

**GOVERNMENT OF TELANGANA  
DEPARTMENT OF TECHNICAL EDUCATION**

Cir. Memo. No. T1/11195/ 2015

Dt:14-07-2017

Sub:- TECHNICAL EDUCATION – The Training Programme on “Basic Computer Training on MS-office” conducting by Dr. MCRHRDI, Hyderabad Nomination called for – Reg.

Ref:-1.Lr. No. T2/CIT/BS/521/2017, Dt: 11-07-2017  
Received from Dr. MCRHRDI, Hyderabad.

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With reference to subject and reference cited, the Secretary, SBTET, Telanagan, RJD (TE), Hyderabad & the all the Principals of Govt. Polytechnics of Telanagan state are hereby informed that the Dr. MCRHRDI, Hyderabad is conducting the Training Programme as shown below.

| S. No. | Name of Course                       | Duration                              | Last date for submission of nominations | Name of the Course coordinator | Level and type of Participants   |
|--------|--------------------------------------|---------------------------------------|---|--------------------------------|----------------------------------|
| 1      | Basic Computer Training on MS-office | 24.07.2017 to 05.08.2017<br>(13 Days) | 19.07.2017                              | Smt. A. Balashree              | Junior Assistant and above cadre |

In this connection all the above are requested to circulate the same among the Junior Assistants and above cadre and submit the nominations for the above training programme, of those who are interested and have not undergone this programme earlier in the proforma enclosed to this office to take further action in the matter. They may send the nomination to [adtrg.ts@gmail.com](mailto:adtrg.ts@gmail.com).

Encl: As above

Sd/- A. VANI PRASAD  
COMMISSIONER

To  
The Principals of All Govt. Polytechnics under control  
of Department of Technical Education T.S.,,  
Copy to Secretary, SBTET, TS, Hyderabad.  
Copy to RJD (TE), Hyderabad.  
Copy to Stock File / Spare.

//F.B.O//

*A. Vani Prasad*  
SUPERINTENDENT  
14/07/17



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