JOINING INSTRUCTIONS

88\textsuperscript{th} FOUNDATION COURSE
(2\textsuperscript{nd} September 2013 to 13\textsuperscript{th} December 2013)

Instructions

1. Officer Trainees (referred to as OTs) will bring this complete document of Joining Instructions along with them to the Academy.
   - Details of deposits to be made on arrival in the Academy (Annexure-I)
   - List of items required (Annexure-II)

2. The OTs are required to fill in an online registration form to confirm their joining the 88\textsuperscript{th} Foundation Course (FC). The online registration facility is available at the website of LBSNAA, \url{http://www.lbsnaa.ernet.in} home-page. The software can be accessed by using the Web Authentication Code provided by DoPT. Filling the data online will facilitate your joining process. These forms MUST be duly filled in duplicate and signed and brought along by the OT at the time of joining and submitted to the Academy.

The Foundation Course is a No Leave Course. OTs are advised to attend to any matter requiring their personal presence before joining the Academy.

1. GENERAL INFORMATION

1. Postal Address : RCVP Noronha Academy of Administration & Management, 1100 Qtrs., Bhopal-462016

2. E-Mail : prdcht@gmail.com
            jd.rcvpn@gmail.com

3. STD Code : 0755

4. Home Page : \url{http://www.academy.mp.gov.in/}

5. Course Duration : 2\textsuperscript{nd} Sep. 2013 to 13\textsuperscript{th} Dec. 2013

6. Date of Joining : 2\textsuperscript{nd} September, 2013

OTs will arrive at the Academy on or one day before the joining date to assume charge on 2\textsuperscript{nd} September, 2013.

OFFICER TRAINEES REPORTING AFTER 5.30 PM of 2\textsuperscript{nd} SEPTEMBER, 2013 WILL NOT BE ALLOWED TO JOIN.
7. Nearest Railway Station : Bhopal Junction : 12 Kms. Habibganj: 3 Kms


2. COURSE TEAM

I. Course Director : Mr. Rakesh Agarwal, IAS, Director
Tel.No. 2445100, Fax : 2464239
E-mail : rakesh1956@yahoo.com

II. Nodal Officer : Dr. Gopa Pandey, IFS, OSD,
Tel.No. 2445252, Fax : 2464239
E-mail : pandeyg121@gmail.com

III. Associate Course Directors

3. HOW TO REACH THE ACADEMY:

RCVP Noronha Academy of Administration, Bhopal is located in the south eastern part of the city on the banks of Shahpura lake. It is approximately 12 kms. from the Bhopal Junction railway station. Habibganj is another Railway Station of Bhopal City which is about 3 Kms. from Academy but not all trains stop at Habibganj Railway Station. The Academy is located at 18 Km from Raja Bhoj airport. Taxis, Auto Rickshaws are available to reach the Academy. Please check the Railway Time Table before finalizing your travel plan. Travel expenses are to be borne by the OTs.

4. RECEPTION AND JOINING:

On their arrival OTs should report at the reception of the Academy Hostel which is situated within the campus of the Academy. As mentioned in para 1 the joining formalities must be completed by 2nd September, 2013 from 1000 Hrs to 1730 Hrs at Auditorium Hall of the Academy building. At the time of joining, you will be required to deposit a fee of Rs.2500/- towards Clubs & Societies, Computer and internet facility (See Annexure-I).

5. RESIDENTIAL ACCOMMODATION:

1. During the Foundation Course, OTs are required to reside in the accommodation provided by the Academy.

2. The monthly rent charges (inclusive of water, electricity charges) per head for the double occupancy are Rs.500/- per month. These will be deducted from the Special Salary Advance of the OTs.

3. Accommodation shall be provided on a twin sharing basis. No request for change or choice would be entertained.
4 The rooms are provided with basic furniture, mattress, bed sheet, blanket, pillow, pillow covers and towels. The items you are required to bring are listed in Annexure-II.

5 OTs are NOT permitted to bring their spouse/family members to the course.

6 OTs are NOT allowed to entertain anyone in the rooms.

6. CLOTHING :

The Academy is situated at an altitude of about 500 meters above mean sea level. The climate of Bhopal is moderate. However, the weather from September to December changes from pleasant to cold. Adequate comforters are therefore required as per need. Bandgala suit is required for formal occasions for gentlemen OTs and sober colour saree is required for woman OTs. Within the Academy premises strict dress code is prescribed depending upon the activity involved and the occasion. The details including PT and sports dress are given in Annexure-II.

7. DINING FACILITIES :

During the training dining facilities are provided in the officer’s mess which is supervised by the Mess Committee. Cooking in hostel rooms is prohibited. Mess charges are payable by OTs, which will be between Rs.6000/- to 7000/- per month per head approximately and the mess charges will be deducted from the Special Salary Advance.

8. LAPTOP AND MOBILE PHONES :

As most of the study materials and presentations are being provided by the Academy in soft copies, so OTs are advised to bring their own laptop. OTs are strictly prohibited from using mobile phones in the academic area. Mobile phones found with OTs in the academic areas will be confiscated and fines imposed.

9. CONSUMPTION OR POSSESSION OF ALCOHOLIC DRINKS :

An Officer Trainee found either in possession of alcoholic drinks or found to have consumed alcoholic drinks will be expelled from the course and disciplinary action will be taken under the Conduct Rules.

10. EXTRA CURRICULUR ACTIVITIES :

Physical Training and Team Games are compulsory for all the OTs. Apart from this, other games and extra curricular activities are organized for OTs through Clubs and Societies. OTs may bring their personal gear for games, music, fine arts and photography. On special occasions OTs may wear traditional dresses.

11. SALARY ADVANCE :

During the period of the Foundation Course, the OTs are eligible to get Special Salary Advance and not regular salary. It may be noted that the Special Salary Advance is given only after completion of one month of training. Please bring sufficient money for making the initial deposits and one month’s expenses with you.
12. BANK ACCOUNT:
   OTs are required to bring PAN Card/ Driving License/ Voter I.D. Card as identity proof for the purpose of opening Bank Account and getting local mobile SIM etc.

13. MOVABLE & IMMOVABLE PROPERTY:
   Each OT is required to furnish a return of Movable & Immovable Property in the proforma which is available on the website.

14. LEAVE:
   As already mentioned on page-1, The Foundation Course is a 'No Leave' course. **NO LEAVE SHALL BE GRANTED** during the period of training at the Academy. OTs are advised to settle / dispose off the matters requiring their personal presence before joining the Academy.
# ANNEXURE-I

**ONE TIME FEE TO BE DEPOSITED AT THE TIME OF REGISTRATION**

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<tbody>
<tr>
<td>1</td>
<td>Clubs &amp; Societies</td>
<td>Rs.1900/</td>
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<tr>
<td>2</td>
<td>Computer &amp; Internet facility</td>
<td>Rs.600/</td>
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<td>TOTAL</td>
<td>Rs.2500/</td>
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LIST OF ITEMS REQUIRED

1. BEDDING & LINEN REQUIREMENT

- Towels (Hand & Bath Towels with sufficient spares)
- Comforter or Quilt (as per personal need)
- Bed Sheets, Pillow Covers (as per personal need)

2. CLOTHING

The Academy lays strong emphasis on proper turnout. OTs are expected to be properly attired at all times and should not present an unkempt or slovenly appearance at any point of time. Gentlemen OT must keep their hair trimmed short and properly groomed. They are required to shave daily. The OTs sporting moustaches and beards must keep them properly trimmed. The dress code is different at different occasions and activities. The OTs are advised to go through the following Dress Code and bring adequate required clothing.

The following dress code is required to be strictly observed by OTs:-

A. During Ceremonial/ Formal Occasions

Women OTs

Sober colored Saree with formal shoes/ sandals.

Gentlemen OTs

- Black buttoned-up suit (Bandgala) and formal black shoes with black socks.
- Light colored full sleeves shirt and dark colored trousers with necktie and formal shoes.

B. In the Classroom / other Academic activities

Women OTs

- Saree/Salwar Kameez/Churidar Kurta/Western Business Suit with formal shoes/sandals.

Gentlemen OTs

- Light colored full sleeves shirt and dark colored trousers with necktie, and formal shoes.

All OTs are expected to be well-groomed and properly attired according to the weather. Casual dress is prohibited during academic hours or in the Officers' Mess.

Only formal leather shoes shall be worn in Academic Area, Officers' Mess, Officers’ Lounge and Library. Sneakers, sports shoes and tennis shoes should be worn only as
a part of PT/ Games dress. **Use of bathroom slippers is restricted to the hostel rooms only.**

C. **For Compulsory PT/Games and Sports Activities**

- For compulsory PT and sports/games activities, only white Academy T-Shirts, white shorts and Academy Track Suits are permitted.
- Women OTs may bring at least two pairs of plain white salwar kameez.
- For evening games and sports, OTs may like to bring their own sports clothing and one pair of good quality jogging/ running shoes (preferably white in color).

3. **ITEMS REQUIRED FOR THE TREK**

- Wind-proof jacket (Wind cheater)
- Cap
- Long-sleeved vest
- Trekking shoes (Jungle Boots, Outdoor shoes) with non-slippery soles and good grip.
- Sleeping bag (Feather type)
- Rucksack (Nylon Everest type)
- Torch
- Mosquito Repellant

Sleeping bags/ Rucksack are available at the Academy but OTs are encouraged to bring their own rucksacks and sleeping bags. OTs are advised to consult their physician and take a prophylactic course of chloroquine/anti malarial drug.

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