



**Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA
GOVERNMENT OF TELANGANA**

Road No. 25, Jubilee Hills, Hyderabad – 500 033

**Special Foundation Course for AIS & CCS Officers
(18th January – 30th April 2021)**

JOINING INSTRUCTIONS

Greetings from Dr. MCR HRD Institute of Telangana, Hyderabad !!!

The Institute is headed by Sri Harpreet Singh, IAS (1991:TS)

This document contains details regarding joining formalities for admission, to the 15 weeks Special Foundation Course (Spl. FC) for AIS & CCS Officers, and other relevant information to facilitate preparation by the Officer Trainees to report for the FC.

1. The Officer Trainees (referred to as OTs) will refer to this document for joining instructions and formalities.
2. This document contains the following enclosures:
 - a) Details of clubs & societies and membership subscription to be deposited by the OTs on arrival at the Institute (Annexure -I)
 - b) List of items to be brought by the OTs (Annexure –II)

Registration

The officer trainees allotted to Dr. MCR HRDIT are mostly officers from the previous batches. They are required to fill only the “registration form” available on the Institute’s website and mail it to the FC secretariat in advance. However, even after arrival, it can be filled online and mailed to us.

1. Course Team

The Course Team for the conduct of the Special Foundation Course at MCRHRDIT is as follows :

Name & designation	Designation for the course	Contact Details	e-Mail
Sri Benhur Mahesh Dutt Ekka, IAS(1995 :TS) Addl. Director General	Course Director	040-23548887	benhur_ekka@mcrhrdi.gov.in
Smt. Divya Parmar , IES Director, Admin & CSDG	Additional Course Director (General)	9989436330	divyaparmar@mcrhrdi.gov.in

Name & designation	Designation for the course	Contact Details	e-Mail
Dr. Mohammed Abbas Ali Head & Sr. Professor	Additional Course Director (Academics)	9030005661	abbas@mcrhrdi.gov.in
Dr. Ravulapati Madhavi Head & Associate Professor of Law	Additional Course Director (Co-curricular & Extra- curricular Activities)	9959614546	madhavir@mcrhrdi.gov.in
Smt. Meena Jagirdhar Faculty	Nodal Officer – FC- Secretariat	7393048908	meena@mcrhrdi.gov.in
Smt. G. Jhansi Rani Faculty	Nodal Officer – FC- Secretariat	8008885064	jhansirani@mcrhrdi.gov.in

Advisor/Consultants

1. Advisor (Academics): Dr Gautam Pingle
2. Chief Consultant (Training) & Coordinator (Trek & Field Visit):
Dr.K.Tirupataiah, IFS (1986:TS)(Retd.)

2. Brief Course Details

- a) Course Duration: 18th January to 30th April, 2021
- b) OTs are required to arrive at MCR HRDIT on 17th January, 2021 and Complete the Joining Formalities through online mode.
- c) They are required to register online to confirm their joining the Special Foundation Course (SFC). The online registration facility is available at the website of the Institute, <http://training.mcrhrdi.gov.in/auth/login.aspx>
- d) Download pdf form for Certificate of Assumption of Charge and fill in and upload the scanned copy.
- e) OTs shall assume charge and attend training from 18th January 2021.
- f) The Inaugural programme is tentatively scheduled **on 22.01.2021**. Details will be circulated separately.
- g) Dress code for the Inaugural programme will be **CEREMONIAL (please see details in Annexure-II)**.

Note : Officer Trainees reporting after 1.30 p.m. on 18th January 2021, unless prior permission is obtained from the Course Director, will not be allowed to attend the training under any circumstances.

3. Covid -19 care:

- The Special Foundation course will be conducted duly complying with the Standard Operating Procedure (SOP) issued by DoPT- OM No. 19011/1/2020-TFA, dated 3rd July, 2020.
- All the Officer Trainees shall be tested for Covid-19 upon arrival at the Institute.
- The Officer Trainees are required to comply with the prescribed norms with regard to containment of spread of the corona virus while they are under training.
- The OTs will be in room quarantine till 21.01.2021 and all their activities will be conducted through "**virtual mode**".
 - FN- Classes
 - AN: Other non-academic activities such as ice-breaking, experience sharing , book review, movie review etc.,
- The course will be conducted in person/Physical mode from 22.01.2021 onwards

4. Contact Details

- a) Address of the Institute :
Dr. Marri Channa Reddy Human Resource Development Institute of
Telangana, Road No. 25, Jubilee Hills, Hyderabad- 500 033
- b) STD Code: 040
- c) **EPABX Lines** : 23557580,23557582, **FC Secretariat Extn-
165/420**
- d) **Fax**: 23557584/ 23543459
- e) e-mail : **splfc2021@mcrhrdi.gov.in**
- f) Home Page: **<http://www.mcrhrdi.gov.in>**

5. Reaching the Institute

5.A. By Air:

Rajiv Gandhi International Airport (RGIA) of Hyderabad is located at Shamshabad, which is at a distance of about 30 kms from the Institute. Direct flights to Hyderabad are available from all major cities in India.

Facilitation Counters at Airport :

- Facilitation Counters will be opened by MCRHRD Institute of Telangana at the Airport Arrival Area (near Telangana Tourism Counter) from 08:00 hrs on 17th January, 2021 to 12 : 30 hrs. on 18th January 2021. The following staff of the Institute may be contacted upon arrival at the RGIA:
 - 1. Sri Swaroop Mobile No: 8125721733
 - 2. Sri Sandeep Mobile No: 9032562234
- Transport to the Institute would be arranged by buses/cars of MCRHRDIT, as far as feasible, if the travel plan is informed well in advance. Details of travel plans may be

informed to Sri Kavi Bhushan Pandey by e-mail (kavibhushan.pandey@mcrhrdi.gov.in)
Mobile Numbers: 9248032089, 9000114443 for transport coordination.

- Hiring a cab from RGI Airport to the Institute may cost approximately cost Rs 1000/-.

5.B. By Train:

- Staff of the institute would be positioned at Secunderabad & Nampally stations if advance travel plan is communicated. For your information, Hyderabad is well connected with all major cities in India. It has three railway stations namely, **Secunderabad, Hyderabad Deccan (Nampally) and Kacheguda**. It will be easier to reach the Institute by getting off either at Secunderabad or Hyderabad (Nampally) Stations.

5.C. By Bus:

- Officers from nearby states may prefer to come by Bus. For your information, direct bus services to Hyderabad are available from major cities like Bangalore, Mumbai, Chennai, Pune etc. to the following bus stations:
 - 1) **Mahatma Gandhi Bus Station - (MGBS) -IMLIBAN, Hyderabad**
 - 2) **JUBILEE BUS STATION (JBS), Secunderabad**

Note: The above-mentioned rates are indicative only

REGISTRATION & JOINING FORMALITIES

Step-1 Arrival at MCRHRDIT

1. OTs to report at the Godavari Hostel upon arrival on 17-01-2021 for allotment of accommodation. Each Officer Trainee needs to furnish the following documents for verification by the reception official of Godavari Hostel:
 - a) A valid photo Identity {ID} card (Voter ID/Aadhaar card/Passport/PAN card)
 - b) Photocopy of the letter received by OT from his/her department, indicating consent/permission to undergo the Special FC at Dr. MCR HRDIT.

Step-2 Room Allotment

1. After furnishing the required documents as at Step-1 above, OT will be allotted a room and key would be handed over.
2. Accommodation is provided on single – occupancy basis
3. The monthly charges for accommodation and other facilities (inclusive of water, electricity charges) will be Rs. 300.00 per head per day for single occupancy. In case, OTs are eligible for HRA (House Rent Allowance) monthly charges for accommodation shall be fixed accordingly. These charges will be collected from the OTs by the Accounts Section of the Institute on a monthly basis.

4. Each hostel room is provided with the following basic furniture/ items :
Bed, mattress, two single bedsheets, blanket, pillow with cover and one towel. OTs may bring any other items as per their personal requirements. Please refer to Annexure-II for additional items (including for trek) that the OTs are required to bring along with them.
5. The Institute will not provide accommodation for spouse or family members at the time of joining or during the duration of the Course. As per the Institute's guidelines, guests (family members, friends, spouse etc.) are not to be entertained by the OT in his/her room.
In case of any further assistance with regard to accommodation, OTs may contact Shri Kavi Bhushan Pandey, Manager, Facilities (Mobile: 9248032089, 9000114443) e-mail: kavibhushan.pandey@mcrhrdi.gov.in

Step-3 Registration

Officer Trainees have to complete the joining formalities online, before 17th January, 2021 . The details will be as follows

A) Submission of the following documents (Scanned and send through mail in PDF format (splfc2021@mcrhrdi.gov.in))

1. Photocopy of the letter received from their respective departments indicating consent/permission for the OT to undergo the Special FC at Dr. MCR HRDIT.
2. Two passport size photographs scanned and uploaded. Name and Service are to be mentioned in capital letters for each photo for issue of ID card (To obtain ID card, MCRHRDIT Online registration is compulsory)
3. Assumption of charge form that will be provided at the website should be filled in
4. Photocopy of the CGHS card. (OTs are required to bring along their CGHS cards to be used, in case of need during their stay at Dr. MCR HRDIT).
5. Each OT shall furnish an "Introducing yourself and the work you do currently" in the enclosed format. Annexue-III

B) Training Kit:

Training kit will be made available in the allotted rooms

C) Track suits:

Towards the cost of one track suit, one additional lower track pant and two T-shirts (compulsory), a specified amount (Rs. 3850.00 approx.) needs to be paid.

Payment may be made to the accounts section through online mode/card from 25th January to 30th January 2021.

Track suits to be collected from Room No: 23, Ground Floor, Admin Block from 25th January to 30th January 2021.

Membership of Clubs & Societies

Life at the Institute includes activities conducted by various Clubs & Societies. Each OT will become a member of these Clubs & Societies as also of the Officers' Mess on joining the Institute. An amount of **Rs.3000.00** will be collected from each OT during joining formalities towards subscription for such Membership. Details of subscription to clubs and societies may be seen in **Annexure-I**.

Payment may be made to the accounts section through online mode/card from 25th January to 30th January 2021.

Dining Facilities

- Dining for the OTs is arranged at the "Pushti" / Ruchi dining hall of Tungabhadra Block/ Godavari Hostel. Both vegetarian and non-vegetarian food will be served and the standard mess charges will be approximately **Rs -355.00 per day per head. Any change in menu could lead to increase in charges. Mess charges to be paid on monthly basis latest by 10th of the succeeding month.**
- Refreshments are available on payment basis in the Institute's café. Cooking in the hostel rooms is strictly prohibited.

Sports Facilities

- The Institute has good facilities for various sports like Tennis, Badminton, Table Tennis besides a Swimming Pool and a well-equipped Gymnasium. OTs are advised to make optimal use of these facilities, duly following Covid-19 guidelines.
- OTs may bring along with them their personal equipment for games, music, photography, etc. On special occasions and also during participation in cultural programs, OTs are encouraged to wear traditional attire of their respective States.

Computers

OTs are advised and encouraged to bring along their laptops. However, those who do not have laptops can use the computers in the Computer Labs during office hours and in the Business Lounge in Godavari Hostel thereafter. The OTs bringing their personal laptops should pre-load their laptops with the following software:

Operating System: Windows XP/Windows 7/Windows 8

MS-Office: MS-Office 2010 or Higher Version

MS-Office should not be a starter version. It must include MS-Word, MS-Power Point, MS- Excel and MS-Access.

Project Management Software: MS-Project 2003

Banking

Andhra Bank ATM is available in the Institute Campus.

General Instructions

- a) The Foundation Course is a '**NO LEAVE**' course. **NO LEAVE SHALL BE GRANTED** during the period of training. OTs are advised to settle/dispose off matters requiring their personal presence before joining the Institute. Even Station leave shall not be granted for any purpose.
- b) Any OT suffering from any serious health problems is advised to inform the same to the Course team on the day of reporting itself, or even prior to that, if any special assistance is needed. He/ She has to bring along his/her medical records and prescriptions.

As mentioned earlier, please bring **CGHS cards** to avail CGHS facility during your stay in the Institute

- c) Officer Trainees **are directed to leave their cell phones/Tabs/Laptops in the Hostel only as these are strictly prohibited in the classrooms. Novels, journals, newspapers etc. will not be allowed into the classroom. If the OT is found in possession of the above, the same will be seized. If repeated more than twice, it will attract disciplinary action.**
- d) With regard to the curriculum, reading material will be available on the website. Hard copy of reading material will be made available on payment basis. Copies will be available in the Library for reference.
- e) **Officer Trainees will receive their salaries from their respective Cadre Controlling Authorities. However, they are requested to bring sufficient money to cover expenses of at least one month.**

Annexure -I

Details of subscription to various Clubs and Societies

S.No	Details	Rupees	Activity
A	Officers' Mess Committee	Rs 500/-	Decide menu, monitor food quality. Assistance in organising food on special occasions
B	CLUBS & SOCIETIES		
1	Officers' Club	Rs 1000/-	Arranges sports and games, Fete, India Day Celebrations etc
2	Film and Fine Arts Club	Rs 300/-	Arranges film screenings and other related activities and cultural programmes
3	Society for Social Service	Rs 300/-	Contribution towards social work
4	House Journal Society	Rs 500/-	For full duration of the course, the society publishes In- house magazine regularly and House Journal towards the end of the course.
5	Nature lovers' and adventure sports club	Rs 400/-	The club organises bird watching, tree plantation, star gazing, photo-exhibition, nature walks, sailing, para- sailing, para gliding, trekking, Kayaking etc.
	Total (A+B)	Rs 3000/-	

Annexure – II

Details Regarding Clothing, Dress code & Miscellaneous Matters

The Institute lays strong emphasis on attire befitting an officer. OTs are expected to be properly attired at all times and not present an unkempt or slovenly appearance at any point in time.

1. Bedding and linen

The articles that are provided by the Institute have been detailed at (4) under the heading of **Step-2 Room Allotment**. The OTs may carry other personal items to the extent considered necessary by them.

2. Clothing

Generally, the weather in Hyderabad is pleasant through the year. The weather changes from pleasant in September to mildly cold in December and warm from February onwards until June. Therefore, it is advised to bring adequate clothing along. Trek will be conducted in Nilgiris which would be cold nights. Light woollens are advised.

3. Dress Regulations

At all times, Officer Trainees are expected to be properly attired and should not present an unkempt or slovenly appearance. For stay in Hyderabad and also on various official tours, OTs are advised to have adequate clothing both for formal and informal occasions. Following are the dress regulations:

Ceremonial

Gentlemen: Black, White or Light-coloured Jodhpur Suit/ Sherwani (Plain) with formal shoes (Oxfords/ Brogues)

Ladies: Saree with formal shoes / sandals

Formal

Gentlemen: Black or White or Light-coloured Jodhpur Suit / 2 or 3 piece Lounge Suit (preferably in sober colours) with necktie/ cravat and formal shoes.

Ladies: Saree or Salwar Kameez or Churidar & Kurta/Kameez with Dupatta or Western Business Suit and full sleeves formal shirt and formal shoes/ sandals (short Kurtis/leggings shall not be treated as formal).

Informal

Gentlemen: Formal full sleeves shirt and trousers without necktie.

Ladies: Saree, Salwar Kameez or Churidar Kurta / Palazzo and Kurta/Kameez or formal Trousers with formal shirt or Western Business Suit with formal shirt (not short kurtis/ tight leggings) with shoes / sandals.

Casual

Gentlemen: Open collar shirt with trousers (not jeans) and shoes (other than sports shoes /sneakers)

Ladies: Salwar Kameez or Churidar Kurta with Dupatta or Shirt and Trousers with footwear (other than chappals / slip-ons / sneakers)

Traditional/ Ethnic

Gentlemen: Dhoti/ Kurta-Pajama / Veshti / Mundu etc.,

Ladies: Ethnic Saree/ Ghaghra / Lehenga/ Mekhla Chador/ Kasavu set etc.,

3. OCCASION - WISE DRESS CODE

a. Ceremonial

- i. Course Inauguration / Valediction Ceremony
- ii. Visit of VVIPs such as President / Vice-President / Prime Minister/Governor/ Chief Minister
- iii. Any other occasion designated by the Course Director

b. Formal

- i. Formal Lunch / dinner (other than those where a VVIP is present)
- ii. Visits of dignitaries other than VVIPs

c. Informal

- i. For class hours

d. Casual

- i. Cultural Evenings
- ii. Mess (other than for Formal Lunch / Dinner)

e. Traditional/ Ethnic

- i. Cultural Programmes
- ii. India Day

4. Miscellaneous

- Lapel cards/ID cards shall always be worn on all formal and informal occasions and during classes.
- All OTs are expected to be always well-groomed and properly dressed according to the occasion and as per the weather. **Frivolous attire shall NOT be allowed during academic hours or in the Officers' Mess.**

- Only formal leather shoes shall be worn in the academic area, Officers' Mess, and Library.
- Sneakers, sports shoes and tennis shoes may be worn only as a part of PT / Games.
- Use of slip-ons/chappals / bathroom slippers should be restricted to the hostel area only.
- Gentlemen OTs must keep their hair trimmed short and properly groomed. They are required to shave daily. OTs sporting moustaches and beards must keep them properly trimmed.

4. Requirements for PT/Yoga/Games & Sports

- a) Morning Activity is compulsory
- b) From the date of commencement of the programme, till the time of the trek, PT is compulsory. After the trek, OTs has a choice between PT and Yoga.
- c) For PT, compulsory sports/games activities, Institute track suits and Institute T-shirts must be worn. Other tracksuits and T-shirts will not be allowed.
- d) For Yoga, dress code will be as per the instructions of the teachers. However, white kurta and pyjama would be ideal.
- e) For other sporting activities, OTs may like to bring their own sports clothing.
- f) 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.
- g) Lady OTs may also bring two pairs of plain white salwar kameez for use during Yoga in addition to the above-mentioned clothing and other accessories.

5. Trekking

A mandatory trek for about 8 days is an integral part of the Foundation Course. The equipment required for the Trek is listed below.

1. Rucksack
2. Wind Proof Jacket
3. Plain Cap/Hat
4. Trekking shoes (Jungle Boots, Outdoor shoes) with non-slippery soles and good grip
5. Sleeping bag and ground sheet (Carry mat) will be provided by institute.

Sd/-
Director General

Annexure-III

Introducing yourself and the work you do currently

1. This note is intended to express in your own view, yourself and your job and your role. It will enable your SFC colleagues to know you better as it will be shared with them. It will also be an aide to remember each one of them over your career and life.
2. The following structure is suggested to help you organize the note for uniformity. Any point you don't like to answer, you may choose to skip it.
 1. Name
 2. Date of birth
 3. Religion you accept
 4. Native place
 5. Your education at school and college - medium of education
 6. Father's and mother's education and occupation
 7. Significant impressions of your family life
 8. View of your school and college education in building your capacity
 9. How and why did you choose your higher education
 10. Physical activity, sports etc
 11. Married – spouse education and occupation
 12. How match was made
 13. Single – preferred spouse - education and occupation
 14. Single – preferred process of selection of spouse
 15. Any job(s) before passing UPSC and your take away from the job experience
 16. Reasons for opting for UPSC
 17. Target service
 18. Attempts made prior to success
 19. Any other service secured if not the preferred one – which one?
 20. Current Service
 21. Cadre or post at this time
 22. Write about your expectation and reality of your job and work
 23. Favourite sport and/or activity (music, dance, writing, reading etc)
 24. Books/events/persons that influenced you in life -and how and why
 25. What in your view constitutes “happiness”?
 26. What is your ideal types – heroes and heroines that you emulate