Hyderabad.

Encl:- Reference letter with nomination forms (Annexure-II).

Yours faithfully,

B. Nagendra Rao
Engineer-in-Chief (AW)

[Signature]
09.05.2018
for Engineer-in-Chief (AW)

Copy to the Dy. Executive Engineer(C), to place in Irrigation web site.
Letter No. 12/CPA/KSR/28/2017, Date: 18.04.2018

Sir / Madam,

Sub: Trainings - Center for Public Administration (CPA) - Refresher Courses on Right to Information Act to the Officers who underwent Training of Trainers Programme on RTI Act. Nominations invited Regarding

Ref: This Office Letter No. 12/CPA/GIR/CSS/58/2017, dated 10.2.2018

Please refer to this office letter cited above, where in it is informed that the MCHRD Institute is conducting two batches of “Refresher Courses on Right to Information Act to the Officers who underwent Training of Trainers Programme on RTI Act” in the month of March 2018 (from 6th to 8th March 2018 and from 12th to 14th March 2018) and invited nominations from your Department for the training programmes. We had communicated a list of Officers of your Department who have undergone ToT programme on RTI Act conducted by the Institute for the last (5) years, with a request to select officers from the list communicated for attending the above mentioned Refresher courses and send the same to the Institute.

In this connection, it is informed that, due to non-receipt of sufficient number of nominations the above mentioned two training programmes could not be conducted as scheduled and the same are rescheduled and being conducted on the below mentioned dates:

1) 15.5.2018 to 17.5.2018
2) 29.5.2018 to 31.5.2018

The aim and objective of the training programmes is to refresh and update the knowledge of the officers developed as Trainers on RTI Act, on recent Circulars / OMs / GOs / Instructions issued by Government on implementation of the Act, on important Case law on RTI Act and on High court / SC / judgements on RTI cases etc.

You are requested to identify / select officers from the list communicated to you and reference cited above for attending the above mentioned Refresher Courses on RTI Act. In this regard, it is also to inform that, if no officer in the list communicated is available / working in your Department, presently, for deputing for the above mentioned training, you may identify officers who has previous knowledge on RTI Act / who is working on RTI subject area and who has potential to develop as a Resource Person on RTI subject area.
A brief information about the training programmes along with the details of the Course Coordinator and last date for receipt of nominations for each of the above mentioned training programmes are indicated in the Annexure - I. Nominations may please be sent in the prescribed format enclosed (Annexure-II). Early communication of nominations will facilitate this Institute to make the necessary pre-training arrangements.

These are "optionally residential" training programmes. However, accommodation & boarding will be provided on request to the outstation participants. Accommodation requirement shall be indicated in the Nomination form at Item - 8.

Necessary instructions may be given to the concerned officer dealing with trainings in your Department to contact the Course Coordinator for any further information.

The nominated officer(s) should not be relieved until “confirmation of nomination” is received from this Institute.

Yours faithfully,

Sd/-

Dr. Ravulapati Madhavi,
Assoc. Prof. of Law &
Head, Centre for Public Administration
For Director General

End: Annexure I & II

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

(Sh. Soumya Rani)
Course Coordinator
# Programme Details

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Item of Programme</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Title of the Programme</td>
<td>Refresher Course on Right to Information Act to the Officers who underwent Training of Trainers Programme on RTI Act</td>
</tr>
<tr>
<td>2</td>
<td>Duration</td>
<td>3 days</td>
</tr>
</tbody>
</table>
| 3     | Dates | 1) 15.5.2018 to 17.5.2018  
2) 29.5.2018 to 31.5.2018 |
| 4     | Aim | To refresh/update the knowledge of the officers on Right to Information Act  
Officers who have undergone 1:1 Programme on Right to Information Act conducted by the Institute who has previous knowledge on RTI Act who is working on RTI subject area and who has potential to develop as a Resource Person in RTI subject area. |
| 5     | Level and type of Participants | |
| 6     | Last date for receipt of nominations | 1) 15.5.2018 to 17.5.2018 – 30.4.2018  
2) 29.5.2018 to 31.5.2018 – 11.5.2018 |
| 7     | Name & Designation of the Course Coordinator | Smt. K. Soumya Rani  
15.5.2018 to 17.5.2018  
17.5.2018  
Smt. G. Jhansi Rani  
29.5.2018 to 31.5.2018  
31.5.2018  
Faculty, CPA  
Smt. K. Soumya Rani  
K. Soumya Rani - 9248032079, 23343727, 23348487  
27543483 (Ext 138)  
E-mail: dr.merhrdtepa@gmail.com  
Smt. G. Jhansi Rani - 8008885064, 23343727, 23348487  
27543483 (Ext 124)  
E-mail: dr.merhrdtepa@gmail.com |
Dr. MGR HRD Institute of Telangana  
Road No. 25, Jubilee Hills, Hyderabad-500 033.

Nomination Form

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the officer nominated</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Designation in present post</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Cadre</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Academic qualifications</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Professional qualifications</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Contact details</td>
<td>Mobile No.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>e-mail ID</td>
</tr>
<tr>
<td>8</td>
<td>Accommodation required (or) not</td>
<td></td>
</tr>
</tbody>
</table>

To be filled by the sponsoring authority

certified that

(i) The particulars given above are correct

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

(iii) The officer, if nomination is confirmed, will be relieved on full time basis to attend the training programme.

Address for communication to the Nominating authority

Name
Full postal Address

Landline No.
Fax No.
Mobile No.
E-mail ID

Reference No. of the Nominating authority

Signature of Nominating Authority with Seal