

Dr. Marri Channa Reddy Human Resource Development Institute  
(An Institution included in Schedule – X of the A.P. Reorganization Act 2014)

**89<sup>th</sup> Foundation Course**  
**(1<sup>st</sup> September 2014 to 12<sup>th</sup> December 2014)**

## **Joining Instructions**

### **I. Registration**

1. The Officer Trainees (*referred to as OTs*) will bring this complete document of Joining Instructions along with them to the Institute.
2. This document contains the following enclosures:
  - Details of Clubs & Societies and membership amounts to be deposited on arrival in the Institute (Annexure – I)
  - List of items to be brought (Annexure – II)
3. The OTs, except IES and ISS, are required to register online to confirm their joining the 89<sup>th</sup> Foundation Course (FC). The online registration facility is available at the website of LBSNAA, <http://www.lbsnaa.gov.in>. The software can be accessed by using the Web Authentication Code provided by DoP&T.
4. In online registration process, OTs will be required to fill two types of forms: a) On-line Forms and b) PDF copies of paper forms.
  - a) The details of Descriptive Roll and Preferences are to be filled online itself, and there is a facility to save the data entered and take printouts of the same.
  - b) The other mandatory forms to be filled in are available as a PDF file, which can be downloaded and saved. For this part, the OTs are required to take two prints of the forms and fill the data in duplicate in ink and sign at the required places. These forms MUST be duly filled in duplicate and signed and brought along by the OT at the time of joining and submitted to the appropriate desks at the Institute.
5. All the OTs, including IES and ISS, are required to fill the online registration form of Dr.MCR HRDI which is available on the Institute's website: <http://www.hrdiap.gov.in>.

## II. Course Details

### 1. The Institute

Postal Address	:	Dr. Marri ChannaReddy Human Resource Development Institute, Road No.25, Jubilee Hills, Hyderabad - 500 169.
E-mail	:	<a href="mailto:89fc@hrdiap.gov.in">89fc@hrdiap.gov.in</a>
Home page	:	<a href="http://www.hrdiap.gov.in">http://www.hrdiap.gov.in</a>
STD Code	:	040
EPABX Lines(24 hrs)	:	23548487,23557580,23557582
Fax	:	23557584/ 23543459

### 2. The Course Team

Course Coordinator	:	Dr. K. Tirupataiah, IFS (1986) Additional DirectorGeneral
Special CourseCoordinator	:	Sri L. Shashidhar, IAS (1996) Joint Director General
Addl. Course Coordinator	:	Dr O. Vijayasree Director, CM & BS
Nodal Officer	:	Smt. K. Soumya Rani Faculty Member
Controller of Examinations	:	Smt. P. Bharathi Senior Faculty Member
AdministrativeOfficer	:	Sri P. Dharmachandra Reddy Dy. Collector
DurationofCourse	:	1 <sup>st</sup> September2014 to12thDecember, 2014
Date of joining	:	1 <sup>st</sup> September2014

- OTs will arrive at the Institute on or one day before the joining date to assume charge on 1<sup>st</sup> September 2014. **Officer Trainee reporting after 1700 hrs on 1<sup>st</sup> September, 2014 will not be allowed to join under any circumstances.**

### 3. Reaching the Institute

#### i. By Air:

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

a. Mode of Transport: RGIA Aero Express Buses are available from Shamshabad to Hi-tech City. (Cost: Rs 250/-).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. 900/-.

ii. By Train:

Hyderabad is well connected with all main cities in India. It has three railway stations namely: Secunderabad, Hyderabad (Nampally) and Kacheguda. It is easier to reach the Institute by getting off at either Secunderabad or Hyderabad (Nampally) stations.

b. Mode of Transport (Approxcharges): From Secunderabad Railway Station: By Taxi Rs.350/-or autorikshaw Rs 200/-(apprx.), ByBus:Rs20/-(Bus no's: 10H from Secunderabad Station to Kondapur / Hi-tech-City) get down at Peddamma temple and then by autorikshaw (Rs30/-)

iii. ByBus:

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

c. Mode of Transport: IMLIBAN(MGBS) Bus Terminal, Hyderabad: ByTaxi:Rs350/-(apprx); CITYBUSSERVICE: RouteNo. 127K, 127H, 127Z, 127P & 222, get down at Peddamma Temple and then by auto to the Institute. (Rs. 40/- (approx.); JUBILEE BUS STATION, Secunderabad: By Taxi Rs300/- or autorikshaw Rs 200/-(apprx.); By Bus: Rs. 20/- (Bus no's: 10H from Secunderabad Station to Kondapur/ Hi-tech-City) to get down at Peddamma Temple and then by auto to the Institute. (Rs. 40/- (approx.)

Note: The above mentioned rates are indicative only.

**(The route map to thisInstitute is available on our website)**

#### **4. Reception**

Accommodation for male OTs is arranged at Vamshadhara Residency and female OTs would be accommodated in Tungabhadra Hostel. If the number of Women OTs is more than 40, then some of the women OTs may also be accommodated in Vamsadhara Residency in an exclusive wing.

Please report at the respective hostels for taking accommodation. The persons to be contacted for accommodation facilities are: Sri.Bharat Kumar (Mobile: 9248032104) and Sri. Ajay Shinde (Mobile: 9248005307). Both of them are Facilities Executives.

#### **5. Joining Formalities**

Report at the Reception in the Administrative/Main Block for the Joining Formalities on 1<sup>st</sup> September, 2014.The joining formalities will start from 10.30 am onwards.

### **Officer Trainee has to**

- \* Handover signed copies of Descriptive rolls & other mandatory forms in duplicate at the respective desks (applicable to the candidates selected on the basis of CSE 2013 and IFoS 2013, only.)
- \* Submit a copy of the allotment letter issued by DoPT/ respective Department.
- \* If any of the OT's is from Govt. Service (Central/State) the details and supporting documents should be submitted.
- \* Pay a sum of Rs.3,700/- towards membership fee for various Clubs and Societies (Details at Annexure – I)
- \* Submit 4 passport size photographs. Name and Service are to be mentioned in block capital letters on the reverse of each photo.

### **6. Residential Programme**

- During the Foundation Course, OTs are required to reside in the accommodation provided by the Institute.
- Accommodation will be provided on a twin sharing basis. No request for change (or) choice would be entertained.
- The charges of accommodation (inclusive of water, electricity charges) per day per OT is Rs.150/- (applicable to the OTs selected on the basis of CSE 2013 and IFoS 2013, only).
- The rooms are provided with basic furniture (beds, mattress, table, chairs, cupboard, TV set, blankets, bedsheet and pillows with cover etc.).
- Toiletry kit will be provided in the rooms with facility to replenish consumables as and when required.
- The items that the OTs are required to bring are listed in Annexure – II.
- Accommodation for spouses or family members will **NOT** be provided. OTs are **NOT** allowed to entertain guests (family members, friends, spouse or anybody else) in their rooms. Therefore, do **not** bring any escorts at the time of joining. Institute will provide accommodation for OTs only.
- Accommodation to couples who are both eligible for FC would be considered on case by case basis.

### **7. Clothing**

Generally, the weather in Hyderabad is very pleasant. The period from September to December changes from pleasant to mildly cold. However, adequate warm clothing may be brought along. The lowest temperature in December may come down to 12-15<sup>o</sup> C.

## **8. Dining Facilities**

Dining facilities are provided at the Institute. Cooking in the hostel rooms is strictly prohibited. Quality hygienic food (both vegetarian and non-vegetarian) will be served in the mess and the monthly mess charges will be around Rs.9,000-10,000/- , approximately. (applicable to the OTs selected on the basis of CSE 2013 and IFoS 2013, only). In case of the IES and ISS OTs, the charges are paid to the Institute directly by the respective Departments. Catering includes morning tea, breakfast, lunch, dinner and tea with biscuits / snacks during tea breaks.

Arrangements are also being made to provide tea-making kit in the rooms so that the OTs can make their own tea/coffee as and when they need.

## **9. Extra – Curricular Activities**

Good infrastructure facilities exist in the Institute for supporting extra-curricular activities to be organized through Clubs and Societies (**Annexure-I**). OTs may bring along with them personal equipment for games, music, photography and swimming. On special occasions and also during participation in cultural programs, OTs are encouraged to wear their traditional dresses.

## **10. Bank Account**

The Institute staff will facilitate opening of a Savings Bank Account for OTs other than the IES and ISS. The OTs are required to bring PAN Card/ Driving License / Voter ID Card as identity proof for the purpose of opening of Bank Account

## **11. Mobile Phone**

Institute staff will also facilitate getting SIM cards for those who may require.

## **12. Laptops**

The Institute hostels and main building are Wi-Fi enabled. The OTs who have their own laptops are encouraged to bring them along. However, the OTs who do not have laptops can use Computers in the Computer Labs during office hours and in the work stations arranged in 1<sup>st</sup> and 2<sup>nd</sup> Floors in Vamshadhara Residency, before or after office hours.

### **13. Usage of Mobile Phones**

Usage of Mobile phones is strictly prohibited in the academic block of the campus. Mobile phones found with OT's in the academic area will be confiscated and suitable fine will be imposed. However, OT's may use mobile phones in their hostel rooms and during the breaks (plenty of breaks are provided).

### **14. Consumption & Possession of Alcohol/Tobacco/Drugs**

Officer Trainees either found in possession of alcoholic drinks or found to be in an inebriated condition will not be allowed to continue the Course. In addition, such an act will also invite disciplinary action under the relevant rules.

### **15. Medical Issues / Facilities**

OTs suffering from any serious health problems are requested to inform the same to the Course Team on the day of reporting itself. They are also requested to bring along their Medical records and prescriptions (if any). They are advised to carry all the essential medicines along with them. Visiting doctors are available at the Institute. Moreover, the Institute is located in the middle of the City with Super Specialty Hospitals close by and there should be no cause to worry on this front.

### **16. Special Instructions**

- All the OTs, except those from IES and ISS, are required to furnish property returns of **MOVABLE AND IMMOVABLE PROPERTY** in the proforma provided in the online registration software.
- The Foundation Course is a 'No Leave Course'. **NO LEAVE SHALL BE GRANTED** during the period of training at the Institute. OTs are advised to settle / dispose of matters requiring their personal presence before joining the FC. No station leave will be granted for festivals falling during the Foundation Course.
- The OTs, except those belonging to IES and ISS, will get their First Special Salary Advance only after completion of one month of training. Therefore, they are advised to bring sufficient money to cover one month's expenses

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**Annexure-I**

<b>S.No</b>	<b>Clubs &amp; Societies that will be operational during the F.C.</b>	<b>Fee</b>
1	Computer Society	100
2	Film & Fine Arts Club	400
3	House Journal Society	500
4	Management Club	100
5	Officers' Mess Committee	200
6	Officers' Club	1000
7	Social Services Club	500
8	Hobbies Society	100
9	Nature Lover's Club	200
10	Adventure Club	400
11	Fun Club	100
12	Alumni	100
<b>TOTAL</b>		<b>3,700</b>

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**ANNEXURE-II**

**Attire for Various Occasions**

**A. Clothing**

At all times, Officer Trainees are expected to be properly attired and should not present an unkempt or slovenly appearance. For stay in Hyderabad and also on various official tours, OTs are advised to have adequate warm clothing both for formal and informal occasions.



**Dress Regulations**

The following further instructions relating to attire should be followed by the Officer Trainees:-

**a. Ceremonial**

- \* Black or White Jodhpur Suit / Sherwani with formal shoes (Oxfords / Brougues) for Gentlemen
- \* Saree (preferably in sober colours) with formal shoes / sandals (with socks) for ladies

**b. Formal**

- \* Black or White (Jodhpur suit / 2 or 3 piece Lounge suit (preferably in navy blue or other dark colours) with necktie / cravat and formal shoes for Gentlemen.
- \* Saree or SalwarKameez or ChuridarKurta or Western Business Suit with formal shoes / sandals (with socks) for ladies.

**c. Informal**

- \* Full Sleeves Shirt, Jacket and Trousers with necktie and shoes for Gentlemen
- \* Salwar Kameez or Churidar Kurta or Western Business Suit with formal shoes/sandals for ladies.

**d. Casual**

- \* Open Collar Shirt with Trousers (not Jeans) and shoes (other than sports shoes / sneakers) for Gentlemen.
- \* SalwarKameez or ChuridarKurta or Shirt and Trousers with footwear (other than chappals / slip-ons / sneakers) for ladies



**e. Classroom Sessions**

- \* Full Sleeves Shirt and Trousers with Necktie with formal shoes for Gentlemen.
- \* Saree / Sawar-kameez / Churidar-Kurta / Western Business Suit with formal shoes / sandals for ladies.

**f. Traditional / Ethnic**

- \* Dhoti / Kurta-Pajama / Veshti / Mundu etc. for Gentlemen
- \* Ethnic Saree / Ghaghra / Lehanga / Mekhla Chador etc., for ladies.



**Occasions**

**a. Ceremonial**

- \* Course Inauguration / Valedictory Ceremony
- \* Visit of VVIPs such as President / Vice-President / Prime Minister
- \* Any other occasion designated by Course Coordinator

**b. Formal**

- \* Formal Lunch / Dinner (Other than those where a VVIP is present)
- \* Visits of dignitaries other than VVIPs

**c. Informal**

- \* For OTs and in-service Officers during Class hours.
- \* Cultural evenings

**d. Casual**

- \* Mess (Other than formal Lunch / Dinner)

**e. Traditional / Ethnic**

- \* Cultural performances
- \* India day

- Lapel Cards/ ID Cards shall always be worn on all formal and informal functions and during classes.
- All the OTs are expected to be always well-groomed and properly dressed according to the occasion and as per the weather, casuals or frivolous attire shall **NOT** be allowed during academic hours or in the Officer's Mess.

- Shoes with comfortable soles are advisable. However, only formal leather shoes shall be worn in academic area, Officers' Mess, Officers' Lounge and Library. Sneakers, sports shoes and tennis shoes may be worn only as a part of PT / Games . Use of slip-ons/ leather chappals by Gentlemen and Lady OTs is strictly proscribed. **Use of bathroom slippers should be restricted to the hostel rooms only.**

### **B. For PT/Yoga/Games&Sports:**

- For PT / Yoga and compulsory sports / games activities, Institute track suits and Institute T-shirts must be worn. Other tracksuits and T-shirts will not be allowed.
- Two pairs of Institute T-shirts, one Institute track suit (along with one extra track-pant) have to be purchased by all OTs at the time of joining. The approximate cost will be Rs. 2,500/- per set.
- For other sporting activities, OTs may like to bring their own sports clothing.
- One pair of good quality jogging / running shoes (in white colour) with adequate cushioning for road-running will be required. It is advisable to invest in a good quality running shoe to avoid subsequent injuries. White sportsshoes can also be purchased at the Institute.
- Lady OTs may also bring two pairs of plain white Salwar Kameez for use during PT / Yoga / Sports, in addition to the above mentioned clothing and other accessories.

### **C. Trekking:**

A one week mandatory trek in the Nilgiri Hills is an integral part of the Foundation Course. The equipment required for the Treks is listed below.

<b>* Items provided by the Institute</b>	
1	Sleeping Bag (Feather Type)
2	Rucksack (Nylon Everest Type)
<b>** Items to be brought by OTs (are also available in the local market)</b>	
3	Windproofjacket
4	WoolenGloves
5	Woolen Cap
6	PlainCap/Hat
7	LongSleevedVest
8	Woolen Stockings and socks
9	Trekkingshoes (non-slippery withgood grip)
10	Water bottle (lightweight as you willhave to carry it)
11	Torch

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