

INTERNATIONAL STUDENT OFFICER (ISO) HAND OUT FOR 76TH STAFF COURSE

1. Refer Section -10 of Joining Instruction.
2. At the outset I welcome you to Staff Course Serial 76, DSSC Wellington. As an ISO, you have certain financial & other entitlements as well as obligations, based on current policies, which are enumerated in the succeeding paragraphs.

Basic Aspects

3. **Documentation of Foreigners**. As per law, documentation of foreigners is mandatory, subject to variations in procedures & certain exemptions.
 - (a) **Registration**. Procedure is elaborated at Appendix B.
 - (i) The registration is to be done online & has to be completed by the individuals themselves.
 - (ii) Visitors from Nepal and Bhutan are exempt from registration.
 - (b) **Arrival & Departure Report**. Procedure is elaborated at Appendix C.
 - (i) This is mandatory for all foreign visitors granted accommodation by Defence Services Staff College (including those from countries exempted registration & including guests) without any exception.
 - (ii) Reporting will be done by A Branch based on the documents provided by visitors.
 - (iii) Their arrival in & departure from Defence Services Staff College must be reported to A Branch within four hours by the concerned Wing.

Customs Clearance in Custom House for Unaccompanied Baggage

4. In case of problems in customs clearance of unaccompanied baggage inform the Colonel Adjutant immediately.

Dress and Equipment

5. **Uniforms**.
 - (a) During working hours, tropical cotton drill or serge gabardine uniforms are worn depending on the season and the weather. Specific instruction will be issued in the training Programme.
 - (b) A good raincoat is essential.
 - (c) For Army Wing out-door exercises, a haversack and water bottle are useful. A shooting stick, jungle hat and boots are also useful on these occasions.
 - (d) Binoculars and prismatic compasses are provided by the College.

6. **Civilian Clothes.**

(a) Normal wear for a temperate climate, including minimum two longue suits, are required in Wellington. During visits to the plains, tropical clothing is necessary.

(b) Officers and their family members who take up riding may plan to bring Riding kit to include riding helmet, riding breeches and boots. White breeches are necessary for anybody who wishes to participate in 'Riding to the Hounds' at the Ooty Hunt Club. All such kit are available locally also.

7. **Clothing for Families.**

(a) Good rain coats waterproofs and umbrellas are essential. Gum boots are advisable for children.

(b) Cotton and woolen clothes required for a temperate climate are necessary.

8. **DSSC Ladies Club 'Trinetri'.**

(a) International Student Officers wife automatically obtains membership of Trinetri Ladies Club on arrival.

(b) A subscription of Rs 150/- will be recovered monthly through Administrative Bill (it includes cost of memento, refreshments etc).

(c) The onus of intimating Colonel A & Accounts Section regarding the departure of wife rests with International Student Officers. Recovery of subscription will not be stopped unless International Student Officers intimate Colonel A/Account Section in writing through Wing Directing Staff Coord or mail on Local Area Network with cc to Directing Staff Coord.

(d) International Student Officer's wife will be presented a memento at the end of the Course if she has been a member of the Club.

Facilities

9. **Unit Run Canteen.**

(a) ISOs are entitled to liquor & grocery at par with Indian military officers of equivalent rank.

(b) A pink 'liquor card' will be given to ISOs on arrival for issue & accounting of liquor from the Unit Run Canteen.

10. **Officers' Mess.** ISOs are entitled to all facilities at par with Indian mil officers of equivalent rank.

11. **Wellington Gymkhana Club (WGC).** ISOs shall obtain temporary membership of WGC as per Club norms for the duration of the Course in DSSC.

12. **Gym.** ISOs are welcome to utilize Eklavya, Urvashi or Gorkha Hill Gym as per laid down timings.

13. **Arjun Mess.** The facility may be booked through Mess Secretary for hosting private events as per Standing Operating Procedure on payment of laid down charges.

14. **Wellington Fusion Creative Centre.** The spouses of ISOs are welcome to take the classes offered. Any spouse interested to conduct classes may apply to the Q Branch through Wing Directing Staff Coord on noting.

Safe Custody of Documents

15. ISOs are required to ensure safe custody of Passport, Registration Certificate/Residential Permit issued by the Foreigners Regional Registration Office & other documents, including associated electronic data like confirmatory SMS, emails etc till final departure from India. International Student Officers are also required to provide one copy of the physical documents to A Branch.

Identity Cards

16. All ISOs, on arrival, will be issued with a College identity card. They will be responsible for its proper accounting and safety. These College identity cards will be returned by the officers at the time of conclusion and dispersal of the course.

Photographs

17. Officers are required to deposit copies of passport size photographs (4 cms x 3.3 cms) as under :-

- (a) Self, in uniform without headgear – 13 copies.
- (b) Self in civil dress – 05 copies.
- (c) Wife and children who hold separate passports – 08 copies each.

Leave

18. **Casual Leave.** The Commandant is empowered to grant casual leave up to a total of 10 days during the instruction period of the course, for special reasons. This leave will be in addition to the authorized tutorial/term breaks. Casual Leave will be granted only on extreme compassionate grounds and needs to be accompanied with a personal application justifying the requirement.

19. **Leave Abroad During Term Breaks.** During term breaks, permission to proceed outside India will not be granted except where the trainee has obtained written permission of his Embassy/ Mission/ Government directly and certifies that arrangements and expenditure are to be met by the Embassy/ Mission/ Government/ Trainee. Where the Government of India is to meet the cost of living allowance, holiday travel, internal travel costs, incidental expenses, medical facilities and free messing, the trainee will not be authorized to such allowance and facilities during the period of his leave sanctioned to be spent outside India.

Motor Car & Driving

20. Cars are available locally for purchase, or hire at approximately Rs 4,500/- (Rupees four thousand five hundred only) per month without any driver or attendant. A mere costless option of hiring cars with drivers is also available (rates vary as per model of car). Scooters/ Motor Cycles are also available on hire. Local dealers will be contacting student officers for the

purpose. Officers are advised to consult the sponsor DS before going ahead with hire/purchase of such vehicles. However, officers and spouses must possess valid international driving license in case they wish to drive in India.

Use of Corps Diplomat (CD) Number Plates

21. Officers are not authorized to possess and use vehicles bearing Corps Diplomat number plates. Driving of vehicles with Corps Diplomat number plates by unauthorized persons is violation of traffic regulations and laws of the land.

National Day Celebration

22. Celebration of National Day by International Student Officers is NOT compulsory. International Student Officers are free to choose whether or not to celebrate their National Day. In case they do celebrate their National Day, it shall be treated as a private affair under own arrangements. Considering the fact that the Commandant will be extremely hard pressed for time, he need not be invited for these celebrations. College policy regarding celebration of the same will be notified on commencement of Course.

Hosting of National Flags

23. International Student Officer detailed to attend Staff course are NOT authorized to fly their National Flags at their residence.

Hosting of Foreign Nationals

24. International Student Officers , desirous of hosting any international guests/ family members at their residence during the course are required to submit an application {(forms available with respective Directing Staff (Coord)), two months in advance for obtaining necessary permission from Military Intelligence Directorate, Integrated Headquarters of Ministry of Defence (Army), New Delhi.

Fire Arms

25. Refer Paras 35 of Section 10 to Joining Instructions. In case any officer is in possession of any kind of fire arm or ammunition he is advised to inform the Colonel Adjutant immediately who will arrange for its safe custody.

Accidents & Incidents

26. In case of an accident within Wellington Cantonment area, the matter will be reported immediately to the Colonel Adjutant. Accidents outside the Cantonment area will be reported immediately to the nearest Police Station and also the Colonel Adjutant irrespective of the time.

27. It is in the interest of the ISO & their dependents to report any incident to Colonel Adjutant or the sponsor Directing Staff at the earliest to enable necessary support to be rendered by the College.

Screening of ISOs for AIDS

28. All International Student Officers coming to service institutions in India should bring with them a certificate issued within one month prior to their departure to India from a World Health Organisation recognized institute that the student is free of AIDS. In the absence of such a certificate, the particular trainee will be required to undergo test for AIDS in India and he may be deported back to his country, if found positive.

Schooling Facilities

29. For admission in any school, a birth certificate and last School leaving certificate would be required. Besides the schools mentioned in Section 4 of Defence Services Staff College Joining Instructions, the following schools, which generally cater to international Curriculum, are available :-

- (a) Hebron School, Ootacamund.
- (b) Good Shepherd International, Ootacamund.

Miscellaneous Aspects

30. **Do's and Don'ts in Nilgiris.** Details of Do's and Don'ts at Nilgiris are given at Appendix 'E'.

31. **Important Cell phone Numbers of DSSC Wellington.** Attached as Appendix 'F'.

Appendix 'B'**{Ref Para 5 (a)}****ONLINE REGISTRATION OF FOREIGN NATIONALS**

1. Registration procedure for Foreign Nationals has been changed **with effect from 01 Oct 18**. All International Student Officers & their dependents / Guests/ Speakers are required to registered themselves under the under the “Registration of Foreigner Rules, 1939” except Afghan & Bangladeshi Nationals who are required to register within seven days of arrival in India, failing which the penalty charge for delayed registration will be levied by Government of India as per existing policy. International Student Officers are advised to keep Online User ID and Password safely with them till the end of the course as the same is required for any contact with Foreigners Regional Registration Office later (i.e. like visa extension & Registration of families etc).

2. The variation between the two procedure is as under:-

S No	Aspect	Previous	New procedure	Remarks
(a)	Email ID	Not required	Required	<ul style="list-style-type: none"> • Individual Email ID required for creation of a User ID for correspondence directly with the Foreigners Regional Registration Office. • Immediate family members may share a single email ID.
(b)	Indian Mobile No	Not required	Required	<ul style="list-style-type: none"> • Each visitor needs a separate Indian Mobile No to create his User ID. • Immediate family members may share a single mobile No. • It is required to receive One Time Password (OTP) and further SMS alerts for creation of user id and online application.
(c)	Creation of user Id	None	Required	<ul style="list-style-type: none"> • Each visitor is required to create User ID on the ‘efro’ website (https://indianfro.gov.in/eservices/home.jsp) by giving Email ID, Indian Mob No, Surname, Given Name, D of Birth, Gender, Nationality, Passport Number. • Processing of online application is possible only from the User ID.
(d)	Registration of family members	Personal visit to Foreigners Registration Office	Via same User ID of the visitor.	<ul style="list-style-type: none"> • Email & mobile No remain common.
(e)	Form C & Form S (for student visa only)	No Change	<ul style="list-style-type: none"> • Prepared by DSSC. • To be submitted by the visitor along with application in pdf format. 	<ul style="list-style-type: none"> • Procedure elaborated in Appendix C below.

(f)		Address Proof	No Change	<ul style="list-style-type: none"> • Prepared by DSSC. • To be submitted by the Individual officer along with application in pdf format 	
(g)		Photo	No Change	<ul style="list-style-type: none"> • 3.5x3.5cm in white background to be uploaded along with application in jpg format. 	
(h)		Visa & Passport	No Change	<ul style="list-style-type: none"> • Required to be upload in pdf format along with the application 	
(j)		Feedback regarding Status of application	None	Available	<ul style="list-style-type: none"> • At every stage of processing the status of application would be shared via Email/SMS alerts.
(k)		Visit Foreigners Registration Office Ooty	Mandatory	Not Mandatory	<ul style="list-style-type: none"> • Visit only if specially called upon by the Foreigners Regional Registration Office/Foreigners Registration Office. • Will be facilitated by A Branch when reqd.
(l)		Collection of Registration certificate	In person from Foreigners Registration Office	Email & Post	<ul style="list-style-type: none"> • Registered postal & email address.
(m)		Late Fee	Payment through State Bank of India	Through online banking gateway	<ul style="list-style-type: none"> • Rate will be intimated through Email.
(n)		Time frame	Register within 14 days of arrival	No Change	<ul style="list-style-type: none"> • Afghan and Bangladeshi Nationals required to be registered within 7 days of arrival in India.

Appendix 'C'**{Ref Para 5 (b)}****REGISTRATION FAMILY MEMBERS / GUESTS AND FILLING OF ARRIVAL REPORT (FORM C)**

1. The following procedure will be followed strictly by permanent staff & International Student Officers, their foreign dependents/ guests & also international guest speakers/ casual visitors who **intend to reside** within DSSC either in allotted government accommodation of the host or College guest rooms:-

- (a) Obtain sanction of respective training Wing (except Self) (i.e. Army/Naval/Air Wing) & intimate A Branch to host international guests including family members & guest speakers (irrespective of visa rules).
- (b) Filling of Arrival Report (Form 'C') within four hours of arrival of family members/guest with A Branch. Documents required for filling of Form 'C' are Photocopy of Passport & Visa, one passport size photograph in white background and filled Form 'C' which is available with the concerned Wing. A sample Form 'C' & Arrival Slip are already forwarded to All wings & also available on WAN under College Info – Administrative Wing – Important Policy letters.
- (c) Inform Wing for forwarding Arrival & Departure Report of family members/guest on arrival / departure.
- (d) All Wings to ensure the same is filled & deposited within four hours of arrival of Foreign Nationals / Families and required to submit to A Branch along with passport size photograph in white background, Copies of Passport and Visa.
- (e) Intimation of departure date and time of International Student Officers/family/guests.
- (f) Registration of families/guests within 14 days of Arrival of Guest in India (except Afghanistan and Bangladesh National who are required to register within seven days). Failing to do so will attract a financial penalty as per prevailing rules required to be paid by International Student Officers.
- (g) The above procedures are required to be followed as and when guest arrive in and depart from DSSC, Wellington.
- (h) The above procedure is mandatory even on holidays & beyond office hours.
- (j) On holiday or beyond office hours, the duty clerk to be informed & hand over the arrival slip & filled Form C along with supporting documents. The duty clerk in turn will initiate the registration process through the designated clerk of A Branch.
- (k) It is the responsibility of Wing Directing Staff Coords to ensure initiation of Arrival Report (Form 'C') while reporting to DSSC & Departure Report (Form C) while leaving DSSC in r/o all foreigners to A branch. They may further delegate this to concerned Sponsor/ Lead DS as per Wing policy.
- (l) All files regarding permissions for foreign visitors to be routed through A Branch after necessary permissions have been granted by competent authority for information & monitoring.

DETAILS OF DOs AND DON'TS TO BE OBSERVED**DOs**

1. Wear warm clothes covering ears and feet, especially of children.
2. Do take adequate precautions in case of frequent changes of ambient temperature when you proceed in/out of Nilgiris.
3. Consume citrus fruits or vitamin C tablet – one per day which will increase your body resistance.
4. Gargle with warm saline water two to three times a day on observing the first signs of throat infection.
5. Boil and filter water before consumption.
6. Fruits and vegetables should be washed properly before consumption.
7. Milk and meat products should be preserved in refrigerator.
8. Plenty of oral fluids including water should be taken.
9. Apply any good sunscreen lotion on exposed parts of your body.
10. Eucalyptus oil may be applied for flea bites/rashes as first aid at home.
11. Spraying of insecticides should be carried out in the house regularly.
12. Always use crash helmets while driving two wheelers.
13. Do physical exercises and play games regularly.
14. Do respect local customs, traditions of the environment.
15. Ladies & Gents should ensure the legs are fully covered while visiting temples. Ladies should not wear sleeveless tops.

DON'Ts

1. Avoid consuming cooked food from small hotels as far as possible.
2. Do not consume cut fruits/uncovered food items sold in the market.
3. Don't use tinned products as far as possible.
4. Don't purchase meat especially pork from shops which are unhygienic.
5. Don't drive rashly on hills to prevent accidents. Ensure you have a valid driving licence.

6. Don't use plastic and polythene items, including wax coated paper cups/ plates.
7. Don't use Styrofoam/Thermocol plates and cups loose thermocol/cutouts.
8. Don't use silver foil covers.
9. Don't use laminated brown sheets.
10. **Bison Menace**. Bisons are endemic to Nilgiris. Bisons have right of way.
 - (a) Don't start taking pictures with mobile phone, especially with flash.
 - (b) If in a vehicle do not blow horn or flash headlights.
 - (c) Do not move the vehicle towards the bison.
 - (d) Try and move away from the path of the bison.
 - (e) Call for Quick Reaction Team through Colonel A, if bison is in your garden/backyard.

IMPORTANT COMMUNICATION DETAILS

Serial No	Entity / Item	Telephone/ Mobile No	Email
1.	ISD-STD Code of Nilgiris District (Including Wellington)	+91-0423	-
2.	DSSC Tele Exchange	+91-0423-2233620	-
3.	Naval Wing	0423-2232955	-
4.	Air Wing	0423-2232395	-
5.	Brigadier Incharge Administrative (Brig-IC-Adm)	+91-7598784825	-
6.	Colonel General Staff (Col GS)	+91-0423-2232320	colgs-dssc@nic.in
7.	Colonel Adjutant (Col A)	+91-7598784824	cola-dssc@nic.in
8.	Colonel Quartermaster (Col Q)	+91-7598784821	colq-dssc@inc.in
9.	DSSC Website	-	http://www.dssc.gov.in
10.	SBI Defence Services Staff College	+91-0423-2202226	
11.	Syndicate Bank Defence Services Staff College	+91-0423-2231734	
12.	Garrison Engineer	+91-9759843450	
13.	Assistant Garrison Engineer B/R I (Gorkha Hill Area)	+91-9886761792	
14.	Assistant Garrison Engineer B/R II (Wellington Hall Area)	+91-9435611376	
15.	Assistant Garrison Engineer B/R III (College Area)	+91-9848292050	
16.	Assistant Garrison Engineer E/M (For Electricity & Water)	+91-7908600171	
17.	JCO in charge ISOs married accommodation	+91-7905442109	
18.	NCO in charge OMR accommodation	+91-9486825206	