



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

Email : training-nepa@gov.in :Website : www.nepa.gov.in



No. NEPA/Trg/420/58th BC/2026/6463

.....17/07/2026

JOINING INSTRUCTIONS FOR THE 58TH 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. CLIMATE: The Academy is located on an altitude of 3500 feet from sea level. The climate is moderately cool and adequate winter clothing will be required to be brought by the trainees. The climate conditions varies as under:- March to May – Climate is generally dry pleasant / temperature varies from 10 to 20 degree celsius. Summer Dress and cotton garments are advised May to October – Heavy monsoon extends till the last of October. November to December – Dry and cold climate. Woolen clothes are advisable. December to February – Quite severe winter which generally goes from 10 to 4 degree celsius. Warm clothes are necessary.

3. ACCOMMODATION AND MESSING:

- (a) The trainees will be provided accommodation in any of the messes namely Kaziranga or Kangchenjunga or Loktak Mess.
- (b) The trainees will be provided with accommodation and required. One cot with one mattress will be provided from the Academy per trainee. Messing arrangement exist for all trainees in the respective messes.
- (c) The trainees will bring their own additional requirements as under
A) BEDDING
 - a. 1(one) Pillow
 - b. 2(two) Pillow covers, white.
 - c. 2(two) Bed-Sheets, white
 - d. 1(one) Mosquito net, white
 - e. 1(one) Bed cover
 - f. 1(one) Woolen blanket
 - g. 1(one) Quilt (cotton filled)

4. RECEPTION: A reception Centre will operate from 0900 to 1700 hrs. from 22/08/2026 to 24/08/2026 at the Dyke point on the Guwahati – Shillong Highway. Transport will be provided at the Dyke point for transporting the trainees from Reception Centre to the respective Messes. All trainees must report on or before 24/08/2026 by 1700hrs, positively.



5. 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. Besides charges for food, they will also have to pay for Mess Establishment, Washer man and other charges for personal services. All trainees will adhere to the Mess Rules and take their meals as per timings fixed in the Mess. Full Mess expenses will have to be cleared in the first week of the following month and they will square up all accounts before leaving the Academy on completion of their course. Only standard menu will be provided and no private cooking will be allowed.

The trainees will be given a monthly stipend of Rs. 1500/- as "Mess Subsidy" during the course of training by the Academy.

The Mess deposit will be refunded to the trainees on completion of the course after taking deduction of outstanding dues, if any according to the Rules.

6. 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. If any payment of the Academy remains outstanding, the same will also adjusted against this deposit.

7. CORRESPONDENCE:

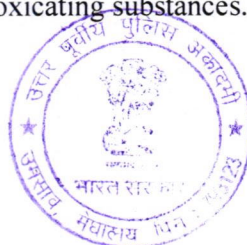
- (a) Postal Address: NORTH EASTERN POLICE ACADEMY
UMSAW, UMIAM, MEGHALAYA – 793123
- (b) All correspondence should be addressed to the Director, North Eastern Police Academy, Umsaw, Umiam, Meghalaya - 793 123.

8. DISCIPLINE: Trainees will be expected to observe strict discipline throughout their stay in the Academy. Violation of any provision could lead to discharge of the trainees from the Academy.

Besides maintaining discipline in general, strict rules of discipline have been prescribed for maintaining decorum in the Mess. All trainees will conform to these rules. All trainees will be responsible for safe-custody of their personal belongings. The trainees are not allowed to bring with them valuable items. The trainees will keep their rooms under lock as and when they go out.

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.

No trainee is allowed to bring any intoxicating substance to the Academy, to consume it, or to come to the Academy with any trace of intoxicating substances. Private arms/weapons of any kind are not allowed to keep with trainees.



9. 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.

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

	<u>Office</u>
(a) Director	0364-2572033
(b) Dy. Director (Indoor)	0364-2572041
(c) Reception	0364-2572045
(d) Training Branch	0364-2572036
(e) Tele Fax	0364-2572028

11. 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.

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

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

14. LEAVE:

(a) Except for unfortunate incidents, involving bereavement of siblings, spouses or parents or grandparents no leave will be granted. Such leave, on extreme compassionate grounds, will not be granted for more the 03 (three) days or as decided by CA in exceptional cases. However total period of leave shall not exceed 15(fifteen) days in the whole training period. Further No Night pass | Station leave is allowed.

(b) Trainee Officers shall be permitted to appear only in the examinations conducted by the Union Public Service Commission (UPSC) or any State Public Service Commission, subject to obtaining and producing No Objection Certificate (NOC) from their parent Organization prior to applying for such examinations. Such permission shall also be subject to the examination schedule not conflicting with the Academy's training programme, including Academy examinations, the Passing Out Parade or any other mandatory training activities.

15. REASON FOR RETURNING THE TRAINEES FROM THE BASIC TRAINING: High level of discipline is enforced during Basic Training. Some of the eventualities, which may result in returning the trainee from the Basic Course are enumerated as under:-

- i) Cases of indiscipline
- ii) Use of intoxicating material



- iii) Over-stayal from mid-term break/leave on extreme compassionate grounds, as mentioned in Para-14 above.
- iv) Remaining sick for more than 7 days.
- v) Injury or illness, where Medical Officer does not advise for continuation of training.
- vi) Violation of Mess Rules.
- vii) Involvement in Criminal cases.

16. 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.

17. 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.

18. UNIFORM & EQUIPMENTS: Uniform and equipments of the prescribed pattern will be provided by Canteen on payment. However, following P.T. dress should be brought by the trainees, for initial period:

- (i) 2 white shorts for boys, pure white
- (ii) 2 white T-shirt, pure white
- (iii) 2 white Full Pant for girls, pure white
- (iv) 1 pair sports shoe
- (v) 2 pairs pure white socks.
- (vi) 1 white sweater – full sleeve.
- (vii) 2 light shade Shirt
- (viii) Matching Pant
- (ix) Lounge Suit
- (x) V neck Sweater
- (xi) Tie
- (xii) Oxford Shoe (Black)
- (xiii) Ankle length socks




Dy. Director (I)