

IMPORTANT JOINING INSTRUCTIONS & FULL ITINERARY OF PHASE V(12) MCT PROGRAMME

Dear Participant,

Please note the following information for the programme.

JOINING/REPORTING

1. The course will be inaugurated at 5.00 PM on 18th May 2014 at IIMB. All the nominated officers are to report positively at IIM Bangalore latest by the AN of 18th May 2014 for participation in Phase V training. IIMB shall get in touch with you for reception etc.

2. Political Clearance for foreign has been applied and we expect to get it by 5th April 2014. As soon we get political clearance, we will send it to you. You are then expected to apply & get white passport from your regional passport office. After getting the white passport, you will send it to us for further processing for Visa.

Please Note that MEA is not considering diplomatic Passport for issue of Visa note. So it is necessary for everyone to get the white passport issued at the earliest and send to us.

3. The programme would be completely residential. Lodging and boarding facilities at IIMB and at IGNOU Dehradun would be arranged by IIMB and IGNOU respectively. During foreign travel lodging will be provided by concerned universities. Normally single accommodation is provided. However, during field trips, sometimes shared accommodation (double occupancy basis) is also arranged due to limited availability of accommodation. All travel arrangements during the course **(Except journey for reporting to the programme venue, i.e. IIMB & return journey from Dehradun after the programme)** would be made by IGNOU.

MEDICAL INSURANCE

4. Medical insurance is a mandatory requirement for the period of foreign module. The medical facilities are very costly abroad and it is extremely difficult to settle medical expense without insurance. Though IGNOU makes arrangements for all participants to be covered under the 'Assisted Medical Attendance' scheme of MHA, GOI during the foreign trip. Yet the past experience shows that this channel is often not accessible, particularly in times of need. **So, participants are strongly advised to get themselves covered under "Travel/Health Insurance" from any reputed vendor, e.g. ICICI Lombard etc., additionally before proceeding on foreign visit. Since, this is a major mandatory requirement by the foreign governments, the universities will insist on this before the commencement of programme. Kindly send a copy of medical insurance receipt to the course coordinators prior to the commencement of the programme.**

WEATHER/CLOTHING/ACCESSORIES

5. The weather would be pleasant at Bangalore and Dehradun during the programme period but as the officers would also be traveling to USA/Canada during the course, it is advised that they carry sufficient warm clothing for themselves. (1/2 Pullovers, 1 Blazer for official/semiofficial get-togethers and one rain proof jacket). The temperatures in Syracuse and Vancouver are likely to be in the range of 12-22 C during our stay with more than 70% chances of rain (Umbrella needed).

6. Participants are also advised to carry a laptop with them for own use as they would get Wi-Fi facilities at most places.

DAILY ALLOWANCE

7. Participants will be paid daily allowance at DoPT approved rates (US\$ 100 per Diem) during their foreign visit (Total approx. 1475 US\$). No allowances of any other kind will be paid by IGNFA during their stay in India. The money in equivalent INR would be transferred to your Bank account after joining IIMB and before the commencement of foreign travel.

OTHER DETAILS

8. Participants are also advised to get matrix/reliance or any other reputed company's SIM cards for making calls from abroad, in case they need it.

9. The sequence of the programme is given below.

S.No	Event	Date/Period	Venue	Remarks
1	Inauguration	18 th May at 5 PM 2014	IIM Bangalore	IIMB will get in touch with you for other arrangements at Bangalore on your arrival.
2	Management Module	19 th May -23 rd May 2014	IIM Bangalore	Stay at IIMB
Journey to New Delhi on 24 th or 25 th May 2014				
Journey to New York/Vancouver as the details given below				
3.	Forest Study Visit Module	26 th May -6 th June 2014	Syracuse University/ University of British Columbia, Vancouver	Stay at Foreign destination
Journey to New Delhi/Dehradun as per the details given below				
4.	In-Country Module	10 th June -14 th June 2014	IGNFA Dehradun	Stay At IGNFA
5.	Valedictory	14 th June 2014 at 11.30 AM	IGNFA Dehradun	-

10. Under no circumstances, the family members would be allowed to accompany during the training programme including foreign study visit. This may be clearly noted by the officers. Any overstay at foreign destinations or change in official journey schedule by the participants on their own beyond the programme period is not permissible and the officers would be responsible for the same.
11. The contact persons for the aforesaid MCT programmes for the IFS officers in the foreign universities are as follows.

1. Syracuse University, New York, USA

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These details will be needed while filling up from for Visa.