



**North Eastern Police Academy / उत्तर पूर्वीय पुलिस अकादमी**  
**Government of India / भारत सरकार**  
**Ministry of Home Affairs / गृह मंत्रालय**  
**Umsaw/ उमसाव, Meghalaya / मेघालय, 793 123**  
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**JOINING INSTRUCTIONS FOR THE BASIC TRAINING COURSE FOR DIRECTLY RECRUITED DEPUTY  
SUPERINTENDENTS OF POLICE & SUB-INSPECTORS (CIVIL)  
( THE COURSE COMMENCING FROM JANUARY 17<sup>th</sup> 2016)  
(42<sup>ND</sup> BASIC COURSE)**

**1. LOCATION :**

The Academy is situated **20 kms from Shillong and 80 kms from Guwahati on Guwahati – Shillong (G.S.) 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.

**2. CLIMATE :**

The Academy is located at an altitude of 3500 feet above the sea level. The climate is moderately cold and adequate winter clothing will be required to be brought by the trainees. The climate conditions vary as under :-

1. March to May – Climate is generally dry and pleasant. The temperature varies from 10 to 20 degree Celsius. Summer Dress and cotton garments are advised.
2. May to October – Heavy monsoon extends till the last of October.
3. November to December – Dry and cold climate. Woolen clothes are advisable.
4. December to February – Quite severe winter. Temperature generally routes from 10 to 4 degree Celsius. Warm clothes are necessary.

**3. ACCOMMODATION AND MESSING :**

1. The trainees will be provided accommodation, furniture in the trainee Officers' / Cadets' Mess.
2. One cot with one mattress will be provided to each trainee.
3. Messing arrangements exist for all the trainees in the respective messes.
4. The trainees will be required to bring their own additional requirements as under:-

**BEDDING**

- 1(one) Pillow
- 2(two) Pillow covers, white.
- 2(two) Bed-Sheets, white
- 1(one) Mosquito net, white
- 1(one) Bed cover
- 1(one) Woolen blanket
- 1(one) Quilt (cotton filled)

#### **4. RECEPTION :**

A reception Centre will operate from 0900hrs to 1700hrs from 15/1/16 to 16/1/16 at the Dyke point on the Guwahati – Shillong Highway. Transport will be provided at the Dyke point for transporting the trainees from Reception Centre to the respective Messes.

All trainees must report tentatively before **16<sup>th</sup> January 2016 by 1700hrs**, positively. Change in dates if any will be intimated subsequently.

#### **5. MESS ADVANCE :**

DySP trainees will be required to deposit a sum of **Rs. 5,500/-** and **SI trainees Rs. 5000/-** on their arrival at the Academy as Mess Advance. Besides charges for food, they will also have to pay for **Mess Establishment, Washer man and other charges for personal services**. All trainees will adhere to the Mess Rules and take their meals as per the timings fixed in the Messes. Full Mess expenses will have to be cleared in the first week of the following months and they will square up all accounts before leaving the Academy on completion of their course. Only standard menu will be provided and no private cooking will be allowed.

The Mess deposit will be refunded to the trainees on completion of the course after taking deduction of outstanding dues, like mess bills, mess establishment, washer man, Welfare etc. if any, according to the Rules.

#### **6. SECURITY DEPOSIT :**

In addition to the mess Advance, each trainee shall have to deposit a sum of **Rs. 1000/-** as security deposit and **Rs.5000/-** as uniform Advance on their arrival at the Academy. The security deposit will be refunded to the trainees on completion of the course. If any of the Government articles issued to the trainees gets damaged or lost due to the negligence of the individual concerned cost of article shall be recovered from the security deposit. If any payment of the Academy remains outstanding, the same will also adjusted against the deposit.

#### **7. CORRESPONDENCE**

(i) Postal Address : NORTH EASTERN POLICE ACADEMY  
UMSAW – 793 123, UMIAM (MEGHALAYA)

(ii) All correspondence should be addressed to the Director, North Eastern Police Academy, Umsaw, 793 123, Umiam (Meghalaya)

#### **8. DISCIPLINE**

Trainees are expected to observe strict discipline throughout their stay in the Academy. Consumption of alcoholic drinks in the Academy Campus is prohibited and 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 with any trace of intoxicating substances. Private arms/ weapons of any kind are not allowed to be kept with trainees.



## 9. IDENTITY CARD

In order to prove the identity of the concerned trainee, each trainee is required to bring the Identity Card issued by the Concerned Appointing Authority. Two passport size photos (5x3Cms) with suit & tie are also required to be submitted by each trainee on the date of joining.

## 10. TELEPHONES

Important Telephone numbers of the Academy.  
(Shillong Exchange Code : 0364)

	<u>Office</u>	<u>Residence</u>
Director	2572033	2572050
Joint Director	2572027	
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	

## 11. LIBRARY

The Academy Library has a good collection of books of professional and non-professional subjects. Trainees are advised to make full use of the Library during stay at the Academy.

## 12. CANTEEN FACILITIES

A shopping Complex has been established in the Campus to meet the day-to-day requirements of the trainees, where Co-operative Store and other different shops are open daily.

## 13. GUESTS

Guest will be allowed to meet the trainee after the training classes are over, but no guest will be provided accommodation in the Academy.

## 14. LEAVE

Except for any unfortunate incidence, involving bereavement of close relative, no leave will be granted. This leave, on extreme compassionate grounds, will also not be for more than 3 (three) days. No night pass/station leave is allowed.

It has been experienced that some of the trainees request leave for appearing in other competitive Examinations. No such request will be entertained. For appearing in any competitive Examination conducted by the UPSC or any State Service Commission, the request may be considered only if the permission/NOC of the parent state & dept. is obtained prior to applying for the same and the schedule of the exams is not in conflict with the exams scheduled by this Academy and Passing Out Parade etc..

## 15. REASON FOR RETURNING THE TRAINEES FROM THE BASIC TRAINING

High level of discipline is enforced during Basic Training. Some of the eventualities, which may result in returning the trainee from the Basic Course are :-

- i. Cases of acts of gross indiscipline.
- ii. Use of intoxicating material
- iii. Over-stayal from mid-term break/leave, as mentioned in Para-14 above.
- iv. Remaining sick for more than 7 days.
- v. Injury or illness, where Medical Officer does not advise for continuation of training.
- vi. Violation of Mess Rules.

## 16. VACCINATION

Vaccination against the following diseases may be administered before the trainees report to the Academy for training. A certificate to this effect be deposited.

- i) 1<sup>st</sup> dose of HEPATITIS – B
- ii) Vaccination against TYPHOID (single dose)

Further, vaccination may also be required to be administered in this Academy for these diseases or any other disease, as the case may be.

## 17. UNIFORM & EQUIPMENTS

The total cost of the Uniforms and equipments of the prescribed pattern to be provided by Canteen will be around Rs.30,000/- and the same will be recovered @ Rs.5000/- p.m.

However, following P.T. dress should be brought by the trainees for the initial period :

- i) 2 white shorts for boys (pure white, terry cotton).
- ii) 2 white T-shirts.
- iii) 2 white Full Pants for girls, terri cotton.
- iv) 2 pair sports shoes – pure white (Reebok/Addidas/Nike/Puma)
- v) 6 pairs white socks.
- vi) 1 white sweater – full sleeve.
- vii) Lounge suit, black oxford shoes and sufficient neck ties.

Serial number i), ii), iii) & vi) are required to be “plain white” without any extra features like colored stripes or patches or writing. It should be preferably tailor made.

  
( D R DOLEY BARMAN, IPS )  
DIRECTOR