

GOVERNMENT OF ANDHRA PRADESH

OFFICE OF THE
COMMISSIONER OF THE TECHNICAL EDUCATION
ANDHRA PRADESH::VIJAYAWADA

Cir. Memo No.: CTE/ TPO/Circular / 2022

Dated: 04.04.2022

Sub:- Technical Education – TPO– AP Human Resource Development Institute (APHRDI) - Training Programmes(Non-Technical) required for staff – Information – Request - Regarding.

Ref:- Lr.No: APHRDI/DG/Trg/3/22 from the Jt. Director General (FAC), AP HRDI, RC, Visakhapatnam, Dt.19.03.2022

This is to inform that, the AP HRDI is conducting training programmes on Communication skills, Noting & Drafting, Audit, e-Office, CFMS, Gender Sensitization etc.,. In this year APHRDI is proposing to roll out the programmes like Induction programmes, Mid-Career, ToTs and Capacity Building Programmes to the newly recruited, middle level and senior level functionaries in consultation with the Departments concerned.

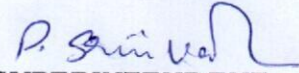
Hence, all the Principals of the Govt. Polytechnics under the control of this department are requested to furnish the training requirements of the staff members (other than FDPs) working in the colleges under the areas of Administration, Communication Skills, Noting & Drafting, Audit, e-Office, CFMS, Finance Code, Pay Fixation, Legal, Procurement, Tenders, Capacity Building etc., in the enclosed proforma and send to this office by **11.04.2022** and soft copies to tpocteap@gmail.com to take further necessary action in this matter.


Sd/- A.NIRMAL KUMAR PRIYA
For COMMISSIONER

To:

All the Principals of the Govt. Polytechnics (84) in the state
Copy to the RJDTE, Kakinada & Tirupati for favour of information

//F.B.O//


SUPERINTENDENT

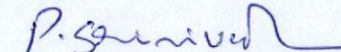

4/4/22

DETAILS OF TRAINING REQUIREMENTS FOR THE STAFF

S.No.	District	Name of the Polytechnic and Address	Polytechnic Code	Name of the Staff Member	Designation	Mobile No.	Mail Id	Training programmes required	Remarks
1.									
2.									

Sd/- A.NIRMAL KUMAR PRIYA
For COMMISSIONER

//F.B.O//


SUPERINTENDENT
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