



DR. MARRI CHANNA REDDY
HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA
GOVERNMENT OF TELANGANA

Road No.25, Jubilee Hills, Hyderabad - 500 033

THE RIGHT TO INFORMATION ACT, 2005

INFORMATION HAND BOOK 4(1) B
(UNDER THE RTI ACT 2005)

2023

Introduction

1.1 Background

The prime objective is to provide information about that Dr. Marri Channa Reddy Human Resource Development Institute of Telangana and to provide for citizens to secure and access to information.

1.2 Objective/Purpose:

- (i) To provide access to the information about the Institute activities in a transparent manner.
- (ii) To provide requisite information to the citizens, officers and employees of public authorities and all other interested in public matters.

1.3 The Hand Book is intended to meet the Information requirements of employees at all levels and other who may want to avail the services of this Institute.

1.4 Expansion of key terms

Dr. MCR HRD IT means: Dr. Marri Channa Reddy Human Resource Development Institute of Telangana

- * D.G: Director General
- * A.D.G: Additional Director General
- * A.O: Administrative Officer
- * Chief Consultant (Training)
- * J.D (ATW): Joint Director (Accounts Training Wing)
- * J.D (AdTW): Joint Director (Audit Training Wing)
- * A/c. O : Accounts Officer
- * E.O/AAO: Estate Officer/ Asst. Admin Officer
- * A.A.O: Assistant Accounts Officer/Assistant Audit Officer
- * Supdt.: Superintendent
- * F.M: Faculty Member/ Facilities Manager
- * T&RA: Training & Research Associate
- * S.F.M: Senior Faculty Member
- * Professor
- * Faculty
- * J.F.M: Junior Faculty Member
- * T.P.C: Training Programme Coordinator
- * T.A: Training Assistant
- * J.A: Junior Assistant
- * S.A: Senior Assistant
- * OS: Office Subordinate
- * A.V.O: Audio Visual Operator
- * C.D: Course Director
- * TMU: Training Management Unit
- * CIT: Centre for Information Technology

- CLP: Centre for Law & Public Administration
- CTS: Centre for Telangana Studies
- CMB: Centre for Management and Behavioral Studies
- CDS: Centre for Disaster Management & Sustainable Development
- CFE: Centre for Finance and Economics
- CIS: Centre for International Relations & Security
- D.T.S: Direct Trainer Skills
- DoT: Design of Training
- ToT: Training of Trainers
- D.V.D: Digital Versatile Disc
- T.N.A: Training Needs Analysis
- EoT: Evaluation of Training
- MoT: Management of Training
- S.A.T: Systematic Approach to Training
- C.D.T.C: Collector & District Training Commissioner
- G.M (I.T): General Manager - Information Technology
- M.I.T: Manager - Information Technology
- C.G.M: Chief General Manager
- CCPU: Centre for Case studies & Publications Unit

1.5 Organization of Information

The information in this Hand Book is organized 18 chapters as required under Sec. 4 (1) of the RTI Act, described in the chapters from 2 to 18.

1.6 Getting additional information: Additional Information may be sought through the Institute's Website (<http://www.mcrhrdi.gov.in>) or Brochures printed and available to the public from time to time besides information through print and electronic media.

1.7 Names & Addresses of the Senior Officers:

Dr. Shashank Goel, IAS	Director General & E.O. Spl. CS to Government, Dr. MCR HRD Institute of Telangana, Road No.25, Jubilee Hills, Hyderabad-500 033. Phone No.040-23557585, E mail : dg@mcrhrdi.gov.in
Sri Benhur Mahesh Dutt Ekka, IAS	Additional Director General Dr. MCR HRD Institute of Telangana, Road No.25, Jubilee Hills, Hyderabad-500 033. Phone No.040-23548887, E mail : benhur_ekka@mcrhrdi.gov.in

Names & Addresses of the other officers and key persons to contact:	
Dr. K. Tirupataiah, IFS(Retd.)	Chief Consultant (Training) Dr. MCR HRD Institute of Telangana, Road No.25, Jubilee Hills, Hyderabad-500 033. Phone No:23558028 Extn:488 , Cell No : 8885532021 E mail : tirupataiah.kota@mchrdrdi.gov.in
Prof. (Dr.) A.S. Ramachandra	Professor Head – International Relations & Security Dr. MCR HRD Institute of Telangana, Road No.25, Jubilee Hills, Hyderabad-500 033. Phone No:23558028 Extn:167 , Cell No : 9997310063 E mail : asramachandra@mchrdrdi.gov.in
Dr. R. Madhavi	Senior Faculty - Head CLP, incharge - CIT Dr. MCR HRD Institute of Telangana, Road No.25, Jubilee Hills, Hyderabad-500 033. Phone No.23547334, Extn:482, Cell No: 9959614546 E mail: madhavir@mchrdrdi.gov.in
Dr. B. Vijayalaxmi	Joint Director (ActW) Dr. MCR HRD Institute of Telangana, Road No.25, Jubilee Hills, Hyderabad-500 033. Phone No:23548487 Extn:131,Cell:8977783458 E mail : vijayalakshmbib@mchrdrdi.gov.in
Smt. A. Jayasree	Joint Director (AdTW) Dr. MCR HRD Institute of Telangana, Road No.25, Jubilee Hills, Hyderabad-500 033. Phone No:23548487 Extn:270,Cell: 9248032075 E mail : jayasreea@mchrdrdi.gov.in
Smt. T. Padmavathi	Administrative Officer Dr. MCR HRD Institute of Telangana, Road No.25, Jubilee Hills, Hyderabad-500 033. Phone No:23558028 Extn:196 , Cell No : 8977784568 E mail : padmavathiao@mchrdrdi.gov.in
Smt. K. Soumya Rani	Head - CTS Dr. MCR HRD Institute of Telangana, Road No.25, Jubilee Hills, Hyderabad-500 033. Phone No: 23548487 , Extn:217 , Cell No:9248032079 E mail: soumyarani@mchrdrdi.gov.in
Sri D.V.Ramana	Senior Faculty/ Assistant Registrar(TMU) Dr. MCR HRD Institute of Telangana, Road No.25, Jubilee Hills, Hyderabad-500 033. Phone No: 23548487 , Extn:179 , Cell No:9248032106 E mail: dvramana@mchrdrdi.gov.in
Sri P.V.S. Pathanjali	Asst. Lecturer & Accounts Officer (FAC) Dr. MCR HRD Institute of Telangana, Road No.25, Jubilee Hills, Hyderabad-500 033. Phone No:23548487 Extn:118 , Cell No:9121218349 E mail : pvspathanjali@mchrdrdi.gov.in
Sri P. Prakasa Rao	Director (Facilities) Dr. MCR HRD Institute of Telangana, Road No.25, Jubilee Hills, Hyderabad-500 033. Phone No: 23540857 , Extn:127 , Cell No:9676793928 E mail: prakasarao@mchrdrdi.gov.in

Chapter I
Organization, Functions and
Duties [Section 4(1) (b) (i)]

2.1 Particulars of the organization, functions and duties:-

Sl. No.	Name and address of the organization	Functions	Duties
	Dr. MCR Human Resource Development Institute of Telangana, Government of Telangana, RoadNo.25, Jubilee Hills, Hyderabad-500 033	1. This Institute is responsible for facilitating Training/HRD Inputs on an annual basis for Public functionaries of the State Government to achieve CARING Government (Committed, Accountable, Responsive Nationalistic & Genuine) which takes the State towards its vision.	1.This Institute provides quality training for enhancing efficiency and productivity 2.This Institute also to improve through innovative designs, methodologies and Infrastructure, based on the demands of our clients.

Chapter II
Powers and Duties of Officers and Employees
[Section 4(1) (b) (ii)]

3.1 Please provide details of the powers and duties of officers and Employees of the authority by designation as follows:

Sl. No.	Name of the Officer/ Employee	Designation	Duties Allotted	Powers
Sarva Sri/Smt.				
1.	Dr. Shashank Goel, IAS	Director General & E.O. Spl. C.S. to Govt.	Chief Executive of the Institute	Executive, Administration and Financial Powers
2.	Benhur Mahesh Dutt Ekka, IAS	Additional Director General	Training & Admin Wing	Vested with Training and Admin
3.	Dr. K. Tirupataiah, IFS(Retd.)	Chief Consultant (Training)	Chief Consultant for all Trainings	
4.	Prof.(Dr.) A.S.Ramachandra	Professor, Head CIS	Trainings Related to International	
5.	T. Padmavathi	Admin. Officer	Establishment matters, PIO (RTI)	Gazetted, NGOs Consultants & Outsourcing .
6.	R. Regina	Estate Officer / Asst. Admin. Officer	Establishment matters of Gazetted & Consultants, Allotment of Quarters, other related estate matters etc.	Gazetted Consultants & Contract

7.	Dr. R. Madhavi	Head CLP & Senior Faculty	Administration courses for Centre for Law & Public Administration	
		Head in charge - Information Technology, CLS	IT Related matter	
8.	Dr. Md. Abbas Ali	Sr. Professor & Head, CMB	Centre for Management and Behavioral Studies (CMB)	
9.	Dr.B.Vijayalaxmi	Joint Director, Head ActW	Accounts Training Wing	
10.	A.Jayasree	Joint Director (AdTW)	Audit Training Wing.	
11.	D. V. Ramana	Senior Faculty and Asst. Registrar	Training Management Unit (TMU)	Works related to Mission Karmayogi. And Sevottam. Trainings of DoPT, Gol-ITP/FTP all State subject and State Dept. Programmes , T2 seat subjects
12.	K. Soumya Rani	Sr. Faculty & Head -CIT	Centre for Telangana Studies (CTS)	Shall coordinate activities of CTS. Nodal Officer for Centrally Sponsored schemes for RTI Act
13.	Vinod Kumar Ekbote	Sr. Faculty & Head-(CDS)	Centre for Disaster Management & Sustainable Development (CDS)	
14.	K. Ram Gopal	Sr. Faculty	Centre for Law and Public Administration (CLP)	
15.	K. Jagan Mohan Goud (Rtd.JD)	Consultant	Training Management Unit (TMU)	Monitor PCRs of all Centres, subjects on Sevottam and monitor of Regional Training Centres
16.	K. Jyoti	Manager-IT (Training)	Centre for Information Technology (CIT)	
17.	K. Usha Rani	Sr. Faculty	Centre for Management and Behavioral Studies (CMB)	
18.	Saka Venkateswara Rao	Faculty	Centre for Law & Public Administration (CLP)	
19.	Srinivas Madhav	Senior Faculty	Centre for International Relations and Security (CIS)	Nodal Officer for all DOPT, TFA ITP Programmes

20.	P. Prakasa Rao	Director (Facilities)	Facilities wing	
21.	G.V.V.Subba Rao	Sr. Lecturer	Accounts Trg. Wing	
22.	T.M. Basha	Sr. Lecturer	Accounts Trg. Wing	
23.	P.V.S. Pathanjali	Asst. Lecturer & Accounts Officer (FAC)	Routing Officer for Accounts Matters.	
24.	G. Suryanarayana	Assistant Accounts Officer	Accounts	
25.	B. Nirmala Devi	Spl. Cat Stenographer	DG Peshi	
26.	Rahmat Ali	Superintendent	Accounts	
27.	G. Shanker	Training Programme Coordinator	Training Management Unit (TMU)	
28.	T. Ramesh	Training Programme Coordinator	Facilities	
29.	G. Venkata Ramana	Training Programme Coordinator	Admin	
30.	V. Ashok Reddy	Superintendent	Stores & Vehicles	
31.	Dr. Shreenivas Peddaboina	Training & Research Associate	Centre for Telangana Studies (CTS)	
32.	K.V. Ramprasad	Sr. Technical Consultant	Engineering Wing	
33.	P. Vinod Goud	Junior Faculty	Centre for Disaster Management & Sustainable Development (CDS)	
34.	Dr. K. Sukumar	Junior Faculty	Centre for Disaster Management & Sustainable Development (CDS)	
35.	K. Chandra Jyothi	Junior Faculty	Centre for Management and Behavioral Studies (CMB)	
36.	K. Suresh Kumar	Junior Faculty	Centre for Law and Public Administration (CLP)	Duties as warden in Godavari Hostel additionally. Interactions with Officer Trainees and solve their problems by coordinating with other officials of the Institute
37.	G. Jhansi Rani	Junior Faculty	Centre for International Relations and Security (CIS)	

38.	V. Srinivas	Junior Faculty	Training Management Unit (TMU)	In addition to existing works, Spl. FCs and Other FCs. State attachment of IAS (P) allotted to Telangana State. Sponsored trainings & study visits of other States.
39.	Mohd Khadeer	Faculty-IT	CIT	
40.	Ch. Sirisha	Faculty-IT	CIT	
41.	J.V.S. Lakshmi	Manager Facilities	Facilities & Engineering Wing	Subjects related to Facilities & Engineering
42.	G. Venkat Reddy	Manager-IT (Infra)	IT Wing	
43.	M. Mahender Reddy	Assistant Librarian Grade-I	Accounts Section	
44.	Srinivas Bashetty	Assistant Librarian-Grade-II	Library	
45.	K.V.Ramprasad	Executive Engineer - Consultant	Engineering Wing	
46.	K. Mahesh	Facilities Executive	Facilities Wing	
47.	R. Nagraj	Facilities Executive	Facilities Wing	
48.	Bharat Reddy	Facilities Executive	Facilities Wing	
49.	P. Leela Kumari	TPC IT-Infra	IT Wing	
50.	Deepthi Glory	Junior Assistant	Accounts	
51.	B. Bharath Kumar	Junior Assistant	Accounts	
52.	Y. Suresh	Typist	Accounts	
53.	Mohd. Moin	OS	Accounts	
54.	J. Sujatha	OS	Admin	
55.	N. Akhil Kumar	OS	AcTW	
56.	P.K. Gowri Shanker	DR&T Asst.	Record Section	
57.	K. Bharath	Record Assistant	Reception	
58.	Shaik Mahaboob	Ronio Operator	AdTW	

59.	M. Srinivas	Watchman cum Swiper	CLP	
60.	A. Satya Prakash	OS	DG Peshi	
61.	D. Venkata Subbarao	OS	T MU	
62.	P. Srikanth	OS	Accounts	
63.	B. Anitha	OS	Admin	
64.	M. Bikshapathi	Jamedar	Engineering Section	
65.	B. Prabhakar	Record Assistant	Record Section	
66.	V. Surender	DR&T Assistant	Accounts	

Chapter III
Procedure Followed in Decision-making Process
[Section 4 (1) (b) (iii)]

4.1 Describe the procedure followed in decision-making by the public authority

Activity	Description	Description-Making Process	Designation of final decision-making authority
(1)	(2)	(3)	(4)
Goal-setting & Planning	No. of training Programmes to employees in Government, Accounts side, Audit side annually.	The in charge Faculty will collect the information from the other Faculties on training activities, goals and process through ADG & DG for final approval	Director General
Budgeting	Preparation of Budget estimates of the Institute	Accounts Officer will prepare the budget estimates in consultation with the concerned wings, heads, whenever necessary and process for approval.	Director General
Formulation of programmes, schemes and projects	1.Calendar of training programmes for each year 2.Design & Develop of new programmes 3.Timely action for obtaining nominations & other infrastructure 4.Additional courses depending on the need of departments	Course Directors/Faculties will prepare the formulation of programmes/schemes whenever necessary through ADG & DG	Director General
Recruitment/ Hiring of personnel	Assessment of personnel for recruitment by deputation / hiring through outsourcing and direct recruitment can be made at this Institute.	Administrative Officer will prepare the vacancy position and in case of Faculty, ADG will be consulted and submit to the Director General.	Director General / State Government
Release of funds	The funds required for conducting Institutional Training Programmes, transport charges, Security, Pest control, House Keeping, salaries of the employees/Loans and Advances and Dist. Training Centers requirements of funds will be released as per requirement.	Section Assistants of concerned subject shall prepare the actual bills to be paid to the concerned agencies and processes through the GM/ Facilities Manager/ Administrative Officer/ Accounts Officer and in certain cases through the Director General	Director General

4.3 Describes the mechanisms in place regarding participation of the public in decision-making in respect of the functions discharged/services delivered to citizens.

Implementation / delivery of service / utilization of funds	The Catering services, transport services, pest control, Supply of stationery, Security services, maintenance of the different equipment such as TVs, LCDs, Lifts, ACs, Telephones, Computers etc. are taken through agreement with agencies. Allotment of halls, hostel rooms will be allotted and services shown above are monitored by the Institution Officers.	Section Assistants, Facilities Manager, Estate Officer, AAO will assist the Administrative Officer who in turn assist the ADG & DG in implementation of training programmes and services. Faculty/Course Directors will give indent for requirement of services and the same will be rendered.	Director General
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In respect of:

- | | |
|----------------------------|---------------------------------|
| 1) Goal Setting | Departments |
| 2) Implementation | Departments/individual employee |
| 3) Monitoring & Evaluation | Participants |
| 4) Feed Back | Participants |
| 5) Improvements | Participants |
| 6) Library | Faculty/ Participants. |

Chapter IV
Norms set for the Discharge of Functions
[Section 4 (1) (b) (iv)]

5.1 Please provide the details of the norms/standards set by the public authority for the discharge of its functions/delivery of services

Sl. No.	Functions/service	Norms/standards of performance set	Time frame	Reference document prescribing the norms (Citizen's Charter, Service Charter etc.).
1.	To aim or increase in facilitating training no. of programmes	@ 5 per academic year at a minimum increase	Annually	Quality Policy(ISO)
2.	To Increase trainer capacity within the Government	@ 3% every year Increase in the No. of Change Agents	Annually	-do-
3.	To actually participate reforms processes or Government by increasing the number of Change Agents.	@ 3% every year	Annually	-do-

Chapter V
Rules, Regulations, Instructions, Manual and
Records, for Discharging Functions
[Section 4(1) (b) (v) & (vi)]

6.1 Please provide list and gist of rules regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions in the following format :-

Sl. No	Description	Gist of contents
Rules & Regulations		
1.	T.S. State & Subordinate Service Rules	In Governing the service conditions in respect of appointments, probation, Seniority, promotion etc.
2.	T.S. Ministerial Service Rules	In respect of Ministerial Service
3.	T.S. Last Grade Service Rules	In respect of LGSR
4.	T.S. Fundamental Rules	In respect of FR
5.	T.S. Leave Rules	In respect of T.S. Leave Rules
6.	Manual of Special Pay and Allowances	In respect of MSPA
7.	Loans and Advances	In respect of Loans and Advances
8.	T.S. Govt. Life Insurance	In respect of T.S. G.L.I
9.	General Provident Fund	In respect of GPF
10.	T.S. Financial Code	In respect of T.S. F.C
11.	T.S. Accounts Code	In respect of T.S. A.C
12.	T.S. Treasury Code	In respect of TSTC
13.	District Office Manual	In respect of DOM
14.	Delegation of Powers ISO System	In respect of ISO
15.	Building Rules / Rents	In respect of BR /R
16.	T.S. HRD Subordinates Spl. Service Rules	TS.HRD SS Rules
17.	T.S. HRD Spl. Service Rules (Gazetted)	In respect of T.S. HRD SR (Gazetted)
18.	Rules relating to Training allowance	In respect of Rules to Training Allowance
19.	Circular	Circular instructions from time to time for maintaining the Administration and training activities
20.	Instructions	-
21.	Accounts	Accounting Procedures of State Government
22.	Records	NA
23.	Publications: Police Vaachakam I	
24.	Police Vaachakam II	
25.	Indoor Subject (IV A)	

Chapter VI
Categories of Documents held by the Public
Authority Under its Control
[Section 4 (1) (b)
v(i)]

7.1 Provide information about the official documents held by the public authority or under its control

Sl. No.	Category of Document	Title of document	Designation and address of the custodian(held by/under the control of whom)
1	Service Matters	Files related to establishment matters	1) Smt. R.Regina, E.O./AAO (A1&A3 seat) Estt. matter of Gazetted Officers/Contract/Consultant Services and allotment of Quarters etc.,. 2) Sri G.Venkata Ramana, Supdt. (A2&A4 seat) Estt. matters of NGOs/Outsourcing, RTI etc., Water Bills, Electricity Bills & collection of rents from Staff quarters of HRD. 3) B. Prabhakar, Record Assistant Inward & Outward and Record Section
2	Accounts	Files related to Accounts Matters – Drawing and Disbursements and other payments	1) Sri M. Mahender Reddy, Asst. Librarian Grade-I (Supdt,) B4 Current Accounts 2) Sri Rahmat Ali, Supdt, B2 (Salaries), 3) Sri B. Bharat Kumar, Sr. Asst. B3 (Running Files), 4) Smt. D. Glory Deepthi , Junior Asst. B4 Asst. 5) Sri Y. Suresh, Typist, B1 (Payments & Salaries) 6) Sri G. Goutham Srinivas, Accounts Executive
3	Training	Files related to conduct of Training Programmes	Sri G. Shanker, Training Programme Coordinator
4	Vehicles / Procurements/ Purchases, Printing related works	Files related to Vehicles, Fuel, Hired vehicles Buses and Printing, Stationery & other articles Telephone Bills	Sri V. Ashok Reddy, Superintendent (Vehicles, Fuel, Hired vehicles & Buses)

The Institute does not have any records/documents relating to the matters of public interest.

**Chapter VII Arrangement for consultation with, or
Representation by, the Members of the Public in
Relation to the Formulation of Policy or
Implementation thereof
[Section 4(1) (b) viii]**

8.1 Describe arrangements by the public authority to seek consultation/participation of public or its representatives for formulation and implementation of policies?

Sl. No.	Function/service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation
1	Provide information	Smt. T. Padmavathi, PIO & Administrative Officer	89777 84568
2	Provide information	Sri. G. Venkata Ramana, APIO & Training Programme Coordinator	87908 67261

The information will be collected from the following agencies:

- (1) State Government
- (2) Policies formulated and approved by the Board of Governors and Sub-Committee of Board of Governors.
- (3) Board of Governors
- (4) Building Committee
- (5) Feedback of participants
- (6) ISO – External & Surveillance Audit
- (7) PTW

Chapter VIII
Boards, Councils, Committees and other
Bodies Constitute as part of Public Authority
[Section 4(1) (b) v (viii)]

9.1 Please provide information on boards, councils, committees and other bodies related to the public authority in the following format.

Cabinet Sub Committee for Board of Governors: -

1.	Hon'ble Minister for Finance & Planning	-Chair Person
2.	Hon'ble Minister for Revenue	-Member
3.	Hon'ble Minister for Home	-Member
4.	Hon'ble Minister for MA&UD.	-Member
5.	Hon'ble Minister for Roads & Buildings	-Member
6.	Principal Secretary (Finance Dept.)	-Member
7.	Prl. Secretary to Govt. (R&B), TR&B.	-Member
8.	Prl. Secretary to Govt. I. T&C Dept.	-Member
9.	Chief Engineer (R&B)	-Member
10.	Director General, Dr. MCR HRD I	-Member/Convener

Chapter IX
Directory of Officers
and Employees
[Section 4 (1) (b)
(xi)]

10.1 Please provide information on officers and working in different units or offices at different levels and their contact addresses in the following format (including officers in grievances redressal, vigilance, audit, etc.)

Sl. No.	Name of office/ Administrative/ Section	Name, Designation & Address of Officer/ Employee	Telephone & Fax office Tel: Residence Tel : Fax:	Email
1.	Dr. MCR Human Resource Dev. Institute, Govt. of Telangana Road No.25, Jubilee Hills, Hyderabad-500033	Dr. Shashank Goel IAS, Director General & E.O Spl. C.S to Govt.	040-23557585	dg@mchrddi.gov.in
2.	Dr. MCR Human Resource Dev. Institute, Govt. of Telangana Road No.25, Jubilee Hills, Hyderabad-500	Sri Benhur Mahesh Dutt Ekka, IAS, Addl. Director General	040-23548887	benhur_ekka@mchrddi.gov.in
3.	Resource Dev. Institute, Govt. of Telangana Road No.25, Jubilee Hills, Hyderabad-500	Dr. K. Tirupataiah, IFS (Rtd.), Chief Consultant (Trg)	M:8885532021	tirupataiah.kota@mchrddi.gov.in
4.	Administrative Officer & Information Technology Wing	Smt. T. Padmavathi, Administrative Officer	M:8977784568	padmavathiao@mchrddi.gov.in
5.	Estate Officer /Asst. Admin Officer (Gazetted)	Smt. R.Regina, Estate Officer/ Asst. Admin Officer	M:9248032091	regina@mchrddi.gov.in
6.	Accounts Officer (FAC)	Sri PVS Pathanjali	M:9248032083	pvspathanjali@mchrddi.gov.in
7.	Facilities & Engineering Wing	Sri P. Prakasa Rao Director (Facilities)	M: 9666978669	prakasarao@mchrddi.gov.in
<u>TRAINING CENTRES</u>				
8.	Centre for Law and Public Administration (CLP)	Dr. Ravulapati Madhavi Head & Senior Faculty	23548487, Extn:189	madhavar@mchrddi.gov.in
9.	Centre for Information Technology (CIT)	Dr. Ravulapati Madhavi Incharge, CIT	M:9866248887	madhavar@mchrddi.gov.in

10.	Centre for Finance and Economics (CFE)	Dr.B. Vijayalaxmi Joint Director, Accounts Training Wing	M:9248032090	vijayalaxmib@mchrddi.gov.in
11.		Smt. A. Jayasree Joint Director, Audit Training Wing	M:9248032075	jayasreea@mchrddi.gov.in
12.	Accounts Training Wing	Sri G.V.V. Subba Rao, Sr. Lecturer	M:8317671414	subbaraogvv@mchrddi.gov.in
13.	Accounts Training Wing	Sri T. M. Basha, Sr. Lecturer	M:9248032109	Basha.tm@mchrddi.gov.in
14.	Training Management Unit (TMU)	Sri D.V. Ramana, Sr. Faculty & Asst. Registrar	M:9248032106	dvramana@mchrddi.gov.in
15.		Sri K. Jagan Mohan Goud, Consultant ,TMU	M:9248032081	jaganmohangoudk@mchrddi.gov.in
16.		Sri G. Shanker, Training Programme Coordinator	M:9030005772	shankar@mchrddi.gov.in
17.	Centre for Management & Behavioural Studies	Dr. Md. Abbas Ali, Head & Sr. Professor (Contract)	23548487, Extn:123 M:7093377801	abbas@mchrddi.gov.in
18.	Centre for Disaster Management & Sustainable Development	Sri Vinod Kumar Ekbote, Head - CDS	M:9248032072	vinodekbote@mchrddi.gov.in
19.	Centre for International Relations & Security	Prof.(Dr.) A.S.Ramachandra	M:9997310063	asramachandra@mchrddi.gov.in
20.	Centre for Telangana Studies	Smt. K. Soumya Rani, Head , CTS	23548487, Extn:222 M: 9248032079	soumyaranik@mchrddi.gov.in
21.	Training Wing CLP	Sri K. Ram Gopal, Sr. Faculty	M:9121218354	ramgopalk@mchrddi.gov.in
22.	IT Wing	Smt. K. Jyoti, Manager (IT)	Extn:223 M:9248005307	jyotik@mchrddi.gov.in
23.	Centre for Management & Behavioural Studies	Smt. K. Usha Rani, Sr. Faculty	M: 9948921557	kadukuriusharani@mchrddi.gov.in
24.	Centre for Disaster Management and Sustainable Development	Sri E. Vinod Kumar, Sr. Faculty & In-charge Head - CSD	Extn:131 M:9490481219	vinode@mchrddi.gov.in
25.	Training Wing CLP	Sri Saka Venkateswara Rao, Faculty	23548487, Extn:377, M : 9248005303	venkateswararao@mchrddi.gov.in

26.	Training Wing CLP	Sri K. Suresh Kumar, Jr. Faculty	23548487, Extn: 484 M:8977000326	sureshkumark@mchrddi.gov.in
27.	IT Wing	Sri G. Venkat Reddy, Manager (IT) Infrastructure	Extn.119 M:9949392515	venkatreddy@mchrddi.gov.in
28.	Manager (Facilities)	Sri. T. Ramesh, Dy.SO	23548487, Extn:148 M:9000463857	ramesht@mchrddi.gov.in
29.	Stores Division	Sri V. Ashok Reddy, Supdt.	23548487, Extn:133 & 126 M: 9346325760	-
30.	Accounts	G. Suryanarayana, Assistant Accounts Officer	23548487, Extn:344 M: 8977000326	suryanarayanag@mchrddi.gov.in
31.	Accounts	M. Mahender Reddy, Superintendent (Current Accounts)	23548487, Extn:487 M:8978900828	mahenderreddym@mchrddi.gov.in
32.	PA to DG	Smt. B. Nirmala Devi, Sr. Steno	23548487, Extn:174 M:9618398141	nirmala@mchrddi.gov.in
33.	Accounts	Sri Rahmat Ali, Superintendent (Accts)	23548487, Extn:125 M:9848774222	rahmatali@mchrddi.gov.in
34.	Accounts Wing	Sri.B.Bharath Kumar, Senior Assistant	23548487, Extn:125	bharath.balmur@mchrddi.gov.in
35.	Accounts	Sri D. Glory Deepthi, Junior Assistant	23548487, Extn:125	glorydeepthi@mchrddi.gov.in
36.	Accounts	Y. Suresh, Typist	23548487, Extn:125	-
37.	Administration Wing	Sri G.Venkata Ramana Supdt. (A2 Seat)	23548487, Extn:141, M:9248032085	venkataramanag@mchrddi.gov.in
38.	Receptionist (Inward Unit)	Sri K. Bharath	Extn:111 M:9032440464	-
39.	Accounts	Sri Mohd. Moin, Office Subordinate	Extn:125	-
40.	Admin	Smt. J. Sujatha, Office Subordinate	-	-
41.	AcTW	Sri N. Akhil Kumar, Office Subordinate	Extn:131	-

42.	Record Section	Sri P.K. Gowri Shanker, DR&T Assistant	Extn:194	-
43.	Reception	Sri K. Bharath, Record Assistant	Extn:111	-
44.	AdTW	Sri Shaik Mahaboob, Ronio Operator	Extn:270	-
45.	CLP	Sri M. Srinivas, Watchman cum Sweeper	Extn:355	-
46.	DG Peshi	Sri A. Satya Prakash, Office Subordinate	Extn:395	-
47.	TMU	Sri D. Venkata Subbarao, Office Subordinate	Extn:472	-
48.	Accounts	Sri P. Srikanth, Office Subordinate	Extn:125	-
49.	Admin	Smt. B. Anitha, Office Subordinate	Extn:196	-
50.	Engineering Section	Sri M. Bikshapathi. Jamedar	Extn:282	-
51.	Record Section	Sri B. Prabhakar, Record Assistant	Extn:194	-
52.	Accounts	Sri V. Surender, DR&T Assistant	Extn:125	-

Chapter X
Monthly Salary received by Officers
and Employees (November, 2023)
[Section 4(1) (b) (x)]

11.1 Provided information on salary structure for officers and employees in the following format:

Sl. No.	Name & Designation	Monthly Remuneration including its composition Rs.	System of Compensation to determine remuneration as given in regulation
	Sarva Sri/Smt.		
1.	Dr. Shashank Goel, IAS, Director General & E.O. Spl. C.S. to Govt.	-	Cadre Post
2.	Benhur Mahesh Dutt Ekka, IAS, Addl. Director General	-	Cadre Post
3.	Dr. A.S Ramachandran, Professor & Head CIS	1,66,100	UGC
4.	Madhavi Ravulapati, Sr. Faculty & Head CLP	1,66,400	State Govt.
5.	T. Padmavathi, Admn. Officer	1,18,230	State Govt.
6.	R. Regina, Estate Officer/Asst. Admin Officer	80,960	State Govt.
7.	Vinod Kumar Ekbote, Faculty	1,47,310	State Govt.
8.	K. Sowmya Rani, Senior Faculty	1,01,870	State Govt.
9.	D. V. Ramana, Senior Faculty	1,01,870	State Govt.
10.	Dr. B. Vijayalaxmi, Joint Director	1,65,760	State Govt.
11.	A. Jayasree, Joint Director	1,24,150	State Govt.
12.	PVS Pathanjali, Asst. Lecturer & Accounts Officer (FAC)	80,960	State Govt.
13.	G. Suryanarayana. Asst. Accounts Officer	80,960	State Govt.
14.	G.V.V Subba Rao, Sr. Lecturer	99,310	State Govt.
15.	T.M. Basha, Sr. Lecturer	1,01,870	State Govt.
16.	K. Ram Gopal, Sr. Faculty	1,33,630	State Govt.
17.	Dr. K. Sukumar, Jr. Faculty	1,17,200	State Govt.
18.	K. Chandra Jyothi, Jr. Faculty	1,01,870	State Govt.
19.	S. Venkateswara Rao, Faculty	1,01,870	State Govt.
20.	Jyoti Kalmath, Manager IT (Training)	2,04,700	AICTE
21.	K. Usha Rani, Jr. Faculty	LPC to be received	State Govt.
22.	T. Ramesh, Supdt.	1,01,870	State Govt.
23.	B. Nirmala Devi, Spl. CAT Steno	96,890	State Govt.
24.	Rahmat Ali, Superintendent	60,480	State Govt.
25.	G. Shankar, TPC	45,960	State Govt.
26.	Y. Suresh, Typist	36,750	State Govt.
27.	Mohd. Moin, OS	72,850	State Govt.
28.	J. Sujatha, OS	58,850	State Govt.
29.	V. Surender, DR & T Assistant	71,000	State Govt.
30.	Shaik Mahaboob, Ronio Operator	72,850	State Govt.
31.	K. Bharath, Record Assistant	49,920	State Govt.
32.	P.K. Gowri Shankar, DR&T Assistant	58,850	State Govt.
33.	D.V. Subba Rao, OS	36,750	State Govt.

34.	P. Srikanth, OS	36,750	State Govt.
35.	A. Sathya Prakash, OS	31,870	State Govt.
36.	M. Srinivas, Watchman cum Swiper	55,720	State Govt.
37.	B. Anitha, OS	21,580	State Govt.
38.	B. Prabhakar, Record Assistant	72,850	State Govt.
39.	M. Bikshapathi, Jamedar	76,830	State Govt.
40.	Venkata Satya Lakshmi Jeedigunta, Manager Facilities	65,570	State Govt.
41.	Vinod Goud Pataparla, Jr. Faculty	1,06,990	State Govt.
42.	Mahender Reddy Manda, Asst. Librarian Grade-I	1,09,750	State Govt.
43.	Venkata Ramana Gumma, TPC	89,780	State Govt.
44.	Leela Krupa Kumari Palaparthi, Superintendent	83,100	State Govt.
45.	Bharath Kumar Balmoor, Sr. Assistant	34,690	State Govt.
46.	Glory Deepthi Dasari, Jr. Assistant	24,280	State Govt.
47.	Akhil Kumar Nagamalla, OS	30,210	State Govt.

**Remuneration Particulars of G.M.F/Faculties/Course Directors
Working on Contract basis (October, 2023)**

Sl. No	Name & Designation Sarva Sri/Smt.	Monthly Remuneration Including its composition Rs.	System of Compensation to determine remuneration as given in regulation
1.	Dr. K. Tirupataiah, IFoS, (Retd.), Chief Consultant	65,000	Consultant
2.	Dr. Mohd. Abbas Ali, Sr. Professor	75,000	Consultant
3.	Dr. Amir Ullah Khan, Adj. Prof –CFE	50,000	Consultant
4.	K. Jagan Mohan Goud, Consultant	75,600	Consultant
5.	Sri P. Prakasa Rao, Director (Facilities)	1,00,000	Consultant
6.	Sri Srinivas Madhav, Sr. Faculty	72,850	Consultant
7.	Sri G. Goutham Srinivas, Accounts Executive	42,000	Consultant
8.	Sri K. Mahesh, Facilities Executive	36,000	Consultant
9.	Sri R. Nagaraj, Facilities Executive	29,000	Consultant
10.	Sri K.V. Ram Prasad, Consultant (Electrical)	55,000	Consultant
11.	Sri B. Bharath Kumar, Facilities Executive	50,000	Consultant
12.	Smt. G. Jhansi Rani, Jr. Faculty, CIS	55,000	Consultant
13.	Smt. Ch. Sirisha, Faculty, IT	35,000	Consultant
14.	Sri Mohd Khadeer, Faculty, IT	35,000	Consultant
15.	Dr. K. Suresh Kumar, Jr. Faculty, TMU	52,000	Consultant
16.	Sri V. Srinivas, Jr. Faculty, TMU	42,000	Consultant
17.	Sri Srinivas Bashetty, Asst. Librarian. Gr.II	29,900	Consultant
18.	Dr. Shreenivas Peddaboina, TRA, CTS	45,000	Consultant
19.	Dr. C. Venkateswarlu, Visiting Physician	70,000	Consultant
20.	Sri G. Venkat Reddy, Manager-IT (Infra)	54,000	Consultant
21.	Smt. Vasanta Lakshmi G, Research Asst. CTS	30,000	Consultant
22.	Sri N. Ramulu, RTM TMU	30,000	Consultant

Chapter XI
Budget Allocated to Plan and Non Plan
[Section 4(1) (b) xi]
Government of Telangana
Dr. MCRHRD Institute
Budget – 2023-24

(In Lakhs)

Sl. No.	Plan or Non-Plan	Head of Account	Revised Estimates 2022-23	Budget Estimates 2023-24	Expenditure upto 11/2023 (Approx.)
1	Non-Plan	MH-2070 -Other Administrative Services 003 -Training 05 -Dr. MCR HRDI	1,637.48	1733.13	983.63
2	Plan	MH-2070- Other Administrative Services 003 - Training 25 - State Sector Schemes 05 - Dr. MCR HRDI	550.01	950.01	402.65
		TOTAL	2,187.49	2,683.1	1386.28

Chapter XII
Manner of Execution of Subsidy
Programmes [Section 4 (1)(b)xii]

13.1 Describe the activities/Programmes/schemes being implemented by the public authority for which subsidy is provided

-Nil-

13.2 Provide information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various Programmes/schemes.

Name of Programme/ Activity	Nature/scale of Subsidy	Eligibility criteria For grant of subsidy	Designation of Officer to grant subsidy
NO SCHEMES			

-Not Applicable-

13.3 describe the manner of execution of the subsidy programmes

Name of Programme/ Activity	Application Procedure	Sanction Procedure	Disbursement procedure
NIL			

-Not Applicable-

Chapter XIII
Particulars of Recipients of Concessions, Permits
or Authorization Granted by the Public
Authority [Section 4(1)(b)xiii]

14.1 provide the names and addresses of recipients of benefits under each Programme/ scheme separately in the following format.

Institutional Beneficiaries

Name of Programme/scheme				
Sl. No	Name & address Of Recipient institutions	Nature/ Quantum of Benefit Granted	Date of grant	Name & Designation of granting authority

NIL

Name of Programme/scheme				
Sl. No.	Name & address Of Recipient institutions	Nature/ Quantum of Benefit Granted	Date of grant	Name & Designation of granting authority

NIL

Individual beneficiaries

Name of Programme/scheme				
Sl. No.	Name & address Of Recipient institutions	Nature/ Quantum of Benefit Granted	Date of grant	Name & Designation of granting authority

NIL

Name of Programme/scheme				
Sl. No	Name & address Of Recipient institutions	Nature/ Quantum of Benefit Granted	Date of grant	Name & Designation of granting authority

NIL

Chapter XIV
Information Available in Electronic Form
[Section 4(1)(b)X(iv)]

15.1 Please provide the details of information related to the various schemes of the department which are available in electronic formats (Floppy, CD, VCD, Web Site, internet etc.)

Electronic Format	Description (site Address/location Where available etc.)	Contents or Title	Designation and Address of the Custodian of Information (Held by whom?)
Website	www.mcrhrdi.gov.in	Activities and various programmes/ Workshops of the Institute	State Government

15.2

Describe particulars of facilities available to citizens for obtaining information including the working hours of a library or information Centre or reading room maintained for public use where information relating to the department or records/documents are made available to the public

A copy of the Information Hand Book is available in the Institute Library and can be accessed between 10.30AM to 5.00PM.

A copy is also available with Public Information Officer & Asst. Public Information Officer. The information can be accessed through Internet throughout the day.

The Genesis:

The Institute of Administration established in the year 1976 vide G.O.Rt.No.915, G.A (Spl. A) Department, dated 17.3.1976 on the recommendations of the Services Sub Committee of Secretaries to Government based on the project report submitted by Sri M. Gopal Krishnan, IAS. The Institute is moved into its new premises in the year 1988. The Institute of Administration is renamed as Dr. Marri Channa Reddy Human Resource Development Institute in the year 1998. The Training Institutions functioning under the Treasuries and Accounts department and State Audit Department are merged with this Institute vide G.O.Ms.No.40, Finance and Planning Department, Dt.25.1.1989.

Core objectives:

1. Accessing training needs on a continuing basis.
2. Conducting induction training programmes for the personnel recruited to various Departments.
3. Serve as Nodal Institute for identification of training needs facilitation and coordination of the State Training Initiatives.
4. To continuously review design and deliver training programmes modules and learning material consistent with the changing environment of governance.
5. Facilitate various departments in decentralized design and development of training programmes to meet their respective objectives of training and development.

- (i) To closely coordinate with various stakeholders in evaluating the impact of learning processes to facilitate regular renewal of learning products and services.
 - (ii) Setting up training facilities at the regional level and district level for training lower and middle level functionaries.
 - (iii) Conducting training for trainers programme
 - (iv) To undertake consultancy in areas relating to management in Government.
6. Governing Body: The Govt. have constituted a Board of Governors for the IOA vide G.O.Ms.No.433, GAD, Dt.13.8.1981.
The present Governing Body reconstituted vide G.O.Ms.No.207, GAD (AR&T.III) Dept., Dt. 31.7.2004.
7. Apex Trg. Body:
The Institute has been declared as a Nodal Agency for Training for the following purposes:
- i) Coordination of training activities of several departmental Training Institutions.
 - ii) Liaison with other non-departmental training bodies in the State.
 - iii) Running Foundational courses for direct recruiters
 - iv) For establishing linkages between the Training Institutions and the Dr. MCRHRD Institute with regard to the curricula and training programmes etc.
- (i) RTI (ii) National Rural Employment Generation
8. Building Location and facilities:
Dr. MCRHRD Institute building complex is located in Road No. 25, Jubilee Hills
9. Krishna Hostel: Krishna Hostel comprises: Ground floor+2
- a) Double bed rooms with A.C and attached toilets (33)
 - b) Double bed rooms with common toilets (5) Non A.C
 - c) Four bed Suits with A.C with toilet (3)
 - d) Four bed A.C with Common toilet (13)
 - e) Dormitory with 15 beds common toilets (2) - 180
10. Manjeera Hostel/Guest House:
Manjeera hostel has 17 suits in Ground Floor +2 Floors
Every suit is having T.V, Computer, A.C; intercom telephone, double bedded cots, cup boards etc.
Coffee making machine and Gezer.
- 11) Tungabhadra Hostel – 56: 1+2 floors.
1st Floor CIO LAB and Double bed rooms with A.C, T.V. and attached toilets (11).
2nd Floor Badminton Court and Double bed rooms with A.C, T.V and attached toilets (11). 3rd Floor Conference Hall Auditorium (Capacity 150seats):
Canteen established in the ground floor with centrally Air –Conditioned.
- 12) Godavari Hostel: 371Double Bedded Centralized A.C. Rooms hostel is with (cellar & GF+4)-742
- 13) Vivekananda Lawn / Centre: constructed in front of Manjeera Guest House with a 1+1 floor. The Participants can perform yoga at this place. There are two class rooms 30 capacity and small conference hall 10 capacities.
- 14) Computer Lab: There are 6 well-furnished computer labs with a total no of 150PCs in administrative Block and in Tungabhadra hostel in 1st floor and in IT Academy are available to meet the training needs of different departments on request. There is one computer lab with 20 computers in Secretariat for imparting computer training to Secretariat employees
- 15) (i) The facilities will be given to the participants of training Programmes conducting in this Institute.
(ii) The Residential Quarters facilities will be available:
- | | |
|----------------------------|----|
| Professor Quarters: | 12 |
| Faculty Quarters: | 12 |
| Supporting Staff Quarters: | 12 |

16) **Library:** The Library of the Institute has got a collection of 15,126 Books on various disciplines. The Institute also subscribes 15 Magazines / Journals. The Library is kept open between 09.00AM to 05.00PM for the reference by the participants or others on permission.

17) (A) Vehicles are owned by the Institute

1. AP 09 BS 0698 Toyota Corolla
2. AP 09 BK5253 Honda City
3. TS 09 EB 4496 Chevrolet Sail
4. AP 09 BU 5777 Maruti SX4
5. AP 09 BP7146 Maruti SX4
6. AP 09 BS0350 Tata Indicia
7. AP 09 BS 0352 Tata indicia
8. AP 09 Y 9944 Swaraj Mazda- Mini Bus
9. AP 09 BP 7147 Maruti Omni
10. AP 09 TA 5218 Tata Ace
11. TS No 09 EB 4494 HERO Passion Pro Bike
12. TS No AP09 EB 4495 HERO Passion Pro Bike
13. Golf Carts (2)
14. TS 09 EQ 8182 Innova Crysta
15. TS 09 EP 8800 Camry
16. TS09PC0090 Toyota Fortuner
17. TS09PC0023 Toyota Fortuner

(B) The Institute hired (04) vehicles as per requirement from time to time.

18) **Security Service:** the Institute has engaged security services from M/s First Man Services, Hyderabad.

19) **Housekeeping:** M/s. GTS Housekeeping Services, Hyderabad is engaged by the Institute for rendering the house keeping services and upkeep building and maintenance of Hostel, Gym, Yoga Centre and roads in the premises.

20) **Afforestation:** The institute is located in a rocky area. Surya teja Facilities Services took up and completed with the help of HUDA. The Institute has well maintained landscape, one fountain and well laid foot paths.

21) M/s People and Hudson is provided the pest control services.

Dr. MCR HRDI Statement showing the No. of Chairs available

SI No	Room No	Nature of Room	No of Chairs available	No of Candidates to be accommodated
Ground Floor				
1.	21	Executive Lounge (Current Accounts)	03	03
2.	22	Classroom - U shape	30	30
3.	23	Classroom	35	35
4.	24	Mini Conference Hall - U shape	20	20
5.	25	Classroom	40	40
6.	28	P.V.R.K. Prasad Hall – Big hall	100	100
7.	32	<u>Dasarathi Auditorium:</u> An excellent Auditorium with Wooden panel, sound proof system LCD Projector system and Audio-Visual system are available the floor in nicely red carpeted	240	240
1st Floor				
8.	104	Computer Class room	25	25
9.	116	Computer Classroom	45	45
10.	117	Classroom	30	30
11.	118	Classroom	30	30
12.	119	Classroom	35	35
13.	120	Classroom	35	35
14.	123	Akkanna Conference Hall	75	75
2nd Floor				
15.	202	Koutilya Hall	40	40
16.	215	Video Conference Room	50	50
17.	216	Classroom	35	35
18.	217	Mini Conference Hall – U shape	20	25
19.	218	Mini Conference Hall – U shape	20	25
20.	219	Classroom	35	35
21.	222	Madanna Conference Hall	100	100
22.		Executive Lounge		
23.		<u>Shravan Kumar Hall:</u> An excellent auditorium with Wooden panel, sound proof system and LCD Projector system and audio- Visual system are available. The floor is nicely cream color fixed carpeted in Shravan Kumar Conference Hall at Tungabhadra Hostel	145	145
24.		Akshara Hall (2nd Floor)	300	300
25.		Arjuna Arcade		
26.		Lounge Space in Godavari		
27.		3 Conference rooms at Godavari		
		Total	1,488	1,498

Chapter XV
Particular of Facilities available to
Citizens for Obtaining Information
[Section
491)(b)XV]

16.1 Describe the particulars of information dissemination mechanisms in place/facilities available to the public for accessing of information:

Facility	Description (Location of Facility/Name etc.)	Details of information Made available
Notice board	Cellar	Orders, Tenders etc.
News Papers Reports	Telugu, English, Urdu News papers	All daily newspapers.
Public Announcements	Transport, Electricians, Housekeeping etc.	Call Drivers, Electricians, Plumbers, Housekeeping
Information Counter	Near Receptions	Accommodation, courses
Publications	Dept. Manuals/Functionary Manuals publications printed by Institute	Placed in Library
Office Library	Cellar	All Subject Books
Websites	www.mchrddi.gov.in	Institute information
Other Facilities (name)		
Catering	Tungabhadra Hostel	Canteen in the ground floor
Housekeeping	GTS Housekeeping Services, Hyderabad	Cleaning, sweeping etc.
Security	First Man Services Hyderabad	Security of the Institute

Chapter XVI
Names, Designations and other Particulars of Public Information
Officers [Section 4 (I)(b)xvi]

17.1 Please provide contact information about the Public Information Officers and Assistant Public Information Officers designated for various offices/administrative units and Appellate Authority/Officer(s) for the public authority in the following format.

Public Information Officer(s)

Sl. No.	Name of office/ Administrative unit	Name & Designation of PIO	Office Tel; Residence Tel: Fax:	Email
1.	Dr. MCR Human Resource Development Institute of Telangana, Road No.25. Jubilee Hills. Hyderabad-500 033	Smt. T.Padmavathi, Administrative Officer	23558028 Extn: 196 Cell:8977784568	padmavathiao@mchrddi.gov.in

Assistant Public Information Officer(s)

Sl. No.	Name of office/ Administrative unit	Name & Designation of APIO	Office Tel; Residence Tel: Fax:	Email
1.	Dr. MCR Human Resource Development Institute of Telangana, Road No.25, Jubilee Hills, Hyderabad-500 033	Sri G. Venkata Ramana, Training Programme Coordinator	Cell: 87908 67261	venkataramanag@mchrddi.gov.in

Appellate Authority

Sl. No	Name, Designation & Address Of Appellate Authority	Jurisdiction of Appellate Officer (Offices/ Administrative Units of the authority)	Office Tel; Residence Tel: Fax:	Email
1.	Smt. B.Vijayalaxmi, Joint Director Dr. MCR Human Resource Development Institute of Telangana, Road No.25, Jubilee Hills, Hyderabad-500 033	Dr. MCR HRD Institute of Telangana	23548487 Extn.488 :040-23543462	vijayalaxmib@mchrddi.gov.in


Chapter – XVII
Other Useful Information
(Section 4(1) (b) XVII)

18.1. Please give any other information or details of publications which are of Relevance or of use to the citizens.

1. The information about the Dr. MCR HRD Institute of Telangana is available in the Institute website www.mcrhrdi.gov.in in which contains training calendar, list of publications & DVD's

18.2. You may mention here information of your department which is excluded under section 8(1) of the Act and / or under rules of the state Government as guidance to the public seeking information from your department.

Place: Hyderabad
Date : 16-11-2023


(T.PADMAVATHI) 16/11/2023
Public Information Officer,
Dr. MCR HRDI Institute of Telangana,
Government of Telangana,
Hyderabad – 500 033.