

INTERNATIONAL STUDENT OFFICER (ISO)
ADMINISTRATIVE HAND OUT FOR 77th STAFF COURSE

Introduction

1. At the outset we welcome you to Staff Course 77 at Defence Service Staff College, 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. A DVD containing the detailed Joining Instructions & Pre-Course Study Material will be forwarded to all ISOs nominated for the course through their respective DAs in India.

Wellington : Location and Climate

2. Wellington is located in the Nilgiris district of the state of Tamil Nadu, approximately 80 kilometers from Coimbatore and 18 kilometers from the famous hill resort of Udhagamandalam (also called Ooty or Ootacamund). It is connected by road to Coimbatore via Mettupalayam and from Bangalore, via Mysore – Bandipur – Ooty. The Nearest Railway Station (NRS) is Coimbatore. A broad gauge line connects Coimbatore with Mettupalayam and narrow gauge line of the Nilgiris Mountain Railways connects Mettupalayam to Wellington.

3. Wellington lies at an altitude of 1840 meters above Mean Sea Level and is blessed with mild and salubrious climate throughout the year. The temperature varies from 3 degrees Celsius (37.4 degrees Fahrenheit) in winters, to 30 degrees Celsius (86 degrees Fahrenheit) in the summers. The Nilgiris receive rainfall from both, the South-West monsoon from June to mid-August and from the North-East monsoon from November to January. The annual rainfall is approximately 300 centimeters. The climate may not be congenial for those suffering from arthritis and asthma.

Communication Details

4. The correct postal and electronic addresses of the DSSC is as under:-

(a) **Civil Postal Address.**

Defence Services Staff College
Wellington (Nilgiris) – 643 231
Tamil Nadu (India)

(b) **Electronic Address.** The details of the website, e Mail ID's and contact number of important appointments is at (**Appendix A**).

MOVEMENT TO WELLINGTON

5. **General.** Wellington is connected only by road to Coimbatore or to Ooty along NH 181 Coimbatore is the air and rail head. Coimbatore railway station lies at a distance of 70 Kms and Coimbatore Airport at 80 Kms from Wellington (Approximately two and a half hours of travel time). Air Connectivity to Coimbatore exists from Delhi, Mumbai, Chennai, Kochi, and Bangalore. Coimbatore is an Air India Hub except for Bangalore leg.

6. **Reception of Officers and Families.** Student officers and their families must arrive as per the stipulated date of reporting. Officers are advised to reach Wellington before 1630 hours beyond which they should contact the Reception Centre at DSSC Officers' Mess((Civil Tele No 0423-223360) (2816)) or Duty Clerk (Tele 2515), where information regarding accommodation and connected administrative details will be made available. The reception cell will function between 0830 hours - 1700 hours daily from the first date to the last date of arrival of officers at DSSC. Reception Cell will close down at 1700 hours on the last date indicated for the arrival of the officers. Officers arriving thereafter will report to the Col A, DSSC to seek directions

Basic Aspects

7. **Documentation of Foreigners.** As per law, documentation of foreigners is mandatory.
- (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) Arrival/ departure report is mandatory for all foreign visitors granted accommodation by DSSC (including those from countries exempted registration & including guests) without any exception.
- (ii) Reporting will be done by DSSC based on the documents provided by the ISO.

Customs Clearance in Custom House for Unaccompanied Baggage

8. In case of issues in customs clearance of unaccompanied baggage please inform DSSC immediately.

Dress and Equipment

9. **Uniform.**
- (a) During working hours, tropical cotton drill or serge gabardine uniforms are worn depending on the season and the weather.
- (c) 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.

10. **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.

11. **Clothing for Family.**

(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.

12. **DSSC Ladies Club 'Trinetri'.**

(a) Spouses of ISOs automatically obtain membership of 'Trinetri Ladies Club'.

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

(d) The lady will be presented a memento at the end of the Course if she has been a member of the Club.

Facilities

13. **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.

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

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

16. **Gyms.** ISOs are welcome to utilize the available gyms.

17. **Arjun Officer's Mess.** The facility may be booked through Mess Secretary for hosting private events on payment of laid down charges.

18. **Wellington Fusion Creative Centre (WFCC).** WFCC officers' classes in a variety of creative fields in addition to music and dance for spouses and children.

Safe Custody of Documents

19. 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. ISOs are also required to provide one copy of the physical documents to A Branch.

Identity Cards

20. 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 ISOs at the time of conclusion and dispersal of the course.

Photographs

21. 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

22. **Casual Leave**. The Commandant is empowered to grant casual leave up to a total of 10 days during the instructional period of the course, for special reasons. This leave will be in addition to the authorised 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.

23. **Leave Abroad During Term Breaks**. During term breaks, permission to proceed outside India will be granted only once 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. In case, 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 authorised to such allowance and facilities during the period of his leave sanctioned to be spent outside India.

Motor Car & Driving

24. 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. 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 contact 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

25. Officers are not authorised to possess and use vehicles bearing Corps Diplomat number plates. Driving of vehicles with Corps Diplomat number plates by unauthorised persons is in violation of traffic regulations and laws of the land.

National Day Celebration

26. Celebration of National Day by ISOs is NOT compulsory. ISOs 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

27. ISOs detailed to attend the course are NOT authorised to fly their 'National Flag' at their residence.

Hosting of Foreign Nationals

28. ISOs, desirous of hosting international guests/ family members at their residence during the course are required to submit an application two months in advance for obtaining necessary permission from Military Intelligence Directorate, Integrated Headquarters of Ministry of Defence (Army), New Delhi.

Fire Arms

29. In case any officer is in possession of any kind of fire arm or ammunition he is advised to inform the college for arranging its safe custody.

Accidents & Incidents

30. 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.

31. 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

32. All ISOs coming to DSSC should bring with them a certificate issued one month prior to their departure to India from a World Health Organisation recognised institute, that the ISO 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.

33. **Schooling Facilities.** There are several schools for children at Coonoor and Wellington. The academic year of most schools commences in June, for details, see **Appendix D.** Officers are advised to correspond directly with the schools for reservation of seats for their wards.

Miscellaneous Aspects

34. **Important Telephone Numbers in DSSC Wellington.** Details given at (**Appendix A**)

35. In addition the following schools which follow the Indian pattern of education (CBSE/ICSE) are also available :-

- (a) Army Public School (incl kindergarten)
- (b) Holy Innocent.
- (c) Kendra Vidyalaya.

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

37. **Hobby Classes.** DSSC organises various hobby classes for ladies under the umbrella of the Wellington Fusion Creative Centre. Some hobby classes which are usually conducted are as under:-

- (a) Bharatanatyam.
- (b) Zumba.
- (c) Cooking (Continental / Italian / Chinese / Mughlai / Mutli-Cuisine / Barbeque / Salads / Desserts / Mocktail / Cocktail / Starters).
- (d) Baking (Cakes / Chocolate / Ice Cream / Candy / Jams / Jellies / Pudding).
- (e) Painting (Stain Glass / Oil / Water / Embossing / Warli / Murals African / Poster / Lamasa / Ceramic / Acrylic / Sketch / Porcelain / Canvas / Fabric / Epoxy / Cone / Thread / Sand / Origami / Sospeso / Bonsai).
- (f) Paper Flower Making / Paper Quilling / Candle Making / Stocking / Jewellery / Crochet / Cushion & Soft Toys / Paper Mache / Jelly & Wax items).
- (g) Children Art & Creative Class.
- (h) Music (Guitar / Key Board / Piano).
- (j) Handwriting & Calligraphy.
- (k) French Language Class.
- (l) Yoga.
- (m) Napkin Decoupage / Card Making.

13. There are talented ladies among the student officers' / permanent Staffs' wives who can impart training to others on various hobby activities. Participants are required to pay to attend such classes & thus, the conducting instructors are monetarily benefited. Ladies who are desirous of conducting hobby classes may apply to Q Branch, Defence Services Staff College along with the certificates and rate/price/fees list for conduct of the classes. On reporting to the College, the lady is required to contact OIC Wellington Fusion Creative Centre, Q Branch to coordinate the organization of the classes.

39. All International student officers will be provided with single/married accommodation as requested. Electricity for domestic use is of 220/ 230 Volts AC, 50 Cycles. Use of voltage stabilizers is advisable. Each house has two geysers & a separate kitchen unit. Cooking is done on Liquefied Petroleum Gas (LPG) which is purchased in 14.5 kilograms cylinders at commercial rates and is revised by the government from time to time.

40. Sufficient three pin electric sockets are fitted in the quarters for cooking appliances, table lamps, radios & other electrical appliances that officers may wish to bring. The wiring & electrical installations are designed to take the load of normal domestic consumption through a 5 Ampere energy meter for lights & 15 Ampere energy meter for power. Appliances with heavier current ratings are likely to be fire hazards. The average electric load category of each residence is 5.5 Kilo Volt Ampere.

42. **Furniture.** DSSC provides the following major items of Government furniture in married accommodation:-

- (a) **Cots.** Hard (Four)
- (b) **Dining Table.** One.
- (c) **Dining Chairs.** Six.
- (d) **Sofa Set (5 piece).**One.
- (e) **Writing Table.** One.
- (f) **Small Steel Cupboards.** Two.
- (g) **Chair (various types).**Six.
- (h) **Computer Table.** One.

43. In addition to the above, the College provides furnishing/ utility items (**Appendix F**) for which monthly maintenance charge of Rs 500/- for Single Offrs and Rs 1000/- for married officers would be charged.

44. **Rations.** Supplies can be procured from the local shops within Wellington or in other markets. The College will make arrangements for home delivery of milk, eggs, poultry & bread on payment by entering into contract with suitable vendors which the officers may patronise as per their preference.

45. **Air Service.** A daily air service connects Coimbatore Airport (85 kilometers from Wellington) with New Delhi, Bangalore, Mumbai & Chennai. These centres are in turn connected with other international airports by air services. Officers who travel by air are advised to obtain a time table of the connecting flights from travel agents or from the regional offices of the various airlines. This will help them to plan overnight halts where necessary.

46. All international officers are advised to obtain a letter from the Military Attache, Indian Embassy/ High Commission certifying that the officer is a guest of the Government of India & is entitled to pay all hotel bills & air fare in Rupees.

47. Coimbatore is connected by rail & road to Wellington. The College will send civil hired transport along with liaison officers to the airport to organise the pickup & transportation of the international officers and their families on arrival, provided they intimate their details to the college in time to coordinate the same. Taxis may also be arranged on payment basis (at approximately INR 2,500/-) for the trip.

48. Night driving through the mountain road from Mettupalayam to Wellington is avoidable. International officers must preferably plan to arrive by daytime to make the two & half hour mountain drive from Coimbatore to Wellington by daylight hours. However, if the arrival of the officers by night is unavoidable, DSSC will make arrangement for the stay of the officer & his family at hotels in Coimbatore for the night. Officer and his family will be picked up from the Airport & dropped at the hotel/guestroom & will be brought to Wellington the next morning. The officer will bear the cost of the hotel/guestroom accommodation. Concessional tariffs will be arranged as far as feasible. In the past, officers have represented for refund for hotel stay, which is not feasible. **If any officer wishes to avoid payment on account of hotel stay, he/she needs to plan his move to reach Coimbatore by day.**

49. **Railway.** All Mail/ Express trains emanating from major Indian air or seaports have air conditioned coaches. These coaches have sleeping berths. Air conditioned coaches have four/ six berth sleeper compartments. They are provided with toilet & wash basin facilities, but personal toiletries are required to be carried by passengers. Passengers travelling in an air conditioned coach are provided with light bedding. Meals may be ordered from the pantry car which will be served in the compartment or may be had from the refreshment room at intermediate stations. On commencement of the journey, officers are advised to contact the conductor or guard of the train for their requirements of meals & refreshment en route. This will ensure provision of the type of meal required as also timely service. Drinking water will be available in the pantry car or refreshment room, or from drinking water stalls at railway stations. The carriage of thermo flasks & two or three bottles filled with drinking water in the compartment is recommended.

52. **Travel Agents.** Recognised travel agents are available in every port of disembarkation in India. If they are contacted early & given the itinerary of the move, they can arrange to meet passengers on disembarkation in India & make rail or air reservation for travel within India. Most agents also undertake customs clearance & insurance of baggage. Officers may visit their websites & contact them if they so desire. Addresses of some agents are given below:-

- (a) M/s Balmer Lawrie & Co Tours & Travels, 21, Netaji Subash Road, Kolkata-700001, Phone: +91 33 2222 5218.
- (b) M/s Allied Lemuir, C-454, Sector-10, NOIDA-20301, India e-mail delhi@alliedlemuir.com, website: www.alliedlemuir.com.
- (c) M/s Parry & Co, Chennai.
- (d) M/s Harrison & Cross-field Ltd, Kochi.
- (e) M/s London & Lancashire Insurance Company at Mumbai, Chennai Delhi & Kolkata.
- (f) M/s Pricol Travels Ltd, Coonoor, Nilgiris, Tamil Nadu.

Appendix A

(Refers to Para 4(b) & 34 of ISO Hand Out)

IMPORTANT COMMUNICATION DETAILS

Ser	Entity / Item	Telephone/ Mobile No	Email ID
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@nic.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	+91-8826727799	
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)	+91-9870023809	
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	+91-6381505517	

Appendix B

(Refers to Para 7 (a) of ISO Hand Out)

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 register 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. ISOs 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. Salient aspects of the procedure are as follows:-

Ser	Aspect	Procedure	Remarks
(a)	Email ID	Required	(i) Individual Email ID required for creation of a User ID for correspondence directly with the Foreigners Regional Registration Office. (ii) Immediate family members may share a single email ID.
(b)	Indian Mobile No	Required	(i) Each visitor needs a separate Indian Mobile No to create his User ID. (ii) Immediate family members may share a single mobile number. (iii) 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	Required	(i) Each visitor is required to create User ID on the 'efro' website (https://indianfrrr.gov.in/eservices/home.jsp) by giving Email ID, Indian Mob No, Surname, Given Name, D of Birth, Gender, Nationality, Passport Number. (ii) Processing of online application is possible only from the User ID.
(d)	Registration of family members	Via same User ID of the visitor.	Email & mobile No remain common.
(e)	Form-C & Form-S (for student visa only)	(i) Prepared by DSSC. (ii) To be submitted by the visitor along with application in pdf format.	Procedure elaborated at Appendix B.

Ser	Aspect	Procedure	Remarks
(f)	Address Proof	Required	(i) Prepared by DSSC. (ii) To be submitted by the ISO along with application in pdf format
(g)	Photo	Required	3.5x3.5cm in white background to be uploaded along with application in jpg format.
(h)	Visa & Passport	Required	Required to be upload in pdf format along with the application
(j)	Feedback regarding Status of application	Available	At every stage of processing the status of application would be shared via Email/SMS alerts.
(k)	Visit Foreigners Registration Office Ooty	Not Mandatory	(i) Visit only if specially called upon by the Foreigners Regional Registration Office/ Foreigners Registration Office. (ii) Will be facilitated by DSSC when reqd.
(l)	Collection of Registration certificate	In person from Foreigners Registration office (Email & Post)	Registered postal & email address.
(m)	Late Fee	Payment through State Bank of India Through online banking	Rate will be intimated through Email.
(n)	Time frame	Register within 14 days of arrival	Afghan and Bangladeshi Nationals required to be registered within 7 days of arrival in India.

Appendix C

(Refers to Para 7 (b) of ISO Hand Out)

REGISTRATION: FAMILY MEMBERS / GUESTS AND FILLING OF ARRIVAL REPORT (FORM C)

1. The following procedure will be followed strictly by the ISO, their dependents/ guests 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 (i.e. Army/Naval/Air Wing), to host international guests including family members (irrespective of visa rules). The same will be informed to the College 'A' Branch.
- (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.
- (c) Inform Wing for forwarding Arrival & Departure Report of family members/guest on arrival / departure. Respective Wings will ensure that the same is filled & deposited within four hours of arrival of Foreign Nationals / Families along with passport size photograph in white background and Copies of Passport and Visa.
- (d) Intimation of departure date and time of ISO/ family/ guests.
- (e) 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 ISO.
- (f) The procedure is mandatory even on holidays & beyond office hours.
- (g) On holidays or beyond office hours, the duty clerk be informed & the arrival slip & filled Form C be handed over along with supporting documents. The duty clerk in turn will initiate the registration process through the designated clerk of A Branch.
- (h) Wing will ensure initiation of Arrival Report (Form 'C') & Departure Report (Form C) in r/o all foreigners to A Branch.

Appendix D

(Refers to Para 33 of ISO Hand Out)

LIST OF SCHOOLS

1. Details of schools located at Coonoor and Wellington are as given below:-

- (a) **Army Public School, Wellington (apswellington-nilgiris.edu.in)**. The school is Central Board of Secondary Education (CBSE) affiliated and co-educational. Session for classes upto IV commence in Jun and end in Apr while the session for classes from V to XII commence in April and end in April. The Nursery Wing of the School is located in Gorkha Hill and the main school (Class I to XII) is located in Wellington Hall, Both the location are close to the student officers' accommodation. The school is equipped with multimedia methods of teaching for classes I to XII. The schedule of APS is aligned with that of DSSC in terms of holidays and other activities. All officers desirous of admitting their children into Army School, can do so online or may forward the details of their children to apsdssc@gmail.com. All online material will be provided for children to carry out preliminary preparation. Classes IX to XII have commenced. Balance classes will commence in the school as per instruction of the Govt. Online classes are in prog for all classes (LKG to VIII). Contact Numbers - 0423-2234538 & 2238909.
- (b) **Saint Joseph's Girls' High School, Coonoor**. For girls, upto Class XII, June-May (Tamil Nadu State Board), Distance 4.8 kilometers. Contact No - 0423-2230287.
- (c) **Saint Joseph's Boys' Higher Secondary School, Coonoor**. Co-educational, upto Class XII Jun-May (Indian Certificate of Secondary Education and Tamil Nadu State Board), Distance 2 kilometers. Contact Numbers - 0423-2234049 & 2239550.
- (d) **Stanes Higher Secondary School, Coonoor**. Co-educational, Upto Class XII, June-March, (Tamil Nadu State Board), Distance 4 kilometers. Contact Number - 0423-2230481.
- (e) **Brindavan Public School, Wellington**. Co-educational, upto Class XII, June-May, (Indian Certificate of Secondary Education (ICSE) upto Class X, Tamil Nadu State Board, Class XI and XII), Distance 4.5 kilometers.
- (f) **Holy Innocents High School, Wellington**. Co-educational, upto Class X, June-May, Indian Certificate of Secondary Education (ICSE), Distance 1.0 kilometers. Contact Number - 0423-2230858.
- (g) **Holy Angels School, Wellington**. Co-educational, upto Class X (Tamil Nadu State Board), June-May, Distance 2 kilometers.
- (h) **Kendriya Vidyalaya, Aruvankadu**. Co-educational, upto Class XII, April - March, Central Board of Secondary Education (CBSE), Distance 5.5 kilometers (only Science Stream).
- (j) **Kendriya Vidyalaya, Wellington**. Co-educational, upto Class XII, April-March, Central Board of Secondary Education (CBSE), Distance 0.5 kilometers (only science stream). Contact Number - 0423-2234797.

(k) **Mountain Home High School, Coonoor.** Co-educational, upto Class XII, June-May, Indian Certificate of Secondary Education (ICSE), Distance 5.5 kilometers.

(l) **Kotagiri Public School, Kotagiri.** Co-educational upto Class XII, May-April, Central Board of Secondary Education (CBSE), Distance 16 Kilometers Contact number- 04266-271755.

(m) **Good Shepherd Public School, Ooty.** Contact Numbers 0423-2550371 & 2551100. Distance 23 Kilometers(International boarding school).

(n) **Lawrence School, Lovedale, Ooty.** Contact Numbers 0423-2441696 & 2442552. Distance 20 Kilometers(Central Board of Secondary Education).

(o) **Hebron International School.** Hebron follows the English National Curriculum exclusively (which leads eventually to IGCSE and A level) and is predominantly a boarding school. Details are available on their website **www.hebronooty.org**.

2. School buses are organised by DSSC for APS Wellington, Kendriya Vidyalaya, Wellington and Holy Innocents High School only. Officers will be charged a sum of Rs 100/- per child per year for school bus conductor and maintenance charges. Please apply in the database for using school bus and till the Indemnity Bond for the same. Documentation will be done during reception formalities on arrival in DSSC.

Appendix E

(Refers to Para 36 of ISO Hand Out)

DO's AND DON'Ts**DO's**

1. Wear warm clothes covering ears and feet, especially of children.
2. Take adequate precautions to cater for frequent changes of ambient temperature when one proceeds 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. Wash fruits and vegetables properly before consumption.
7. Preserve milk and meat products in refrigerator.
8. Consume plenty of oral fluids including water.
9. Apply any good sunscreen lotion on exposed parts of the body.
10. Apply Eucalyptus oil for flea bites/ rashes as first aid at home.
11. Spray insecticides in the house regularly.
12. Always use crash helmets while driving two wheelers.
13. Undertake physical exercises and play games regularly.
14. Respect local customs, traditions of the environment.
15. Observe local customs while visiting religious institutions.
16. Possess a valid driving license.

DON'Ts

1. Avoid consuming cooked food from small hotels.
2. Avoid consuming cut fruits/ uncovered food items sold in the market.
3. Avoid use of tinned products as far as possible.
4. Avoid purchase of meat especially pork from unhygienic shops.
5. Don't drive rashly on hills to prevent accidents.

6. In the interest of maintaining a 'Green environment' do not use the following:-
 - (a) Plastic and polythene items, including wax coated paper cups/ plates.
 - (b) Styrofoam/ Thermocol plates and cups loose thermocol/ cutouts.
 - (c) Silver foil covers.
 - (d) Laminated brown sheets.

10. **Bison**. Bisons are endemic to Nilgiris. Bisons have the 'Right of Way'.
 - (a) Do not take pictures especially with flash.
 - (b) If in a vehicle do not blow horn or flash headlights.
 - (d) Do not move the vehicle towards the bison.
 - (e) Try and move away from the path of the bison.
 - (f) Call for Quick Reaction Team through Colonel A, if you spot a Bison in your garden/ backyard.

Appendix F

(Refers to Para 43 of ISO Hand Out)

LIST OF FURNITURE ITEMS

Ser	Nomenclature	Qty
1.	Curtains (Door/ Window)	40
2.	Emergency Light	02
3.	Heat Convector	01
4.	Table Lamp Tube Type	02
5.	Wall Clock Digital	02
6.	Ash Tray Cut Glass	01
7.	Buckets Plastic	04
8.	Mug Plastic	04
9.	Mattress	04
10.	Foam Pillow	04
11.	Blankets	04
12.	Bedsread Double & Pillow Cover	02
13.	Towels Large	04
14.	Rugs/Carpet	04
15.	Bedside Lamps	02
16.	Hangers	24
17.	Waste Paper Basket	01
18.	Foot Mat	01
19.	Pillow Covers	04
20.	Borosil Glasses	12
21.	Bed Sheet Double	04
22.	Pressure Cooker 5 Litre	01
23.	Tea Set	01
24.	Micro Wave Oven	01
25.	Cutlery	01
26.	Gas Regulator & Pipe	01
27.	Electric Chimney with 04 Burner Gas Stove	01
28.	Gas Cylinder	02

29.	Water Dispenser	01
30.	Water Purifier	01
31.	Flat Screen Colour TV (LED)	01
32.	Washing Machine	01
33.	Refrigerator	01
34.	Mixer Grinder	01
35.	Toaster	01
36.	Tripod Dryer cum Room Heater	01
37.	Water Jug	01
38.	Oil Filled Radiator Room Heater	01
39.	Gas Lighter	01
40.	Wooden Wardrobe with Glass Shelves/ Shutters	01
41.	Instant Geyser	01