

RCVP Noronha Academy of Administration
BHOPAL (M.P.)
JOINING INSTRUCTIONS
85th Parallel Foundation Course
(30th August 2010 to 10th December 2010)

Instructions

1. Officer Trainees (OTs) will bring these complete documents of joining instructions along with them to the Academy.
2. At the time of joining OTs will require to submit following documents
 1. Descriptive Roll and other forms (in duplicate)
 2. Details of extra-curricular activities
3. Academy website is **www.mp.gov.in/mpacademy**.

(1) GENERAL INFORMATION'S

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| 1. | Postal Address | : | RCVP Noronha Academy of Administration, Shahpura, Bhopal |
| 2. | Telegram | : | ADMIN |
| 3. | E-Mail | : | mpacademy@mp.nic.in |
| 4. | STD Code | : | 0755 |
| 5. | Telephone No. | : | Director General 2464244, 4279069
Director 2464239, 4279068 |
| 6. | EPABX | : | 2464236, 2464237 |
| 7. | Fax No. | : | 2464244, 2464239 |
| 8. | The Course Team for Special Foundation Course is : | | |
| I | The Course Coordinator | : | Mr. Muktesh Varshney, Director |
| II | The Co Course Coordinator | : | Dr. Ajay Kumar Bhardwaj |
| III | Nodal Officer | : | Dr. Rajeev Shukla |
| 9. | Course Duration | : | 30 th August to 10 th December, 2010 |
| 10. | Date of Joining | : | 30 th August 2010 (OTs will arrive at the Academy on or one day before the joining date to assume charge on 30 th August, 2010. Officer trainees reporting after 30 th August, 2010 will not be allowed to join.) |
| 11. | Nearest rail head | : | Bhopal |
| 12. | Nearest air port | : | Bhopal |

(2) HOW TO REACH ACADEMY :

RCVP Noronha Academy of Administration is located in the south eastern part of the city on the banks of Shahpura lake. It is approximately 12 kms from main Railway Station of Bhopal. Taxis, Auto Rickshaws are available to reach Academy. Hostel of the Academy is situated in the campus.

Travel expenses will have to be borne by the OTs.

(3) RECEPTION AND JOINING

As mentioned above the joining formalities must be completed by 30th August, 2010 by 17.00 hrs.

(4) RESIDENTIAL ACCOMMODATION

1. During the Foundation Course, OTs are required to reside in the accommodation provided by the Academy.
2. The monthly charges (inclusive of water, electricity charges) will be deducted from the salary of the OTs.
3. Single or double occupancy accommodation will depend on availability of accommodation and no request for change or choice would be entertained.
4. The rooms are provided with basic furniture, mattress, blankets, bed sheets and pillow with covers.
5. Accommodations for spouse or family members will not be provided. OTs are NOT allowed to entertain Guests (family members, friends, spouse, or anybody else) in the rooms. Therefore do not bring any escorts with you at any time during the course. Academy will provide accommodation for OTs only.

(5) CLOTHING

Climate of Bhopal is moderate. However, the weather from January to April changes from pleasant to warm. Adequate comforters are therefore required as per need. Formal Band Gala suits are required on occasions.

(6) DINING FACILITIES

During the trainings dining facilities are provided in the officers mess. It is to be supervised by mess committee. Cooking in hostel rooms is totally prohibited. Mess charges are payable by OTs.

(7) MOBILE PHONES

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 may be imposed on OTs. However, OTs may use mobile phones in their Hostel rooms.

(8) CONSUMPTION OR POSSESSION OF ALCOHOLIC DRINKS

Officer trainee either found in possession of alcoholic drinks or found to have consumed alcoholic drinks will not be allowed to continue the course with immediate effect. This will also invite disciplinary action against the OTs in relevant rules.

(9) EXTRA CURRICULUM ACTIVITIES

Games and extra curricular activities are organised for OTs through clubs/societies. OTs may bring their personal gadgets for games, music and photography. On special occasions OTs may wear traditional dresses.

(10) SPECIAL INSTRUCTIONS

1. The Foundation Course is No leave course. NO LEAVE SHALL BE GRANTED during the period at Academy. OTs are advised to settle/dispose the matter requiring their personal presence before joining the Academy.
2. Salary advances will be provided only after the completion of one month, as per DOPT norms. OTs are required to bring sufficient money to meet the expenses in first month of training.