

GOVERNMENT OF TELANGANA
COMMISSIONERATE OF COLLEGIATE EDUCATION
CIRCULAR

Sub: Collegiate Education - Dr. MCR HRD Institute of Telangana, Hyderabad
– Centre for Public Administration – Five Day Refresher Training
Programme on Service Matters (State Sponsored Programme) –
14.06.2022 to 18.06.2022 - Nominations invited–Reg.
Ref: Letter received from Director General, Dr.MCR HRD Institute of
Telangana, Hyderabad, Dated: 18.05.2022.

The Centre for Public Administration, Dr. Marri Chenna Reddy Human Resource Development Institute of Telangana, Hyderabad is organizing a Five day 'Refresher Training Programme on Service Matters' (State Sponsored Programme) for Superintendents, Senior Assistants and Junior Assistants in Physical Mode at MCR HRD IT, Jubilee Hills, Hyderabad.

Therefore, the Principals are requested to send filled in nomination forms (attached with the circular) of the Non-Teaching faculty members who are interested in attending the Workshop on or before 07.06.2022 4.00 P.M. to trainings-ce@telangana.gov.in. The proposals digitally signed by the Principal only will be considered.

**Signed by D Thiruvengala
Chary**

Date: 06-06-2022 12:45:23

(Orders of the CCE have been obtained in the note file)
Reason: Approved

For Commissioner of Collegiate Education

Copy To
The Principals of all GDCs



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**Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA
GOVERNMENT OF TELANGANA**

Road No.25, Jubilee Hills, Hyderabad - 500 033. Fax : 040 - 23557584

From
The Director General (FAC) &
Spl. Chief Secretary to Govt.
Government of TelanganaTo
The Director of Collegiate Education,
Opp. Latha Talkies, Nampally,
Hyderabad-500 001, TS**Letter No. T2/CPA/151/GJR2022, Date: 18.05.2022**

Sir/Madam,

Sub: Trainings– Centre for Public Administration (CPA) –**Refresher Training Programme on Service Matters`** (State Sponsored Programme) from **14.06.2022 to 18.06.2022** -
Nominations invited – Regarding

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The Dr. MCR HRD IT, Centre for Public Administration (CPA) is organizing a 5 day **Refresher Training Programme on Service Matters` (State Sponsored Programme)** from **14.06.2022 to 18.06.2022**.

2. A brief information about the aim of the programme, methodology proposed, level of participants to be nominated along with the Name and contact details of the Course Coordinator are given at Annexure-I.
3. Nominations are invited from your Department for the above programme. Nominations may please be sent in the prescribed form enclosed (Annexure II) on or before **10.06.2022**. Early communication of nominations will facilitate this Institute to make the necessary pre-training arrangements.
4. This is an **“optionally residential”** programme. However, accommodation & boarding will be provided on request to the participants, who come from Districts. Accommodation requirement shall be indicated in the nomination form.
5. Necessary instructions may be given to the concerned officer dealing with training in your Department/ District to contact the Course Coordinator for any further information.
6. **The nominated candidate should not be relieved until “confirmation of nomination” is received from this Institute.**

Encl : Annexure I & II

Yours faithfully,

(Dr Ravulapati Madhavi)
Assoc. Prof. of Law & Head, CPA
for Director General

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	14.06.2022 to 18.06.2022
4	Aim & Objectives	At the end of the course, the participants will be able: <ul style="list-style-type: none"> • To provide knowledge and skills in dealing with service matters (Fundamental Rules, State & Subordinate Service Rules, TS CS (Conduct Rules), CCA Rules, Revised Pension Rules, Leave Rules, and Ministerial & Last Grade Service Rules.
5	Level and type of Participants	Supdts., Sr. Assistant and Jr. Assistants from HoDs and District offices who are dealing with service matters.
6	Last date for receipt of nominations	10.06.2022
7	Name & Designation of the Course Coordinator	Smt.G.Jhansi Kani, CPA
8	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 8008885064 Email: dr.mcrhrditcpa@gmail.com / jhansirani@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	

