



उत्तरपूर्वीय पुलिसअकादमी / North Eastern Police Academy  
भारतसरकार / Govt. of India  
गृहमंत्रालय / Ministry of Home Affairs  
उमसाव / Umsaw , मेघालय / Meghalaya/ 793 123  
Contact No.0364-2572036/Tele-fax – 0364-2572028  
Email :training-nepa@gov.in :Website : www.nepa.gov.in

**JOINING INSTRUCTIONS FOR THE 45<sup>TH</sup> BASIC TRAINING COURSE COMMENCING  
W.E.F 17/09/2018.**

1. **LOCATION:** The Academy is situated 20 kms from Shillong and 80 kms from Guwahati on Guwahati – Shillong (G.S.) Highway. The Campus is about half a kilometer away from the G.S. Road point.

2. **ACCOMMODATION AND MESSING:**

- (a) The trainees will be provided accommodation in Kanchenjunga trainee officers mess.  
(b) One cot with one mattress, study table, chair, Jug, dustbin & table lamp will be provided. The trainees are required to bring the other bedding items.

3. **MESS ADVANCE:** The trainees will be required to deposit a sum of Rs. 5500/- on their arrival at the Academy as Mess Advance.

The Mess advance will be refunded to the trainees on completion of the course after deduction of outstanding dues, if any.

4. **SECURITY DEPOSIT:** In addition to the mess advance, each trainee shall have to deposit a sum of Rs. 1500/- as security deposit and Rs. 15,000/- 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 Government article issued to the trainee gets damaged or lost due to the negligence of the individual concerned, cost of article shall be recovered from the security deposit.

5. **UNIFORM & EQUIPMENTS:** The total cost of the Uniforms and equipment's of the prescribed pattern to be provided by Departmental Canteen will be Rs.60,000/- approximately and the same will be recovered in 4(four)equal instalments @ Rs.15,000/- p.m.

6. **CORRESPONDENCE:**

- (a) Postal Address : NORTH EASTERN POLICE ACADEMY  
UMSAW – 793 123, UMIAM (MEGHALAYA)  
(b) All correspondence should be addressed to the Director, North Eastern Police Academy, Umsaw, 793 123, Umiam (Meghalaya)

7. **DISCIPLINE:** Trainees are expected to observe strict discipline throughout their stay in the Academy. Consumption of alcohol and other intoxications in the Academy Campus are strictly prohibited and violation of any provision could even lead to return of the trainees from the Academy to the state. The trainees are to maintain the decorum of the mess at all times.

All trainees will be responsible for the safe-custody of their personal belongings. The trainees are not allowed to bring valuable items with them.



8. **IDENTITY CARD:** 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) in formal dress are also required to be submitted by each trainee on the date of joining.

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

**Office**

(a) Director	2572033
(b) Joint Director	2572044/2572206 & Mobile No.940214665
(c) Dy. Director (A)	2572205 & Mobile No.9435533476
(d) Dy. Director (Indoor)	2572041
(e) Reception	2572045
(f) Faculty Room	2572255
(g) Training Branch	2572036
(h) Tele Fax	2572028.

10. **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 their stay.

11. **CANTEEN FACILITIES:** There is a shopping Complex within the Campus to cater for the daily provisions.

12. **GUESTS:** Guests will be allowed to meet the trainee after the training classes are over, but no guest will be provided accommodation in the Academy.

13. **LEAVE:**

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

14. **REASON FOR RETURNING THE TRAINEES FROM THE BASIC TRAINING**

- (a) Cases of acts of gross indiscipline.
- (b) Use of intoxicating material.
- (c) Over-stayal from leave, as mentioned in Para-14 above.
- (d) Remaining sick for more than 7 days.
- (e) Injury or illness, where Medical Officer does not advise for continuation of training.
- (f) Violation of Mess Rules.





15. **VACCINATION:** Vaccination against the following diseases may be administered before the trainees report to the Academy. A certificate to this effect be deposited.

- (a) 1<sup>st</sup> dose of HEPATITIS – B.
- (b) Vaccination against TYPHOID (single dose)

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



(Limatemjen)  
Joint Director