

GOVERNMENT OF TELANGANA
DEPARTMENT OF TECHNICAL EDUCATION

OFFICE OF THE
COMMISSIONER OF TECHNICAL EDUCATION
TELANGANA :: HYDERABAD

Sub: Technical Education – T & P Section – 05 days **“Virtual Mode (online) Refresher Course on Service Matters”** scheduled from **05.07.2021 to 09.07.2021** conducted by Dr. MCR HRDI, Hyderabad – Nominations called for – Reg.

Ref: Letter No.T2/CPA/147/2021, Dated: 19.05.2021, mail received from the Director General (FAC) & Principal Secretary to Govt., Government of Telangana, Dr. MCRHRDI, Hyderabad on 25.05.2021.

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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 05 days **“Virtual Mode (online) Refresher Course on Service Matters”** scheduled from **05.07.2021 to 09.07.2021**.

Sl. No.	Name of Course	Duration	Last date for submission of nominations	Level and type of Participants
1.	“Virtual Mode (online) Refresher Course on Service Matters”	05.07.2021 to 09.07.2021	20.06.2021	First Level Gazetted officers & Non Gazetted officers dealing with service matters.

In this connection, all the Principals of Government Polytechnics are hereby directed to circulate the same among the First Level Gazetted officers & Non Gazetted officers dealing with service matters and forward nominations to mail ID: adtrg.ts@gmail.com in the proforma enclosed to this office memo on or before 20.06.2021 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 valid

Digitally signed by A SWAMY
Date: 2021.06.07 13:16:08
IST
Reason: Approved

For COMMISSIONER

To
The Principals of all Government Polytechnics in Telangana State,
Copy to the Secretary, SBTET, T.S., 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 (FAC) &
Prl. Secretary to Govt.
Government of Telangana

To
All the District Collectors & Magistrates,
Telangana Secretariats, Head of the Departments
Telangana State

Letter No. T2/CPA/147/2021, Date:19.05.2021

Sir/Madam,

Sub: Trainings– Centre for Public Administration (CPA) –**Virtual (online) Refresher Course on Service Matters`** from **05.07.2021 to 09.07.2021** - Nominations invited – Regarding
* * *

The Dr. MCR HRD IT, Centre for Public Administration (CPA) is organizing a 5 day **Virtual Mode (online) Refresher Course on Service Matters`** from **05.07.2021 to 09.07.2021**.

2. A brief information about the aim of the program and level of participants to be nominated for the program are given at Annexure - I.

3. We invite nominations of at least five employees from your Organisation. Nominations may be sent either by e-mail or by post to the address given below, before 30.06.2021 in the Form (Annexure II) enclosed.

4. Dr. K. Suresh Kumar, Jr. Faculty & Course Coordinator, CPA, Dr. MCR HRD Institute of Telangana, Road No.25, Jubilee Hills, Hyderabad-500033, Contact No.+91 99481 19421, e-mail: dr.mcrhrditcpa@gmail.com / sureshkumark@mcrhrdi.gov.in.

5. **Advance communication of nominations will facilitate this Institute to make the necessary pre-training arrangements.**

6. This is being an **online (Virtual Mode)** Training, all the employees shall invariably have smart phone. Whatsapp numbers of each individual employee shall be provided in the nomination form. **After receiving confirmations from this office**, the registered participants shall be relieved so as to attend the program from their homes.

Encl : Annexure I & II

Yours faithfully,

(Dr Ravulapati Madhavi)

Assoc. Prof. of Law & Head, CPA
for Director General

Annexure - I

Programme Details

S.No.	Item of Programme	Details
1	Title of the Programme	Refresher Course on Service Matters
2	Duration	5 days in Virtual Mode (online)
3	Dates	05.07.2021 to 09.07.2021
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	First Level Gazetted officers & Non Gazetted officers dealing with service matters.
6	Last date for receipt of nominations	30.06.2021

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	Contact details (Whatsapp No.)	Mobile No: e-mail ID:
To be filled by the sponsoring authority		
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.	
Address for communication to the Nominating authority		
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	