

**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 **“IT for Effective Office Management”** scheduled from 26.10.2021 to 28.10.2021 at Dr. MCRHRDI, Hyderabad - Nominations called for-Reg.

Ref: Lr. No. T2/CIT/356/2021, Dated: 18.09.2021 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 three days physical training program on “IT for Effective Office Management” from 26.10.2021 to 28.10.2021 being conducted by Dr. MCRHRDI , Hyderabad.

S. No	Name of the Programme	Duration	Last date for submitting nomination to O/o CTE	Name of the Course coordinator	Level and type of Participants
1	IT for Effective Office Management	26.10.2021 to 28.10.2021 (Three days)	09.10.2021	Md. Khadeer, Faculty-IT, Mobile : +91 9908124626 Email: cit@mcrhrdi.gov.in	Gazetted

In this connection, all the Principals of Government Polytechnics of Telangana State are hereby directed to nominate the interested regular faculty for the above **“Residential”** training programme in the proforma and send through the mail ID: adtrg.ts@gmail.com on or before 09.10.2021.

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: 04-10-2021 17:56:15

Reason: Approved
For COMMISSIONER

To,
The Principals of all Govt. Polytechnics under control
of Department of Technical Education, Telangana State.
The Secretary, SBTET, 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/356/2021, Dated: 18-09-2021

Sir/Madam,

Sub: Dr. MCR HRD Institute of Telangana–Centre for Information Technology (CIT)- Training Programme of 2021-22 - DoPT, GoI Sponsored Training Programme on "**IT for Effective Office Management**" from 26-10-2021 to 28-10-2021 – Nominations invited – Reg.

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I wish to inform that Dr.MCRHRDI, is conducting a three day **Physical Training Programme Sponsored by DoPT, GoI on "IT for Effective Office Management" from 26-10-2021 to 28-10-2021.**

In this regard, nominations are requested from your department for the above said training program. Please send nominations to Md.Khadeer, Dr. MCR HRD Institute, Road No.25, Jubilee Hills, Hyderabad-500169, Tel. 040-23548487 Ext.119/220 or Fax: 040-23543459 or email: cit@mcrhrdi.gov.in.

We invite 4-5 nominations from your Department for the above programme. Nominations may please be sent in the prescribed form enclosed (Annexure II) on or before **16-10-2021**. 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.

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 programme is 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 Md.Khadeer, Mobile No: 9908124626) can be contacted.

Yours faithfully
Course Coordinator

(Md.Khadeer)

Encl : Annexure. I & II

Programme Details
(to be filled by the Course Coordinator)

S.No.	Item of Programme	Details
1	Title of the Programme	IT for Effective Office Management
2	Duration	3 days
3	Dates	26-10-2021 to 28-10-2021
4	Aim	To enhance the computer operation related skillset , to improve the skillset of Government Officials.
5	Level of Participants	Gazetted
6	Last date for receipt of nominations	16-10-2021
7	Name & Designation of the Course Coordinator	Md.Khadeer, 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 9908124626 Email: cit@mcrhrdi.gov.in

Nomination Form

S.No.	Item	Details
1	Name of the nominated	
2	Date of Birth	
3	Designation in present post	
4	Cadre	
5	Academic qualifications	
6	Professional qualifications	
7	Whether hostel accommodation required? (Y/N)	
8	Expectation from this course	
9	Contact No	
10	WhatsApp No.	
To be filled by the sponsoring authority		
Certified that		
a)	The particulars given above are correct	
b)	Due care has been taken about the training needs of the officer nominated with reference to his/her present/future duties vis-à-vis contents of the course	
c)	The officer, if nomination is confirmed, will be relieved on full time basis to attend the training programme.	
Address for communication to the Nominating authority		
	Name	
	Full postal Address	
	Landline No.	
	Fax No.	
	Mobile No.	
	E-mail ID	
Signature of Nominating Authority with Seal		
	Reference No. of the Nominating authority	

STANDARD OPERATING PROCEDURE(SOP)

FOR CLASS ROOM TRAINING

1. Observance of Social Distancing, Wearing of masks and other COVID related protocols, as prescribed by the Central/ State/ District Health Authorities from time to time will be adhered to.
2. Class rooms, hostels, corridors, lobbies, common areas and wash rooms etc. will be thoroughly cleaned / sanitized.
3. Touch free hand liquid sanitizers will be placed at class rooms, hostels, common areas etc.
4. Participating Officers will be requested to download Arogya Setu App.
5. A functional Medical Clinic / Center with the presence of qualified Doctors and Nursing staff will be available
6. Separate Hostel rooms will be allocated
7. Sufficient Ventilation will be ensured in the class rooms. Air Conditioners will be sanitized. There will be sufficient time gaps between the sessions.
8. Basic Screening including Temperature scan will be carried out on daily basis for all the officers attending classes.