

GOVERNMENT OF TELANGANA  
DEPARTMENT OF TECHNICAL EDUCATION

OFFICE OF THE  
COMMISSIONER OF TECHNICAL EDUCATION  
TELANGANA :: HYDERABAD

Sub Technical Education – T & P Section – 03 days **Virtual Mode (online)**  
: **“Refresher Course on Service Matters”** from 22.06.2021 to  
24.06.2021 conducted by Dr. MCR HRDI, Hyderabad – Nominations  
called for – Reg.

Ref: Letter No. **T2/CPA/220/2021, Dt. 27.05.2021**, mail received from  
the Director General (FAC) & Principal Secretary to Government of  
Telangana, Dr. MCRHRDI, Hyderabad on Dt.01.06.2021.

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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  
03 days **Virtual Mode (online) “Refresher Course on Service Matters”** from  
22.06.2021 to 24.06.2021.

Sl. No.	Name of Course	Duration	Last date for submission of nominations	Level and type of Participants
1	03 days <b>Virtual Mode (online) “Refresher Course on Service Matters”</b>	22.06.2021 to 24.06.2021	07.06.2021	Supdts., Sr. Assistant and Jr Assistants from HoDs and District offices who are dealing with service matters.

In this connection, the Commissioner of Technical Education, Telangana, The Secretary, SBTET, Telangana and all the Principals of Government Polytechnics are hereby directed to circulate the same among the Supdts., Sr. Assistant and Jr Assistants from HoDs and District offices who are dealing with service matters and forward nominations to mail ID: [adtrg.ts@gmail.com](mailto:adtrg.ts@gmail.com) in the proforma enclosed to this office memo on or before 07.06.2021 to take further action in the matter. The nominated candidates must mention whatsapp mobile number and attend the Virtual online Training Program by using Desktop Computer / 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 Not Verified

Digitally signed by A SWAMY  
Date: 2021.06.05 12:36:54  
IST  
For COMMISSIONER

To  
The Principals of all Government Polytechnics in Telangana State,  
Copy to the Secretary, SBTET, T.S., Hyderabad.

Dr. MCR HRD Institute of Telangana  
Road No.25, Jubilee Hills, Hyderabad - 500033

**Annexure - I**

**Programme Details**

<b>S.No.</b>	<b>Item of Programme</b>	<b>Details</b>
1	Title of the Programme	<b>Refresher Course on Service Matters</b>
2	Duration	3 days in Virtual Mode (online)
3	Dates	<b>22.06.2021 to 24.06.2021</b>
4	Aim & Objectives	At the end of the course, the participants will be able:  » To provide knowledge and skills in dealing with service matters (Fundamental Rules, State & Subordinate Service Rules, TS CS (Conduct Rules), CCA Rules, Revised Pension Rules, Leave Rules, and Ministerial & Last Grade Service Rules.
5	Level and type of Participants	Supdts., Sr. Assistant and Jr Assistants from HoDs and District offices who are dealing with service matters.
6	Last date for receipt of nominations	16.06.2021

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

**Annexure-II  
Nomination Form**

S.No.	Item	Details
1	Name of the officer nominated	
2	Date of Birth	
3	Designation in present post	
4	Cadre	
5	Academic qualifications	
6	Professional qualifications	
7	<b>Contact details (Whatsapp No.)</b>	<b>Mobile No:</b> <b>e-mail ID:</b>
<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>		
Sl. No.	Details	
1	Full postal Address	
2	Landline No.	
3	Fax No.	
4	Mobile No.	
5	E-mail ID	
Signature of Nominating Authority with Seal		
	Reference No. of the Nominating authority	