



उत्तरपूर्वीय पुलिसअकादमी / North Eastern Police Academy

भारतसरकार / Govt. of India

गृहमंत्रालय / Ministry of Home Affairs

उमसाव / Umsaw, मेघालय / Meghalaya/ 793 123

Tele-fax – 0364-2572038/2572028

Email :training-nepa@gov.in :Website : www.nepa.gov.in

JOINING INSTRUCTIONS FOR THE 44TH COURSE NEPA W.E.F 08 JAN 18 TO 15 DEC 18

1. **Location:** The Academy is situated 80 km from Guwahati and 18 km from Shillong on the Guwahati- Shillong National Highway. The Main gate of the campus is about half a kilometer away from the NH-44 junction which is also known as Dyke Point. All public/private transport from Guwahati – Shillong stop at Dyke Point, Umsaw on request.
2. **Climate:** The Academy is located at an altitude of about 3500 feet above the mean sea level. The climate is moderately cold and adequate winter clothing is required. The climatic conditions are as under :-
 - (a) 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.
 - (b) May to October – Heavy monsoon extends till the last of October.
 - (c) November to December – Dry and cold climate. Woolen clothes are advisable.
 - (d) December to February – Severe winter. Temperature generally varies from 4 to 10 degree Celsius. Warm woolen clothes are necessary.
3. **Accommodation and Messing :**
 - (a) The trainees will be accommodated in the trainee Mess.
 - (b) One bed with one mattress, study table & chair will be provided per trainee.
 - (c) Messing arrangements exist for all the trainees in the messes.
4. **Reception:**
 - (a) A reception Centre will operate from 1000hrs to 1700hrs on 07th Jan'18 at the Dyke Point on the Guwahati – Shillong Highway.
 - (b) All trainees must report tentatively on/before 07th January 2018 by 1700hrs. Change in dates, if any will be intimated subsequently.
5. **Mess Advance:** All trainees will be required to deposit a sum of Rs. 10,000/- (Rupees ten thousand) only, on their arrival at the Academy as Mess Advance which will be refunded after the termination of the course. They are also required to pay for Mess maintenance, laundry and other charges for personal services.
6. **Security Deposit:** In addition to the Mess Advance, each trainee will be required to deposit a sum of Rs.1, 500/- (Rupees one thousand five hundred) only, as security deposit .The security deposit will be refunded to the trainees on completion of the course. If any of the Government articles issued to the trainees get damaged or lost due to negligence of the individual concerned, cost of the 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. **Uniform & Equipments:** The uniform & equipments will be provided by the Academy on payment. The cost will approximately be Rs.50, 000/- (Rupees fifty thousand) only, and the same will be recovered from the trainees in ten equal installments @ Rs.5, 000/- (Rupees five thousand) only, per month. Trainees are required to deposit a sum of Rs.10, 000/- (Rupees ten thousand) only, as uniform advance on their arrival. The dedicated Board of Officers will cater for their requirements of uniform & equipments.



8. Correspondence:

(a) Postal Address: North Eastern Police Academy
Govt. of India
Ministry of Home Affairs
Umsaw, Umiam, Ri-Bhoi District,
Pin – 793 123 (MEGHALAYA)

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

9. Discipline:

(a) Trainees are required to observe strict discipline during their stay in the Academy. Consumption of intoxicating substance in the Academy Campus is prohibited. The prescribed decorum of the Mess should be adhered to strictly.

(b) Trainees are responsible for the safe-custody of their personal belongings.

The trainees should not bring any valuable items. The trainees will keep their rooms under lock when they go out.

10. Identity Card: Each trainee is required to bring the Identity Card issued by the Concerned Appointing Authority. Five passport size photos (5x3Cms) in formal attire are also required to be submitted by each trainee.

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

	Office	Residence	Mobile No
(a) Director	2572033	2572050	
(b) Joint Director	2572044		9402146655
(c) Dy. Director (A)	2572044		9435533476
(d) Dy. Director (Indoor)	2572041		9402307466
(e) NEPA Exchange	2572045		
(f) Faculty Room	2572036		
(g) Training Branch	2572041		
(h) TELE FAX	2572027/2572028/2572038		

12. Guests: Trainees will be allowed to meet their guest after the class hours. The trainee should give prior intimation in writing about the visit of their guest.

13. Leave:

(a) Except for unfortunate incidents, involving bereavement of family members and self marriage related matters, no leave will be granted. Leave will not be granted more than 3 (three) days. No night pass/station leave is allowed.

(b) For trainees appearing in competitive examinations conducted by the UPSC or any State Service Commission, the request for leave will be considered only if prior Permission/NOC of the parent state department is obtained and the schedule of the exams does not clash with the exams schedule of the basic course.



14. Reason for returning the trainees from the Basic Training: Trainees are required to maintain discipline of the highest order during their stay in the academy. Any act of indiscipline will be seriously dealt with, and the Academy reserves the right to return the trainee from the Basic course to his/her State, for any violations such as:-

- (a) Acts of gross indiscipline.
- (b) Use of intoxicating substance
- (c) Over-staying of leave.
- (d) Injury or illness, where Medical Officer advises for discontinuation of training.
- (e) Violation of Mess Rules.

15. Vaccination: Vaccination against the following diseases must be administered before the trainees report to the Academy, and a certificate to this effect must be deposited.

- (a) 1st dose of **HEPATITIS – B**
- (b) Vaccination against **TYPHOID** (single dose)




(Kala Ramachandran, IPS)
Director