



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

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

14-Week 1<sup>st</sup> Foundation Course (FC) for Group 'A' Officers (Probationers) of Military Engineer Services (MES)

**(15<sup>th</sup> April 2019 – 20<sup>th</sup> July 2019)**

**Joining Instructions & Joining Formalities**

Greetings from Dr. MCR HRD Institute of Telangana, Hyderabad

This document contains details regarding joining formalities for admission to the 14 Weeks First Foundation Course (FC) for Group 'A' Officers (Probationers) of Military Engineer Services (MES) and other relevant information to facilitate preparation of the Probationers to report for the FC.

**Course Team**

The Core Team for the conduct of the Foundation Course at MCRHRDIT is headed by the following :

<b>S. No.</b>	<b>Name</b>	<b>Designation</b>
1	Sri P. K. Sharma, IFS (Retd.), Chief Consultant, FC	Advisor ( Infra)
2	Sri M. P. Sethy, CC (Trg. & e-learning)	Advisor (General)
3	Smt. Sridevi Ayaluri, Director (IT & e-learning) & Head, CIT	Course Director

*Details of other Course team members are indicated in the Programme Information Brochure*

**Course Details**

- Course Duration- 15<sup>th</sup> April 2019 to 20<sup>th</sup> July 2019
- Date of Joining- 15<sup>th</sup> April 2019 (09.30 a.m.)
- Briefing on Inaugural Programme from 11.30 a.m. to 1.30 p.m.
- You are required to arrive at MCRHRDIT on 14<sup>th</sup> April 2019 and assume charge on 15<sup>th</sup> April 2019.
- You are required to complete the Joining Formalities on 15<sup>th</sup> April, 2019 between 09.30 a.m. and 11.30 a.m. in the Institute. Probationers reporting after 1.00 p.m. on 15<sup>th</sup> April 2019 will not be allowed to join under any circumstances.

**Course Inauguration :**

The Foundation Course will be formally inaugurated on 15.04.2019 at 4.00 p.m. However, Probationers are to be seated at the venue by 3.45 p.m.

Probationers are requested to be dressed in **CEREMONIAL ATTIRE** for the Inaugural Programme (please see details of attire in Annexure-I)

**Photography by Probationers is strictly prohibited during the Inaugural programme.**

Other details regarding the Inaugural programme will be informed during the Course briefing.

### **Contact Details**

#### **Address of the Institute :**

Dr. Marri Channa Reddy Human Resource Development Institute of Telangana,  
( Dr. MCR HRDIT) Road No. 25, Jubilee Hills, Hyderabad- 500 033

STD Code: 040

**EPABX Lines :** 23557580, 23557582, FC Secretariat Extn-165

**Fax:** 23557584

e-mail: [01mesfc@mchrhi.gov.in](mailto:01mesfc@mchrhi.gov.in)

Home Page: <http://www.mchrhi.gov.in>

### **Location of the Institute:**

MCR HRD Institute of Telangana is located in Jubilee Hills, Road Number 25, about 3 Km from Jubilee Hills Checkpost near KBR National Park.

### **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.

#### **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 ₹ 400/- By City Bus: ₹ 30/- (Bus No: 10H from Secunderabad Station to Kondapur/Hi Tech-City), to get down at Peddamma Temple and then by Autorikshaw (₹50/-) to the Institute.

### **Facilitation at RGIA, Secunderabad and Nampally stations:**

Transport will be arranged by Dr. MCRHRD Institute of Telangana at Secunderabad and Nampally railway stations as well as the airport on 14.04.2019, to facilitate reaching the Institute. The following staff from the Institute may be contacted at upon arrival.

1. RGIA  
Sri Swaroop, Mobile number 8125721733
2. Secunderabad Railway station
  - a) Sri Yashwant, Mobile number 9573378378 (Duronto and BVC Kakinada Express)
  - b) Sri Rajasekhar, Mobile number 9160136142 (BVC Kakinada Express only)
3. Nampally Railway station  
Sri Anil, Mobile number 9533336579

(The Route Map to the Institute is available on our Website)

### Step-1 Arrival at MCRHRDIT

1. You shall report at the Godavari Hostel upon arrival. You must carry your **Military identity card and photocopy of appointment letter received from MoD-MES** to be furnished for verification purposes at Godavari Hostel. After verification, rooms at Godavari Hostel will be allotted to you.
2. Room keys (given at the time of allocation of rooms at Godavari Hostel) should be left at the reception of the hostel every day to enable the housekeeping staff to clean the rooms.
3. **No individual other than the Probationer concerned will be permitted to the hostel.** You are, therefore, advised not to bring your relatives/parents along with you.

In case of any further assistance with regard to accommodation, you may contact **Shri Naga Raju , Facilities Executive (Mobile: 9677757539)**

### Step-2 Joining Formalities at Admin Block

You have to report at the Admin. block for the joining formalities on 15<sup>th</sup> April 2019 at 9.30 a.m. sharp.

Counters will be set up to facilitate the completion of the joining formalities by the Probationers. New photo ID cards will be given at the time of Joining Formalities. These photo ID cards shall be valid till the end of the training.

### Details of Joining Formalities

S.No	Section / Room No	Activity
A	<b><u>IT</u></b> PVRK Prasad Hall (Room No: 028) Ground floor, Admin. Block	To complete 1. Biometrics
B	<b><u>Administration Section</u></b> PVRK Prasad Hall (Room No: 028) Ground floor, Admin. Block	To submit 1. Photocopy of Appointment letter - <b>two copies</b> 2. Photocopy of CGHS Card – <b>two copies</b> 3. Colour passport size photographs – <b>two copies</b> (Please indicate name in capital letters on the backside of the photo) <i>- Probationers are informed to bring their CGHS cards to avail CGHS facility during their stay in the Institute.</i>
C	<b>Accounts Section</b> – PVRK Prasad Hall (Room No: 028) Ground floor, Admin. Block	1. To pay ₹. 3000.00 towards subscription of clubs and societies 2. To pay ₹. 3650.00 for issue of track suit. <i>(Please retain the receipts for the above payments)</i>
D	<b>Collection of track suits</b> – Room No:25 Ground Floor, Admin. Block	Track suits may be collected after payment of ₹. 3650.00 in the Accounts Section and obtaining receipt for the same. This receipt to be furnished at this counter
E	<b>Collection of training kit</b> - Room No: 23, Ground Floor, Admin. Block	To collect Training Kit

## 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 ₹. **3000.00** will be collected from each Probationer during joining formalities towards subscription for such membership. Details may be seen in **Annexure-II**.

## Residential Accommodation

- a. You are required to reside compulsorily in the accommodation provided by the Institute during the FC. Accommodation for you is provided in Godavari Hostel. **Request for change or choice of accommodation will not be entertained.**
- b. The room keys will be handed over to you at the Reception of Godavari Hostel on your arrival after furnishing of photocopy of appointment letter and Military ID Card / Aadhar / PAN / Passport.
- c. The monthly charges for accommodation and other facilities (inclusive of water, electricity charges) are ₹. 984/- per head per day.
- d. The Hostel rooms are provided with the following basic furniture/ items -bed, mattress, two single bedsheets, blanket, pillow with cover and towel. Probationers may bring any other items as per their personal requirements. Please refer to **Annexure-1** for additional items (including items required for trek) that the Probationers are required to bring along.
- e. The Institute will not provide accommodation for spouses or any other family member at the time of joining or during the duration of the Course. **As per Institute guidelines, guests (family members, friends, spouse etc.) are not to be entertained by the Probationers in their rooms.**

## Dining Facilities

Dining for the Probationers is arranged at “**Pushti**” dining hall of Tungabhadra Block. Both vegetarian and non-vegetarian food will be served in the Mess.

The mess charges will be ₹. 450.00 per head per day

**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. Probationers are advised to make optimal use of these facilities.

Probationers may bring along with them their personal equipment for games, music, photography, etc. **On special occasions and also during participation in cultural programs, it will be desirable to be in traditional attire of the respective States.**

## **Computers**

Probationers are encouraged to bring along their own laptops. However, those who do not have laptops, can use the desktop computers in the Computer Labs during office hours and in the Business Lounge in Godavari Hostel thereafter.

## **Banking**

Andhra Bank ATM is available in the Institute Campus.

## **General Instructions**

The Foundation Course is a '**NO LEAVE**' course. **NO LEAVE SHALL BE GRANTED** during the period of training at the Institute. Probationers 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.

*Probationers 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.*

Probationers are informed to **bring their CGHS cards** to avail CGHS facility during their stay in the Institute

**Probationers are directed to leave the cell phones/Tabs/Laptops in the Hostels only. These are strictly prohibited in the classrooms. Novels, journals, newspapers etc. will not be allowed into the classroom. If the Probationer is found in possession of the above, the same will be seized. If repeated more than twice, it will attract disciplinary action**

Reading Material will be made available on the website. **Hard copy of reading Material will be made available on payment basis.**

**It is presumed that you have drawn your advance towards food and accommodation charges that are to be paid to MCR HRDIT during your stay here. If you have not, please do.**

## **Annexure – I**

### **List of items required, dress regulations etc.**

#### **1. Bedding and linen**

The articles that are supplied by the Institute have been detailed at Para (e) under the heading of 'Residential Accommodation'. The Probationers 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 January to warm in March. Temperatures may be as high as 35 – 40 degrees Celsius during April and May. Therefore it is advised to bring suitable clothing accordingly.

#### **3. Dress Regulations**

At all times, Probationers are expected to be properly attired and should not present an unkempt appearance. For stay in Hyderabad and also on various official tours, Probationers 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 with formal shoes (Oxfords/ Brogues) or 2 or 3 piece Lounge Suit (preferably in sober colours) with necktie / cravat and formal shoes

**Ladies:** Saree with formal shoes / sandals or Western Business Suit

##### **Formal**

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

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

##### **Informal**

**Gentlemen:** Full Sleeves Shirt and Trousers with necktie/ Jacket and Trousers with necktie with shoes (other than casuals)

**Ladies:** Saree, Salwar Kameez or Churidar Kurta with Dupatta (not short Kurtis /tight leggings) or Western Business Suit 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 Dupatta 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 / Lehnga/ Mekhla Chador/ Kasavu set etc.

**OCCASION - WISE DRESS CODE**

**a. Ceremonial**

- 1) Course Inauguration / Valediction Ceremony
- 2) Visit of VVIPs such as President / Vice-President / Prime Minister/Governor/Chief Minister
- 3) Any other occasion designated by the Course Director /Course Coordinator

**b. Formal**

- 1) Formal Lunch / dinner (other than those where a VVIP is present)
- 2) Visits of dignitaries other than VVIPs

**c. Informal**

- 1) For Probationers during class hours

**d. Casual**

- 1) Cultural Evenings
- 2) Mess (other than for Formal Lunch / Dinner)

**e. Traditional/ Ethnic**

- 1) Cultural Programmes
- 2) India Day

**4. Miscellaneous**

- Lapel cards/ID cards (given during joining formalities) shall be worn on all formal and informal Occasions and during classes.
- All Probationers 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 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 Probationers must keep their hair trimmed short and properly groomed. They are required to shave daily. Probationers sporting moustaches and beards must keep them properly trimmed.

**5. Requirements for PT/Yoga/Games & Sports**

- a) Morning Activity is compulsory
- b) Probationers will have a one-hour session in the morning (6.30 a.m.to 7.30 a.m.) when initially yoga and later on, PT will be conducted, which is compulsory.

- 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) Two Institute T-shirts, one Institute track suit (Adidas brand) along with one extra track-pant will be issued on payment of ₹. 3650/-
- f) For other sporting activities, Probationers may like to bring their own sports clothing.
- g) 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.
- h) Lady Probationers may also bring two pairs of plain white salwar kameez for use during Yoga in addition to the above mentioned clothing and other accessories.

## **6. Trekking**

A mandatory trek for about 6 days is an integral part of the Foundation Course. The equipment required for the Trek is listed below.

1. Rucksack
2. Plain Cap/Hat
3. Sports shoes with non-slippery soles and good grip.



## Annexure -II

### Details of subscription to various Clubs and Societies

S.No	Details	Rupees (₹)	Remarks
A	Officers 'Mess Committee	₹.400	₹.50/- Mess Maintenance and ₹.50 towards Improvement Fund (Non-refundable) and other activities undertaken by Mess Committee
			Activity Decide menu, monitor food quality. Assistance in organising food on special occasions
<b>B</b>	<b>CLUBS &amp; SOCIETIES</b>		
1	Officers' Club	₹.1000	Arranges Sports and games, Fete, India Day Celebrations etc.
2	Film and Fine Arts Association	₹.500	Arranges film screenings and other related activities and cultural programmes
3	Society for Social Service	₹.300	Contribution towards social work
4	Nature Lovers & Adventure Sports Club	₹.300	Conduct simple and refreshing activities and create awareness on environmental issues
5	House Journal Society	₹.500	Provides a forum for free artistic expression and publish an in-house magazine carrying a comprehensive description of the FC
	<b>Total (A+B)</b>	₹.3000	