

**GOVERNMENT OF ANDHRA PRADESH
DR. MARRI CHANNA REDDY HUMAN RESOURCE DEVELOPMENT INSTITUTE
OF ANDHRA PRADESH**

JOINING INSTRUCTIONS

**PROFESSIONAL COURSE PROGRAMME FOR GROUP-I OFFICERS
29th March,10 – 20th June,10.**

Please bring this set of joining instructions along with you to the Institute.

1. GENERAL INFORMATION

- (a) Postal Address Dr. Marri Channa Reddy Human Resource Development
 Institute of Andhra Pradesh
 Road No. 25, Jubilee Hills, Hyderabad. 500 169.
- (b) Telegraphic INSTADAP, Hyderabad
 Address
- (c) Fax 040 – 23557584/23548489
- (d) E-mails [http://hrdiap@gmail.com](mailto:hrdiap@gmail.com)
 hrdia@hrdiap.gov.in
- (e) EPABX Junction Lines (24 hrs.)
- STD Code (040) 23548487
 23543727
 23543453
- (f) Home Page <http://www.hrdiap.gov.in>
 (You can visit this site to know more about the Institute)

All official and residential lines are connected to the EPABX. The EPABX operator will connect you to the person you wish to speak to.

- (h) g) The Course coordinator for the Professional Course for Group-I is::

1. **Sri S. Rajasekhar., SFM & Administrative Officer**

- (i) The Associate Course Co-coordinator is:

1. Sri K.Vidyasagar., JFM.

- (i) Duration of Course : 29th March 2010 to 20th June 2010 (12 Weeks).

- (j) Date of Joining : Should reach by 28th March,2010 after noon. Officer Trainees reported after 29th March will not be allowed to join.

2. TRANSPORT

TRANSPORT (charges indicated are approximate only)

From Secunderabad Railway Station:

Mode of Transport: By Taxi Rs:300/- or autorikshaw Rs:150/- , By Bus:

Rs:20 /- (Root no:47 to VBIT Park. to get down at Peddamma Temple centre then by autorikshaw Rs:20/-)

From Hyderabad (Nampally Railway Station):

Mode of Transport: By Taxi Rs:200/- or autorikshaw Rs:100/-.

IMLIBAN Bus Terminal, Hyderabad: By Taxi: Rs 300/-

By bus: Route No.127K, 127H, 127Z, 127P & 222 to get down at PEDDAMMA TEMPLE Centre and then by auto to the institute; the fare is Rs. 20/- (1½ Km.)

JUBILEE BUS STATION, Secunderabad: By taxi Rs 300/- ; by auto rikshaw Rs: 150/-

- **Mode Of Transport :**
- To reach the Institute the MCR HRD Institute arranged Bus facility from BRK Government offices complex (Lower tank bund) at 9.00am & 9.30 am .
- By local buses from Koti : 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/-

3. RECEPTION

Please report at the Institute Reception for the Joining Formalities, which must be completed by 29th March,10. These will include:-

- (i) Filling of the Registration Form with personal and official details

4. RESIDENTIAL ACCOMMODATION

The Course is residential . **Stay in the Institute campus is compulsory.** Accommodation provided in a room is double occupancy. The rooms are provided on twin sharing basic **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 you are advised not to bring any escorts with you when you report for training.

5. CLOTHING

At all the times, Officer trainees are expected to be properly attired and should not present in an unkempt or slovenly appearance. The following clothing should be observed by Officer trainees.

FOR MEN OFFICER TRAINEES: **Formal dress with a neck tie and shoes**

FOR WOMEN OFFICER TRAINEES: **: Saree/Salrwar kameez /Churidars**

FOR PT/YOGA: PLEASE BRING THE FOLLOWING:

- The Officer trainees have to compulsorily Yoga at the time specified for which they have to attend in Track suit (Grey colour) and P.T.shoe.
- Also the Officer trainees are encouraged to participate in Games of their choice which are available in the Institute with proper sports attire and shoes.

IN CLASS ROOM:

All Officer Trainees are expected to be well groomed and neatly and cleanly attired (with tie)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. Ladies are permitted to wear salwar kameez / churidars in class, when not called upon specifically, to be formally attired.

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 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 Institute block of the campus. Carrying Mobile Phones **in the Academic Block will result in confiscation of the instrument.** Mobile Phones can be used only in the hostel rooms.

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 then and there. This will also invite disciplinary action against the Officer Trainee under the relevant rules.

6. DINING FACILITIES

Dining facilities are provided in the Trupthi Mess .. Cooking in the hostel rooms is totally prohibited.

7. EXTRA-CURRICULAR ACTIVITIES

Extensive facilities exist in the Institute for extra-curricular activities organized through Clubs and Societies (**Details will be furnished**).

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

8. You may carry your own medicines if any as directed by your family physician. The Institute will have a visiting doctor facility.

9. SPECIAL INSTRUCTIONS

NO LEAVE SHALL BE GRANTED DURING THE PERIOD OF TRAINING AT THE INSTITUTE. PLEASE SETTLE/DISPOSE OFF MATTERS REQUIRING YOUR PERSONAL PRESENCE BEFORE JOINING. NO STATION LEAVE WILL BE GRANTED FOR FESTIVALS FALLING DURING THIS DURATION

An initial amount of Rs.7500/- has to be paid by you towards mess charges.

Enclosed : List of items required (Annexure -1).

ANNEXURE – I

LIST OF ITEMS REQUIRED

BEDDING & LINEN REQUIREMENT:

Towels (Hand & Bath Towels with sufficient spares), comforter.

DRESS CODE:

At all times, Officer Trainees are expected to be properly attired and should not present in an unkempt or slovenly appearance. Specified Dress Code should be followed during the course period including visits.

During the class hours, Mess, Library, Meeting/Faculty/Officers etc. the following is the prescribed dress code.

Women OTs : Saree/Salwar Kameez/Chudidars

Men OTs : Full Hands Shirt – Trouser with neck-tie

Black leather shoes and socks.

FORMAL OCCASIONS:

All officers of the Group-I will find use of their Ties on formal occasions during their training and later during their careers. Hence it would be advisable to bring at least a pair of neck ties along with you.

For formal occasions, the prescribed formal dress is as follows:-

FOR WOMEN

Sarees

FOR MEN

(i) Full hands shirt & Trouser with neck tie

(ii) Black Leather shoes and socks.

Formal occasion are inauguration /valedictory of Foundation Course and other specified occasions.

IN CLASS

All Officer Trainees are expected to be well groomed and neatly and cleanly attired according to the weather. No jeans/T Shirts shall be allowed during academic hours or formal occasions or in the Officers' Mess etc. Casual or frivolous attire shall not be worn. Ladies are permitted to wear salwar kameez/churidars in class, when not called upon specifically; to be formally attired. 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 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 Classrooms, Computer Labs and Library. 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 then and there. This will also invite disciplinary action under the relevant rules.

FOR YOGA:

WOMEN : White salwar and white kameez.

MEN : White kurta and white pyzama.

- For further details about the Institute visit at www.hrdiap.gov.in
- You are advised to visit the website frequently to further instructions, if any.