

No. T1/728/2009
GOVERNMENT OF ANDHRA PRADESH
DR. MARRI CHANNA REDDY HUMAN RESOURCE DEVELOPMENT INSTITUTE
OF ANDHRA PRADESH

83rd FOUNDATION COURSE
(31st August 2009 to 12th December, 2009)

JOINING INSTRUCTIONS

Note:

1. Please bring this set of joining instructions along with you to the Institute.
2. Fill in the Descriptive Roll in duplicate & other enclosed forms and post it to **Sri J.S.V.Prasad, IAS, Additional Director General and Course Coordinator**, at the earliest. These forms are also available in the Institute's website as indicated at 1 (f) below and can be downloaded. Filled in forms should be submitted complete in all respects at the time of joining the Institute for Training.
3. Inform the Institute of your travel plan as soon as it is finalized.

1. GENERAL INFORMATION

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|-----|--------------------------------|---|
| (a) | Postal Address | Dr. Marri Channa Reddy Human Resource Development
Institute of Andhra Pradesh
Road No. 25, Jubilee Hills, Hyderabad. 500 169. |
| (b) | Telegraphic
Address | INSTADAP, Hyderabad |
| (c) | Fax | 040 – 23557584/23548489 |
| (d) | E-mails | hrdiap@gmail.com
hrdiap@hrdiap.gov.in |
| (e) | EPABX Junction Lines (24 hrs.) | STD Code (040) 23548487
23543727
23543453 |
| (f) | Home Page | http://www.hrdiap.gov.in
(You can visit this site to know more about the Institute) |
- All official and residential lines are connected to the EPABX. The EPABX operator will connect you to the person you wish to speak to.
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| g) | Course coordinator for the 83 rd Foundation Course: | Sri J.S.V.Prasad, IAS
Additional Director General |
| (h) | Associate Course Co-coordinators : | 1. Sri.M.Rama Prasad, IFS, Additional Director General
2. Dr.O.Vijayasree, Director, Centre for Change & Delivery Management,
3. Sri.K.Nageswara Rao, Director (Training Coordination)
4. Sri D.Siva Prasad, Faculty Member – Nodal Officer |

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|-----|-------------------------|---|
| (i) | Duration of Course | <u>31st AUGUST, 2009 to 12th DECEMBER, 2009.</u> |
| (j) | Date of Joining | 30 th August, 2009.
<i>You should arrive at the Institute on 30th August, 2009 so that you can assume charge on 31st August 2009. Officer Trainees <u>reporting after 31st August, 2009 will not be allowed to join.</u> Joining formalities will commence from 31st August, 2009 at 9-00 a.m. and will continue till 5-00 p.m.</i> |
| (k) | Nearest Railway Station | Secunderabad
Hyderabad
Kacheguda (Also within Hyderabad city) |

2. TRANSPORT

- **By Air:** **Rajiv Gandhi International airport (RGIA)** at Shamshabad, which is located 30 kms. away from the Institute. Direct flights to Hyderabad are available from all over **INDIA** on **Indian Airlines** and other **Private Airlines**.
- **Mode Of Transport :** RGIA Aero Express Busses From Shamshabad to Hi-tech City. (Cost : RS.150/-) & From Hi-tech City to Dr.MCRHRD By Auto (Cost:Rs 40/- Apprx), By Radio cabs: Rs 600/- (approx)
- **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 Hyderabad (Kachiguda). If one has a choice, it is easier to reach the Institute by getting off at either **Secunderabad** or **Hyderabad (Nampally)** station.
- From Secunderabad Railway Station: Mode Of Transport (Approx charges only): By Taxi Rs:300/- or autorikshaw Rs:150/- (apprx.), By Bus: Rs:20 /- (Root no:47 to VBIT Park. to get down at Peddamma temple then by autorikshaw Rs:20/-)
- From Hyderabad (Nampally Railway Station): Mode Of Transport: By Call Taxi Rs:200/- or autorikshaw Rs:100/- (apprx).
- **By Bus:** Direct Buse services to Hyderabad are available from main cities like Bangalore, Vijaywada, Pune etc..
- **IMLIBAN** Bus Terminal, Hyderabad: By Taxi : Rs 300/- (approx)
- By bus: Route No.127K, 127H, 127Z, 127P & 222 to get down at **PEDDAMMA TEMPLE** and then by auto to the institute ; the fare is Rs. 20/-
- **JUBILEE BUS STATION, Secunderabad:** By taxi Rs. Rs 300/- approx), By autorikshaw Rs: 150/- (apprx).

3. RECEPTION

Please report at the Institute Reception for the Joining Formalities, which must be completed by 31st August, 2009. These will include:-

- **Depositing a sum of Rs. 2250/- towards Officers' Mess and Clubs and Societies (Details at Annexure-III).**

- **Submission of 4 passport size photographs if not already sent with the Descriptive Roll. Please write your name and service in block capital letters on the reverse of each photo.**

4. RESIDENTIAL ACCOMMODATION

Stay within the Institute is compulsory. The Officer Trainee will be provided High quality rooms with attached baths. The rooms have good furniture, a TV set, cots, mattress, blankets, bed sheet and pillows with cover. Items you are required to bring are listed in **Annexure-IV**. **No accommodation for spouses or 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. For this reason you are advised not to bring any escorts with you when you report for joining.**

5. CLOTHING

The period from September to December changes from pleasant to cold. Adequate comforters, warm clothes are therefore essential. The lowest temperature in December may come down to 15 °C. **(Please see Annexure-IV).**

6. DINING FACILITIES

Dining facilities are provided in the Institute. Cooking in the hostel rooms is totally 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 organized through Clubs and Societies **(Details at Annexure-III).**

You may bring your personal equipment for games, music and photography. We encourage you to get your ethnic dresses, which can be worn on special occasions.

8. SPECIAL INSTRUCTIONS

- EVERY OFFICER TRAINEE IS REQUIRED TO FURNISH A RETURN OF MOVABLE AND IMMOVABLE PROPERTY IN THE PROFORMA ENCLOSED (Annexure I and II).**
- NO LEAVE SHALL BE GRANTED DURING THE PERIOD OF TRAINING AT THE INSTITUTE. PLEASE SETTLE/DISPOSE OFF MATTERS REQUIRING YOUR PERSONAL PRESENCE BEFORE JOINING. NO STATION LEAVE WILL BE GRANTED FOR FESTIVALS FALLING DURING THIS DURATION.**

- (iii) **FIRST SPECIAL SALARY ADVANCE IS PAYABLE AFTER COMPLETION OF ONE MONTH OF TRAINING. SO PLEASE BRING SUFFICIENT MONEY WITH YOU.**

Enclosed:

1. *Movable/Immovable property returns proforma (Annexure I & II)*
2. *Details of Extra- Curricular Activities (Annexure-III)*
3. *List of Items Required (Annexure-IV)*
4. *Descriptive Roll Forms. (To be filled in duplicate. Please annex four extra photographs with your name written clearly on the back)*

ANNEXURE – III

Sl No.	Clubs & Societies operated during the F.C.
1	COMPUTER SOCIETY
2	FILM AND FINE ARTS CLUB
3	HOUSE JOURNAL SOCIETY
4	MANAGEMENT CIRCLE
5	OFFICERS CLUB
6	SOCIETY FOR SOCIAL SERVICES & CONTEMPORARY AFFAIRS
7	HOBBIES & NATURE LOVERS CLUB

ANNEXURE - IV

LIST OF ITEMS REQUIRED

BEDDING & LINEN REQUIREMENT

Towels (Hand & Bath Towels with sufficient spares), comforter.

CLOTHING

At all times, Officer Trainees are expected to be properly attired and should not present in an unkempt or slovenly appearance.

(For your stay in Hyderabad and also various official tours, you are advised to have adequate woollen clothing both formal (Coat/Shawl for women; Coat for men) and casual wear i.e. pullover and cardigan. Women should have either a woollen shawl or a woollen coat.) Men are advised to bring a formal suit preferably in black; white is also permitted comprising of a buttoned up coat & trousers and a western style jacket/blazer and a pair of warm trousers. Tailoring facilities for suits, buttoned up coats, sherwanis, blazers and riding breeches are available in Hyderabad. During the office hours in classes and in the Officers' Mess male Officer Trainees have to compulsorily wear tie and jacket.

The following further instructions relating to clothing should be observed by officer trainees:-

FORMAL OCCASIONS

All officers of the All-India Services and Central Services will find use of their formal dress on formal occasions during their professional training and later during their careers. Hence it would be advisable to get the formal dress stitched as early as possible. The first formal occasion will be inauguration of Foundation Course.

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

FOR WOMEN

Sarees

FOR MEN

- (i) Black or white sherwani with white chooridar pajamas; or
- (ii) Black or white buttoned up coat with black or white trousers;
- (iii) Black socks and black formal shoes.

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 Officers' Mess. Casual or frivolous attire shall not be worn. Ladies are permitted to wear salwar kameez/churidars in class, when not called upon specifically, to be formally attired.

Only formal leather shoes or sandals in the case of women may be worn in classes, in the Main Institute square, Officers' Mess, Lounge and Library. 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.** Shoes with rubber soles are preferable.

MOBILE PHONES

Mobile phones are strictly prohibited in the Institute block of the campus. Carrying Mobile Phones in the Academic Block will result in confiscation of the instrument. Mobile Phones can be used only in the hostel rooms.

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 then and there. This will also invite disciplinary action under the relevant rules.

FOR PT/YOGA: PLEASE BRING THE FOLLOWING:

- | | |
|--------------|--|
| WOMEN | (a) Two pairs of white salwar and white kameez/one Institute Track Suit* |
| | (b) Two pairs of white socks and one pair of good jogging shoes with adequate cushioning for road running. |

MEN (a) Two pairs of Academy Track Suits. Also one pair of good jogging shoes (with adequate cushioning for road running) with 3 pairs of white socks.

NOTE * T-shirts and track suits with the Institute logo and colours can be purchased at the Institute at the time of joining. The approximate cost will be Rs.1000/- for one set (Rs.2000 for 2 sets).

TREKKING

You would be required to go on a trek during the Foundation Course. The equipment required for the Treks is listed below. Items marked with an asterix (*) must be brought by you (they are also available locally).

1	Sleeping bag (feather type)	Will be provided by the Institute
2	Ruch-sack (Nylon Everest Type)	
3	Wind-proof jacket (Wind cheater)	Will be brought by the trainee
4	Goggles	
5	Woolen Gloves	
6	Woolen Cap	
7	Plain Cap/hat	
8	Long Sleeved Vest	
9	Woolen stockings and socks	
10	Good walking Shoes	
11	Water bottle (light weight as you will have to carry it	
12	Torch (small one should not be heavy)	