

**GOVERNMENT OF TELANGANA  
IRRIGATION & CAD DEPARTMENT**

<b>From:</b> J. Vijaya Prakash., B.Tech Engineer-In-Chief (Admn.), Irrigation & CAD Department, Govt. of Telangana, 1 <sup>st</sup> Floor, Jalasoudha, Errummanzil, Hyderabad -82.	<b>To:</b> All the Engineer-in-Chiefs/ Chief Engineers Irrigation & CAD Department, Govt. of Telangana.
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**Lr.No.RC/ENC(AW)/EE(Admn)/ADA/AEE(T)/Trg/ MCRHRD**

**Dt.23.01.2016**

Sir,

Sub:- I&CAD Dept – Dr.MCR HRD Institute of Telangana – Training Programme on “Human Resource Practices in Govt” from 01-02-2016 to 06-02-2016 – Nominations Called for – Reg.

Ref:- Dr.MCR HRDI, Lr.No.T2/CFS04/KS/511/2015, Dt:02-01-2016.


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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 working in HR Dept./ Personnel Dept/ Establishment Dept., offices for the training programme from their unit to attend 6days training programme on “Human Resource Practices in Govt” from 01-02-2016 to 06-02-2016 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 27-01-2016. 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 / Director General/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,  
J.Vijaya Prakash  
Engineer-in-Chief (AW)

  
25.01.2016  
for Engineer-in-Chief (AW)

<b>Annexure-I</b>	
Programme Title	: <b>“Human Resource Practices in Government”</b>
Venue	: Dr. MCR Human Resource Development Institute ,Road No.25, Jubilee Hills, Hyderabad – 500 033
Duration	: <b>1 Week</b>
Dates	: <b>01.02.2016 to 06.02.2016</b>
Aim	: <ul style="list-style-type: none"> <li>• realize the importance of Human Resources Development in Organizations.</li> <li>• understand the selection process and staff training.</li> <li>• appreciate the role of public service commissions in Government.</li> <li>• explain the hygienes, motivators and their impact on productivity.</li> <li>• analyze job description, job analysis and job evaluation.</li> <li>• acquaint with the issues like performance evaluation, employee disciplines grievance handling etc. and</li> <li>• estimate the role of trade union in the Government organization.</li> </ul>
Level and type of Participants	: Officers working in HR Department / Personnel Department / Establishments Department / Public Service Commissions / District Collectors Offices
Last date of receipt of Nominations	: <b>27.01.2016</b>
Name of the Course Coordinator	: <b>Contact Address</b>
Prof. K. Swamy, Professor Mobile No. 99852 99716	: Dr. MCR HRD Institute Road No.25, Jubilee Hills Hyderabad-500 033 Phone No: 23548487, Ex:123 Fax: 040 - 23557584, Email – <a href="mailto:1.drswamyk@yahoo.co.in">1. drswamyk@yahoo.co.in</a> <a href="mailto:2.swamy@mcrhrdi.gov.in">2. swamy@mcrhrdi.gov.in</a>

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**ANNEXURE – II  
NOMINATION FORM**

1. Programme Title	:	<b>“ Human Resource Practices in Government”</b>
2. Name of the Institute	:	Dr. MCR HRD Institute
3. Venue	:	Dr. MCR HRD I, Road No.25 Jubilee Hills, Hyderabad-500 033
4. Programme Dates	:	<b>01.02.2016 to 06.02.2016</b>
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. Mobile No:	:	
12. Academic Qualifications:	:	
13. Professional Qualification:	:	
14. Address for Communication:	:	
15. Brief description of duties of the officer	:	
16. Gazetted/Non-Gazetted	:	
		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

© The Officer, if selected, will be relieved on full time basis for attending the programme

**ADDRESS FOR COMMUNICATION TO THE SPONSORING ORGANIZATION**

**PIN:                  PHONE(O)                                  FAX:                  EMAIL**

(Signature of the Sponsoring authority with Seal)

Ref. No. of Sponsoring Authority

Place & Date