GOVERNMENT OF TELANGANA
IRRIGATION & CAD DEPARTMENT

From:
Sri. J. Vijaya Prakash., B.Tech
Engineer-In-Chief (Admn.),
Irrigation & CAD Department,
Govt. of Telangana, 1st Floor,
Jalasoudha,
Errummanzil, Hyderabad -82.

To:
All the Engineer-in-Chiefs/Director General
Chief Engineers of
Irrigation & CAD Department,
Govt. of Telangana.

Lr.No.RC/ENC(AW)/EE(Admin)/ADA/AEE(T)/Trq/ MCRHRD Dt.23.04.2016
Sir,

Sub:- I&CAD Dept – Dr.MCR HRD Institute of Telangana – Training
Programme on “Achieving Individual Excellence” from 28-04-2016 to
30-04-2016 – Nominations Called for – Reg.

*** *** ***

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 Gazetted Officers (Executive Engineers & Dy. Executive Engineers) for the
training programme from their unit to attend 3days training programme “Achieving
Individual Excellence” from 28-04-2016 to 30-04-2016 at their Institute located on Road
No-25, Jubilee hills, Hyderabad, and send their nominations in the prescribed proforma
appended as Annexure-II to this office on or before 26-04-2016. There is no entry fee for
the participation and the programme is a residential programme and the institute will
provide accommodation & boarding facility.

The training programme helps in achieving the overall development on Individual
skills for self motivation, thereby to motivate other employees in the department for
achieving the departmental target.

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.

Yours faithfully,
J.Vijaya Prakash
Engineer-in-Chief (AW)

for Engineer-in-Chief (AW)
<table>
<thead>
<tr>
<th><strong>Annexure-I</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Programme Title</strong></td>
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<tr>
<td><strong>Venue</strong></td>
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<tr>
<td><strong>Duration</strong></td>
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<tr>
<td><strong>Dates</strong></td>
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| **Aim** | 1. Describe the different strengths (according to latest psychology research) a human being has and how to improve in each of them.  
2. Explain the different sources of happiness and how we can dig deeper into each well of happiness.  
3. Narrate the Western & Eastern theories of personality and how do we gain from the insights.  
5. Describe the various concepts of Motivation & use them to be self-motivated and motivate others.  
6. Explain the various aspects of Communication skills and describe how to apply each one of those.  
7. Narrate the various interpersonal skills and how they can use them at work and in life |
| **Level and type of Participants** | Gazetted Officers and above |
| **Last date of receipt of Nominations** | 25th April 2016 |
| **Name of the Course Coordinator** | NVC Rajesh, Faculty |
| **Contact Address** | NVC Rajesh  
Dr. MCR HRD Institute  
Road No.25, Jubilee Hills  
Hyderabad - 500 169  
Phone No: 23548487, Ex:449  
Mobile : 09030241265  
Fax: 040 - 23557584  
Email : rajesh@mcrhrdi.gov.in |
**ANNEXURE – II**

**NOMINATION FORM**

<table>
<thead>
<tr>
<th>No.</th>
<th>Details</th>
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<tbody>
<tr>
<td>1.</td>
<td>Programme Title</td>
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<td>2.</td>
<td>Name of the Institute</td>
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<td>3.</td>
<td>Venue</td>
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<td>5.</td>
<td>Name of the Candidate: (in Capital Letters)</td>
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<td>6.</td>
<td>SC/ST/OBC/Others</td>
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<td>7.</td>
<td>Date of Birth</td>
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<td>8.</td>
<td>Designation</td>
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<td>9.</td>
<td>Pay Scale</td>
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<td>10.</td>
<td>Basic Pay</td>
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<td>11.</td>
<td>Academic Qualifications</td>
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<td>12.</td>
<td>Professional Qualification</td>
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<tr>
<td>13.</td>
<td>Address for Communication</td>
</tr>
<tr>
<td>14.</td>
<td>Brief description of duties of the officer</td>
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<tr>
<td>15.</td>
<td>Requirement for Accommodation</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>PIN:</th>
<th>PHONE(O):</th>
<th>FAX:</th>
<th>EMAIL</th>
</tr>
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</table>

(Signature of the Sponsoring authority with Seal)

Ref. No. of Sponsoring Authority

Place & Date