



Dr MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA
Government of Telangana

SPECIAL FOUNDATION COURSE FOR AIS & CCS OFFICERS -2025
(13th October 2025 - 19th December 2025)

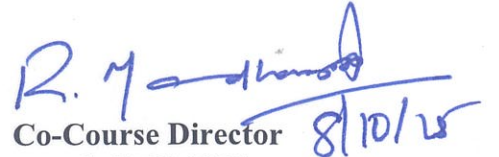
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Sub: Joining Formalities- Submission of forms Guidelines - Reg.

All the Officer Trainees are hereby informed that the Joining Formalities of Spl.FC 2025, i.e., Submission of Forms are to be completed on 13.10.2025 from 09.30 am to 01.30 pm in the Room No : 28, Ground floor of Admin Block as indicated below

- Photocopies of consent letter/reliving letter from the respective Department (01 copy) 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 in Room no. 024, Admin Block.
- Collect the Training Kit & T-Shirts from Room No. 022, Admin Block.

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


Co-Course Director 8/10/25
Spl.FC-2025

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