

**GOVERNMENT OF TELANGANA
DEPARTMENT OF TECHNICAL EDUCATION, TELANGANA**

Circular memo

Sub: Implementation of e-office / e-file in all GPTs –Training on e-office to GPT staff-Reg.

Ref: Proc.No. CTE-ICT/eoff/1/2018-ICT Sec, DT: 26-10-2018

Vide Proceedings cited in the reference it is decided to implement e-office in all Government Polytechnics in the State for quick and transparent disposal of files at all levels.

In this connection it decided to conduct a full day training for the users of e-office in GPTs viz., Principal, A.O.s, Superintendents, Sr. Assistants, Junior Assistants, and Record Assistants etc. who are involved in File processing of the college as per the schedule annexed to this memo at S.V. Bhavan, Masabtank, Hyderabad.

Hence all Principals/ OSDs are instructed to attend the training on eOffice along with their staff who are involved in file processing with out fail as per the schedule

Signature valid

Digitally signed by NAVIN
MITTAL IS
Date: 2018.11.23 09:02:11 IST
Reason: Approved

COMMISSIONER

Encl: Annexure

To:
The Principals of all GPTs in the state
Copy to RJD (TE), Hyderabad
Secretary, SBTET

ANNEXURE (eOffice Training Schedule)
Reporting time 10.30 AM

Sl. No.	GPT Code	Institute name	Date of Training
1	1	GPT, Masab Tank, Hyderabad (001)	26-11-2018
2	2	JNGPT, Hyderabad (002)	27-11-2018
3	4	GPT, Warangal (004)	28-11-2018
4	5	GPT, Nizamabad (005)	26-11-2018
5	6	GPT, Mahabubnagar (006)	27-11-2018
6	7	KDRGPT, Wanaparthy (007)	28-11-2018
7	23	SSGPT, Zaheerabad (023)	26-11-2018
8	24	SRRSGPT, Sircilla (024)	27-11-2018
9	25	SDDGWTTI, Hyderabad (025)	27-11-2018
10	26	SGGPT, Adilabad (026)	28-11-2018
11	27	GPT, Nalgonda (027)	28-11-2018
12	44	GPTW, Warangal (044)	27-11-2018
13	46	GPT, Kothagudem (046)	26-11-2018
14	47	SGMGPT, Abdullapurmet (047)	27-11-2018
15	52	GIPT, Secunderabad (052)	26-11-2018
16	53	GILT, Hyderabad (053)	26-11-2018
17	54	GIOE, Secunderabad (054)	26-11-2018
18	61	QQGPT, Hyderabad (061)	28-11-2018
19	62	GPTW, Nizamabad (062)	27-11-2018
20	69	GPTW, Medak (069)	27-11-2018
21	75	GMRP, Gajwel (075)	27-11-2018
22	76	GPTW, Suryapet (076)	28-11-2018
23	81	GDSTC, Secunderabad (081)	27-11-2018
24	86	GPT, Bellampally (086)	26-11-2018
25	87	GMRP(W), Karimnagar (087)	28-11-2018
26	97	GPTW(M), Badangpet (097)	26-11-2018
27	167	GPT, Kataram (167)	28-11-2018
28	168	GPT, Station Ghanpur (168)	28-11-2018
29	169	GPT, Vikarabad (169)	27-11-2018
30	174	GPT, Nirmal (174)	28-11-2018
31	177	GPT, Thirumalagiri (177)	28-11-2018
32	181	GPT, Madhira (181)	26-11-2018
33	182	GPT, Yadagirigutta (182)	27-11-2018
34	186	GPT, Narsapur (186)	26-11-2018
35	187	GPT, Korutla (187)	26-11-2018
36	189	GPT, Siddipet (189)	26-11-2018
37	190	GPT, Kotagiri (190)	27-11-2018
38	191	GPT, Nandipet (191)	26-11-2018
39	204	GPT, Parakal (204)	27-11-2018
40	210	GPT, Sanga Reddy (210)	26-11-2018
41	211	GPT, Narayankhed (211)	26-11-2018
42	214	GPT, Gadwal (214)	28-11-2018

File No.CTE-ICT/eoff/1/2018-ICT Sec

43	304	GPT, Jogipet (304)	27-11-2018
44	516	GPT, Medchal (516)	28-11-2018
45	519	GPT, Chegunta (519)	28-11-2018
46	520	GPTW, Siddipet (520)	28-11-2018
47	521	GPTW, Jogipet (521)	27-11-2018
48	522	GPT, Vaddepally (522)	27-11-2018
49	523	GPT, Pebberu (523)	26-11-2018
50	524	GPT, Kosgi (524)	26-11-2018
51	525	GPT, Navipet (525)	28-11-2018
52	526	GMRP, Utnoor (526)	28-11-2018
53	629	GPT, Nangarjunasagar (629)	26-11-2018
54	630	GPT Cherial (630)	26-11-2018
55	636	GPT, Husnabad (636)	28-11-2018

Signature valid

Digitally signed by NAVIN
MITTAL
Date: 2018.11.23 09:03:19 IST
Reason: Approved

Commissioner