

No. 88th FC/T2/FC/644/2013

Government of Andhra Pradesh

Dr. Marri Channa Reddy Human Resource Development
Institute of Andhra Pradesh

Joining Instructions

**88th Foundation Course
(2nd September 2013 to 13th December 2013)**

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 amounts to be deposited on arrival in the Institute towards club fee (Annexure – I)
 - List of items required (Annexure – II)
3. The OTs are required to fill the online registration form which is available on the website of MCRHRDIAP, <http://www.hrdiap.gov.in>. (This is applicable to all OTs, i.e. new candidates selected on the basis of CSE 2012 and IFoS 2012, IES Probationers and ISS Probationers)
4. The OTs are required to register online to confirm their joining the 88th Foundation Course (FC). 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, you will be required to fill two types of forms: Online Forms and 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.
 - b) 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.

(Note: Sl. No. 4 & 5 applies to new candidates selected on the basis of CSE 2012 and IFoS 2012, only)

1. General Information

Postal Address : Dr. Marri Channa Reddy Human Resource Development Institute of Andhra Pradesh, Road No. 25, Jubilee Hills, Hyderabad. 500 033

E-mail : 88fc@hrdiap.gov.in

Home page : <http://www.hrdiap.gov.in>

STD Code : 040

EPABX Lines (24 hrs) : 23548487, 23543727, 23543453

Fax : 23557584/ 23557579 / 23543462

The Course Team for 88th Foundation Course at Dr MCR HRDIAP comprises:

Course Coordinator : Dr. R.V. Chandravadan, IAS,
Joint Director General
Ph: 040 – 23540837

- Ms Sumitha Ayodhya, IPoS
Deputy Director General &
Addl. Course Coordinator
- Dr O. Vijayasree
Director, CCDM &
Addl. Course Coordinator
- Smt Y. Indira Priyadarshini
Faculty & Sr Director (TC) (i/c)
Ph: 9248032089
- Sri K. Anil Kumar,
Faculty & Admn. Officer (i/c)
Ph: 9248005303
- Smt K. Soumya Rani
Faculty & Nodal Officer, FC
Ph: 9248032079

Duration of Course : 2nd September 2013 to 13th December 2013

Date of joining : 2nd September 2013

OTs will arrive at the Institute on or one day before the joining date to assume charge on 2nd September 2013. **Officer Trainee reporting after 1700 hrs on 2nd September 2013 will not be allowed to join under any circumstances.**

Nearest Railway Station

Secunderabad (Hyderabad Deccan),
Nampally & Kacheguda (within Hyderabad City)

Nearest Airport

Rajeev Gandhi International Airport, Shamshabad

2. How to reach Dr MCR HRD IAP, Hyderabad

By Air :

Rajiv Gandhi International Airport (RGIA) at Shamshabad, is located 30kms. away from the Institute. Direct flights to Hyderabad are available from all over INDIA.

Mode of Transport: RGIA Aero Express Buses are available From Shamshabad to Hi-tech City. (Cost : Rs 200/-). Autos are available from Hi- tech City to Dr.MCR HRD Institute (4Kms) (Cost: Rs 50/- appr). A cab to the Institute from Airport will approximately cost Rs 600/-.

By Train :

Trains from all main cities in India operate to Hyderabad and reach railway stations at Secunderabad, Hyderabad (Nampally) and Kacheguda. It is easier to reach the Institute by getting off at either Secunderabad or Hyderabad (Nampally) stations.

From Secunderabad Railway Station: Mode Of Transport (Approx charges): By Taxi Rs 300/- or auto rikshaw Rs 150/- (appr.), By Bus: Rs 20 /- (Bus no's: 10H from Secunderabad Station to Kondatpur/ Hitech-City) to get down at Peddamma temple and then by auto rikshaw Rs 30/-

By Bus:

Direct Bus services to Hyderabad are available from main cities like Bangalore, Mumbai, Chennai, Pune etc..

IMLIBAN (MGBS) Bus Terminal, Hyderabad: By Taxi : Rs 300/- (approx)
City bus service: Route No.127K, 127H, 127Z, 127P & 222 to get down at Peddamma Temple and then by auto to the Institute the fare is Rs. 30/-
Jubilee Bus Station, Secunderabad: by taxi Rs 300/- (approx), by auto rikshaw Rs: 150/- (approx).

JUBILEE BUS STATION, Secunderabad : Mode Of Transport (Approx charges): By Taxi Rs 300/- or auto rikshaw Rs 150/- (appr.) By Bus: Rs 20/- (Bus no's: 10H from Secunderabad Station to Kondapur / Hitech-City) to get down at Peddamma temple and then by auto rikshaw Rs 30/-.

Please note that the above mentioned rates are indicative only.

(The route map of this Institute is available on our website)

3. Reception

Accommodation for male OTs is arranged at Vamshadhara Residency and for female OTs is arranged at Tungabhadra Hostel. Please report at the respective hostels for taking accommodation. The contact person for accommodation facilities at Vamshadhara Residency is Mr Bharat Reddy, Facilities Executive (Ph: 9248032104) and for Tungabhadra Hostel is Ms J. Janani, AFM (Ph: 9248032083).

4. Joining Formalities :

Report at Institute Reception for the Joining Formalities on 2nd September 2013.
The Joining formalities will be held on 2nd September 2013 from 10am to 5pm.

Officer Trainee has to :-

1. Hand over signed copies of Descriptive rolls & other mandatory forms in duplicate at the respective desks (applicable to the candidates selected on the basis of CSE 2012 and IFoS 2012, only – refer to 5 (a) and (b) above)
2. Submit a copy of the allotment letter issued by DoPT/ respective Department.
3. If any of the OT's are from Govt. Service (Central/State) the details and supporting documents should be submitted.
4. Pay a sum of Rs. 3,500/- towards membership fee for various Clubs and Societies (Details at Annexure – I)
5. Submit 4 passport size photographs. Name and Service are to be mentioned in block capital letters on the reverse of each photo.

5. Residential Accommodation

- During the Foundation Course, OTs are required to reside in the accommodation provided by the Institute.
- Accommodation will be provided on a twin sharing basis. No request for change (or) choice would be entertained.
- The monthly charges (inclusive of water, electricity charges) per OT is Rs. 60/- (applicable to the OTs selected on the basis of CSE 2012 and IFoS 2012, only)
- The 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 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 with you at the time of joining. Institute will provide accommodation for OTs only.

6. Clothing

The period from September to December changes from pleasant to cold. Though it will not be extremely cold, adequate warm clothing is required. The lowest temperature in December may come down to 15° C.

7. 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. 8,700/- approximately. (applicable to the OTs selected on the basis of CSE 2012 and IFoS 2012, only). This includes morning tea, breakfast, lunch, dinner and tea with snacks during tea breaks.

8. Extra - Curricular Activities

Extensive facilities exist in the Institute for extra-curricular activities organized through Clubs and Societies (Annexure-I).

OTs may bring personal equipment for games, music, photography and swimming. On special occasions and also during participation in cultural programs, OTs are encouraged to wear their traditional dresses.

9. Bank Account

Opening of Bank account for OTs shall be facilitated by the Institute.

The OTs are required to bring PAN Card/ Driving License / Voter ID Card as identify proof for the purpose of opening of Bank Account and getting local mobile SIM etc.

10. Laptops

The Institute hostels and main building are Wi-fi enabled. The OTs who have their own laptops are requested to carry their laptops. However, the OTs who do not have laptops can use Computers in the Computer Lab of the Institute for classroom instructions and they can use Computers in common areas such as Lounges and Library.

11. 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 fine will be imposed. However, OT's may use mobile phones in their hostel rooms.

12. Consumption & Possession of Alcohol/Tobacco/Drugs

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 with immediate effect. This will also invite disciplinary action under the relevant rules.

13. Other Essentials :

OTs suffering from any serious health problems are requested to bring with their essential medicines.

14. Special Instructions

- The OTs who are required to furnish a return of **MOVABLE AND IMMOVABLE PROPERTY** in the proforma provided in the online registration software, must be filled in with due care and responsibility.
- 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.
- First Special Salary Advance is admissible after completion of one month of training. Please bring sufficient money for one month's expenses with you. (applicable to the OTs selected on the basis of CSE 2012 and IFoS 2012, only)

Annexure-I

S.No	Clubs & Societies operated during the F.C.	Fee
1.	Computer society	100
2.	Film & Fine Arts Club	300
3.	House Journal society	500
4.	Management Circle	100
5.	Officers' Mess	200
6.	Officers' Club	1000
7.	Society for Social Services & Contemporary Affairs	400
8.	Hobbies Club	100
9.	Nature Lover's Club	200
10.	Adventure Sports Club	400
11.	Fun Club	100
12.	Alumni	100
	TOTAL	3,500

ANNEXURE-II

List of Items Required

Clothing

At all times, Officer Trainees are expected to be properly attired and should not present in 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 casual wear.

The following further instructions relating to clothing should be observed by the 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 Lady :

Saree with sober colour with formal shoes/sandals

For Gentlemen

Black or white buttoned up suit or black sherwani with white chudidhar pyjamas. Black socks and black formal shoes.

OT's are also requested to wear formal lounge suits with necktie on prescribed occasion.

In Class

All Officer Trainees are expected to be well groomed and neatly 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. Lady OTs are permitted to wear salwar kameez/ chudidhars/ western business suit with formal shoe, sandals besides saree to the classes. Gentlemen OT's have to wear full sleeve shirt and trousers with necktie.

Only formal leather shoes for Gentlemen OTs and sandals in the case of lady OTs to be worn in classes, in the Main Institute square, Officer's 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 Hostel area.

For PT/Yoga/Games & Sports:

- For PT / Yoga and compulsory sports / games activities, Institute track suits and Institute T-shirts of white colour must be worn. Other track suits and T-shirts will not be allowed.
- Two pairs of Institute T-shirts of white colour, 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. 2,350/- 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. White sports shoes can also be purchased at the Institute.
- Lady OTs may also bring two pairs of plain white salwar kameez for use during PT / Yoga / Sports, in addition to the above mentioned clothing and other accessories.

Trekking:

OTs would be required to go on a trek to Nilgiri Hills during the Foundation Course. The equipment required for the Trek is listed below.

1	Sleeping Bag (Feather type)	Will be provided by the Institute. However OT can get their personal set.
2	Rucksack (Nylon Everest Type)	
3	Wind proof jacket	Will be brought by the trainee
4	Woollen Gloves	
5	Woollen Cap	
6	Plain Cap/Hat	
7	Long Sleeved Vest	
8	Woollen Stockings and socks	
9	Trekking shoes (non slippery with good grip)	
10	Water bottle (light weight as you will have to carry it)	
11	Torch	