

**GOVERNMENT OF TELANGANA
DEPARTMENT OF TECHNICAL EDUCATION**

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

Sub: Technical Education – T & P Section – Physical Training Programme on “Specialized Training Program on Advance MS Office” scheduled from 20.09.2021 to 24.09.2021. - Nominations called for- Reg.

Ref: Lr. No. T2/CIT/331/2021, Dated: 30.08.2021 received from the Director General (FAC), Dr. MCRHRDI, Hyderabad.

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Vide reference cited above, the Director General (FAC), Dr. MCRHRDI, Hyderabad requested this office to send the nominations of the participants for five days Physical Training Program on “**Specialized Training Program on Advance MS Office**” from 20.09.2021 to 24.09.2021 being conducted by Dr. MCRHRDI, Hyderabad.

S. No	Title of the Program	Duration & Dates of the Program	Last date for submitting nomination to O/o CTE	Name of the Course coordinator	Level of Participants
1	“Specialized Training Program on Advance MS Office”	20.09.2021 to 24.09.2021 (five days)	10.09.2021	Ch . Sirisha , Faculty-IT, Mobile: + 917989480779 Email: cit@ mchrddi. gov. in	Gazetted/ Non Gazetted Officers

In this connection, all the Principals of Govt. Polytechnics of Telangana State are hereby directed to nominate the interested regular faculty for the above “**Optional Residential**” Physical Training Programme in the proforma enclosed to this office, to take further action in this matter. They may send the nomination to mail ID: adtrg.ts@gmail.com on or before 10.09.2021.

The receipt of this memo shall be acknowledged.

(This has the approval of the CTE, Telangana)

Encl: Annexure I & II

Signed by A Swamy

Date: 03-09-2021 18:31:01

For Reason Approved

To,
The Principals of all Govt. Polytechnics under control
of Department of Technical Education, Telangana State.
The Secretary, SBTET, T.S., Hyderabad.
The O/o Commissionerate of Technical Education, T.S, Hyderabad



**Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA
GOVERNMENT OF TELANGANA**

Road No.25, Jubilee Hills, Hyderabad - 500 033, Fax: 040 - 23557584

From
Director General (FAC) &
Spl.CS to Govt.,
Dr.MCR HRDIT,
Hyderabad

To,
All the District Magistrates &
District Collectors of Telangana &
Head of Departments of Telangana

Letter No.T2/CIT/331/2021, Dated: 30-8-2021

Sir/Madam,

Sub: Dr. MCR HRD Institute of Telangana–Centre for Information Technology (CIT) - Training Program of 2021-22 - "**Specialized Training Program on Advance MS Office**" from 20-09-2021 to 24-09-2021 under State Category – Nominations invited – Reg.

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I wish to inform that Dr.MCRHRDI, is conducting a three day **Physical Training Program** under state category on "**Specialized Training Program on Advance MS Office**" from 20-09-2021 to 24-09-2021

In this regard, nominations are requested from your department for the above said training program. Please send nominations to Ch.Sirisha, Dr. MCR HRD Institute, Road No.25, Jubilee Hills, Hyderabad-500033, Tel. 040-23548487 Ext.151 or Fax: 040-23543459 or email: cit@mcrhrdi.gov.in.

We invite nominations from your Department for the above program. Nominations may please be sent in the prescribed form enclosed (Annexure II) on or before **16-09-2021**. Early communication of nominations will facilitate this Institute to make the necessary pre-training arrangements.

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 who have basic knowledge of Ms-Office may only be nominated.

Necessary instructions may be given to the concerned officer dealing with training in your Department/ District to contact the Course Coordinator for any further information. **This program is "Optional residential".** Boarding and lodging will be provided in the Institute Hostels. **Please do not relieve the nominees, unless confirmation is received from the Institute.**

In case of any clarification, the Course Co-ordinator (Sri Ch.Sirisha, Mobile No: 7989480779) can be contacted.

Yours faithfully
Course Coordinator

(Ch.Sirisha)

Encl : Annexure. I & II

Programme Details
(to be filled by the Course Coordinator)

S.No.	Item of Program	Details
1	Title of the Program	"Specialized Training Program on Advance MS Office"
2	Duration	5 days
3	Dates	20-09-2021 to 24-09-2021
4	Aim	To Impart knowledge & skills in MS Office
5	Level of Participants	Gazetted / Non Gazetted Officers
6	Last date for receipt of nominations	16-09-2021
7	Name & Designation of the Course Coordinator	Ch.Sirisha, Faculty-IT
8	Contact details of the Course Coordinator (Land line with extension no., mobile number and e-mail ID)	Dr. MCR HRD IT Road No.25, Jubilee Hills Hyderabad - 500 033 Phone No: 23557583, 23548487,Extn: 220 Mobile : +91 7989480779 Email: cit@mcrhrdi.gov.in