



Dr MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA
Government of Telangana

SPECIAL FOUNDATION COURSE FOR AIS & CCS OFFICERS -2024
(23rd September to 27th December, 2024)

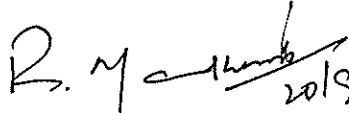
CIRCULAR

Sub: Joining Formalities- Submission of forms Guidelines - Reg.


All the Officer Trainees are hereby informed that the Joining Formalities of Spl.FC, i.e., Submission of Forms are to be completed on 22.09.2024 afternoon in the Room No : 28, Ground floor of Admin Block as indicated below

- Photocopies of consent letter/reliving letter from the respective Department (02 copies) on which the OT Name and Code have to be written.
- Assumption of charge certificates (04 copies) (form is placed in the training kit) on which the OT Name and Code have to be written.
- One Passport size photograph with Name & Service written on the back side of the photo in capital letters
- Obtaining biometric fingerprints and collect the ID cards

The above documents have to be submitted in the Room No: 28, Ground floor of Admin Block on 22/09/2024.


20/9/24
Course Director
Spl.FC-2024

To
All the Officer Trainees
Copy to the Course Team through e-mail
Copy to FA to DG,
Copy to FC Stock File


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