



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

ADILABAD

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
June -2022						
1	Office Management	State	8th	10th	RTM	Supdt /Sr.Asst/Jr.Asst
2	Women Empowerment	State	14th	15th	RTM	All employees
3	CCA Rules and Conduct Rules	State	27th	29th	RTM	Supdt /Sr.Asst/Jr.Asst
July -2022						
4	Noting & Drafting Skills	State	7th	08th	RTM	All employees
5	Duties & Responsibilities of DDOs	State	12th	14th	RTM	D.D.Os
6	Basics Computer in MS Office	State	26th	28th	RTM	All employees



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

ADILABAD

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Traget Group
August 2022						
7	Service Matters	State	10th	12th	RTM	Supdt /Sr.Asst/Jr.Asst
8	Right to Information Act-2005	State	22nd	23rd	RTM	PIOS/APIOS
9	Good Governance & Citizen Charter	State	25th	26th	RTM	All employees
September 2022						
10	Financial Management	State	06th	08th	RTM	Supdt /Sr.Asst/Jr.Asst
11	Agency Rules and Atrocities	State	13th	15th	RTM	Revenue Employees
12	Basics Computer in MS Office	State	26th	28th	RTM	All employees



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

ADILABAD

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Traget Group
October 2022						
13	Office Management	State	10th	12th	RTM	Supdt /Sr.Asst/Jr.Asst
14	Drafting Parawise Remarks in Court cases	State	13th	15th	RTM	Supdt /Sr.Asst/Jr.Asst
15	Anticorruption Disciplinary Procedures	State	27th	29th	RTM	All employees
November 2022						
16	Basics Computer in MS Office	State	09th	11th	RTM	All employees
17	Pensions Rules	State	15th	17th	RTM	Supdt /Sr.Asst/Jr.Asst
18	Noting & Drafting Skills	State	25th	26th	RTM	All employees



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

ADILABAD

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Traget Group
December 2022						
19	CCA Rules and Conduct Rules	State	05th	07th	RTM	Supdt /Sr.Asst/Jr.Asst
20	Duties & Responsibilities of DDOs	State	13th	15th	RTM	D.D.Os
21	Agency Rules and Atrocities	State	26th	28th	RTM	Revenue Employees
January 2023						
22	Service Matters	State	04th	06th	RTM	Supdt /Sr.Asst/Jr.Asst
23	Stress Management	State	11th	12th	RTM	All employees
24	Drafting Parawise Remarks in Court cases	State	23th	25th	RTM	All employees



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

ADILABAD

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Traget Group
February 2023						
25	Noting & Drafting Skills	State	07th	09th	RTM	All employees
26	Basics Computer in MS Office	State	14th	16th	RTM	All employees
27	Anticorruption Disciplinary Procedures	State	23rd	25th	RTM	All employees
March 2023						
28	Agency Rules and Atrocities	State	06th	08th	RTM	Revenue Employees
29	Service Matters	State	14th	16th	RTM	Supdt /Sr.Asst/Jr.Asst
30	Communication Skills	State	27th	28th	RTM	All employees



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

KARIMNAGAR

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
June -2022						
1	Time Management	State	09 th	10 th	RTM	all employees
2	Noting & Drafting	State	15 th	16 th	RTM	Jr.Asst and equivalent Posts
July -2022						
3	Communication Skills	State	07 th	08 th	RTM	all employees
4	Panchayat Raj Act	State	15 th	16 th	RTM	Panchayat Secretary and Jr.Asst. Sr.Asst



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

KARIMNAGAR

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
August -2022						
5	Stress Management	State	02 nd	03 rd	RTM	all employees
6	Hostel welfare Officers	State	26 th	27 th	RTM	HWOs
September -2022						
7	Time & Stress Management"	State	14 th	15 th	RTM	All employees
8	Ethics in administration	State	21 st	22 nd	RTM	All employees



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

KARIMNAGAR

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
October -2022						
9	Drafting Parawise Remarks in Court Cases"	State	13 th	14 th	RTM	DDOs/Sr.Asst/Jr.Asst
10	Women empowerment	State	19 th	20 th	RTM	All women employees
November -2022						
11	Drafting Skills	State	03 rd	04 th	RTM	All Employees
12	Disaster Management	State	16 th	17 th	RTM	All Employees
13	Disciplinary and Vigilance	State	21 st	22 nd	RTM	Drawing and Disbursing Officers and Accountants



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

KARIMNAGAR

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
December -2022						
14	Noting & Drafting	State	02 nd	03 rd	RTM	Jr.Asst and equivalent Posts
January -2023						
15	Ethics in Administration	State	06 th	07 th	RTM	Employees of All Depts.,
16	Communication Skills	State	18 th	19 th	RTM	All Employees
17	Financial Management	State	20 th	21 st	RTM	Drawing and Disbursing Officers and Accountants



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

KARIMNAGAR

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
February -2023						
18	Gender Issues	State	15 th	16 th	RTM	All Men and Women Employees
March-2023						
19	Women empowerment	State	15 th	16 th	RTM	All women employees



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

KHAMMAM

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
June -2022						
1	e- Office	State	09 th	10 th	RTM	All cadre of Ministerial Staff
2	Basic Computer Training on MS Office	State	23 rd	24 th	RTM	
3	Training on various digital portals of State Government (e-Pass, OBMMS, Kalyana Laxmi, Shadi Mubarak)	State	29 th	30 th	RTM	
July -2022						
4	Welness, Meditation	State	05 th	06 th	RTM	All cadre of Ministerial Staff
5	Time Management	State	20 th	21 st	RTM	
6	Communication Skills	State	26 th	27 th	RTM	



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

KHAMMAM

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
August -2022						
7	Women empowerment, Girl Child Education	State	10 th	11 th	RTM	All cadre of Ministerial Staff
8	Pensions & Preparation of pension papers	State	24 th	25 th	RTM	
9	Elimination of Child Labour	State	29 th	30 th	RTM	
September -2022						
10	Rural Development and NREGA	State	07 th	08 th	RTM	All cadre of Ministerial Staff
11	Drafting of Parawise Remarks	State	21 th	22 nd	RTM	
12	S.T.O.S (Noting & Drafting)	State	27 th	28 th	RTM	



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

KHAMMAM

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
October -2022						
13	Office Management	State	11 th	10 th	RTM	All cadre of Ministerial Staff
14	Welness, Meditation	State	19 th	20 th	RTM	
15	Time & Stress Management	State	28 th	29 th	RTM	
November -2022						
16	e-Office	State	9 th	10 th	RTM	All cadre of Ministerial Staff
17	Training on various digital portals of State Government (e-Pass, OBMMS, Kalyana Laxmi, Shadi Mubarak)	State	22 nd	23 rd	RTM	
18	Anti Corruption/ Disciplinary Procedure / Vigilance Procefdure	State	29 th	30 th	RTM	



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

KHAMMAM

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
December -2022						
19	Basic Computer Training on MS Office	State	06 th	07 th	RTM	All cadre of Ministerial Staff
20	Conduct Rules	State	13 th	14 th	RTM	
21	e-Office	State	29 th	30 th	RTM	
January -2023						
22	Training on various digital portals of State Government (e-Pass, OBMMS, Kalyana Laxmi, Shadi Mubarak)	State	05 th	06 th	RTM	All cadre of Ministerial Staff
23	Pensions & Preparation of pension papers	State	19 th	20 th	RTM	
24	Service Matters	State	24 th	25 th	RTM	



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

KHAMMAM

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
February -2023						
25	Women empowerment, Girl Child Education	State	07 th	08 th	RTM	All cadre of Ministerial Staff
26	S.T.O.S (Noting & Drafting)	State	16 th	17 th	RTM	
27	Drafting of Parawise Remarks	State	21 st	22 nd	RTM	
March -2023						
28	Management of Welfare Hostels	State	08 th	09 th	RTM	All cadre of Ministerial Staff
29	Basic Computer Training on MS Office	State	14 th	15 th	RTM	
30	Welness, Meditation	State	28 th	29 th	RTM	



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

MAHABUBNAGAR

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
June -2022						
1	Poverty Alleviation Programmes in Urban Areas	State	17 th	18 th	RTM	DRDO/DWAMA staff
2	Elimination of Child Labour	State	24 th	25 th	RTM	Ministerial staff
3	Drafting Parawise Remarks in Court Cases	State	28 th	29 th	RTM	AOs/Supdts./Sr.Assts.
July -2022						
4	Post-Metric Scholarships for SC/ST/BC/Minorities studies.	State	15 th	16 th	RTM	BC/SC/ST/Minorities depts.officers
5	Record Management	State	20 th	21 st	RTM	Ministerial staff
6	Right to Education Act	State	27 th	28 th	RTM	Ministerial staff



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

MAHABUBNAGAR

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
August -2022						
7	CCA Rules and Service Matters	State	04 th	05 th	RTM	Ministerial staff
8	Drafting Parawise Remarks in Court Cases	State	17 th	18 th	RTM	AOs/Supdts./Sr.Assts.
9	Revenue Administration	State	25 th	28 th	RTM	All Revenue Dept.staff
September -2022						
10	Noting and Drafting Skills & DOM	State	14 th	16 th	RTM	Ministerial staff
11	Pension Rules	State	22 nd	23 rd	RTM	Ministerial staff
12	Basic computers and IT	State	22 nd	24 th	RTM	All State Govt. employees
13	Revenue Administration	State	27 th	29 th	RTM	All Revenue Dept.staff



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

MAHABUBNAGAR

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
October -2022						
14	Right to Education Act	State	11 th	12 th	RTM	Ministerial staff
15	Management of Hostels for SC/ST/BC/Minorities	State	21 st	22 nd	RTM	BC/SC/ST/Minorities depts.officers/HWOs
16	CCA Rules and Service Matters	State	28 th	29 th	RTM	Ministerial staff
November -2022						
17	Minority issues and Development	State	18 th	19 th	RTM	Minority welfare officers/HWOs
18	Elimination of Child Labour	State	24 th	25 th	RTM	Ministerial staff
19	Basic computers and IT	State	24 th	26 th	RTM	All State Govt. employees
20	CCA Rules and Service Matters	State	29 th	30 th	RTM	Ministerial staff



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

MAHABUBNAGAR

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
December -2022						
21	Revenue Administration	State	13 th	15 th	RTM	All Revenue Dept.staff
22	Record Management	State	20 th	21 st	RTM	Ministerial staff
23	Service Matters	State	28 th	30 th	RTM	AOs/Supdts./Sr.Assts.
January -2022						
24	Noting and Drafting Skills & DOM	State	11 th	13 th	RTM	Ministerial staff
25	Health Management	State	17 th	19 th	RTM	Medical and Health Dept& Minicipality staff
26	Refreshers Courses for Officers in Promotion Zone	State	30 th	31 th	RTM	DDOs/AOs/Supdts.



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

MAHABUBNAGAR

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
February -2022						
27	Preparation and processing pension papers	State	08 th	10 th	RTM	All State Govt. employees
28	Post-Metric Scholarships for SC/ST/BC/Minorities studies.	State	16 th	17 th	RTM	BC/SC/ST/Minorities depts.officers
29	Management of Hostels for SC/ST/BC/Minorities	State	24 th	25 th	RTM	BC/SC/ST/Minorities depts.officers/HWOs
30	Basic computers and IT	State	24 th	26 th	RTM	All State Govt. employees
March-2022						
31	Public Distribution system and food security	State	09 th	10 th	RTM	All Revenue Dept.staff
32	Revenue Administration	State	15 th	17 th	RTM	All Revenue Dept.staff
33	Office Management	State	23 rd	25 th	RTM	All State Govt. employees



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

NALGONDA

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
June -2022						
1	Fundamentals on Networking on MS Office	State	08 th	09 th	RTM	Jr.Asst, Sr. Asst. & Supdts.
2	Pensions	State	17 th	18 th	RTM	Jr.Asst, Sr. Asst. & Supdts.
3	Conduct Rules	State	22 nd	23 rd	RTM	Jr.Asst, Sr. Asst.
July -2022						
4	Noting & drafting	State	07 th	08 th	RTM	Jr.Asst, Sr. Asst.
5	Office Management	State	13 th	14 th	RTM	Jr.Asst, Sr. Asst. & Supdts.
6	Communication Skills	State	20 th	21 st	RTM	Jr.Asst, Sr. Asst. & Supdts.



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

NALGONDA

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
August -2022						
7	Service Matters	State	04 th	05 th	RTM	Jr.Asst, Sr. Asst. & Supdts.
8	Pensions	State	18 th	19 th	RTM	Jr.Asst, Sr. Asst. & Supdts.
9	Drafting of Parawise Remarks	State	25 th	26 th	RTM	Jr.Asst, Sr. Asst. & Supdts.
September -2022						
10	Audit & Budget	State	07 th	08 th	RTM	Jr.Asst, Sr. Asst. & Supdts.
11	Women Emooerment	State	15 th	16 th	RTM	Jr.Asst, Sr. Asst. & Supdts.
12	Office Management	State	20 th	21 st	RTM	Jr.Asst, Sr. Asst. & Supdts.



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

NALGONDA

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
October -2022						
13	Financial Management	State	12 th	13 th	RTM	Jr.Asst, Sr. Asst. & Supdts.
14	Communication Skills	State	19 th	20 th	RTM	Jr.Asst, Sr. Asst. & Supdts.
15	Service Matters	State	27 th	28 th	RTM	Jr.Asst, Sr. Asst. & Supdts.
November -2022						
16	Duties & Responsibilities of DDOs	State	10 th	11 th	RTM	Jr.Asst, Sr. Asst. & Supdts.
17	Hostel Management	State	15 th	16 th	RTM	Welfare Officers
18	Noting & drafting	State	22 nd	24 th	RTM	Jr.Asst, Sr. Asst. & Supdts.



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

NALGONDA

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
December -2022						
19	Pensions & Preparation of Pension papers	State	08 th	09 th	RTM	Jr.Asst, Sr. Asst. & Supdts.
20	Disciplinary & Vigilance Procedure	State	13 th	14 th	RTM	Jr.Asst, Sr. Asst. & Supdts.
21	Service Matters	State	20 th	21 st	RTM	Jr.Asst, Sr. Asst. & Supdts.
January -2023						
22	Drafting of Parawise Remarks	State	10 th	12 th	RTM	Jr.Asst, Sr. Asst. & Supdts.
23	Financial Management	State	17 th	18 th	RTM	Jr.Asst, Sr. Asst. & Supdts.
24	Watershed Development	State	24 th	25 th	RTM	Watershed staff & others



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

NALGONDA

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
February -2023						
25	Fundamentals on Networking on MS Office	State	08 th	09 th	RTM	Jr.Asst, Sr. Asst. & Supdts.
26	Office Management	State	14 th	15 th	RTM	Jr.Asst, Sr. Asst. & Supdts.
27	Pensions	State	21 st	22 nd	RTM	Jr.Asst, Sr. Asst. & Supdts.
March-2023						
28	Financial Management	State	08 th	10 th	RTM	Jr.Asst, Sr. Asst. & Supdts.
29	Disciplinary & Vigilance Procedure	State	14 th	16 th	RTM	Jr.Asst, Sr. Asst.
30	Noting & drafting	State	21 st	22 nd	RTM	Jr.Asst, Sr. Asst.



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

NIZAMABAD

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
June -2022						
1	Basic Computer Training on MS-Office	State	15 th	17 th	RTM	All Department Officers
2	Panchayat Raj	State	22 nd	24 th	RTM	Panchayathraj Deptments
3	Noting and Drafting Skills	State	29 th	30 th	RTM	Jr. Asst and Sr. Assts
July -2022						
4	Office Management	State	13 th	14 th	RTM	DDOs and Suprintendents
5	Service Matters	State	20 th	21 st	RTM	Jr. Asst and Sr. Assts
6	Management of Hostels for SC/ST/BC/Minorities	State	28 th	30 th	RTM	Hostel Welfares Officers



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

NIZAMABAD

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
August -2022						
7	Right to Information Act	State	10 th	11 th	RTM	PIOs, APIOs and AAs
8	Women Empowerment	State	28 th	30 th	RTM	DRDA, ICDS
9	Noting and Drafting Skills	State	29 th	30 th	RTM	Jr. Asst and Sr. Assts
September -2022						
10	Basic Computer Training on MS-Office	State	07 th	09 th	RTM	Welfare Departments
11	Panchayat Raj	State	14 th	16 th	RTM	Panchayathraj Deptments
12	Office Management	State	22 nd	23 rd	RTM	DDOs and Suprintendents



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

NIZAMABAD

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
October -2022						
13	Management of Hostels for SC/ST/BC/Minorities	State	10 th	12 th	RTM	Hostel Welfares Officers
14	Right to Information Act	State	20 th	21 st	RTM	PIOs, APIOs and AAs
15	Service Matters	State	27 th	28 th	RTM	Jr. Asst and Sr. Assts
November -2022						
16	Panchayat Raj	State	04 th	06 th	RTM	Panchayat raj Deptments
17	Capacity Building	State	17 th	19 th	RTM	All Department Officers
18	Basic Computer Training on MS-Office	State	28 th	30 th	RTM	All Department Officers



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

NIZAMABAD

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
December -2022						
19	Right to Information Act -NZB	State	12 th	13 th	RTM	PIOs, APIOs and AAs
20	Right to Information Act-KMR	State	21 st	22 nd	RTM	PIOs, APIOs and AAs
21	RTI ACT (Self Help Groups)	State	27-12- 2022		RTM	Self Help Groups
January -2023						
22	Protection of Women from Domestic Violence Act-2005	State	05 th	06 th	RTM	Aganwadi Teachers
23	Panchayat Raj	State	19 th	21 st	RTM	Panchayat raj Deptments
24	Management of Hostels for SC/ST/BC/Minorities	State	23 rd	25 th	RTM	Welfare Departments



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

NIZAMABAD

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
February -2023						
25	Women Empowerment	State	06 th	07 th	RTM	DRDA, ICDS
26	Service Matters	State	16 th	17 th	RTM	Jr. Asst and Sr. Assts
27	Noting and Drafting Skills	State	21 st	22 nd	RTM	Jr. Asst and Sr. Assts
March-2023						
28	Basic Computer Training on MS-Office	State	02 nd	04 th	RTM	All Department Officers
29	Right to Information Act	State	13 th	14 th	RTM	PIOs, APIOs and AAs
30	Office Management	State	20 th	21 st	RTM	DDOs and Suprintendents



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

RR & HYD

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
June -2022						
1	Conduct, Disciplinary & Vigilance procedures	State	08 th	10 th	Sri K. Rajender Reddy	Jr.Asst. to Suptd.
2	Right to Information Act	State	16 th	18 th		
3	Office Management (DOM)	State	23 rd	25 th		
4	Basic Computers & IT	State	28 th	30 th		
July -2022						
5	Financial Management	State	06 th	08 th	Sri K. Rajender Reddy	Jr.Asst. to Suptd.
6	Pension & Leave Rules	State	14 th	16 th		
7	Disaster Management	State	21 st	23 rd		
8	Basic Computers & IT	State	26 th	28 th		



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

RR & HYD

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
August -2022						
9	Women Empowerment & Protection of women from Atrocities	State	04 th	06 th	Sri K. Rajender Reddy	Jr.Asst. to Suptd.
10	Basic Computers & IT	State	23 rd	25 th		
September -2022						
11	Conduct, Disciplinary & Vigilance procedures	State	07 th	09 th	Sri K. Rajender Reddy	Jr.Asst. to Suptd.
12	Communication Skills	State	15 th	17 th		
13	Office Management (DOM)	State	22 nd	24 th		
14	Basic Computers & IT	State	28 th	30 th		



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

RR & HYD

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
October -2022						
15	Financial Management	State	13 th	15 th	Sri K. Rajender Reddy	Jr.Asst. to Suptd.
16	Pension & Leave Rules	State	20 th	22 nd		
17	Basic Computers & IT	State	26 th	28 th		
November -2022						
18	Drafting Para-wise remarks in Court Cases	State	03 rd	05 th	Sri K. Rajender Reddy	Jr.Asst. to Suptd.
19	Service Matters	State	17 th	19 th		
20	Right to Information Act	State	24 th	26 th		
21	Basic Computers & IT	State	28 th	30 th		



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

RR & HYD

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
December -2022						
22	Audit & Budget	State	07 th	09 th	Sri K. Rajender Reddy	Jr.Asst. to Suptd.
23	Office Management (DOM)	State	15 th	17 th		
24	Ethics in Administration	State	21 st	22 nd		
25	Basic Computers & IT	State	27 th	29 th		
January -2023						
26	Good Governance & Citizen Charter	State	06 th	07 th	Sri K. Rajender Reddy	Jr.Asst. to Suptd.
27	Time & Stress Management	State	11 th	12 th		
28	Financial Management	State	19 th	21 st		
29	Basic Computers & IT	State	23 rd	25 th		



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

RR & HYD

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
February -2023						
30	Right to Information Act	State	08 th	10 th	Sri K. Rajender Reddy	Jr.Asst. to Suptd.
31	Conduct, Disciplinary & Vigilance procedures	State	15 th	17 th		
32	Basic Computers & IT	State	22 nd	24 th		
March-2023						
33	Service Matters	State	16 th	18 th	Sri K. Rajender Reddy	Jr.Asst. to Suptd.
34	Right to Information Act	State	23 rd	25 th		
35	Basic Computers & IT	State	28 th	30 th		



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

Sangareddy

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
June -2022						
1	Office Management	State	03rd	04th	RTM	All Government Employees
2	Elimination of Child Labour	State	14th	15th		
3	Human Rights	State	28th	29th		
July -2022						
4	Drafting Parawise Remarks in Court Cases	State	12th	13th	RTM	All Government Employees
5	Service Matters	State	19th	20th		
6	Ethics in Administration	State	27	28th		



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

Sangareddy

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
August -2022						
7	Disciplinary & Vigilance Procedures	State	03 rd	04 th	RTM	All Government Employees
8	Computer and IT	State	11 th	12 th		
9	Behavioural Science	State	17 th	18 th		
September -2022						
10	Communication Skills	State	06 th	07 th	RTM	All Government Employees



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

Sangareddy Dist. - Medak

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
September -2022						
11	Disaster Management	State	13th	14th	RTM	All Government Employees
12	Climate Change	State	27th	28th		
October -2022						
13	Health Management	State	11th	12th	RTM	All Government Employees
14	Women Empowerment	State	14th	15th		
15	Gender Issues	State	27th	28th		



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

Sangareddy Dist. - Medak

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
November -2022						
16	Education Management	State	03 rd	04 th	RTM	All Government Employees
17	Workshop on Noting & Drafting Skills	State	15 th	16 th		
18	Atrocities against members of weaker Sectinos	State	29 th	30 th		
December -2022						
19	Good Governance and citizen charter	State	06 th	07 th	RTM	All Government Employees
20	Team Building & HRD	State	13 th	14 th		



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

Sangareddy Dist. -Vikarabad

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
December -2022						
21	Healthcare & Sanitation	State	28 th	29 th	RTM	All Government Employees
January -2023						
22	Right to Information Act	State	05 th	06 th	RTM	All Government Employees
23	Stress Management	State	20 th	21 st		
24	Computer and IT	State	24 th	25 th		



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

Sangareddy Dist. -Vikarabad

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
February -2023						
25	Workshop on Noting & Drafting Skills	State	03 rd	04 th	RTM	All Government Employees
26	Drafting Parawise Remarks in Court Cases	State	14 th	15 th		
27	Communication Skills	State	23 th	24 th		
March-2023						
28	Computer and IT	State	07 th	08 th	RTM	All Government Employees
29	Workshop on Noting & Drafting Skills	State	14 th	15 th		
30	Role of NGOs	State	21 st	22 nd		



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

SIDDIPET

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
June -2022						
1	Drafting Parawise Remarks in Court Cases	State	07 th	08 th	RTM	All Government Employees.
2	Elimination of Child Labour	State	17 th	18 th	RTM	
3	Ethics in Administration	State	28 th	29 th	RTM	
July -2022						
4	Service Matters	State	05 th	06 th	RTM	All Government Employees
5	Office Management	State	19 th	20 th	RTM	
6	Human Rights	State	28 th	29 th	RTM	



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

SIDDIPET

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
August -2022						
7	Behavioural Science	State	11 th	12 th	RTM	All Government Employees
8	Disciplinary & Vigilance Procedures	State	17 th	18 th	RTM	
9	Computer and IT	State	24 th	25 th	RTM	
September -2022						
10	Disaster Management	State	08 th	09 th	RTM	All Government Employees
11	Communication Skills	State	20 th	21 st	RTM	
12	Climate Change	State	29 th	30 th	RTM	



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

SIDDIPET

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
October -2022						
13	Health Management	State	13 th	14 th	RTM	All Government Employees
14	Women Empowerment	State	18 th	19 th	RTM	
15	Gender Issues	State	21 st	22 nd	RTM	
November -2022						
16	Workshop on Noting & Drafting Skills	State	10 th	11 th	RTM	All Government Employees
17	Atrocities against members of weaker Sectinos	State	22 nd	23 rd	RTM	
18	Education Management	State	29 th	30 th	RTM	



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

SIDDIPET

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
December -2022						
19	Good Governance and citizen charter	State	02 nd	03 rd	RTM	All Government Employees
20	Healthcare & Sanitation	State	20 th	21 st	RTM	
21	Team Building & HRD	State	28 th	29 th	RTM	
January -2023						
22	Computer and IT	State	03 rd	04 th	RTM	All Government Employees
23	Stress Management	State	10 th	11 th	RTM	
24	Right to Information Act	State	24 th	25 th	RTM	



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

SIDDIPET

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
February -2023						
25	Communication Skills	State	03 rd	04 th	RTM	All Government Employees
26	Workshop on Noting & Drafting Skills	State	07 th	08 th	RTM	
27	Computer and IT	State	21 st	22 nd	RTM	
March-2023						
28	Drafting Parawise Remarks in Court Cases	State	03 rd	04 th	RTM	All Government Employees
29	Role of NGOs	State	09 th	10 th	RTM	
30	Workshop on Noting & Drafting Skills	State	28 th	29 th	RTM	



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

WARANGAL

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
June -2022						
1	Preparation & Processing of Pension Papers	State	08 th	09 th	RTM	J.A., SA. & Supdts.
2	Time Management & Stress Management	State	14 th	16 th	RTM	
3	Basic Computer Training on M.S. Office	State	20 th	24 th	RTM	
July -2022						
4	Noting & Drafting	State	06 th	08 th	RTM	J.A., SA. & Supdts
5	Financial Management	State	11 th	13 th	RTM	
6	Basic Computer Training on M.S. Office	State	26 th	30 th	RTM	



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

WARANGAL

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
August -2022						
7	Service Matters	State	04 th	06 th	RTM	J.A., SA. & Supdts
8	Consumer Rights	State	17 th	19 th	RTM	
9	Basic Computer Training on M.S. Office	State	22 th	26 th	RTM	
September -2022						
10	Disciplinary & Vigilance Procedures	State	06 th	08 th	RTM	J.A., SA. & Supdts
11	Conduct Rules	State	13 th	15 th	RTM	
12	Basic Computer Training on M.S. Office	State	19 th	23 rd	RTM	



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

WARANGAL

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
October -2022						
13	Protection of women from Domestic Violence Act.	State	11 th	12 th	RTM	J.A., SA. & Supdts
14	Basic Computer Training on M.S. Office	State	17 th	21 st	RTM	
15	Women Empowerment	State	26 th	28 th	RTM	
November -2022						
16	Noting & Drafting	State	09 th	11 th	RTM	J.A., SA. & Supdts
17	Preparation & Processing of Pension Papers	State	14 th	16 th	RTM	
18	Basic Computer Training on M.S. Office	State	21 st	25 th	RTM	



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

WARANGAL

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
December -2022						
19	Service Matter	State	06 th	08 th	RTM	J.A., SA. & Supdts
20	Basic Computer Training on M.S. Office	State	13 th	17 th	RTM	
21	Duties & Responsibilities of DDOs	State	19 th	21 st	RTM	
January -2023						
22	Disciplinary & Vigilance Procedures	State	05 th	07 th	RTM	J.A., SA. & Supdts
23	Basic Computer Training on M.S. Office	State	17 th	21 st	RTM	
24	Atrocities against Weaker Sections	State	23 rd	25 th	RTM	



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

WARANGAL

Sl.No.	Title of the Course	Category	From	To	Course Coordinator	Target Group
February -2023						
25	Noting & Drafting	State	08 th	10 th	RTM	J.A., SA. & Supdts
26	Basic Computer Training on M.S. Office	State	13 th	17 th	RTM	
27	Right to Information Act, 2005	State	21 st	23 rd	RTM	
March-2023						
28	Preparation & Processing of Pension Papers	State	02 nd	04 th	RTM	J.A., SA. & Supdts
29	Ethics in Administration	State	14 th	16 th	RTM	
30	Basic Computer Training on M.S. Office	State	21 st	25 th	RTM	



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

GOI

Sl.No.	Title of the Course	Category	From	To	RCT's
April -2022					
1	Noting and Drafting	GOI	4/20/2022	4/22/2022	Hanumakonda
2	Disaster Management	GOI	4/26/2022	4/28/2022	Sangareddy
May -2022					
3	Health Care and Sanitation	GOI	5/10/2022	5/12/2022	Sangareddy
4	Financial Management	GOI	5/24/2022	5/26/2022	Nalgonda
June -2022					
5	Poverty Alleviation Programmes in Urban Areas	GOI	6/17/2022	6/20/2022	Mahabubnagar



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

GOI

Sl.No.	Title of the Course	Category	From	To	RCT's
July-2022					
6	Conduct Rules	GOI	7/12/2022	7/14/2022	Siddipet
August -2022					
7	Child Labour	GOI	8/17/2022	8/19/2022	Karimnagar
8	Health Care and Sanitation	GOI	8/17/2022	8/19/2022	Adilabad
9	Consumer Rights	GOI	8/17/2022	8/19/2022	Hanumakonda
10	Women Empowerment	GOI	8/24/2022	8/26/2022	Nizamabad



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

GOI

Sl.No.	Title of the Course	Category	From	To	RCT's
September -2022					
11	Gender Issues	GOI	9/20/2022	9/22/2022	Sangareddy
October -2022					
12	Women Empowerment	GOI	10/26/2022	10/28/2022	Hanumakonda
November -2022					
13	Leadership and Team Building	GOI	11/15/2022	11/17/2022	Siddipet
14	Capacity Building	GOI	11/17/2022	11/19/2022	Nizamabad
15	Conduct Rules	GOI	11/24/2022	11/26/2022	Mahabubnagar



Dr. MCR HRD Institute of Telangana

RCT's Calendar 2022-2023

GOI

Sl.No.	Title of the Course	Category	From	To	RCT's
December -2022					
16	Health Management	GOI	12/13/2022	12/15/2022	Mahabubnagar
January -2023					
17	Disaster Management	GOI	1/19/2023	1/21/2023	Mahabubnagar
February -2023					
18	Time Management	GOI	2/20/2023	2/22/2023	Karimnagar
March -2023					
Hanumakonda - 3		Sangareddy-3		Nalgonda-1	Mahabubnagar-4
Siddipet-2		Karimnagar-2		Nizamabad-2	Adilabd-1