



**Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA
GOVERNMENT OF TELANGANA**

Road No. 25, Jubilee Hills, Hyderabad – 500 033

**94th Foundation Course for AIS & CCS
(26th August 2019 – 6th December 2019)**

Joining Instructions & Joining Formalities

Greetings from MCR HRD Institute of Telangana, Hyderabad

This document contains details regarding joining formalities by OTs before their respective Cadre Controlling Authorities at Dr MCR HRD Institute of Telangana for admission into the 94th Foundation Course (FC) and their stay at the Institute.

Course Team

The Course Team for the conduct of the 94th Foundation Course at MCRHRDIT is as follows :

Course Director : Sri Harpreet Singh, IAS,

- a) **Advisor (Coordination & Infrastructure)**: Sri P. K. Sharma, IFS (Retd.)
- b) **Advisor (Academics)** : Dr Gautam Pingle
- c) **Additional Course Director (General)**: Smt. Divya Parmar , IES
- c) **Additional Course Director (Academics)**: Prof. Mohd. Abbas Ali
- d) **Additional Course Director (Co-curricular & Extra-curricular)**:
Dr. Ravulapati Madhavi

Course Details

- a) Course Duration: 26th August, 2019 to 6th December, 2019
- b) OTs will arrive at MCR HRDIT on 25th August, 2019
- c) Joining Formalities: From 2.30 p.m. to 5.30 pm on 25.08.2019
and 9.30 am to 1.30 p.m. on 26.08.2019

Officer Trainees reporting after 1.30 p.m. on 26th August 2019 will not be allowed to join under any circumstances.

Course Inauguration and Commencement of Classes:

- 94th Foundation Course will commence from 26th August, 2019. The Inaugural programme will be organized on 27th August, 2019. The programme details will be circulated separately.

- Dress code for the Inaugural programme will be **CEREMONIAL (please see details in Annexure-I)**. **Photography by OTs is strictly prohibited during the Inaugural programme.**

Contact Details

- Address of the Institute :
Dr. Marri Channa Reddy Human Resource Development Institute of
Telangana, Road No. 25, Jubilee Hills, Hyderabad- 500 033
- STD Code: 040
- EPABX Lines** : 23557580,23557582, **FC Secretariat Extn-165**
- Fax**: 23557584/ 23543459
- e-mail: 94fc@mcrhrdi.gov.in
- Home Page: <http://www.mcrhrdi.gov.in>

Reaching the Institute

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.

Facilitation Counters at Airport :

- Facilitation Counters will be opened by MCRHRD Institute of Telangana at the Airport Arrival Area (near Telangana Tourism Counter) from 0800 hrs on 25th August, 2019 to 12 00 hrs. on 26th August 2019.
- The Staff from the Institute shall be present at these counters to facilitate your transport to the Institute. **Expenses for the transport will be borne by the OTs.**
 1. Sri Kavi Bhushan Pandey Mobile no.:9248032089, 9000114443
 2. Sri Nataraj Mobile No: 9908815114
 3. Sri Swaroop Mobile No: 8125721733
- **RGIA Aero Express Buses** are available from Shamshabad Airport to Hi-Tech City (Approx. Cost: Rs 350/-). Autos are available from Hi- Tech City to Dr MCR HRD Institute (4Kms) (Approx. Cost: Rs 100/- approx.).
- Alternatively, a cab to the Institute from RGI Airport will cost Rs 1000/- (approx.)

By Train:

- Hyderabad is well connected with all major cities in India. It has three railway stations namely, **Secunderabad, Hyderabad Deccan (Nampally) and Kacheguda**. It is easier to reach the Institute by getting off at either Secunderabad or Hyderabad (Nampally) Stations.
- From Secunderabad Railway Station: By Cab Rs 400/- By City Bus: Rs 30/- (Bus No: 10H from Secunderabad Station to Kondapur/Hi Tech-City) get down at Peddamma Temple and then by Autorikshaw (Rs50/-) to the Institute.

By Bus:

- Direct Bus services to Hyderabad- **Mahatma Gandhi Bus Station - (MGBS) - IMLIBAN, Hyderabad** or **JUBILEE BUS STATION (JBS), Secunderabad** are available from major cities like Bangalore, Mumbai, Chennai, Pune etc.

- From MGBS, Hyderabad to the Institute: By Taxi/Cab: Rs 400/- (approx.); By City Bus (Route No.127K, 127H, 127Z, 127P & 222): Rs 30/- to get down at Jubilee Hills Check Post/ Peddamma Temple and then by autorikshaw to the Institute (Rs 50/- (approx.)
- From JBS, Secunderabad: By Cab Rs 300/- (approx.); By City Bus: Rs 30/- (Bus No: 10H from Secunderabad Station to Kondapur/Hitech-City) to get down at Jubilee Hills Check Post /Peddamma Temple and then by Autorikshaw to the Institute (Rs 50/- (approx.)

Note: The above mentioned rates are indicative only

MCR HRD Shuttle:

- Shuttle Buses operated by MCR HRD shall run from Peddamma Temple Metro Station and Chiranjeev Blood Bank, Road No. 10, Jubilee Hills to Dr MCR HRD Institute of Telangana every half-an-hour on August 25th and 26th from 9 am to 10 pm.

The Route Map to the Institute is available on our Website

Step-1 Arrival at MCRHRDIT

1. The OTs shall report at the Godavari Hostel upon arrival. **Each OT must carry a valid photo Identity {ID} card (Voter ID/Aadhaar card/Passport/PAN card) and photocopy of appointment letter received from DoPT, which has to be furnished for verification purposes at Godavari Hostel.**
2. **No individual other than the OT concerned will be permitted to proceed to the Godavari Hostel.** The OTs are therefore, advised not to bring their relatives/parents along with them.

Step-2 Room Allotment

1. Accommodation for all OTs is arranged at Godavari Hostel. At the reception of the Godavari Hostel, OTs are required to furnish their photo identity proof for collecting the room keys.
2. New photo ID cards may be collected during registration. These photo ID cards shall be valid till the end of the Foundation Course. **For obtaining photo ID cards during registration, the OT must register online on the Institute's website.**
3. In case of any further assistance with regard to accommodation, you may contact **Shri R. Naga Raju , Facilities Executive (Mobile: 9677757539)**

Step-3 Joining Formalities at Admin. Block

1. Officer Trainees have to report at the Admin. block for the joining formalities.
2. Joining formalities will be carried out from **2.30 p.m. to 5.30 pm on 25th August, 2019 and from 9.30 am to 1.30 p.m. on 26th August, 2019.**
3. Counters will be set up service-wise to facilitate the completion of the joining formalities by the OTs.

Details of Joining Formalities

S.No	Room No	Activity
A	- Room No :028 (PVRK Prasad Hall) Ground Floor, Admin Block	<p>Registration for all Services except IES & ISS</p> <p>To submit the following documents</p> <ol style="list-style-type: none"> 1. Photocopy of Appointment letter received from DoPT - two copies 2. Following forms downloaded from the website, duly filled in and signed (by OT) in all respects to be submitted in duplicate. <ol style="list-style-type: none"> a) Application for NPS – two copies (NPS-Request for subscriber shifting also available at a1) b) Nomination for CGEGIS forms 7&8 – two copies each c) Information Sheet – two copies d) Home Town Declaration – two copies e) Assumption of charge form -four copies f) Oath form – two copies g) Marital Status Declaration – two copies h) Dowry Declaration (printed both sides) – two copies i) Close Relation Form (printed both sides)- two copies j) Statement of Movable Property on First Appointment-two copies k) Statement of Immovable Property on First Appointment – two copies l) Statement of Liquid Assets on First appointment – two copies m) Statement of Debts and Other Liabilities on First Appointment- two copies n) Statement of Provident Fund and Life Insurance Policy o) Declaration of dependency of parents & family members for the year 2019-two copies p) Surety Bond-two copies q) Family Details Form (Form No 3)-two Copies r) To submit hard copy of Descriptive Rolls (as submitted to LBSNAA at the time of registration)-two Copies s) Submit 2 Passport Size Photographs. Name and Service are to be mentioned in capital letters on the reverse of each photo.

S.No	Room No	Activity
B	Room No 028 - Ground Floor, Admin Block – (Accounts section)	1. To pay Rs. 3000.00 towards subscription of clubs and societies 2. To pay the specified amount for purchase of track suit (compulsory) supplied by LBSNAA
	Banking Counter	OTs can open an account if they need to do so
C	Room No 024, Ground Floor, Admin block	1. To Obtain ID card 2. Biometric fingerprints 3. To obtain ID card, MCRHRDIT Online registration is compulsory
D	Room No:23 Ground Floor, Admin Block	Collection of track suits by LBSNAA & T-shirt (complimentary) supplied by MCR HRD
E	Room No: 22, Ground Floor, Admin Block	To collect training kit

For OTs belonging to IES and ISS

S.No	Section / Room No	Activity
A	Room No: 025 Ground floor, Admin Block)	To submit 1. Photocopy of appointment letter issued by Ministry of Finance/Ministry of Statistics and Planning - two copies 2. Assumption of charge form - four copies 3. Submit 2 Passport Size Photographs. Name and Service are to be mentioned in capital letters on the reverse of each photo.
B	Accounts Section – Room No: 25 Ground Floor, Admin Block	<ul style="list-style-type: none"> To pay Rs. 3000.00 towards subscription of clubs and societies To pay Rs 3540/- for purchase of one track suit, one lower and one T- shirt supplied by MCR HRD
C	Room No 024, Ground Floor, Admin block	1. To Obtain ID card etc. 2. Biometric fingerprints 3. To obtain ID card, MCRHRDIT Online registration is compulsory
D	Room No:23 Ground Floor, Admin Block	Collection of one track suit, one lower and two T-shirts (one T-shirt complimentary) supplied by MCR HRD
E	Room No: 22, Ground Floor, Admin Block	To collect training kit

- You are requested to carry the documents related to joining formalities and the forms downloaded from the institute website. These forms duly filled in and signed by the OT should be submitted at the designated counter during registration as mentioned above.
- All the forms mentioned above are available on the Institute website**

Membership of Clubs & Societies

Life at the Institute includes activities conducted by various Clubs & Societies. You will become a member of these Clubs & Societies as also of the Officers' Mess on joining the Institute. An amount of **Rs.3000.00** will be collected from each OT during joining formalities towards subscription for such Membership. Details may be seen in **Annexure-II**.

Residential Accommodation

- a. OTs are required to reside compulsorily in the accommodation provided by the Institute during the FC. Accommodation for OTs is provided in Godavari Hostel.
- b. The room keys will be handed over to the OT at the Reception of Godavari Hostel after furnishing of photocopy of appointment letter issued by DoPT and ID Card. (Voter ID/ Aadhaar card/ Driving license/Passport/PAN card)
- c. Accommodation will be provided on a twin sharing basis during the Foundation Course. Request for change or choice of accommodation will not be entertained.
- d. The monthly charges for accommodation and other facilities (inclusive of water, electricity charges) are **Rs. 200 per head per day for twin sharing**. In case, OTs are eligible for HRA (House Rent Allowance) monthly charges for accommodation shall be fixed accordingly. These charges will be collected from the OTs by the Accounts Section on a monthly basis.
- e. The hostel rooms are provided with the following basic furniture/ items -bed, mattress, two single bedsheets, blanket, pillow with cover and towel. OTs may bring any other items as per their personal requirements. Please refer to **Annexure-1** for additional items (including for trek) that the OTs are required to bring along.
- f. The Institute will not be in a position to provide accommodation for spouse or family members at the time of joining or during the duration of the Course. **As per the Institute guidelines, guests (family members, friends, spouse etc.) are not to be entertained by the OTs in their rooms.**

Dining Facilities

- Dining for the OTs is arranged at the "Pushti" dining hall of Tungabhadra Block. Both vegetarian and non-vegetarian food will be served and the mess charges will be approximately Rs 355/- per day per head.
- Refreshments are available on payment basis in the Institute's café. Cooking in the hostel rooms is strictly prohibited.

Sports Facilities

- The Institute has excellent facilities for various sports like Tennis, Badminton, Table Tennis besides a Swimming Pool and a well-equipped Gymnasium. OTs are advised to make optimal use of these facilities.
- OTs may bring along with them their personal equipment for games, music, photography, etc. On special occasions and also during participation in cultural programs, OTs are encouraged to wear traditional attire of their respective States.

Computers

OTs are encouraged to bring along their laptops. However, those who do not have laptops can use the computers in the Computer Labs during office hours and in the Business Lounge in Godavari Hostel thereafter. The OTs bringing their personal laptops should pre-load their laptops with the following software:

Operating System: Windows XP/Windows 7/Windows 8

MS-Office: MS-Office 2010 or Higher Version

Project Management Software: MS-Project 2003

MS-Office should not be a starter version. It must include MS-Word, MS-Power Point, MS- Excel and MS-Access.

Banking

Andhra Bank ATM is available in the Institute Campus.

General Instructions

- a) 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 off matters requiring their personal presence before joining the Institute. Even Station leave shall not be granted for any purpose.
- b) OTs suffering from any serious health problems are requested to inform the same to the Course team on the day of reporting itself, or even prior to that, if any special assistance is needed. They are requested to bring along their medical records and prescriptions, if any.
- c) **OTs are requested to leave the cell phones in the Hostels only. These are strictly prohibited in the class rooms.**
- d) Reading Material will be available on the website. Hard copy of reading material will be made available on payment basis.
- e) **Officer Trainees will receive their salaries from their respective Cadre Controlling Authorities. However, they are requested to bring sufficient money to cover expenses of one month.**

Annexure – I

Details Regarding Clothing, Dress code & Miscellaneous Matters

The Institute lays strong emphasis on turn out befitting an officer. You are expected to be properly attired at all times and not present an unkempt or slovenly appearance at any point in time.

1. Bedding and linen

The articles that are supplied by the Institute have been detailed at (e) under the heading of 'Residential Accommodation'. The OTs may carry other personal items to the extent considered necessary by them.

2. Clothing

Generally, the weather in Hyderabad is pleasant through the year. The weather changes from pleasant in September to mildly cold in December. The lowest temperature in December may be around 15 degrees Celsius. Therefore, it is advised to bring adequate warm clothing along.

3. Dress Regulations

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 clothing both for formal and informal occasions. Following are the dress regulations:

Ceremonial

Gentlemen: Black, White or Light coloured Jodhpur Suit/ Sherwani (Plain) with formal shoes (Oxfords/ Brogues)

Ladies: Saree with formal shoes / sandals

Formal

Gentlemen: Black or White or Light coloured Jodhpur Suit / 2 or 3 piece Lounge Suit (preferably in sober colors) with necktie / cravat and formal shoes.

Ladies: Saree or Salwar Kameez or Churidar & Kurta/Kameez with Duppata or Western Business Suit and full sleeves formal shirt and formal shoes/sandals (short kurtis/leggings shall not be treated formal).

Informal

Gentlemen: Formal full sleeves shirt and trousers without necktie.

Ladies: Saree, formal Salwar Kameez or Churidar Kurta / Palazzo and Kurta/Kameez or formal Trousers with formal shirt or Western Business Suit with formal shirt (not short kurtis/ tight leggings) with shoes / sandals

Casual

Gentlemen: Open collar shirt with trousers (not jeans) and shoes (other than sports shoes /sneakers)

Ladies: Salwar Kameez or Churidar Kurta with Duppata or Shirt and Trousers with footwear (other than chappals / slip-ons / sneakers)

Traditional/ Ethnic

Gentlemen: Dhoti/ Kurta-Pajama / Veshti / Mundu etc.

Ladies: Ethnic Saree/ Ghaghra / Lehenga/ Mekhla Chador/ Kasavu set etc.

3. OCCASION - WISE DRESS CODE

a. Ceremonial

- i. Course Inauguration / Valediction Ceremony
- ii. Visit of VVIPs such as President / Vice-President / Prime Minister/Governor/ Chief Minister
- iii. Any other occasion designated by the Course Director

b. Formal

- i. Formal Lunch / dinner (other than those where a VVIP is present)
- ii. Visits of dignitaries other than VVIPs

c. Informal

- i. For Officer Trainees during Class Hours

d. Casual

- i. Cultural Evenings
- ii. Mess (other than for Formal Lunch / Dinner)

e. Traditional/ Ethnic

- i. Cultural Programmes
- ii. India Day

4. Miscellaneous

- Lapel cards/ID cards shall always be worn on all formal and informal occasions and during classes.
- All OTs are expected to be always well-groomed and properly dressed according to the occasion and as per the weather. **Frivolous attire shall NOT be allowed during academic hours or in the Officers' Mess.**
- Only formal leather shoes shall be worn in the academic area, Officers' Mess, and Library. Sneakers, sports shoes and tennis shoes may be worn only as a part of PT / Games.

- Use of slip-ons/chappals / bathroom slippers should be restricted to the hostel area only.
- Gentlemen OTs must keep their hair trimmed short and properly groomed. They are required to shave daily. OTs sporting moustaches and beards must keep them properly trimmed.

4. Requirements for PT/Yoga/Games & Sports

- a) Morning Activity is compulsory
- b) From the date of commencement of the programme, till the time of the trek, PT is compulsory. Afterwards OTs have a choice between PT and Yoga.
- c) For PT, compulsory sports/games activities, Institute track suits and Institute T-shirts must be worn. Other tracksuits and T-shirts will not be allowed.
- d) For Yoga, dress code will be as per the instructions of the teachers. However, white kurta and pyjama would be ideal.
- e) For other sporting activities, OTs may like to bring their own sports clothing.
- f) 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.
- g) Lady OTs may also bring two pairs of plain white salwar kameez for use during Yoga in addition to the above mentioned clothing and other accessories.

5. Trekking

A mandatory trek for about 8 days is an integral part of the Foundation Course. The equipment required for the Trek is listed below.

1. Rucksack
2. Wind Proof Jacket
3. Woollen Gloves
4. Woollen Cap
5. Plain Cap/Hat
6. Long - Sleeved Vest (thermal wear)
7. Woollen Stockings and Socks
8. Trekking shoes (Jungle Boots, Outdoor shoes) with non-slippery soles and good grip
9. Umbrella
10. Sleeping bag and ground sheet (Carry mat) will provided by institute.

Annexure -II

Details of subscription to various Clubs and Societies

S.No	Details	Rupees	Remarks
A	Officers 'Mess Committee	Rs 500/-	Activity Decide menu, monitor food quality. Assistance in organising food on special occasions
B	CLUBS & SOCIETIES		
1	Officers' Club	Rs 1000/-	Arranges sports and games, Fete, India Day Celebrations etc
2	Film and Fine Arts Club	Rs 300/-	Arranges film screenings and other related activities and cultural programmes
3	Society for Social Service	Rs 300/-	Contribution towards social work
4	House Journal Society	Rs 500/-	For full duration of the course, the society publishes In- house magazine , Wall Magazine etc.
5	Nature lovers' and adventure sports club	Rs 400/-	The club organises bird watching , tree plantation , star gazing , photo exhibition , nature walks, sailing, para- sailing , para gliding , trekking , Kayaking etc.
	Total (A+B)	Rs 3000/-	

Please note:

Attested copies to be received / collected from OTs

1. Matriculation certificate for date of birth
2. Education qualification certificate
3. SC/ST/ OBC certificate (if applicable)
4. Physically handicapped certificate (if applicable)
5. UPSC admit card with photo (in original) and UPSC marks list / rank
6. Proof of residence
7. DoPT call letter
8. Aadhar card
9. PAN card
10. Bank account number with IFSC code and MICR code

Any other form that is not available on the website will be provided by the Institute during registration.