



Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE
GOVERNMENT OF TELANGANA

From
Sri Vinod K. Agrawal, IAS
Director General,
Dr. MCR HRD Institute,
Road No.25, Jubilee Hills,
Hyderabad – 500 033
FAX: 23557584

To
The Engineer-In-Chief (Administration)
Irrigation & CAD Department,
Jalasoudha, Errummanzil,
Hyderabad - 500082
Telangana State

Letter No.T2/OMSP06/DVR/588/2015, Dated: 21.01.2016.

Sir/Madam,

Sub: Dr. MCR HRD Institute –Training Programme on “Service Matters” –
Govt of India Sponsored - From 25.02.2016 to 27.02.2016 – Nominations
invited – Reg.

Ref: Training Calendar of Dr. MCR HRD Institute for the year 2015–16.

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Dr. MCR Human Resource Development Institute is organizing a GOI - DoPT Sponsored three day Training Programme on “**Service Matters**” From 25.02.2016 to 27.02.2016 at the Institute located at Road No.25 Jubilee Hills, Hyderabad 500 033.

2. A brief information of the programme, including aim, methodology along with level of participants etc., is enclosed in Annexure - I.
3. Nominations are invited for employees working in your Department for the above Programme. At least 3-5 Non- Gazetted Officers from your Department/ District may be nominated for this Programme. Nominations may be sent in the prescribed Form enclosed (Annexure II).
4. The course is residential and accommodation & boarding will be provided to the participants.
5. Early communication of nominations will facilitate this institute to make the necessary pre-training arrangements. The nominated officers should not be relieved unless confirmation has received from this Institute.
6. For any further information, the Course Coordinator (Sri D.V.Ramana, Jr.Faculty, Ph No. 9248032106) may be contacted. The details of Course Coordinator are given at Annexure –I.

Yours faithfully

Sd/-

(Dr. K. Tirupataiah, IFS)
For Director General

Encl : Annexure. I & II

\\Attested//

D.V. Ramana

(D.V. Ramana)
Course Coordinator

S/G

(A)
27/1/2016

G/S
28/1/16

Annexure-I

Programme Title	:	Training Programme on “ Service Matters ”
Venue	:	Dr. MCR Human Resource Development Institute, Road No.25 Jubilee Hills, Hyderabad – 500 033 Fax : 23557584
Duration	:	3 Days
Dates	:	25.02.2016 to 27.02.2016
Aim	:	To enhance the knowledge and skills of participants in various matters relating to Government service.
Methodology	:	Class room sessions, Interactive sessions, Case studies, Group discussions
Level and type of Participants	:	Junior Assistants / Senior Assts / Superintendents
Last date of receipt of Nominations	:	13.02.2016
Name of the Course Coordinator		- Contact Address
D.V.Ramana, Jr.Faculty, Dr MCR HRD Institute, Hyderabad	:	Dr. MCR HRD Institute Road No.25, Jubilee Hills Hyderabad - 500 033 Phone No: 23557583, Ex:179 Mobile : 9248032106 Fax: 040 - 23557584, Email : dvramana@mcrhrdi.gov.in

(PTO)

**ANNEXURE – II
NOMINATION FORM**

1. Programme Title	:	Training Programme on “Service Matters”
2. Name of the Institute	:	Dr. MCR HRD Institute
3. Venue	:	Dr. MCR HRD I, Road No.25 Jubilee Hills, Hyderabad-500 033
4. Programme Dates	:	25.02.2016 to 27.02.2016
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 Qualifications:	:	
12. Professional Qualification:	:	
13. Address for Communication:	:	
14. 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 THE SPONSORING ORGANIZATION

PIN: PHONE(O) FAX: EMAIL

(Signature of the Sponsoring authority with Seal)

Ref. No. of Sponsoring Authority

Place & Date

Most Urgent

Endt: EC/ENC/G5/2015

Dt: 29 -01-2016

Copy Communicated to all Unit Officers & Circles for information and they are requested to furnish the nominations to the D.G. Dr.MCR. Human Resources Development Institute Jubilee Hills Hyd directly under intimation to this office.

J.Vijaya Prakash
Engineer-in-Chief(AW)
Telangana,Hyderabad.

Gune Male 29/1/16
For Engineer-in-Chief(AW)
29/1/16

Copy to Dy.EE (Computers) with a request to place the circular in the department website.