



ADMINISTRATIVE INSTRUCTIONS



Training for Tomorrow

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RENDITION OF REQUIREMENTS

General

Demands

Allocation

1. The training year in the Indian Navy is from 01 Jul to 30 Jun.
2. Friendly foreign governments desirous of availing training facilities in the Indian Navy are advised to forward the training requirements to the Government of India, Ministry of External Affairs through normal diplomatic channels by 15th Sep. of the preceding year, in the format at Appendix 'A'. The requirements are to be exhaustive and complete, as all vacancy allocations in the various courses are finalized by Nov for the ensuing training year.
3. Details of any pre/post course attachments required for reorientation of foreign trainees may also be included in the demand.
4. The details of the vacancies allotted are notified to the foreign governments through normal diplomatic channels by the end of Jan/feb in the format at Appendix 'B'.
5. The acceptance of vacancies by friendly foreign governments is to be intimated immediately to the Ministry of External Affairs.
6. The personal details of the nominees are to be forwarded to the Ministry of External Affairs as per the preform at Appendix 'C' in duplicate, at least two months prior to the scheduled date of commencement of the course.
7. If a vacancy is not availed, owing to any reason, intimation is to be sent at least two months prior to the commencement of the course, to enable re-allocation of the vacancy.
8. Vacancies allocated at Indian Naval Training Facilities are for male candidates only. However vacancies for lady officers in certain Courses will be considered and have to be ascertained on or to nomination for officer Courses.





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GENERAL GUIDELINES AND INFORMATION

Joining Instructions

Security Clearance Certificates

Passports and Visas

Arrival of Trainees

Baggage

1. Detailed Joining Instructions, as relevant to each training establishment/school will be made available to the Indian Mission abroad by respective training units on receipt of MEA Allotment/Sanction letters for every course.
2. Foreign governments are to forward certificate of security and assurance for each trainee, in the format at Appendix 'D', in duplicate, through the Ministry of External Affairs, at least two months in advance.
3. Foreign governments are to ensure that the passports and visas of the trainees (and family members, if they accompany the trainees) are valid for the entire duration of the course. It is the personal responsibility of the trainees to ensure their safe custody.
4. The foreign trainees are to report to the training establishments at least two days prior to the commencement of the course, to enable them to settle down.
5. The friendly foreign governments/Indian, Missions should intimate DNT, Naval Headquarters, New Delhi, the Chief Staff Officer (Training), Southern Naval Command and the training establishment concerned, the expected time of arrival of trainees and the mode of travel, for arranging reception at least two weeks prior commencement of course training establishments.
6. Indian Airlines allows free accompanied baggage of 15 Kg for economy class and 20 Kg First Class on all domestic flights. Free baggage allowance in train varies with the class of travel and is generally between 30 and 50 Kg. Freight charges on excess baggage has to be paid prior to the commencement of the journey.





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Custom Clearance

Documents in Possession of the Trainees

Medical

Identity Card

Clothing & Bedding

7. Trainees are advised to acquaint themselves with the customs regulations in force in India, through the Indian High Commissions / Embassies / Consulates in their countries.
8. Foreign trainees are advised to be in possession of the following documents for administrative convenience:-
 - (a) Identity card.
 - (b) Medical fitness and any other medical documents, as required by the immigration authorities.
 - (c) AIDS Free Certificate.
 - (d) Pay books/documents indicating authorization of pay and allowances.
 - (e) Statement of identification (Appendix 'E').
9. All trainees who do not bring along records of their medical examination will be medically examined, on arrival in India, prior to the commencement of training to assess their fitness. The medical documents are finally forwarded to the respective countries. The casualties in respect of personnel sustaining injuries or taking ill, affecting their training are notified to concerned foreign countries.
10. Foreign students will be issued temporary identity cards at the training establishments. These will be withdrawn at the end of training. Loss of identity cards is viewed with serious concern and trainees are to acquaint themselves with the latest regulations on the issue soon after arrival.
11. Trainees are advised to bring adequate clothing, as per the details contained in the Joining Instructions, pertaining to the respective training establishments.





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Arms and Ammunition

Registration

Accommodation

12. Cadets and Sailors are not permitted to be in possession of private fire arms and ammunition. Officers, who are in possession of arms and ammunition, will deposit them in the Ship's Armoury, immediately on arrival. Import of weapons requires specific permission from the Government of India. However all establishments forbid Indian/foreign trainees to bring/hold private arms/ammunition. It is, therefore advisable NOT to bring arms/ammunition to India.

13. All trainees reporting for courses will get themselves registered under 'Registration of Foreign Rules, 1939'. The registration will be carried out at the training establishment through the Commanding Officer or the Registration Office may depute an Officer to the training establishment for this purpose. They may be required to furnish their photographs to the registration authorities.

14. (a) Single Accommodation.

(i) Officers are accommodated in the Messes within the Naval Base. Bachelor Officers and Married Officers without families are also permitted to stay outside Naval Base in recognized hotels under own expense. Necessary assistance is rendered to hire hotel accommodation, if required.

(ii) Officer Cadets are accommodated in the Mess within the Naval Base.

(iii) Sailor trainees are accommodated in Cabins/ Barracks, according to their rank and status.





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(b) Married Accommodation.

- (i) Married accommodation, according to the rank and status, may be provided to the foreign officers under going Advanced / Long Courses of duration exceeding nine months.
- (ii) Officers and Sailors nominated for courses of shorter duration, who are permitted by their government to bring their families to India, are given assistance to hire suitable accommodation, near the Naval establishments, at their own expense. Such requests are to be sent at least two months, prior to the commencement of the course. At training establishments with adequate married accommodation, the same may be provided to the international officers / sailors on a case to case basis.
- (iii) Married accommodation is not provided or arranged for Officers deputed for initial training.

Canteen Facilities

15. Canteen facilities, as admissible to Indian trainees, are also extended to all International trainees. These facilities are available in almost all schools/establishments.

Transport

16. During training, transport required in connection with training will be provided to the International trainees, as per the rules applicable to Indian trainees.

Animals/ Pets

17. Training schools and establishments do not permit trainees to bring/keep animals and pets without permission during their stay in India.

Banking/Postal/Telephone

18. Bank facilities and Telephones (STD/ISD) are available within bases, or are located within close proximity.





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Servants

Hotels/Clubs/Restaurants

Libraries

Public Transportation

Promotion

Discipline

Leave

19. Officers accommodated in Officers Mess are provided with Civilian Bearers at nominal charges, as applicable to Indian students.
20. Naval Training Establishments are located in close proximity of towns/cities which have good hotels and restaurants serving Indian/Chinese/Western cuisine. Membership of service clubs is available to foreign students at subsidised rates/as applicable to their Indian counterparts.
21. All schools/establishments have well stocked general /reference/technical libraries, which are open for use by foreign students.
22. All Schools/Training Establishments are well connected to the nearest town/city by buses, auto rickshaws/taxis or local trains.
23. Promotion of Officers and Sailors, while undergoing training in India, are implemented as and when notified by the concerned Foreign Missions.
24. International trainees are subjected to Indian Civil Law while in India. The Commanding Officers of the training establishments exercise control over all the trainees based on the Navy Orders and the Training Directives of the Training Commands in vogue for the purpose of local administration and discipline. Disciplinary cases of serious nature are reported to concerned foreign Governments/Missions, through normal diplomatic channels.
25. No leave is normally granted to trainees except during the authorised breaks/vacations in a course. Leave apart from that scheduled in the curriculum will be granted only if recommended by the respective Foreign Missions or Service Headquarters.





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26. Trainees who wish to go abroad during leave are to submit their requests to the Commanding Officer, after obtaining prior concurrence from their missions in India or their service headquarters.
27. Leave restrictions may be imposed by the Commanding Officers on trainees showing unsatisfactory progress.
28. Repatriation arrangements of all trainees, either on completion of course, or on withdrawal, are to be made by the respective countries, unless otherwise agreed on the Govt. of India.
29. All International trainees arriving India for training are to ensure that they are in possession of valid visa covering the entire duration of training.

Visa





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Pre-Course Training and Standard of Trainees

Uniform

Examination Results and Course Reports

Withdrawal from Training

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1. It is in the interest of parent countries to ensure that the selected candidates possess the requisite qualifications and should arrange, if necessary, any precourse training in the country, prior to deputation.
2. Training in all the courses are imparted in English. In exceptional cases, it may be possible to arrange an English Language Course in India. Such requests are to be sent sufficiently in advance, for consideration.
3. International trainees are to wear uniform of their own Navies, which are to be provided by their respective countries. A minimum of four sets of summer working dress, two sets of winter working dress (if applicable to the station, where a trainee reports) and one set each of summer/winter ceremonial uniforms, should be brought by the trainees.
4. Examination results, course reports, certificates and parchment of all trainees, will be forwarded to the respective countries through their Embassies / High Commissions.
5. Trainees, who are unable to assimilate instructions and meet the required standards, will be withdrawn from the course and repatriated.





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FINANCIAL ASPECTS

Currency

Pay and Allowances

Messing

1. It will help the foreign trainees, if they bring with them, easily convertible foreign currency/traveler's cheques for exchange into Indian rupees, to meet their expenses till they reach the training establishments. Foreign governments are, therefore, re- requested to provide sufficient funds to their trainees to avoid financial hardship during transit and immediately on arrival at the training establishment.
2. Advances to trainees on account of pay and allowances are to be made by the High Commissions/Embassies of the concerned countries, unless alternative arrangements are agreed upon with the Government of India. Living allowance under admissible schemes as per laid down rates will be paid by the training units to applicable trainees at the end of each month of training /part thereof.
3. Separate messes exist for Officers, Officer Cadets and Sailors. The trainees are accommodated in appropriate messes, along with Indian personnel, depending upon their rank and status. It would not be possible to arrange separate messing facilities for the foreign trainees. At INS Valsura and INS Shivaji, however, special accommodation facilities consisting of a limited number of well furnished, air-conditioned cabins have been provided, which may be availed for an extra payment.
4. Messing charges are to be paid by the Officers at the rates prevalent in the messes of the establishments. In addition, they are charged monthly contribution towards subscription etc. as applicable to Indian Naval Officers. In case of Cadets and Sailors, ration is issued on the same scale as laid down for





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Indian Navy Cadets and Sailors and recoveries are effected from the government at the rates prescribed from time to time for nonentitled personnel accommodated in Indian Naval Ships and Establishments.

5. All trainees are expected to pay their monthly Mess Bills by the 10th of the following month, for efficient functioning of the mess. Those delaying payments are liable to be called upon to make advance payment in a lump sum, subject to final adjustment.





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RECOVERY OF TRAINING CHARGES

Indian Technical and Economic
Cooperation Programme (ITEC)

1. Guidelines for recovery of training charges for students from friendly foreign countries under the Indian Technical and Economic Co-operation Programme and Self financing Scheme are detailed in the succeeding paragraphs.
2. The list of countries, which are beneficiary under the ITEC programme are promulgated by the Ministry of External Affairs, Government of India, from time to time. The two categories of ITEC programmers are as follows:-

(a) **ITEC - Category I.** The Indian Government will provide to and fro airfare from the foreign country to the airports closer to the training establishments, free training, lodging, messing for Cadets and Sailors and free internal travel for training visits. In addition, the trainees will be paid the following Living Allowances per month which may be revised from time to time:-

- | | |
|--------------------------------------|----------------|
| (i) All Commissioned Officers | - Rs. 25,000/- |
| (ii) Cadets | - Rs. 21,000/- |
| (iii) JCOs/NCOs and equivalent ranks | - Rs. 15,000/- |

(b) **ITEC - Category II.** The cost of international passage both ways will be borne by the foreign country. However, all other expenditure as applicable for ITEC Category I will be met by the Indian Government. In addition, the trainees will be paid the following Living Allowances per month which may be revised from time to time:-

- | | |
|--------------------------------------|----------------|
| (i) All Commissioned Officers | - Rs. 25,000/- |
| (ii) Cadets | - Rs. 21,000/- |
| (iii) JCOs/NCOs and equivalent ranks | - Rs. 15,000/- |





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Self Financing Scheme

Miscellaneous
Payments/Recoveries

Mess Charges

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3. The country availing any course under this scheme is to bear all the expenditure connected with training such as training charges, messing, cost of travel etc.
4. While, formally informing our missions of the acceptance to demands for training, the Indian Government will indicate the cost of the course including rent etc. in hard currency, as per format at Appendix 'B'. This cost will be met in advance by the concerned country, by a bank draft, payable in favor of the Controller of Defence Accounts (Navy), Mumbai. (for tuition fees) and "International Trainees fund Account" payable at Kochi (for Rent & Allied charges) prior commencement of course.
5. In case a student is unable to complete a course, he will be charged up to the time he has undergone training. The remaining recoveries made on this account, will be adjusted against the next student attending the course in the same Institution. If, however, no such student is deputed within a reasonable time, the country concerned can claim the balance from the Controller of Defence Accounts (Navy), Mumbai, through our Missions abroad.
6. On arrival at the Institution, the Officer trainees will have to pay a sum of Rs. 1000/- as mess deposit. The trainees will settle their bills at the end of each month and the deposit will be adjusted at the end of the course.
7. The expenditure on account of messing of Officers and other personal expenditure such as expenditure on wine, cigarettes, extra messing, servants, mess charges, maintenance subscription, service facilities etc., due from all International trainees, will be recovered completely from the trainees before they leave the training establishments and only then, a clearance certificate will be issued to them.





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8. Cadets are not required to pay for their messing. The expenditure on messing will be recovered from the Government concerned, along with the cost of training and allied charges.
9. Recovery statements, indicating details of expenditure on the training of International trainees, are forwarded to the respective Foreign Governments through diplomatic channels. The procedure for payment of dues is normally contained in the recovery statements.





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ADMINISTRATION – GENERAL GUIDELINES

International students on arrival in India at the airport nearest to the training establishment will be received by a representative from the concerned training establishment. In case of students arriving at New Delhi, the concerned embassy/ high commission is to make arrangements for reception and onward movement to the training establishment.

Married accommodation is not provided or arranged for single officers/ cadets who arrive in India for ab-initio training. Single trainees will be accommodated in officers' mess according to their rank and status.

International student officers are allowed to bring their families to India when permitted by their respective governments and approval obtained through Indian Navy. Married accommodation will be provided according to the rank and status of the foreign officers who are detailed for advanced/ long courses of duration exceeding nine months and subject to availability.

Officers nominated for courses of shorter duration, who are permitted by their Government to bring their families to India, could also be provided married/ transit accommodation within Naval premises subject to availability and approval by the Indian Navy. In case of non availability, they will be permitted to stay in hired accommodation under private arrangements and at their own expense. Trainees can also be granted permission to stay in hotels/ hired accommodation on request under their own arrangements and expenses if the accommodation provided by the training establishment is not found suitable by the trainee.

In case the officer's family is accompanying the officer when reporting for the course, the details of the officer's family have to





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be forwarded at least one month in advance to make necessary administrative arrangements. In case the family members are joining after commencement of training, the trainees are required to seek permission from the respective training establishment. At least one month notice is required for processing necessary approvals.

Sailors/Equivalent deputed for long courses with duration exceeding nine months will be permitted to bring their families and stay in hired houses under own arrangements and expense or in Government accommodation depending on availability. Sailors nominated for short duration courses and who are permitted by their governments to bring their families to India will also be permitted to do so but are to stay outside in hired houses/hotels under own arrangements and expense. In all cases prior approval of Indian Navy has to be obtained for bringing families to India.

The relevant electricity, water and allied charges towards the stay of student officers are payable by the International students and is to be cleared by them on completion of their training in India and prior departure to their respective countries.

All international students are to follow the daily routine of the ship/ establishments including Physical Training, Parade, Sports and Cultural activities. The families of the international students are encouraged to participate in the activities of the Ladies club of respective training establishment.

Use of personal conveyances such as cars, scooters, motor-cycles, etc. by international students is to be in accordance with the orders applicable to the station. Students driving vehicles are required to be in possession of valid international driving license as per civil law. Violation of rules regarding wearing of helmets, etc. will be dealt in accordance with the civil law.





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Deputation of Lady Officers /Cadets listed under the 'Courses offered for Officers' has to be confirmed with the Indian Navy prior to their nomination for various courses. Indian Navy does not undertake training of lady candidates for courses listed under the 'Courses offered for Sailors'.

These guide lines are indicative but not exhaustive. The personnel nominated to undergo courses with Indian Navy will be provided with joining instructions, which encompasses all the administrative and academic guidelines, prior to their arrival in India, through Indian embassy/ High Commissions.

