



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

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

**12 Week Professional Course for Probationary Deputy Collectors (PDCs)  
(09<sup>th</sup> March 2026 – 30<sup>th</sup> May, 2026)**

**Joining Instructions & Joining Formalities**

Greetings from Dr. MCR HRD Institute of Telangana, Hyderabad

The Institute is headed by: **Smt. Santhi Kumari, IAS,**  
**Vice Chairperson & Director General**

This document contains details regarding registration and joining formalities for admission in to the 12 Week Professional Course for Probationary Deputy Collectors (PDCs) of Group-I service. It also has other relevant information to facilitate preparation of the Officer Trainees (OTs) to report for the Professional Course.

**COURSE TEAM:**

The Core Team for the conduct of the Foundation Course at Dr. MCRHRDIT is as follows:

<b>Name &amp; Designation</b>	<b>Designation for the course</b>	<b>Contact Details</b>	<b>e-Mail</b>
<b>Sri H. Arun Kumar, IAS (R)</b> Advisor	Course Director	7893291199	<a href="mailto:arunkumarh@mcrhrdi.gov.in">arunkumarh@mcrhrdi.gov.in</a>
<b>Sri D. V. Ramana,</b> Registrar & Sr. Faculty, TMU	Course Advisor	92480 32106	<a href="mailto:dvramana@mcrhrdi.gov.in">dvramana@mcrhrdi.gov.in</a>
<b>Dr. D. T. Chary</b> Sr Faculty & Head, CMB	Course Coordinator	9849610028	<a href="mailto:dtchary@mcrhrdi.gov.in">dtchary@mcrhrdi.gov.in</a>
<b>Sri Srinivas Vadla</b> Junior Faculty-TMU	Nodal Officer FC Secretariat	8008001937	<a href="mailto:srinivasv@mcrhrdi.gov.in">srinivasv@mcrhrdi.gov.in/</a> <a href="mailto:srinujf@gmail.com">srinujf@gmail.com</a>

*Details of other Course team members are indicated in the Course Manual*

**01. REGISTRATION**

It is mandatory for all Officers Trainees (OTs) to complete the online registration available on the Institute's official website. To register, OTs must visit <http://www.mcrhrdi.gov.in> and proceed to the registration portal at <https://training.mcrhrdi.gov.in/register/>, where they will need to enter the **program code: T136TMU26.**

During the registration process, OTs must provide their Title (Mr/Ms), Full Name, E-mail Address, and Mobile Number (**preferably a WhatsApp number**). Once the required details are entered, they should click on the “**Register and Continue**” button to proceed with filling in additional information necessary for completing the registration.

Failure to register online shall imply the OTs are not joining the course. Online Registration for the Foundation Course will be open from 03.03.2026 and will close at 4.30 PM on 08.03.2026.

## **02. BRIEF COURSE DETAILS:**

- a) Course Duration: From 09<sup>th</sup> March 2026 – 30<sup>th</sup> May, 2026.
- b) Officer Trainees may reach the Institute after 2.30pm on 08<sup>th</sup> March 2026. (optional)
- c) The OTs are required to complete the joining formalities on 09<sup>th</sup> March 2026, at the Administrative block of the Institute, and are required to ensure that the following documents are available with them
- d) Photocopy of the letter received from their respective departments/ HoD/ Section/ indicating consent/permission for the OT to undergo the Special FC at Dr. MCR HRDIT.
- e) Two passport size photographs (Name and Service are to be mentioned in capital letters on the back side of each photo. For issue of ID Card).
- f) Certificate of Assumption of charge. The Form is available at the website.
- g) OTs shall assume charge and attend training from 09<sup>th</sup> March 2026.

## **03. ADDRESS OF THE INSTITUTE:**

Dr Marri Channa Reddy Human resource Development  
Institute of Telangana, (DR MCR HRDIT),  
Road No.25, Jubilee Hills,  
Hyderabad – 500033.  
Email: [tmu.mcrhrdi@gmail.com/](mailto:tmu.mcrhrdi@gmail.com)  
**Home page:** <https://www.mcrhrdi.gov.in/>  
**Contact Number:** 040-23548294 or +91-8008001937

## **04. HOW TO REACH THE INSTITUTE:**

- The Officer Trainees shall reach the institute on their own.
- The Institute is 01 ½ km away from the Peddamma Gudi Metro Station and RTC Bus Stops.
- Local buses will be available from Koti (Route No. 127K; 127H; 127P and 222) and Secunderabad Station (Bus Route No.10H) Nearby by Metro Stations are Peddamma Gudi or Madhapur.
- The Institute Bus will be available from Peddamma Gudi Metro Station @ 9.45 AM and 10.15 AM.

## **05. ARRIVAL AT DR. MCR HRDIT**

OTs to report at the Godavari Hostel upon arrival on 08.03.2026 for allotment of accommodation. Each Officer Trainee needs to furnish the following documents for verification by reception official of Godavari Hostel:

- (a) A valid photo Identity (ID) card card (Voter ID/Aadhar 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.

## **06. ROOM ALLOTMENT:**

- Foundation Course is a residential programme. All the Trainees shall stay in the Institute Hostel.
- After furnishing the required documents as above, the OT will be allotted a room and key would be handed over.
- Accommodation is provided on double occupancy basis
- Each hostel room is provided with the following basic furniture/items:  
Bed, mattress, two single bed sheets, blanket, pillow with cover and one towel.
- No accommodation will be provided for spouse or family members. Hence, the Officer Trainees are advised not to bring any companions with them.
- In case of any further assistance with regard to accommodation, OTs may contact **Sri B. Bharath Kumar, Facilities Executive, his Mobile No. 9966064441.**

## **07. DINING FACILITIES**

- Dining for the Officer Trainees is arranged at the Hostel. Both vegetarian and non-vegetarian food will be served in the Mess
- Refreshments are available on payment basis in the Institute's Indira Mahila Shakti Canteen and Vijaya Dairy Outlet.
- Cooking in the hostel rooms is strictly prohibited.
- Eating out side mess and celebrating any sought of parties in the Hostel Rooms & Institute premises are strictly prohibited.

## **08. ATTIRE**

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

### **Dress Regulations:**

#### **► Ceremonial:**

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

**Ladies:** Saree / Salwar Kameez or Churidar 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 patta 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/ 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-Pyjama / Veshti / Mundu etc.

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

## **09. 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**

Cultural Programmes

## **10. REQUIREMENTS FOR PT / YOGA / MEDITATION**

- a) Morning Activity is compulsory. From 10.03.2026 till the completion of the program.
- b) For PT, compulsory sports/games activities, track suits and Institute T-shirts must be
- c) For other sporting activities, OTs may like to bring their own sports clothing.
- d) 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.

Lady Officer Trainees may also bring two pairs of plain white salwar kameez and other accessories as required for use during Yoga in addition to the above-mentioned clothing and accessories

## **11. DISCIPLINE & GENERAL INSTRUCTIONS**

- **CLEANLY ATTIRED**

All the Officer Trainees are expected to be well groomed, neatly and cleanly attired. No jeans shall be allowed during academic hours or in the dining hall. Casual or frivolous attire shall not be worn. Ladies are permitted to wear salwar kameez / churidars in classroom, however, they should wear saree for formal occasions.

- **NO LEAVE COURSE**

No leave shall be granted during the period of training. Officer Trainees are advised to settle / dispose of the matters requiring personal presence before joining the Foundation Course. No permission will be given to leave the campus for festivals / other celebrations falling during the Training Course

- **MOBILE PHONES**

Officer Trainees are directed to leave the cell phones/Tabs/Laptops in the Hostel only as these are strictly prohibited in the classrooms. Novels, journals, newspapers etc. will not be allowed in the classrooms. If the OT is found in possession of the above, the same will be seized. If repeated more than twice, it shall attract disciplinary action.

- **ALCOHOLIC DRINKS**

Officer Trainees either found in possession of alcoholic drinks or found to have consumed alcoholic drinks will be relieved from the training course with immediate effect. This will also lead to disciplinary action against the Officer Trainee under the relevant rules.

- **HEALTH ISSUES**

If Any OT suffering from any serious health problems is advised to inform the same to the Course Director or 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.

- **ATMs**

Union Bank of India and ICICI Bank ATMs are available in the Institute.

- **MEDICAL FACILITY**

The Officer Trainees have to carry their own medicines if any, as directed by their family physician. The Institute has a visiting doctor facility.

## **12. COMPUTERS & LAPTOPS**

Officer Trainees are 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 necessary software which are in regular use.

### **13. EXTRA-CURRICULAR ACTIVITIES**

Institute has excellent facilities for various sports like Lawn Tennis, Badminton, Table Tennis, Football, besides an international standards swimming pool and a well-equipped Gymnasium for ladies and gentlemen separately. Officer Trainees are advised to make optimal use of these facilities.

OTs may bring along with them their personal equipment for games, music, photography etc., for special occasions and also during participation in cultural programs, OTs are encouraged to wear traditional attire.

### **14. COURSE INAGURATION**

- The 12 Week Professional Course for Probationary Deputy Collectors (PDCS), will be formally inaugurated on 09<sup>th</sup> March, 2026. The programme details will be circulated separately.
- Officer Trainees shall be dressed in CEREMONIAL ATTIRE for the inaugural ceremony and be seated at the venue as per the seating plan, which will be communicated to trainees in due course. Photography by Officer Trainees is strictly prohibited during the programme.
- Officer Trainees are advised to visit the website frequently for further Instructions, if any.



**For further details visit**  
[www.mcrhrdi.gov.in](http://www.mcrhrdi.gov.in)