

**GOVERNMENT OF TELANGANA**

**OFFICE OF THE  
COMMISSIONER OF TECHNICAL EDUCATION  
TELANGANA :: HYDERABAD**

Cir. Memo. No. T1/11195/2015

Dt:-05-03-2018

Sub:- TECHNICAL EDUCATION –Training Programme on  
“**Communication and Presentation Skills**” from  
**14.03.2018 to 16.03.2018 (03 Days)**- Nominations called  
for by Dr. MCRHRDI, Hyderabad – Reg.

Ref:- Lr. No. T2/MDC/Dr.AA/769/2017, Dt: 27.02.2018 of the  
Director General & E.O. Spl. CS to Govt., Dr. MCRHRDI,  
Hyderabad received through mail.

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With reference to the subject cited, the Secretary SBTET, RJD (TE) Hyderabad and all the Principals of Govt. Polytechnics of Telangana state are hereby informed that Dr. MCRHRDI, Hyderabad is conducting Training Programme on “**Communication and Presentation Skills**” from **14.03.2018 to 16.03.2018 (03 Days)**. They are requested to circulate the same among Gazetted Officers and above and forward nominations of interested officers 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) on or before 08<sup>th</sup> March 2018 in order to submit to Dr. MCRHRDI, Hyderabad before 09<sup>th</sup> March 2018.

Encl: Annexure I & II

Sd/- NAVIN MITTAL  
COMMISSIONER

To

The Principals of All Govt. Polytechnics under control  
of Department of Technical Education, T.S.

Copy to Secretary, SBTET, T.S., Hyderabad.

Copy to RJD (TE), O/o CTE, 2<sup>nd</sup> Floor, Vidya Bhavan,  
Nampally, Hyderabad, T.S.

Copy to Stock File / Spare.

//F.B.O.//

  
SUPERINTENDENT



mail: 22/03/18 at  
12:33 pm.

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

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

From  
Sri B.P. Acharya, IAS,  
Director General &  
E.O. Spl CS to Govt.

To  
The HODs,  
All District Collectors,  
Training Institutes & Colleges  
Government of Telangana

Lr.No.T2/MDC/Dr.AA/769/2017, dated: 27.02.2018

Sir/ Madam,

Sub: Dr. MCR HRD Institute of Telangana – 3-day Training Programme on  
“Communication and Presentation Skills” from 14.03.2018 to  
16.03.2018 - Nominations Invited – Regarding

Dr. MCR HRD Institute of Telangana is organizing 3-day Training Programme on “Communication and Presentation Skills” from 14.03.2018 to 16.03.2018 at the Institute located on Road No.25, Jubilee Hills, Hyderabad.

2. A brief information about the programme, including aim, methodology along with level of participants, etc., is enclosed (Annexure – I).
3. We invite five (5) nominations of Gazetted Officers and above of your Department / Institutions for the above training program in the format enclosed (Annexure II) on or before 9<sup>th</sup> March, 2018. Nominations may be sent/e-mailed in the format enclosed to **Dr. Md. Abbas Ali, Course Coordinator** (Email: abbas@mcrhrdi.gov.in).
4. Accommodation & boarding will be provided on request to the participants, who come from Districts. Accommodation requirement shall be indicated in the nomination form.
5. **Please do not relieve the nominated officers till confirmation is received from this institute.**
6. **The Email id and Mobile numbers of the nominated officers have to be compulsorily mentioned in the nomination form and letter.**

Yours faithfully,

  
27/2/18  
Centre Head & Senior Professor  
For Director General

Encl: Annexure - I & II

**Annexure-I**

<b>Programme Title</b>	:	Training Programme on <b>“ Communication and Presentation Skills”</b>
<b>Venue</b>	:	Dr. MCR HRD Institute of Telangana, Road No.25, Jubilee Hills, Hyderabad – 500 033, Fax : 2355 7584
<b>Duration</b>	:	3 days
<b>Dates</b>	:	<b>14.03.2018 to 16.03.2018</b>
<b>Aim</b>	:	To develop awareness of the role and importance of communication skills and presentation skills in achieving excellence at work place
<b>Level and type of Participants</b>	:	Gazetted Officers and above
<b>Last date of receipt of Nominations</b>	:	<b>9<sup>th</sup> March, 2018</b>
<b>Name of the Course Coordinator</b>	:	Dr. Md. Abbas Ali
<b>Contact Address</b>	:	Management Development Centre (MDC) Dr. MCR HRD Institute of Telangana, Road No.25 Jubilee Hills, Hyderabad.500 033  M: 9030005661 Email: abbas@mcrhrdi.gov.in

## NOMINATION FORM

1	Programme Title	:	Training Programme on “ Communication and Presentation Skills ”
2	Name of the Institute	:	Dr. MCR HRD IT
3	Venue	:	Dr. MCR HRD IT, Road No.25 Jubilee Hills, Hyderabad-500 033
4	Programme Dates	:	14.03.2018 to 16.03.2018
5	Name of the Candidate (in Capital Letters)	:	
6	Mobile No.	:	
7	SC/ST/OBC/Others	:	
8	Date of Birth	:	
9	Designation	:	
10	Pay Scale	:	
11	Basic Pay	:	
12	Academic Qualifications	:	
13	Professional Qualification	:	
14	Address for Communication:	:	
15	Brief description of duties of the officer	:	
			SIGNATURE OF THE CANDIDATE

**TO BE FILLED IN BY THE SPONSORING 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 vis-a-vis the contents of the course  
 (c) The Officer, if selected, will be relieved on full time basis for attending the programme

**ADDRESS FOR COMMUNICATION TO THE SPONSORING ORGANIZATION**

**PIN:**            **PHONE(O)**            **FAX:**            **EMAIL:**

(Signature of the Sponsoring authority with Seal)

Ref. No. of Sponsoring Authority

Place &amp; Date