

**Government of Andhra Pradesh**  
**Dr. Marri Channa Reddy Human Resource Development**  
**Institute of Andhra Pradesh**  
**Foundation Course for Group-I Officers**  
9<sup>th</sup> July, 2012 to 25<sup>th</sup> August, 2012  
**Joining Instructions**

**Note:**

1. The officer Trainee (OT) should bring this set of joining instructions along with him/her

**1. General Information**

Postal Address

Dr. Marri Channa Reddy Human Resource Development Institute of  
Andhra Pradesh Road No. 25, Jubilee Hills, Hyderabad.500169

Telegraphic Address

INSTADAP, Hyderabad

Fax

040-23557584/23557579

EPBAX Junction Lines (24 hrs.)

23548487, 23543727, STD Code (040), 23543453

E-mails

[anilhamsa@gmail.com](mailto:anilhamsa@gmail.com)

Home Page

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

*(This site can be visited for more information)*

Course coordinator for the Foundation Course:

G. Chandrasekhara Reddy, IFS

Joint Director General

Additional Course Co-ordinator:

P.Bharathi

Course Team:

K. Anil Kumar, Faculty member-Nodal Officer, FC-Secretariat

M. Srinivas, T.P.C

Duration of Course:

9<sup>th</sup> July, 2012 to 25<sup>th</sup> August, 2012

Date of Joining

8<sup>th</sup> July, 2012 AN

The Officer Trainee should arrive at the Institute on 8<sup>th</sup> July 2012 AN.

So that he/she can assume charge on 9<sup>th</sup> July 2012.

Nearest Railway Station:

Secunderabad

Hyderabad (Deccan), Nampally. Kacheguda (also within Hyderabad city)

## **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.

Mode of Transport: RGIA Aero express buses are available from Shamshabad to HiTech City.(Rs.200/-). From Hi-tech city to Dr. MCR HRD Institute (4Kms) (By auto: Cost: Rs.40/- 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 (Apprx charges)  
By taxi Rs.300/- or autorikshaw Rs.150/-apprx. By Bus Rs.20/- (Route No.47 to VBIT park. To get down at Peddama Temple and then by autorikshaw Rs.20/- or Autorikshaw Rs.100/- (apprx)

By Bus:

Direct bus services to Hyderabad are available from all cities/towns.

IMLIBAN (MGBS): Bus terminal, Hyderabad: By taxi: Rs: Rs.300/- approx)

City Bus Service: Route No.127K, 127H, 127Z, 127P & 222 to get down at Pedamma Temple and then by auto to the institute, the fare is Rs.20/-

Jubilee Bus Station: Secunderabad: By taxi Rs.300/- (apprx) by autorikshaw Rs.150/- (apprx)

### **3. Reception:**

Please report at the Institute reception for the Joining Formalities on 9<sup>th</sup> July 2012 at 10.30 AM.

Each Officer Trainee has to:

- Pay a sum of Rs.750/- towards membership fee for officers club.  
Two pass port size photos are to be attached to the registration form.

### **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 sheets and pillows with cover. Items that Officer Trainee required to bring are listed in Annexure-I. No accommodation for spouses of 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 and boarding charges to be paid by the Officer Trainee will be intimated on the arrival.

### **5. Clothing:**

The period from July to August is rainy season. While it will not be extremely cold, adequate comforter's warm clothes are therefore essential. if you have, get Umbrellas & Rain coats as they may be required.

### **6. Dining Facilities:**

Dining facilities are provided in the institute. Cooking in the hostel rooms is prohibited. Good quality hygienic food (both vegetarian and non-vegetarian) will be served in the mess.

### **7. Extra-Curricular Activities:**

Extensive facilities exist in the institute for extra – curricular activities.

OT's may bring personal equipment for games, music, photography and swimming. We encourage them to get ethnic dresses, if they have warm on special occasions and also for participation in cultural programs.

The day of training begins with Physical training and Yoga the Officer trainees shall report for PT/Yoga at 6.30 am .Absence or irregularity in PT/Yoga will be treated on par with absence from classroom activities. No officer trainee shall absent himself/herself from

PT on grounds of ill health. All the OTs will be allowed to leave after signing the sick register and obtaining necessary permission from the PT/Yoga Master. The dress for PT/Yoga is already prescribed in the Instructions.

## **8. Special Instructions**

- i) Officer Trainees are expected to have settled their personal affairs, such that there is no need to avail any leave during the period of training.
- ii) Continuous residence in campus is mandatory. no permission to leave headquarters shall be granted.
- iii) The Institute does not ordinarily sanction any leave during the course of the training.
- iv) In extraordinary situations, casual leave upto a maximum of two days may be considered during the entire period of training.
- v) No permission to leave station for elective occasions such as fairs and festivals. However, station leaving permission will be considered only in extraordinary personal situations requiring presence of the concerned officer.
- vi) Officer Trainees availing such casual leave are expected to catch up with subject matter of missed classes, in consultation with their colleagues.
- vii) If for any reason an officer remains absent from the training programme for a substantial period, the concerned officer may have to redo the course in a subsequent programme or attend make up classes over an extended period, at the discretion of the Director General.

## **9. Course Content:**

The Institute has done a long and rigorous exercise on the course design and content of the Foundation Course and it is proposed to conduct 7 weeks Foundation Course for Group-I Officers on similar line incorporating certain important non-academic activities like Physical Training/Yoga, Village Visit, Field Visits etc., besides academic inputs which include the following 5 modules:

- i) Public Administration, Governance & Ethics
- ii) Financial Management in Government & Public Accountability
- iii) Law & Legal Matters
- iv) Management & Behavioural Studies
- v) Service Matters & Office Procedures

**ANNEXURE – I**  
**List of Items Required**

Bedding & Linen Requirement

Towels (Hand & Bath Towels with sufficient spares),

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, OT's are advised to have adequate clothing both formal and casual wares.)

During the office hours in classes in the Administrative Block and in the Mess male Officer Trainees have to compulsorily wear tie.

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

Formal Occasions:

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

For Ladies: Saree

For Gentlemen:

Full hands Shirt – Trouser with neck tie.

Formal dress with sober colour with a tie.

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 Mess. Casual or frivolous attire shall not be worn. Lady OT's are permitted to wear salwar kameez/chudidars besides saree to the classes.

Only formal leather shoes or sandals in the case of women may be worn in classes, in the Main Institute square, Mess, Lounge and Library.

For Sports: It is advised to bring Track Suits, Sport Shoes for participation in sports and heritage walk. 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.

Lap Tops:

Dr. MCR HRD IAO is fully computerized & n/w Environment. The OT's who have their own laptops can carry their laptops.

#### Mobile Phones:

Mobile phones are strictly prohibited in the academic block of the campus. Carrying Mobile phones in the Academic Block will result in confiscation of the instrument.

#### Consumption or Possession of Alcoholic Drinks:

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 attract disciplinary action under the relevant rules.

#### For Yoga: The following are to be brought:

Two pairs of white salwar and white kameez/ Kurta, Pyjama.

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