



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

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

**Special Foundation Course for ISS & IES Officers-2023
(23rd January 2023 to 6th May 2023)**

Joining Instructions & Joining Formalities

Greetings from Dr. MCR HRD Institute of Telangana, Hyderabad !!!

The Institute is headed by **Sri Benhur Mahesh Dutt Ekka, IAS (1995: TS)**

This document contains details regarding registration and joining formalities for admission to the 15 Weeks Special Foundation Course (FC). It also has other relevant information to facilitate preparation of the Officer Trainees to report for the FC.

1. The Officer Trainees (referred to as OTs) will refer to this document for registration and other joining formalities.
2. This document contains the following enclosures:
 - a) Details of clubs & societies and membership subscription to be deposited by the OTs on arrival at the Institute (Annexure-I)
 - b) List of items to be brought by the OTs (Annexure -II)
 - c) Self-Introductory Note (Annexure-III)

1. Registration

It is mandatory to fill the “registration form” online which is available on the Institute’s website <http://www.mcrhrdi.gov.in>. The Link for registering online <http://training.mcrhrdi.gov.in/register> is **Programme code: T1SP0123**. OTs have to furnish their details viz : Title (Mr./Ms), Full name, E-mail and mobile number to register. After furnishing the details, please press “Register and Continue” button and proceed further to fill in more details.

Failure to register online may imply that OTs are not joining the course.

Online Registration for the Spl FC will open on **16th January 2023 and will close on 21st January, 2023.**

2. Brief Course Details :

- a) Course Duration : From 23rd January to 6th May 2023
- b) OTs are required to arrive at MCR HRD IT on 22nd January 2023 and complete the joining formalities. They are required to ensure that the following documents are available with them :
 - a. Photocopy of the letter received from their respective departments indicating consent/permission for the OT to undergo the Special FC at Dr. MCR HRDIT.
 - b. Two passport size photographs (Name and Service are to be mentioned in capital letters on each photo (on the back side), for issue of ID Card).
 - c. Certificate of Assumption of charge. The Form is available at the website.
 - d. Photocopy of the CGHS card. (OTs are required to bring along their CGHS cards to be used, in case of need, during their stay at Dr. MCR HRDIT)
- c) OTs shall assume charge and attend the course from 23rd January, 2023.
- d) Each OT shall furnish a Self-Introductory Note in the Annexure III to the FC Secretariat by 23rd January 2023.
- e) The inaugural programme is tentatively scheduled on 23rd January at **4.00 pm**. Details will be circulated separately.
- f) Dress code for the Inaugural programme will be **CEREMONIAL** (please see details in Annexure-II).
- g) Covid19 vaccination certificate

Note :

- 1) It may be noted that Officer Trainees reporting **after 1.30 p.m. on 23rd January, 2023**, will not be admitted to attend the training until and unless special permission is obtained from the Course Director with due justification from relieving authority.
- 2) The Foundation Course is a **'NO LEAVE' course. NO LEAVE SHALL BE GRANTED during the period of training.** OTs are advised to settle/dispose off matters requiring their personal presence before joining the Institute. Even Station leave shall not be granted for any purpose.

3. Course Team :

Details of the Course Team for the conduct of the Special Foundation Course at MCRHRDIT will be shared later:

4. Covid-19 care :

- The Special Foundation course will be conducted duly complying with the Standard Operating Procedures (SOP) issued by DoPT-OM No.19011/1/2020-TFA, dated 3rd July, 2020.
- All the OTs must have been vaccinated. Failure to submit vaccination certificate may bar the OT from admission into Spl FC
- All the OTs will be tested for Covid-19 upon arrival at the Institute.
- The OTs are required to comply with the prescribed norms with regard to

containment of spread of the corona virus while they are under training at Dr MCR HRD IT.

5. Address of the Institute :

- a) Dr Marri Channa Reddy Human resource Development Institute of Telangana Road No.25, Jubilee Hills, Hyderabad – 500 033.
- b) STD Code : 040
- c) EPABX Lines : 23557580, 23557582, FC Secretariat Extn. – 165/420.
- d) Fax : 23557584 / 23543459
- e) Email : splfc2023@mcrhrdi.gov.in
- f) Home Page : <http://www.mcrhrdi.gov.in/>

Reaching the Institute:

By Air:

Rajiv Gandhi International Airport (RGIA) of Hyderabad is located at Shamshabad, which is at a distance of about 30 kms from the Institute. Direct flights to Hyderabad are available from all major cities in India.

Facilitation Counters at Airport:

- Facilitation Counter/s will be opened by MCRHRD Institute of Telangana at the Airport Arrival Area (near Telangana Tourism Counter) on 22nd January, **2023 onwards**, depending on the prior intimation of arrival schedule. Details of staff to be contacted at airport up on arrival will be given later.
- Transport to the Institute would be arranged by MCR HRD IT, as far as feasible, if the travel plan is informed well in advance. Details of travel plans may be informed to Sri.V.Srinivas, Junior Faculty/Nodal Officer (M-8008001937) or Sri.B.M.L.Narasimham, Supdt. (9346956307) for transport coordination.
- Hiring a cab from RGI Airport to the Institute may cost approximately cost Rs.1000/-

By Train:

- For your information, Hyderabad is well connected by Railway lines with all major cities in India. It has three railway stations namely, Secunderabad, Hyderabad Deccan (Nampally) and Kacheguda. It will be easier to reach the Institute by getting off either at Secunderabad or Hyderabad (Nampally) Stations.

By Bus:

- For your information, direct bus services to Hyderabad are available from major cities like Bangalore, Mumbai, Chennai, Pune, Nagpur, Raipur etc., to the following bus stations : Jubilee Bus Station, Secunderabad and Mahatma Gandhi (Imliban) Bus Station, Hyderabad.

Note: The approximate cab charges from bus station to the Institute will be around Rs.500 – 800.

6. JOINING FORMALITIES

Step-1 Arrival at MCRHRDIT

1. OTs to report at the Godavari Hostel upon arrival on **22-01-2023** 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 (Voter ID/Aadhaar 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.

Step-2 Room Allotment

1. After furnishing the required documents as at Step-1 above, the OT will be allotted a room and key would be handed over.
2. Accommodation is provided on Sharing basis as decided by their Department.
3. The monthly charges for accommodation and other facilities (inclusive of water, electricity charges) are being paid by the concerned Academy/Department direct to the Institute.
4. Each hostel room is provided with the following basic furniture/ items : Beds, mattresses, bed sheets, blankets, pillows with covers and towels, etc. OTs may bring any other items as per their personal requirements. Please refer to Annexure-II for additional items (including those for trek) that the OTs are required to bring along with them.
5. OTs are not permitted to bring their **spouse or family** members along with them. The Institute will not provide accommodation for spouse or family members.

Note: In case of any further assistance with regard to accommodation, OTs may contact Shri Bharat Kumar, Manager, Facilities (Mobile: 9966064441).

A) Training Kit:

Training kit will be made available in the **Room No.23** Ground floor, Admin. Block, on 23rd January 2023, after Inaugural ceremony.

B) Track suits:

Towards the cost of one Track Suit, one additional lower track pant and two T-shirts (compulsory), a specified amount (**Rs.4022/-** approx.) needs to be paid. Size required has to be mentioned in the registration form. Payment to be made to the Accounts Section through online mode or by cash from **28th January, to 30th January, 2023 and to collect the same from Room No.25, Ground Floor, Admin. Block.**

Bank Details of Dr.MCR HRD Institute of Telangana :

Account Name: Accounts Officer, Dr.MCR HRD Institute of Telangana,
Hyderabad

Account Number: 140411100000414

Bank Name : Union Bank of India

Branch Name : Prasashan Nagar,
Hyderabad

IFSC Code : UBIN0814041

MICR Code : 500026125

C) Membership of Clubs & Societies

Life at the Institute includes activities conducted by various Clubs & Societies. Each OT will become a member of these Clubs & Societies as also of the Officers' Mess Committee on joining the Institute. An amount of **Rs.3000.00** will be collected from each OT during joining formalities towards subscription for such Membership.

Details of subscription to clubs and societies may be seen in **Annexure-I**.
Payment to be made to the Accounts Section through online mode from **23rd January to 28th January, 2023**.

D) OTs have to complete Biometrics in room no.215 (Rudramadevi Hall), 2nd floor of Admin.block

Dining Facilities

- Dining for the OTs is arranged at the "**Ruchi**" dining hall of **Godavari Hostel**. Both vegetarian and non-vegetarian food will be served and the standard mess charges will be approximately **Rs 500.00 per day per head**. Payments would be made directly by the concerned Academy/Department , to the Institute. The Officers Mess Committee, DG Nominee and the Caterer would work out a menu and the actual cost/day within a week or so after the start of the course.
- Cooking in the hostel rooms is strictly prohibited.
- Facility of **dine out is also not allowed**.

Sports Facilities

- The Institute has good facilities for various sports like Tennis, Badminton, Table Tennis besides a Swimming Pool and a well-equipped Gymnasium. OTs are advised to make optimal use of these facilities, duly following Covid-19 guidelines.
- OTs may bring along with them their personal equipment for games, music, photography, etc. On special occasions and also during participation in cultural programs, OTs are encouraged to wear traditional attire of their respective States.

Computers:

OTs are advised and 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 following software:

Operating System: Windows XP/Windows
7/Windows 8

MS-Office: MS-Office 2010 or Higher
Version

ATM :

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

General Instructions

- Any OT suffering from any serious health problems is advised to inform the same to the Course Team on the day of reporting itself, or even prior to that, with details of any special assistance needed. He/ She has to bring along his/her medical records and prescriptions.
- As mentioned earlier, please bring your **CGHS cards** to avail CGHS facility during your stay in the Institute, whenever required.
- 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 will attract disciplinary action.
- With regard to the curriculum, a course planner would be made available after joining. Further, course subjects, topics and number of sessions would be shared through Course Manual. Reading material will be available on the website. Hard Copies will be available in Library for reference.
- Officer Trainees will receive their salaries from their respective Cadre Controlling Authorities. However, they are requested to bring sufficient money to cover expenses of at least one month and for meeting unforeseen expenditure. Having a credit card would be helpful.


**Director General &
Prl. Secretary to Government
of Telangana.**


The
at 12/11/2023

Annexure -I

Details of subscription to various Clubs and Societies

S.No	Details	Rupees	Activity
A	Officers' Mess Committee	Rs.500/-	Decide menu, monitor food quality. Assistance in organising food on special occasions like India Day
B	CLUBS & SOCIETIES		
1	Officers' Club	Rs.1000/-	Arrange sports and games, Fete, India Day Celebrations etc.
2	Film and Fine Arts Club	Rs.300/-	Arrange film screenings and other related activities and cultural programmes
3	Society for Social Service	Rs.300/-	Contribution towards social work
4	House Journal Society	Rs.500/-	For publishing In- house magazine and House Journal
5	Nature lovers' and adventure sports club	Rs.400/-	The club organises bird watching, tree plantation, star gazing, photo-exhibition, nature walks, sailing, para-sailing, para gliding, trekking, Kayaking etc. to the extent possible
	Total (A+B)	Rs.3000/-	

Annexure - II

Details Regarding Clothing, Dress code & Miscellaneous Matters

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

1. Bedding and linen

The articles that are provided by the Institute have been detailed under the heading of **Step-2 (Sl.No.6) Room Allotment**. The OTs may carry other personal items to the extent considered necessary by them.

2. Clothing

Generally, the weather in Hyderabad is pleasant through the year. The weather would be pleasant till February and warm later. Therefore, it is advised to bring adequate appropriate clothing along. Clothing for Trek would be detailed later.

3. Dress Regulations

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:

➤ **Ceremonial :**

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

Ladies: Saree 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 Dupatta 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-Pajama / Veshti / Mundu etc.,

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

**4. 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

- i. Cultural Programmes
- ii. India Day

5. Miscellaneous

- Lapel cards/ID cards shall always be worn on all formal and informal occasions and during classes.
- All OTs are expected to be always well-groomed and properly dressed according to the occasion and as per the weather. **Frivolous attire shall NOT be allowed during academic hours or in the Officers' Mess.**
- Only formal leather shoes shall be worn in the academic area, Officers' Mess, and Library.
- Sneakers, sports shoes and tennis shoes may be worn only as a part of PT / Games.
- Use of slip-ons/chappals / bathroom slippers should be restricted to the hostel area only.
- Gentlemen OTs must keep their hair trimmed short and properly groomed. They are required to shave daily. OTs sporting moustaches and beards must keep them properly trimmed.

6. Requirements for PT/Yoga/Games & Sports

- a) Morning Activity is compulsory
- b) From the date of commencement of the programme, till the time of the trek, PT is compulsory. After the trek, OTs has a choice between PT and Yoga.
- c) For PT, compulsory sports/games activities, Institute track suits and Institute T-shirts must be worn. Other tracksuits and T-shirts will not be allowed.
- d) For Yoga, dress code will be as per the instructions of the teachers. However, white kurta and pyjama would be ideal.
- e) For other sporting activities, OTs may like to bring their own sports clothing.
- f) 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.
- g) Lady OTs may also bring two pairs of plain white salwar kameez for use during Yoga in addition to the above-mentioned clothing and other accessories.

7. Trekking

A mandatory trek for about 8 days is an integral part of the Foundation Course. The equipment required for the Trek is listed below.

1. Rucksack (provided by the institute/organiser)
2. Wind Proof Jacket
3. Plain Cap/Hat
4. Trekking shoes (Jungle Boots, Outdoor shoes) with non-slippery soles

and good grip

5. Sleeping bag and ground sheet (Carry mat) will be provided by institute.

Annexure III

Self – Introductory Note

1. This note is intended to express in your own view, yourself and your job and your role. It will enable your SFC colleagues to know you better as it will be shared with them. It will also be an aide to remember each one of them over your career and life.
2. The following structure is suggested to help you organize the note for uniformity. Any point you don't like to answer, you may choose to skip it.

1. Name
2. Date of birth
3. Native place
4. Your education at school and college - medium of education
5. View of your school and college education in building your capacity
6. How and why did you choose your higher education
7. Physical activity, sports etc
8. Married/Single
9. Any job(s) before passing UPSC and your take away from the job experience
10. Reasons for opting for UPSC
11. Cadre or post at this time
12. Write about your expectation and reality of your job and work
13. Favourite sport and/or activity (music, dance, writing, reading etc)
14. Books/events/persons that influenced you in life -and how and why
15. Food Preference: Veg always/Non-veg always/Prefer both

S.N O	Name & Designation	Designation for the Course	Contact Details	E-Mail
1	Dr. Ravulapati Madhavi, Sr. Faculty & Head-CPA Sri Shyam Lal	Course Director Personal Assistant to CD	9959614546 9652528865	madhavir@mchrddi.gov.in
2	Dr.Md.Abbas Ali, Sr.Proffessor, Head & MDC	Addl. Course Director (Academic)	9030005661	Abbas@mchrddi.gov.in
3	Smt. Sridevi Ayaluri, Director (IT & e-Learning) & Head-CIT	Additional Course Director (Co-curricular & Extra- curricular Activities)	9866248887	srideviayaluri@mchrddi.gov. in
4	Smt. T. Padmavathi, Administrative Officer	Overall Coordination of the FC Secretariat	8977784568	padmavathiao@mchrddi.gov. in
5	Smt. R. Regina, Superintendent,	Nodal Officer-I FC Secretariat	9248032091	regina@mchrddi.gov.in
6	Sri V. Srinivas, Jr.Faculty	Nodal Officer-II FC Secretariat	8008001937	srinivasv@mchrddi.gov.in