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Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE
Road No. 25, Jubilee Hills, Hyderabad

From
The Director General &
E.O.Spl.C.S.to Govt

To
All the HODs
All the Dist Collectors
Government of Telangana

Letter No.T2/CIT/KRS/567/2016-1, Dated: 18-08-2016

Sir/Madam,

Sub: Dr. MCR HRD Institute- CIT - Trainings - Training programme on "**Basic Computer Training on MS-Office**" from 19.09.2016 to 01.10.2016 - sending the staff for training -Regarding.

Ref: 1.This Office Letter No.T2/CIT/KRS/567/2016, Dated: 29-07-2016.

Your attention is invited to the reference cited where in it was requested to send the nominations for the 13 days training programme on "**Basic Computer Training on MS-Office**" from 19.09.2016 to 01.10.2016. But no reply is received from you so far.

In this connection, now you are once again requested to send the nominations proposed for training by fax/mail (**fax 040-23543459, e-mail: cit@mcrhrdi.gov.in**) immediately, for the above training. You are requested to send the nominations on or before 1st Sep'2016.

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. In case of need, the above individuals may contact the Course Coordinator, Sri K Rohit Srivastav, Cell No. 9505444556 or Centre for Information Technology on Ph. 040-23548487 Ext.119/220 for further information, if any.

Yours faithfully,

[Signature]
Course Coordinator

Copy to DTC Coordinators of all districts for pursuing the matter in sending the proposed trainees/participants to the above training.

EE(A)

19/8

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[Signature]

Office of the Engineer-in-Chief(AW)
I & CAD Deptt., Errum Manzil, Hyderabad, Telangana.

Most Urgent

Endt:- RC/ENC/G1/Trainings/2016

Dt: 24 -08-2016.

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, Hyderabad directly under intimation to this office.

J.Vijaya Prakash
Engineer-in-Chief (AW)

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

Sune Moha 26/8
for Engineer-in-Chief (AW)
26/8