GOVERNMENT OF TELANGANA  
IRRIGATION & CAD DEPARTMENT

From: 
J. Vijaya Prakash, B.Tech 
Engineer-In-Chief (Admn), 
Irrigation & CAD Department, 
Govt. of Telangana, 
1st Floor, Jalasoudha, 
Errummanzil, Hyderabad - 32

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

Lr. No. ENC(AW)/EE(Admn)/ADA/AEE(T)/Trg/MCRHRD, Dt. 17-05-2016

Sir,


Ref: - Dr.MCR HRD Institute, Letter No. T2/CADM/303/2016, dt.07-05-2016.

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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 Senior and Middle Level Officers from their unit to attend 2days “Consultation workshop on Finalizing draft Drought Manual” scheduled from 25-05-2016 to 26-05-2016 at Dr.MCR HRD Institute, located on Road No-25, Jubilee hills, Hyderabad and send nominations in the prescribed proforma (copy enclosed) to this office on or before 20-05-2016 by 3PM.

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

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

Yours faithfully,
Sd/- J. Vijaya Prakash
Dt. 17-05-2016
Engineer-in-Chief (AW)

For Engineer-in-Chief (AW)
From
The Director General &
EO, Spl. CS to Govt.,
Dr. MCR HRD Institute,
Road No. 25, Jubilee Hills,
Hyderabad - 500 033

To
The Engineer- In-Chief,
I& CAD Department,
Telangana State,


Sir/Madam,

Sub: Dr MCR HRD Institute -Consultation workshop on Finalizing draft
Drought Manual from 25.05.2016 to 26.05.2016 - Sponsored by
UNICEF- Nominations invited - Regarding

Dr MCR Human Resource Development Institute is organizing a two-day “Consultation
workshop on finalizing draft Drought Manual” from 25.05.2016 to 26.05.2016 at the Institute
located on Road No.25, Jubilee Hills, Hyderabad - 500 033. This workshop is sponsored by
UNICEF.

The workshop aims to finalize the draft Drought Manual of the Telangana State through this
consultation with State / District level Officers.

The target group is senior and middle level Officers working in the departments of
Agriculture, Animal Husbandry, Medical & Health, PR&RD, Revenue, RWS, I&CAD,
Horticulture, DWMA, Civil Supplies, Groundwater, Economics & Statistics apart from
officers from other research institutes.

We invite nominations of 5 officers from your department for the workshop. Nominations may
be sent in the enclosed format (Annexure) before 18.05.2016. For any clarification please
contact Smt. Meena. J, Junior Faculty by Post / Fax / e-mail (Ph: 23548487-376 (ext.), Fax:
23557584, Mobile: 897700327, e-mail: meena@mcrhrdi.gov.in / meena.jagirdhar@gmail.com).

Early communication of nomination will facilitate this Institute to make the necessary pre-workshop
arrangements.

Yours faithfully,
Sd/-
Director General

Encl: Annexure (Nomination Form format)

//Attested//

[Signature]

10/5/2016
ANNEXURE

NOMINATION FORM

1. Programme title: Consultation workshop on finalizing draft Drought Manual

2. Name of the Institute: DR MCR HRD INSTITUTE

3. Venue: Dr MCR HRD Institute, Road No.25 Jubilee Hills, Hyderabad 500 033

4. Programme Dates: 25.05.2016 to 26.05.2016

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 Qualification:

12. Professional Qualification:

13. Address for Communication:

FAX NO. Phone No. (O) (R)

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 SPONSORING ORGANISATION

PIN: (Signature of the sponsoring Authority with Seal)
PHONE:
FAX: Ref. No. of Sponsoring Authority

(Signature of the sponsoring Authority with Seal)
Place: Date: