

No. 85th FC/T1/464/2010
GOVERNMENT OF ANDHRA PRADESH
DR. MARRI CHANNA REDDY HUMAN RESOURCE DEVELOPMENT
INSTITUTE OF ANDHRA PRADESH

85th FOUNDATION COURSE
(30th August 2010 to 10th December 2010)

JOINING INSTRUCTIONS

Note:

1. The Officer Trainee (OT) should bring this set of joining instructions along with him.
2. Fill in the Descriptive Roll in duplicate & other enclosed forms and post it to Sri D. CHAKRAPANI, IAS, Additional Director General and Course Coordinator, at the earliest. These forms are also available in the Institute's website as indicated at 1 (f) below 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 clean 3 days before arrival.

1. GENERAL INFORMATION

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| (a) | Postal Address | Dr. Marri Channa Reddy Human Resource Development Institute of Andhra Pradesh Road No. 25, Jubilee Hills, Hyderabad. 500 169. |
| (b) | Telegraphic Address | INSTADAP, Hyderabad |
| (c) | Fax | 040 - 23557584/23548489 |
| (d) | E-mails | hrdiap@gmail.com hrdiap@hrdiap.gov.in |
| (e) | EPABX Junction Lines (24 hrs.) STD Code (040) | 23548487 23543727 23543453 |
| (f) | 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.

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| (g) | Course coordinator for the 85 TH Foundation Course: | Sri D. CHAKRAPANI, IAS Additional Director General |
| (h) | Additional Course Co-coordinators : | |

1. Sri.Kalluri Nageswara Rao, Senior Director (Training Coordination)
2. Dr.O.Vijayasree, Director, Centre for Change & Delivery Management

Sri D.Siva Prasad, Faculty Member - Nodal Officer, FC - Secretariat
Sri N. Surya Prakash, Superintendent, FC - Secretariat

- (i) Duration of Course 30th AUGUST, 2010 to 10th DECEMBER, 2010.
- (j) Date of Joining 30th August, 2010.
The Officer Trainer should arrive at the Institute on 29th August, 2010 so that he can assume charge on 30th August 2010. Officer Trainees reporting after 30th August, 2010 will not be allowed to join. Joining formalities will be conducted from 9-00 a.m. to 5-00 p.m. on 30th August, 2010
- (k) Nearest Railway Station
1. Secunderabad
2. Hyderabad (Deccan), Nampally.
Kacheguda (Also within Hyderabad city)

2. TRANSPORT

- **By Air : Rajiv Gandhi International airport (RGIA)** at Shamshabad, is located 30 kms. away from the Institute. Direct flights to Hyderabad are available from all over **INDIA**.
- **Mode Of Transport** : RGIA Aero Express Busses are available From Shamshabad to Hi-tech City. (Cost : RS.150/-). Autos are available from Hi-tech City to Dr.MCR HRD Institute (4 KM) (Cost:Rs 40/-Apprx). A cab to the Institute from Air port 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 (Approx charges):
By Taxi Rs:300/- or autorikshaw Rs:150/- (apprx.), By Bus: Rs:20 /- (Root no:47 to VBIT Park. to get down at Peddamma temple and then by autorikshaw Rs:20/-)
- From Hyderabad (Nampally Railway Station): Mode Of Transport: By Call Taxi Rs:200/- 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 300/- (approx)
- City bus service: Route No.127K, 127H, 127Z, 127P & 222 to get down at **PEDDAMMA TEMPLE** and then by auto to the institute ; the fare is Rs. 20/-
- **JUBILEE BUS STATION, Secunderabad**: By taxi Rs. Rs 300/- approx), By Autorikshaw Rs: 150/- (apprx).

3. RECEPTION

Please report at the Institute Reception for the Joining Formalities on 30th August 2010. Each Officer Trainee has to :-

- **pay a sum of Rs. 2250/- 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. The rooms have good furniture, a TV set, cots, mattress, blankets, bed sheet and pillows with cover. Items that Officer Trainee is required to bring are listed in Annexure-IV. **No accommodation for spouses or 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.** For this reason OTs are advised not to bring any escorts at the time of joining. 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.

7. EXTRA-CURRICULAR ACTIVITIES

Extensive facilities exist in the Institute for extra-curricular activities organized through Clubs and Societies (Annexure-III).

OTs may bring personal equipment for games, music and photography. We encourage them to get ethnic dresses, which can be worn on special occasions.

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).**

- (ii) NO LEAVE SHALL BE GRANTED DURING THE PERIOD OF TRAINING AT THE INSTITUTE. OTs SHALL SETTLE/DISPOSE OFF MATTERS REQUIRING PERSONAL PRESENCE BEFORE JOINING. NO STATION LEAVE WILL BE GRANTED FOR FESTIVALS FALLING DURING THE FOUNDATION COURSE.
- (iii) FIRST SPECIAL SALARY ADVANCE IS PAYABLE AFTER COMPLETION OF ONE MONTH OF TRAINING. SO PLEASE BRING SUFFICIENT MONEY WITH YOU.

Enclosed:

1. Movable/Immovable property returns proforma (Annexure I & II)
2. Details of Clubs & Societies (Annexure-III)
3. List of Items Required (Annexure-IV)
4. 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

| Sl.No. | Clubs & Societies operated during the F.C |
|--------|--|
| 1 | COMPUTER SOCIETY |
| 2 | FILM AND FINE ARTS CLUB |
| 3 | HOUSE JOURNAL SOCIETY |
| 4 | MANAGEMENT CIRCLE |
| 5 | OFFICERS' MESS |
| 6 | OFFICERS' CLUB |
| 7 | SOCIETY FOR SOCIAL SERVICES & CONTEMPORARY AFFAIRS |
| 8 | 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, OTs are advised to have adequate woollen clothing both formal (Coat/Shawl for women; Coat for men) and casual wear i.e. pullover and cardigan. Women should have either a woollen shawl or a woollen 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. Tailoring facilities for suits, buttoned up coats, sherwanis, blazers and riding breeches are available in Hyderabad. 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 WOMEN

Saree

FOR MEN

- (i) Black or white buttoned up coat with black or white trousers;
- (ii) 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 Officers' Mess. Casual or frivolous attire shall not be worn. Lady OTs are permitted to wear salwar kameez/churidars besides Saree to the classes.. Men OTs 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, Officers' 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.

MOBILE PHONES

Mobile phones are strictly prohibited in the academic block of the campus. Carrying Mobile Phones in the Academic Block will result in confiscation of the instrument.

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 :

- WOMEN
- (a) Two pairs of white salwar and white kameez/ at least one Track Suit with Institute logo*
 - (b) Two pairs of white socks and one pair of good jogging shoes with adequate cushioning for road running.

MEN (a) 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 suits 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

OTs 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 OTs (they are also available locally).

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|--|-----------------------------------|
| 1. Sleeping bag (feather type) | Will be provided by the Institute |
| 2. Ruck-sack (Nylon Everest Type) | |
| 1. Wind-proof jacket (Wind cheater) | Will be brought by the Trainee |
| 2. Goggles | |
| 3. Woolen Gloves | |
| 4. Woolen Cap | |
| 5. Plain Cap/hat | |
| 6. Long Sleeved Vest | |
| 7. Woolen stockings and socks | |
| 8. Good walking Shoes | |
| 9. Water bottle (light weight as you will have to carry it | |
| 10. Torch (small one should not be heavy) | |