



Dr. MCR HRD Institute of Telangana

Training Calendar 2022-2023

1st Quarter

Sl.No.	Title of the Course	Centre	Category	From	To	Course Coordinator	Target Group
Apr-22							
1	Basic Computer training on MS Office	CIT	GOI	18th	22nd	Smt. K. Jyoti	Gazetted / Non Gazetted
2	Orientation Programme for Public Servants in the context of Telangana	CTS	State	18th	21st	Dr.P Shreenivas	SA/STO (Treasury Branch)
3	IT for Effective Financial Management for DDOs	CIT	State	25th	29th	Smt. K. Jyoti	DDOs and predecessor cadre
4	Orientation Training Programme on Cyber Security	CIT	State	25th	27th	Smt. S. Radhika	All the State Govt. Employees
May-22							
1	Specialised Training Programme on Data Visualization with Excel	CIT	State	5th	7th	Smt. Ch. Sirisha	All the State Govt. Employees
2	Orientation Training Programme on Emerging Technologies	CIT	State	5th	11th	Smt. Sridevi Ayaluri	Project/Program/IT Managers/Sr. officials
3	Orientation on SDG-4 "Quality Education"	CSDG	State	11th	13th	Dr. Kandukuri Usha Rani	All Gazetted Officer/ Middle level
4	Training Programme for Senior Auditors and Assistant Audit Officers on the usage of the Soft ware applications in Urban Local Bodies facilitating ease in conduct of Audits	CFM (AdTw)	State	17th	19th	Ramu Banoth	AAO/ATO/AD/AO & Gazetted Officers of T & A Dept



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5	School Safety Plan	CSDG	GOI	17th	19th	Dr. Kandukuri Usha Rani	All the State Govt. Employees
6	Design of Training	TMU	GOI	17th	21st	Dr KT	Identified Faculties / officers from HoDs,/Faculty from State Training Instts.
7	Training Programe on Urban Disaster Management	CUDs	GOI	19th	21st	C.Rambabu	All the State Govt. Employees
8	Specialised Training Programme on Office Automation with Service Matters	CIT	State	23rd	27th	Smt. K. Jyoti	All the State Govt. Employees
9	Specialised Training Programme on Advanced MS Excel	CIT	State	23rd	25th	Smt. S. Radhika	All the State Govt. Employees
10	Training Proramme on Noting and Drafting for NGOs	CTS	State	24th	26th	Dr.P Shreenivas	JAs/SAs of T & A Department
11	170th Induction Training Programme	CFM (Ac.T.W)	State	24th	Continued	GVVS	All Gazetted Officer/ Middle level



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11	170th Induction Training Programme	CFM (Ac.T.W)	State	24th	Continued	GVVS	All Gazetted Officer/ Middle level
12	Orientation towards Ethics in Pursuit of Happy Society	CPA	GOI	25th	27th	KRG	Gazetted and Non-Gazetted
13	Basic Disaster Management	CSDG	State	26th	28th	Sri. Vinod Kumar Ekbote	All Gazetted Officer/ Middle level
14	Direct Tranier Skills	TMU	GOI	31st	Continued	Dr KT	Identified Faculties / officers from HoDs,/Faculty from State Training Instts.

Jun-22

1	Orientation Training Programme on eOffice Management	CIT	State	1st	3rd	Smt. K. Jyoti	Project/Program/IT Managers/Sr. officials
2	Training Programme on Handling Court Cases and Drafting Parawise Remarks	CPA	State	1st	2nd	Dr.RM	Gazetted and Non-Gazetted
3	Awareness Training Programme on Social Media related Crimes	CIT	State	6th	8th	Sri Md. Khadeer	Project/Program/IT Managers/Sr. officials



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4	Specialised Training Programme on Office Automation with Pension Rules	CIT	State	6th	10th	Smt. K. Jyoti	All the State Govt. Employees
5	Addressing Skills Gaps - Role of Government Departments	MDC	GOI	6th	8th	Prof. Amirulla Khan	All the State Govt. Employees
6	Specialised Training programme on Pay Fixations in different conditions of services for 2nd & 3rd level Gazetted Officers of T & A Department	CFM (Ac.T.W)	State	7th	9th	PVSP	All the State Govt. Employees
7	Child Centric Disaster Risk Reduction (CCDRR)	CSDG	GOI	7th	9th	Dr. Kandukuri Usha Rani	All Gazetted Officer/ Middle level
8	Training Programme on Implementation of Right to Information Act for Education Department	CPA	GOI	7th	9th	Srinivas Madhav	Gazetted officers and above
9	Training Program on 'The Code on Social security, 2020	CPA	GOI	8th	10th	K.Ramgopal	Gazetted officers and above
10	Basic Computer training on MS Office	CIT	State	13th	17th	Smt. S. Radhika	All the State Govt. Employees
11	Refresher Course on Service matters for NGOs	CPA	State	14th	19th	GJR	Senior Auditors and Assistant Audit Officers



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12	Training of Trainers Programme on Office Procedures	CPA	State	14th	18th	KSR	Identified officers from HoDs, District Offices and Faculty from Training Institutions
13	Refresher Course on Service matters for NGOs	CPA	State	14th	19th	GJR	Supdts., Sr.Assistant and Jr Assistants from HoDs
14	Basic Disaster Management	CSDG	GOI	14th	16th	Sri. Vinod Kumar Ekbote	All the State Govt. Employees
15	Training Programme on Implementation of Right to Information Act for Social Welfare Department	CPA	GOI	14th	16th	Srinivas Madhav	Gazetted officers and above
16	Design of Training	TMU	GOI	14th	18th	Dr KT	Identified Faculties / officers from HoDs,/Faculty from State Training Instts.
17	Training Programme/ Work shop on Works Audit for Senior Auditors and Assistant Audit Officers	CFM (AdTw)	State	16th	17th	Ramu Banoth	All the State Govt. Employees
18	Training Program on ' The Code on Social security, 2020	CPA	GOI	20th	22nd	K.Ramgopal	Gazetted officers and above
19	Refresher Training Programme on Service Matters	CPA	State	21st	25th	KSK	Supdts., Sr. Asst., Jr Asst. from HoDs and District offices



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20	Awareness Training Programme on Information System Security Management	CIT	State	21st	23rd	Smt. Ch. Sirisha	All the State Govt. Employees
21	Orientation Training Programme on Information Security Context and Introduction	CIT	State	21st	23rd	Smt. Ch. Sirisha	Gazetted / Non Gazetted
22	Training Proramme on Orientation of Telangana for Public functionaires	CTS	State	21st	23rd	Dr.P Shreenivas	Supdts., Sr. Asst., Jr Asst. from HoDs and District offices
23	Refresher Training Programme on Service Matters	CPA	State	21st	25th	KSK	All Gazetted Officer/ Middle level
24	Impl of Telugu as administive language Official Language of the State Drafig and Comicating in Telugu	CPA	GOI	21st	23rd	Srinivas Madhav	All Gazetted Officer/ Middle level
25	Education Development for Minorties	MDC	GOI	21st	23rd	Prof. Amirulla Khan	All the State Govt. Employees
26	Orientation on SDG-4 "Quality Education"	CSDG	State	23rd	25th	Dr. Kandukuri Usha Rani	All Gazetted Officer/ Middle level
27	Education Development for Minorties	MDC	State	27th	29th	Prof. Amirulla Khan	Gazetted officers and above