

**GOVERNMENT OF TELANGANA
IRRIGATION & CAD DEPARTMENT**

From
Sri G.Anil Kumar, M.Tech
Engineer-In-Chief (Admin),
Irrigation & CAD Department,
Govt. of Telangana,
1st Floor, Jalasoudha,
Errummanzil, Hyderabad - 82

To
All the Engineers-in-Chief
And Chief Engineers of
Irrigation & CAD Department,
Govt. of Telangana.

Lr. No.ENC(Admn)/EE(Admn)/ADA/AEE3/Trg/MCRHRD,

Dt. 02-02-2023.

Sir,

Sub:- I&CAD Dept., – Dr.MCR HRD Institute of Telangana – Centre for Public Administration – Training Program on Noting and Drafting Skills (State) from 21-02-2023 to 23-02-2023 – Nominations Called for – Reg.

Ref:- 1.DG, Dr.MCR HRD Institute, Hyd Lr.No.T2/CPA/467/2022,
Dt.18-01-2023.
2.Govt., Memo.No.220/Ser.III/2023, Dt.28-01-2023.

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While enclosing a copy of reference cited, all the Engineers-in-Chief/ Chief Engineers of the department are requested to nominate the officers in the Cadre of Superintendents, Sr. Assistants & Jr. Assistants to the training Program on "Noting and Drafting Skills" (State) from 21-02-2023 to 23-02-2023 at Dr.MCR HRD Institute, located on Road No-25, Jubilee Hills, Hyderabad and send the nominations in the prescribed proforma as Annexure-II (copy enclosed) directly to the Dr.MCR HRD Institute, Road No-25, Jubilee Hills, Hyderabad. There is no entry fee for the participation and the programme is an optional residential programme and the institute will provide accommodation & boarding facility.

Further, the Engineers-in-Chief/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,
G.Anil Kumar
Engineer-in-Chief (Admin)

for Engineer-in-Chief (Admin)

✓ Copy to the Dy.Executive Engineer(C), to place in Irrigation website.

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**GOVERNMENT OF TELANGANA
IRRIGATION & CAD (SER.III) DEPARTMENT**

Memo.No.220/Ser.III/2023

Dated: 28.01.2023

Sub:-I&CAD Dept.- Training programme - Centre for Public Administration (CPA) - Training Program on "Noting and Drafting Skills" (State) from 21.02.2023 to 23.02.2023 - Nomination - Requested - Reg.

- Ref:-1. From the Dr. MCR Human Resource Development Institute of Telangana, Lr.No.T2/ CPA/438/2022, dt.29.12.2022
2. Memo.No.220/Ser.III/2023, dt.10.01.2023.
3. From the Dr. MCR Human Resource Development Institute of Telangana, Lr.No.T2/ CPA/467/2022, dt.18.01.2023

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In continuation to the Memo, 2nd cited, a copy of the reference 3rd cited, together its enclosures, is sent herewith to the Engineer-in-Chief (Admn.), I & CAD Dept., / Director, Ground Water Department and they are requested to take immediate necessary action in the matter.

N.SHANKAR
ADDITIONAL SECRETARY TO GOVERNMENT

To
The Engineer-in-Chief (Admn.), I & CAD Dept., Hyderabad, (w.e.)
The Director, Ground water Department, Hyderabad (w.e).
Sf/Sc.

// FORWARDED :: :: BY ORDER //


SECTION OFFICER

EE(A)
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ADA
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**Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA
GOVERNMENT OF TELANGANA**

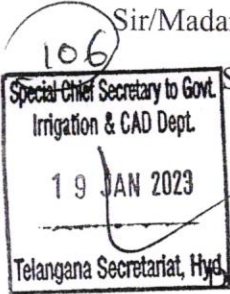
Road No.25, Jubilee Hills, Hyderabad - 500 033, Fax: 040 - 23557584

From
The Director General (FAC) &
Prl. Secy to Govt. of Telangana

To
All the District Magistrates &
Collectors of Telangana,
Head of Departments &
Telangana Secretariat Departments

Letter No.T2/CPA/467/2022, Dated.18.01.2023

Sir/Madam,



Sub: Dr. MCR HRD Institute of Telangana- Trainings-Centre for Public Administration (CPA) – Training Programme on Noting & Drafting Skills (State) from 21.02.2023 to 23.02.2023– Nominations invited – Reg.

MCR Human Resource Development Institute is organizing the **Training Programme on Noting & Drafting Skills (State) from 21.02.2023 to 23.02.2023** at the Institute located at Road No.25, Jubilee Hills, Hyderabad 500 033.

A brief information about the aim of the programme, methodology proposed, level of participants to be nominated along with the Name and contact details of the Course Coordinator are given at Annexure-I.

Nominations are invited from your Department for the above programme. Nominations may please be sent in the prescribed form enclosed (Annexure II) on or before **18.02.2023**. Early communication of nominations will facilitate this Institute to make the necessary pre-training arrangements.

4. This is a **“Optionally Residential”** Programme. Accommodation & boarding will be provided to the participants.
5. Necessary instructions may be given to the concerned officer dealing with training in your Department/ District to contact the Course Coordinator for any further information.
6. **The nominated candidate should not be relieved until “confirmation of nomination” is received from this Institute.**

Yours faithfully

Dr. Ravulapati Madhavi,
Assoc. Prof. of Law, Head-CPA
For Director General

Encl : Annexure. I & II



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