

# Sher-i-Kashmir Police Academy Udhampur, J&K.

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## Joining instructions for Prob. Dy. SsP 15<sup>th</sup> batch (2021) KPS officer trainees.

### (Prob. DySsP)

Reception:

MHC/Roznamcha of SKPA Udhampur  
Officer I/C reception **Dy. SP (Admn)**

### **(1) About the Institute:**

This institution was established as Police Training College in the year 1981 and upgraded to the level of Academy in April 1998. The complex is spread over an area of about 2150 Kanals of land and runs Basic/Induction courses for Gazetted Officers, Prosecuting Officers and Sub-Inspectors, short term specialized courses and Pre-Promotion courses for various ranks.

The Academy is situated at a distance of 65 km north of Jammu on the Jammu-Srinagar National Highway and 3 km south of Udhampur town near village Badali. It is about 7 Kms from Udhampur railway station which is well connected to the trains from Punjab and Delhi. Udhampur has a healthy and salubrious climate round the year. Days are quite warm in summer, with seasonal rainfall and winters are mildly severe with temperature falling upto 1 to 6°C during night. The day temperature remains about 18 to 20°C. Woolens be carried to protect yourself against cold.

**(2) Reporting:-** On their arrival, they will be picked and dropped in a ferry van (No private vehicle is allowed inside campus).

### **(3) Accommodation and & mess/lounge discipline.**

As the Course is residential, as such the officers are accommodated in the Academy. Officers undergoing training courses need to abide by mess discipline and the service etiquettes throughout their stay in the Academy. Officers should not come to the mess lounge in casuals (e.g. chappals, sleep suits etc.) On their arrival, they are directed to pay an amount of Rs. 10, 000/- per head in advance towards the mess charges. The advance is adjusted against their final mess bill.

### **(4) Physical standard:**

All officers are required to bring Medical certificate with them issued from concerned PMO or PMO of Police Hospital Jammu/Srinagar. The M.I. Room facility is available in the Academy complex, but in the case of candidates already suffering from any ailments, they are advised to carry their medicines already prescribed to them by doctors.

**(5) Leave:**

No leave is granted to the trainees during the course of training except under special circumstances, which shall be sanctioned by competent authority of Academy.

**(6) Each trainee shall necessarily bring along with him/her.**

- a) Date of birth certificate (Original)
- b) Qualification certificate (Original)
- c) State subject certificate (Original)
- d) A set of attested photocopies of relevant certificates

**(7) Dress:-**

All officers will have to wear prescribed uniform during training. The details of items required during training are as under: -

**(i) PT/Sports Items (available in the academy canteen).**

- |                    |          |
|--------------------|----------|
| a) PT Shoe (White) | 02 Pairs |
| b) Socks( White)   | 02 Pairs |
| c) Pant (White)    | 02 Nos.  |
| d) T-Shirt (White) | 02 Nos.  |
| e) Shorts (White)  | 02 Nos.  |

**(ii) Uniform Articles:- (will be provided through Police Academy)**

- |     |                              |          |
|-----|------------------------------|----------|
| 1.  | KD Shirt (Khaki)             | 02 Nos   |
| 2.  | KD Pants (Khaki)             | 02 Nos   |
| 3.  | Shirt Angola                 | 02 Nos   |
| 4.  | Dangaree (Khaki) of KD Cloth | 01 Nos   |
| 5.  | Barret Cap (Navy Blue)       | 02 Nos   |
| 6.  | P-Cap (Khaki)                | 01 Nos   |
| 7.  | Sport/Monkey Cap (Khaki)     | 02 Nos   |
| 8.  | Woolen Socks                 | 02 Pairs |
| 9.  | Cotton socks                 | 02 Pairs |
| 10. | Ankle Shoes (Sam Brown)      | 01 Pair  |
| 11. | Cross Belt (Brown)           | 01 No.   |

12.	Web Belt	01 No.
13.	Line yard/Whistle cord (Navy Blue)	02 Nos
14.	Shoulder Emblem	02 Pairs
15.	Cane Stick	01 No
16.	Jungle Shoes	01 Pair
17.	Haversack (Khaki)	01 No.
18.	Anklet (Khaki)	01 Pair
19.	Pouches with strap (Khaki)	01 Pair

**(iii) Civil Dress/Muffi ( To be brought along by the trainees)**

1.	Shirt (White) full sleeves.	01 Nos.
2.	Grey Slacks/Trouser	01 Nos.
3.	Black trouser	01 Nos.
4.	Formal Saree/Salwar Kameez (Ladies)	01 Nos.
5.	Shoes (Oxford pattern black)	01 Pair.
6.	Socks (Black)	01 Pair.
7.	Blue blazer.	01 No.
8.	Police tie.	01 No.
9.	Tunic Suit (back)	01 No.

**(8) Bedding**

1.	Bed Sheets (White)	01 Nos.
2.	Pillow Cover (white)	01 Nos.
3.	Blanket/Quilt	01 Nos.

**(9) COVID-19 Protocol**

1. The trainee officers necessarily have to carry COVID - 19 negative report at the time of joining.
2. Shall strictly follow COVID-19 protocol.

**(10) Advisory instructions viz-a-viz norms of discipline and conduct in the academy.**

- a) Smoking & Consumption of liquor is strictly prohibited.
- b) The trainee officers are not allowed to leave the premises without proper permission.
- c) The trainee officers are not allowed to visit the administrative block. They are directed to forward their problems/correspondence if any through proper channel and shall not bypass any channel in any way.

- d) The unauthorized absence on the part of a trainee officer is seriously viewed in order to upkeep the disciplinary norms of the academy. Any trainee officer whose attendance happens to be below 95% is not allowed to appear in the final test and his / her period of training course will be extended.
- e) Use of mobile phones during indoor and outdoor classes is strictly prohibited.
- f) The trainee officers are not allowed to bring their vehicles inside the Academy.
- g) Discipline is the bed rock of the police force and shall be adhered to in all circumstances.
- h) Loitering in the campus is against the norms of discipline.
- i) The turnout of the trainee officers should be appropriate and up to the mark.
- j) The trainees need to abide by all instructions issued from time to time by the academy authorities.
- k) While availing of the library facility in the academy, the trainees need to maintain pin drop silence so that others may not get disturbed.
- l) For further information or clarification, you may contact through exchange No. 01992-270907, Sh. Mohan Lal, JKPS, SSP, AD (Outdoor/Indoor).
- m) While leaving their respective rooms, the trainees need to ensure that all the lights, fan or other electric appliances are switched off properly.
- n) Any lapse with regard to the above said instructions will be viewed seriously and disciplinary action will be taken against any such deviation under rules.
- o) The trainees occupying rooms will be responsible for the maintenance of the room. Any damage to Govt. property shall be attributed to the occupant unless proved otherwise.

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