

JOINING INSTRUCTIONS FOR STUDENT OFFICERS

78TH STAFF COURSE

SECTION 1

GENERAL

Appendix A - Contact Information.

Introduction

1. These instructions are meant for guidance of all officers nominated to attend the Staff Course at Defence Services Staff College (DSSC), Wellington. Implicit compliance will help student officers prepare themselves for the course, as well as guide them in their day to day training, social and extra-curricular activities. All officers are advised to retain these instructions till the end of the course, read them carefully and abide by them in letter and spirit.

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 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.

History of DSSC

4. The Staff College dates back to 1905, when it was established at its interim location in Devlali near Mumbai. In 1907, it moved to its then permanent location at Quetta, now in Pakistan. Consequent to partition, in October 1947, the Indian portion of the Staff College moved to Wellington, where it has remained ever since. Brigadier (Later Lieutenant General) SD Verma is credited with the selection of the site, moving the college from Quetta and setting it up in its present location as its first Commandant. The history of the Staff College, since its inception has been documented by Colonel RD Palsokar, Military Cross (Retired) whose book was released in 1986. The book is available in the College library.

5. Staff College, Quetta was organised to train Army Officers only. This pattern was continued at Wellington with the First Interim Course of April 1948 with a strength of 50 student officers. The process of converting it into a Joint Services Institution began in 1949 when the Air Wing was added to the College. Subsequently, it was upgraded to a full-fledged Joint Services Institution in 1950 with the Naval Wing being added to the establishment. Today, it is one of the most prestigious and premier Defence Services Institutions in the country, educating officers of the Army, Navy, Air Force, the Central

Services, Para Military Forces and officers from Armed Forces of Friendly Foreign Countries. The student strength now stands at about 480 per course and is planned to be increased to 500 in a phased manner.

Communication Details

6. The correct postal addresses of the DSSC are as under:-

(a) **Army Postal Address.**

Defence Services Staff College
PIN-900458
C/o 56 APO

(b) **Civil Postal Address.**

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

7. It is important to specifically indicate the Pin Code Number **643231** and '**TAMIL NADU**' when writing to the College, as many letters both from INDIA and abroad, arrive after having first been delivered and re-directed from WELLINGTON, NEW ZEALAND.

Electronic Address

8. The details of the website, e Mail ID's and contact numbers of important appointments is at **Appendix A.**

9. **Automation of Registration Process.**

(a) All student officers will be sent an MS Access database for capturing data.

(b) The same is required to be returned duly filled to **cola-dssc@nic.in** by each student officer from his/ her email/ AWAN (preferably but NOT mandatorily nic/ gov mail).

For Personal Attention of International Student Officers

10. All student officers and their families are expected to get themselves registered under the "Registration of Foreigner Rules, 1939" within 14 days of arrival in India (except Afghanistan and Bangladesh Nationals who are expected to register within seven days). The procedure for registration has been revised this year. Please read page Number 96 to 100.

11. International students would need to submit their Indian passport size photographs (3.5 x 4.5 centimeters with white background only), including that of their family members, during registration. This process will also be applicable to family members of officers who join any time during the course, irrespective of their duration of stay.

Appendix A
(Refers to Section 1, Para 8
of DSSC Joining Instructions)

IMPORTANT COMMUNICATION DETAILS

<u>Ser</u>	<u>Entity/ Item</u>	<u>Telephone</u>	<u>Fax</u>	<u>Email</u>	<u>Army No</u>
1.	ISD-STD Code of Nilgiris District (Including Wellington)	+91-423	-	-	-
2.	DSSC Tele Exchange	+91-423 2233620	0423-2232320	-	461000-199 (ASCON)
3.	Naval Wing	0423-2232955	0423 -2232955	-	2543
4.	Air Wing	0423-2232395	0423-2232395	-	2553
5.	Colonel GS (Coordination)	0423-2232320	0423-2232320	colgs-dssc@nic.in	2502
6.	Colonel Adjutant	0423-2201193	0423-2201193	cola-dssc@nic.in	2510
7.	Colonel Quartermaster	0423-2201975	0423-2201975	coldssc.coon-mod-@gov.in colqdssc@gmail.-com	2511 2441
8.	DSSC Website	-	-	http://www.dssc.gov.in	-

SECTION 2

MOVEMENT TO WELLINGTON

Appendix B - Officers' Mess format for demand of Meals

General

1. 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.

2. Arrival and Reception.

(a) **Reception Arrangements.** A Reception Cell will be established near the Trishakti parking at DSSC to provide all assistance to officers on arrival. RMO of DSSC will carry out medical inspection of all officers and families at the reception cell. Necessary items such as gas cylinder and packed rations & other hygiene/ cleaning materials will be provided to officers at the Reception Cell. Besides, the following Counters will be operational:-

- (i) Movement Order Counter (Administrative Branch).
- (ii) Last Ration Certificate Deposition Counter (Quartermaster Section).
- (iii) Allotment of Quarters Counter ('Q' Branch).
- (iv) Gas & Ration Counter (Quartermaster Section).
- (v) Officers' Mess Counter.
- (vi) Internet Service Counter (Civil Vendors).
- (vii) Wing Counters (Army, Naval & Air Wg).
- (viii) Information Technology Resource Centre (ITRC) Counter for handing over Secured Terminals.

(b) **International Students.** Please refer to Section 10 for additional details.

3. Foreign governments/ mission should inform the Ministry of External Affairs, New Delhi and this College of the expected time of arrival and mode of travel to enable appropriate reception arrangements in time.

Reception of Officers and Families

4. 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.

Messing Facilities for Families on Arrival at Wellington.

5. The Officers' Mess, DSSC will cater for messing of officers and their families immediately on arrival. Officers desirous of availing the same should submit the requirement on arrival. The form should be filled & kept ready to be handed over to the Officers' Mess representative at the Reception Cell. A standard 'Vegetarian' packed meal will be catered for all officers on the day of arrival. Meals as per preference will be provided thereafter. The form for demand of meals with food preference is attached at **Appendix B**.

Appendix B(Refers to Section 2, Para 5
of DSSC Joining Instructions)**FORMAT OF DEMAND FOR MEALS : OFFICERS' MESS**

Ser	Rank & Name	Accommodation Details	Mobile Number	___ May 2022						___ May 2022					
				Breakfast		Lunch		Dinner		Breakfast		Lunch		Dinner	
				Veg	Non-Veg	Veg	Non-Veg	Veg	Non-Veg	Veg	Non-Veg	Veg	Non-Veg	Veg	Non-Veg

MEAL CHARGES

Ser	Meals	Officers Mess		Outsourced Caterer		Remarks
		Charges	Packing Charges	Charges	Packing Charges	
1.	Breakfast	100/-	20/-	90/-	20/-	
2.	Lunch	Veg – 175/- N/V – 175/-	30/-	Veg – 170/- N/V – 190/-	30/-	
3.	Dinner	Veg – 175/- N/V – 175/-	30/-	Veg – 170/- N/V – 190/-	30/-	

SECTION 3

AIM AND SYNOPSIS OF TRAINING

- Appendices.** C - Certificate for non retainment of Classified Documents with Student Officers.
- D - List of Books for reading by International Student Officers attending Staff Course.
- E - List of Printers compatible with Secured Terminals.
- F - Syllabus of University of Madras for (CCSS/PGD).

Organisation

1. The DSSC has three Training Wings viz, the Army, Naval and Air Wing and the Administrative Wing.

Aim of the College

2. Train and educate, selected officers of the three Services, in Command and Staff functions, in peace and war, in own Service and inter-Services environment in Command and Staff appointments tenable by Majors to Colonels in the Army and equivalent ranks in the Navy and the Air Force.

Synopsis of Instruction

3. The training at DSSC is focussed to provide a 'Joint' as well as single service milieu. The training duration is divided with 60% joint content and 40% single Service content. A synopsis of instructions to be carried out in the joint and wing syllabi is given out in the succeeding paragraphs.

4. Joint Aspects

- (a) Basic Army, Naval and Air instructions.
- (b) Counter Surface Force Campaign and Air Defence.
- (c) Certain aspects of operations of war exercises (Army/ Navy/ Air Force).
- (d) Airborne/ Air transported operations (Army/ Air).
- (e) Tri-Services and Bi-Services Wargames.
- (f) Staff Duties (Joint Aspects).
- (g) Selected campaign studies.
- (h) Specialised types of warfare.

- (j) Maritime air ops.
- (k) Study of selected foreign countries or areas.
- (l) Economic survey of India - a few selected and topical aspects.
- (m) Strategy of warfare.
- (n) Electronic warfare.
- (o) Defence management.
- (p) Aid to civil authorities.
- (q) Disaster Management.
- (r) Human Resources.
- (s) Cyber Security.
- (t) Amphibious operations and joint planning.
- (u) Works procedure.
- (v) Leadership.
- (w) Land/ Air warfare.
- (x) Dissertation for award of MSc degree from Madras University.
- (y) Guest lectures & Panel Discussions on selected wide-ranging topics.
- (z) Joint Seminars.
- (aa) Chemical, Biological, Radiological and Nuclear warfare.
- (ab) Exposure to civil administration.
- (ac) International relations.
- (ad) Humanitarian Assistance and Disaster Relief.
- (ae) Joint Forward Area Tour.
- (af) Industrial and demonstration tour (including a day at Sea, Combat Engineer Demonstration and Firepower Demonstrations).
- (ag) Joint Operations Planning Process.
- (ah) Staff Duties.

- (aj) Leadership, Organisational Behaviour & Strategic Management.
- (ak) Critical, Analytical and Innovative Thinking.

5. **Army Wing Instructions.**

- (a) Minor and major staff duties including staff procedures.
- (b) Study of Arms and Services.
- (c) Intelligence.
- (d) Administration in war and peace.
- (e) Operations of war.
- (f) Specialised types of warfare.
- (g) Nuclear warfare – army aspects.
- (h) Military law.
- (j) Information warfare.
- (k) Military Decision Making Process.
- (l) Intelligence Preparation of Battle Field.
- (m) Human Resource Management.
- (n) Operational Planning Tools incl MDMP.
- (o) Suveykshak software.

6. **Naval Wing Instructions.**

- (a) Staff duties and Staff functions.
- (b) Op Level staff functions involved in the planning and execution of maritime ops.
- (c) Studies in international strategic environment with special reference to maritime strategy, doctrine and principles of war.
- (d) Maritime warfare (maritime surface operations, Naval aviation, undersea warfare, mine warfare, electronic warfare, LND, trade warfare).
- (e) International Maritime Law and Operational Law.

- (f) General maritime studies (including studies of maritime history, foreign navies and naval technology).
- (g) Administrative and logistics (logistics, naval law, naval works procedures and personnel management), naval budget and financial management.
- (h) Naval acquisition process and DPP.
- (j) Classified studies on the Navy.
- (k) Military Ethics in the conduct of operations and service ethos.

7. **Air Wing Instructions.**

- (a) Minor and major staff duties including staff procedures and public speaking.
- (b) Role and Organisation of the Indian Air Force.
- (c) Air Power Studies.
- (d) Weapon Planning.
- (e) Study of Air Campaigns.
- (f) Strategic Campaign.
- (g) Counter Surface Force Campaign.
- (h) Counter Air Campaign with Air Defence.
- (j) Air Ops Planning Process.
- (k) Intelligence Surveillance and Reconnaissance including Image Intelligence.
- (l) Leadership and HRM.
- (m) Air and Joint Wargames.
- (n) Air Force Law.
- (o) Works services.
- (p) CBRN Warfare - Air aspects.
- (q) Electronic Warfare.
- (r) Creative Writing.
- (s) Maintenance and Administration.

8. **International Students Presentation (ISP).** All International students are required to give a presentation on their country for a duration of thirty minutes as part of the course curriculum. These presentations are staggered during the course commencing from September. Salient aspects to be covered are:-

- (a) History, Geography and Culture.
- (b) Economy and Industry.
- (c) System of governance including judiciary.
- (d) Tourism and places of interest.
- (e) Sports and leisure.
- (f) Armed Forces.
- (g) Any other aspects of interest.

9. The presentation should be in the form of an audio visual show. The International students would be guided for the presentation by their respective Sponsor Directing Staff and assisted by sponsor Indian Student Officers.

10. All International students are advised to bring along necessary material and information for the same from their respective countries.

11. **Admission to MSc Degree in Defence and Strategic Studies.**

(a) DSSC is affiliated to the **University of Madras** for award of **MSc Degree (Defence and Strategic Studies)** to all student officers who enroll and successfully qualify on the Staff Course. A handout on various aspects of the MSc Degree Course will be issued to all student officers of the Staff Course. They should bring the following details so as to be able to obtain admission for the MSc Degree Course:-

- (i) Month and year of passing Matriculation/ Higher Secondary or equivalent examination.
- (ii) Name of School/ College from where they passed the Matriculation/ Higher Secondary or equivalent examination.
- (iii) Authority who issued the Matriculation/ Higher Secondary or equivalent examination certificate.
- (iv) Registration Number.
- (v) Division/ Grading obtained at the examination.

(b) Student Officers are also required to bring the **original copies** of their Degree Certificate and Mark Sheet and also the original copy of Migration Certificate issued by the University from where they had graduated. **These certificates are required to be submitted only when asked for.**

(c) To qualify for the award of MSc Degree, every student officer will be required to write a dissertation after detailed research study, on a topic to be allotted to them by their respective wings. Towards this, a detailed letter giving out various subjects and manner of exercising choices for dissertation will be forwarded to the student officer through an email before end of February by HQ & Coord. In addition, Distance Learning Package shall contain a handout on dissertation for reference.

(d) Application form for admission to Master of Science Degree course of the University of Madras in Defence & Strategic Studies will be filled up on arrival in DSSC.

(e) Fee to be paid by Indian Student Officer for award of the MSc Degree is INR 1,935/- which will be recovered in five instalments.

(f) **It is NOT MANDATORY for International Student Officers to apply for the degree.** However, if desirous of applying, a fee of INR 17,700/- is to be paid by International Student Officers for the MSc Degree (**irrespective of the category of exchange programme**). The same will be recovered in five instalments.

(g) The Provisional Degree Certificate and Migration Certificates are prepared by University of Madras by mid Oct each year. Also, the Degree Certificates are ready at University of Madras by end Dec. In view of the same, student officers are requested to update their latest address with University Division after completion of the staff course so that the certificate can be despatched to them immediately on receipt from the University. The officers can update their address by either directly writing to the University Division or by confirming their latest address on the email ID gso1ud@gmail.com using email ID as given by them in their application forms.

COURSE PROCEDURE AND METHODS OF INSTRUCTION

General

12. **Tutorials.** The Staff Course is of 45 weeks duration, divided into six tutorials varying from four to nine weeks each. There will be a break of three or more days after each tutorial and a long break of approximately ten days (Mid Term Break) at the end of the fourth tutorial, generally during second half of December.

13. **Syndicates.** Student officers are divided into syndicates under a Syndicate Directing Staff (DS) who is responsible for all instructions as well as discipline and welfare of the students in his syndicate. Syndicate DS maintain a close personal touch with their student officers and form the link between them and their Senior Instructors, Chief Instructors and the Commandant. Student officers should therefore look upon their Syndicate DS for guidance and advice on all matters. The division of students into syndicates will be as under:-

- (a) **Army Wing.** Four Divisions, comprising seven/ eight syndicates each.
- (b) **Naval Wing.** Two Divisions, comprising four/ five syndicates each.
- (c) **Air Wing.** Two Divisions, comprising four/ five syndicates each.

14. The wing-wise syndicate groupings are meant for the respective wing instructions only. For joint instructions, multi-wing syndicates are formed and notified in the Joint Syndicate Lists. Throughout the duration of a particular tutorial period, a wing syndicate will work under the guidance of one Directing Staff. A syndicate leader is appointed, irrespective of his seniority for each syndicate. He is indicated by an asterisk mark placed against his name in the syndicate list. For some exercises, smaller groups within the syndicate known as sub-syndicates will be formed, and sub-syndicate leaders appointed by the Syndicate DS.

15. **Syndicate Lists.** Wing syndicate lists will be issued to all student officers before the commencement of every tutorial period. Joint syndicate grouping will be changed only once during the course at the end of the fourth tutorial. The joint syndicate lists will also be issued to all student officers.

16. **Study Groups.** For Joint Seminars student officers will be divided into syndicate study groups, detailed orders for which will be issued during the course. Study group leaders will be appointed for each group.

17. **Training Programme.** The following programmes will be issued by each wing to their respective wing student officers and will also be posted on notice boards in instructional rooms and uploaded on College Wide Area Network(WAN):-

(a) **Block Programme.** It is issued for each tutorial period, giving the forecast of training to be carried out in a particular tutorial. It will be issued to the students approximately two weeks prior to the commencement of that tutorial. The block programme is posted on the WAN. Changes may become necessary due to unforeseen circumstances. This is particularly so in the case of guest lectures/panel discussions and visits, which are subject to changes and are notified on WAN in addition to Stop Press (Notice Board). It also includes details of Sports and co-curricular activities planned in the tutorial period.

(b) **Weekly Training Programme.** It is published for each Wing on or before each Friday for the ensuing week. As far as possible, these weekly programmes follow the same sequence as the block programmes.

(c) Detailed programmes for certain important exercises.

18. **Hours of Work.** Student officers are expected to work as under:-

(a) **Organised Work.** Four and a half hours from Monday to Friday from 0830 hours to 1330 hours (excluding 30 minutes coffee break).

(b) **Own Time Work.** Three and a half hours in the afternoons from Monday to Friday and five hours from 0830 to 1330 hours on Saturday.

19. The working hours indicated above are not rigid. There would be several occasions when organised work may be scheduled during afternoons and on Saturdays. At times students may be required to work late into the night during exercises or to complete other assigned tasks.

20. **Time Signal.** On all working days the College siren is sounded at 0800, 0830 and 1330 hours for 15 seconds at a time.

21. **Methods of Instructions.** The methods of instruction that are followed at the DSSC are given below. These are referred to in the programme by abbreviations as shown against each:-

- (a) **Tutorial Discussion (TD).** A discussion on a particular subject or part of a book conducted by syndicate DS in syndicate rooms. This may also include Black Board Exercises (BBE).
- (b) **Tutorial Exercise (TE).** An exercise conducted in syndicate rooms where DS take students through the exercise, stage by stage, or are available to them for briefing and general direction.
- (c) **Individual Exercise (IE).** An exercise carried out by individuals, syndicates or sub-syndicates, and done by student officers themselves, without any assistance from DS.
- (d) **Outdoor Exercise (OE).** As per IE, except that it is carried out on the ground.
- (e) **Own Time Work (OTW).** A study/ assignment in syndicate rooms or own quarters as notified in weekly programmes.
- (f) **Indoor Demonstration (ID).** Self explanatory.
- (g) **Indoor Demonstration and Model (IDM).** Indoor demonstration with the aid of a model.
- (h) **Outdoor Demonstration (OD).** Self explanatory.
- (j) **Central Discussion (CD).** A discussion in which the whole course or a whole wing participates; it may take the form of an organised debate.
- (k) **Group Presentation (GP).** A presentation by a specific study group.
- (l) **Lecture (L).** Self explanatory.
- (m) **College Lecture (CL).** Self explanatory.
- (n) **Wing Lecture (WL).** Self explanatory.
- (o) **Film (F).** Self explanatory.
- (p) **Briefing (B).** Self explanatory.
- (q) **Preliminary Conference (PC).** A conference conducted by the syndicate DS shortly after the students submit their written assignments.

- (r) **Conference (C).** A conference conducted by the syndicate DS, after he has corrected the written assignments submitted by the students.
- (s) **Interview (I).** Self explanatory.
- (t) **Revision (R).** Self explanatory.
- (u) **Symposium (Sym).** Self explanatory.
- (v) **Speaking in Public (S in P).** Self explanatory.
- (w) **Divisional Discussion (DD).** Discussion involving wing or joint divisions.
- (x) **Sand Model Discussion (SMD).** Self explanatory.
- (y) **Panel Discussion.** College level. Panel of three to four eminent speakers.

22. **Sequence of Instruction.** The sequence of instruction for all subjects will normally follow some or all of the following steps depending on the nature of the subject:-

- (a) Own Time Work of the relevant sections or chapters of the basic book or pamphlet, as part of preparation for the next day's discussions.
- (b) Tutorial Discussion on relevant sections or chapters of the basic book or pamphlet.
- (c) Indoor Demonstration/Indoor Demonstration (Model), Central Discussion/ Divisional Discussion.
- (d) Tutorial Exercises, Film, Indoor Exercises and/or Outdoor Exercises.
- (e) Summing up by the Commandant, Chief Instructor, Senior Instructor or DS responsible for the subject.
- (f) Conference on the written work produced by student officers during Indoor Exercises or Outdoor Exercises.
- (g) **Critiques.** At the conclusion of major exercises, student officers may be asked to submit critiques in writing. The critiques should be constructive and should be framed to improve some aspect of the exercise.
- (h) Student officers may also be required to carry out some study, prepare an exercise, or write a paper as Own Time Work.

23. **Speaking During Instruction.** When desirous of or called upon to speak during class, the students will do so seated during Tutorial Discussions and standing during Indoor Demonstration (Model), Group Presentations, Divisional Discussions, Central Discussions and Lectures. At an Indoor Demonstration/Indoor Demonstration (Model), Group Presentation or Lecture, a student will announce his rank, surname and country and Armed Force service; e.g. "Commander Mukherjee - Navy "or "Lieutenant Colonel Kumar – Indian Army (in multi service environment) and Army/Infantry/Artillery" (in Army environment) before speaking.

24. **Use of Personal Computers.** Keeping pace with the changing technological environment, the College has a network enabled learning system. Portable Secured Terminals (ST) ie Laptops are also issued to each student officer on arrival and connectivity provided at the residence. Also, certain précis which hitherto-fore were issued as hard copies are now being published on the LMS (Learning Management System) on College WAN and also pre-loaded in the Secured Terminals (ST). Major portion of the written assignments are to be submitted by the student officers on College WAN or as computer print-outs. The College has adequate computers installed in the syndicate rooms and Information Technology Facility Centre (ITFC). ITFC also has adequate resources for printing. It is desirable that student officers attending the Staff Course also possess their own personal computers/ Laptops along with necessary peripherals so that they are available for personal work and to access the Internet. **It is pertinent to point out that personal devices (computers, Laptops, tablets, smart phones, etc) will NOT (repeat NOT) be used to access the College Wide Area Network. Doing so will be a violation of Cyber Security Policy and disciplinary action initiated.** Cyber audits are conducted by Information Technology Resource Centre and a team from Headquarters Integrated Defence Staff. It is also essential that students acquire functional working knowledge of computers prior to commencement of course. All student officers should be conversant with the use of computers at least for the following:-

- (a) Conversant and work on **Bharat Operating System Solution (BOSS) based Operating System.**
- (b) Use of Libre Writer for submissions/letters/instructions along with utilising the SD package and Document (Libre Writer).
- (c) Use of presentations using Libre Impress.
- (d) Use of Spreadsheets using Libre Calc.
- (e) Wherever facilities are available, student officers should familiarise themselves with the use of Wide Area Network for e-mailing, Cloud storage, web services etc.
- (f) Use of USB device, any device with storage, WiFi/ Bluetooth device, etc is strictly prohibited on any system/ ST issued/used within the College. Disciplinary action will be initiated against defaulters.
- (g) Use of Surveykshak 2.0 (Army Officers only).

25. **Compliments During Instruction.** Student officers will pay suitable respects to Syndicate DS at the commencement and completion of a class. When instructions take place in any central lecture hall, or in one of the model rooms, student officers will stand when the Commandant (or the senior most officer attending the instructions or guest lecturer enters the hall prior to a talk. This will normally be indicated by switching on a green light or the ringing of a bell. They will remain standing until they are asked to take their seats.

26. If the Commandant (or any senior officer) enters any room while instruction is already in progress, student officers will not stand up but will continue with the instruction.

Guest Lectures/ Panel Discussion

27. Sekhon Auditorium is generally the venue for most of the College lectures. One and a half hours (usually 1800 - 1930 hours) is the time given if it is a single speaker. The normal form is for the speaker to speak for one hour and reserve the remaining half an hour for answering questions from the audience. In case of Panel Discussion, it would be for three hours including break and Q & A session.

28. On conclusion of the lecture and closing remarks, the Commandant or a designated CI will thank the speaker and ask the audience for the appropriate compliments. Generally standing ovation will be given to all civilian and retired Service Speakers. Serving Service Officers will not be given a standing ovation.

29. Mikes with control switches are provided in the Sekhon Auditorium in all the rows. When one is desirous of asking a question, he/she will press the 'line on' switch which is confirmed by a green indicator light. Student then waits until clearance is given from the control room, which can be known by the red indicator light coming on at the mike holder & the individual being shown on the screen. These aspects will be demonstrated when you join.

30. When the Question – Answer session is to be stopped, a red indicator light embedded in the lectern will come on. That is the signal for the audience to stop asking any further questions. Student officers are expected to educate ladies on these issues, as they are invited to attend many guest lectures.

31. **Recording of Guest Lectures/ Panel Discussions.** These are recorded by the Signal Section and are also uploaded on College Wide Area Network.

Seating Arrangements

32. Separate seating plans will be prepared and displayed on various notice boards for syndicate rooms. Students must become familiar with their seats in various instructional rooms and sit strictly in accordance with the stipulated seating plans.

33. For all joint instructional events, the nominated Course Senior student will be responsible for handing over the course parade state to Colonel General Staff (Coordination) {Col GS (Coord)} 10 minutes before the commencement of the event, so that notices or other important instructions can be disseminated.

Syndicate Meetings/ Rehearsals for Group Presentation (GPs)

34. Student officers are required to obtain permission from Colonel General Staff (Coordination) through the concerned Directing Staff or Wing Directing Staff (Coordination) {DS(Coord)} for using Mulla or any other model room for conducting syndicate meetings, discussions or rehearsals of Group Presentations.

Locker Rooms/ Notices

35. **Lockers.** Each student will be allotted a locker in Chanakya or Kattabomman locker rooms. The locker Serial Number (Locker Number) will be intimated to him/ her on arrival at DSSC. All members of the permanent staff also have lockers in Chanakya.

Instructional papers, notices, personal mail and so on are generally placed in the lockers of the officers. Students must clear their lockers every day before the beginning of classes, during the coffee break and at the end of the day. It must be ensured that no valuables, raincoats or briefcases are left in the lockers. Family members and servants are not permitted to clear the lockers. Ladies and children are not permitted to enter Chanakya and Kattabomman. In addition, lockers kept outside Syndicate rooms are to be used, by the respective Syndicate. Student Officers are to wear the dress of the day while visiting locker rooms, unless specified otherwise.

36. **Notice Boards.** Chanakya and Kattabomman have several notice boards including a 'Stop Press'. Notices concerning training, administration, sports and other matters will be posted on the boards. In case a student officer desires to put up any notice, he will obtain prior permission from the Colonel General Staff (Coordination). Notices pertaining to social get-together, loss of property, sale of items and other miscellaneous matters will be allowed in locker rooms provided such notices are neatly typed, legible and well worded. These notices can be dropped in Locker No 7 of Colonel General Staff (Coordination). The officers sponsoring such notices will also give their full particulars to include Rank, Name, Locker Number, Syndicate/ Division etc. No notice will normally be displayed on any of the notice boards without the initials of Colonel General Staff (Coordination). There may be rare occasion, when student officers feel the necessity to put up a notice of an urgent nature which cannot await clearance by Colonel General Staff (Coordination), such as scheduling a practice session of cricket on a sunny afternoon, or its cancellation, (depending on the weather) etc. Student Officers will be allowed to display urgent notices of such nature initialed by their Course Senior, in the miscellaneous board of Chanakya and Kattabomman. Course Senior is to ensure timely removal as well as tidiness of such notices.

37. Notice boards in Locker Rooms should be seen daily before the commencement and at the end of the day's work. Student Officers must look up the 'Stop Press' for any last minute changes in training programmes or other urgent and special notices.

38. **Notices.** All information on important events/notices/registrations/feedbacks/information/policy letters are displayed on the Web portal of College WAN. Student officers are advised to go through these every day.

39. **Other Notice Boards.** Notice boards are also available in Wings and Blocks syndicate rooms, the Main Library and the Officers' Mess for display of relevant notices.

ORDERS AND INSTRUCTIONS / TRAINING MATERIAL

General

40. Staff College Part I Orders are published weekly (on Mondays) and are posted on the notice boards in Locker Rooms and on DSSC Web hosted through College WAN. Service Orders and Instructions, which may be required for reference by student officers, are available with respective Wing's DS Coords.

41. All student officers will make themselves familiar with the following aspects on arrival at the College:-

- (a) Orders regarding security and handling of classified documents as applicable to their respective Services (available with the respective wing Directing Staff (Coordination)).
- (b) Mess Rules (copy available on DSSC Website).

42. **Maps.** Maps are issued to student officers from time to time during the Course. These will be collected from the Issue Section only, as the rest of the Production Department is out of bounds to students. Maps will be used mounted on map boards/cases. They will not be marked with marking pens nor will they be defaced or cut into smaller sizes. Return of maps will be as per instructions issued from time to time.

43. **Stationery.** Items of stationery required by student officers (e.g. file covers, writing/ printing paper, erasers, pencils, clips and other items) can be purchased from the College Non CSD Canteen. Stationery and training stores needed for the Telephone Battle and some other important exercise will however be provided by the College free of cost.

Exercise Papers

44. **Whites.** Whites are exercise papers issued to students prior to or during an exercise, normally through their lockers or by the Syndicate Directing Staff. Syndicate leaders will collect from the students all whites issued to their syndicates, at the end of each exercise and return them to the Issue Section of the Production Department. They will also certify in writing that all whites issued to their syndicates have been returned. In addition, a softcopy will be available on College WAN under ex folder in Knowledge Portal.

45. **Greens.** A 'Green' is one possible method of solving a given problem or carrying out a task. Greens are given to the students for their perusal at the preliminary conference after an exercise. Unless otherwise stated all 'Greens' will be returned to the syndicate Directing Staff after perusal and will not be carried home. No copies will be made of the greens.

Issue, Custody and Return of Training Material

46. On arrival, each student is issued with some pamphlets, precis, and other training material. These can be collected from the Issue Section (Production Department) or at a outlet at Gorkha Hill Complex on reaching Wellington on all working days as per the timings indicated below:-

- (a) **Monday, Tuesday, Thursday and Friday.** 0900 to 1300 hours and 1500 to 1600 hours.
- (b) **Wednesday and Saturday.** 0900 to 1300 hours.

47. Due to the very short duration available for issue of training material, the officers are requested to co-operate with In-Charge Issue Section and abide by his instructions for collection of material in a systematic manner.

48. Loss of any book, pamphlet, manual, map or classified paper will be reported to the syndicate DS immediately. A court of inquiry will be held for the loss of any classified paper.

For any other losses, full cost price of the document will be charged subject to a minimum of INR 50/-. No refund will be admissible even if the document is found subsequently.

49. All books, pamphlets and other documents which are issued will be returned to the Production Department when ordered. When returning these, student officers will bring with them the signed copy of the list of documents issued to them and will hand over the books for checking.

Library

50. There are three libraries in the College, the Main Library, the Fiction Library, and the Dissertation Library located in 'Valmiki'.

Photocopier Facilities

51. The college has photocopier facilities for those desirous of obtaining copies of articles or portions of books which are of utility value to them. The procedure for availing these facilities is given below:-

- (a) Any officer who is a member of the library is entitled to this facility.
- (b) Details of articles or portions of books that are to be photocopied will be given in the prescribed form. Payments for photocopying work will be recovered at the prescribed rates through Officers' Mess Bill.
- (c) The Librarian is responsible to give a date and time to the applicant for collection of the photocopied documents.

Conduct During the Courselevels of

52. All offices in the Main Block (Ashoka), except those of the three Directing Staff (Coordination) are out of bounds to student officers unless specifically called for by a DS or any other member of the staff. On no account, however, will the student officers enter the Drawing or Cyclostyling Rooms of the Production Department without permission of GSO 1 (Production). Student Officers are not to enter vacant offices in these premises under any circumstances. They may wait for the appointment or return at their convenience. No Student officer should directly interact with the office staff unless directed by the concerned officer.

53. Student Officers, specially the Syndicate Leaders, would be required to collect from or deposit papers in the Issue Section of the Production Department. Student officers who require blackboard, programs, charts or maps to be made, will place their written requests in the Locker of the General Staff Officer Grade 1 (Production) (Locker No – 9) in Chanakya.

54. Families are not allowed in any instructional rooms or in the offices in the main or administrative blocks, except on special occasions and when invited. The routes for families going to the Library, the Shopping Complex or attending any other activity like computer classes in the College Area have been laid down. These will be strictly followed. Additional instructions are also given to the sentries by the administrative staff on various

occasions, and these must be accepted unquestioningly. Ladies and children are **not** permitted inside **Chanakya and Kattabomman**, except for participants of CCSS/ PGD.

Dealing with College Staff

55. Clerks, draughtsman, tradesmen and other personnel employed in the DSSC are forbidden to perform any private work for students during or outside office hours.

56. Student officers must be careful while dealing with staff, such as Regimental Police, drivers, messengers, Military Engineering Service (MES) personnel and so on. The staff will not be admonished by student officers at any time. Any misbehavior or insubordination on their part will be reported to the Syndicate DS in writing, or otherwise brought to his notice, as considered appropriate.

Security of Trg Mtrl

57. Some of the books and instructional papers issued to student officers at the College are classified documents and are clearly marked as such. Classified documents will be kept under lock and key, when not in use. A Security box is issued to each student officer for this purpose. On termination of Course, all officers must personally destroy/ return the official and written material collected/prepared during the course. A certificate for the same will be submitted by each officer during clearance formalities. Format for the same is attached as **Appendix C**.

58. Student officers will not approach any subordinate staff of the College to supply them with any classified material.

59. **Security Classification**. Security classifications used will be of two types – ‘Live’ and ‘Instructional’.

(a) **‘Live’ Security Classification**.

(i) The lowest security classification to be used for instructional material will be RESTRICTED.

(ii) In the case of books, précis or amplification notes, the cover will bear the highest security classification of any page in that document. All documents having a ‘Live’ security classification of SECRET will have a black diagonal cross 2.5 cms wide on the front and back covers.

(b) **‘Instructional’ Security Classification**. The prefix ‘INSTRUCTIONAL’ will be used before the security classification. For example, an operational order, which in actual practice would have been ‘SECRET’, when issued in an exercise or written by student officers, will be classified as ‘INSTRUCTIONAL SECRET’.

60. **Use of Previous Course Knowledge**. Student officers are forbidden from making use of unauthorised instructional material from previous courses.

61. **Channel of Approach**. All problems, irrespective of their nature, will be projected through the Syndicate DS. Students may, however, approach the concerned administrative staff with regard to specific administrative issues.

62. **Recommended List of Books for Reading by International Student Officers attending Staff Course**. A recommended list of books for reading by International Student Officers are at **Appendix D**. It is preferable that they should read these books before coming for the Staff Course

Dress

63. Dress for organised work will be uniform or plain clothes as mentioned in the wing weekly training programmes. The term 'plain clothes' implies lounge suit or combination suit only. Half sleeve shirts are not permitted. The shirts worn should be of sober design and colours.

64. Summer dress is generally worn from 15 March to 31 Jul 22. During the remaining period, winter dress is worn. The changeover of dress will be notified on the College notice boards.

65. The dress code for adherence at DSSC is as follows:-

(a) **Officers (including Women Student Officers)**.

- | | | | |
|--------|---|---|---|
| (i) | Mon, Thu & specific days | - | Uniform (as specified in the training programme). |
| (ii) | Tue, Wed, Fri & Sat | - | Lounge Suit/ Combination with name tab (Any Suit/ Jacket with patches on shoulders/ elbows are not permitted). In addition to the above, women officers may also wear Saree with Blazer. |
| (iii) | Visit of Service Chiefs (or when specified in Training Programme) | - | Summer Uniform/ SD Equivalent with Ribbons & Peak Cap. |
| (iv) | <u>Sekhon</u> . - All events | - | Lounge Suit/ Combination with name tab or as specified |
| (v) | Org OTW in AN and during non-working Hours including Locker Room | - | Games attire. |
| (vi) | Informal Events/ Movies at the Mulla Auditorium | - | Open Collar/ Smart Casual(Jeans & collared T-Shirt permitted). |
| (vii) | Library (During Non Working Hours) | - | Smart Casuals/ Track Suit. |
| (viii) | CSD/ Shopping Complex/ Mandir/ Gurudwara | - | Open Collar/ Smart Casual. Jeans with collared T- Shirt/ Track Suit Permitted during non-working hours & holiday (Shorts/ Bermudas/ Sandals are not Permitted). |

- (ix) **WGC.**
- (aa) **Formal College Events.** Lounge Suit/ Combination with name tabs or as specified.
- (ab) **Casual Visits.** Jeans and Collared T-Shirts are permitted less in evening/ night.
- (x) **Officers' Mess.**
- (aa) College Dinner, - Lounge Suit with name tab as specified.
- (ab) College events - Lounge Suit/ Combination/ as specified.
- (xi) **No round collar T-Shirt, Slippers, Sandals will be worn by Officers within the College premises & WGC.**

(b) **Ladies.**

- (i) **Sekhon Auditorium & Officers' Mess.**
- (aa) All formal events and - Saree & Western Formal Dress for
College Dinner, Dining In/ Out international officers' spouses.
- (ab) All other events - Saree/ Western or Indian formal
including ISP, Division suits.
social events etc
- (ii) PG Diploma/ CCSS - Saree/ Western or Indian Suits/
Smart Casuals with name tab.
- (iii) Informal Events/ Movies at - Smart Casuals.
the Mulla Auditorium/ CSD/
Shopping Complex/ Mandir/
Gurudwara
- (iv) **WGC.**
- (aa) Formal College events- Saree/ Western Formal Dress/
Executive Suits with name tab
or as specified.
- (ab) All other events - Club dress or as specified.

(b) **Grown-up Children.** Grown-up children should be suitably attired/ dressed decently while attending functions where permitted including activities of S & CA.

66. **Wearing of name tab is mandatory for all Formal & Organised events at the College/ Wellington Gymkhana Club.**

67. All formal events will be so prefixed to avoid ambiguity of dress norms. However, under all circumstances officers and ladies from DSSC must ensure they are decently attired and uphold their respect and status as responsible officers and their dignified spouses.

68. **Wearing of Sun Glasses.** Officers may wear sun glasses with uniform on outdoor exercises. These will NOT be worn within the College premises with uniform or plain clothes except under medical advice. During outdoor exercises sun glasses will NOT be worn while the classes are in progress.

69. Officers will ensure that their dress at all times, is sober, dignified, and in keeping with the tradition of this institution. Officers moving on foot in and outside the College premises will wear head gear when dressed in uniform. While driving four wheeled vehicle the officers will wear head gear.

70. Officers in track suits and games dress should restrict their movement to sports fields only.

Saluting and Compliments.

71. Student officers are not to salute each other within the College premises as all student officers are considered to be of equal status. While addressing each other they should pay due regard to seniority and Service ethos. Students will, however, pay compliments to all directing and permanent staff of equal or senior rank. In plain clothes, while paying compliments, the usual greeting will be as per the time of the day. In order to avoid accidents, officers will not salute while driving cars, motor cycles or scooters. If riding as passengers in a four wheeler or pillion in a two wheeler, compliments will be paid and acknowledged. Due courtesies will be shown to all ladies.

Correspondence with Service Headquarters and the Media.

72. Student officers are not permitted to correspond with the Media or any Service Headquarters directly. Should such a requirement arise, they should first approach their syndicate Directing Staff for clearance.

Smoking in the College.

73. Smoking is prohibited within syndicate rooms, Trishakti Halls (Sekhon, Mulla), Somnath Foyer, Chanakaya, Kattabomman, all DD and sand model rooms. Students may smoke in the designated areas adjoining these rooms and outside Chanakya during lecture and coffee breaks. **Officers will not smoke while moving on the roads within/outside the College premises and in NO Smoking zones.** There is a strict 'no littering' policy in force within College premises and defaulters will be taken to task.

Guidelines for Social Contact.

74. **Calling.** Once an officer has reported at the DSSC on course, he is automatically accepted as a member of the College community. There is, therefore, no necessity to make

any formal call on any member of the DS body and as a general rule, student officers will not do so, atleast during the first four tutorials. Subsequently, such calling on will be at the discretion of the DS/ SI concerned.

75. **Hospitality.** Student officers would appreciate that it is practically impossible for the DS to accept invitations from approximately 70 students officers of the six tutorials during the year, in addition to others who may be previously known to them. The Directing Staff therefore, will not accept any hospitality from the student officers. There is no need for students to reciprocate any hospitality extended to them by the Directing Staff. Student officers are requested not to invite the Directing Staff for drinks or meals at their residence or elsewhere. As far as social interaction is concerned, there would be sufficient opportunity for the Directing Staff, student officers and their families to meet each other during the syndicate get-togethers organised during each tutorial, as well as the functions and social events organised at the Officers' Mess and Wellington Gymkhana Club. Student officers and their wives may also be invited by the Directing Staff to their residences/ Wellington Gymkhana Club.

MISCELLANEOUS

Information Technology Enabled Services.

76. The Information Technology Resources Centre (ITRC) is responsible for providing IT infrastructure for Directing Staff and Student Officers at DSSC, Wellington. College has a large IT infrastructure deployed for carrying out the training and also the administration of the day to day activities in the College. A presentation on the network infrastructure and various services available will be delivered to your course. This is a ready reckoner providing info on available facilities/ services on the College network.

77. **Organisation.** ITRC is organised into Office, Server Room, Network Support Centre (NSC), IT Store and Information Technology Facility Centre (ITFC) for its effective functioning. It is headed by an Officer In Charge(OIC), ITRC.

78. **College Wide Area Network (WAN).** The College WAN connects all Syndicate Rooms, Offices and residences. Following IT services have been extended over the WAN:-

(a) **E-Learning.** LMS (Learning Management System) is available for publishing training material. It has a provision of publishing teaching material linked with the training programme of the day. Précis are also accessible through this portal. Each student officer has been allotted an ID which will be provided on arrival.

(b) **Mail and Cloud Servers.** College has its own mail server and cloud server. Each student officer has been allotted an ID (email ID & cloud ID), which will be provided on arrival.

(c) All student officers are issued Secured Terminals (ST) solely for accessing College Wide Area Network and provided connectivity at their residences. User to ensure the cyber security of ST.

(d) **DSSC Website.** College website has been hosted to publish details of generic information. Updates of activities are provided through the ITRC Bulletin

Board 'Sandesh'. The website also offers easy navigation to other web services like email, e-Learning, cloud storage etc.

(e) **Customised Bharat Operating Systems Solutions (BOSS) and Customised Libre Office 7.0.** In College WAN customised Bharat Operating Systems Solutions (BOSS) is deployed and for all Office application Libre Office 7.0 customised by CDAC, Chennai is being utilized. It is mandatory that Officers attending Staff Course be conversant with usage of Libre Office 7.0 (Libre Writer for Word, Libre Impress for Presentation, Libre Calc for Excel, Libre Draw for Microsoft Paint, Libre Base for Microsoft Access) to save on time during the Course.

79. **Information Technology Facility Centre.** The Information Technology Facility Centre (ITFC) provides facilities like Printing, Scanning, Audio and Video editing etc. Printing and photocopying are provided at no-profit, no-loss basis.

80. **Internet Facility.** College has 8 Mbps Internet Leased Line (ILL) and NKN connectivity. This has been further distributed to offices and eight terminals have been placed for browsing the Internet at College Library. Wi Fi is also available at College Library. Internet connectivity at residence (Broadband) is provided separately by Bharat Sanchar Nigam Limited (BSNL) or any other firm by individual request on payment.

81. **Cyber Security.** As per Cyber Security Policy computers used for accessing the College services on WAN will NOT be used for Internet access. Hence, the secured terminals issued by the College will not be used for Internet access. Officers desirous of availing Bharat Sanchar Nigam Limited (BSNL) broadband/ other service provider connectivity are advised to bring their personal (own) computers/ Laptops for Internet access. Every individual will be responsible to ensure that the computers used by them for Internet connection have only unclassified material on it and that it has no official information.

82. Following points are reiterated for strict compliance:-

(a) ***The STs issued by the College will only be used on the College Wide Area Network and for training purpose only.***

(b) ***No USB device with storage will be connected to the issued ST either at residence or syndicate rooms/ DD Halls etc. Disciplinary action will be initiated against any violation.***

(c) ***No WiFi device will be connected to the ST. Connecting WiFi devices (like WiFi printers, WiFi network etc), USB storage devices, smart phones, USB chargers, Blue tooth devices, any device with storage, loading own applications/ software are strictly prohibited and are violations.***

(d) ***Ensure that family members do not connect their personal devices (mobiles, smart phones, tablets, etc) for charging to the ST.***

(e) ***Students will use personal (own) computers if they desire to access Internet at their residence. It will be ensured by the officers that there is no training/ classified material on it.***

(f) Students will ensure that no device printer, etc will be connected to the ST and personal PC/ tablets simultaneously.

(g) Secured terminals are compatible with the printers given at **Appendix E**. Other printers will not be configured on the ST. No WiFi printer will be allowed connectivity on ST.

(h) Training Material provided on the ST or College WAN will not be copied using any method. Doing so will be a violation and a cognizable offence.

CONDUCT OF PG DIPLOMA IN MANAGEMENT AND PUBLIC RELATIONS

83. Defence Services Staff College, Wellington conducts an eight month long 'Post Graduate Diploma Course in Management and Public Relations' for ladies. The course runs concurrent with the Staff Course following the same holidays and course breaks. This information brochure aims at providing details of the course, its curriculum and conduct.

84. **The course has been accorded affiliation and recognition by the University of Madras. On successful completion, students are awarded a 'Post Graduate Diploma in Management and Public Relations' by the University.**

85. **Aim.** The aim of the course is Post Graduate level education in Management and Public Relations through a regular and formal scholastic programme.

86. **Syllabus.** The syllabus for the course is approved by the University of Madras. It comprises the following subjects:-

- (a) Paper I - Management Theory.
- (b) Paper II - Public Relations.
- (c) Paper III - Computers and Management Information Systems.
- (d) Paper IV - One Elective Subject (Marketing Management or Human Resource Management).

87. **Dissertation.** The students will have to submit a dissertation in partial fulfilment of the course. The topics for the dissertation will be allotted by the DS IC, in consultation with the faculty and the University of Madras.

88. In addition to the subjects prescribed in the syllabus, contact classes, report writing, public speaking and field visits will be organised. Students will also be required to attend a management capsule.

Course Schedule.

89. **Session.** The University, under its terms of recognition, has stipulated a minimum of 180 working days in (400 hr of study including 20 hr of Library Research) each academic year, spread over two semesters, viz. Jul to Nov and Jan to Apr. **The course for year**

2022-23 is scheduled to commence on 06 Jun 22 with the opening address **and terminate on 15 Apr 23** with a mid- term break in December.

90. **Classes.** Regular classes will be conducted in the College premises on all five working days of the week (Monday to Friday), between 0930 to 1230 hr. These timings are tentative and could be amended or revised by the College, if deemed necessary. In addition to the classes, the Lectures conducted by Guest Speakers for Certificate Course in Soft Skills (CCSS) on all Fridays, International Students' Presentations (ISPs) and certain College Lectures also form part of the curriculum. Attendance in these lectures is mandatory and will form part of the overall requirement. **Minimum 80% attendance is mandatory for students to be eligible for appearing in the written examination and for award of the PG Diploma.**

91. The course, by virtue of its PG level syllabus, calls for rigorous academic effort and regular attendance. The syllabus includes approximately one written assignment for each subject per month, one internal evaluation test for each subject, one dissertation and the final examination conducted by University of Madras. All the submissions are time-bound.

Eligibility and Admission.

92. Candidates desirous of admission must be graduates with a minimum of 50% marks in aggregate from any recognised University in India or abroad. Notwithstanding the basic eligibility criterion, the College Selection Board will select the candidates through an entrance exam and interview, in case of oversubscription for the course. The decision of the programme Chairman in this regard will be final.

93. The candidates applying for the course are required to **submit the following documents in original** for onward submission to the University of Madras: -

- (a) School Certificate and Mark sheets of final year (10th and 12th Mark Lists).
- (b) Graduation Degree Certificate.
- (c) Final Graduation Mark Sheets.
- (d) Migration Certificate.
- (e) Proof of age/ date of birth (Birth certificate/ passport/ school certificate).
- (f) Six Passport size Photos.

94. The original certificates will be returned to the students after scrutiny by the University of Madras. In case an applicant is not in possession of necessary documents at the commencement of the course, she will be required to give an undertaking to the effect that the said documents would be submitted within 30 days of the commencement of the course. **The student's candidature will be provisional until submission of the documents. In case the above documents are not submitted to the DS IC by 17 Aug 22, the candidature of the applicant will be cancelled.**

Fee Structure.

95. Fees for the course, would be **INR 12,500/-** for Indian students and **INR 30,000/-** for International Students. The additional amount for International Students is due to the

Recognition Fees being charged by the University of Madras. The breakdown of fees charged is available with the DS IC/ Coordinator. Fees can be paid by the enrolled students in one lump-sum or in three interest free instalments, at their discretion. Of the said amount, a sum of INR 1500/- is non-refundable, being administrative charges. The fee structure, if changed by the University of Madras and additional charges, if any will be borne by the students. Indian students desirous of obtaining a Migration Certificate from the University of Madras upon completion of the course would have to pay **an additional INR 125/-** for the same. The fees would be collected through the Administrative Bill (Adm Bill) of the student's husband. **(NO TRANSACTION IN CASH WOULD BE ACCEPTABLE).**

96. In case, a student opts to pay the fees in three instalments, the breakdown of payment will be as under:-

		<u>Indian</u>	<u>International</u>	<u>Mode</u>
(a)	By 05 Aug 22	INR 5,000/-	INR 12,000/-	Adm Bill
(b)	By 05 Sep 22	INR 5,000/-	INR 12,000/-	Adm Bill
(c)	By 05 Nov 22	INR 2,500/-	INR 6,000/-	Adm Bill

97. **Withdrawal from Course**. In the unlikely event of a student deciding to withdraw from the course or not being found eligible by the University, there would be no refund after four months of the course, i.e. after 30 Nov 22. For the intervening period, 15% of the total fees of the course would be deducted for every completed month or part thereof, in addition to the non-refundable administrative charges of INR 1,500/-.

Examinations.

98. In addition to the final examination, regular tests will be conducted. These will not only aid in internal assessment, but are also necessary towards successful completion of the course. **Candidates need to secure a minimum of 40% marks in aggregate in the internal assessment of each paper as well as in the final examination.** In addition, students also need to be graded as having successfully completed their Dissertation during the course.

99. Students enrolled for the PG Diploma Course will also attend all lectures, group discussions, International Students' Presentations and workshops and weekly programmes organised by the Certificate Course in Soft Skills(CCSS) programme.

Administrative Support.

100. **Study Material.** The College library has a wide variety of recommended text/reference books specific to this course. Separate library cards will be issued to students attending the course to avail this facility. In addition, students may give their requirements of books for procurement by the College library, latest by 31 Jul 2022.

101. No transport or Creche facility will be provided by the College (except on Fridays, to coincide with the CCSS programme) for the students of the PG Diploma Course.

Conclusion.

102. The PG Diploma course provides scope for academic pursuit through a well designed programme. Feedback received from past students has indicated high levels of satisfaction and significant learning value from the course.

103. Ladies desirous of enrolling in the 'Post Graduate Diploma in Management and Public Relations' Course are requested to fill the form available on College WAN and drop it through their husbands in **Chanakya - Locker No 129 latest by 02 Jul 2022.**

CERTIFICATE COURSE IN SOFT SKILLS (CCSS)**Introduction.**

104. The Defence Services Staff College Conducts a Certificate Course in Soft Skills (CCSS) recognised by University of Madras. This course runs concurrent to the Staff Course and has been well subscribed to since its commencement in 1991.

105. Feedback from participants of previous courses have been encouraging. The CCSS programme has lived up to its avowed aim of fostering personality development through expansion of the intellectual & social horizons of participants.

Objectives.

106. The objectives of the CCSS include:-

- (a) Perspectives on 'Human Behaviour' and 'Group Dynamics'.
- (b) Practical aspects on coping with 'Stress and Strain' of day-to-day life.
- (c) Personality orientation of a 'Service Wife', as she accompanies her husband up the Service ladder.
- (d) Knowledge enhancement on Grooming of Children, Parenting, Healthcare and Financial Management.
- (e) Exposure to viewpoints of nationally and internationally recognised personalities (through the medium of College central lectures).
- (f) Engendering confidence at organising events & conducting presentations.

Schedule.

107. **The CCSS programme for the year 2022-23 is scheduled to commence on 16 Jul 2022, with the opening address and terminate tentatively on 25 Mar 2023.** The programme runs concurrently with the Staff Course.

Syllabus.

108. The prescribed syllabus by University of Madras (UoM) is placed at **Appendix F.**

Administrative Details.

109. **Eligibility.** The CCSS programme is open to wives and adult dependants of student officers and permanent staff of DSSC. Application form for enrolment in the CCSS programme is on College WAN.

110. **Attendance.** For successful completion of the Programme, **a minimum of 80% attendance** of the structured part of the Programme is mandatory. In addition to the classes, the Lectures conducted by Guest Speakers for CCSS on all Fridays, International Students' Presentations (ISPs) and certain College Lectures also form part of the curriculum and attendance in these is mandatory and will form part of the overall requirement. In the event of inadequate attendance, the certificate of completion will not be awarded to the participant. Further, no requests for refund of tuition fee will be entertained. Absence, on extreme compassionate grounds only will be considered on a case-to-case basis. Decision on the same will be taken by the Chairman.

111. **Fee Structure.** A one-time tuition fee (non-refundable) of **INR 2,700/-** will be charged for Indian Students and **INR 18,000/-** for the International Students for the entire course. The fees will have to be paid on the date stipulated (to be promulgated separately) and will not be refunded in the event of subsequent withdrawal from the course. The fees would be collected through the Administrative Bill of the student's husband. **(NO TRANSACTION IN CASH WOULD BE ACCEPTABLE).**

112. **Examination.** The examination pattern is as given below:-

(a)	<u>Personality Development</u>	100 Marks
	(i) Internal Written Exam	25 Marks
	(ii) External Written Exam	75 Marks
(b)	<u>Communication Skills</u>	100 Marks
	(i) Internal Written Exam (incl Group Presentation)	25 Marks
	(ii) External Written Exam	75 Marks

113. **Group Presentation.** Out of 100 CCSS students, six groups would be formed. WAN message would be uploaded for the same. The students' groups will be required to give presentation on the assigned topic which in turn would be considered for their grading.

114. **Award of Certificate.** A certificate will be awarded by the University of Madras to all the students who successfully complete the course.

115. **Transport.** Transport facilities will be provided to ladies residing in Gorkha Hill and Circle Quarters for attending the structured portion of the Programme. Intimation of transport availability for the allied portion will also be provided in advance, in case the need arises and transport is available.

116. **Crèche.** A crèche facility is available in the College campus to enable ladies with young children to attend the Programme. Ladies desirous of availing this facility are requested to indicate the same in the application form. There are no additional charges for using the facility.

Programme and Feedback.

117. **Feedback.** Ladies will be requested to give an objective feedback after each talk. This feedback is viewed by the College as an important tool for improving the Programme and should therefore, be rendered by ladies freely, but with adequate deliberation and objectivity.

118. **In-House Talent.** Ladies and officers who have expertise in fields that may be of interest to participants of the programme, even if such fields are not currently covered as part of the structured syllabus, are requested to volunteer for talks/presentations. Remuneration, at the prescribed rates, will be given to the ladies/officers invited to speak to the participants. In addition, should ladies feel that certain other topics could be added to the tentative programme placed at **Appendix F**, or certain other speakers could be invited to participate in the Programme, they are requested to provide these inputs also, in the appropriate column of the application form.

119. Ladies are requested to complete the application form available in the College WAN and drop it (through their husbands) in Locker **No 129 in Chanakya, latest by 02 Jul 22.**

Appendix C

(Refers to Section 3, Para 57
of DSSC Joining Instructions)

CERTIFICATE

I, IC No _____ Rank _____ Name _____ L No _____ of the 78th Staff Course hereby certify that I have returned/destroyed all official and written material collected/prepared during the entire Staff Course. I hereby certify that I do not carry any Classified Document and no Classified Document/Un Classified document is held with me or left by me in any circumstances.

Place :

(Signature of the Officer)

Date :

Appendix D(Refers to Section 3, Para 62
of DSSC Joining Instructions)**RECOMMENDED LIST OF BOOKS FOR READING BY INTERNATIONAL STUDENT
OFFICERS ATTENDING STAFF COURSE****Army Wg.**

<u>Ser</u>	<u>Title of the Book</u>	<u>Author</u>
1.	Joint Operational Warfare : Theory and Practice	Dr Milan Vego
2.	Strategy of Indirect Approach	Liddell Hart
3.	War & Anti War	Alvin & Heidi Tofler
4.	On War	Carl Von Clausewitz
5.	Arthashastra	Kautilya
6.	The Psychology of Military Incompetence	Norman Dixon
7.	Crisis in Command	Richard A Gabriel
8.	Kargil: From Surprise to Victory	Ved Prakash Malik
9.	India's Wars: A Military History, 1947-1971	Arjun Subramaniam
10.	Critical Thinking : 50 Best Strategies to Think Smart and Clear, Get Logical thinking and Improve Your Decision Making Skills	Christ Lewis.

Naval Wg.

<u>Ser</u>	<u>Title of the Book</u>	<u>Author</u>
<u>Maritime Strategy, Seapower and Doctrine</u>		
1.	Seapower: A Guide for the 21 st Century	Geoffrey Till
2.	Inventing Grand Strategy and Teaching Command*	Jon T Sumida
3.	Masters of War : Classical Strategic Thought, 3 rd Edition	Michael I Handel
<u>Commanders</u>		
4.	One Hundred Days: <i>The Memoirs of the Falklands Battle Group Commander*</i>	Admiral Sandy Woodward
<u>Area Studies: The Indo Pacific</u>		
5.	The Ocean of Churn : How the Indian Ocean Shaped Human History	Sanjeev Sanyal
6.	The South China Sea – The Struggle for Power in Asia (2014)	Bill Hayton
7.	The Revenge of Geography: <i>What the Map Tells Us About the Coming Conflicts and the Battle Against Fate</i>	Robert D Kaplan

<u>Ser</u>	<u>Name</u>	<u>Author</u>
<u>Operational Warfare</u>		
8.	Operational Warfare at Sea: <i>Theory and Practice</i> *	Milan N Vego
9.	Command at Sea: <i>Naval Command and Control Since the Sixteenth Century</i>	Michael A Palmer
<u>International Law and Military Conflict</u>		
10.	The Handbook of the International Law of Military Operations, 2015 Edn	Dieter Fleck, Terry D Gill

Air Wg.

<u>Ser</u>	<u>Title of the Book</u>	<u>Author</u>
<u>Air Strategy, Air Power and Doctrine</u>		
1.	Basic Doctrine of the Indian Air Force 2012 and Operational Doctrine of the IAF	Indian Air Force
2.	Air Power and National Security	Air Cmde Warden
3.	The Air Campaign : Planning for Air Combat	Col John Warden
4.	The Paths of Heaven : The Evolution of Air Power Theory	Col Phillip S Meilinger
5.	Air Power for Strategic Effect	Colin S Gray
6.	Air Power at 18000 : The Indian Air Force in the Kargil War	Benjamin S Lambeth
7.	Makers of Modern Strategy : From Machiavelli to the Nuclear Age	Peter Paret, Gordon A Craig Felix Gilbert
8.	Into Thin Air	Jon Krakauer
9.	It Worked For Me : In Life and Leadership	Colin Powell
10.	The Next Hundred Years	George Friedman

Appendix E

(Refers to Section 3, Para 82(g)
of DSSC Joining Instructions)

LIST OF PRINTERS COMPATIBLE WITH SECURED TERMINAL

Ser	Printer (Make & Model)	Status
1.	Epson L3110 Ink Tank	
2.	Epson L3155 Ink Tank	
3.	Canon Pixma G 2000	
4.	Hp Laser Jet 1020 plus	
5.	HP Ink Tank 310	
6.	HP Ink Tank 319	
7.	HP Laser Jet1108	
8.	HP Desk jet 2138	
9.	HP Desk jet 2135	
10.	HP Office Jet Pro 3610	
11.	HP Ink Tank 115	
12.	HP DJ 2131	
13.	HP DJ 2050	
14.	Epson L 220	Require manual interfacing
15.	Epson L 210	Require manual interfacing
16.	Epson L 130	Require manual interfacing
17.	Epson L 360	Require manual interfacing
18.	Canon 6230	Require manual interfacing

Note:

- 1. Above mentioned printers work on 'Secured Terminals (Bharat Operating System Solutions (BOSS))' for students desirous of getting a personal printer for usage with the issued Secured Terminal.**
- 2. PRINTER CANNOT BE CONNECTED TO INTERNET AND COLLEGE WAN SIMULTANEOUSLY. CONNECTING THEM SIMULTANEOUSLY IS A CYBER SECURITY INSTRUCTIONS VOILATION.**
- 3. WIFI PRINTERS ARE STRICTLY NOT ALLOWED.**

Appendix F

(Refers to Section 3, Para 108 & 118 of Joining Instructions)

CCSS SYLLABUS FOR (UNIVERSITY OF MADRAS)**Paper I - Personality Development**

1. **UNIT - 1. Human Behaviour.** Understanding personality - Qualities of personality types – Perception – Rationality – Grooming of husband and children – Hierarchy of needs - Understanding emotional needs.
2. **UNIT - 2. Self - Development.** Self awareness – Positive parenting - How to be a citizen journalist – Personal finance and home budgeting – Long term financial planning – Personal healthcare - Alternative medical sciences: Yoga and Reiki in daily life.
3. **UNIT - 3. Military Sociology.** Service etiquettes - Social etiquettes - Personal grooming – Customs and traditions of the Armed Forces – Understanding service requirements.
4. **UNIT - 4. Values, Attitudes and Behaviour.** Work ethics and corporate etiquette - Work life balance - Time and Stress Management – Self-motivation – Grief and trauma management.

Paper II - Communication

5. **UNIT - 1. Communication.** Essentials of communication - Comprehension and Understanding - Power of expression - Business Communication Skills - Communication Delivery – Art of Effective Conversation.
6. **UNIT - 2. Group Dynamics.** Team Building - Negotiation Skills – Attitude - Being Assertive – Empathy - Interpersonal Relations – Leadership at Work.
7. **UNIT - 3. Inter-personal Communication.** Essentials of Transactional Analysis – Grooming Children Effectively – Communication in Marriage – Psychological Games.
8. **UNIT - 4. Group Presentation Skills.** Essentials of Group Presentations – Speaking in Public-Presentation Techniques – Handling Interactive Sessions - Service Etiquettes, Social Etiquettes, Personal Grooming.

SECTION 4**ADJUTANT GENERAL'S (A) BRANCH**

<u>Appendices</u>	G	-	List of Schools.
	H	-	Miscellaneous Fixed Compulsory Charges.
	J	-	Certificate for Discp/ Marital Discord Cases.

1. **Record of Service.** Please forward your Record of Service endorsed by CO/ IO alongwith movement order. A MS Access database form is being sent alongwith this Joining Instructions. Indian Officers are required to fill up & return the same through nic mail id cola-dssc@nic.in. This database will be collated to ensure availability of maximum data before arrival of the officer.

2. **Name Tabs.** Name tabs will be provided centrally under arrangements of the College.

3. **Identity Cards.** Officers will be in possession of their Service Identity Cards. The I card will be physically checked by an officer on behalf of Col Adjutant during the initial-reporting at reception cell established at Trisakthi Parking area.

4. **Security Pass.** All officers including international and civilian officers, on their arrival, will be issued with a College Security Pass. It is an accountable & returnable document & officers will personally be responsible for its safety. These passes will be returned by the officers on conclusion and dispersal of the course. Loss of the same will have to be reported to Colonel Adjutant through respective Wings and a complaint with police will be registered before issuing a fresh one. The loss will be investigated and necessary discp action be initiated against the officer. An administrative charge of Rs 200 shall be levied for issue of a fresh security pass.

5. **Photographs.** All officers are required to upload on the access database coloured passport size photographs in summer uniform without headgear, or submit to their respective Syndicate Directing Staff on the first day of the course. The Syndicate Directing Staff will subsequently hand over these photos to the Directing Staff Coordination. All Officers must write their Service number, rank and name on the reverse side of the photographs.

6. **Wellington Climate.** It can get quite cold in Wellington even in the month of June. Therefore, officers and their family members are advised to bring warm clothing and adequate blankets with them on arrival to tide over the period till their luggage arrives and their homes are set up. Please keep sufficient woolens at hand to cater to the change in the weather on the way up from Coimbatore/ Mettupalayam to Wellington Officers and their families are advised to well clad on arrival at Wellington as the weather, albeit pleasant can be deceptively cold and people unaccustomed may initially fall sick easily, especially children.

7. **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 G.** Officers are advised to correspond directly with the schools for reservation of seats for their wards.

8. **Postal and Banking Facilities.** A Sub Post Office is located adjacent to Medical Inspection Room within the College premises. This is a collection Sub Office. Auditor PO exists at barracks. All forms of post can be dispatched, Wellington does not receive speed post. Following branches of various banks are located at Wellington and Coonoor (which is approximately 2 Kilometers from the college):-

- (a) Canara (Erstwhile Syndicate) Bank with ATM Facilities – within College premises.
- (b) State Bank of India with ATM Facilities – within College premises.
- (c) HDFC Bank.
- (d) ICICI Bank.
- (e) UCO Bank.
- (f) Axis Bank (ATM within College Premises).
- (g) South Indian Bank
- (h) Karur Vysya Bank
- (j) Punjab National Bank
- (k) IOB

Note: Locker Facility. The Canara Bank and SBI, DSSC Branch have lockers for use by student officers on first come first serve basis.

9. **Miscellaneous Fixed Compulsory Charges.** It is mandatory for all officers to pay the miscellaneous fixed charges given at **Appendix H** for the facilities by various non-government and privately funded institutions/activities in the College, placed at the disposal of the officers for their use and benefit. The charges may be revised at any time & notified in the usual manner. All officers (both Indian & International) are required to clear all payments raised through Adm & Mess bills within seven days of its receipt.

10. **Creche Facility** The College conducts Certified Courses in Soft Skills (CCSS). Ladies who are desirous of attending this course and have small children in the age group of two yrs to five years, may use the crèche facility. There are no additional charges for the facility. Admission of a child into the crèche will be strictly subject to his/her being within the age group of two to six years. Crèche facilities are provided for organized official and social functions like Joint Division cocktails in the Officers' Mess. Reqmt for crèche facility for any event must **sent to Colonel Adjutant minimum 48 hours before the event by concerned Wing or DS Coord or Officer concerned.**

11. **Telephone and Internet Facilities.** No civil residential phone is being provided by the College. Officers desirous of a telephone/ broadband connection at their residence (allotted accommodation) will be assisted by the College for installation of the same as per the service provider selected by the officer amongst those operating in Wellington. The same shall also be available for the officers to choose from the vendors in the Reception Cell.

12. **Details of Form D and Warrants.** DSSC has implemented e-ticketing (Defence Travel System) & hence no warrants/ forms D will be issued. Details of Dependents:-

(a) All officers must bring with them the copy of DO Part II/ POR/ Gen form indicating the details of their dependents if any, besides wife and children.

(b) Officers desirous of bringing family to DSSC will provide a copy of their marriage certificate, with a joint photo pasted on it, duly countersigned by the Commanding Officer in the MS Access database. In case of International Officers, the same may be authenticated by the Defence Attaché/ Embassy.

13. **Water.** Water at Wellington is `hard' and causes flatulence (gaseous distention of stomach and intestines) during the initial period of stay here. Though the water from the MES sources and from the Municipality is filtered and chlorinated, it is advisable to boil water or use water purifiers before consumption.

14. **Anti-Fly and DDT Spraying.** The College carries out the spraying in the officers' residential areas as per a schedule given by the medical authorities. Pest control services are available on payment and officers may avail of this facility if they so desire.

15. **Reporting of Infectious Diseases.** All patients suffering from infectious diseases like measles, mumps, Chicken-pox and viral hepatitis will be promptly reported to the Medical Officer, DSSC. These patients will be admitted to the Military Hospital. Cases of malaria will also be admitted in the Military Hospital for treatment.

Domestic Help

16. **Consequent to increase in the number of officers attending the Staff Course and availability of other employment opportunities in the Nilgiris, the availability of domestic help is acutely low.**

17. The College will not be in a position to honour all requests for domestic help. Thus, all officers are advised to bring their own private domestic help and **SHOULD NOT DEPEND ON THE COLLEGE FOR PROVIDING DOMESTIC HELP. DSSC IS NOT RESPONSIBLE TO PROVIDE YOU WITH DOMESTIC HELP.** However, all necessary assistance will be provided to facilitate provision of Domestic help.

18. The domestic help registered with the College are allotted to specific houses. In addition to the job undertaken by them for the officer in whose servant quarter they are staying, these domestic help may be allotted to another house to do part time job for which the officer shall not object. Officers will not insist on exclusive employment of their domestic help just because they are residing in their servant quarters. The registered domestic help are managed by an NCO in-charge who will detail them for work in residences on part time basis. Officers are responsible to ensure that the domestic help and his / her dependents staying in the allocated quarter of the officer have valid passes issued by A Branch.

Vehicle & Road Discipline

19. **Two Wheeler Riders: Wearing of Crash Helmets.** All officers who ride two wheeler powered vehicles including pillion riders must wear helmets as a mandatory requirement. In the previous courses, it has been noticed that some officers wear equitation

pith hat/ miners helmet and term them as a crash helmet. Such hats/ miners helmets are prohibited. A crash helmet consists of a fiber glass shell duly lined inside with shock absorbing material/ padding and a strong chin strap. All officers are advised to bring proper crash helmets on the course, if they intend to ride or share transport (two wheelers). The ladies are also advised to wear crash helmets while riding two wheelers.

20. **Driving License and Insurance.** All officers and their spouses who are in possession of two/ four wheeler vehicles must be in possession of valid driving licenses. It has been observed in the past that some of the student officers' wives have driven vehicles without a valid driving license and after meeting with an accident had to undergo avoidable embarrassment and legal problems under the motor vehicle act and traffic regulations. Officers should ensure that their **third party insurance** is in order as per motor vehicle act before undertaking any road journey.

21. It is reiterated that Wellington is located in the hills and the drivers must be adept at driving vehicles on hilly roads and ghat sections with steep inclines/ descents and sharp curves even under rainy weather conditions and through heavy traffic. Therefore, student officers and their wives are cautioned to drive carefully. In addition, the local traffic and parking norms should be strictly adhered to.

22. Officers driving two wheeler vehicles must have arrangements to secure their briefcases on the vehicle. Riding of two wheeler vehicles with briefcases perched on the fuel tank or clutched under the arm is NOT permitted. The Regimental Police (RP) will detain and note the vehicle/ locker number of such officers who will be liable to disciplinary action. Please ensure adequate safety arrangements. Officers must also make arrangements to secure helmets with a lock to the two wheeler vehicle to avoid theft. Proper road discipline shall be followed being hilly terrain and no talking on mobile while riding/ over speeding shall be tolerated.

23. International Student officers from friendly foreign countries are not authorised to possess and use vehicles bearing Corps Diplomat (CD) number plates. Driving of vehicles with Corps Diplomat number plates by unauthorized persons is a violation of traffic regulations and laws of the land.

24. **Parking of Vehicles.** Due to shortage of parking space, officers are mandated to make car pools for daily travel to and from residence to College. Minimum of three officers should be seated in a four wheeler. There are limited parking places available within the College for parking private vehicles. To ensure parking discipline and to make the best use of the limited parking area available, restrictions have been placed for regulating the same. The Parking Instructions which shall be percolated on arrival should be strictly adhered to. Parking in civ areas are also limited. Officers will strictly follow the parking procedures adopted by the local govt/civ police. Student officers should not get involved in any arguments with the local population. Any such problems should be immediately reported to Col A.

Medical

25. **Levels of medical Care and referral services**

(a) **Primary Care (MI Rooms).** There are two Medical Inspection Rooms (MI Rooms), one located inside the College Campus and the other at the Gorkha

Hill Complex near the Student Officers Accommodation. Each of these is manned by one Medical Officer. There are two Medical Officers posted to the College including a lady medical officer.

(b) **Secondary Care (Military Hospital Wellington)**: Specialty care is rendered by Military Hospital Wellington which is well located within the cantonment. The hospital has an Accident & Emergency room manned 24 x 7 by the Duty Medical Officer and all specialists are on call round the clock. The facilities at MH Wellington are summarized below.

Ser	SPECIALTY/ DEPARTMENT	FACILITIES AVAILABLE
(i)	Internal Medicine	<ul style="list-style-type: none"> • Intensive Care Unit • Emergency Cardiac Care and Stroke Management (non- interventional) • Respiratory Clinic • Diabetes & Hypertension Clinic
(ii)	General Surgery	<ul style="list-style-type: none"> • Trauma and Emergency Surgery • All General Surgical Procedures • Laparoscopic Surgery
(iii)	Obstetrics & Gynaecology	<ul style="list-style-type: none"> • Ante Natal Care clinic • Safe Labour and Delivery services • Postnatal wellness clinic • Gynaecological Laparoscopic surgery • Screening for Gynecological Cancers • Family Planning Services
(iv)	Paediatrics	<ul style="list-style-type: none"> • Immunisation Clinic • Well Baby Clinic • Neonatal ICU - Level II
(v)	Radiology	<ul style="list-style-type: none"> • Conventional and computerized X ray • Ultrasonography • Plain and Contrast CT scan
(vi)	Pathology	<ul style="list-style-type: none"> • Haematology and Biochemistry • Cytology & Histopathology • Semiautomatic Analysers • Blood Bank
(vii)	ENT	<ul style="list-style-type: none"> • Functional Endoscopic Sinus Surgery(FESS) • Fibreoptic Bronchoscopy • Universal Neonatal Hearing Screening • Audiometry • Hearing Aid provisioning

(c) **Tertiary Care(on referral/ transfer)**: For patients who require tertiary level care/ facilities and expertise not available at MH Wellington, the nearest Armed Forces Hospital is Command Hospital Air Force Bangalore (CHAFFB) which is situated at a distance of approximately 300 km. Transfer of patients will be arranged by MH Wellington wherever it is considered necessary. The mode of transfer will depend on the state of the patient. For stable patients, transfer is carried out by road ambulance upto Coimbatore and from there by rail/ air in entitled class. Patients requiring active medical support in transit are transferred by suitably equipped road ambulances with critical care team in attendance. Medevac using aircraft is resorted to either by helicopter from Wellington or by fixed wing aircraft from the airbase near Coimbatore, depending on weather conditions.

Note : In emergent situations, sufficient provisions and arrangements exist to refer/ transfer officers and dependent family members to well equipped facilities in the civilian sector. The expenditures for the same are reimbursable on a post facto basis to the officer. Coimbatore has several tertiary care facilities of very high standards which may be utilized by Military Hospital Wellington in situations where transfer to Bangalore may not be feasible or advisable. Local support at Coimbatore is provided by the Air Force Hospital at Coimbatore.

(d) **Dental Care**: A Military Dental Centre (MDC) is located within the premises of MH Wellington. Routine and specialized dental care is available at the well equipped centre.

26. Officers will report sick only to the RMO DSSC at College MI Room during working hours. Entitled dependents of officers may report either to College MI Room or MI Room at Gorkha Hill Residential Area during working hours. At all other times or in case of emergencies the patients will report to Duty Medical Officer (DMO) at the Accident and Emergency Department (MI Room) of MH Wellington. In such cases, the College MI Room should be intimated for ease of monitoring and assistance as needed. RMOs of DSSC may be contacted on 2713/ 2714 in case of any emergency for necessary assistance. Nursing assistants are available at both College and Gorkha Hill MI Rooms for First Aid/ minor care at all times.

27. Officers/ dependents on chronic medications should carry prescriptions with them and produce the same to the College MI Room for provisioning of necessary medicines and follow up at MH Wellington.

28. Officers are advised to inform the RMO in case of any symptoms which may suggest a communicable disease as a precautionary measure to prevent outbreaks.

29. (no changes, being administrative instr issued by DSSC to student officers regarding sick report).

30. (no changes, being administrative instr issued by DSSC to student officers regarding sick report).

31. **Common Health Concerns at Wellington:** The geographic and climatic condition of Nilgiris is quite salubrious and tropical/ infectious diseases are quite rare at this location. However, caution is to be exercised to prevent the following and to seek medical attention should any of these may occur.

(a) **Insect Bites:** These may occur during outdoor exercises/ hiking/ trekking due to the thick vegetation around. Those who are documented to have severe allergic reactions to insect bites should take due precautions.

(b) **Upper Respiratory Tract Infections/ Allergies:** Due to rapid weather changes which may occur in a period of hours, precautions should be taken to avoid exposure to cold at all times.

(c) **Water quality and Gastrointestinal Diseases:** The Station Health Organisation monitors and ensures the safety standards of water supplied to offices and personnel intensively. However, it is advisable to use suitable filtration/ boil the water prior to use consumption. Most offices are equipped with end point filtration devices like Reverse Osmosis. Vegetables and fruits should be washed well before consumption.

32. **General Health Advisories:** While officers and dependents are reassured of prompt medical care at various levels as described above, attention is brought to the following general advisories.

(a) Self medication is not encouraged. There are 24 x 7 helplines available in the MH at all times to address any query related to illnesses.

(b) While reading about medical conditions on internet sources may be a good way of updating oneself, it is to be remembered that information on various public websites is meant for awareness and not to be used for guiding tests and therapies without consulting a registered medical practitioner with sufficient expertise in the subject.

(c) A thermometer and pulse oximeter may be considered essential supplies for keeping in every household.

(d) Basic Life Support training is now available to general public so that a few emergency interventions can be done to restore vital functions in patients who develop sudden symptoms or may collapse. Military Hospital Wellington has sufficient expertise to render the same if any individual is desirous for this.

33. **COVID Management at DSSC:** The guidelines/ protocols to be followed during joining pd will be promulgated separately as per govt order on the subject. All student officers and their family member will strictly adhere to basis COVID-19 protocols at all times.

Arr at DSSC

34. **Travel Plans.** All nominated officers will confirm travel plans by signal/e-mail/WhatsApp, based on schedule forwarded by this office prior to undertaking the journey for ease of management of their arrival to Wellington Station. Likely reporting dates will be given in batches of 50-60 officers per day with effect from 25 to 30 May 2022. Individual reporting dates will be intimated separately by 30 Mar 2022.

35. **Despatch of Trucks.** All officers are advised to despatch their household goods/trucks in a manner so that the same arrives in station only a day prior to or after the arrival of officer in station. Trucks coming prior to arrival of officer will be held centrally outside the Cantonment area. However, unloading of trucks will be allowed only after the arrival of the officer.

36. **Carriage of Basic Items.** In view of unloading of trucks being allowed only after arrival of the officers, all officers are advised to carry basic household items, such as bedsheets, light weight duvet AC quilt, warm clothing, Mini Kitchen items, baby food (if applicable), Powder milk etc to manage till trucks get unloaded. All administrative assistance will be provided based on firm demand and availability.

37. **Reception Cell.** A **Contactless Reception Cell** will be established near the Trishakti parking to provide all assistance to officers on arrival. Both RMOs of DSSC will carry out medical inspection of all officers and families at the same place. Necessary items such as gas cylinder, packed rations, mini medical kit (Masks, Gloves & Sanitiser) and other hygiene/ cleaning materials will be provided to officers at the Reception Cell. Besides, the following Counters will be operational:-

- (a) Movement Order Counter (Administrative Branch).
- (b) Last Ration Certificate Deposition Counter (Quartermaster Section).
- (c) Allotment of Quarters Counter ('Q' Branch).
- (d) Gas & Ration Counter (Quartermaster Section).
- (e) Internet Service Counter (Civil Vendors).
- (f) Wing Counters (Army, Naval & Air Wg).
- (g) Information Technology Resource Centre (ITRC) Counter for handing over Secured Terminals.
- (h) Officers' Mess Counter.

38. All Student Officers should provide the following info in advance via AWAN message/nic Mail/E-mail to arrange Gas Cylinders & Regulators on loan from MRC Gas Agency (Indane). The details as mentioned below be forwarded directly to 'Q Branch (**AWAN on Q Branch, DSSC, Wellington or WhatsApp No 9751471988**):-

- (a) Gas Connection Consumer Number and Transfer Voucher.
- (b) Aadhaar Card Number.
- (c) Registered Mobile Number.
- (d) Security Deposit Details (Single/Double Cylinder).

39. **Provision of Messing facility.** The Officers' Mess, DSSC will cater for messing of officers during the period of quarantine. Officers desirous of availing the same to submit the requirement on arrival. The form should be filled & kept ready to be handed over to the Officers' Mess representative. A standard Veg packed meal will be catered for all officers on the day of arrival. Meals as per preference will be provided thereafter. The form for demand of meals with food preference is attached at **Appendix B**.

40. **Army Public School (APS) Admission.** Admission for children of affected officers is being done online. Officers desirous of admission in school may forward the details of their children to apsdssc@gmail.com. All online material will be provided for children to carryout preliminary preparation. APS will commence functioning as and when medical situation improves in station. Online classes will commence as per instructions of Central Board of School Education (CBSE). **Spouses of Officers desirous of teaching at Army Public School may fwd their personnel particulars through the School's official email id apsdssc@gmail.com.**

41. **Buddies.** Student officers are not permitted to bring their Buddy to the station for the duration of the Course, nor have one attached or use the services of one from a local unit. A buddy, if accompanying the baggage, will be returned within ten days of his arrival in station and the buddy must be in possession of movement order, LRC and the return journey railway warrant. If the buddy is not in possession of the return journey warrant, the officer will pay the return journey fare and despatch the buddy by due date. On no account the buddy will be retained due to non-availability of return journey railway warrant. Ignorance of this rule will not be accepted as an excuse and disciplinary action will be initiated against the officer, besides this aspect being endorsed in the officer's course report. No leave will be granted to the buddy coming to the College on temporary duty. In case such leave is granted on compassionate/ administrative reasons then the despatching unit will first intimate the College before sending such a buddy.

42. **Imp Contact Details.** For any further queries, important telephone numbers are given below:-

(a)	Brigadier Incharge Administration	-	9799369333
(b)	Colonel General Staff(Coordination)	-	7087972600
(c)	Colonel Adjutant	-	9455195195
(d)	Colonel Quartermaster	-	7598379107

Animals and Pets

43. Carnivorous animals, reptiles and cattle, goats, poultry and so on are NOT permitted to be kept in the officer's quarters as pets (caged or otherwise).

44. Pet dogs and/ or cats and/ or caged exotic birds may be kept. The following points may please be ensured:-

- (a) Dogs/ cats are not allowed in the Officers' Mess, and places of public gathering. Untrained or aggressive dogs should not be brought to DSSC in the interest of public safety.

(b) The Cantonment authorities require all dogs over six months of age to be registered and hence officers are advised to obtain the registration from Cantonment or Kennel Club India (KCI), as applicable, immediately on their arrival.

(c) Also, officers are personally responsible to ensure that their pets do not cause nuisance to others while being taken for a walk etc. In some previous courses, a few officers were required to send their dogs for behavioral training due to repeated incidents of aggression. Officers & dependents have suffered severe injuries after being mangled by the host's pet dog during parties & social visits. Please note that officers are responsible for their pets during the initial settling down period. In case the pets are being transported by truck or through personal vehicles with a caretaker, the officer will be held responsible for any mishaps in his/ her absence. Pets found abandoned or unsecured are likely to be impounded.

(d) Officers are advised to train & practice their **spouses** in walking their dogs – especially the bigger ones – as mostly they would be walking the dogs due to busy schedule/ tours of the student officers & lack of hired dog walkers.

45. Outbreak of rabies occurs occasionally. Dog owners are advised to have their dogs protected against rabies and distemper.

46. **Discipline Cases/ Discord Cases**. Officer nominated for the Staff Course with any discp and marital discord issues in the past, must bring out the same through his Record of Service fwd to A Br, DSSC prior to his joining the College. A certificate will be signed by the student officer duly countersigned by CO/ IO. Same has been fwd separately to CO/ IO). Format for the certificate has been enclosed as **Appendix 'J'**.

Appendix G

(Refers to Section 4, Para 7 of
DSSC Joining Instructions)

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 commences 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 & 223890).

(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.
- (p) **River Side School.** Contact Number 04266-274555, Distance 18 Kilometres Indian Certificate of Secondary Education (ICSE).

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 the Indemnity Bond for the same. Documentation will be done during reception formalities on arrival in DSSC.

Appendix H
(Refers to Section 4, Para 9
of Joining Instructions)

MISCELLANEOUS FIXED COMPULSORY CHARGES
(Subject to revision from time to time)

1.	<u>Mess Subscriptions (Monthly)</u>	<u>Dining Officers (In INR)</u>	<u>Non Dining Officers (In INR)</u>
	(a) Mess Subscription	330.00	280.00
	(b) Mess Service Charges	700.00	400.00
	(c) Entertainment Fund	20.00	20.00
	(d) Mess Maintenance Allowance (International Officers)	120.00	120.00
	(e) Mess Maintenance Allowance (Civilian Officers)	60.00	60.00
	(f) Coffee Bar Charges	440.00	440.00

2. **Messing Charges**

Ser	Particulars	Breakfast	Lunch	Dinner	Total
(a)	With Last Ration Certificate (LRC)	50	100	100	250
(b)	Without LRC ISO's & Offrs on Leave & Blood relatives	100	175	175	450
(c)	Offrs on TD (Single or with family) & Civ	100	200	200	500

Note: Daily Messing Charges shall be as fixed from time to time.

3. **Security Deposit.**

- (a) **Officers' Mess.** Refundable deposit of INR 5,000/- (in two installments).
- (b) **ITRC.** Refundable deposit of INR 5,000/- for Secured Terminals (in two instalments).

4. **Administrative Bill Monthly Subscription (Subject to revision from time to time)**

	<u>Single Officers (In INR)</u>	<u>Officers Living with Family (In INR)</u>
(a) DSSC Subscription - Lt Col/ Eqvt Maj/ Eqvt	200.00 200.00	200.00 200.00
(b) Ladies' Club Fund (Members only)	Nil	50.00
(c) Watermanship Training Centre, Pykara	20.00	20.00
(d) Resident Welfare Association	620.00(Approx)	
(e) Cost of Ration Delivery and packing material charges (Married Indian Officers opting for Entitled Rations only)	300.00	

5. **Annual/ One Time Subscription (All Officers).** (Charges may vary depending on list of subscription)

(a) <u>Fees for MSc Degree Course.</u>		
(i) International Officers	-	INR 17,700.00 (for volunteers) (in five installments)
(ii) Indian Officers	-	INR 1,935.00 (in five instalments)
(b) Owl Magazine	-	INR 180.00 (in four installments)
(c) Trishul Magazine (Two Issues)	-	INR 150.00 per issue.
(d) Name Tabs and Car/ Scooter Stickers	- -	INR 30.00 per name tab, INR 15.00 per sticker.
(e) <u>Photographs.</u>		
(i) Owl Mag	-	INR 20.00
(ii) Group Photograph		INR 130.00
(f) Course Planner (Diary Type)	-	INR 240.00
(g) Coffee Table Book	-	INR 880.00

(h)	Memento	-	INR 500.00 (approximately)	
(j)	Ration Basket(Two)	-	INR 386.00	} - (approximately)
(k)	Waste Disposal Baskets(Two)	-	INR 476.00	
(l)	Name board for Residential Accommodation.	-	INR 131.00	

(To be read in conjunction with Previous Sections)

(To be read in conjunction with Previous Sections)

Appendix J

(Refers to Section 4, Para 46
of DSSC Joining Instructions)

CERTIFICATE : DISCP CASES/ MARITAL DISCORD CASES

This is to certify that IC No _____ Rank _____
Name _____ nominated for the 78th Staff Course, does not have any/
does have the fwg cases pending against him wtr discp/ marital discord:-
(To be read in conjunction with Previous Sections)

(a)

(b)

(c)

Place :

(Signature of the Officer)

Date :

COUNTERSIGNATURE

Place :

(Signature of the CO/ IO)

Date :

SECTION 5

QUARTER MASTER GENERAL (Q) BRANCH (To be read in conjunction with Previous Sections)

<u>Appendices</u>	K	-	Details of Regimental & Civil Shops.
	L	-	Details of Transporters
	M	-	Details of Furnishing & Utility Items for ISOs

1. **General.** All students attending the staff course shall be provided with married/ single accommodation on arrival as per requirement. There are 433 married accommodation & 48 single officer's accommodation earmarked for student officers. Thus a total of 481 accommodations are available for allotment (Indian & Foreign/ Civil/ Coast Guard/ Para Military). For allotment of accommodation (married/ single), officers should fill appropriate columns in the database file & no representation will be entertained at a later stage.

2. **Types of Married Accommodation.** The Government married accommodation for student officers is mostly flat type of different sizes, & situated in compact complexes at varying distances from the College. The accommodations have been grouped into categories as follows:-

(a) **Category I.** These have two/three bed rooms, drawing, dining, study & garage in duplex format (51) at Wellington Hall located about 1 Km from the College Campus.

(b) **Category II.** These are flat type two / three storey accommodation with three beds rooms, drawing, dining, study & garage (Castle – 22) also located about 1 Km from the College Campus.

(c) **Category III.** These are 70 flat type MAP quarters with drawing, dining, study & three bedrooms with garage. These are located on top of Gorkha Hill and located 4 - 5 km from the college campus.

(d) **Category IV.** Construction details are similar to Category III. These are in blocks of six/ three located at Gorkha Hill about 3.5 – 4.5 km from the college campus. There are 222 such quarters available.

(e) **Category V.** Construction details are similar to Category III & IV. These are in blocks of six/ four/ three located at Circle Quarters about 3.5 – 4.5 km from the college campus. There are 68 such quarters available.

3. **Basis for Allotment of Married Accommodation.** The authority for allotting accommodation to student officers is the College Quartering Committee, composed of representatives from the three Service Wings, Administrative Wing & Garrison Engineer DSSC. The three main factors governing the allotment of married accommodation are Inter Service quartering ratio, Tri-services representation in all blocks, equitable distribution of ground floor, first floor & second floor to three services & inter-service seniority of officers.

Allotment will be made top down seniority wise in inter service ratio starting from category I to category V.

4. **Non-Availability (NA) Certificate for Retention of Married Accommodation at Previous Station.** NA Certificate for retention of married accommodation at previous station is not ordinarily issued to officers since all student officers are provided with married accommodation.

5. Single officer's accommodation are at the following locations:-

(a) **Offrs' Mess Residence (OMR).** These are flat type accommodation with a drawing room, bedroom with attached bathroom, dressing room and a small kitchenette. These are located in the Officers Mess Complex at a distance of 300 meter from College Campus. **Families are allowed for a maximum duration of seven days only in these accommodations. Sanction for stay upto 15 days may be given on case to case basis. Under no circumstances the single officers staying in OMR will be allowed to keep their families for periods greater than 15 days.**

(b) Foreign Officers who are desirous of staying single during the course will be allotted only OMR. Since families are not permitted in these accommodations for more than 15 days, it would be preferable to take a married accommodation from the beginning of the course, in case the family of the officer wishes to join him/ her during the course at DSSC.

(c) **Castle Qtrs.** The layout is similar to OMR. Accommodation is 300 meter from Officers Mess and 700 meters from College Campus respectively. **Families are permitted for a maximum duration of seven days.** Earmarked for offrs from friendly foreign countries.

(d) **Jacaranda Lane.** There are 3 x independent row type of bungalows, re-appropriated to 6 x Single Officers accommodation. Layout is similar to OMR except to the fact that it is one bungalow partitioned for two officers. It is 100 meter from College Campus and 200 meter away from Officers Mess. **Families are permitted for a maximum duration of fifteen days.**

(e) **New Neelamber.** There are 3 x independent column type of flats, re-appropriated to 6 x Single Officers accommodation. It is 1 km from College Campus and 100 meters away from Officers Mess.

(f) **Sangam.** There are 4 x independent column type of flats. It is 1 Km from College campus and 100 meters from Officer Mess. **Families are permitted for a maximum duration of fifteen days.**

(g) **Wellington Hall Block 74 (A & B).** There are 2 x Independent row type accn with a hall, bedroom & kitchen. It is 1 KM from College campus.

6. Single officers whose family are likely to accompany them in DSSC for a period of 15 days or more are requested to intimate in advance so that an appropriate accommodation with kitchenette such as Sangam, Wellington Hall & Jacaranda Lane can

be allotted to the officer at an early stage rather than changing the accommodation at a later stage.

7. Sets of Single Officer's room kit items including minimum soft furnishings have been made for the Single Officers quarters. These may be obtained from the Officers' Mess NCO on arrival, on payment of nominal hire charges.

8. **Change of Accommodation.**

(a) Representation for change of accommodation, once allotted, will not be entertained, unless inescapable.

(b) The College authorities may however order change of accommodation on administrative grounds to any category based on availability but within entitlement of the officers.

Handing Over of Houses quarter master

9. **Office.** Temporary office for handing over the Government married accommodation will be established at Gorkha Hill, MAP & Wellington Hall area by Barrack Stores Officer DSSC.

10. **Timings.** The accommodation will be handed over/ taken over between 0800 hr to 2000 hr. Officers likely to arrive after 2000 hr should preferably make their own arrangements for night stay & report to DSSC only the next day within the stipulated timings. This also applies to officers likely to arrive early.

11. **Regimental Shops.** The details of regimental shops/ other facilities in the college are given at **Appendix K.**

12. **Hobby Classes.** DSSC organises various hobby classes for ladies under the umbrella of the Wellington Fusion Creative Center. 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) Yoga.
- (l) Decoupage/ Card Making.
- (m) Dance (Western/ Bollywood).

13. There are talented ladies among the student officers'/ Permt 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.

14. Officers are advised to ascertain from the despatching transport agencies, details of the associated agents at COONOOR before booking the baggage by road. This will facilitate tracing of baggage in the event of undue delay or mishap en-route. Details of transport agencies who have their offices at COONOOR are given at **Appendix L. OFFICERS ARE ADVISED TO INSURE THEIR BAGGAGE AND KEEP A DETAIL OF THEIR CONTENTS DULY VERIFIED AND ATTESTED BY THE INSURANCE AGENT TO FACILITATE CLAIMS IF REQUIRED.**

Maintenance of Houses & Surrounding Area.

15. **Houses.** DSSC takes immense efforts to refurbish the accommodation completely during the break period in an endeavour to offer decent, well maintained & laid out houses to officers on arrival. Officers on their part have a major responsibility to keep the building, furniture and fixtures in good condition & hand over the same as offered. All occupants residing in the government building are advised to take necessary steps to maintain & upkeep their allotted houses. Foliage growing on walls; particularly near water tanks must be removed under arrangements of occupants. Occupants are also requested to ensure that all the water storage tanks have lids and the same are closed at all times. Assistance, if reqd will be made available on request for foliage removal at inaccessible locations.

16. **Maintenance of Lawns/ Gardens.** All officers who are allotted ground floor houses will be required to maintain their lawns properly. As part of the College endeavour, area maintenance will be maintained by individual officers.

17. **Garbage.** Wellington Cantonment is a garbage bin free station. Conservancy staff from the Cantonment Board collect household garbage directly from door-to-door every morning (less Sundays/ holidays). Officers are requested to hand over the garbage including that of their servant quarters to the conservancy staff. There are no garbage bins available to dump garbage. **ALL RESIDENTS OF BUILDINGS IN THE VICINITY OF WHICH GARBAGE IS FOUND STREWN WILL BE FINED. SERVANTS PARTICULARLY MUST BE EDUCATED & MONITORED IN THIS REGARD.**

18. **Segregation of Waste at Source.** All offrs are requested to segregate the organic i.e. food waste, vegetable waste, paper, etc. and inorganic waste i.e. fused bulbs, blades,

razors, old shoes, tooth paste tubes, glass wares, empty bottles, plastic etc. at source. There is therefore a necessity for disposing garbage duly segregated in colour coded bags as under:-

- (a) **Green Plastic Dust Bins.** Organic and degradable waste.
- (b) **Red Plastic Dust Bins.** Inorganic and non - degradable waste.

19. **Provision of Garbage Bags.** The initial pack of garbage bags will be issued as part of utility hamper. Subsequent bags would have to be under individual arrangements, however, the color codes will be strictly followed. The conservancy staff has been instructed to accept the specified colored bags only. Bags of other colors will not be entertained.

20. **Collection and Transportation.** Cantonment Board at Wellington is responsible for collection and transportation of waste by means of '**Door to Door Collection**'. Household garbage is collected manually. This waste is thereafter picked up by Cantonment Board truck as per a cycle of collection and transports it to the final disposal site.

21. **Maintenance of Furniture.**

- (a) Government furniture should not be provided to the servants.
- (b) Furniture items should not be left exposed in the balcony or outside.
- (c) Furniture requiring repairs/replacement must be periodically deposited.
- (d) Serviceable furniture authorised to accommodations will not be deposited with the Barrack Stores Officer (BSO). This is due to paucity of storage space. Officers are advised to make suitable arrangements for personal furniture if held.

Issue of Entitled Rations.

22. **Last Ration Certificate (LRC).** Officers will bring LRC from their previous unit/formation and hand over the same to the Quartermaster (QM) Section. Entitled rations, including milk and Liquefied Petroleum Gas (LPG) will be issued and delivered to married officers at their residential areas as per specified programme/location. Officers are requested to ensure that rations and Liquefied Petroleum Gas are collected as per scheduled programme. If rations cannot be collected as per programme, the same may be collected from Quartermaster Store the next day under own arrangements. Rations not collected are bound to perish and will be accounted for against the entitlement of such officers. A delivery charge of Rs 275/- & Rs 25/- (may vary) for packing materials per officer per month will be recovered through the Administrative Bill. Two baskets will be handed over and the packing material expenses will be taken from all officers on arrival in Defence Services Staff College, Wellington. The containers can be retained by the officers on termination of the course.

23. Officers can choose between any one of the following categories of rations:-

- (a) **Pure Veg.** One ltr milk, 30 gms Cheese Spread and 30 gms Nutramul per day.

- (b) **Veg.** 750 ml milk, two eggs, 30 gms Cheese spread and 30 gms Nutramul per day.
- (c) **Non Veg.** 250 ml milk, two eggs & 175 gms frozen chicken per day.
- (d) **Egg Eater.** 250 ml milk & six eggs per day.

24. Change of preference from one category to another, will be allowed only once during the course.

25. **Ration Distribution.** In order to avoid inconvenience and loss of time of student officers during training at the College, the QM arranges delivery of entitled rations to all officers in their residential areas. Officers will be issued with a printed ration card indicating scales for the complete duration of the course. For the purpose of issue of rations, the residential areas of the College have been divided into four groups as under:-

- (a) **Gp I.** Gorkha Hill blocks 17 to 42.
- (b) **Gp II.** Gorkha Hill blocks 1 to 16 and Circle Qtrs.
- (c) **Gp III.** Nilgiris, Castle, Wellington Hall, Jacaranda Qtrs & MAP Qtrs
- (d) **Gp IV.** Residences of all permt staff offr.

26. Items of dry rations of succeeding month will be issued to the officers during the first week of preceding month. Fresh rations will be delivered once in a week group wise on various days as given below:-

- (a) **Gp I & IV.** Tuesdays.
- (b) **Gp II & III.** Thursdays.
- (c) **Meat/Chicken for Non Vegetarian Officers.** Wednesdays.
- (d) **Milk for Pure Vegetarian Officers.** Mon, Wed, Fri & Sat.
- (e) **Milk for Vegetarian Officers.** Mon, Wed & Fri
- (f) **Milk for Non Vegetarian/ Egg Eater Officers.** Saturdays.

27. Due to adm reasons specific time for issue of fresh/milk/dry ration cannot be implemented on all issue days. Offrs/ladies are requested to co-operate for smooth functioning of the system. Officers/Ladies are requested not to enter into any arguments regarding quality/ quantity of rations with the delivery NCO. In case of any complaint, officers are requested to make specific complaints in writing and put these in the locker of the QM (Locker No 110). There will be a monthly online feedback on entitled ration issue. Any complaints/ view/ suggestion can be uploaded.

28. **Milk.** Milk will be delivered to the officers as per **Para 26** above. Officers are required to collect milk coupons every month from the QM office between 26 to 30th of the preceding month. A programme for the same will be issued to avoid rush at the QM office. No coupons will be issued after due date. Officers must write Quarter No and name of their residential areas on the coupons and the same are to be handed over to the representative of the QM while taking delivery of the milk packets. The coupons must be availed in the month for which they are meant and milk not be issued for the unutilised coupons in the following month. If there is any extra demand for milk on any particular day, the same be intimated to the ration NCO in advance. Without prior intimation extra milk not be issued. Lost/ torn/ damaged coupons will not be replaced.

29. **Bread.** Bread will be delivered to the offrs accn. Officers are entitled 230 gms of bread per day (ie total of 6.5/7 kgs per month) and atta/ rice entitlement will be reduced accordingly.

30. **LPG.**

(a) Entitled LPG will be issued with effect from 01 July. One LPG cylinder is issued for 95 days as part of entitled ration to officers at the scale of 150 gms per day. Officers possessing gas connection are advised to bring transfer vouchers preferably Indian Oil Corporation (IOC) and register the same with MADRAS Gas Agency, Wellington operated by the Supply Depot, so as to draw their entitled ration LPG on replacement of cylinder basis, in addition to payment LPG. Drawing of kerosene oil in lieu of LPG is not permitted.

(b) Post the reduction of government subsidy on LPG, all individuals are entitled only to six LPG cylinders per year (three per half year on lapse basis) of subsidised LPG as per existing policy.

(c) The QM maintains a pool of 50 cylinders against the name of Commandant, DSSC to provide to the international officers. These cylinders however are considered as commercial cylinders and are provided at a rate of Rs 946/- per cylinder (Rate may vary according to IOC). International officers may, if they so desire, apply for an individual LPG allotment on arrival in station with the Sup Depot ASC, Wellington. These allotment may be made available within a month and half and will allow them to purchase cylinders at Non-subsidised domestic rates (ie Rs 946/- per cylinder) only as international officers are not entitled for government subsidy.

31. Rations for entitled single officers will be collected by DSSC Officers' Mess.

Miscellaneous

32. **Name Boards.** A name board is to be displayed outside every officer's residence. It will be made of uniform pattern by the College Quartermaster as per **the data uploaded by the officer**. Actual cost of the board will be recovered through Administrative Bill.

33. **Ootacamund Hunt Club (OHC).**

(a) The only surviving hunt club to the East of Suez. Hunt meets are conducted by OHC during the course period. Hunt is basically "Riding to the hounds" in a difficult and challenging terrains. Only eligible short listed riding members of the staff

College can participate in the hunt. No animals are injured or disturbed during the 'Hunt'.

(b) Two suites are available at the Ootacamund Hunt Club in a serene environment. Officers can book these suites through Honorary Secretary, Ootacamund Hunt Club at a charge of INR 500/- per night.

(c) Ootacamund Hunt Club (OHC) which functions under the aegis of DSSC conducts 4-5 Hack Rides. Officers from DSSC can participate in the ride. The officers who wish to participate in the ride will be given a temp membership of OHC for which they will be charged INR 1,200/- (Rupees one thousand two hundred only) towards membership fee.

34. **Horse Riding.** DSSC Equitation Wing is authorised 50 horses and five qualified instructors to impart elementary instruction in Equitation and Horsemanship to the officers and their families on voluntary basis. Student officers will get an opportunity to display their riding skills in the Mounted Gymkhana towards the end of the course. The children below 10 years are not eligible for horse riding. The riders will be charged INR 500/- per month.

35. **Pony Riding.** DSSC Equitation Wing has the facility of Pony Riding for children below 10 years. Children can ride near their residential area on producing coupon worth Rs 40/- which are available in the form of sheet of 12 coupons at the RVC section. Children reaching stables will be charged Rs 500/- per month. The amount of coupons/ riding charges will be recovered through mess bills.

36. **Fuel, Oils & Lubricants (FOL).** Officers, including civilian officers undergoing the Staff Course are entitled to buy FOL on payment from Army sources through Mechanical Transport Officer (MTO). However, it is clarified that issue of FOL on payment is only a privilege & not a guaranteed amenity. Before any sale is effected, sanction of the Commandant is necessary. Officers are allowed a fixed quota of FOL per month depending on the type of vehicle the officer owns. It is pertinent to mention that at times these allotments have to be curtailed due to unavoidable reasons such as non-supply from civil agencies etc. Normally, FOL is issued to private vehicles of student officers on all Working days except Thursdays. FOL is issued at government prescribed rates in vogue, which may vary from the market rates.

37. Three TATA Wingers (AC 12 Seater) are available on hire. These vehicles are rented out on **First Come First Serve Basis** with demand register being maintained at control room of the MT Sec. The hiring charge of TATA Winger is comparatively lesser than hiring two/ three cabs. The hiring charges are worked out on point to point basis at Rs 22/- & Rs 20/- per kilometre for AC & Non AC respectively. In addition to the hiring charges, INR 500/- per day and INR 750 /- per night is charged as driver allowance.

38. **Indemnity Bond for Conveyance of Officers' Dependents by Military Transport.** It is a mandatory requirement to fill up the indemnity bond in respect of the dependents in order to board a military transport. The same is required to be deposited with MT Section on arrival at Airport/ Railway Station as per **standard format**.

ADMINISTRATION 'Q' MATTERS: INTERNATIONAL STUDENT OFFICERS

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 14.2 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.

41 The College will only provide Government family accommodation to international officers if their families intend to stay in Wellington for the duration of the Course. ***Officers must intimate by 15 April 22 if they require family accommodation or otherwise.*** Officers with families are expected to run their own household. Essential furnishing, cooking utensils, glass ware, crockery, cutlery, cleaning material & utility systems will be provided by the College in the residence.

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 M**) for which monthly maintenance charge of Rs 500/- for Single Offrs and Rs 750/- 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. ISO 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 mov to reach Coimbatore by day.**

49. **Procedure for Complaints with Respect to Amenities.** Two Junior Commissioned Officers (JCO)/ Non Commissioned Officers (NCO) are earmarked for upkeep and maintenance of amenity items at married accommodation and single officer accommodation, the Mobile Numbers of JCO/ NCO can be obtained on arrival from Quartermaster Branch. If any item is not working in their respective residences, the detailed JCO/ NCO may be intimated on telephone/ SMS/ Whatsapp. If the complaint is not addressed within 48 hours, the International Student Officer should inform the Quarter Master (QM) on phone/ in person and if the same is still not addressed in 72 hours, the officers are requested to communicate the issued to Colonel Quartermaster/ Brigadier - In-Charge- Administrative/ Sponsor Directing Staff to rectify the issue. Student Officers can interact with Colonel Quartermaster even after their classes ie. 1330 hours in person.

50. **Procedure for MES Complaints.** The Garrison Engineer (GE DSSC) is responsible for all issued related to electricity, water, plumbing, sewage, repair and maintenance of buildings etc. Complaints related to these issued can be registered through Wide Area Network (WAN) in the computer provided in each residence. Urgent Complaints regard electricity, water, sewage etc can also be intimated on phone to the JCO/ NCO in-charge amenities. Complaints if not addressed in 2-3 Days can be informed to Assistant Garrison Engineer/ Garrison Engineer / Colonel Quartermaster.

51. **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 K
Refers to Section 5, Para 11
of DSSC Joining Instructions)

REGTL SHOPS

1.	<u>College Area</u>		<u>Shop No</u>	<u>Telephone No</u>
	(a) DSSC Cafe	-	C1	7010417453
	(b) Maitri	-	C1A	8098094243
	(c) Home Appliances & White goods	-	C2	7010417453
	(d) All India Handicrafts	-	C3	9043217590
	(e) Multi Brand wears with Sports goods	-	C4	8838356499
	(f) AXIS Bank ATM	-	C5	7094432091
	(g) CSD Canteen	-	C6 &7	8807120206
	(h) Vegetable/Fruit Shop	-	C8	9360262453
	(j) EMEM Hand Tex	-	C9	9500378902
	(k) Suvidha Stores	-	C10	9600562519
	(l) Daily Fresh Store	-	C11	9600562519
	(m) Nilgiri Nectar(Ooty Fresh)	-	C12	9489311853
	(n) LIC Premium Paying Point	-	C13	9443522558
	(o) DTDC Courier Service	-	C14	9843035067
	(p) Mobile Shop	-	C15	9843153343
	(q) Bakery	-	C16	9600562519
	(r) Tailor Shop	-	C17	9843436388
	(s) Wet Canteen	-	C18	8667633342
	(t) Mala Ladies Tailor Shop	-	C19	6380452705
	(u) Gracy Fast Food Outlet	-	C20	9786033041
	(v) Provision Store	-	C21	9443574990
	(w) Balmer Lawrie & Co (Travel Agent)	-	C22	9159611487

(x)	Photo Studio	-	C23	9245283433
(y)	Syndicate Bank (ATM)	-	C24	7250638860
(z)	Syndicate Bank	-	C25	7250638860
(aa)	SBI Bank & ATM Counter	-	C26	8838184512
2.	<u>Offrs' Mess Area</u>			
(a)	Purple Magic (Beauty Parlour)	-	M27	9789143170
(b)	Barber Shop	-	M28	9751594070
(c)	Dry Cleaners & Ironing Shop	-	M29	9994100409
3.	<u>Sangam Area</u>		<u>Shop No</u>	<u>Telephone No</u>
(a)	Gift Items/Travels/Xerox/Tea Snacks	-	S30	9443206500
(b)	Provision Store	-	S31	9443603936
(c)	Cable TV	-	S32	9443036123
(d)	Vegetable cum Fruit Shop	-	S33	9443603936
(e)	Tailor Shop	-	S34	9688644779
4.	<u>Gorkha Hill Area</u>			
(a)	Vegetable/Fruit Shop	-	G36	9629233888
(b)	Barber Shop	-	G37	9677308087
(c)	Provision Shop	-	G38	9629233888
(d)	Meat & Poultry Shop	-	G39	9629233888
(e)	Chat & Chaai Shop	-	G40	9629233888
(f)	Winking Owlet (Beauty Parlour)	-	G41	6381248317
5.	<u>Circle Area</u>		<u>Shop No</u>	<u>Telephone No</u>
(a)	Dairy products, bread & Fresh vegetable/fruits	-	CR43	9486320212
(b)	BSNL (Telephone/Mobile Comn) & Stationery Shop	-	CR44	9842236584
(c)	Pink Diva (Beauty Parlour)	-	CR45	8264433409

(d)	SVL Room	-	CR 46	9944314892
(e)	Vacant	-	CR47	
(f)	SD Computers	-	CR48	9443089878
(g)	SBI ATM	-	CR49	8838184512
(h)	Meat & Poultry Shop	-	CR50	8667633342
(j)	Car Mechanic	-	CR51	9345065487

Appendix L

Refers to Section 5, Para 14
of DSSC Joining Instructions

TRANSPORTERS FOR CONVEYANCE OF HOUSEHOLD EFFECTS

1. An endeavour is being made to assist student offers in conveyance of their household goods on posting after termination of staff course.
2. Details of tpt agencies who have requested for permission to advertise their services are as under:-
 - (a) Mr Gurudev Singh
Gurudev Packers & Movers
Fleet Owner & Transport Contractors,
Household Goods & Car Carrier©
Top Floor, Opp. Ramada Hotel, Chd. Ambala road,
Zirakpur
Cell – 85916 17774, 85916 17775
 - (b) M/s Good Samaritan Transports
Mr S Celestine
27, Estate View,
Cornwall Road, Coonoor – 643 101
Cell – 9345058868 (or) 9364204446
 - (c) Agarwal Packers & Movers Ltd (AMPL)
1061-A, Thiagaraja Towers,
Periyasamy Road, R.S Puram,
Coimbatore – 641 002
Cell - 9311084861
 - (d) Sri Bhagwathi Roadways
106, Crown Prince Hall,
Mount Road, Coonoor – 643 101.
Cell – 9442632472
 - (e) Rukmani Roadways
Packers & movers
B-6/52, Sector–18,Rohini,
Delhi – 110085
Cell – 09310915309
 - (f) APML Packers & Movers
No. 36, Anbu Nagar 5th Street,
Edyarpalayam, Coimbatore
Cell – 9585519199 (or) 9042766067

- (g) Sree Shakthi Roadways
All Over India Services
Below Syndicate Bank,2
Gurkha Hill road, Barracks.
Cell – 9486393413

3. Offrs desirous of utilising their services may do so by directly interacting with the company rep. The college is only acting as a facilitator towards informing the students of avbl tpt agencies. The above is in no way to be construed as an endorsement of the above contractor by the college.

Appendix M
(Refers to Section 5, Para 43
of DSSC Joining Instructions)

LIST OF FURNITURE ITEMS

<u>Ser</u>	<u>Nomenclature</u>	<u>Qty</u>
1.	Curtains (Door/ Window)	40
2.	Emergency Light	01
3.	Heat Convector	01
4.	Table Lamp Tube Type	01
5.	Wall Clock Digital	01
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	04
13.	Towels Large	04
14.	Rugs/Carpet(2/6)	04
15.	Carpet -9/6	01
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.	Micro Wave Oven	01
24.	Cutlery	01
25.	Gas Regulator & Pipe	01

26.	Electric Chimney with 04 Burner Gas Stove	01
27.	Gas Cylinder	02
28.	Water Dispenser	01
29.	Water Purifier	01
30.	Flat Screen Colour TV (LED)	01
31.	Washing Machine	01
32.	Refrigerator	01
33.	Mixer Grinder	01
34.	Toaster	01
35.	Water Jug	01
36.	Oil Filled Radiator Room Heater	01
37.	Gas Lighter	01
38.	Instant Geyser	01

SECTION 6

SPORTS AND CO-CURRICULAR ACTIVITIES (To be read in conjunction with Previous Sections)

1. **General.** The Staff College has a distinction of having some of the most extensive facilities for sports and recreation which are fascinating by any standard. These facilities will be available to the officers and their families at a very nominal cost. A subscription of INR **80/-** from permanent staff and INR **75/-** from student officers per month are collected as general sports subscription. Additional, recoveries if any, are made separately for each activity. Some of the popular sporting and pastime activities organised by the College are Angling, Badminton, Basketball, Cricket, Golf, Hike, Hunting, Mountain Biking, Riding, Sailing, Squash, Tennis, Volleyball, Wellington Fusion Creative Centre, Yoga and Staff College Amateur Dramatic Society (SCADS), and literary pursuits in the college magazines viz Owl, HOOT& Trishul.

Sports

2. **Angling.** Good rainbow trout fly fishing is available in streams and lakes in the Nilgiris. In the Nilgiris, trout fishing is controlled by the Director of Fisheries, Tamil Nadu. Some fishing equipment and a few annual licences for trout fishing have been obtained by the College. Student Officers are to use their own fishing rods. Fished once hooked have to be released back into the water.

3. **Badminton.** Five indoor badminton courts (three in Abimanyu and two in Eklavya Indoor Court) are available for use by officers and their families. Users are expected to bring their own racquets. Shuttle cocks are provided in the court itself.

4. **Basket Ball.** The College has a synthetic Basket Ball court in the college premises and a few courts in the residential areas.

5. **Cricket.** There is no dedicated cricket ground. Whenever matches are to be held, a portion of the Golf Course in WGC is made available for practice as well as other fixtures.

6. **Golf.** Wellington Gymkhana Club has an excellent Golf Course. The subscription is nominal. The facility is available to ladies also. Officers are advised to bring their own golf sets.

7. **Hiking.** Nilgiris is an ideal place for hiking. Hike club of the College remains active during the Course.

8. **Mountain Biking.** The DSSC Mountain Biking Club was est at DSSC wef 71st Staff Course to introduce biking as an adventurous and environment friendly activity with health benefits. The club conducts short and long distance circuits on week days and weekends respectively. The organised trips are coordinated with the Angling/ Hiking/ Sailing Hunt Club. A sum of INR 100/- per month is being charged for using bikes held with the Club.

9. **Squash.** College has three central Squash Courts. In addition, there are two courts in the residential areas.

10. **Tennis.** Wellington Gymkhana Club has three Tennis Courts. Tennis balls are made available to the officers of DSSC at the Tennis Courts under arrangements of the College.

11. **Ootacamund Hunt Club (OHC).**

(a) The only surviving hunt club to the East of Suez. Hunt meets are conducted by OHC during the course period. Hunt is basically 'Riding to the Hounds' in a difficult and challenging terrains. Only eligible short listed riding members of the Staff College can participate in the hunt.

(b) Two suites are available at the Ootacamund Hunt Club in a serene environment. Officers can book these suites through Honorary Secretary, Ootacamund Hunt Club at a charge of INR 500/- per night.

(c) The club conducts 4-5 Hack Rides in a year. Officers from DSSC can participate in the rides. The officers who wish to participate in the ride will be given a temp membership of OHC for which they will be charged INR 1,200/- (Rupees one thousand two hundred only) towards membership fee.

12. **Horse Riding.** DSSC Equitation Wing is authorised 50 horses and five qualified instructors to impart elementary instruction in Equitation and Horsemanship to the officers and their families on voluntary basis. Student officers will get an opportunity to display their riding skills in the Mounted Gymkhana towards the end of the course. Children below 10 years are not eligible for horse riding. The riders will be charged INR 500/- per month.

13. **Pony Riding.** DSSC Equitation Wing is having facility of Pony Riding for children below 10 years. The children can ride near their residential area on producing coupons worth Rs 40/- which are available in the form of sheets of 12 coupons at the RVC Section. Children reaching stables will be charged Rs 500/- only per month. The amount of coupons/ riding charges will be **recovered through mess bills**.

14. **Sailing.** Enterprise Class Sailing Boat, Windsurfers, Jet Skis, Power Boats, Kayaks, Banana Boat and Wonder Wheel are maintained by the College at the Pykara lake, about 40 kilometers from Wellington. Two suites are available at the boat house in Pykara for overnight stay of officers and their families at nominal charges. The accommodation can be booked through the Naval Wing. Student officers who wish to use the facility at Watermanship Training Centre (WTC) at Pykara may please fill the forms and forward to Pykara In-charge. Form for Booking/changing Rooms/ Day Visit at Watermanship Training Centre at Pykara is on College WAN.

15. **Health Club.** A state of art Health Club is established at Circle Quarter area with Gyms, sauna and steam bath facilities. Gyms are also available at Gorkha Hill, Officers' Mess and Eklavya Basketball Court complex. Student Officers and their families can utilise these facilities.

Co-Curricular Activities

16. **Staff College Amateur Dramatic Society (SCADS).** The Staff College Amateur Dramatic Society, popularly known as SCADS, provides opportunities to all enthusiastic and talented officers and their wives to display their creative skills in arts and dramatics.

17. **Trinetri Ladies Club.**

(a) The Ladies Club of the College has traditionally been very active, hosting a number of events like Winter Carnival, Christmas Party for Children, Husbands Nite, Coffee Mornings etc.

(b) The wives of all student officers automatically gain membership of the Club on arrival in Station. Subscription is charged by default & the onus is on the student officer to intimate the A Branch through his respective Training Wing DS Coord in writing regarding the absence of his wife from the station to manage subscriptions accordingly.

18. **Owl.** The College magazine is called the 'OWL'. All creative talent in writing and sketching is tapped while publishing 'OWL'.

19. **Trishul.** Trishul is the biannual professional journal published by the College. Articles of professional interest to the three services written by eminent people and talented writers are published.

20. **Hoot.** The College publishes a monthly magazine 'Hoot' in which light hearted articles from permanent staff, student officers and their families are published. The magazine also covers various activities and happenings in the College. This magazine is now being published online.

21. **Movies.** English/ Hindi movies are run on Sundays at Trishakti auditorium for officers and their families. It is the responsibility of the parents to control their children, especially during the breaks/ intermission.

Wellington Gymkhana Club

22. The Wellington Gymkhana Club, approximately a kilometer from the College provides golf, tennis, billiards, bridge, dancing and fiction library facilities. Dances are arranged for specific occasions and 'Happy Hour' is organised on Fridays. Student officers are automatically admitted as temporary members and may apply for permanent membership after six months of arrival.

23. The Wellington Gymkhana Club is fully affiliated with Ootacamund Gymkhana Club. A member of the Wellington Gymkhana Club may use the Coimbatore Club at Coimbatore for a maximum of three days in a week by paying guest charges. A member of the Wellington Gymkhana Club may also use the Bangalore Club facilities on reciprocal arrangements. More details in respect of the affiliation may be obtained from the club website.

Clubs at Ootacamund

24. The under mentioned Clubs at Ootacamund are located approximately 18 km from the Staff College:-

(a) **Ootacamund Gymkhana Club.** Reciprocates fully with the Wellington Gymkhana Club and provides golf and dining facilities.

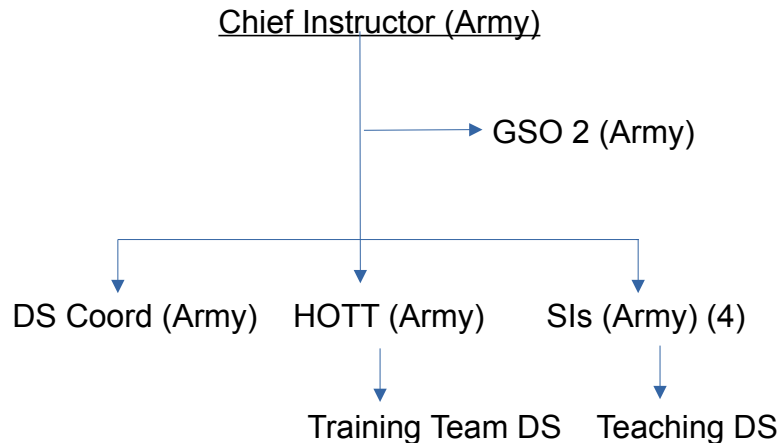
(b) **Ootacamund Club.** Provides residential accommodation, bridge, billiards, library and occasional dance facilities.

SECTION 7**POINTS OF INTEREST TO ARMY STUDENT OFFICERS**
(To be read in conjunction with Previous Sections)

Appendix N	-	Medical Cat for Staff Course
Appendix O	-	Certificate of Undertaking
Appendix P	-	Medical certificate

Command

1. The Major General in-Charge Administration will be the Commanding Officer of the Army Officers serving on the establishment of the College or attached thereto, for purposes of discipline.
2. **Organisation of Army Wing.**

**Status of Officers**

3. Army student officers are not borne on the posted strength of the Staff College. Whilst at the Staff College, they are on the X (V) List and held on supernumerary strength of their units. Para 12 of Appendix A to SAO 4/S/88 refers. All casualties pertaining to student officers will be published by the parent unit.

Claims

4. All claims of Army Officers for the duration of the course, including the claim for move to Wellington, are processed by the Accounts Section of the DSSC. However, claims pertaining to periods prior to move to Wellington will not be entertained by the DSSC under any circumstances.

Buddies

5. Student officers are not permitted to bring their Buddy to the station for the duration of the Course, nor have one attached or use the services of one from a local unit. A buddy, if accompanying the baggage, will be returned within ten days of his arrival in station and

the buddy must be in possession of movement order, LRC and the return journey railway warrant. If the buddy is not in possession of the return journey warrant, the officer will pay the return journey fare and despatch the buddy by due date. On no account will the buddy be retained due to non-availability of return journey railway warrant. Ignorance of this rule will not be accepted as an excuse and disciplinary action initiated against the officer, besides this aspect being endorsed in the officer's course report. No leave will be granted to the buddy coming to the College on temporary duty. In case such leave is granted on compassionate/ administrative reasons, then the despatching unit will first intimate the College before sending such a buddy. However, owing to the present COVID pandemic situation and lack of adequate quarantine facility for such a large strength, **No repeat No Buddies will be allowed in station. Officers are advised not to send buddies to accompany the trucks or move in advance to the College for unloading of trucks**. All necessary assistance for unloading of trucks will be provided by the Quartermaster Section. Basic un-packing & setting out can be done by the officers during the period of quarantine.

Dress for Outdoors/ BPET

6. For the outdoor exercises, officers will need comb dress alongwith cap/hat and jacket. Rain Cap/ OG poncho will also be required. For BPET, student officers would need FSMO less pack 08. Ensure auth pattern eqpt/ dress is carried.

Confidential Report

7. As the officers are borne on the strength of their previous units for the duration of the course, no ACR/ ICR/ NIR will be initiated by the College. Attention is drawn to AO/45/2001/MS. However, a course report is filled with the MS Br/IHQ of MoD (Army) at the end of course.

Record of Service and Life Story

8. All student officers are required to submit their record of service duly signed by their **current IO**. Do ensure correctness of details, as mentioned in Joining Instruction covering letter. All officers are also required to submit their life story giving their personal and service particulars, as also the interests of the officers/ their families. This is reqd to be hand written, placed in a file cover and handed over to the syndicate DS on the first day of the course. Suggested headings are as under:-

- (a) Family Background.
- (b) Early life and Edn.
- (c) Career Profile.
- (d) Sports and Hobbies.
- (e) Family life.

Students Long Roll

9. A blank data form in Microsoft Access is being sent to each student separately. The same will be used to create the Long Roll. The data will thereafter be duly authenticated by the student officer on arrival in DSSC.

10. **Leave.** Officers are advised to retain **min 30 days** balance of leave of the current yr to be eligible to avail various breaks during the course. Details of lve also must be included in mov order, failing which the offr will be RTU on arrival.

LMC Officers

11. Officers in Low Medical Category (both Permanent and Temporary) will be required to furnish the following documents at the time of reporting for the course:-

(a) Before proceeding on the course of instruction the officer should be examined by the concerned specialist to assess his fitness to attend that particular course – as per grouping for medical category for courses as per SAO 3/S/2006 at **Appx N** and give Medical certificate by the RMO/ AMA as per format given at **Appx O** along with a photocopy of employability restrictions forming part of his latest medical board proceedings.

(b) The offr should give an undertaking in writing that in case of any deterioration in his condition during the course of instruction, he alone would be responsible for the same - as per SAO 3/S/2006 attached at **Appx P**.

Use of Previous Course Knowledge (PCK)

12. Students may interact with previous alumni of the College regarding the curriculum & other administrative aspects, however, possession & use of 'Previous Course Knowledge' (PCK) is strictly prohibited. Students are advised to refrain from use of PCK as this will seriously limit their individual professional growth. Use of PCK is easily picked up by the Directing Staff & is not beneficial as it biases their opinion about the student officer.

Ex AAKRAMAN & SD Work Books - Distance Learning Package (DLP).

13. SD Exercise 1 to 5 are being forwarded as part of Distance Learning Package (DLP). These are to be submitted by the Army Wing Student Officers to respective Army Wing Directing Staff. Schedule for submission of respective solutions (in manuscript) will be made available to student officers on arrival. The Student Officers are expected to apply due diligence while preparing solutions. It should be remembered that use of Previous Course Knowledge (PCK) is viewed very seriously and use of such legacy knowledge is taken as a breach of trust at ethical level.

Proficiency in Spreadsheets

14. Libre Calculator is an efficient spreadsheet. This is an efficient tool which can generate very many statistical and arithmetic calculations with ease. There are multifarious activities which can be performed with ease using this programme. The user is required to only feed in raw data, and automated analysis can be generated in various forms.

15. In order to generate various reports and carryout various statistical analysis at DSSC, student officers are required to have very good knowledge about various features of Spreadsheet (Libre Calculator) such as :-

(a) Insert, delete and rename a worksheet.

- (b) Sort and filter data.
- (c) Formatting and Conditional formatting.
- (d) Mathematical operations like addition/subtraction/multiplication/ division/ </>, etc.
- (e) Inserting Table, Charts, Graphs, Pictures and Pivot Charts.
- (f) Insert formula and functions like If, Sum, Count, Count if etc.
- (g) Insert graphs and charts from excel to Libre Impress and Libre Writer.
- (h) Format Sheet for printouts on A4/ Legal/ A3 size sheets.

Appendix N
 (Refers Section 7, Para 11 (a)
 of DSSC Joining Instructions)

GROUPING OF MEDICAL CATEGORY FOR COURSES IN DSSC
AS PER PARA 4 OF SAO 3/S/2006

Group	Recommended Lowest Medical Category for All					Recommended Lowest Medical Category for Battle Causality					Remarks
	S	H	A	P	E	S	H	A	P	E	
Group II	1	2	2	2	2	1	2	3	3	2	
				<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/> P2 or P3 other than heart and hypertension related.

Appendix O

(Refers to Section 7, Para 11 (a)
of DSSC Joining Instructions)

CERTIFICATE OF UNDERTAKING BY THE OFFICER
AS PER PARA 6 OF SAO 3/S/2006

1. I, IC _____ Rank _____ Name _____ Unit _____
am willing to attend _____ (Name of Course) Serial No _____ from
_____ to _____ at _____ (Name of Institution)
despite being a low medical category (SHAPE Factor) for _____ (disability).

2. I undertake that I will neither claim liability nor any compensation either against the
administration or the medical authority if any aggravation in my medical condition occurs as
a consequence of my attending the above course.

Place :

(Signature of the Officer)

Date :

COUNTERSIGNED
(BY CO)

Place :

(Signature)

Date :

Appendix P

(Refers to Section 7, Para 11 (b)
of DSSC Joining Instructions)

MED CERTIFICATE OF PRESENT STATUS OF DISABILITY
AS PER PARA 6 OF SAO/3/S/2006

1 It is certified that No _____ Rank _____ Name
_____ Unit _____ is in medical
classification _____ for the disability
_____ and the disability at present is stabilised.

2 The last medical board in respect of the officer was held on _____ and the next
medical board is due on _____.

3 A copy of Appendix F to AO/1/2004/DGMS in respect of the last medical board pro-
ceedings is enclosed with this certificate.

Place :

Date :

(Signature of the RMO/AMA/
Specialist concerned)

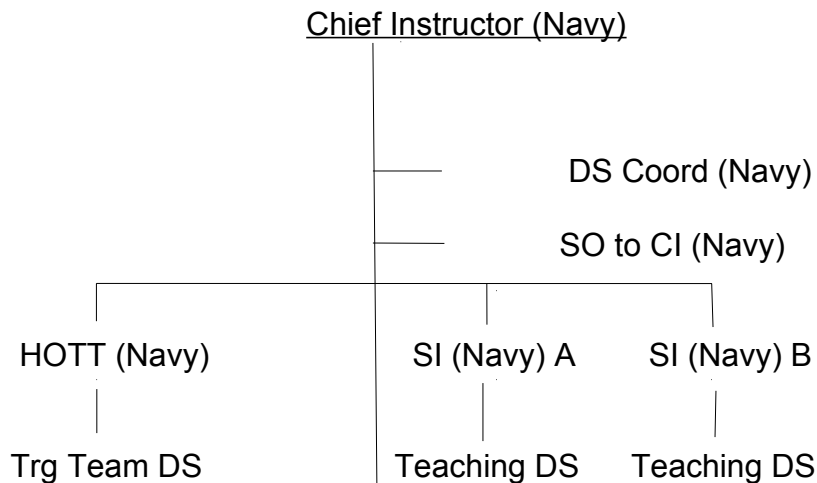
(Office Seal)

SECTION 8**POINTS OF INTEREST TO NAVAL STUDENT OFFICERS**
(To be read in conjunction with Previous Sections)**Command**

1. The Naval Wing functions under the Chief Instructor (Navy). The Senior Instructors (Navy) are responsible for the conduct of training for the Naval Wing while the Head of Training Team is responsible for planning and preparation of training material/ schedules. The senior most amongst the SIs (Navy)/ HOTT (Navy) is the officer in immediate command of all naval student officers in the college. He acts as the Commanding Officer for student officers and is empowered as such.

2. All disciplinary cases of officers requiring further action are forwarded to the pFOC-in-C, Southern Naval Command through the Commandant.

3. **Organisation of Naval Wing.**

**Training**

4. The main contents of the Naval curriculum are as follows:-

- (a) Staff Duties.
- (b) Tutorial Discussions on all aspects of Naval Ops, Org etc.
- (c) NOPP/ JOPP Orders and Op Instructions.
- (d) Critical Thinking.
- (e) Joint Seminars.
- (f) Dissertation for award of MSc Degree.
- (g) Naval Wargame.
- (h) Acquisition Capsule.
- (j) Maritime Air Ops (Naval and Air Wings).

- (k) Study of Amphibious Warfare.
- (l) Naval Logistics.
- (m) Study of Classified Subjects.
- (n) Studies of Maritime History and contemporary maritime subjects.
- (o) Joint Forward Area Tour.
- (p) Industrial and Demonstration Tour.
- (q) Leadership Capsule.
- (r) Op Law.
- (s) Operational Art.
- (t) Media Capsule.
- (u) Study of Warfare, Strategy and Maritime Doctrine.

5. **Issue of Training Material.** Training material is provided on the Secured Terminals(ST) issued to the student officers. In addition to the issue of precis, all student officers will be issued with charts, parallel rulers etc. From the Naval Wing. These are to be returned at the end of the course.

6. **Conduct of Exercises.** Various methods of instructions followed in the College are indicated in Section 3. In the case of IEs (Indoor Exercises), they are to be undertaken as 'Individual Work' unless stipulated otherwise, through the exercise instructions (Whites).

7. **Sailing.** For the Naval Wing, sailing is conducted as an Outdoor Exercise (OE) at the Watermanship Training Centre (WTC), Pykara. Usually four to five OEs are planned during the course, wherein races in Enterprise Class dingy and Kayak are conducted. This is an opportunity for those who have been out of touch, to revive; and for those who have not tried their hand, to give it a try. More details on the various activities concerning sailing can be obtained from the DS-in-Charge Sailing. Dress for the sailing outdoor exercises at WTC, Pykara is Blue Blazer (with name tally), white shirt and white trouser.

Administration and Discipline

8. **Arrival of Officers for Orientation Course.** Officers, not from the Executive Branch and international officers are required to report earlier for the Orientation Course. Transport will be provided, or alternatively they will be informed, through the Course Instructions, about the ways and means of reaching DSSC. In order to minimise the load on the College Administration, officers would be required to report only on the date(s) indicated in the course instructions. Adequate and appropriate reception cannot be guaranteed if officers arrive on any other dates.

9. **Reporting.** Officers on arrival are to complete formalities in DSSC Officers' Mess and then report to SO to CI (Navy) in the Naval Wing Adm Office in lounge suit/ combination/ uniform and complete their incoming formalities including submitting of genform.

10. **Personal Matters.** All administrative matters such as pay, accommodation, transport and so on are executed jointly for all wings by the Adm Wing functioning under the Major General-In-Charge Administration. Some purely Naval aspects, such as issue of genforms, pay and TA/ DA/ LTC claims are however, carried out by the Naval Wing Ship Office.

11. **Leave.** Officers are advised to retain min 30 days bal of leave of the current year. Details of leave also must be included in Genform order failing which the officer will be RTU. Officers will not be allowed to avail 'restricted holidays' while undergoing the Staff Course. Application for leave will not be necessary for trips to Udhagamandalam and Kotagiri, provided the officers return to Wellington on the same day. For trips to any other place, including Mettupalayam, a formal application and CL/ AL application will be required to be submitted through the Syndicate DS to SI (Navy) **at least ten days in advance**. In the case of International Officers, a formal approval from the respective DA or High Commission/Embassy is mandatory at the beginning of the course. Other details have been elaborated upon in Para 22 of Section 09.

12. **Out of Bound Areas.** The following areas are out of bounds for all student officers:-

- (a) Ashoka building, except for the Naval Wing Ship's Office.
- (b) Production Department and Drawing Department.

13. **Policy Letters.** Relevant Policy letters and IGs are put up at Varuna Notice Board. In addition, they can be referred to in the circulation folders kept in Ships Office.

14. **Photographs.** Student Officers must carry at least six copies of passport size colour photographs, which are required for making liquor card, WGC card etc.

Additional Dresses Required for Naval Officers

15. Naval Officers are to bring all types of summer and winter uniforms in force as per Naval Dress Regulations. Besides **Lounge suits** and **combinations**, these must include:-

- (a) Berets/ Peak caps.
- (b) Winter Dress - No 1, No 3 and No 7 (Jersey with tie / cravat).
- (c) No 10 (Camouflage).

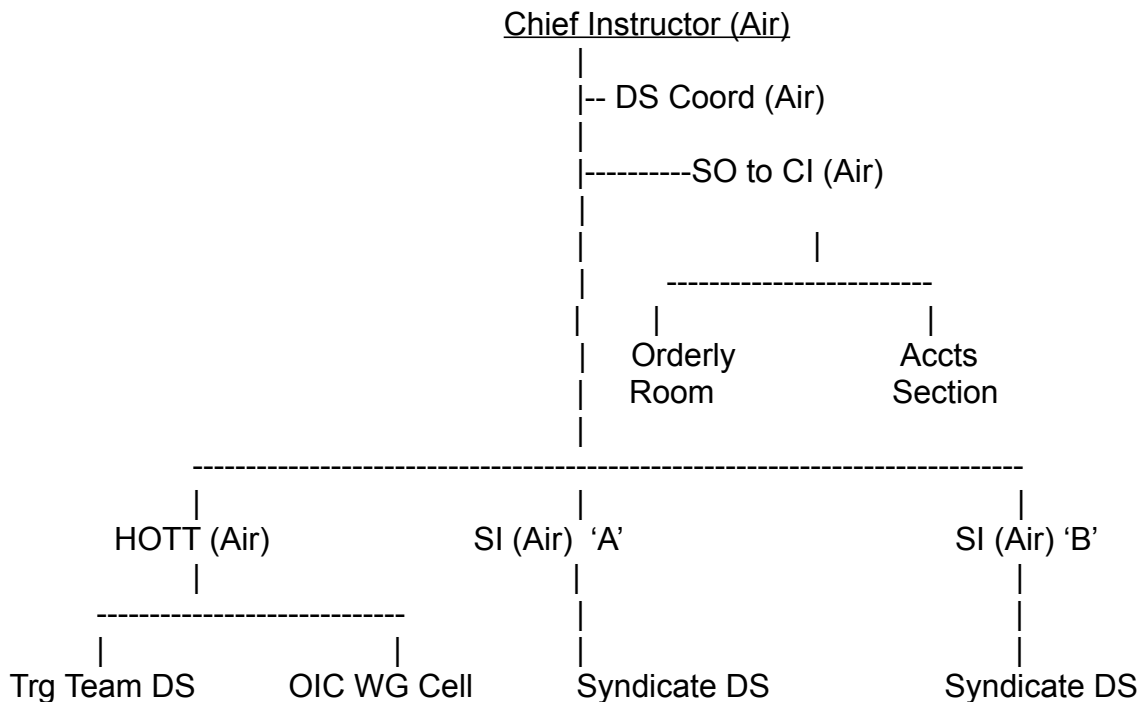
16. Officers are advised to carry adequate winter clothing for themselves and their families. Track Suits would be the ideal sportswear.

SECTION 9

POINTS OF INTEREST TO AIR FORCE STUDENT OFFICERS (To be read in conjunction with Previous Sections)

Command.

1. The Chief Instructor (Air) is the Air Officer Commanding for all Air Force Officers.
2. **Organisation of Air Wing.** The Organisation of the Air Wing is as follows:-



Pay and Allowances.

3. Air Wing at the Staff College is self-accounting for Pay Accounting Services only. Equipment accounting services for aircrew (for Flying Clothing Card) in respect of student officers is provided by 43 Wing, AF Stn Sullur. Other Lgs and Eqpt Acctng Services (E pay book) is extended by AFAC Coimbatore.

TA Advance and Posting Claims.

4. The following documents are to be brought by the Officers to facilitate early finalization of their posting claims:-
 - 4.a. Separate consignment note for luggage and car. The Vehicle should be in the name of officer only with due validity of RC.
 - 4.b. Separate cash receipt with printed machine number for full amount paid for luggage and car. No cash payment above Rs 50,000 is admissible as per extant orders.

4.c. Consignment note should contain the details of luggage/ goods, Truck number, name of driver, driver's license number. It should be addressed from **Parent Unit to Wellington** and **not** Ooty, Coonoor, Mettupalayam or Coimbatore. Due to recent audit objections, please ensure that you have sufficient proof of the vehicle in the consignment note being a truck/load carrier with the capacity to carry load as claimed.

4.d. **Original RC Book.** Please retain toll tax receipts in case the car is being driven by self or a driver. Keep a copy of the drivers DL. A certificate that the driver is not your personal servant needs to be submitted along with the claim.

Travel by Air.

5. As per the GOI MoF Dept of Expenditure letter No 19024/03/2021-E.IV dated 31 Dec 21 and 16 Feb 22 and the extant policy, officers are to book tickets through DTS or on cash basis through the authorised agents only. In addition to the ticket, the boarding pass must also be furnished by the individual in support of every such claim.

Travel by Rail.

6. In the event of an officer wishing to travel on cash payment by rail, sanction of the Competent Authority (AOC-in-C of Controlling Command) would be required for claiming full entitled class fare. In the absence of sanction 'Nil' amount will be reimbursed to the officer. Officers are advised to bring the original copy of the sanction from Competent Authority if E Ticket through DTS is not used for self.

Travel by Road.

7. No govt tpt will be placed at Airport/Railway Station for conveyance of offrs to reach DSSC, Wellington. The expenditure incurred between these destination is a part of CTG which caters for TA between nearest Airport/Railway station to Head Quaters.

8. Officers transporting motor car by road under its own power may claim RMA at admissible rates. However, if he/she travels in own car, prior permission of the controlling officer is a pre-requisite.

Documents.

9. Officers will arrange to despatch their documents as shown below before their departure for the DSSC. Kindly ensure personally to avoid inconvenience at Staff College.

<u>Ser</u>	<u>Documents</u>	<u>To be despatched to</u>
9.a.	Unit Copy of Service Documents {IAFF(P)25}	Air Wing, Defence Services Staff College Wellington, Nilgiris - 643 231, Tamil Nadu
9.b.	Medical Documents (AFMS F-1)	AFAC
9.c.	Flying Clothing Card {IAFF(Q) 443B} IMMOLS	43 Wing, AF

9.d. **Last Pay Certificate for Children Education Allowances Scheme.** As per DACL 04/2019, payment can be commenced at new unit on production of provisional LPC issued by S Accts O of previous unit. Officers are requested to bring the same.

9.e. Officers are requested to advise their parent unit to mention the accounting unit as “**DSSC**” and not **PHS** in movement out return (OP 01).

10. From past experience, it is seen that some units are still not aware of the correct addresses to which the personal documents of officers posted to the DSSC are to be despatched. It is, therefore, essential that you apprise your Adjt, SMO, S Accts O personally so that the above addresses are noted by them and documents despatched appropriately. This aspect is important and it is in your own interest to have all the documents despatched immediately to the correct addressees. There is no provision to issue AFIC at DSSC, Wellington. You are requested to update your AFIC before departure for course. Please carry your I keys in accordance with policies as issued from time to time. Please note that you will not be able to maintain the validity of your I key during the course as the exercise involves a move to AFAC, Coimbatore which will not be possible during training. Ensure that your DIGITARs have been raised on time and acknowledge receipt from your IOs to avoid inconvenience at DSSC. Presently, DSSC has limited AFNET terminals with printing facility.

11. **Leave.** Officers are advised to retain min 30 days balance of leave of the current year to be eligible to avail various breaks during the course. Details of lve also must be included in mov order.

Movement Order and LRC.

12. Officers will bring their movement order from the previous unit and hand over to the Air Wing Orderly Room on the date of reporting at the DSSC. Officers must bring five copies of movement order for submitting at various sections of the College.

13. It is important that the officers bring the stipulated documents/information with them, failing which claims cannot be settled within the stipulated time frame.

Posted Strength.

14. Air Force officers at the DSSC are on the posted strength of PHS C/O Air Force Central Accounts Office, New Delhi - 110 010 (Supernumerary).

Date of Reporting.

15. You will be indicated a particular date on which you are required to report at the DSSC for the administrative convenience of this College. This has no bearing on the effective date of your posting which will be the day the course commences. Consequently, irrespective of your date of arrival at Wellington, you will be taken on strength and your effective date of posting will be the date on which the course commences. Therefore, it is imperative that your joining time and/or leave *en route* covers the entire period from the date you are struck off strength of the dispatching unit to the date on which the course commences. On arrival at Wellington, you are required to report to the reception area on

the specified date. If you are arriving outside the specified dates, report to Air Wing Orderly Room on the first working day. Intimate your arrival to DS Coord (Air) telephonically.

Stationery.

16. On arrival, you will be directed to procure all essential stationery items from the stationery store. Carry writing material such as A4 and Legal size sheets and blue pens in adequate numbers. Please also purchase exercise folders and stationery from Non CSD/ local shops. Collect all training notes/précis from Production Section before the course commences. You should be fully prepared before the course starts.

Additional Dresses Required for Air Force Officers.

17. At least two pairs of Combat dress and flying overalls are to be brought for various exercises and tours during the Staff Course. You will also need two sets of Dress No 7 (Battle Jacket) and one set of Dress No 9 (Winter Mess Dress). Dress No 10 is worn occasionally on outstation tours. Dress NO 06 is also worn during the last 2 months of the course depending upon the weather. You will need at least one lounge suit and set of combination suit on arrival.

SECTION 10**MUST READ BY INTERNATIONAL STUDENT OFFICERS**
(To be read in conjunction with Previous Sections)**Appendix** Q - Form of Undertaking.**GENERAL****1. Arrival and Reception.**

(a) Students are required to report at the training institution two days prior to the commencement of the orientation course, for administrative purposes. Sponsoring governments are to make requisite arrangements, through their diplomatic missions in India, for travel of their students to the training institution in India and back. For those trainees whose passage is paid for by the Government of India, the diplomatic mission in the sponsoring country will make the necessary arrangements as per existing protocol. Ideally, International students must report to Delhi or the nearest city where they have a consulate, to enable the mission concerned to settle all administrative and financial aspects, before dispatching them to the training institution. The students/their embassies are requested to contact the Colonel General Staff (Coordination) or Colonel Quartermaster for Coordination of their movement upto Wellington.

(b) Foreign governments / missions should inform the Ministry of External Affairs, New Delhi and this institution of the expected time of arrival and mode of travel to enable appropriate reception arrangements in time.

Registration of International Citizens

2. All student officer and their families are required to get themselves registered under the ‘Registration of Foreigner Rules, 1939’ within fourteen days of arrival in India (except Afghan and Bangladeshi Nationals who are required to register within seven days) failing which the penalty charge for delayed registration will be levied by Government of India as per existing policy. The following changes have come to effect from 01 Oct 18 for all foreign nationals (including student officers & dependents):-

Ser	Aspect	Previous	New procedure	Remarks
(a)	Email ID	Not reqd	Reqd	• Individual Email ID reqd for each visitor family for creation of a User ID for correspondence directly with the FRRO.

Ser	Aspect	Previous	New procedure	Remarks
(b)	Indian Mobile No	Not reqd	Reqd	<ul style="list-style-type: none"> Each visitor family needs a separate Indian Mobile No to create his User ID. 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	Reqd	<ul style="list-style-type: none"> Each visitor is reqd to create User ID on the 'efrro' website (https://indianfrro.gov.in/eservices/home.jsp) by giving Email ID, Indian Mob No, Surname, Given Name, DOB, Gender, Nationality, Passport Number. Processing of online application is possible only from the USER ID.
(d)	Registration of family members	Personal visit to FRO	Via same User ID of the visitor.	<ul style="list-style-type: none"> Email & mobile No also 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.
(f)	Address Proof	No Change		<ul style="list-style-type: none"> Prepared by DSSC. To be submitted by the Indl 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"> Reqd 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 E Mail/ SMS alerts.
(k)	Visit FRO Ooty	Mandatory	Not Mandatory	<ul style="list-style-type: none"> Visit only if specially called upon by the FRRO/ FRO.
(l)	Collection of Registration certificate	In person from FRO Office	Email & Post	<ul style="list-style-type: none"> Registered postal & email address.

Ser	Aspect	Previous	New procedure	Remarks
(j)	Feedback regarding Status of application	None	Available	• At every stage of processing the status of application would be shared via E Mail/ SMS alerts.
(m)	Late Fee	Payment through SBI	Through online banking gateway	• Rate will be intimated through Email.
(n)	Time frame	Register within 14 days of arrival		No Change

3. Students are advised to create USER ID wherever they are staying in India and note password for registration on arrival at DSSC. International Student Officers are also advised to keep Online User ID and Password safely with them till end of the course as the same is required for any contact with Foreigners Regional Registration Office later. This registration process will also be applicable to family members who join any time during the course, irrespective of their duration of stay (assistance will be provided by 'Adjutant Branch' DSSC on any query raised by the FRRO or personal visit if required to FRRO, Ooty), The following points will be ensured by all international officers before reaching this College:-

- (a) Validity of their passport and visa to be for one week more than the duration of course to enable smooth exit formalities.
- (b) Report on specific date given by the DSSC and plan their move accordingly.
- (c) Passport size photograph in (3.5 x 4.5 centimeters with white background only), including that of their family members intending to accompany / visit.

4. Wherever the Government of India pays for the passage of the foreign trainees, the air tickets/ invitation travel order for return journey must be collected from the Indian Mission through the respective Ministry of External Affairs. The return journey reservation is the responsibility of the trainee, for which necessary help is extended by the College. In case of difficulty, the officers must contact their Mission in India directly for requisite help. The Diplomatic Mission concerned will also arrange repatriation of those officers who have been found medically unfit or in the case of premature withdrawal due to indiscipline, poor performance or any other reason.

5. In case of further queries, International students may contact the Indian Mission/ Embassy and the Military Advisor/ Attaché accredited to their country. While in India, they are advised to deal with their own Diplomatic Mission for all financial and administrative problems or, if necessary, through them with the Division of the Ministry of External Affairs, Government of India which deals with their country.

6. **International Officers Liaison Cell.** In order that all administrative and other requirements of the International student officers are properly channelised and coordinated, an International Officers Liaison Cell has been formed which will be headed by the Colonel Adjutant to whom all requests of the International Student Officers will be made. The cell will render all possible assistance to the International Student Officers, as also coordinate with other agencies.

7. **Sponsor Directing Staff.** A Sponsor Directing Staff Officer (Sponsor DS) is normally detailed to help and guide each International Student Officer for the entire duration of the course. The Sponsor DS will also receive the International student officer at Wellington, provided the expected time of arrival of the officer is received well in advance. In addition, a Sponsor Student will also be detailed for each International Student Officer. The sponsor DS is the direct link for all aspects between the international student & the College.

Training

8. **Staff Course.** The Course is divided into six tutorial periods of four to nine weeks duration each. A short break of two or more days is given after each tutorial. A break approximately of 10 days is also allowed during the middle of the course, i.e. at the end of the fourth tutorial. There will be other closed Indian National holidays interspersed during the course period.

9. **Timings.** The normal working hours at the College are from 0830 hours to 1330 hours daily, except on Saturdays, Sundays and holidays, followed by three to four hours of private study in the afternoon. Frequently, however, when engaged on certain exercises, it is necessary for officers to work for considerably longer periods.

10. **Orientation Course.** Before commencement of the Course, all International Student Officers will undergo an Orientation Course. The aim of this Course is to familiarise them with Indian Armed Forces organisation, weapon systems and staff procedures, as also to orient them for their stay at the College. This will be of three weeks duration. Dates of this course have been intimated to the officers separately.

11. **Joint Forward Area Tour.** During the course, all the International Student Officers along with Indian Army, Naval, Air Force and civil services student officers are taken on a conducted tour of the Forward Areas where Indian Army, Navy and Air Force units are deployed. This tour is conducted in civil aircraft/ Service aircraft and surface transport. A form of undertaking as given at **Appendix Q** is required to be signed by the officers for travelling in service transport.

12. **Award of Master of Science (Defence and Strategic Studies).** The Defence Services Staff College, Wellington, is affiliated to the University of Madras for award of Master of Science Defence (Post Graduation) in Defence and Strategic Studies to the officers who successfully qualify the Staff Course at this College. It is **optional** for all international student officers. The eligibility criteria for admission to the Course by International student officers is any one of the following:-

- (a) **Should be a graduate from a recognised University in their own country.**

(b) Should have qualified in the entrance examination for the Staff Course at DSSC, Wellington, conducted in their own country.

13. For award of Master of Science Degree by the University of Madras, International student officers are required to submit any one of the following documents to this College:-

(a) Original copy of their graduation certificate and original copy of mark list/transcripts of the Degree Course grades.

(b) A certificate from their Service Headquarters stating that the officer was selected to attend the Staff Course at the Defence Services Staff College, Wellington, India, through an entrance examination and that he is eligible to attend the Staff Course at DSSC, Wellington, India.

14. Fees to be paid for the award of MSc Degree by International student officer is INR 17,700/- which will be recovered from the officer in five instalments, through the administrative bill. **Please note that this degree course is VOLUNTARY for International Students.**

15. **International Officers' Presentation (IOP).** IOP has been conceptualised as a tool for knowledge sharing. While International Students' Presentation (ISP) covers various aspects related to the history, geography, government, etc, of the country, IOP is aimed specifically at professional aspects related to the militaries to which the international officers belong. Best practices of various militaries around the world can be assimilated by other student officers through these presentations. The modalities for conduct of IOPs will be as under:-

(a) **Selection of Topic.** There will be four to five IOPs based on the theme of a tutorial. On arrival, based on the International Officers' expertise & personal experiences in the country's operational commitments, the officer will be required to indicate his priority wise choices for the IOP. The finalised list of topics including scope of the presentation, will be promulgated by second week of the first tutorial. The IOPs will be scheduled in the training program such that at least a month's time is available to the officer for preparation.

(b) Three to four international student officers will participate in one IOP. Each international student officer will conduct a Power Point presentation on the allotted topic for 20-25 min. The presentation will be followed by Question & Answer session of five minutes.

(c) The international student officer will be assisted by his sponsor student officer in organising the presentation & guided by the Sponsor DS for any other assistance required.

ADMINISTRATION – 'A' MATTERS

16. **Forms.** On arrival at the College, the International student officers and their families will be required to complete the following forms in the office of the Colonel Adjutant:-

- (a) Arrival Report.
- (b) Registration of Foreigners - Online with assistance of dealing clerk.
- (c) Application for Identity Card and Name Plate.
- (d) **Form for Extension of Visa (if Applicable)**. All officers are advised to ensure that the visa issued is valid for one week beyond the end of the course. If they/ their family members are likely to go out of India during the course breaks, they should ensure that their visas are **Multiple Entry Visas for self and family**.

17. **Passport and Visa**.

- (a) It has been experienced in the past that the passports of officers and their families are endorsed with a visa for only three months and not for the entire duration of their stay. As such, these require extension from time to time.
- (b) In order to avoid inconvenience on this account, it is advisable that passports be endorsed with 'multiple entry' twelve months visas for the entire period of stay in India for the officer and his family, before commencement of the journey to India.
- (c) In any case, it is advisable to have the passports & visa valid for upto one week after the course duration to enable smooth departure formalities.
- (d) It is also advisable that officers and their families travel only on official or diplomatic passports. Extension of visa will NOT be permitted in case of tourist visas.

18. All trainees are to get themselves registered under the 'Registration of Foreigner Rules, 1939' as per the revised procedure given in Para 2 Section 09 above. The Colonel Adjutant will assist them for this purpose.

19. **Photographs.** Officers are requested to bring along with them copies of Indian passport size photographs (4.5 centimeters x 3.5 centimeters) as under:-

- (a) **Self, in Uniform without Headgear.** 2 copies.
- (b) **Self in Civil Dress with White Background.** 2 copies.
- (c) **Wife and Children who Hold Separate Passports with White Background.** 3 copies each.

20. **Pay and Allowances.** Before leaving for India, officers from overseas should arrange with their own Governments for their pay and allowances while in India. There are banks in Wellington, which deal with foreign exchange for account holders. A sum equivalent to approximately **INR 20,000.00** (Rupees twenty thousand only) may be necessary to meet the expenses in connection with setting up the house and other

miscellaneous requirements. This should preferably be carried in travelers' cheques. All international officers who are undergoing the course should plan for a monthly expense as given below:-

Ser	Category	Setting up/ Misc Expenses	Monthly Living Expenses
(a)	Single officers living in Officers Mess Quarters	INR 6,000/-	INR 10,000/- to INR 15,000/-
(b)	Officers living with family in married quarters	INR 10,000/-	Depends on the standard of living. Approximately INR 20,000/- monthly may be expected

Note

1. All international student officers undergoing the courses under the Indian Technical and Economic Cooperation (ITEC & SAP) categories are paid a living allowance of INR 1200/- per day. During leave period Living Allowance will not be payable if trainee is leaving India.

2. Since there is a likely time delay of approximately 3 – 4 months to obtain grants from the Government of India for paying the International Student Officers, such officers are required to make arrangement for self-sustenance for at least four months. This amount will be in addition to the amount required initially for setting up room/ house and miscellaneous expenses. Once Government grants for ITEC/ SAP is received, the living allowance will be paid to the officer after deducting the Rent and Allied Charges applicable to each officer depending upon the type of residence allotted to him.

21. Officers undergoing the course under the Self Financing Scheme are to bring along with them photocopies of the agreements and modes of payment between their Government and Government of India. Before coming on the course, such officers are advised to be in possession of documents mentioned above.

22. **Leave.**

(a) **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 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.

(b) **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/ her 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 would not be authorised to such allowance and facilities during the period of his leave sanctioned to be spent outside India. Request for such leave will NOT be processed through official channels but between the

trainee and his Embassy/ Mission/ Government, directly. Necessary action in this regard must be initiated at least six to eight weeks in advance so that the permission is obtained four weeks before commencement of the leave. However, once permission is granted by the Embassy/ Mission/ Government, students will provide information about their travel plans to 'A' Branch minimum 15 days in advance for exit. They will be required to fill Form 'C' (Arrival Report) on return from leave.

23. **Dress and Equipment.**

(a) **Uniforms.**

(i) During working hours, tropical cotton drill or serge gabardine uniforms are worn depending on the season and the weather.

(ii) A good raincoat is essential, however an over coat or top coat is not essential.

(b) For Army Wing outdoor exercises, a haversack and water bottle are useful. Some officers find a shooting stick, a jungle hat and boots useful on these occasions.

(c) Binoculars and prismatic compasses are provided by the College.

24. **Civilian Clothes.**

(a) Normal wear for a temperate climate, including minimum two / three lounge 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 a 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 kits are available locally also.

25. **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.

26. **Baggage.** Officers are advised to take the following action in order to effect speedy clearance of their personal baggage through the customs:-

(a) Obtain sanction from the High Commission/ Embassy/ consulates in their own country, as per of the Indian Customs Rules.

(b) Obtain, from their National Representative in India, advice on the customs clearance procedure. This is best done through the appropriate Service Attache, who may also be able to arrange for a representative of the customs clearance agent to meet the officer on disembarkation in India.

27. Officers, including families, arriving at Wellington to attend the Staff Course, do not come under the Category of 'Tourist' but are governed by (Non-Tourist) Baggage Rules, as amended from time to time. In the past, officers have had considerable difficulty in clearing their unaccompanied baggage. To avoid such contingencies, it is essential that officers indicate on their landing certificate, the details of baggage which will be following them. Indian Airlines Corporation allows free accompanied baggage of 25 kilograms for economy class and 40 kilograms for first class on all domestic flights. Free baggage allowance for rail journeys is 70 kilograms for air conditioned seats and 50 kilograms for other classes. Freight for excess baggage is to be paid before the commencement of the journey.

28. **Customs Clearance in Custom House for Unaccompanied Baggage.** All officers are advised to ensure that Customs Clearance work of unaccompanied baggage is entrusted only to licensed Customs House Agents, who are in possession of Identity Cards issued by the Customs Department. This must be complied with by all officers before giving any work in connection with Custom Clearance. In case, there are any problems regarding custom clearance or any other allied matters, the Assistant Collector of Customs, Preventive Department in the Custom House be contacted immediately for necessary assistance in the matter.

29. **Motor Car.** Normally, motor-cars cannot be imported into India without a valid license issued by the Import Trade Controller. However, a motor-car can be imported under cover or critique or '*Carnet de passage*' issued by the Automobile Association, Mumbai, and can be cleared without a licence and without payment of duty. A vehicle so imported should be re-exported before the expiry of the critique, which should cover the entire duration of the course and any additional period to be spent in India. Before committing themselves, intending car owners should verify the facts given above by writing from Automobile Association of India, Mumbai or Chennai, as these rules are subject to frequent alterations, and no legal responsibility can be accepted for these by the College. Cars are, however, available locally for purchase, or hire at approximately INR 4500.00 (Rupees four thousand five hundred only) per month without any driver or attendant. Scooters/ Motor Cycles are also being hired for INR 500.00 (Rupees five hundred only) (approximately) per month. These rates are subject to variation without prior notice as per the market conditions.

30. **Use of Corps Diplomat (CD) Number Plates.** International Student 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 contrary to Indian laws.

31. **National Day Celebration.** 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 the Course.

32. **Hoisting of National Flags.** International student officers detailed to attend Staff Course are **not authorised** to fly their National Flags at their residence.

33. **Hosting of Foreign Nationals.** 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 Staffs Coordination), two months in advance for obtaining necessary permission from MI Directorate, IHQ of MoD (Army), New Delhi.

34. **Fire Arms.** Fire arms & the associated ammunition of any nature **are NOT** allowed while coming for the Course in DSSC. 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.

35. **Driving License.** To avoid inconvenience, it is advisable to obtain an international driving license covering the entire duration of stay in this country. In case an international driving license is not available, the officers should bring their current driving license with them. By producing this to the transport authorities, a local driving license could be issued on payment of the prescribed fees. If no license is held, it will be necessary to take a driving test. Officers are advised to follow the same procedures for their wives and other members of the family who intend to drive during their stay at the College.

36. **Accidents.** 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 & also the Colonel Adjutant irrespective of the time, It is in the interest of 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.

37. **Unit Run Canteen.** International Student Officers are entitled to liquor & grocery at par with Indian Military Officers of equivalent rank. A pink 'liquor card' will be given to International Student Officer on arrival for issue & accounting of liquor from the Unit Run Canteen.

38. **Screening of International Student for AIDS.** All foreign military trainees coming to service institutions in India should bring with them a certificate issued within the month prior to their departure to India from a WHO 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 HIV positive.

39. **Schooling Facilities.** For admission in any school, a birth certificate and last School leaving cert would be required. As mentioned in Section 4 of DSSC Course Instructions, the following schools, which generally cater to Western Curriculum, are available:-

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

40. **Dispersal/ Departure.** Respective Governments are to make arrangements for the return journey of their students through their diplomatic missions in India and confirm these to their students well before the termination of the course. The trainees should communicate directly with their missions in India in this connection at least six weeks prior to the termination of their course. After clearing all personal bills pertaining to the Officers'

Mess and other 'Regimental Institutions', they will be allowed to disperse, according to instructions from their respective Governments.

41. When a trainee is unable to clear his bills, he will be dispatched after having obtained the necessary debt certificate from the individual. It will be incumbent on the foreign government/ mission in India to clear these bills within one month of receipt.

42. Wherever the Government of India pays for the passage of the foreign trainees, the air tickets/ Invitation travel order for return journey must be collected from the Indian Mission through their Ministry of External Affairs. The reservation for the return journey is the responsibility of the trainee. Necessary help is extended by the College. In case of difficulty, the trainees must contact their Mission in India directly for necessary help.

43. The Diplomatic Mission concerned will also arrange the repatriation of those trainees who are found medically unfit or in the case of premature withdrawal due to indiscipline or poor performance.

44. If there are any other queries, International students may contact the Indian Mission/ Embassy and the Military Adviser/ Attachés accredited to their country. While in India, they are advised to deal with their own Diplomatic Mission for all financial and administrative problems or, if necessary, through them with the Division of the Ministry of External Affairs Government of India that deals with their country.

45. **Important Guidelines For International Student Officers.**

(a) Check the validity of passport and visa for entire duration of the course before arrival at DSSC.

(b) Report to DSSC on specific date given by the DSSC and plan your move accordingly.

(c) Make arrangements to obtain an official passport bearing a Type 'O' visa for entire duration of the course.

(d) Avoid Business visas in which stay during each visit does not exceed 180 days since the duration of course is approximately 11 months and extension will be required to cover the entire duration of course. (Extension of visas create problems to the international Student Officers needlessly diverting their focus from the course. All expenditure incurred on extension of passports and visas will be borne by the concerned officer).

(e) Register yourself and your family members online under the Foreigners Rule 1939 and 1948 within **14 days of your arrival in India (except Afghan and Bangladeshi nationals who are required to register within seven days)**. All International Student Officers are requested to deposit documents in respect of self and family members to **A Branch DSSC on the same day/next day of their arrival in India**. Failing to register within the above period will entail a fine as per existing instructions on the subject. **Family members joining anytime in the duration of the course are also required to be registered in similar manner.** Colonel Adjutant Office will render all assistance in the process – the officer is required to report to the office immediately on arrival of self & family for the process.

(f) **Registration papers are very important documents. Officers are required to keep the papers in safe custody till the end of the course.**

(g) International Student Officers who are likely to proceed to their country during tutorial break/ midterm break/ any type of leave, are required to obtain sanction from Administrative Branch (A Branch) through respective wings of this College. Airport authorities will not allow the student officer or family members to leave India without a valid residential permit.

(h) **PARENTS OF INTERNATIONAL STUDENT OFFICER MAY STAY AT FAMILY ACCN FOR 90 DAYS ONLY.**

(j) Do not drive in India unless you possess an international driving license duly validated in India under the provisions of the Indian Motor Vehicle Act 1989.

46. **Tuition Fee for SFS Officers.** Officers who are undergoing the course under the Self Financing Scheme (SFS) are required to pay their tuition fees as per the rates prescribed by the Government of India, Ministry of Defence. The current rate is **436 US \$ per week up to 30 Jun 2022 and 458 US\$ per week from 01 Jul 2022 to 30 Jun 2023 (Subject to change)** per officer which is required to be paid in favour of “**International Student Officer Administrative Account (ISOAA)**” on or before 30 Aug 2022. The training charges will be forwarded to CDA Chennai by DSSC itself.

47. **Rent and Allied Charges.** Rent and allied charges on accommodation provided is applicable to **all international officers**. International officers (including those officers undergoing the staff course in India under ITEC/ SAP/ Ministry of Defence (reciprocal) arrangements are ordinarily entitled to single accommodation only. However, married accommodation can be made available to such officers on specific request subject to the following conditions:-

- (a) Officer's family must obtain the necessary security clearances.
- (b) 'No Objection' provided by the officer's Defence/ Military Attache on a case to case basis.
- (c) **The officer is willing to pay the Rent and Allied charges for a married accommodation (in case of SFS)/ the difference in Rent and Allied Charges between the married and single accommodation (in case of vacancies offered under the ITEC – I/ II/ SAP/ Reciprocal basis).**

48. The Rent and Allied Charges will be paid directly to DSSC through a bank draft/ cheque in favour of '**International Student Officer Administrative Account (ISOAA)**' payable at Wellington. Details of Rent and Allied Charges payable are as under:-

Ser	Type of Accommodation	Prescribed Rate (per week)	
		Up to 30 Jun 2022	Beyond 30 Jun 2022
International Officers of Self Finance Scheme (SFS) & MoD Reciprocal Categories (Free for UK)			
(a)	Single Quarters	154 US\$	162 US\$
(b)	Married Accommodation	309 US\$	325 US\$
International Officers from Special Aid Programme (SAP), Indian Technical and Economic Co-operation (ITEC-I/II) Categories			
(c)	Married Accommodation	INR 754	INR 814

Accommodation

49. **General Points.**

- (a) The term 'Rent & Allied Charges' includes Rent, Electricity (as per actual consumption), Water, Furniture etc. It is raised by the local Military Engineering Services office in DSSC.
- (b) All international Student Officers (except UK) are entitled only single officers' accommodation. Student officers from UK are entitled to married accommodation.
- (c) Married officers' accommodation may be provided on specific request of the student officer as per availability.

50. **MoD Reciprocal Category.** Officers under this category (except UK), if occupying married accommodation, will be required to pay the difference in Rent & Allied Charges between Married & Single Accommodation as per rates given below in advance by 30 Sep 22. NO rent & allied charges are payable by officers from UK as per current policy.

- (a) USD 309 - USD154 = USD 155 per week up to 30 Jun 22.
- (b) USD 325 - USD162 = USD 163 per week beyond 01 Jul 22.
- (c) Total USD 7650 for the course duration (The amount is likely to vary as per actual period of stay).

51. **ITEC I, ITEC II & SAP Categories.**

(a) **Living Allowance.**

- (i) **ITEC-I & ITEC-II.** The International Student Officers under these categories are entitled a Living Allowance @ INR 1,200/- per day from the Indian Govt.
- (ii) **SAP Categories.** The International Student Officers under these categories are entitled a Living Allowance @ INR 1,200/- per month from the Indian Govt.
- (iii) The Living Allowance will be paid only after deducting monthly dues (ie Mess Bill, Administrative Bill, Rent & Allied Charges etc).

(b) **Married Accommodation.** Officers under these categories will be required to pay the difference in Rent & Allied Charges between Married & Single Accommodation as per rates given below, which will be debited to their monthly Living Allowance through Administrative Bills in advance as per actual occupancy:-

- (i) INR 1197-410 = INR 787/- per week upto 30 Jun 22.
- (ii) INR 1293-443 = INR 850/- per week beyond 30 Jun 22.
- (iii) Total INR 39948/- for the course duration (The amount is likely to vary as per actual period of stay).

(c) **Liability of Govt of India.**

(a) Govt of India will provide INR 19,270/- for the entire course duration towards rent & allied charges, irrespective of the type of accommodation, for these categories only.

(b) Any liability in excess of the said amount, incurred by officers under these categories, irrespective of the type of accommodation, will be borne by the student officers themselves. It has been experienced that the amount is exceeded primarily due to excessive consumption of electricity. Hence officers are advised to use electric gadgets with prudence.

(c) This amount also will be debited to their monthly Living Allowance in advance (for these categories) as per average consumption pattern, in addition to the amount mentioned in Para 5(b) (iii) above. A quarterly electricity bill shall be generated for the purpose.

(d) The balance amount remaining from any additional advance recoveries made during the Course will be refunded to the officer at the end of the Course before dispersal.

(e) An amount of INR 500/- for single accommodation & INR 750/- for married accommodation will also be recovered per month, in addition to the above mentioned deductions, from the monthly Living Allowance towards provision of amenities in the respective accommodations.

52. **SFS Category.** Officers under SFS category will deposit a cheque for Rent & Allied charges drawn in favour of “**International Student Officer Administrative Account (ISOAA)**” as per details given below on or before **30 Aug 2022.**

(a) **Single Accommodation.**

(i) USD 154 per week up to 30 Jun 22.

(ii) USD 162 per week beyond 01 Jul 22.

(iii) Total USD 7600 (The amount is likely to vary as per actual period of stay).

(b) **Married Accommodation.**

(i) USD 309 per week up to 30 Jun 22.

(ii) USD 325 per week beyond 30 Jun 22.

(iii) Total USD 15249 (The amount is likely to vary as per actual period of Stay).

53. **Bank Account.** All International Student Officers are requested to open a Bank account in State Bank of India, DSSC Wellington immediately on arrival at DSSC and intimate their Bank Account Numbers to the Accounts Section of the Administrative Branch.

54. **Miscellaneous Fixed Compulsory Charges.** In addition to the Government charges levied under the schemes of ITEC I and II, Reciprocal Arrangements, Special Category Arrangements and Self Financing Arrangements and the charges for messing and liquor consumed by the officers, it is mandatory for all officers to pay the miscellaneous fixed charges given at **Appendix G** for the facilities of various non-government and privately funded institutions/activities in the College, which are placed at the disposal of the officers for their use and benefit. The charges may be revised at any time & notified in the usual manner.

55. It is customary for all international officers to exchange an official memento of their country. Hence it is recommended that all International Officers may bring along one official memento of their respective service/ Country.

56. All international officers and their spouses should preferably be in possession of their national/ ethnic dress to be worn on certain special occasions

ADMINISTRATION 'Q' MATTERS: INTERNATIONAL STUDENT OFFICERS

57. 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 which is purchased in 14.5 kilograms cylinders at commercial rates which is revised by the government from time to time.

58. 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.

59. The College will only provide Government family accommodation to overseas officers if their families intend to stay in Wellington for the duration of the Course. **Officers must intimate by 15 April 22 if they require family accommodation or otherwise.** Officers with families are expected to run their own household. Essential furnishing, cooking utensils, glass ware, crockery, cutlery, cleaning material & utility systems will be provided by the College in the residence.

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

- (a) **Cots.**
 - (i) **Hard.** Four.
 - (ii) **Nylon.** One
- (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.

61. In addition to the above, the College provides the following furnishing/ utility items for which monthly maintenance charge of Rs 500/- for Single Offrs and Rs 1000/- for married officers would be charged as per **Appendix R** attached.

62. **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 patronize as per their preference.

63. **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.

64. 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.

65. Coimbatore is connected by rail & road to Wellington. The College will send civil hired transport along with liaison officers to the airport to organize 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.

66. 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 during 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 mov to reach Coimbatore by day.***

67. **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 traveling in an air conditioned coach are provided with light bedding.

68. 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 thermos flasks & two or three bottles filled with drinking water in the compartment is recommended.

69. **Procedure for Complaints with Respect to Amenities.** Two Junior Commissioned Officers (JCO)/ Non Commissioned Officers (NCO) are earmarked for upkeep and maintenance of amenity items at married accommodation and single officer accommodation. The Mobile Numbers of the JCO/ NCO can be obtained on arrival from Quartermaster Branch. If any item is not working in their respective residences, the JCO/ NCO may be intimated on telephone/ SMS/ Whatsapp. If the complaint is not addressed in 48 hours, the International Student Officer should inform the Quarter Master (QM) on phone / in person and if the same is not addressed in 72 hours the officers are requested to communicate the issued to Colonel Quartermaster/ Brigadier-In-Charge- Administration/ Sponsor Directing Staff to rectify the issue. The administrative Block (Ranjit Block) remains open from 0830 hours to 1630 hours although the academic classes are only till 1330 hours. Therefore, student officers can interact with Colonel Quartermaster in person, even after their classes.

70. **Procedure for MES Complaints.** The Garrison Engineer (GE DSSC) is responsible for all issued relate to electricity, water, plumbing, sewage, repair and maintenance of buildings etc. Complaints related to these issues can be registered through Wide Area Network (WAN) in the computer provided in each residence. Urgent complaint regard electricity, water, sewage etc can also be intimated on phone to the JCO/ NCO in-charge amenities. Complaint, if not addressed in 3-4 days, can be informed to Assistant Garrison Engineer/ Garrison Engineer/ Colonel Quartermaster.

71. **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 Q

(Refers to Section 10, Para 11
of DSSC Joining Instructions)

FORM OF UNDERTAKING

To,

The President of India

In consideration of the Union of India having agreed to carry me on duty at my request as a passenger in an aircraft belonging to the Union of India, I undertake and agree that neither I nor my heirs nor my executors nor administrators will make any claim against the Union of India or against any officer or airmen of the IAF or against any person in the service of the Union of India in respect of any loss or injury to my property or person (including injury resulting in my death) which I may suffer while or in consequence of my being so carried. I also agree that no compensation will be paid by the Union of India or any Officer or airmen of the IAF in respect of any loss or injury to my property or person (including injury resulting in death) and I further agree so as to bind myself, my heirs, my executors and administrators to indemnify and always keep indemnified the Union of India and any officer or airmen of the IAF and any person in the service of the Union of India against any claim which may be made by the third party against them or any of them arising out of any act or default during or in connection with the flight.

(Signature of the applicant)

Name (in block letters)

Address and Designation

Dated :

(Signature of witness)

Name (in block letters)

Address and Designation

Date :

Accepted for and on behalf of
The President of India

Appendix R
(Refers to Section 10, Para 61
of DSSC Joining Instructions)

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	03
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	24
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.	Green Table Cloth (2 Meters)	01
30.	Water Purifier	01
31.	Water Filter	01
32.	DVD Player	01
33.	Flat Screen Colour TV (LED)	01
34.	Washing Machine	01
35.	Refrigerator	01
36.	Mixer Grinder	01
37.	Toaster	01
38.	Tripod Dryer cum Room Heater	01
39.	Water Jug	01
40.	Oil Filled Radiator Room Heater	01
41.	Gas Lighter	01
42.	Wooden Wardrobe with Glass Shelves/ Shutters	01
43.	Instant Geyser	01