



# **BRICS**

## **Employment Working Group Meeting**

**27<sup>th</sup> – 28<sup>th</sup> July, 2016**

**Hyderabad, India**

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### **ADMINISTRATIVE CIRCULAR**

**Ministry of Labour & Employment  
Government of India**

## INTRODUCTION

The BRICS Employment Working Group Meeting (EWG) under the Indian Presidency will be held at Hyderabad in India from 27 to 28 July 2016. Government of India is pleased to welcome delegates to the meetings, and will do its best to facilitate delegates to participate in the meetings in an effective and efficient manner, and also enjoy their stay in Hyderabad capital of the Indian State of Telangana.

This Administrative Circular provides logistical and other general information on the arrangements for the BRICS EWG meeting in Hyderabad. Amendments and/or updates to this Circular will be made when necessary and will be circulated timely via emails.

### 1. MEETING AGENDA AND OTHER DOCUMENTS

The draft agenda of the BRICS EWG Meeting is attached separately to this Administrative Circular. The Terms of Reference (ToR) is attached to this Circular. Any other document if required will be circulated through E-mail. The Delegates who intend to present Power Point presentations at the meeting are kindly requested to email their presentations at e-mail address: [ilas.mole@gmail.com](mailto:ilas.mole@gmail.com) no later than 22 July 2016.

### 2. MEETING VENUE INFORMATION:

The BRICS EWG will take place at:

Marco Polo Hall,  
Hotel ITC Kakatiya,  
6-3-1187, Begumpet,  
Hyderabad- 500 016,  
Telangana, INDIA –

Tel - +91 40 2340 0132,

Fax - +91 40 2340 1045,

<http://www.itchotels.in/Hotels/itckakatiya.aspx>

Fb.com/itchotels | Twitter.com/itchotels | Youtube.com/itchotels |

Instagram.com/itchotels



### 3. ACCOMMODATION

Exclusive accommodation rates (as indicated below) have been negotiated for delegates at Hotel ITC Kakatiya. Delegates should block their accommodation directly with the hotel. Delegations are strongly recommended to choose this hotel for the sake of comfort and convenience. Hotel reservations can be made with the attached reservation forms to be sent at e-mail address - [shikha.sood@itchotels.in](mailto:shikha.sood@itchotels.in) with a copy to [chhaya.pandey@itchotels.in](mailto:chhaya.pandey@itchotels.in)

Sl.No.	Accommodation	Rate (\$1 = INR 67.50 (approx.))
a)	Deluxe Room – Executive Club Room	Rs.6500 + taxes with Complimentary B/fast + Wi-Fi + 2 pieces laundry per day
b)	Club Room – Towers Room	Rs.8000 + taxes with Complimentary B/fast + Wi-Fi + 2 pieces laundry per day + Luxury Hours

Note: The Bill for the accommodation, Mini Bar, Spa, etc. have to be settled by the delegates directly with the hotel.

### 4. ACCESS TO MEETING

All delegates attending the BRICS EWG Hyderabad must be accredited by sending a mail at the e-mail address – [khalsakms@gmail.com](mailto:khalsakms@gmail.com). The badges will be issued at the venue of the meeting.

### 5. Format of the meeting

The format of the Meeting of the BRICS EWG will be 2 representatives from each BRICS country delegation.

### 6. INFORMATION FOR ARRIVING PARTICIPANTS

#### 6.1. Visa support

A valid passport or appropriate travel documentation is required to enter India. For information on entry requirements, delegates should contact the closest Indian Embassy, High Commission or Consulate and visit the Immigration web site <http://boi.gov.in/> General information on visa requirements for entry to the Republic of India for citizens of the BRICS countries is furnished below:

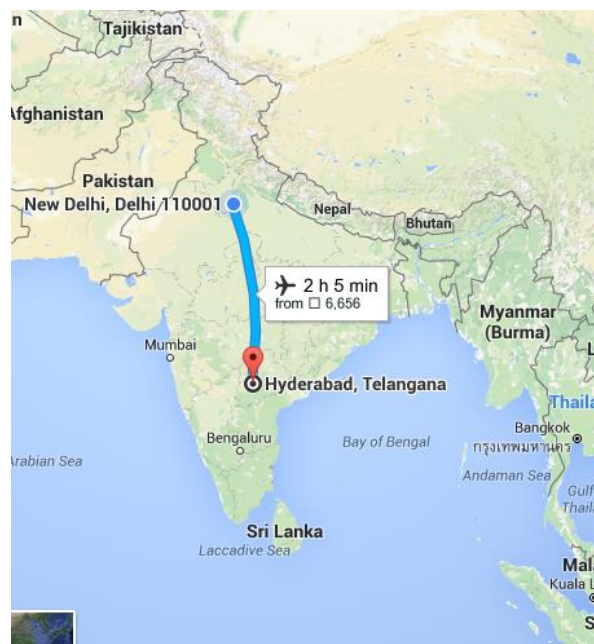
Country	Diplomatic Passport Holder	Official Passport Holder	Ordinary Passport Holder
Brazil	Not required (upto 90 days)	Not required (upto 90 days)	Required
Russia	Not required	Not required	Required
China	Required	Required	Required
South Africa	Not required (upto 90 days)	Not required (upto 90 days)	Required

## 6.2. Baggage and items prohibited for carriage

Airlines operating in the territory of the Republic of India strictly regulate limits on the size and weight of baggage. For security reasons, some items and substances are forbidden for transport aboard passenger aircraft. Participants are advised to get information regarding the rules of air travel on the airline's website in this regard.

## 6.3. Airports

Distance between New Delhi to Hyderabad is **1529 km** by Road. Aerial distance is **1253 km**. ITC Kakatiya is a 5-star business hotel in Hyderabad and is situated at a distance of 26.2 km from Rajiv Gandhi International Airport, Hyderabad.



For more information, please visit the website

<http://www.hyderabad.aero/traveller.aspx>

For those travelling via New Delhi may visit the website of Indira Gandhi International Airport for more information

<http://www.newdelhiairport.in/traveller.aspx>

## **7. HOSPITALITY**

### **7.1 Courtesy Transportation for the Delegates**

All delegates arriving at Rajiv Gandhi International Airport, Hyderabad will be provided with a chauffeur-driven car from the Airport to Hotel ITC Kakatiya and Hotel to Airport during their return journey. Please indicate travel details of your delegation, at the e-mail ID - [shikha.sood@itchotels.in](mailto:shikha.sood@itchotels.in) with copy of the mail to [chhaya.pandey@itchotels.in](mailto:chhaya.pandey@itchotels.in) preferably by 18 July, 2016 in order to make necessary logistical arrangements for airport transfers. Please be informed that the EWG will provide one car per delegation for airport transfer. The local prepaid taxi fare from the airport to the hotel is approximately Rs INR 1200 – 1400 (Indian Rupees : (\$1 = INR 67.50 (approx.) with travel time of about 45 minutes. There is a travel desk at the hotel for arranging cars.

### **7.2 Meeting Hospitality**

The EWG will be pleased to invite all the delegates to lunch both on 27<sup>th</sup> and 28<sup>th</sup> July, 2016 and Official Dinner (preferably on 27<sup>th</sup> July, 2016 itself).

## **8. TIMEZONE**

Indian Standard Time (IST) is the time observed throughout India, which is 5 hours 30 minutes ahead of Greenwich Mean Time (GMT/UTC + 5:30 hours).

## **9. WEATHER**

Hyderabad has a tropical wet and dry climate bordering on a hot semi-arid climate. The annual mean temperature is 26.6 °C (79.9 °F); monthly mean temperatures are 21–33 °C (70–91 °F). Summers (March–June) are hot and humid, with average highs in the mid-to-high 30s Celsius; maximum temperatures often exceed 40 °C (104 °F) between April and June. The coolest temperatures occur in December and January, when the lowest temperature occasionally dips to 10 °C (50 °F). May is the hottest month, when daily temperatures range from 26 to 39 °C (79–102 °F); December, the coldest, has temperatures varying from 14.5 to 28 °C (57–82 °F).

Heavy rain from the south-west summer monsoon falls between June and September, supplying Hyderabad with most of its mean annual rainfall.

## **10. ELECTRICITY**

The standard voltage in India is 230V/50Hz. The outlet has three round holes.



## **11. MEDICAL SERVICES**

The nearest hospital is called Vivekananda Hospital which is located approximately 800 metres from the hotel and can be suggested for General emergencies. The Hospital is located at 6-3-871/A, Greenlands Road,, Near Pulla Reddy Sweets, Behind Snehalatha Complex, Begumpet, Hyderabad, Telangana 500016. Contact numbers of the Hospital are: +91 040 2340 0057. The hotel has an on call doctor available. The hotel also has a paramedic available during the day at the hotel premises.

## **12. EMERGENCY CALLS**

Emergency Services (24-hours):

Police: 100

Fire: 101

Ambulance: 102, 1099

## **13. CURRENCY and CREDIT CARDS**

The Indian currency is Indian Rupee. Indian Rupee [ (Rs.) 1] = 100 paisa. Coins come in the denomination of 1, 2, 5, 10 and notes in 5, 10, 20, 50, 100, 500 and 1000.

In 2010, the Indian rupee symbol '₹' was officially adopted.

Banking hours in India are usually from 10:00 - 17:00, Monday through Friday. Exchange counters are available both at the airport and at Hotel ITC Kakatiya,

American Express, Diners Club, MasterCard and Visa are widely accepted.

## **14. TELEPHONE CALLS**

ISD Code for Indian phones is - +91

Area code for Hyderabad (landlines) is 040

## **15. SMOKING POLICY**

Smoking is prohibited in public places in India. Some bars, restaurants, theaters, museums and other public places have designated areas for smoking.

## **16. TIPPING**

Generally, 50 or 100 Rupee tip is fine for waiters, cleaners etc. While dining out service charge is included in the bill. So tipping is not necessary. Otherwise 10% of the amount of the billing is normally expected or appreciated as tipping.

## **17. TOURIST INFORMATION**

For information regarding tourist attractions and restaurants in Hyderabad, please visit [http://www.hyderabadtourism.in/places\\_visit.php](http://www.hyderabadtourism.in/places_visit.php) for information.

## **18. ABOUT HYDERABAD, TELANGANA, INDIA**

Hyderabad city is the capital city of the Indian state of Telangana.

It lies on the Deccan Plateau, 541 meters (1776 ft) above sea level, over an area of 625 km (244 mile).

The city has an estimated population of around 8 million, making it 4th largest city in India, while the population of the metropolitan area was estimated above 9 million. Religiously and culturally, the city is united with Hindus, Muslims and Christians.

Hyderabad city is known for its rich history, food and its multi-lingual culture, both geographically and culturally.

Founded in the year 1591 by fifth Qutb Shahi Ruler Muhammad Quli Qutb Shah.

The original city of Hyderabad was founded on the banks of river Musi. Now known as the historic old city, home to the Charminar, Falaknuma Palace, Chowmallah Palace and Makkah Masjid, it lies on the southern bank of the river.

Hyderabad and Secunderabad are twin cities, separated by the Husain Sagar (bound by the 'Tank Bund'), a man-made lake made during the time of Ibrahim Qutb Shah in 1562.

## Overview of Hyderabad India

<b>Name of the city:</b>	Hyderabad
<b>Name of the state:</b>	Telangana (India)
<b>Area:</b>	625 km (241 sq mi)
<b>Time Zone:</b>	IST (UTC+5:30)
<b>Distance(s):</b>	From Delhi - 1499 km From Mumbai - 711 km From Bangalore - 562 km From Chennai - 688 km From Kolkatta - 1516 km
<b>Founded:</b>	1591
<b>Founder:</b>	Muhammad Quli Qutb Shah <i>Fifth Qutb Shahi Ruler</i>
<b>Population:</b>	8893640 (Year 2008)
<b>Languages:</b>	Urdu, Telugu, Hindi and English

### **19. CONTACT INFORMATION**

For any questions concerning the event please contact:

**Mr. KMS Khalsa**

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**INDIA IS LOOKING FORWARD TO YOUR VISIT. WELCOME!**