

GOVERNMENT OF ANDHRA PRADESH
DR. MARRI CHENNA REDDY HUMAN RESOURCE DEVELOPMENT INSTITUTE
OF ANDHRA PRADESH,

FOUNDATION COURSE FOR GROUP-II OFFICERS (2nd Batch)
(28th June, 2010 to 07th August, 2010)

JOINING INSTRUCTIONS

1. GENERAL INFORMATION

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

(b) Fax 040 – 23557584/23548489

(c) E-mail hrdiap@gmail.com

(e) EPABX Junction Lines (24 hrs.)

STD Code (040)	23548487
	23543727
	23543453

(f) Website <http://www.hrdiap.gov.in>

g) The Course coordinators for the Foundation Course:

- i) Sri.D.Siva Prasad, Faculty Member
- ii) Sri.N.Kumar Babu, Faculty Member
- iii) Smt.P.Bharati, Faculty Member

(h) Duration of Course 6 Weeks – 28.06.2010 to 07.08.2010

(i) Date of reporting **27.06.2010 (SUNDAY) at 11.00 am**
Trainees reporting after 10.00 am on 28th
June, 2010 will not be allowed to join.

2. TRANSPORT

- **Mode of Transport :**
- By local buses from Koti: Route No. 127K, 127H, 127Z, 127P & 222 to get down at **PEDDAMMA TEMPLE** and from there by auto to the Institute.
- From Secunderabad: Local bus stand in front of the Secunderabad Railway Station – Route No. 47, 10H, to get down at PEDDAMMA TEMPLE and from there by auto to the Institute
(The Institute is 1 ½ Km, away from Peddamma Temple)

3. REPORTING

Officer Trainees are advised to reach the Institute before 10.00 am on 27.06.2010 and report at the Institute Reception on 27th June, 2010 at 11.00 am to complete the joining formalities.

- The Trainees have to fill a Registration Form with personal and official details
- The trainees have to submit 2 passport size photographs for issuing of Identity Card which is compulsory. Hence, bring a minimum of two passport size photographs with you.
- Each Trainee is required to deposit an amount of Rs. 6000/- towards their mess charges and Rs. 500/- towards membership fees for clubs and societies at the time of joining formalities.

4. ACCOMMODATION

The course is residential. All the Trainees should stay in the Institute Hostel. The accommodation provided is on double occupancy. The rooms are provided with basic furniture, mattress, blanket, bed sheet and pillows with cover. **No accommodation will be provided for spouses or family members. Hence, the trainees are advised not to bring any companions with them.**

5. ATTIRE

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

FOR MEN : Formal dress with a neck tie and shoes
(Black leather shoes and socks)

FOR WOMEN : Saree/Salwar Kameez/Churidar

FOR YOGA

FOR MEN : Kurtha Pyzama (White)

FOR WOMEN : Salwar Kameez (White)

FOR FORMAL OCCASSIONS

FOR MEN : (i) Full hands shirt & Trouser with neck tie
(ii) Black Leather shoes and socks

FOR WOMEN : Saree

6. DISCIPLINE

All the Trainees are expected to be well groomed, neatly and cleanly attired. No jeans shall be allowed during academic hours or in the dining hall. Casual or frivolous attire shall not be worn. Ladies are permitted to wear salwar kameez/churidars in classroom, however, they should wear saree for formal occasions.

Formal leather shoe or sandals are preferred in case of women in the Main Institute square, dining hall, Lounge and Library. **Sneakers, sports shoe and tennis shoes may be worn only as a part of sports and games.** Use of bathroom slippers is restricted to the hostel room. Shoes with rubber soles are preferred.

- **MOBILE PHONES**

Mobile phones are strictly prohibited in the Academic block. If carried, the instrument will be seized. However, it can be used in the hostel rooms.

- **ALCOHOLIC DRINKS**

Trainees either found in possession of alcoholic drinks or found to have consumed alcoholic drinks will be relieved from the course with immediate effect. This will also lead to disciplinary action against the Trainee under the relevant rules.

7. DINING FACILITIES

Dining facilities are provided in the campus. Cooking in the hostel rooms is completely prohibited.

8. EXTRA-CURRICULAR ACTIVITIES

Extensive facilities exist in the Institute for extra-curricular activities. The Trainees may bring their personal equipment for games, music and photography.

9. SPECIAL INSTRUCTIONS

- ⇒ **No leave shall be granted during the period of training. Settle/dispose off matters requiring your personal presence before joining. No permission will be given to leave the station for festivals falling during this course.**
- ⇒ **The Trainees have to carry their own medicines if any, as directed by their family physician. The Institute has a visiting doctor facility.**
- ⇒ **Each Officer Trainee is required to deposit an amount of Rs.6000/- towards their mess bill and Rs. 500/- towards membership fees for clubs and societies in advance by way of cash.**
- ⇒ **For further details visit www.hrdiap.gov.in**

You are advised to visit the website frequently for further Instructions, if any.

Note: Bring this set of joining instructions along with you for reference.