

GOVERNMENT OF TELANGANA
MUNICIPAL ADMINISTRATION DEPARTMENT

From

Dr.B.Janardhan Reddy I.A.S.,
Commissioners and Director
Municipal Administration
Hyderabad

To

All The Municipal Commissioners

Lr. No. 15 /TNA/SRPMC/CCBP /2015, dt.07.08.2015

Sir,

Sub: Training needs assessment of working staff of ULB- selection of required training programme

It is to inform that the training is important component for enhancing the capacities of the employees of any organization. The office of Commissioner and Director, Municipal Administration is keen to develop the capacities of all the ULBs of Telangana. Training needs are base to plan suitable trainings to the personnel working.

2. To assess training needs, online template has been designed and link has been given in the CDMA website. In this regard all the commissioners are instructed to collect the training needs of individual staff members (elected representatives, HoDs, regular, contract and outsource employees) through online.
3. Follow the instructions given in the website for filling up the proforma, and for further clarification, contact Ms. Lavanya Komsani, IT cum M&E Specialist, State Reforms and Performance Management Cell (SRPMC), Ph, No. 9676192595.
4. The exercise should be completed by 17th August 2015. After completion of the task the commissioner needs to send the completed task in prescribed proforma as follows.

S.No	Employee category	No of personnel			Remarks
		Total	Entry Completed	Balance	
1	Regular				
2	Contract				
3	Outsourced				

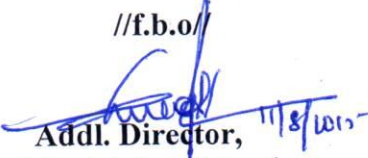
Instructions to commissioner

1. The commissioner may depute suitable person to monitor the process and ensure duly completion of the work.
2. Prepare schedule for each department to collect the information from all the departments.
3. Make available computer and internet for the concerned sections as per the schedule.
4. Review the progress after a week and submit the progress in the above given format to CDMA.
5. User ID and Password will be provided by e-Suvidha team located in O/o C&DMA, Municipal Commissioners to coordinate.

Sd/-

**Dr. B. Janardhan Reddy,
Commissioner and Director**

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Addl. Director,
Municipal Administration