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**PROCEEDINGS OF THE COMMISSIONER & DIRECTOR OF MUNICIPAL  
ADMINISTRATION ANDHRA PRADESH : HYDERABAD**

PRESENT: Dr.B.Janardhan Reddy, I.A.S.,

**Progs.No.24160/2012/A3**

**Dt.15.5.2014**

Sub: Public Services – Municipal Commissioner Establishment – Direct recruitment – Appointment of Municipal Commissioner Grade-III under Group-II services – Request to impart foundation training to newly recruited Municipal Commissioners – Reg.

Ref: 1. G.O.Ms.No.469, MA&UD(A1) Deptt., dt.31.12.2012.  
2. G.O.Ms.No.233, MA&UD(A1) Deptt., dt.1.6.2013.  
3. Lr.N.T1/12/2013, dt.6.5.2014 of the Addl. Director General,  
Dr MCR HRD Institute of AP., Hyderabad.

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In the reference 1<sup>st</sup> and 2<sup>nd</sup> read above, Government have issued orders for appointment of the following candidates who are selected by the Andhra Pradesh Public Service Commission, Hyderabad in the Group-II examination vide notification No.38/2008 and supplementary notification No.11/2009 and notification No/39/2011 to the post of Municipal Commissioner, Grade-III during the year 2012 and 2013.

Multi zone-I			Multi zone-II		
Sl.No	Name of the candidate/Cell Nos.		Sl.No	Name of the candidate/Cell Nos.	
	<b>2012</b>				
1.	S. Srinivasa Rao, MC., Yelamanchili 9494014060		1.	A. Sampath Kumar, MC., Manuguru 9849905883	
2.	G. Sambasiva Rao, MC., Bapatla 9849905833		2.	B. Sreenivasu, MC., Sattupalli 8008801220	
3.	M. Mallayya Naidu, MC., Mydukur 9949093757		3.	M. Ravi Babu, MC., Ieeja (On leave) 9963526742	
4.	P. Ramesh, MC., Puttur 9849906686		4.	Ch. Srikanth, MC., Peddapalli 9949990386	
5.	B. Jyothi S.P Raju,(on leave) MC., Jammalamadugu 9849901670		5.	A. Shailaja, MC., Metpally 9866577636	
6.	K. Prameela, MC., Venkatagiri 9849905894		6.	A. Vani, MC., Korutla 9849905880	
			7.	Ajimera Swamy, MC., Kollapur 7306432851	

	<b>2013</b>		
1.	N. Mallikarjun, MC., Paamidi 9573434731	1.	V. Sammaiah, MC., Narayanpet 9618099288
2.	P. Bhavani Prasad, MC., Gudur 9652712341		

Therefore, all the above Municipal Commissioners Gr.III are directed to undergo training on the Foundation Course at Dr MCR HRD Institute of AP., Hyderabad for period of seven weeks from 17.6.2014 to 31.7.2014. The joining instructions are enclosed herewith.

Further, the above Municipal Commissioners Gr.III are directed to handover the charge of the post of Municipal Commissioner to the person whoever draws the highest pay in the Municipality and get themselves relieved from their duties to report at Dr MCR HRD Institute of AP., Jubilee Hills, Hyderabad on 17.6.2014 by 10.00 A.M.

Sd/- Dr B. Janardhan Reddy  
Commissioner & Director.

To

The Municipal Commissioners. Yelamanchili, Bapatla, Mydukur, Puttur, Jammalamadugu, Venkatagiri, Paamidi, Gudur, Manuguru, Sattupalli, Ieeja (On leave), Peddapalli, Metpally, Korutla, Kollapir, Narayanpet.

Copy to

The Director General, Dr MCR HRD Institute of AP., Hyderabad.

The RDMA, Anantapur, Hyderabad, Warangal, Guntur, Rajahmndry  
Visakhapatnam.

The DTO/STO concerned.

Copy submitted to the Principal Secretary to Government, MA & UD Dept.,  
A.P. Secretariat, Hyderabad.

  
for Commissioner & Director.



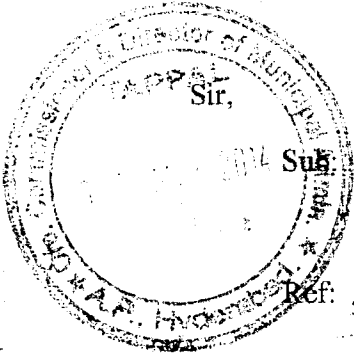
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**GOVERNMENT OF ANDHRA PRADESH**

From  
Dr.K.Tirupataiah, IFS.,  
Additional Director General,  
Dr. MCR HRD Institute of AP,  
Road No.25, Jubilee Hills,  
Hyderabad - 500169.  
Ph: 040-23543596, Fax: 23548984

To  
The Commissioner & Director,  
Municipal Administration,  
A.C.Gurads,  
Hyderabad.  
Fax: 040 23302151

**Letter.No.T1/12/2013, Dated: 6.5.2014**



**Sub:** Training – Foundation Course for Group-II Officers – Confirmation of dates  
of Foundation Course for Group-II officer trainees – Regarding.

**Ref:** This Office Letter.No.T1/12/2013, Dated: 02.05.2014

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The Foundation Course for the officer trainees of 2012 batch is confirmed to be conducted from 17<sup>th</sup> June to 31<sup>st</sup> July 2014.

The Heads of Departments are requested to note that this will be the only Foundation Course (FC) for this batch and it will not be repeated. Therefore, if any officer misses this FC, then he/she will miss it once for all. Therefore, You are requested to ensure that all the officers of 2012 batch of your department, are deputed for the Foundation Course.

Please find enclosed a list of officers of 2012 batch of your department as confirmed from your office. Please also find enclosed joining instructions for the officer trainees.

Please communicate these joining instructions to the officer trainees and their controlling officers with a request to relieve the officers with instructions to report for Foundation Course at Dr. MCR HRD Institute of AP. The officers should report at the institute latest by 10.00am on 17.6.2014.

For any further information, you may please contact Dr.O.Vijayasree, Professor and Course Director of the Foundation Course on her Mobile No: 9248032101

Yours faithfully

(Dr.K.TIRUPATAIAH, IFS)  
ADDITIONAL DIRECTOR GENERAL

06/5/14

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**GOVERNMENT OF ANDHRA PRADESH**  
**Dr. MARRI CHENNA REDDY HUMAN RESOURCES DEVELOPMENT**  
**INSTITUTE OF ANDHRAPRADESH**

**FOUNDATION COURSE FOR NEWLY RECRUITED GROUP-II OFFICERS**  
**(17<sup>th</sup> June 2014 to 31<sup>st</sup> July 2014)**

**JOINING INSTRUCTIONS**

**1. GENERAL INFORMATION**

- |                                   |   |  |
|-----------------------------------|---|--|
| (a) POSTAL ADDRESS                | : | Dr.MCR HRD INSTITUTE OF AP<br>Road No.25, Jubilee Hills,<br>Hyderabad. Pin: 500169   |
| (b) TELEGRAPHIC ADDRESS           | : | INSTADAP, Hyderabad  |
| (c) FAX                           | : | 040-23548984   |
| (d) E-mail                        | : | <u><a href="mailto:vijayasreeo@yahoo.com">vijayasreeo@yahoo.com</a></u> &<br><u><a href="mailto:soumyajonna@gmail.com">soumyajonna@gmail.com</a></u> |
| (e) EPABX Junction Lines (24 hrs) | : | STD Code (040)<br>23557580; 23557582; 23543453   |
| (f) HOME PAGE                     | : | <u><a href="http://www.hrdiap.gov.in">http://www.hrdiap.gov.in</a></u>   |
| (g) COURSE TEAM                   | : |  |
| Course Director                   | : | Dr.O.Vijayasree, Professor, CMBS<br>(Mobile No.9248032101)   |
| Nodal Officer                     | : | Ms.K.Soumya Rani, JFM / Asst. Registrar<br>(CPU); (Mobile No: 9248032079)  |
| Additional Course Directors       | : | Shri.B.Panduranga Sharma, Accounts Officer<br>(Mobile No: 9248032109)<br><br>Shri.K.Srinivasa Rao, AAO<br>(Mobile No: 9248032075)                    |
| Facility Support                  | : | Shri.Bharat Reddy<br>(Mobile No: 9248032104)   |
| (h) DURATION OF COURSE            | : | 7 Weeks:<br>From 17 <sup>th</sup> June 2014 to 31 <sup>st</sup> July 2014  |
| (i) DATE OF REPORTING             | : | 17 <sup>th</sup> June 2014 – 10.00AM   |

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## 2. TRANSPORT

APSRTC dedicated bus service is available daily from BRKR Complex Tank Bund Road, to MCR HRD Institute. One bus starts at 8.50am from MGBS to the Institute via BRKR Bhavan; another bus starts at 8.50am from JBS to the Institute via BRKR Bhavan. The return journey is also arranged from 5.30pm in campus via BRK complex to the respective destination that is MGBS & JBS separately.

## 3. REPORTING

- Officer Trainees (OTs) are advised to reach the Institute latest by 10.00am on 17.6.2014 and report at Room No.228 at the Institute (Main Building) to complete the joining formalities.
- The Officer Trainees have to fill a Registration Form with full personal and official details.
- The Officer Trainees have to submit 2 recent passport size photographs (colour) for issuing of Identity Card which is compulsory. Hence, they are advised to bring a minimum of two passport size photographs with them.

## 4. ACCOMMODATION

The Foundation Course is a compulsory residential programme. All the Trainees shall stay in the Institute's Hostel. Twin sharing accommodation will be provided. The rooms are provided with basic furniture, mattresses, blankets, bed sheets and pillows with covers. No accommodation will be provided for spouse or family members. Hence, the Officer Trainees are advised not to bring any companions with them. However, exemption will be given in case of Differentially Abled officer trainees who require a companion. Similar exemption would be given to OTs who are lactating mothers.

## 5. ATTIRE

Throughout the Foundation Course the Officer Trainees are expected to be properly attired and should not appear in an unkempt or slovenly appearance including at dining hall. Specified Dress Code should be followed during the course period including field visits.

FOR MEN : Full hands shirt & Trousers with a neck tie and shoes (Black leather shoes and socks)

FOR WOMEN : Saree/Salwar Kameez/Churidar

### FOR YOGA

FOR MEN : Kurtha Pyzama (White)

FOR WOMEN : Salwar Kameez (White)

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**FOR ALL FORMAL OCCASSIONS**

FOR MEN : (i) Full hands shirt & Trousers with neck tie  
(ii) Black Leather shoes and socks

FOR WOMEN : Saree

**SPORTS & FITNESS ACTIVITIES:**

The Institute encourages active by officer trainees participation in sports during the stay at the Institute. They are advised to bring track suits with sports shoes for availing gym, and other indoor and outdoor games. A swim suit is essential for utilizing the swimming pool in the Institute. Early morning Yoga / Exercise is compulsory.

**6. DISCIPLINE**

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.

Formal leather shoe or sandals are preferred in case of women in the Main Institute square, dining hall, Lounge and Library. Sneakers, sports shoe and tennis shoe may be worn only as a part of sports and games. Use of bathroom slippers is restricted to the hostel rooms only.

**• MOBILE PHONES**

Mobile phones are strictly prohibited in the Academic block. If carried, the instrument will be seized. However, it can be used in the hostel rooms.

**• ALCOHOL & INTOXICANTS**

Officer Trainees either found in possession of alcoholic drinks/ drugs 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.

**7. DINING FACILITIES**

Dining facilities are provided in the campus. Cooking in the hostel rooms is strictly prohibited.

**8. EXTRA-CURRICULAR ACTIVITIES**

Extensive facilities exist in the Institute for extra-curricular activities. The Officer Trainees may bring their personal equipment for games, music, iPods photography or any other hobbies etc.

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**9. COMPUTER & LIBRARY FACILITIES:**

The Officer Trainees (OTs) can avail the library facilities in the campus from 9.30am to 10.15am and 5.30pm to 6.30pm on all working days.

The trainees can bring their own laptops and avail wi-fi facilities in Vamsadhara Hostel.

**10. SPECIAL INSTRUCTIONS**

- No leave shall be granted during the period of training. Officer Trainees are advised to settle/ dispose of matters requiring personal presence before joining the Foundation Course. No permission will be given to leave the campus for festivals/ other celebrations during the Foundation Course.
- The Officer Trainees have to carry their own medicines if any, as directed by their family physician. The Institute has a visiting doctor facility.

For further details on the Foundation Course of Group-II officers visit [www.hrdiap.gov.in](http://www.hrdiap.gov.in)

You are advised to visit the Institute's website frequently for further instructions, if any.

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