



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

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

**5<sup>th</sup> Foundation Course for MES Officers  
(10<sup>th</sup> July 2023 to 14<sup>th</sup> October 2023)**

**Joining Instructions & Joining Formalities**

Greetings from Dr. MCR HRD Institute of Telangana, Hyderabad

The Institute is headed by Sri Benhur Mahesh Dutt Ekka, IAS (1995:AP)

This document contains details regarding joining formalities for admission to the 14 Weeks 5<sup>th</sup> Foundation Course (FC) for Newly recruited 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             | Dr. K. Tirupataiah, IFS(R) , Chief Consultant (Training)     | Advisor ( FC)      |
| 3             | Smt. Sridevi Ayaluri, Director (IT & e-learning) & Head, CIT | Course Director    |

*Details of other Course team members are indicated in the Course Manual*

**Registration**

It is mandatory to fill the “registration form” online which is available on the Institute’s website <http://www.mcrhrdi.gov.in>. The Link for registering online <http://training.mcrhrdi.gov.in/register>. **Programme code: SPO7CIT23**. Probationers have to furnish their details viz : Title (Mr. /Ms), Full name, E-mail and mobile number to register. After furnishing the details, please press “Register and Continue” button and proceed further to fill in more details.

Online Registration for the 5<sup>th</sup> Foundation course for MES Officers will open on 27<sup>th</sup> June 2023 and will close on 8<sup>th</sup> July, 2023.

**Course Details**

- Course Duration- 10th July 2023 to 14th October 2023
- Date of Joining- 10th July 2023 (09.30 a.m.)
- Briefing on Inaugural Programme (Details of Venue & timing will be informed in due course of time)
- You are required to arrive on 9th July 2023, evening, at MCRHRDIT, Godavari Hostel and assume charge on 10th July 2023
- You are required to complete the Joining Formalities on 10th July 2023 between 09.30 a.m. and 11.30 a.m. in the Institute.

### **Course Inauguration:**

The Foundation Course will be formally inaugurated on 10-07-2023, Details will be provided at an appropriate time.

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

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-151

**Fax:** 23557584/ 23543459

e-mail: [mesfc-batch-5@mcrhrdi.gov.in](mailto:mesfc-batch-5@mcrhrdi.gov.in)

Home Page: <http://www.mcrhrdi.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.

### **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. **Single rooms on single occupancy** basis shall be allotted.
2. **No individual other than the Probationer concerned will be permitted to the hostel.** You are, therefore, advised not to bring your relatives/parents/spouse along with you.

In case of any further assistance with regard to accommodation, you may contact **Sri B. Bharath Kumar, Facilities Executive, Mobile no.9966064441**

### **Step-2 Joining Formalities at Admin. Block**

You have to report at the Administration block for the joining formalities on 10<sup>th</sup> July 2023 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>IT</b><br>Rudramadevi Hall (Room no.215, 2nd Floor), Admin. Block                     | To complete<br>1. Biometrics  |
| B    | <b>Administration Section</b><br>Rudramadevi Hall (Room no.215, 2nd Floor), Admin. Block | To submit<br>1. Photocopy of Appointment letter received from MoD-MES - <b>two copies</b><br>2. <b>Two</b> coloured passport size photographs (Please indicate name in capital letters on the back side of the photo)<br>3. Photocopy of CGHS Card – <b>two copies</b><br>4. Probationers are informed to bring their CGHS cards to avail CGHS facility during their stay in the Institute. |
| C    | <b>Accounts Section –</b><br>Rudramadevi Hall (Room no.215, 2nd Floor), Admin. Block     | 1. To pay ₹.4000/- towards subscription of clubs and societies<br>2. To pay 4500/- for purchase of one track suit, one additional lower and 2 T-shirts (compulsory)<br>(Please retain the receipts for the above payments)  |
| D    | <b>Collection of track suits –</b><br>Room No:25 Ground Floor, Admin. Block              | Track suits may be collected after furnishing receipt of Rs.4500/- paid in the Accounts Section   |
| E    | <b>Collection of training kit-</b><br>Room No: 23, Ground Floor, Admin. Block            | To collect Course related material  |

## 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 ₹. **4000/-** will be collected from each Probationer during joining formalities towards subscription for such membership. Details may be seen in **Annexure-II**.

## Residential Accommodation

3. You are required to reside compulsorily in the accommodation provided by the Institute during the FC. Accommodation for you is provided in Godavari Hostel. **Single rooms on single occupancy** shall be allotted. **Request for change or choice of accommodation will not be entertained.**
4. The room keys will be handed over to you at the Reception of Godavari Hostel on 9<sup>th</sup> July 2023 after furnishing of photocopy of appointment letter issued by MoD-MES and Military ID Card.
  - a. 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.

- b. 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**

Breakfast, lunch and dinner for the Probationers is arranged at “**Ruchi**” dining hall of Godavari Block. Both vegetarian and non-vegetarian food will be served in the Mess.

The mess charges will be ₹. 600.00 per head per day. Probationers are hereby informed that there will be no option of Dining Out as per the Institute policy, hence no deviation is expected. The Mess charges are to be borne by the probationers only, there will be no TA/DA paid to the probationer

**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 and Union 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.

**All information regarding Foundation course will be provided at appropriate intervals.**

## **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. Monsoon in Hyderabad arrives by June, leading to warm and humid weather and rainfall during July and August. October and November witness pleasant weather in Hyderabad. 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)

**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 / Lehenga/ 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

#### **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.)

- 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, Probationers 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 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. Wind Proof Jacket
3. Plain Cap/Hat
4. Trekking shoes (Jungle Boots, Outdoor shoes) with non-slippery soles and good grip
5. 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           | Activity   |
|----------|------------------------------|------------------|--|
| <b>A</b> | <b>CLUBS &amp; SOCIETIES</b> |                  |  |
| 1        | Officers' Club               | Rs 1000/-        | ->Arranges sports and games, Fete, India Day Celebrations etc<br>-> Contribution towards social work<br>-> The club organises bird watching , tree plantation , star gazing , photo exhibition , nature walks, sailing, para-sailing , para gliding , trekking , Kayaking etc. |
| 2        | Officers Mess                | Rs.750/-         | -> Decide menu, monitor food quality. Assistance in organising food on special occasion  |
| 2        | Film and Fine Arts Club      | Rs 1500/-        | Arranges film screenings, cultural programmes and other related activities   |
| 4        | House Journal Society        | Rs 750/-         | For full duration of the course, the society publishes In- house magazine , Wall Magazine etc.   |
|          | <b>Total</b>                 | <b>Rs 4000/-</b> |  |