



North Eastern Police Academy /उत्तर पूर्वीय पुलिस अकादमी
Government of India /भारत सरकार
Ministry of Home Affairs /गृहमंत्रालय
Umsaw/उमसाव, Meghalaya /मेघालय, 793 123
TELE-FAX: 0364 2572038 Email: nepa-meg@nic.in
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JOINING INSTRUCTION OF VARIOUS INSERVICE COURSES

1. **DURATION :**
The duration of various courses has already been notified in the course calendar 2017.
2. **LOCATION :**
The Academy is situated approximately 20 kms from Shillong and 80 kms from Guwahati on Guwahati – Shillong Highway. The Main gate of the Campus is about half a kilometer away from the G.S. Road point. All buses from Guwahati – Shillong stop at road junction (Dyke Point) NEPA, on request.
3. **CLIMATE :**
The climate is moderately cool. Rainy season commences in April/May and extends till October.
4. **BOOKING OF AIR/RAILWAY TICKETS :**
It has been observed that some of the course participants reach NEPA, after commencement of the course and ask to leave the Academy before closing of the course, due to non availability of rail/air tickets, etc.. In order to avoid such difficulties, nominated Officers are to book their to & fro journey tickets in advance, so that they can arrive NEPA one day before commencement of the course and they can leave NEPA after the course is over.
5. **CLOTHING AND EQUIPMENT :**

For the following Courses the dress will be uniform, PT dress and dungaree.

- i) **Training of Trainers Course in Physical Training, Appreciation course on Disaster Management & ToT Course in Disaster Management**
- ii) **CIJW Course**
- iii) **Basic Armourer Course**
- iv) **Explosive & Bomb Disposal Course.**
- v) **Refresher Course for newly promoted Dy.SP**

For rest of the course, trainees will be in civvies (formal) in indoor classes & PT Dress in PT Classes. During opening and closing ceremonies the dress code will formal dress i.e. suit/combination in winters & shirt-trousers, leather shoes and tie (for gentlemen) and saree/suit for ladies. Wearing of T-Shirt, Jeans or sports shoes/chappals/sandals are not allowed in indoor classes. However for P.T. classes or sports activities, sport shirt – trouser & sports shoes will be required. **No vehicle, PSOs, Driver/Family members will be permitted during the training period.**

6. **CORRESPONDENCE :**
 - i. Postal Address:DIRECTOR
 - ii. All correspondence should be addressed to the Director, North Eastern Police Academy, Umsaw, 793 123, Umiam (Meghalaya).

7. **DISCIPLINE :**
 Trainees will be expected to observe strict discipline throughout their stay in the Academy. Violation of any provision could lead to discharge of the trainees from the Academy. Besides maintaining discipline in general, strict rules of discipline have been prescribed for maintaining decorum in the Mess. All trainees will conform to these rules. All trainees will be responsible for safe-custody of their personal belongings. The trainees are not allowed to bring with them valuable items. The trainees will keep their rooms under lock, as and when they go out. No trainee is allowed to bring any intoxicating substance to the Academy or to consume it or to come to the Academy while under the influence of intoxicating substances. No arms-ammunitions or weapons of any description are allowed.

8. **IMPORTANT TELEPHONES NUMBERS** (Shillong Exchange Code : 0364)

	<u>Office</u>	<u>Residence</u>
Director	2572033	2570246
Joint Director	2572027	2570548
Dy. Director (A)	2572044 & Mobile No.09402195325	
Dy. Director (Indoor)	2572041 & Mobile No.09436108657	
NEPA Exchange	2572045	
Faculty Room	2572036	
Training Branch	2572038	
TELE FAX	2572027/2572028/2572038/2572041	

9. **LEAVE :**
 No leave will be granted, except to those trainees who are to attend a long duration courses, that to if there is any unfortunate incidence, involving bereavement of his/her closed relative occurs. This leave, on extreme compassionate grounds, will also not be for more than two or three days. No night pass/station leave permission will be allowed during the stay in the Academy.
10. **REASON FOR RETURNING THE TRAINEES FROM THE COURSE :**
 High level of discipline is enforced during their stay in the Academy. Some of the eventualities, which may result in returning the trainee from the Course are enumerated as under :-Cases of acts of gross indiscipline & violation of Mess Rules.
 Use of intoxicating material
 Absence from Indoor/Outdoor classes without permission/intimation to the NEPA authority and remaining sick for more than 3 days.
 Injury or illness, where Medical Officer does not advise for continuation of training.
11. **LIBRARY :**
 The Academy Library has a good collection of books of professional and non-professional subjects. Participants are advised to make full use of the Library during stay at the Academy.
12. **CANTEEN FACILITIES :**
 A Canteen has been established in the Campus to meet the day-to-day requirements of the trainees.
13. **GUESTS :**
 Guest will be allowed to meet the trainees after the classes are over, but no guest can be provided accommodation in the Academy. Frequent visit of guests is not encouraged.