

GOVERNMENT OF ANDHRA PRADESH
DR. MARRI CHENNA REDDY HUMAN RESOURCE DEVELOPMENT INSTITUTE
OF ANDHRA PRADESH
FOUNDATION COURSE FOR NEWLY RECRUITED GROUP – I OFFICERS
(2nd June 2014 to 17th July 2014)

JOINING INSTRUCTIONS

1. GENERAL INFORMATION

- (a) POSTAL ADDRESS : Dr. MCR HRD INSTITUTE OF AP
Road No.25, Jubilee Hills,
Hyderabad. Pin:500 169
- (b) TELEGRAPHIC ADDRESS : INSTADAP, Hyderabad
- (c) FAX : 040 – 23557579 / 040 - 23557584
- (d) E-mail : bharathi.hrd@gmail.com &
anilhamsa@gmail.com
- (e) EPABX Junction Lines (24hrs) : STD Code (040)
23557580; 23557582; 23543453
- (f) HOME PAGE : <http://www.hrdiap.gov.in>
- (g) COURSE TEAM :
- Course Director : Sri L.Shashidhar,IAS,
Joint Director General
- Nodal officer : Sri K. Anil Kumar,
Faculty Member & GM (Facilities)
(Mobile No: 9248005303)
- Additional Course Director : Smt.P.Bharathi, Senior Faculty Member
(Mobile No.: 9248032081)
- Facility Support : Shri. B. Bharath Kumar
(Mobile No: 9248032104)
- (h) DURATION OF COURSE : From 2nd June 2014 to 17th July,2014
(7 Weeks)
- (i) DATE OF REPORTING : 2nd June, 2014 – by 10.00 am

2. TRANSPORT

APSRTC dedicated bus service is available daily from BRKR Complex Tank bund Road, to MCR HRD Institute. One bus Starts at 08.50am from MGBS to the Institute via BRKR Bhavan; another bus starts at 08.50am from JBS to the institute via BRKR Bhavan. The return journey is also arranged from 05.30pm in campus via BRK Complex to the respective destination that is MGBS & JBS separately.

3. REPORTING

- Officers Trainees (OT's) are advised to reach the Institute latest by 10.00am on 02.06.2014 and report at Room No.422 at the Institute (Main Building) to complete the Joining Formalities.
- The Officer Trainees have to fill a Registration Form with full personal and official details.

- The Officer Trainees have to submit 2 recent photographs (color) for issuing of Identity Cards, which is compulsory. Hence, they are advised to bring a minimum of two passport size recent photographs with them.

4. ACCOMMODATION

The Foundation Course is a compulsory residential programme. All the Trainees shall stay in the Institute's Hostel. Twin sharing accommodation will be provided. The rooms are provided with basic furniture, mattresses, blankets, bed sheets and pillows with covers. No Accommodation will be provided for spouse or family members. Hence, the Officer Trainees are advised not to bring any companions with them. However, exemption will be given in case of Differentially Abled Officer Trainees who require a companion. Similar exemption would be given to OT's who are lactating mothers.

5. ATTIRE

Throughout the Foundation Course the Trainees are expected to be properly attired and should not appear in an unkempt or slovenly appearance including at dining hall. Specified Dress Code should be followed during the Course period including field visits.

FOR MEN : Full hands shirt & Trousers with a neck tie and shoes (Black leather shoes and socks)
 FOR WOMEN : Saree / Salwar Kameez / Churidaar

FOR YOGA

FOR MEN : Kurtha Pyzama (White)
 FOR WOMEN : Salwar Kameez (White)

FOR ALL FORMAL OCCASSIONS

FOR MEN : (i) Full hands shirt & Trousers with a neck tie
 (ii) Black leather shoes and socks
 FOR WOMEN : Saree

SPORTS & FITNESS ACTIVITIES:

The Institute encourages active Officer Trainees participation in sports during their stay at the Institute. They are advised to bring track suits with sports shoes for availing gym, and other indoor and outdoor games. A swim suit is essential for utilizing the swimming pool in the Institute. Early morning Yoga / Exercise is compulsory.

6. DISIPLINE

All the Officer Trainees are expected to be well groomed, neatly and cleanly attired. No jeans shall not be worn. Ladies are permitted to wear Salwar kameez / churidars in class room, however, they should wear Saree for formal occasions.

Formal leather shoe or sandals are preferred in case of women in the Main Institute square, Dining hall, Lounge and Library. Sneakers, sports shoe and tennis

shoe may be worn only as a part of sports and games. Use of bathroom slippers is restricted to the hostel rooms only.

- **MOBILE PHONES**

Mobile phones are strictly prohibited in the Academic block. If carried, the instrument will be seized. However, it can be used in the hostel rooms.

- **ALCOHOL & INTOXICANTS**

Officer Trainees either found in possession of alcoholic drinks/ drugs or found to have consumed alcoholic drinks will be relieved from the Training Course with immediate effect. This will also lead to disciplinary action against the Officer Trainee under the relevant rules.

7. DINING FACILITIES

Dining facilities are provided in the campus. Cooking in the hostel rooms is strictly prohibited.

8. EXTRA-CURRICULAR ACTIVITIES

Extensive facilities exist in the Institute for extra-curricular activities. The Officer Trainees may bring their personal equipment for games, music, iPods photography or any other hobbies etc.,

9. COMPUTER & LIBRARY FACILITIES:

The Officer Trainees (OT's) can avail the library facilities in the campus from 09.30am to 10.15pm and 05.30pm to 06.30pm on all working days.

The trainees can bring their own laptops and avail Wi-Fi facilities in Vamshadhara Hostel.

10. SPECIAL INSTRUCTION

- No leave shall be granted during the period of training. Officer Trainees are advised to settle/ dispose of matters requiring personal presence before joining the Foundation Course. No permission will be given to leave the campus for festivals/ other celebrations during the Foundation Course.
- The Officer Trainees have to carry their own medicines if any, as directed by their family physician. The Institute has a visiting doctor facility.
- For further details on the Foundation Course of Group-I officers visit www.hrdiap.gov.in
- You are advised to visit the Institute's website frequently for further instructions, if any.

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