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/
Chief Engineers
Irrigation & CAD Department,
Govt. of Telangana.

Lr.No.RC/ENC(AW)/EE(Admn)/ADA/AEE3/Trg/ MCRHRD   Dt.11.01.2017

Sir,


Ref:- Dr.MCR HRDI, Lr.No.T2/CCDMM/MJ/1001/2016, Dt.29-12-2016.

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 Dy.Executive Engineer, and Assistant Executive Engineer from their unit to attend 3days training programme on “Basic Course on Disaster Management” scheduled in two batches from 23-01-2017 to 25-01-2017 and 31-01-2017 to 02-02-2017 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 18-01-2017. 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.

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

Copy to the Deputy Executive Engineer(C), to place in website.
From
Sri Vinod K. Agrawal, IAS,
Director General & E.O. Spl. CS to Govt.

To
The Engineer –in-Chief
I&CAD
Telangana State


Sir,

Sub: Dr MCR HRD Institute – Training - Training Programme on Basic
Course on Disaster Management- Two batches - From 23.1.2017 to
25.1.2017 & 31-1-207 to 2-2-2017 -Nominations invited -
Regarding

* * *

Dr. MCR Human Resource Development Institute is organizing a three-day training
programme on “Basic Course on Disaster Management” in two batches from 23.1.2017 to
25.1.2017 and 31-1-207 to 2-2-2017 at Dr. MCR HRD Institute located in Road No. 25, Jubilee
Hills, Hyderabad.

2. 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.

3. Nominations are invited from your Department as indicated below for the above
Programme. Nominations may please be sent in the prescribed form enclosed (Annexure II)
on or before 20-1-2017. Early communication of nominations will facilitate this institute to
make the necessary pre-training arrangements Nominations from the departments of:

1. I&CAD(Dy EE/AEE)

4. This is an “optionally residential” programme. However, accommodation & boarding will be
provided on request to the participants, who come from Districts. Accommodation requirement
shall be indicated in the nomination form at Item-15.

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 officers should not be relieved until “confirmation of nomination” is
received from this Institute.

Yours faithfully
Dr. MCR HRD Institute  
Road No.25, Jubilee Hills, Hyderabad-500 033.

Annexure-I

Programme Details  
(to be filled by the Course Coordinator)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Item of Programme</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Title of the Programme</td>
<td>Basic Course on Disaster Management</td>
</tr>
<tr>
<td>2</td>
<td>Duration</td>
<td>03 days</td>
</tr>
<tr>
<td>4</td>
<td>Aim &amp; Objectives</td>
<td>Aim: To provide an overview of school safety Objectives:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Explain basic concepts of disaster management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Identify hazards</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- List fire safety measures</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Demonstrate first aid methods</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Explain simple earthquake resistant construction</td>
</tr>
<tr>
<td>5</td>
<td>Level of Participants</td>
<td>Middle level officers from Government Departments</td>
</tr>
<tr>
<td>6</td>
<td>Last date for receipt of nominations</td>
<td>20-1-2017</td>
</tr>
</tbody>
</table>
7. Name & Designation of the Course Coordinator | Meena J., JFM, CCDM

8. Contact details of the Course Coordinator (Land line with extension no., mobile number and e-mail ID) | Mobile: 8977000327  
Landline: 040-23548487 Extn. 376  
E-mail ID: meena@mchrddi.gov.in  
meena.jagirdhar@gmail.com

Dr. MCR HRD Institute  
Road No.25, Jubilee Hills, Hyderabad-500 033.

Annexure-II

Nomination Form

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the officer nominated</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Designation in present post</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Cadre</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Academic qualifications</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Professional qualifications</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Whether hostel accommodation required? (Y/N)</td>
<td></td>
</tr>
</tbody>
</table>

To be filled by the sponsoring authority: Certified that

a) The particulars given above are correct

b) Due care has been taken about the training needs of the officer nominated with reference to his/her present/future duties vis-à-vis contents of the course

c) The officer, if nomination is confirmed, will be relieved on full time basis to attend the training programme.

Address for communication to the Nominating authority

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full postal Address</td>
</tr>
<tr>
<td>Landline No. &amp; Mobile Number</td>
</tr>
<tr>
<td>----------------------------</td>
</tr>
<tr>
<td>Fax No. &amp; E-mail ID</td>
</tr>
<tr>
<td>Signature of Nominating Authority with Seal</td>
</tr>
<tr>
<td>Reference No. of the Nominating authority</td>
</tr>
</tbody>
</table>