

GOVERNMENT OF TELANGANA  
DEPARTMENT OF TECHNICAL EDUCATION

OFFICE OF THE  
COMMISSIONER OF TECHNICAL EDUCATION  
TELANGANA :: HYDERABAD

Sub: Technical Education – T & P Section – Virtual Training Program being conducted by Dr. MCRHRDI, Hyderabad - Nomination called for – Reg.

Ref: Lr. No. T2/CPA/Dr. RM/192/2020, Dt: 13.11.2020 from The Director General & E.O. Spl. C.S. to Govt. of Telangana, Dr. MCRHRDI, Hyderabad received through mail, Dt: 13.11.2020.

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Vide reference cited above, the Director General, Dr. MCRHRDI, Hyderabad requested this office to send the nominations of the participants for Virtual Training Program on "Office Procedures and Service Matters".

Sl. No.	Name of Course	Duration	Last date for submission of nominations	Name of the Course coordinator	Level and type of Participants
1.	Virtual Training Program on "Office Procedures and Service Matters"	14.12.2020 to 19.12.2020	05.12.2020	Dr. K. Suresh Kumar	Non-Gazetted (Jr. Assistant, Sr. Assistant, Superintendent)

In this connection, The Commissioner of Technical Education, Telangana, The Secretary, SBTET, Telangana and all the Principals of Govt. Polytechnics of Telangana State are hereby informed to circulate the same among the Non-Gazetted (Jr. Assistant, Sr. Assistant, Superintendent) and forward nominations for the above Training Programme in the proforma enclosed to this office, on or before 05.12.2020 respectively to take further action in the matter. They may send the nomination to mail ID: [adtrg.ts@gmail.com](mailto:adtrg.ts@gmail.com) to submit the same to Dr. MCRHRDI, Hyderabad and the nominated candidates shall attend the Training Program online by using desktop Computer / Laptop / Smart phone through the link provided to them time to time.

The receipt of this memo shall be acknowledged.  
(This has the approval of the CTE, Telangana)

Signature valid

Digitally signed by A SWAMY  
Date: 2020.11.16 15:44:16 IST  
Reason: Approved  
For COMMISSIONER

To  
The Principals of all Govt. Polytechnics under control of the Department of Technical Education, Telangana.  
Copy to the Secretary, SBTET, T.S., Hyderabad.  
Copy to the Director, Dr. MCRHRDI Institute, Road No. 25, Jubilee hills, Hyderabad.



**Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA  
GOVERNMENT OF TELANGANA**

Road No.25, Jubilee Hills, Hyderabad - 500 033, Fax: 040 - 23557584

From  
The Director General &  
E.O. Spl. C.S to Govt. of  
Telangana, Hyderabad

To

**Letter No.T2/CPA/Dr. RM/192/2020, Dated:13.11.2020**

Sir/Madam,

Sub: Dr. MCR HRD Institute of Telangana– Trainings-Centre for Public Administration (CPA)- Virtual Training Programme on Office Procedures and Service Matters from 14.12.2020 to 19.12.2020– Nominations invited – Reg.

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Dr. MCR Human Resource Development Institute is organizing a six day **Virtual Training Programme on “Office Procedures and Service Matters” from 14.12.2020 to 19.12.2020** only during the afternoon from 02:30pm to 05:000pm from the Institute located at Road No.25 Jubilee Hills, Hyderabad 500 033.

2. This programme is proposed to be conducted only during the afternoon sessions (only for 02.30 hours) for the Capacity building & improved performance of the target group. The participants can attend to their duties in the Forenoon and log in for training from their respective offices in the afternoon from 02:30pm to 05:000pm.

3. A brief information about the aim of the programme and level of participants to be nominated along with the Name and contact details of the Head-CPA & Course Director and Course Coordinator are given at Annexure-I.

4. It is requested to encourage the employees to attend the training by nominating them. Nominations may please be sent in the prescribed form enclosed (Annexure II) on or before **05.12.2020**. Early communication of nominations will facilitate this Institute to make the necessary pre-training arrangements

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 candidates shall attend the training programme online by using desktop Computer/Laptop/Smart phone through the link provided to them time to time.**

Yours faithfully

**Dr. Ravulapati Madhavi,**

Assoc. Prof. of Law, Head-CPA & CC  
For Director General

**Encl : Annexure. I & II**

**Programme Details**  
(to be filled by the Course Coordinator)

S.No.	Item of Programme	Details
1	Title of the Programme	<b>Virtual Training Programme on Office Procedures and Service Matters</b>
2	Duration	6 days (Afternoon from 2:30pm to 05:00pm only)
3	Dates	from <b>14.12.2020 to 19.12.2020</b>
4	Aim & Objectives	<ol style="list-style-type: none"> <li>1. To explain the important features of District Office Manual</li> <li>2. To elucidate the preparation of note files and draft letters in given cases</li> <li>3. To explain how to process a file</li> <li>4. To explain the importance of Service Matters</li> </ol>
5	Level of Participants	Non-Gazetted (Jr. Assistant, Sr. Assistant, Superintendent)
6	Last date for receipt of nominations	<b>05.12.2020</b>
7	Name & Designation of the Head-CPA & Course Director	<b>Dr. Ravulapati Madhavi,</b> Assoc. Prof. of Law & Head-CPA
8	Contact details of the Head-CPA & Course Director (Land line with extension no., mobile number and e-mail ID)	Dr. MCR HRD IT Road No.25, Jubilee Hills Hyderabad - 500 033 Phone No: 23557583, 23548487, Ex: 482 Mobile : +91 90325 62234 / 86862 10692 Email: <a href="mailto:dr.mcrhrditcpa@gmail.com">dr.mcrhrditcpa@gmail.com</a> / <a href="mailto:madhavir@mcrhrdi.gov.in">madhavir@mcrhrdi.gov.in</a>
9	Name & Designation of the Course Coordinator	<b>Dr. K. Suresh Kumar</b> Jr. Faculty, CPA
10	Contact details of the Course Coordinator (Land line with extension no., mobile number and e-mail ID)	Dr. MCR HRD IT Road No.25, Jubilee Hills Hyderabad - 500 033 Phone No: 23557583, 23548487, Ex: 484 Mobile : +91 90325 62234 Email: <a href="mailto:dr.mcrhrditcpa@gmail.com">dr.mcrhrditcpa@gmail.com</a> / <a href="mailto:sureshkumark@mcrhrdi.gov.in">sureshkumark@mcrhrdi.gov.in</a>

**Nomination Form**

<b>S.No.</b>	<b>Item</b>	<b>Details</b>
1	Name of the nominated	
2	Date of Birth	
3	Designation in present post	
4	Cadre	
5	Academic qualifications	
6	Professional qualifications	
7	Whether hostel accommodation required? (Y/N)	
<b>To be filled by the sponsoring authority</b>		
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.	
<b>Address for communication to the Nominating authority</b>		
	Name	
	Full postal Address	
	Landline No.	
	Fax No.	
	Mobile No.	
	E-mail ID	
Signature of Nominating Authority with Seal		
	Reference No. of the Nominating authority	