

**Reminder:**

**GOVERNMENT OF TELANGANA  
DEPARTMENT OF TECHNICAL EDUCATION**

Cir. Memo. No. T1/11195/ 2015

Dt:13-05-2017

Sub:- TECHNICAL EDUCATION – The Training Programme on  
**“Sensitization on e- Governance Project Life Cycle (eGLC)  
from 05.06.2017 to 07.06.2017 , “Communication and  
Presentation Skills” from 06.06.2017 to 08.06.2017  
and “Change management” from 21.06.2017 to  
23.06.2017** Nominations called for Dr. MCRHRDI, Hyderabad  
– Reg.

- Ref:- 1. Lr. No. T2/394/CIT/SA/(GOI)/2017, Dt: 22-04-2017 received  
from Dr. MCRHRDI, Hyderabad  
2. Lr. No. T2/348/CMBS/Dr.NS(State)/2017, Dt: 19-04-2017  
received from Dr. MCRHRDI, Hyderabad.  
3. Lr. No. T2/364/CMBS/Dr.NS(State)/2017, Dt: 20-04-2017  
received from Dr. MCRHRDI, Hyderabad.

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In this connection, Secretary SBTET, RJD, and the all the Principals of  
Govt. Polytechnics of Telangana state are hereby informed that  
Dr. MCRHRDI, Hyderabad is conducting Training Programmers is below.

S. No.	Name of Course	Duration	Last date for submission of nominations	Name of the Course coordinator	Level and type of Participants
1	Sensitization on e-Governance Project Life Cycle (eGLC)	05.06.2017 to 07.06.2017 (03 Days)	20-05-2017	Smt. Sridevi Ayaluri	Gazetted officers and above
✓ 2	Communication and Presentation Skills	06.06.2017 to 08.06.2017 (03 Days)	29-05-2017	Dr. N. Srilakshmi	Gazetted officers and above
3	Change Management	21.06.2017 to 23.06.2017 (03 Days)	12-06-2017	Dr. N. Srilakshmi	Gazetted officers and above

They have requested to circulate the same among the Gazetted officers and above send nominations for the training programme, of those who are interested and have not undergone this programme earlier in the proforma enclosed <sup>to this</sup> office to take further action in the matter. They may send the nomination to [adtrg.ts@gmail.com](mailto:adtrg.ts@gmail.com).

This shall be treated as **Most Urgent.**

Encl: As above

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.  
Copy to Stock File / Spare.

//F.B.O.//

*M. Vinod*  
SUPERINTENDENT  
25/05/17



**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.(FAC)

To  
The Special CS, Principal CS,  
Commissioners,  
HODs of All Departments of  
Telangana &  
District Collectors of Telangana

**Lr.No.T2/348/CMBS/Dr.NS(State)/2017, dated: 19.4.2017**

Sir/ Madam,

Sub: DR.MCR Human Resource Development Institute - Training Programme on "**Communication and Presentation Skills**" from **6.6.2017 to 8.6.2017** - Nominations invited - Regarding

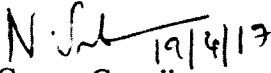
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The Dr. MCR Human Resource Development Institute is organizing 3-day training programme on "**Communication and Presentation Skills**" from **6.6.2017 to 8.6.2017** at the Institute located on Road No.25, Jubilee Hills, Hyderabad 500 033.

2. A brief information about the programme, including aim, methodology along with level of participants, etc., is enclosed as Annexure - I.
3. We invite five (5) nominations of **Gazetted Officers and above** of your Department for the above training course so as to reach this Institute on or before **29<sup>th</sup> May, 2017**. Nominations may be sent in the format enclosed. **Dr.N.Brilaksani, course coordinator of the course** will be able to provide additional information (M: 9391010682).
4. This is an "**optionally residential programme**". However, accommodation & boarding will be provided on request to the participants, who come from Districts. Accommodation requirement shall be indicated in the nomination form.

5. While nominating officers for this program we request you to keep in view the following.
  - Officers retiring in next 12 months are discouraged to attend.
  - Officers may carry their own track suit / swim suit to make the best use of the gym, games and swimming facilities available at the institute.
  - Officer with serious ailments may be discouraged to attend.
6. Early communication of nominations will facilitate this institute to make the necessary pre-training arrangements.
7. Please do not relieve the nominated officers, unless confirmation is received from this institute.
8. The Email id and Mobile numbers of the nominated officers have to be compulsorily included in the nomination form and letter.

Yours faithfully,

  
19/4/17  
Course Coordinator  
For Director General

Encl: Annexure - I & II

Annexure – I

- Programme Title** : Training Programme on  
**“Communication and Presentation Skills”**
- Venue** : Dr MCR HRD Institute, Road No.25  
Jubilee Hills, Hyderabad 500 033
- Duration** : 3-Days  
**6.6.2017 to 8.6.2017**
- Aim** : To develop awareness of the role and importance of  
communication skills and presentation skills in achieving  
excellence at work place
- Level and type of participant** : Gazetted Officers and above
- Methodology** : Lecture, Group activities / Discussions, Interactions,  
Psychological instruments, Exercises & Films
- Last date of receipt of  
Nominations** : 29<sup>th</sup> May, 2017
- The list of nominations  
to be sent to** : Dr. N.Srilakshmi, Professor & Centre Head, CMBS,  
Dr. MCR HRD Institute,  
Road No.25 Jubilee Hills, Hyderabad 500 033  
M: 9391010682  
Email: nadimpallisrilakshmi@mcrhrd.gov.in

**NOMINATION FORM**

1. Programme title : Training Programme on  
"Communication and Presentation Skills"  
2. Name of the Institute : **DR. MCR HRD INSTITUTE**  
3. Venue : Dr MCR HRD Institute, Road No.25  
Jubilee Hills, Hyderabad 500 033  
4. Programme Dates : **6.6.2017 to 8.6.2017**

5. Name of the Candidate :  
(in Capital letters)

6. SC/ST/OBC/OTHERS:

7. Date of Birth:

8. Designation:

9. Pay Scale:

10. Basic Pay:

11. Academic Qualification:

12. Professional Qualification:

13. Address for Communication:

14. Requirement for Accommodation:

**FAX No:**

**Phone No (O):**

**Mobile No:**

**Email:**

Brief description of duties of the officer:

SIGNATURE OF THE CANDIDATE

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**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

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**ADDRESS FOR COMMUNICATION TO SPONSORING ORGANISATION**

**PIN:**

**PHONE:**

**FAX:**

Signature of the sponsoring Authority with Seal)

Ref. No. of  
Sponsoring Authority  
Place:  
Date: