

GOVERNMENT OF TELANGANA
DEPARTMENT OF TECHNICAL EDUCATION

Cir. Memo. No. T1/11195/ 2015

Dt: -13/06/2016

Sub:- TECHNICAL EDUCATION – The Training Programme on
"Service Matters" Scheduled from **21.06.2016 to**
25.06.2016 Nominations called for –Reg.

Ref:- Lr.No. T2/ActW/PRS/369/2016, Dt: 08.06.2016 received
from Dr. MCRHRD Institution of Hyderabad.

All the Principals of Govt. Polytechnics of Telangana state are hereby informed that Dr. MCRHRDI, Hyderabad is conducting Training Programme on "Service Matters" from **21.06.2016 to 25.06.2016**.

In this connection the Principals of Govt. Polytechnics of Telangana State are requested to circulate the same among the staff i.e., (Superintendents / Senior Assistants) and send nominations of those who have not undergone this programme earlier of their institution for the training programme in the proforma enclosed to this office to take further action in the matter. They may send the nomination to adtrg.ts@gmail.com on or before 15.06.2016.

Encl: As above

Sd/- Dr.M.V.REDDY
DIRECTOR

To

The principals of Govt. Polytechnics under control
of Department of Technical Education.

Copy to RJD of Technical Education.

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//F.B.O.//


SUPERINTENDENT
13/06/16

**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 Institute, Road No.25 Jubilee Hills, Hyderabad-500 033
4. Programme Dates	:	21.06.16 to 25.06.16
5. Name of the Candidate to be deputed: (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	:	
15. Accommodation required in the institute (Yes/ No)	:	

TO BE FILLED IN BY THE RELIEVING 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 (Relieving Authority)

PIN: PHONE(O) FAX: EMAIL

(Signature of the Relieving authority with Seal)

Name & mobile number of Training Incharge / Coordinator of your Department: