

**GOVERNMENT OF ANDHRA PRADESH  
DR. MARRI CHANNA REDDY HUMAN RESOURCE DEVELOPMENT INSTITUTE  
OF ANDHRA PRADESH**

**FOUNDATION COURSE FOR GROUP-I SERVICE OFFICERS-2009**  
(18<sup>th</sup> March, 2010 to 01<sup>st</sup> May, 2010)

**JOINING INSTRUCTIONS**

**Note:**

**1. Please bring this set of joining instructions along with you to the Institute.**

**1. GENERAL INFORMATION**

(a) Postal Address                      Dr. Marri Channa Reddy Human Resource Development  
Institute of Andhra Pradesh  
Road No. 25, Jubilee Hills, Hyderabad. 500 169.

(b) Telegraphic                      INSTADAP, Hyderabad  
Address

(c) Fax                                      040 – 23557584

(d) E-mails                              [hrdiap@gmail.com](mailto:hrdiap@gmail.com)  
[hrdiap@hrdiap.gov.in](mailto:hrdiap@hrdiap.gov.in)

(e) EPABX Junction Lines (24 hrs.)

STD Code (040)	23548487
	23543727
	23543453

(f) Home Page                              : [www.hrdiap.gov.in](http://www.hrdiap.gov.in)

(You can visit this site to know more about the Institute)

**(g) Course coordinator for Group-I FC(2009): Sri K.Nageswara Rao, Sr. Director(Trg).**

**(h) Duration of Foundation Course Training: 18<sup>th</sup> March, 2010 to 01<sup>st</sup> May 2010**

**(i) Joining Formalities                      :** You should arrive at the Institute on 17<sup>th</sup> March AN.  
Officer Trainees reporting after 18<sup>th</sup> March, 2010 will  
**not be allowed to join.**

## 2. TRANSPORT (charges indicated are approximate only)

### From Secunderabad Railway Station:

Mode of Transport: By Taxi Rs:300/- or autorikshaw Rs:150/- , By Bus: Rs:20 /- ( Root no:47 to VBIT Park. to get down at Peddamma Temple centre then by autorikshaw Rs:20/-)

### From Hyderabad (Nampally Railway Station):

Mode of Transport: By Taxi Rs:200/- or autorikshaw Rs:100/-.

**IMLIBAN** Bus Terminal, Hyderabad: By Taxi: Rs 300/-

**By bus:** Route No.127K, 127H, 127Z, 127P & 222 to get down at PEDDAMMA TEMPLE Centre and then by auto to the institute; the fare is Rs. 20/- (1½ Km.)

**JUBILEE BUS STATION, Secunderabad:** By taxi Rs 300/- ; by autorikshaw Rs: 150/-

## 3. Joining Formalities

- You have to fill a Registration Form with personal and official details.
- You have to submit 2 passport size photographs for issuing of Identity Card which is compulsory. Hence, please bring a minimum of two passport size Photographs with you.

## 4. RESIDENTIAL ACCOMMODATION:

**Stay within the Institute is compulsory.** Institute will provide twin sharing accommodation in its campus. Items you are required to bring are listed in **Annexure-I. 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 training. This rule applies even to lady officers.

## 5. CLOTHING

The period from March to May will be hot. Adequate cotton clothes are therefore suggested. The highest temperature in April, may cross 40°C

## 6. DINING FACILITIES

Dining facilities are provided in the Institute. Cooking in the hostel rooms is totally prohibited.

## **7. EXTRA-CURRICULAR ACTIVITIES**

Extensive facilities exist in the Institute for extra-curricular activities. You may bring your personal equipment for games, music and photography etc.

## **8. SPECIAL INSTRUCTIONS**

- (i) **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.**
- (ii) **Each Officer Trainee is required to deposit an amount of Rs.6000/- towards their mess bill in advance by way of cash.**

Enclosed:

1. List of Items required (Annexure-I)

## **ANNEXURE – I**

### **LIST OF ITEMS REQUIRED**

#### **BEDDING & LINEN REQUIREMENT:**

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

#### **DRESS CODE:**

At all times, Officer Trainees are expected to be properly attired and should not present in an unkempt or slovenly appearance. Specified Dress Code should be followed during the course period including visits.

During the class hours, Mess, Library, Meeting/Faculty/Officers etc. the following is the prescribed dress code.

Women OTs : Saree/Salwar Kameez/Chudidars

Men OTs : Full Hands Shirt – Trouser with neck-tie  
Black leather shoes and socks.

#### **FORMAL OCCASIONS:**

All officers of the Group-I will find use of their Ties on formal occasions during their training and later during their careers. Hence it would be advisable to bring at least a pair of neck ties along with you.

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

#### **FOR WOMEN**

Sarees

#### **FOR MEN**

- (i) Full hands shirt & Trouser with neck tie
- (ii) Black Leather shoes and socks.

Formal occasion are inauguration /valedictory of Foundation Course and other specified occasions.

## **IN CLASS**

All Officer Trainees are expected to be well groomed and neatly and cleanly attired according to the weather. No jeans/T Shirts shall be allowed during academic hours or formal occasions or in the Officers' Mess etc. 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 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 Classrooms, Computer Labs and Library. Carrying Mobile Phones in the Academic Block will result in confiscation of the instrument.

## **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 YOGA:**

**WOMEN :** White salwar and white kameez.

**MEN :** White kurta and white pyzama.

- For further details about the Institute visit at [www.hrdiap.gov.in](http://www.hrdiap.gov.in)
- You are advised to visit the website frequently to further instructions, if any.