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Tele: 23019120

28409/Civ JE& Clks/77/E (Trg)

24 Oct 2018

IHQ OF MoD (ARMY)
E-IN-C's BRANCH
E (TRG)

ADM & JOINING INSTRUCTIONS FOR INDUCTION TRG FOR LDCs (CIV) AT BEG & CENTRE ROORKEE FROM 04 FEB 2019 TO 02 MAR 2019

1. Ref HQ BEG, Roorkee letter No 20180/LDCs/27/GT-2 dt 08 Oct 2018 (copy att).
2. You are requested to upload the Adm & Joining Instrs for the subject course on MES Website as soon as possible.



(Amar Shinde)
Maj
GSO-2 E (Trg)

Encls: (As above)

Automation Cell

Copy to:-

HQ BEG & Centre - For info wrt your letter No cited at Para 1 above.
PIN-247 667
C/o 56 APO

ADM & JOINING INSTRUCTIONS FOR INDUCTION TRAINING
FOR LDCs (CIV) AT BEG & CENTRE ROORKEE
FROM 04 FEB 19 to 02 MAR 19

Gen

1. Induction training of newly recruited LDC will be conducted at this Centre wef 04 Feb 19 to 02 Mar 19 as per instructions issued vide Integrated HQ of MoD (Army) E-in-C's Branch letter No 28409/JEs & Clks/50/E (Trg) dt 18 Sep 18.

Aim

2. The aim of the course is to impart induction training to newly recruited LDC.

Arrival

3. Students should arrive Roorkee at least two day prior to the commencement of course and report to the Officer Commanding, Promotion Courses Company.

Personal Items

4. Following items of personal clothing are required to be brought along by each pers:-
- (a) Bedding according to weather condition (including two white bed sheets).
 - (b) Mosquito net.
 - (c) Stationery items as per requirement.
 - (d) Civil dress with black shoes for classes.

Documents

5. The following documents will be brought by the students:-
- (a) Nominal Roll.
 - (b) Identity Card.
 - (c) Movement Order.

Accommodation/ Messing

6. Terms & conditions for provisioning of accommodation and messing are as under mentioned:-
- (a) **Provision of Accommodation.** Free accommodation will be provided to the students. No trainee will be given permission for outliving.
 - (b) **Provision of Messing.** Free messing will not be provided under Company arrangements. The same may be provided on cash payment as per the agreement with civil caterer in terms of menu fixed by the Mess committee formed by the respective course.
 - (c) The facility of providing ~~civil~~ caterer may be made available by Company on demand if required. However, trainees may have their meals under own arrangement from outside. **Only** one option i.e. eating under own arrangement outside or centralized catering **will be** followed by entire course.

7. **Provision of Study Material.** Study materials as per requirement will be carried by the students. However, necessary study material (books, reference material etc) will be made available under the Company arrangements on loan. The same will be deposited back by the trainees on termination of course. Penalty amounting to cost of study material will be imposed on loss of book.

Trg Content

8. In addition to syllabus basic on cmpr i.e. MS Word, MS Power Point, MS Excel, MS Access, Internet & Intranet and typing will be covered during four weeks of trg.

Leave

9. Leave is not admissible to students during the course. However, leave on compassionate grounds may be granted at the discretion of the Commandant. Any student, who desires to proceed on leave on termination of the course, should obtain permission from his parent unit or get it endorsed in his movement order.

Discipline

10. Since students are being accommodated inside a Training Campus, they will have to abide by all the rules and regulations of Bengal Engineer Group & Centre, Roorkee for the duration of course.

11. Trainees are not allowed to bring their family members during the training period due to shortage of accommodation.

12. Students involved in disciplinary cases will be governed by the CCS (CCA) Rules as applicable to civilian employees and cases will be forwarded to the competent authority. The students who are found involved in any indiscipline activities will be returned to unit.

Pay and Allowances

13. No payment of any kind will be made to students during the course. Students should carry sufficient cash required for their routine expenditure and mess bills. Issue of movement order on termination of the course will be done only on clearance of all outstanding bills etc.

Medical

14. Medical help from Military Hospital, Roorkee will be available in emergency cases only. Students will be asked to report to certified Central Govt Med Auth for necessary action as a routine.