

**GOVERNMENT OF TELANGANA
IRRIGATION & CAD DEPARTMENT**

From: Sri. J. Vijaya Prakash., B.Tech Engineer-In-Chief (Admn.), Irrigation & CAD Department, Govt. of Telangana, 1 st Floor, Jalsoudha, Errummanzil, Hyderabad - 500082	To: All the Engineer-in-Chiefs/Chief Engineers Irrigation & CAD Department, Govt. of Telangana
---	--

Lr. No.- ENC (AW) / EE (Admn) /ADA /AEE(T) /Trg/ MCRHRD Dt 27.07.2015

Sir,

Sub:- I & CAD Dept –Dr. MCR HRD Institute of AP – - Training Programme on “Stress Management” from 04-08-2015 to 06-08-2015 – Nominations Called for – Reg

Ref:- .Memo No. 7298/Ser.I(1)/2015-1 Dt: 23-07-2015.

While enclosing a copy of reference cited, all the Engineers-in-Chief / Director General / Chief Engineers of the department are requested to nominate the officers of the rank of Executive Engineers/Deputy Executive Engineers from their unit to attend 3days training programme on “Stress Management” scheduled from 04-08-2015 to 06-08-2015 at their Institute located on Road no.-25, Jubilee hills, Hyderabad, and send their nominations in the prescribed proforma appended as Annexure-II to this office on or before 30.07.2015. There is no entry fee for the participation and the programme is a residential programme and the institute will provide accommodation & boarding facility.

Further, the Engineers-in-Chief / Chief Engineers are requested to relieve the Officers to attend the training only after getting the confirmation from Dr. MCR HRD Institute, Hyderabad.

Encl:- Reference letter with nomination forms.

Yours faithfully,
Sd/-J. Vijaya Prakash.,dt27.07.2015
Engineer-in-Chief (AW)


for Engineer-in-Chief (AW)

27/07/15

NOMINATION FORM

1. Programme title : Training Programme on
"Stress Management"
2. Name of the Institute : **DR. MCR HRD INSTITUTE**
3. Venue : Dr MCR HRD Institute, Road No.25
Jubilee Hills, Hyderabad 500 169
4. Programme Date : 4 - 6 August 2015
5. Name of the Candidate :
(in Capital letters)
6. SC/ST/OBC/OTHERS: 7. Date of Birth:
8. Designation: 9. Pay Scale:
10. Basic Pay: 11. Academic Qualification:
12. Professional Qualification:
13. Address for Communication:

FAX No: **Phone No (O):** **Mobile No:** **Email:**

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
- c. The officer, if selected, will be relieved on full-time basis for attending the programme

ADDRESS FOR COMMUNICATION TO SPONSORING ORGANISATION

PIN:

PHONE:

FAX:

Signature of the sponsoring Authority with Seal)

Ref. No. of
Sponsoring Authority

Place:

Date:

Programme Title : Training Programme on
"Stress Management"

Venue : Dr MCR HRD Institute, Road No.25
Jubilee Hills, Hyderabad 500 169

Duration : 3-Days
4 - 6 August 2015

Aim : To develop awareness of the sources and impact of stress in
one's work and personal life and understand how to deal with
it effectively.

Level and type of participant : Above the level of Gazetted Officers (Senior Officers)

Methodology : Lecture, Case Study & Discussions, Group work, Interactions,
Experience Sharing & Role play methods

Last date of receipt of Nominations : 30th July, 2015

The list of nominations to be sent to : Dr.O.Vijayasree, Professor, CMBS,
Dr. MCR HRD Institute,
Road No.25 Jubilee Hills, Hyderabad 500 169
Tel. 23548984 Ext. 415
Email: vijayasreeo@yahoo.com