

**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 **“Refresher Training Programme on Service Matters”** scheduled from 21.06.2022 to 25.06.2022 conducted by Dr. MCRHRDI, Hyderabad - Nominations called for- Reg.

Ref: Memo. No. 40/MC/2021, Dt: 31.05.2022 from Higher Education (MC) Department, Govt. of Telangana along with Lr. No. T2/CPA/149/2021, Dated: 11.05.2022 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 (05) five days Physical Training Program on “Refresher Training Programme on Service Matters” scheduled from 21.06.2022 to 25.06.2022 being conducted by Dr. MCRHRDI, Hyderabad.

Sl. No	Title of the Programme	Duration	Last date for submitting nomination to O/o CTE	Name of the Course coordinator	Level of Participants
1	“Refresher Training Programme on Service Matters”	21.06.2022 to 25.06.2022	12.06.2022	Dr. K. Suresh Kumar, Jr. Faculty-CPA, Mobile No: +9948119421, Email: dr.mcrhrditcpa@gmail.com / sureshkumark@mcrhrdi.gov.in	First Level Gazetted Officers & Non Gazetted Officers dealing with service matters

In this connection, the O/o CTE, Hyderabad, the Secretary, SBTET, Hyderabad and all the Principals of Government Polytechnics of Telangana State are hereby directed to nominate the interested regular staff for the above Physical Training Programme in the proforma enclosed and send through the mail ID: adtrg.ts@gmail.com on or before 12.06.2022.

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: 08-06-2022 14:29:20

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.
The O/o Commissionerate of Technical Education, T.S, Hyderabad.

Dr. MCR HRD Institute of Telangana
Road No.25, Jubilee Hills, Hyderabad - 500033

Annexure - I

Programme Details

S.No.	Item of Programme	Details
1	Title of the Programme	Refresher Training Programme on Service Matters
2	Duration	5 days
3	Dates	21.06.2022 to 25.06.2022
4	Aim	To refresh the knowledge and improve the skills in the office procedures, disciplinary matters, fundamental rules, state and subordinate rules, pension matters and accounts procedures.
5	Objectives	<p>At the end of the course, the participants will be able to</p> <ol style="list-style-type: none"> 1. Equip knowledge on the Tottenham System of Office Procedure 2. Describe the procedure in noting & Drafting 3. List out Fundamental Rules and State & Subordinate Service Rules 4. Explain TS CS (Conduct Rules), CCA Rules, Revised Pension Rules & Leave Rules 5. Describe Ministerial & Last Grade Service Rules.
6	Level and type of Participants	First-Level Gazetted officers & Non Gazetted officers dealing with service matters.
7	Last date for receipt of nominations	18.06.2022
8	Name & Designation of the Course Coordinator	Dr. K. Suresh Kumar, Jr. Faculty - CPA
9	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, Ex: 484 Mobile : +91 9948119421 Email: dr.mcrhrditepa@gmail.com / sureshkumark@mcrhrdi.gov.in

Dr.MCR HRD Institute
Road No.25, Jubilee Hills, Hyderabad-500 033.

Annexure-II

Nomination Form

S.No.	Item	Details
1	Name of the nominated	
2	Date of Birth	
3	Mobile No. / Whatsapp No.	
4	Designation in present post	
5	Cadre	
6	Academic qualifications	
7	Professional qualifications	
8	Whether hostel accommodation required? (Y/N)	
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	