



सरदार वल्लभभाई पटेल राष्ट्रीय पुलिस अकादमी हैदराबाद
Sardar Vallabhbhai Patel National Police Academy, Hyderabad
(भारत सरकार : गृह मंत्रालय)
(Government of India: Ministry of Home Affairs)

Joining Instructions for Senior Courses at SVP NPA, Hyderabad

Reception, Accommodation and Boarding :

Officers nominated for the Course, on getting confirmation from the Academy, should intimate their travel plans well in advance (Fax No. 040-24015179) to enable the Academy to provide them transport at the Airport/railway station. In case they are unable to locate the Academy vehicle on arrival, participants should contact MT Section incharge Telephone 040-24234455 or 040-24234646 for assistance.

As SVP NPA is conducting several Senior Courses back to back and sometimes more than one Course is conducted at a time, there is a crunch for accommodation at times. It is therefore, laid down that the participants for various Courses, shall arrive for the Course only one day prior to commencement of their Course and shall leave the Academy by next day after conclusion of the course. All participants are requested to make their travel plans accordingly. As per the travel plan to be intimated by each participant, arrangement for reception and transport at the Airport will be made by the NPA. Upon arrival, the participants shall report to the senior officers' mess. Besides, no changes for accommodation shall be entertained once the same has been allotted.

The course is residential and officers will be housed in the accommodation provided by the Academy. The expenditure to be incurred on boarding and lodging of the participants will be met by the Academy in respect of all Officers attending the course. However, the expenditure on account of travel of officers for attending the course is to be borne by the respective organization to which officer belongs. The expenditure on boarding and lodging of any family member accompanying the participant has to be borne by the participant.

Vehicles for participants:

Due to lack of availability of vehicle in NPA, we are not in a position to provide vehicles for the personal use of participants, who are visiting for various in-service programmes. However, Academy can arrange vehicles by hiring of Taxi on payment basis, as per requirement of the Course participants. The taxi can be made available as per following rates(Subject to change as per current rates):

PLAN	VEHICLE	AMOUNT (Rs)	EXTRA KMS (Rs)	EXTRA HOURS (Rs)
4 hrs/40 km	SWIFT (AC)	1000	10	100
8 hrs/80 km	SWIFT (AC)	1600	10	100
4 hrs/40 km	INDICA (AC)	800	8	75
8 hrs/80 km	INDICA (AC)	1300	8	75
4 hrs/40 km	SUMO (AC)	1200	10	100
8 hrs/80 km	SUMO (AC)	1700	10	100

Dress Order:

For Outdoor activities – Sports dress with sports shoes (predominantly white). For all Indoor classes – Full sleeved Shirt, Tie & Trouser with formal shoes for gentlemen. Saree/Salwar Kameez/Business suit for ladies. For formal functions – Full suit for gentlemen and Saree/Salwar Kameez/ business suit for ladies. Whenever “informal” dress order is specified for any function, it implies that tie need not be worn.

Discipline

- (i) Only those officers who have no disciplinary/criminal proceedings pending against them are eligible to attend the Course.
- (ii) Each participant is requested to observe discipline as required in the Outdoor, Indoor sessions & mess and Service Etiquette throughout their stay in the Academy. Officers should not come to the Mess lounge in casuals (e.g. chappals, Kurta Pyjama etc.). They are also advised not to move in the campus in chappals, kurta pyjama etc. Smoking in all buildings, training areas and on the roads in the campus is strictly prohibited.
- (iii) If any course participant displays any indiscipline or breaches any rule or decorum of this Academy, suitable disciplinary action will be initiated, including expulsion from the course.

Family Members:

Participants shall not bring/invite any family member without the prior approval of the Director. For this, they shall apply through the concerned course director before commencement of the course. If any participant brings a family member without prior permission of the Director, NPA, he/she is liable to be sent back. The participant should pay the bills concerning their family members before

breakfast on the last day of the course; otherwise the course certificate will be withheld.

It may also be noted that no participant is permitted to bring any orderly/security aid/maid servant etc along with them while they are coming to attend the programme/course.

Personal Vehicles + PSOs & Drivers:

The participants bringing their own vehicle will not be allowed to park their vehicles near venue/accommodation. Their vehicles should drop them at the Venue/Accommodation provided to them and park the vehicles in MT Section. Armed PSOs will not be allowed inside Site-'B' campus.

Climatic Conditions:

At Hyderabad, climate is usually pleasant. Participants may check climate at the time of course.

Facilities Available:

Service of Officers' Club and laundry are available on payment basis at SVP NPA. Participants can avail the medical facilities from the Academy, if required, and avail facilities of Bank, Cooperative Stores and Post Office located at the NPA. Academy will not provide any vehicle for the participants or their spouses to go to city or other personal uses. However, a taxi can be arranged on payment if so requested by the participant.

Pay and Leave:

All participants will draw their pay and allowances from their State/Organization and they will not be allowed to avail any kind of leave during the course time. They must make suitable arrangements so that they are not called for duties like court evidence etc., during the course. No officer will be permitted to leave till the conclusion of the Valedictory session of the course.

Return Journey Reservation

Officers are advised to secure reservations for their return journey before departure from their headquarters. This would obviate the difficulty in getting reservations from Hyderabad. However, all assistance will be provided by the Academy in obtaining reservations.

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