



उत्तरपूर्वीय पुलिस अकादमी / North Eastern Police Academy
(CBC & NABET ACCREDITED 'UTKRISHT' ORGANISATION)

भारत सरकार / Govt. of India

गृह मंत्रालय / Ministry of Home Affairs

उमसाव / Umsaw, मेघालय / Meghalaya/ 793 123

Tele & Fax – 0364-2572036

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NO. NEPA/Trg/378/ 57th BC/2025 / 8261

18/10/2025.

JOINING INSTRUCTIONS FOR THE 57TH BASIC COURSE

1. **LOCATION:** The Academy is situated 20 kms from Shillong and 80 kms from Guwahati on Guwahati- Shillong (G.S.) Highway. The Campus is about half a kilometer away from the G.S. Road point.

2. **ACCOMMODATION AND MESSING:**

- (a) The trainees will be provided accommodation in any of the messes namely Kaziranga or Kangchenjunga Mess.
- (b) The trainees are required to bring 02(two) white bedsheets and 02(two) pillows with 02(two) white pillow covers and 01 blanket.

3. **MESS ADVANCE:** The trainees will be required to deposit a sum of **Rs. 5500/-** on their arrival at the Academy as Mess Advance to the O/C of the respective mess. The Mess Advance will be refunded to the trainees on completion of the course after deduction of outstanding dues, if any. **The trainees will be given a monthly stipend of Rs. 1500/- as "Mess Subsidy" during the course of training by the Academy.**

4. **SECURITY DEPOSIT:** In addition to the Mess Advance, each trainee shall have to deposit a sum of **Rs. 1500/-** as security deposit and **Rs. 6,000/-** as uniform advance on their arrival at the Academy. The security deposit will be refunded to the trainees on completion of the course. If any Government article issued to the trainee gets damaged or lost due to the negligence of the individual concerned, cost of article shall be recovered from the security deposit

5. **UNIFORM ITEMS & KITS:** The trainees will have to pay the cost of uniform items & kits in equated monthly instalments.

6. **CORRESPONDENCE:**

- (a) Postal Address: NORTH EASTERN POLICE ACADEMY
UMSAW, UMIAM, MEGHALAYA - 793123

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

7. **DISCIPLINE:** Trainees are expected to observe strict discipline throughout their stay in the Academy. Trainees are to maintain the decorum of the mess at all times. Consumption of alcohol and other intoxications in the Academy Campus are strictly prohibited, violation of any condition could lead to return of the trainee from the Academy to the concerned State.

All trainees will be responsible for the safe-custody of their personal belongings. The trainees are not allowed to bring valuable items or any kind of weapon or sharp knife with them.

8. **IDENTITY CARD:** To prove the identity of the concerned trainee, each trainee is required to produce in original any of the following viz. Aadhar, EPIC, Driving Licence etc. Two passport size photos (5x3Cms) in formal dress are also required to be submitted by each trainee on the date of joining.

9. **TELEPHONES:** Important Telephone numbers of the Academy.
(Shillong Exchange Code: 0364)

Office

(a) Dy. Director (Indoor)	0364-2572041
(b) Reception	0364-2572045
(c) Training Branch	0364-2572036
(d) Tele Fax	0364-2572028

10. **LIBRARY:** The Academy Library has a good collection of books of professional and non-professional subjects. Trainees are advised to make full use of the Library during their stay.

11. **CANTEEN FACILITIES:** There is a shopping Complex within the Campus to cater for the daily provisions.

12. **GUESTS:** Guests will not be allowed to meet the trainees without permission. In addition, no guests will be provided accommodation in the Academy.

13. **LEAVE:**

(a) Except for unfortunate incidents, involving bereavement of siblings, spouses or parents, no leave will be granted. Such leave, on extreme compassionate grounds, will not be granted for more than 03 (three) days or as decided by CA in exceptional cases but total period of leave shall not exceed 15(fifteen) days in the whole training period.

No Night pass I Station leave is allowed.

(b) For appearing in any competitive examination conducted by the UPSC or any state Service Commission, the request may be considered only if the permission/NOC of the parent State & Dept. is obtained prior to applying for the same and the schedule of the exams is not in conflict with the exams scheduled by this Academy. Passing Out Parade, etc.

14. REASON FOR RETURNING THE TRAINEES FROM THE BASIC TRAINING:

- (a) Acts of indiscipline.
- (b) Use of intoxicating material.
- (c) Over-stayal from leave.
- (d) Absence from training for more than 15 days for personal or any other ground, whether in part or full.
- (e) Injury or illness, where Medical Officer does not advice for continuation of training.
- (f) Violation of Mess Rules.
- (g) Involvement in Criminal cases.
- (h) Violation of Conduct Rules.

15. VACCINATION: Vaccination against the following diseases may be administered before the trainees report to the Academy. A certificate to this effect must be proved.

- (a) HEPATITIS-B.
- (b) Vaccination against TYPHOID (single dose)

Further, vaccination may also be required to be administered in the Academy for these diseases or any other diseases, as the case may be.

16. MEDICAL FITNESS CERTIFICATE: All the trainees are required to furnish medical certificate duly issued by the registered medical practitioner employed in the services of central or state government. The fitness certificate should also indicate that he/she is medically fit to carry out rigorous physical training. The medical certificate must be of within 15 days before joining the training. Any trainee who reports without the medical certificate of fitness or found medically unfit during the training shall be return to the State.

Sub
16/10/25
Dy. Director (I)

