

GOVERNMENT OF TELANGANA

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

Cir. Memo. No. T1/11195/ 2015

Dt: 05-12-2017

Sub:- TECHNICAL EDUCATION – The Various Training Programmes conducting by Dr. MCRHRDI, Hyderabad Nomination called for – Reg.

Ref:- Lr. No. T2/COM&SP/721/2017, Dt: 28-11-2017 received from The Director General & E.O. Spl. C.S. to Govt. (FAC), Dr. MCRHRDI, Hyderabad.

With reference to above letter cited, the Secretary, SBTET, RJD (TE), Hyderabad and all the Principals of Govt. Polytechnics of Telangana state are hereby informed that the Dr. MCRHRDI, Hyderabad is conducting various Training Programmes as shown below.

S. No.	Name of Course	Duration	Last date for submission of nominations	Name of the Course coordinator	Level and type of Participants
1	Training Programme on Conduct Rules & Disciplinary Procedures	18.12.2017 to 20.12.2017 (03 Days)	12.12.2017	Sri. K. Jagan Mohan Goud, Centre Head OM & SP	Gazette Officers
2		23.01.2018 to 25.01.2018 (03 Days)	13.01.2018		
3		20.02.2018 to 22.02.2018 (03 Days)	10.02.2018		
4		15.03.2018 to 17.03.2018 (03 Days)	05.03.2018		
5	Workshop on Office Procedures	20.12.2017 to 22.12.2017 (03 Days)	12.12.2017	Dr. G. Lakshmi, Faculty	Non Gazetted Officers
6	Training Programme on Drafting of Parawise Remarks in Court Cases	03.01.2018 to 05.01.2018 (03 Days)	23.12.2017	Dr. G. Lakshmi, Faculty	Superintendents /Senior Assistants/ 1 st level Gazetted
7		15.02.2018 to 17.02.2018 (03 Days)	05.02.2018	Sri. K. Jagan Mohan Goud, Centre Head OM & SP	
8		07.03.2018 to 09.03.2018 (03 Days)	26.02.2018		
9	Workshop on Noting & Drafting Skills	26.02.2018 to 28.02.2018 (03 Days)	16.02.2018	Sri. Saka Venkateswara Rao, Jr. Faculty	Superintendents / Senior Assistants / Junior Assistants


In this connection all the above are requested to circulate the same among the Gazette officers / Non Gazetted officers / Superintendent / Senior Assistants / Junior Assistants and submit the nominations for the above training programmes from interested staff in the proforma enclosed to this office to take further action in the matter. They may send the nomination to adtrg.ts@gmail.com.

Encl: Nomination forms

Sd/- U.V.S.N.MURTHY
For COMMISSIONER

To
The Principals of All Govt. Polytechnics under control of Department of Technical Education.
Copy to Secretary, SBTET, TS, Hyderabad.
Copy to RJD (TE), Hyderabad.
Copy to Stock File / Spare.

//F.B.O.//


SUPERINTENDENT
06/12/17

ANNEXURE-I

Programme Titles	:	<ol style="list-style-type: none"> 1. Training Programme on ‘Conduct Rules & Disciplinary Procedures’ 2. Workshop on ‘Office Procedures’ 3. Training Programme on ‘Drafting of Parawise Remarks in Court Cases’ 4. Workshop on ‘Noting & Drafting Skills’
Venue	:	Dr. MCR Human Resource Development Institute of Telangana, Road No.25, Jubilee Hills, Hyderabad – 500 033, Fax : 2355 7584
Duration	:	3 days
Dates	:	<ol style="list-style-type: none"> 1. <u>Training Programme on Conduct Rules & Disciplinary Procedures</u> From (18.12.2017 to 20.12.2017), From (23.01.2018 to 25.01.2018), From (20.02.2018 To 22.02.2018), From (15.03.2018 to 17.03.2018). 2. <u>Workshop on Office Procedures</u> From (20.12.2017 to 22.12.2017.) 3. <u>Training Programme on Drafting of Parawise Remarks in Court Cases</u> From (03.01.2018 to 05.01.2018), From (15.02.2018 to 17.02.2018), From (07.03.2018 to 09.03.2018) 4. <u>Workshop on Noting & Drafting Skills</u> From 26.02.2018 to 28.02.2018
Aim	:	<ol style="list-style-type: none"> 1. <u>Training Programme on Conduct Rules & Disciplinary Procedures:</u> To equip the participants with Knowledge and Skills required in conduct of enquiries and Implementation of Disciplinary Procedures 2. <u>Workshop on Office Procedures</u> To equip the participants with Office Procedures 3. <u>Training Programme on Drafting of Parawise Remarks in Court Cases</u> To equip the participants with knowledge and skills necessary for dealing with “Court procedures and Defending the interest of Govt. effectively 4. <u>Workshop on Noting & Drafting Skills</u> To equip the participants with the Noting, drafting and official communications used in government offices

Level and type of Participants	:	<p>1. <u>Training Programme on Conduct Rules & Disciplinary Procedures:</u> Gazette Officers working in Establishment Section / Vigilance Sections, Administrative Sections dealing with Disciplinary and Vigilance Matters.</p> <p>2. <u>Workshop on Office Procedures</u> All NGOs (Non Gazetted officers)</p> <p>3. <u>Training Programme on Drafting of Parawise Remarks in Court Cases:</u> SAs/ Superintendents/1'st level gazetted (5 - 6)</p> <p>4. <u>Workshop on Noting & Drafting Skills</u> Jr. Asst. /Sr. Asst. Supdts.</p>
Last date of receipt of Nominations	:	<p>1. 12.12.2017 2. 13.01.2018 3. 10.02.2018 4. 05.03.2018 5. 12.12.2017 6. 23.12.2017 7. 05.02.2018 8. 26.02.2018 9. 16.02.2018 Respectively</p>
Details of Course Coordinator's		
1. Sri K. Jagan Mohan Goud CH-OM&SP	:	Ph.No.040-23548487, Extn: 175 FAX No.040-23557584 Mobile No. +91 9248005304 Mail ID: jaganmohangoudk@mcrhrdi.gov.in
2. Dr. G. Lakshmi, Faculty	:	Ph.No.040-23548487, Extn: 162 FAX No.040-23557584 Mobile No. +91 88855 26715 Mail ID: lakshmig@mcrhrdi.gov.in
3. Sri Saka Venkateswara Rao, Jr. Faculty	:	Ph.No.040-23548487, Extn: 377 FAX No.040-23557584 Mobile No. +91 92480 32073 Mail ID: venkateswararao@mcrhrdi.gov.in

**ANNEXURE – II
NOMINATION FORM**

1. Programme Title	:	1. Training Programme on Conduct Rules & Disciplinary Procedures 2. Workshop on Office Procedures 3. Training Programme on Drafting of Parawise Remarks in Court Cases 4. Workshop on Noting & Drafting Skills
2. Name of the Institute	:	Dr. MCR HRD Institute
3. Venue	:	Dr. MCR HRD I, Road No.25 Jubilee Hills, Hyderabad-500 033
4. Programme Dates	:	1. <u>Training Programme on Conduct Rules & Disciplinary Procedures</u> From (18.12.2017 to 20.12.2017), From (23.01.2018 to 25.01.2018), From (20.02.2018 To 22.02.2018), From (15.03.2018 to 17.03.2018). 2. <u>Workshop on Office Procedures</u> From (20.12.2017 to 22.12.2017.) 3. <u>Training Programme on Drafting of Parawise Remarks in Court Cases</u> From (03.01.2018 to 05.01.2018), From (15.02.2018 to 17.02.2018), From (07.03.2018 to 09.03.2018) 4. <u>Workshop on Noting & Drafting Skills</u> From 26.02.2018 to 28.02.2018
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 viz-a-viz the contents of the course		
© 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		