

No. 87th FC/T7/FC/1027/2012
Government of Andhra Pradesh

Dr. Marri Channa Reddy Human Resource Development
Institute of Andhra Pradesh

Joining Instructions

87th Foundation Course
(3rd September 2012 to 14th December 2012)

Note:

1. The OT's are required to fill in registration form and post it to Sri G. Chandra Shekar Reddy, IFS, Joint Director General and Course Coordinator, at the earliest. The Descriptive rolls and other mandatory forms, which are required for joining in Foundation Course are available in the Institute's website and can be downloaded. Filled in forms in duplicate complete in all respects and duly signed should be submitted at the time of joining the Institute for Training.
2. Inform the travel plan of the OT to the Institute as soon as it is finalized. This should reach the Institute a clear 3 days before arrival.

1. General Information

Postal Address

Dr. Marri Channa Reddy Human Resource Development Institute of
Andhra Pradesh, Road No. 25, Jubilee Hills, Hyderabad. 500 169.

Telegraphic Address

INSTADAP, Hyderabad

Fax

040 - 23557584/23557579 /23543459

EPABX Junction Lines (24 hrs.)

STD Code (040) 23548487 , 23543727 , 23543453

E-mails

87fcmcr@hrdiap.gov.in

Home Page

<http://www.hrdiap.gov.in>

(Please visit the Institute website for more information)

All official and residential lines are connected to the EPABX. The EPABX operator will provide the connection.

- Course Coordinator for the 87th Foundation Course at Dr MCR HRD IAP Campus:
Sri G. Chandra Shekar Reddy, IFS
Joint Director General
Phone No: 9948919666
- Additional Course Co-ordinators:
Dr.O.Vijayasree, Director, Centre for Change & Delivery Management
Phone No: 9248032101
- Associate Course Co-ordinators:
 1. Sri K. Anil Kumar, Jr Faculty
Phone No: 9248005303
 2. Smt.Y.Indira Priyadarshini, Jr Faculty
Phone No: 9248032089
- Nodal Officer Team:
 1. K.Soumya Rani, Jr Faculty
Phone No: 9248032079
 2. M. Srinivas, Trg. Pro. Coordinator
Phone No: 9441301034

Duration of Course:

3rd September 2012 to 14th December 2012

Date of Joining

3rd September, 2012.

The Officer Trainee should arrive at the Institute on 2nd September, 2012 so that he/she can assume charge on 3rd September 2012. Officer Trainees reporting after 3rd September, 2012 will not be allowed to join under any circumstances.

Nearest Railway Station

Secunderabad

Hyderabad (Deccan), (Nampally), Kacheguda (also within Hyderabad City)

Nearest Airport

Rajeev Gandhi International Airport, Shamshabad

2. How to reach Dr MCR HRD IAP, Hyderabad

By Air :

Rajiv Gandhi International Airport (RGIA) at Shamshabad, is located 30kms. away from the Institute. Direct flights to Hyderabad are available from all over INDIA.

Mode of Transport: RGIA Aero Express Buses are available From Shamshabad to Hi-tech City. (Cost : Rs 200/-). Autos are available from Hi-tech City to Dr.MCR HRD Institute (4Kms) (Cost: Rs 50/- apprx). A cab to the Institute from Airport will approximately cost Rs 600/-.

By Train :

Trains from all main cities in India operate to Hyderabad and reach at all or few of the railway stations at Secunderabad, Hyderabad (Nampally) and Kacheguda. It is easier to reach the Institute by getting off at either Secunderabad or Hyderabad (Nampally) stations.

From Secunderabad Railway Station: Mode Of Transport (Approx charges):
By Taxi Rs 300/- or auto rikshaw Rs 150/- (apprx.), By Bus: Rs 20 /- (Bus no's: 10H from Secunderabad Station to Kondatpur/Hitech-City) to get down at Peddamma temple and then by auto rikshaw Rs 20/-

By Bus:

Direct Bus services to Hyderabad are available from main cities like Bangalore, Mumbai, Chennai and Pune etc..

IMLIBAN (MGBS) Bus Terminal, Hyderabad: By Taxi : Rs 300/- (approx)
City bus service: Route No.127K, 127H, 127Z, 127P & 222 to get down at Peddamma Temple and then by auto to the Institute the fare is Rs. 30/-
Jubilee Bus Station: Secunderabad: by taxi Rs 300/- (approx), by auto rikshaw Rs: 150/- (approx).

3. Reception :

Please report at the Vamsadhara Hostel on arrival and at Institute Reception for the Joining Formalities on 3rd September 2012. The Joining formalities will be held on 3rd September 2012 from 10am to 5pm.

Each Officer Trainee has to :-

1. Pay a sum of Rs. 3,250/- towards membership fee for various Clubs and Societies (Details at Annexure-III).
2. Submit a copy of the allotment letter issued by DoPT/respective Department.
3. If any of the OT's are from Govt Service (Central/State) the details and supporting documents should be submitted.
4. Submit 4 passport size photographs. Name and Service are to be mentioned in block capital letters on the reverse of each photo.
5. Hand over signed copies of Descriptive rolls & other mandatory forms which can be downloaded from our website (the IES & ISS OT's who have already joined in Govt Service and submitted the mandatory forms in their respective Departments need not submit the forms in the Institute again).
6. The Bank account opening at Institute/ Sim card requirement shall be also facilitated.

4. Residential Accommodation

Stay at the Institute is mandatory. The Officer Trainee will be provided twin sharing high quality room with attached bath, have good furniture, a TV set, cots, mattress, blankets, bed sheet and pillows with cover. Items that Officer Trainee is required to bring are listed in Annexure-IV. No accommodation for spouses or family members will be provided at the Institute. Spouses and family members are NOT allowed to stay in the residential quarters of the Officer Trainees. The accommodation charges to be paid by the Officer Trainee is @Rs 60/- per day.

5. Clothing

The period from September to December changes from pleasant to cold. While it will not be extremely cold, adequate warm clothes are therefore essential. The lowest temperature in December may come down to 15°C.

6. Dining Facilities

Dining facilities are provided in the Institute. Cooking in the hostel rooms is Prohibited. Quality hygienic food (both vegetarian and non-vegetarian) will be served in the mess and the monthly mess charges will be around Rs 6000/- approximately. This includes morning tea, breakfast, lunch, dinner and tea with snacks during tea breaks.

7. Extra - Curricular Activities

Extensive facilities exist in the Institute for extra-curricular activities organized through Clubs and Societies (Annexure-III).

OTs may bring personal equipment for games, music, photography and swimming. We encourage them to get ethnic dresses, if they have which can be worn on special occasions and also for participation in cultural programs.

8. Special Instructions

Every Officer Trainee is required to furnish a statement of movable and immovable property on first appointment in the given proformas given as Annexure-I&II of the mandatory forms, which is available on the website. This must be filled in with due care & responsibility.

No leave shall be granted during the period of Training at the institute. OT's shall settle/ dispose of matters requiring - personal presence before joining.

No station leave will be granted for festivals falling during the Foundation Course.

First special salary advance is payable after completion of one month of training. So please bring sufficient money with you.

Enclosed:

- Statement of Movable/Immovable property on first appointment
- Details of Clubs & Societies (Annexure-III)
- List of Items Required (Annexure-IV)

Annexure-III

S.No	Clubs & Societies operated during the F.C	Fee
1.	Computer society	100
2.	Fine arts club	250
3.	House Journal society	500
4.	Management circle	100
5.	Officers' mess	100
6.	Officers' club	800
7.	Society for Social Services & Contemporary Affairs	450
8.	Hobbies club	250
9.	Nature Lover's Club	200
10.	Adventure Sports Club	200
11.	Fun Club	100
12.	Alumni	200

ANNEXURE-IV List of Items Required

Clothing

At all times, Officer Trainees are expected to be properly attired and should not present in an unkempt or slovenly appearance.

(For stay in Hyderabad and also on various official tours, OTs are advised to have adequate warm clothing both formal and casual wear.

The following further instructions relating to clothing should be observed by the Officer Trainees:-

Formal Occasions

All officers of the All-India Services and Central Services will find use of their formal dress on formal occasions during their professional training and later during their careers. Hence it would be advisable to get the formal dress stitched as early as possible. The first formal occasion will be inauguration of Foundation Course.

For formal occasions, the prescribed formal dress is as follows:-

For Lady :

Saree with sober colour with formal shoes/sandals

For Gentlemen

Black or white buttoned up suit or black sherwani with white churidar pyjamas. Black socks and black formal shoes.

OT's are also requested to wear formal lounge suits with necktie on prescribed occasion.

In Class

All Officer Trainees are expected to be well groomed and neatly and cleanly attired according to the weather. No jeans shall be allowed during academic hours or in the Officers' Mess. Casual or frivolous attire shall not be worn. Lady OTs are permitted to wear salwar kameez/ chudidhars/ western business suit with formal shoe, sandals besides saree to the classes. Gentlemen OT's have to wear full sleeve shirt and trousers with necktie

Only formal leather shoes or sandals in the case of women may be worn in classes, in the Main Institute square, Officers' Mess, Lounge and Library. Sneakers, sports shoes and tennis shoes may be worn only as a part of PT/Games dress. Use of bathroom slippers is restricted to the residential area. Shoes with rubber soles are preferable.

Laptops

Dr.MCR HRD IAP is fully computerised & n/w Environment. The OT's who have their own laptops must carry their laptops.

Mobile Phones :

Mobile phones are strictly prohibited in the academic block of the campus. Mobile phones found with OT's in the academic area will be confiscated and fine will be imposed on OT. However OT's may use mobile phones in their hostel rooms.

Consumption & Possession Of Alcohol/Tobacco :

Officer Trainee either found in possession of alcoholic drinks or found to have consumed alcoholic drinks will be asked to discontinue the course instantly. This will also invite disciplinary action under the relevant rules.

For PT/Yoga/Games & Sports: The following are to be brought :

Lady

Two pairs of white salwar and white kameez/ at least one Track Suit and also T-Shirt with Institute Logo.

Two pairs of white socks and one pair of good jogging shoes with Adequate cushioning for road running.

Gentle Men:

Two Track Suits, one pair of T-shirts with Institute Logo. One pair of good jogging shoes (with adequate cushioning for road running) with 2-3 pairs of white socks.

NOTE

* T-shirts and track suits with the Institute Logo can be purchased at the Institute at the time of joining. The approximate cost will be Rs.2000/- for one set.

Trekking:

OTs would be required to go on a trek to Nilgiri Hills during the Foundation Course. The equipment required for the Trek is listed below.

1	Sleeping Bag (feather type)	Will be provided by the institute. However you can get your personal item, if you have
2	Ruck-sack (Nylon Everest Type)	
3	Wind proof jacket	Will be brought by the trainee
4	Woolen Gloves	
5	Woolen Cap	
6	Plain Cap/Hat	
7	Long Sleeved Vest	
8	Woolen Stockings and socks	
9	Trekking shoes(non slipperly with good grip)	
10	Water bottle (light weight as you will have to carry it)	
11	Torch (small one should be heavy)	
12	Sleeping bag feather type	