

**GOVERNMENT OF TELANGANA  
IRRIGATION & CAD DEPARTMENT**

<b>From:</b> Sri. J. Vijaya Prakash., B.Tech Engineer-In-Chief (Admn), Irrigation & CAD Department, Govt. of Telangana, 1 <sup>st</sup> Floor, Jalasoudha, Errummanzil, Hyderabad - 82	<b>To:</b> All the Engineers-in-Chief And Chief Engineers of Irrigation & CAD Department, Govt. of Telangana.
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**Lr. No.- ENC(AW)/EE(Admn)/ADA/AEE(T)/Trg/MCRHRD,**

**Dt.22-09-2015**

Sir,

Sub:- I&CAD Dept., – Dr.MCR HRD Institute of Telangana – Training Programme on “Advanced Leadership & Motivation” from 02-11-2015 to 07-11-2015 – Nominations Called for – Reg.

Ref:- Dr.MCR HRD Institute, Letter No. T2/CFS07/KS/709/2015,dt.02-09-2015.


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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 of the rank of Assistant Executive Engineers/Deputy Executive Engineers/Executive Engineers/Administrative officers from their unit to attend 6days training programme on “Advanced Leadership & Motivation” scheduled from 02-11-2015 to 07-11-2015 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 this office on or before 29-09-2015. There is no entry fee for the participation and the programme is a 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 training only after getting the confirmation from Dr.MCR HRD Institute, Hyderabad.

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

Yours faithfully,  
Sd/-J.Vijaya Prakash  
Dt.22-09-2015  
Engineer-in-Chief (AW)

  
24.09.2015  
for Engineer-in-Chief (AW)  
24/09/2015

**Annexure-I**

<b>Programme Title</b>	:	<b>Advanced Leadership &amp; Motivation</b>
<b>Venue</b>	:	Dr. MCR Human Resource Development Institute, Road No.25, Jubilee Hills, Hyderabad – 500 033
<b>Duration</b>	:	1 week
<b>Dates</b>	:	<b>02.11.2015 to 07.11.2015</b>
<b>Aims</b>	:	This training aims at creating an understanding on the role of a leader, styles of leadership and the impact on the performance of employees in an organisation. Further, motivating employees to contribute their best for realizing the goals of an organization.
<b>Level and type of Participants</b>	:	Assistant Managers / Senior Managers / Deputy General Managers / General Managers / Assistant Executive Engineers / Deputy Executive Engineers / Executive Engineers / Administrative Officers
<b>Last date of receipt of Nominations</b>	:	2.10.2015
<b>Name of the Course Coordinator</b>	:	<b>Dr. K. Swamy,</b> Professor
<b>Contact Address</b>	:	Dr. MCR HRD I Road No.25, Jubilee Hills Hyderabad - 500 033 Phone No: 23548487, Ex:123 Fax: 040 - 23557584, Email – drswamyk@yahoo.co.in / professor@hrdiap.gov.in

(PTO)

**ANNEXURE – II  
NOMINATION FORM**

1. Programme Title	:	<b>Advanced Leadership &amp; Motivation</b>
2. Name of the Institute	:	Dr. MCR HRD I
3. Venue	:	Dr. MCR HRD I , Road No.25 Jubilee Hills, Hyderabad-500 033
4. Programme Dates	:	<b>02.11.2015 to 07.11.2015</b>
5. Name of the Candidate: (in Capital Letters)	:	
6.SC/ST/OBC/Others:	:	
7. Date of Birth:	:	
8. Designation:	:	
9. Mobile No.	:	
10. Pay Scale:	:	
11. Basic Pay:	:	
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
<b>TO BE FILLED IN BY THE SPONSORING AUTHORITY</b>		
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		
<b>ADDRESS FOR COMMUNICATION TO THE SPONSORING ORGANIZATION</b>		
<b>PIN:</b>	<b>PHONE(O)</b>	<b>FAX:</b>
		<b>EMAIL</b>
(Signature of the Sponsoring authority with Seal)		
Ref. No. of Sponsoring Authority		
Place & Date		