

**No.86<sup>th</sup> FC/T7/FC/1027/2011**  
**Government of Andhra Pradesh**  
**Dr. Marri Channa Reddy Human Resource Development**  
**Institute of Andhra Pradesh**  
86<sup>th</sup> Foundation Course  
29<sup>th</sup> August 2011 to 9<sup>th</sup> December 2011  
**Joining Instructions**

**Note:**

1. The officer Trainee (OT) should bring this set of joining instructions along with him/her
2. Fill in the Descriptive Roll in duplicate & other enclosed forms and post it to Sri G Chandrasekhar Reddy, IFS, Joint Director General and course Coordinator, at the earliest. These forms are also available in the Institute's website as indicted at 1(f) blow and can be downloaded. Filled in forms should be submitted complete in all respects at the time of joining the institute for Training.
3. Inform the Institute of his travel plan as soon as it is finalized. This should be a clear 3 day before arrival.

**1. General Information**

Postal Address

Dr. Marri Channa Reddy Human Resource Development Institute of  
Andhra Pradesh Road No. 25, Jubilee Hills, Hyderabad.500169

Telegraphic Address

INSTADAP, Hyderabad

Fax

040-23557584/23557579

EPBAX Junction Lines (24 hrs.)

23548487, 23543727 , STD Code (040), 23543453

E-mails

[86fcmcr@hrdiap.gov.in](mailto:86fcmcr@hrdiap.gov.in) & [hrdiap@gmail.com](mailto:hrdiap@gmail.com)

Home Page

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

*(This site can be visited for more information)*

All official and residential lines are connected to the EPABX. The EPABX operator will provide the connection.

Course coordinator for the 86<sup>th</sup> Foundation Course:

G. Chandrasekhara Reddy Garu, IFS  
Joint Director General

Additional Course Co-ordinators:

Dr. O. Vijayasree, Director, Centre for Change & Delivery management  
D. Siva Prasad, Faculty member  
K. Anil Kumar, Faculty member-Nodal Officer, FC-Secretariat  
N. Surya Prakash, Superintendent, FC-Secretariat

Duration of Course:

29<sup>th</sup> August 2011 to 9<sup>th</sup> December 2011

Date of Joining

29<sup>th</sup> August 2011

The Officer Trainee should arrive at the Institute on 28<sup>th</sup> August 2011 so that he can assume charge on 29<sup>th</sup> August 2011. Officer Trainees reporting after 29<sup>th</sup> August 2011 will not be conducted from 9.00 am to 5.00 pm on 29<sup>th</sup> August 2011

Nearest Railway Station

Secunderabad

Hyderabad(Deccan), Nampally. Kacheguda (also within Hyderabad city)

## **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 HiTech City.(Rs.200/-). From Hi-tech city to Dr. MCR HRD Institute (4Kms) (By auto: Cost: Rs.40/- Apprx). 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 at all or few of the 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 (Apprx charges)  
By taxi Rs.300/- or autorikshaw Rs.150/-apprx. By Bus Rs.200/- (Route No.47 to VBIT park. To get down at Peddama Temple and then by autorikshaw Rs.20/- or Autorikshaw Rs.100/- (apprx)

### **By Bus:**

Direct bus services to Hyderabad are available from main cities like Bangalore, Vijayawada, Pune etc.,

IMLIBAN (MGBS): Bus terminal, Hyderabad: By taxi: Rs: Rs.300/- (approx)

City Bus Service: Route No.127K, 127H, 127Z, 127P & 222 to get down at Pedamma Temple and then by auto to the institute, the fare is Rs.20/-

Jubilee Bus Station: Secunderabad: By taxi Rs.300/- (apprx) by autorikshaw Rs.150/- (apprx)

## **3. Reception:**

Please report at the Institute reception for the Joining Formalities on 29<sup>th</sup> August 2011

Each Officer Trainee has to:

- Pay a sum of Rs.2440/- towards membership fee for various clubs and societies (Details at Annexure –III)

- Submit 4 passport size photographs if not already sent with the Descriptive Roll. Name and service are to be mentioned in block capital letters on the reverse of each photo.
- Hand over signed copies of various forms etc.

#### **4. Residential Accommodation:**

Stay at the institute is mandatory. The Officer Trainee will be provided twin sharing high quality room with attached bath, have good furniture, a TV set, cots, mattress, blankets, bed sheets and pillows with cover. Items that Officer Trainee is required to bring are listed in Annexure-IV. No accommodation for spouses of 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. The accommodation and boarding charges to be paid by the Officer Trainee will be intimated on the arrival.

#### **5. Clothing:**

The period from September to December changes from pleasant to cold. While it will not be extremely cold, adequate comforters warm clothes are therefore essential. The lowest temperature in December may come down to 15°C.

#### **6. Dining Facilities:**

Dining facilities are provided in the institute. Cooking in the hostel rooms is prohibited. Good quality hygienic food (both vegetarian and non vegetarian) will be served in the mess monthly mess charges will be around Rs.4,500/- approximately

#### **7. Extra-Curricular Activities:**

Extensive facilities exist in the institute for extra – curricular activities organized through Clubs and Societies (ANNEXURE - III).

OT's may bring personal equipment for games, music, photography and swimming. We encourage them to get ethnic dresses, if they have worn on special occasions and also for participation in cultural programs.

#### **8. Special Instructions**

Every Officer Trainee is required to furnish a return of movable and immovable property in the proforma enclosed (Annexure I and II).

No leave shall be granted during the period training at the institute. OT's shall settle/dispose of matters requiring –personal presence before joining.

No station leave will be granted for festivals falling during the Foundation Course.

First special salary advance is payable after completion of one month of training. So please bring sufficient money with you.

Enclosed:

- Movable/Immovable property returns proforma (Annexure I & II)
- Details of Clubs & Societies (Annexure - III)
- List of Items Required (Annexure -IV)
- Descriptive roll and other forms. (To be filled in duplicate. Please annex four extra photographs with your name written clearly on the back)

### **ANNEXURE – III**

<b>Sl.No.</b>	<b>Clubs &amp; Societies operated during the F.C.</b>
<b>1</b>	Computer Society
<b>2</b>	Film and Fine Arts Club
<b>3</b>	House Journal Society
<b>4</b>	Management Circle
<b>5</b>	Officer's Mess
<b>6</b>	Officer's Club
<b>7</b>	Society for Social Services & Contemporary Affairs
<b>8</b>	Hobbies & Nature Lovers Club

### **ANNEXURE – IV**

#### **List of Items Required**

Bedding & Linen Requirement

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

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, OT's are advised to have adequate woolen clothing both formal (coat/shawl for women: Coat for men) and casual wear i.e. pullover and cardigan. Women should have either a woolen shawl or a woolen coat.) Men are advised to bring a formal suit preferably in black: white is also permitted comprising of a buttoned up coat & trousers and a western style jacket/blazer and a pair of warm trousers.

During the office hours in classes and in the Officers Mess male Officer Trainees have to compulsorily wear tie and jacket.

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 Ladies: Saree

For Gentlemen:

Black or white button up coat with black or white trousers;  
Black socks and black formal shoes.

#### In Class:

All Officer Trainees are expected to be well groomed and neatly and cleanly attired according to the weather. No jeans shall be allowed during academic hours or in the Officer's Mess. Casual or frivolous attire shall not be worn. Lady OT's are permitted to wear salwar kameez/chudidars besides saree to the classes. Men OT's have to wear Suit with shoes.

Only formal leather shoes or sandals in the case of women may 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 residential area. Shoes with rubber soles are preferable.

#### Lap Tops:

Dr. MCR HRD IAO is fully computerized & n/w Environment. The OT's who have their own laptops must carry their laptops.

#### Mobile Phones:

Mobile phones are restrictly prohibited in the academic block of the campus. Carrying Mobile phones in the Academic Block will result in Confiscation of the instruction.

### Consumption or Possession of 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 instantly. This will also invite disciplinary action under the relevant rules.

For PT/Yoga: The following are to be brought:

Ladies :

Two pairs of white salwar and white kameez/at least one Track Suit with Institute logo\*

Two pairs of white socks and one pair of good jogging shoes with adequate cushioning for road running

Gentlemen:

At least one Track Suits with Institute logo\*. One pair of good jogging shoes (With adequate cushioning for road running) with 2-3 pairs of white socks.

### Note:

\*T-Shirts and track suites with the Institute logo can be purchased at the Institute at the time of joining. The approximate cost will be Rs.1000/- for one set.

Trekking:

OT's would be required to go on a trek during the foundation Course. The equipment required for the Trek is listed below. Items marked with an asterix (\*) must be brought by OT's (they are also available locally).

<b>1</b>	<b>Sleeping bag (feather type)</b>	<b>Will be provided by the institute</b>
<b>2</b>	Ruck-sack (Nylon Everest Type)	Will be Brought by the Trainee
<b>3</b>	Wind-proof jacket (Wind cheater)	
<b>4</b>	Goggles	
<b>5</b>	Woolen Gloves	
<b>6</b>	Woolen Cap	
<b>7</b>	Plain Cap/Hat	
<b>8</b>	Lang Sleeved vaste	
<b>9</b>	Woolen Stockings and socks	
<b>10</b>	Good Walking Shoes	
<b>11</b>	Water bottle (Light weight as you will have to carry it)	
<b>12</b>	Torch (small one should be heavy)	