



*Dr. MCR Human Resource Development Institute
Government of Telangana
Road No. 25, Jubilee Hills, Hyderabad – 500 033.*

Induction Training for Officers inducted into IAS from State Civil Services

15.02.2016 to 25.03.2016

- Joining Instructions -

Dear Officer,

Welcome to Dr. MCR Human Resource Development Institute and to the "Induction Training Programme" scheduled from 15th February, 2016 to 25th March, 2016.

I. PROGRAMME DURATION

The programme will commence on 15th February, 2016 at 09.00 a.m. and will conclude on 25th March, 2016. The participants are required to report at Dr. MCR HRD Institute by the evening of 14th February, 2016 (Sunday). Officers have to make their own arrangements for transport to the Institute. However, detailed Route Plan is enclosed to reach Dr. MCR HRD Institute.

The Registration form and proforma for confirmation are available as Annexure I and II in the Institute's website which may please be filled in and submit through online and send to the undersigned by e-mail, on or before 06.02.2016.

II. PROGRAMME DESIGN

The course has been designed to provide the participants a perspective on the All India Services and the policy environment in the country. The course intends to equip the participants with skills for effective administration and an in-depth understanding of key areas of governance. There will also be focus on ICT skills, experience sharing by participants, project appraisal and public private partnership. The course will include outbound component including visit to Sri Lanka and various parts of India.

(a) EXPERIENCE SHARING PRESENTATIONS (ESP)

Based on their administrative experiences, the participants will be required to write a paper about any one experience of their choice and send us these papers before 08.02.2016. This is a mandatory requirement and will be considered for participant evaluation. All participants are required to make a brief presentation of their experience during the training.

It would be advisable to choose topics where noteworthy innovations have been made or significant learning can be derived by the other participants.

(b) STUDY TOUR

A study tour will be arranged as a part of the programme from 29.02.2016 to 11.03.2016 (Bharat Darshan and Sri Lanka). The Institute will make arrangements for transport, boarding and lodging. However, the cost of travel & boarding/lodging will be borne by the respective State Governments. The detailed list of the payments to be made by the sponsoring State Governments is given at Point No 7 in the following pages.

The participants are required to wear ceremonial dress while calling on VIPs during this tour.

If for some reason white passport is not available, the participant should bring their personal (Blue) passport. In case their old passport (either white or blue) has lapsed/expired, relevant original cancellation/surrender certificate and/or cancelled pass may be brought. They should also bring 8 passport size photographs (white background) along with them while reporting for training.

(c) Participants are required to bring their own laptops

III. ABSENCE OF LEAVE

As the effective duration of the programme (including study tour) is only 6 weeks, presence for the entire duration is mandatory. No leave shall be granted during the programme.

IV. ARRANGEMENTS FOR BOARDING AND LODGING

Boarding and lodging will be arranged by the Institute on twin sharing basis at Vamsdhara Residency, in the campus.

As per Government of India, DoPT O.M No. 12017/02/2012-TNP(s) dated 26-03-2012 the boarding and lodging charges will be Rs. 3750/- per day per participant while on tour within India.

V. FORMAL OCCASSIONS

All officers are advised to bring along formal clothes since the dress code during the class room sessions is formal. In addition to this, there will be several occasions both within and outside during the Study Tour when the participants would be required to dress formally.

The prescribed dress is as follows:

(a) FOR WOMEN

- (I) Formal: Saree, Salwar-Suit, Formal Western Wear
- (II) Ceremonial: Saree

:3:

(b) FOR MEN

- (I) Formal: Blazer-Tie/Lounge Suit with formal Shoes
- (II) Ceremonial: Black/White Buttoned up Coat (Bandhgala)
With black/White Trousers respectively
Black or White Sherwani with white Chooridar.

VI. GUESTS

The family members and spouses of the participants will not be accommodated in the campus or during exposure visits within and outside India.

VII. PAYMENTS

The sponsoring Government will have to bear the following expenditure in respect of each participant:-

The total amount to be brought by each participant is Rs. 2.25 lacs in the form of a DD in favour of the Accounts Officer, Dr. MCR HRD Institute, payable at Hyderabad. The cost of travel (to and from Institute) of participants will also be borne by the State Governments concerned apart from the above.

VIII. REFERENCE MATERIAL ON THE STATES

The Institute is continuously collecting and compiling relevant material pertaining to the developmental and other activities of different States and Union Territories. Therefore, the participants are requested to bring brochures, documents, reports, films, slides about such activities in their States. It is requested that the participants bring copies of the latest telephone directory and the civil list of state too.

IX. WEATHER

The weather at Hyderabad during this period will be pleasant. (day time 28° C to 30° C and night 22° C- 24° C).

Sri D. Ramakrishna,
Senior Consultant &
Course coordinator
(e-mail: ramakrishnad@mchrddi.gov.in)

For any further information, please contact the following:

- 1) Smt. Meena J, Nodal Officer, ITP (Mobile No. 8977000327)
- 2) Smt. G. Savitri, Superintendent, ITP (Mobile No. 9248032108)

PROFORMA FOR CONFIRMING PARTICIPATION
(Please fill up appropriate information)

From

To

Sri D. Rama Krishna, IAS (Rtd.)
Senior Consultant & Course Coordinator,
Induction Training Programme for IAS Officers
Dr. MCR HRD Institute,
Government of Telangana,
Road No. 25, Jubilee Hills,
Hyderabad 500 033.
Fax: 040-123557584

Sir

1. I have been informed about acceptance of my nomination for the Induction Training Programme and I confirm that I will report at Dr. MCR HRD Institute, Hyderabad.

2. Travel Details; Coming by Air/Train/Road..... (Give Flight/Train Number) on..... (Date and Time)

3. States (Places) in India that I have visited.....
.....
.....

Yours faithfully



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

REGISTRATION FORM

1. Name(in block letters) _____
2. Designation _____
3. Cadre & Year of Allotment _____
4. Batch _____
5. Pay Scale _____
6. Date of Birth _____
7. Marriage Anniversary _____
8. Official Address _____

9. Residential Address _____

10. Telephone(with STD) Office..... Residence.....
Mobile..... Fax
- e-mail.....
11. Please give option for : PT/Yoga/Art of Living
(Please tick the option)

Date

Signature