

Office of the Engineer-in-Chief(AW)  
I & CAD Deptt.,Errum Manzil,Hyderabad,Telangana.

Endt:- RC/ENC/G1/Trainings/2017

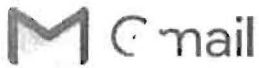
Dt: 28 -03-2017.

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

**J.Vijaya Prakash**  
**Engineer-in-Chief(AW)**

Copy to DY.EE (Computers) with a request to place the HRD letter in the department website.

  
for Engineer-in-Chief(AW)  
28/3



Engineer-in-Chief Telangana <encawtg@gmail.com>

## Inviting Nominations for "Basic Computer Training on Ms-Office from 01-05-2017 to 13-05-2017

1 message

**Khadeer(Faculty)** <khadeer@mcrhrdi.gov.in>

Mon, Mar 27, 2017 at 3:08 PM

To: "encawtg@gmail.com" <encawtg@gmail.com>, "ghantasurender@gmail.com" <ghantasurender@gmail.com>, "registrar@braou.ac.in" <registrar@braou.ac.in>, "cmd\_transco@telangana.gov.in" <cmd\_transco@telangana.gov.in>, "cmd@tsgenco.co.in" <cmd@tsgenco.co.in>, "dir.proj@tsgenco.co.in" <dir.proj@tsgenco.co.in>, "cettelangana@gmail.com" <cettelangana@gmail.com>, "cionagesh@gmail.com" <cionagesh@gmail.com>, "dir\_plg@telangana.gov.in" <dir\_plg@telangana.gov.in>, "dd.dests.isd@gmail.com" <dd.dests.isd@gmail.com>, "dd.dests.sed@gmail.com" <dd.dests.sed@gmail.com>, "secretary@aphb.gov.in" <secretary@aphb.gov.in>, "commrpr-ts@nic.com" <commrpr-ts@nic.com>, "dycommr\_PR@nic.in" <dycommr\_PR@nic.in>, "crd.telangana@gmail.com" <crd.telangana@gmail.com>, "edegmm@gmail.com" <edegmm@gmail.com>, "dg.walamtari@gmail.com" <dg.walamtari@gmail.com>, "plgmists@gmail.com" <plgmists@gmail.com>, dco Urbanwarangal <dco.coop.wglu@gmail.com>, DCO PEDDAPALLY <dco.coop.pdpl@gmail.com>, "yvishnumurthy999@gmail.com" <yvishnumurthy999@gmail.com>

Sir/Madam,

This is to submit that, Dr.MCR HRD Institute is conducting IT training programme in the month of May 2017. The following are the details of the program:

**1. Basic Computer Training on MS-Office (13 days): 01-05-2017 to 13-05-2017**(Level of participants: Anyone can attend).

Please find the attached nomination form and request nomination letter for training.

### Note:

1. Programmes more than three days scheduled are residential and morning activities like AOL(Art of Living) is mandatory also we request the participants to carry kurtha pajamas for both men and women for their own comfort.
2. The e-mail ID for sending the nominations are cit@mcrhrdi.gov.in or khadeer@mcrhrdi.gov.in.

In this regards, nominations are invited from your departments for the above said training program. Kindly send 4 to 5 nominations as early as possible by 15th April 2017.

Regards,  
Md.Khadeer,  
Course Coordinator/Faculty  
Dr.MCRHRD Institute  
Jubilee Hills, Hyderabad  
8143467217

### 2 attachments

Nomination Form.pdf  
1689K

Basic Computer training.PDF  
89K



Dr. MCR Human Resource Development Institute  
Government of Telangana

**From**  
**The Director General &**  
**E.O Spl CS to Govt(FAC),**  
Dr.MCR HRD Institute,  
Road No.25, Jubilee Hills,  
Hyderabad-500169

**To**  
**The All HOD's /**  
**District Collectorates**  
Govt of Telangana

**Letter No: T2/289/CIT/MK(State) /2017. Dt. 27-03-2017**

Sir/Madam,

Sub: Dr. MCR HRDI – Centre for Information Technology (CIT) –Calendar Training Programme of 2016-17 - "**Basic Computer Training on Ms-Office**" (13 days) **from 01-05-2017 to 13-05-2017** -Nominations – Requested - Regarding.  
Ref: Dr. MCR HRDI Training Calendar for 2016-17

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I wish to inform that Dr. MCR HRDI, is conducting a 13 days training programme on - "**Basic Computer Training on Ms-Office**" (13 days) **from 01-05-2017 to 13-05-2017**. The eligibility criteria for the above programme is available on the Institute's website @ [http://www.mcrhrdi.gov.in/center\\_cit\\_1stquarter2017-18.html](http://www.mcrhrdi.gov.in/center_cit_1stquarter2017-18.html)

In this regard, nominations are requested from your department for the above said training program. Please send nominations to General Manager–(IT), Dr. MCR HRD Institute, Road No.25, Jubilee Hills, Hyderabad-500 169, Tel. 040-23548487 Ext.119/151 or Fax: 040-23543459 or email: [cit@mcrhrdi.gov.in](mailto:cit@mcrhrdi.gov.in). (Nomination form can be downloaded from MCRHRD website at <http://www.mcrhrdi.gov.in/pdf/Nomination%20Form.pdf>)

**This programme is residential.** Boarding and lodging will be provided in the Institute Hostels. Course involves morning activities like Art of living and also we request the participants to carry kurtha pajamas for both men and women for their own comfort.

Early communication of nominations will facilitate the Institute to make necessary pre-training arrangements. ***(Please furnish your Fax/Email to receive confirmations from the Institute). Please do not relieve the nominees, unless confirmation is received from the Institute.***

In case of any clarification, the Course Co-ordinator (Sri. Md.Khadeer Mobile No: 8143467217) can be contacted.

Yours faithfully

General Manager(IT)



Dr. MCR Human Resource Development Institute, Hyderabad  
Government of Telangana  
(<http://www.mcrhrdi.gov.in>)

**NOMINATION FORM**

1. Programme Name:

*(Mention the Programme for which Nomination is being sent)*

2. Programme Date From: To:

3. Name of the Candidate:  
(Capital letters)

4. Designation:

5. Department:

6. Date of Birth:

7. SC/ST/OBC/Others:

8. Basic Pay/Scale of Pay:

9. Academic Qualifications & Professional Qualifications:

10. No. of Years of Service in Govt.,

11. Experience Profile:

12. Address for Communication (Office):

Fax(O):

Phone No.(O)

(Mobile No.)

(Email-ID)

Signature of the Candidate

**TO BE FILLED IN BY THE NOMINATING AUTHORITY TO RECEIVE CONFIRMATIONS (Mandatory)**

- 1) Name :
- 2) Address:
- 3) Office Phone No:
- 4) Fax No:
- 5) Email-ID:

Certified that:

- a. The Particulars given above are correct
- b. Due care has been taken of the training needs of the office 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

Signature of the Nominating Authority with Seal