GOVERNMENT OF TELANGANA
DEPARTMENT OF TECHNICAL EDUCATION

Cir. Memo. No. T1/11195/ 2015

Dt:-31-08-2017

Sub:- TECHNICAL EDUCATION – The Training Programme on
“Personnel Management” Scheduled from 12.09.2017 to
14.09.2017 (03 Days) Nominations called for by the
Dr. MCRHRDI, Hyderabad – Reg.

Ref:- Lr. No. T2/MDC/BLN/674/2017, Dt: 17-08-2017 received
from Dr. MCRHRDI, Hyderabad.

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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 “Personnel
They have requested to circulate the same among Gazetted Officers and
above and send nominations for the training programme, of those who are
interested and have not undergone this programme earlier in the proforma
enclosed to this office to take further action in the matter. They may send
the nomination to adtrg.ts@gmail.com on or before 05-09-2017 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, Telangana State.
Copy to Secretary, SBTET, TS, Hyderabad.
Copy to RJD (TE), TS, Hyderabad.
Copy to Stock File / Spare.

//F.B.O//

SUPERINTENDENT
01/09/2017
NOMINATION FORM

1. Programme title: Training Programme on “Personnel Management”

2. Name of the Institute: DR. MCR HRD INSTITUTE OF TELANGANA
3. Venue: Dr MCR HRD Institute of Telangana, Road No.25 Jubilee Hills, Hyderabad 500 033


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

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 SPONSORING ORGANISATION

PIN: PHONE:
FAX: 

Ref. No. of Sponsoring Authority: 
Place: 
Date: 

Signature of the sponsoring Authority with Seal)
Programme Title : Training Programme on "Personnel Management"

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

Duration : 3 – Days

12.9.2017 to 14.9.2017

Aim : The aim of the course is to equip the Officers with knowledge of key concepts of personnel management, viz: Employee development, Motivation, Industrial Relations and relevant Labour Laws, etc.

Level and type of participant : Gazetted Officers and above

Methodology : Lecture, Group activities / Discussions, Interactions, Psychological instruments & Exercises

Last date of receipt of Nominations : 5th September, 2017

The list of nominations to be sent to : Dr. B. LAXMI NARAYANA
Faculty
Management Development Centre
Dr. MCR HRD Institute of Telangana,
Road No.25, Jubilee Hills, Hyderabad 500 033
M: 9248032109
Email: laxminarayananab@mcrhrdi.gov.in