



Dr. MCR Human Resource Development Institute
Government of Telangana
Road No.25, Jubilee Hills, Hyderabad – 500 033.
www.mcrhrdi.gov.in

Induction Training for Officers inducted into IAS from State Civil Services
28.03.2016 to 06.05.2016
Joining Instructions

Dear Officer,

Welcome to Dr. MCR Human Resource Development Institute and to the "Induction Training Programme" scheduled from 28th March, 2016 to 6th May, 2016.

I. Programme duration

The programme will commence on 28th March, 2016 at 09.00 a.m. and will conclude on 6th May, 2016. The participants are required to report at Dr. MCR HRD Institute by the evening of 27th March, 2016 (Sunday). Officers have to make their own arrangements for transport to the Institute. However, detailed Route Plan is enclosed.

The online Registration form is available on the Institute's website, www.mcrhrdi.gov.in which may please be filled in and submitted before 20-03-2016.

II. Programme design

The course has been designed to provide the participants a perspective on the All India Services and the policy environment in the country. The course intends to equip the participants with skills for effective administration and an in-depth understanding of key areas of governance. There will also be focus on ICT skills, experience sharing by participants, project appraisal and public private partnership. The course also includes an outbound component with a visit to Sri Lanka and various parts of India.

• ***Experience Sharing Presentations (ESP)***

Based on their administrative experience, the participants are required to write a paper on any one experience of their choice and e-mail it to itp22016@mcrhrdi.gov.in. This is a mandatory requirement and will be considered for participant evaluation. All participants are required to make a brief presentation of their experience during the training. It would be advisable to choose topics where noteworthy innovations have been made or significant learning can be derived by the other participants.

- ***Study Tour***

A study tour will be arranged as a part of the programme (Bharat Darshan and Srilanka). The Institute will make arrangements for transport, boarding and lodging. However, the cost of travel & boarding/lodging will be borne by the respective State Governments. The detailed list of payments to be made by the sponsoring State Governments is given at Point No VII of this communication.

The participants are required to wear ceremonial dress while calling on VIPs during this tour.

If white passport is not available, you may please bring your personal (Blue) passport. In case the old passport (either white or blue) has lapsed/expired, relevant original cancellation/surrender certificate and/or cancellation pass may be brought. Also, please do bring 8 passport size photographs (white background), while reporting for training.

III Leave of Absence:

As the effective duration of the programme (including study tour) is only 6 weeks, presence for the entire duration is mandatory. No leave shall be granted during the programme.

IV. Arrangements for boarding and lodging

Boarding and lodging will be arranged by the Institute at Vamsadhara Residency in the campus. As per Government of India, DoPT O.M No. 12017/02/2012-TNP(s) dated 26-03-2012 the boarding and lodging charges will be Rs. 3750/- per day per participant while on tour within India.

V. Dress Code:

All officers are advised to bring formal clothes, as the dress code during the class room sessions is formal. In addition to this, there will be several occasions both within and outside during the Study Tour, when the participants would be required to dress formally. The prescribed dress code is as follows:

- Women: Saree, Salwar-Suit, Formal Western Wear for formal occasions and Saree for ceremonial occasions
- Men: Blazer-Tie/Lounge Suit with formal shoes for formal occasions and black/white buttoned up Coat (Bandhgala) with black/white trousers respectively and black or white Sherwani with white Chooridar for ceremonial occasions.

Also, as Art of Living course is mandatory for all participants, you may like to bring suitable comfortable clothing with you.

VI. Guests

We regret to inform that family members and spouses of participants cannot be accommodated in the campus or during exposure visits within and outside India.

VII. Payments

The sponsoring Government is required to bear the following expenditure in respect of each participant. The total amount to be brought by each participant is Rs. 2.25 lacs in the form of a DD in favour of the Accounts Officer, Dr. MCR HRD Institute, payable at Hyderabad. The cost of travel (to and from Institute) of participants will also be borne by the State Governments concerned apart from the above.

VIII. Reference material on the states

The Institute is continuously collecting and compiling relevant material regarding developmental and other activities of different States and Union Territories. You are requested to bring brochures, documents, reports, films, slides on such activities in your states. Also, it would be good if you can bring copies of the latest telephone directory and civil list of your state too. **You are requested to bring your own laptops.**

IX. Weather

The weather at Hyderabad during this period will be hot, with day time temperatures reaching 38° C to 39° C. Please come prepared accordingly.

Should you need any further information, you may please contact the following officers:

- 1) Sri V. Jagadishwer, Additional Course Coordinator (Mobile: 09030005772)
- 2) Sri K. Anil Kumar, Nodal Officer (Mobile: 09248005303)

We hope you have a pleasant stay at Hyderabad.

Anitha Balakrishna
Joint Director General &
Course coordinator
(e-mail: anithabalakrishna@mcrhrdi.gov.in)

Route Map1



Route Map2

