



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

**Special Foundation Course**  
**(7<sup>th</sup> September 2015 to 18<sup>th</sup> December 2015)**  
**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 officer trainees allotted to Dr.MCR HRDI are mostly from the previous batches. They are required to fill only the registration form available at the institute's website and mail it to the FC secretariat in advance. However, it can be filled on arrival also.
4. Some of the officer trainees from the 2015 CSE results are likely to be allotted to this institute. They are required to register online to confirm their joining the Special Foundation Course (SFC). 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.
5. In online registration process, OTs will be required to fill two types of forms:
  - a) Online 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.
6. 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.

## II. Course Details

### 1. The Institute

Postal Address	:	Dr. Marri Channa Reddy Human Resource Development Institute , Road No.25, Jubilee Hills, Hyderabad - 500 033
E-mail	:	sfc@mchrddi.gov.in
Home page	:	<a href="http://www.mchrddi.gov.in">http://www.mchrddi.gov.in</a>
STD Code	:	040
EPABX Lines	:	23548487,23557580,23557582, FC Extn-165
Fax	:	23557584/ 23543459

### 2. The Course Team

Name & designation	Designation for the course	Contact details	e-Mail
Dr.K.Tirupataiah,IFS (1986) Addl. Director General	Course Coordinator	040-2354 3596 88855 32021	tirupataiah@mchrddi.gov.in
Dr.O.Vijayasree Professor CM&BS	Addl.Course Coordinator	92480 32101	vijayasree@mchrddi.gov.in
Sri.K.Nageswar Rao Sr.Director Training	Asst.Course Coordinator	87909 00606	nageswararao@mchrddi.gov.in
Dr.R.Madhavi Associate Professor	Asst. Course Coordinator	89770 00328	madhavi@mchrddi.gov.in
Smt.P.Bharathi Senior Faculty	Controller of Examinations	92480 32081	<a href="mailto:bharathi@mchrddi.gov.in">bharathi@mchrddi.gov.in</a>
Smt.V.Bhagysnakshatram Faculty	Nodal officer	92480 32107	bhagyanakshatram@mchrddi.gov.in
Smt.V.Saroja Superintendent	FC Superintendent	040-2354 8487 Ext.165	saroja@mchrddi.gov.in
Smt.TVS Ramalkshmi Training Assistant	FC Training Assistant	040-2354 8487 Ext.165	ramalakshmitvs@mchrddi.gov.in

### 3. Duration of the Course:

The course is from 7<sup>th</sup> September to 18<sup>th</sup> December 2015 (103 days). The officer trainees have to report at the institute on or before 9 am on 7<sup>th</sup> September, positively.

### 4. 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.

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). Alternately, a cab to the Institute from Airport will cost Rs. 900/- approximately.

## ii. By Train:

Hyderabad is well connected with all main 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 Taxi Rs.350/- . By Bus: 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..

IMLIBAN (MGBS) Bus Terminal, Hyderabad: By Taxi: Rs350/- (apprx) ; CITYBUSSERVICE: Route No.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/- ; ByBus: Rs. 20/- (Bus no's: 10H from Secunderabad Station to Kondapur / Hitech-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 the Institute is available on our website)**

## 5. Reception

Accommodation for all OTs is arranged at Vamshadhara Residency on a twin sharing basis. Please report at the hostel reception for taking accommodation. The persons to be contacted for accommodation facilities are: Sri.Bharat Kumar Reddy (Mobile: 9248032104) and Sri. Ajay Shinde (Mobile: 9248005307). Both of them are Facilities Executives.

## 6. Joining Formalities

Officer trainees have to report at the reception in the Administrative/Main Block for the Joining Formalities on 7th September, 2015 from 9 am onwards. Joining formalities will be halted at 11.45 am for the Inaugural session which starts at 12 noon. Balance joining formalities will be completed post lunch. During the registration, the OTs have 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 2015 only.)
- \* Submit a copy of the allotment letter issued by DoPT / respective Department.
- \* If any of the OT's is already serving in State/Central governments before the CSE selection the details and supporting documents should be submitted.
- \* Pay a sum of Rs.3,740/- 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.

## 7. Residential Programme

- During the Foundation Course, OTs are required to reside in the institute campus. There is no provision for day scholar type.
- Accommodation will be provided on a twin sharing basis ensuring that two OTs in a room do not belong to the same service. No request for change (or) choice would be entertained.
- The accommodation charges (inclusive of water, electricity charges) to be paid would be intimated on arrival. In case of IES and ISS OTs, these charges are paid by the respective departments directly to the Institute and hence, the OTs need not pay. OTs who pay accommodation charges can obtain a letter from the institute and claim reimbursement under TA/HRA.
- Rooms are provided with basic furniture (beds, mattress, table, chairs, cupboard, TV set, blankets, bedsheet and pillows with cover etc.).
- The items that the OTs are required to bring along with them 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.
- In case of differentially abled OTs assistance will be provided as per the LBSNAA policy on this matter.

## 8. Clothing

Generally, the weather in Hyderabad is very pleasant throughout the year. The weather changes from pleasant September to mildly cold in December. However, adequate warm clothing may be brought along. The lowest temperature in December may be around 15° C.

## 9. 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. 10,000 -11,000/- , approximately. The actual amount will be deducted from the salary advances of the OTs/ to be paid by the OTs. In case of the IES and ISS OTs, mess charges are paid to the Institute directly by the respective Departments. Dining facilities include morning tea/coffee/milk (limited quantity), breakfast, lunch, dinner and tea with biscuits / snacks during tea breaks during class hours.

## 10. 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 traditional dresses of their respective states.

## **11. Bank Account**

OTs of 2015 CSE selection would require to have a Savings Bank Account for receiving salary advances. Institute will facilitate opening of new savings bank accounts for those who need. OTs are required to bring PAN Card/ Driving License / Voter ID Card as identity proof for the purpose of opening of Bank Account. This does not apply to the OTs of IES and ISS.

## **12. Mobile Phone**

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

## **13. Laptops**

The Institute hostels are Wi-Fi enabled. 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 on the work stations arranged in Vamshadhara Residency up to 11 pm.

## **14. Usage of Mobile Phones**

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

## **15. Rules to be followed while in training**

A set of rules to be followed by the OTs while in training will be made known at the time of registration. Importantly, Officer trainees are expected to exhibit exemplary behavior during the entire duration of the course. 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.

## **16. 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. A vehicle is available on call in cases of emergency to take OTs to the nearest hospital.

## **17. Special Instructions**

- All the OTs of 2015 CSE selection are required to furnish property returns of **MOVABLE AND IMMOVABLE PROPERTY** in the proforma provided in the online registration

software of LBSNAA.

- 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.
- OTs of 2015 CSE selection will get their First Special Salary Advance after completion of one month of training. Therefore, they are advised to bring sufficient money to cover one month's expenses

**Dr. MCR HRD Institute  
Special Foundation Course**

**Annexure-I**

**List of Clubs & Societies**

<b>S.No</b>	<b>Name of the Club &amp; Societi</b>	<b>Scope of activities</b>	<b>Fee</b>
1	Alumni Activities Club	Alumni registration, communications to members, plan of action for long term contact and activities,	300*
2	Film & Fine Arts Club	Film screenings, cultural programmes, art appreciation camps,	400
3	House Journal Society	FC magazine, pictorial directory	500
4	Contemporary Events Club	Debates, Quiz, Discussions	100
5	Officers' Mess Committee	Decide menu, monitor food quality, help in organizing food for special occasions	200
6	Officers' Club	Overall activities, sports & games, organize fun activities, FETE, India day,	1100
7	Social Services Club	Blood donation camp, service to poor/school children/basti, shramdaan	500
8	Hobbies Society	Organize teachers, ensure attendance, organize events	250
9	Adventure & Nature Lover's Club	Bird watching, promote eco-responsible actions, plantations, adventure activities	400
<b>TOTAL</b>			<b>3,750</b>

\*Includes Rs.200/- towards Life membership

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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 observed by the Officer Trainees:-

**a. Ceremonial**

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

**b. Formal**

- \* Black or White (Jodhpur suit / 2 or 3 piece Lounge suit (preferably in dark colours) with necktie / cravat and formal shoes for Gentlemen.
- \* Saree or Salwar Kameez or ChuridarKurta or Western Business Suit with formal shoes / sandals 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.
- \* Salwar Kameez or Churidar Kurta 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.

#### ➤ **Occasion**

##### **a. Ceremonial**

- \* Course Inauguration / Valedictory Ceremony
- \* Visit of VVIPs such as President /Vice-President / Prime Minister/Chief 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 due to the topography of the area. 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:**

- Morning activity is compulsory. OTs have a choice between PT or Art of Living combined with Yoga
- 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.
- For Art of Living and Yoga dress code will be as per the instructions of the teachers. However, White kurta and pyjama would be ideal.
- 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.
- 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.

**C. Trekking:**

A mandatory trek in the Nilgiri Hills is an integral part of the Foundation Course. The equipment required for the Trek 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 (can also be purchased at hyderabad)</b>	
3	Wind proof jacket
4	Woolen Gloves
5	Woolen Cap
6	Plain Cap / Hat
7	Long Sleeved Vest
8	Woolen Stockings and socks
9	Trekking shoes (non-slippery with good grip) with high heel cover
10	Torch

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