

Most Urgent

Office of the Engineer-in-Chief (Admn.Wing)
I & CAD Deptt., Errum anzil, Hyderabad,Telangana.

Endt: EC/ENC/G1/2016

Dt: 18 -07-2016

Copy Communicated to all Unit Officers & Circles for information and they are requested to furnish the nominations to the D.G. Dr.MCR. Human Resources Development Institute Jubilee Hills Hyd directly under intimation to this office.

J.Vijaya Prakash
Engineer-in-Chief(AW)
Telangana,Hyderabad.

J. Vijaya Prakash
for Engineer-in-Chief(AW)
18/7

Copy to Dy.EE (Computers) with a request to place the HRD Letter in the department website.



Dr. MCR Human Resource Development Institute
Government of Telangana

From
The Director General &
E.O Spl CS to Govt,
Dr.MCR HRD Institute,
Road No.25, Jubilee Hills,
Hyderabad-500169

To
The All HOD's
Govt of Telangana

Letter No: T2/CIT/KRS/437/2016, Dt. 29-06-2016

Sir/Madam,

Sub: Dr. MCR HRDI - Centre for Information Technology (CIT) -Calendar Training Programme of 2016-17 - "Computer Fundamentals & Office Application" (5 days) from 25-07-2016 to 29-07-2016 -Nominations - Requested -Regarding.

Ref: Dr. MCR HRDI Training Calendar for 2016-17

I wish to inform that Dr. MCR HRDI, is conducting a 5 day training programme on "Computer Fundamentals & Office Application" from 25th to 29th July'16. The eligibility criteria for the above programme is available on the Institute's website @ http://www.mcrhrdi.gov.in/center_cit_2ndquarter2016-17.html

In this regard, nominations are requested from your department for the above said training program. Please send nominations to General Manager-(IT), Dr. MCR HRD Institute, Road No.25, Jubilee Hills, Hyderabad-500 169, Tel. 040-23548487 Ext.119/151 or Fax: 040-23543459 or email: cit@mcrhrdi.gov.in. (Nomination form can be downloaded from MCRHRD website at <http://www.mcrhrdi.gov.in/pdf/Nomination%20Form.pdf>)

This programme is residential. Boarding and lodging will be provided in the Institute Hostels. Course involves morning activities like Art of living and also evening activities like Group work before dinner.

Early communication of nominations will facilitate the Institute to make necessary pre-training arrangements. (Please furnish your Fax/Email to receive confirmations from the Institute). Please do not relieve the nominees, unless confirmation is received from the Institute.

In case of any clarification, the Course Co-ordinator (Sri K.Rohit Srivastav, Mobile No: 9505444556) can be contacted.

Yours faithfully
Sd/-XXX
Additional Director General (Trg)

//True Copy//

Course Coordinator

11/7

ADA

4/11/17

AEE4

11.07.16

Transmitted to

S/G

18.07.16

18/7/16