

**GOVERNMENT OF TELANGANA  
DEPARTMENT OF TECHNICAL EDUCATION**

Cir. Memo. No. T1/11195/ 2015

Dt:-29-04-2017

Sub:- TECHNICAL EDUCATION – The Training Programme on  
“**Refresher Training to Senior Assistants**” Scheduled  
from **29.05.2017 to 03.06.2017** Nominations called for  
Dr. MCRHRDI, Hyderabad – Reg.

Ref:- Lr. No. T2/339/OMSP/Dr.GL/2017, Dt: 15-04-2017,  
received From Dr. MCRHRDI, Hyderabad.

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In this connection, it is submitted that the Secretary SBTET, RJD Hyderabad and all the Principals of Govt. Polytechnics of Telangana state are hereby informed that Dr. MCRHRDI, Hyderabad is conducting Training Programme on “**Refresher Training to Senior Assistants**” Scheduled from **29.05.2017 to 03.06.2017**. They have requested to circulate the same among Senior Assistants and send nominations for the training programme, of those who are interested and have not undergone this programme earlier in the proforma enclosed 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 20.05.2017 in order to submit for Dr. MCRHRDI, Hyderabad.

Encl: Annexure I & II

Sd/- A. VANI PRASAD  
COMMISSIONER

To

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

Copy to Secretary, SBTET, TS, Hyderabad.

Copy to RJD of Technical Education, Hyderabad.

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//F.B.O.//

*A. Vani Prasad*  
SUPERINTENDENT  
01/05/17  
NS  
01/05/17

**Annexure-I**

Programme Title	:	<b>Refresher Training to Senior Assistants</b>
Venue	:	Dr. MCR Human Resource Development Institute of Telangana , Road No.25, Jubilee Hills, Hyderabad – 500 033, Fax : 2355 7584
Duration	:	6 days
Dates	:	<b>From 29.05.2017 to 03.06.2017</b>
Aims	:	To refresh the knowledge and improve the skills in the office procedures, disciplinary matters, fundamental rules, state and subordinate rules, pension matters and accounts procedures.
Level and type of Participants	:	Senior Assistants (completed 5 years of experience)
Last date of receipt of Nominations	:	<b>20.05.2017</b>
Name of the Course Coordinator	:	Dr. G. Lakshmi, Faculty
Contact Address	:	Dr. MCR HRD I T, Road No.25, Jubilee Hills, Hyderabad-500 033, Ph.No.040-23548487, Extn:162 FAX No.040-23557584 Mobile No. +91 88855 26715 Mail ID: <a href="mailto:lakshmig@mchrddi.gov.in">lakshmig@mchrddi.gov.in</a>

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**ANNEXURE – II  
NOMINATION FORM**

1. Programme Title	:	<b>Refresher Training to Senior Assistants</b>
2. Name of the Institute	:	Dr. MCR HRD I T
3. Venue	:	Dr. MCR HRD I T, Road No.25 Jubilee Hills, Hyderabad-500 033
4. Programme Dates	:	<b>From 29.05.2017 to 03.06.2017</b>
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	:	
		<b>SIGNATURE OF THE CANDIDATE</b>

**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 viz-a-viz 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 & Date