

JOINING INSTRUCTIONS FOR THE COURSES TO BE CONDUCTED AT BTC, BHANU, I.T.P.B., PANCHKULA (HARYANA)

General:-

The Basic Training Centre was established in 1962 along with the raising of the Indo Tibetan Border Police at Karera (Madhya Pradesh). It was relocated at Kullu (Himachal Pradesh) after the expansion of the Force and administrative exigencies. Finally in March 1991 this centre was shifted from Kullu (HP) to Bhanu, Panchkula (Haryana).

Location:-

Basic Training Centre (BTC) ITBP is situated at Bhanu, Distt- Panchkula Haryana on Chandigarh-Naraingarh-Ponta Sahib National Highway.

By Road:-

BTC is situated at 23rd Kms from Chandigarh Bus Stand, 20 Kms from Chandigarh Railway Station and 12 Kms from Panchkula Bus Stand. Regular bus service to this centre from Chandigarh/Panchkula Bus Stand is available.

By Air:-

BTC is connected by air with the nearest airport Chandigarh, which is 26 Kms away from this centre. Govt. Vehicles are detailed to bring trainees from bus stand, railway station and air port on receipt of prior information, 02 days prior to commencement of all courses.

Telephone:-

BTC can be approached on following telephone No. which is installed at exchange:- Code No-01733-258064

Postal Address

Regt. No.....Rank.....Name.....

Course/Batch No..... Basic Training Centre, ITB Police Bhanu,
P.O.- Bhanu camp, Distt Panchkula (Haryana)- 134103

Post Office Facility:-

Available for trainees in the Centre

Weather:-

Situated on the foot hills of the Shivalik ranges of Himalayas, the weather at the place is very hot during summer and cold during winters. From April to July this is lashed by warm winds and dust storm. The place remains infested mosquito's during rainy season which starts from mid June and last upto September. The weather remains cold from October to March and warm clothing is required during these months.

Contd.....2/-

Eligibility Conditions for Training/Courses:

S.No	Name of course	Duration	Eligibility Conditions
(1)	(2)	(3)	(4)
1	CT/GD Basic Trg	44 weeks	Participation level :- Newly recruited CT/GD
2	Non GD Condense Course	24 weeks	Participation level- Newly recruited Tradesmen (CT to HC) and followers.
3	Sports Condense Course	08 weeks	Participation level- Newly recruited Sports personnel of all ranks.
4	Ladies Condense Course	16 weeks	Participation level- Newly recruited Mahila personnel (Tradesman & Followers) except GD Cadre
5	P.T. Course	12 weeks	1. Basic Training 2. Age less than 30 years 3. Participation level- All ranks. 4. Medical Cat- SHAPE-I 5. Edn. Qfn.- VIII class or second Standard of Education.
6	Judo Course	12 weeks	1. Basic Trg 2. Age less than 30 year 3. Participation level- Const/UOs 4. Medical Cat- SHAPE-I 5. Edn. Qfn.- VIII class or second Standard of Education
7	Bugler Course	16 weeks	1. Basic Trg 2. Age less than 35 year 3. Participation level- Const/UOs 4. Medical Cat- SHAPE-I 5. Edn. Qfn.- VIII class or second Standard of Education
8	Weapon Instructor Course	10 weeks	1. Basic Trg 2. PPSLC qfd. 3. MR- Ist Std. 4. Participation level- UOs/SOs 5. Medical Cat- SHAPE-I 6. Matric or 2 nd STD Edn.
9	Drill Instructor Course	08 weeks	1. Basic Trg 2. PPSLC qfd. 3. Age below 38 years. 4. Participation level- Const./UOs/SOs 5. Medical Cat- SHAPE-I 6. Matric or 2 nd STD Edn.
10	PPSLC	10 weeks	1. Basic Trg 2. Condense Course for those pers. recruited under Sports quota 3. Matric/IIInd Std Edn. 4. MR-II Std 5. Only for Const/GD 6. Medical Cat- SHAPE-I

Contd.....3/-

Nomination:

Nomination of personnel for the course should be sent on prescribed proforma as below to reach this centre 15 days before commencement of the course. Trainees will not be permitted to join a course if not nominated by their units or if not in possession of Nomination Form.

Nomination Form

S. No.	Regt. No.	Rank	Name	Unit/ Formation	D.O.B.	D.O.A.	Edn.	B. Group	Course done	Medical Cat	NOK With Address.

Arrival:-

Trainees should reach this centre 48 hrs before commencement of the course. Vide ITB Police Dte. General Standing order No 15/95 personnel coming from Leh area are permitted to join 03 days late after the commencement of course respectively.

Trainees reporting for course after the prescribed date will not be entertained. On arrival at centre trainees should report to SO(Trg)duty clerk immediately.

Administrative instructions:-

Trainees will dine in their respective messes (i.e. GOs Mess for GOs, SOs Mess for NGOs and Training mess for other ranks.)

The trainees will deposit mess advance as follows:-

- a) GOs Mess : Rs. 5000/-
- b) SOs Mess : Rs. 3000/-
- c) Training Mess (Ors) : Rs. 3000/-

No financial assistance will be provided in the form of loan etc. to any trainee from this Centre.

Documents:-

Every trainee must be in possession of the following documents which should be produced on arrival at this training centre.

1. Identity Card
2. Movement order
3. Medical certificate
4. Nomination for the course (if already not sent by post)
5. Identification Disc.

Contd.....4/-

Leave During Training:-

Leave will not be granted to any trainee during the training period.

Trainees desiring to avail leave on completion of course from the Centre should get leave sanctioned from the concerned organization/Unit commanders, prior to reporting. No correspondence with the concerned unit regarding leave will be made by this centre.

All trainees should be protected against TAB, Cholera, Malaria, Tetanus and small Pox and bring with them the Medical fitness certificate/ booklet. On arrival at this centre every trainee should deposit his medical fitness certificate in the office of the Training Officer.

Discipline:-

- a) Each trainees will unflinchingly follow the disciplinary norms of the Force and the centre, and will maintain the security, discipline & confidentiality of the Centre.
- b) All trainees will attend the evening roll call.
- c) No trainee will leave the campus without the prior permission of Training Officer.
- d) Due to non-availability of accommodation, on trainee is permitted to keep his family with him while on training. Neither permitted to bring family during training period.
- e) Trainee are forbidden to enter residential lines.
- f) In case of any indiscipline, the trainee will be charged as per the ITBP Act and Rules, and the standing Orders of the Centre. A trainees can be expelled form course on charge of misconduct.

Security of Personal Affects:-

- a) Each trainee shall be responsible for the security of his personal affects.
- b) Trainees will not bring valuable objects, transistors, camera etc, with them.
- c) If a trainees has surplus money, it should be deposited with the Training office. The centre has post office facility also.

Closed Holidays & Out Pass:-

Trainees can visit local market (Ramgarh- Panchkulā) on Sundays and gazette Holidays after taking approval from competent authority, Station leave night out pass will not be given to any trainee.

Contd.....5/-

Return Journey:-

Trainees should bring with them Railway warrant/Bus voucher for return journey. If not brought by the trainee, the concerned department/ unit should ensure the dispatch of railway warrants/bus vouchers, 15 days before the course terminates. The centre also arranges reservation for return journey by air, railway or bus.

Dispersal:-

On termination of course, before returning to their units, trainees must ensure that all mess dues have been cleared all returnable objects/ equipments should be deposited & a clearance certificate taken from the branch concerned that there is nothing outstanding against his name. Movement order for return journey will be issued after a trainee obtains clearance and submits the same to the Duty Clerk. The place of posting should be legibly written on the movement order to enable this Centre to issue movement order for the return journey accordingly.

Facilities:-

Wet Canteen:- The centre has a Wet Canteen, where tea, milk, fruits & other eatables are available at reasonable rates.

Dry Canteen:- All items of daily use are available at cheap rates in Dry Canteen.

Reading Material:-

A précis cell established at the centre makes available to the trainees various training literature and précis. The trainees are issued various trg literature and précis for study, subject to returning them on completion of training. Trainees can also purchase précis on payment from précis cell which are published by BTC.

For the entertainment of trainees, the centre has recreational centers, where newspapers & magazines are available.

The centre also has a well stocked library, where books of difference subjects are available for reading.

Sports:-

Competitions on various games and professional subjects are organized to develop sportsmanship & competitive spirit. Traditionally a running shield is awarded to the champion Batch/Course. It is compulsory for all trainees to participate in games & competitions.

Special Instructions for trainees deputed from other police organization/ departments.

TRAINEES DEPUTED OUTSIDE POLICE ORGANIZATIONS USUALLY FACE THE FOLLOWING DIFFICULTIES DURING TRAINING.

- a) Non- availability of training syllabus & not deputing fit candidates.
- b) Ignorance about the syllabus and contents of the course. They also do not bring authorized clothing and equipments.
- c) Trainees are sent without ascertaining medical fitness& health as a result of which they fall ill during training and have to be returned to unit.
- d) Trainees do not got their pay & allowances in time, due to which they are unable to clear their outstanding mess dues.
- e) It has been usually observed that trainees do not bring sufficient money to deposit mess advance and for purchase of daily necessities which causes them unnecessary hardships.
- f) Trainees coming from South Indian states are not conversant with Hindi, which causes them problems during training. As the medium of instruction in this Centre is Hindi, only those candidates who have a working knowledge of the language should be sent for training.
- g) Trainees must be given a copy of these Joining Instructions, when they are depute for courses.
- h) ITBP personnel coming for training are deemed to be on duty 24 hours. Similarly personnel coming from other organization and living in the camp will be treated as on duty 24 hours a day.

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COURSE CALENDAR IN R/O BTC, ITBP 2017-18

S.N	NAME OF COURSE	DURATION	DURATION		ALLOTMENT OF SEATS							
			FROM	TO	N (FTR)	NW (FTR)	E (FTR)	C (FTR)	NE (FTR)	L&C ZONE	TRG ZONE	other
APRIL-2017												
1	INTENSIVE TRG	06 WEEKS	03.04.17	13.05.17	01 COY FROM EACH UNIT(1 ST BN)							
2	P.T. COURSE	12 WEEKS	03.04.17	24.06.17	10	10	10	02	06	01	01	11 UKD Police
3	JUDO COURSE	12 WEEKS	03.04.17	24.06.17	10	10	10	02	08	-	-	
4	PRE TRG OF PARA BASIC COURSE	04 WEEKS	24.04.17	20.05.17	N FTR-02, NW FTR-02, E FTR-02, C FTR-01, NE FTR-02, TRG ZONE-02, ITBP ACY-01							
5	BUGLER COURSE	16 WEEKS	10.04.17	29.07.17	10	08	08	03	18	01	02	
6	LADIES CONDENSE BASIC TRG	16 WEEKS	03.04.17	ONWARD	TOTAL - 12 TRAINEES							
7	PRE SELECTION TRG FOR INDIAN MISSION	02 WEEKS	17.04.17	29.04.17	710 TRAINING OF VARIOUS UNIT FORMATION							
MAY-2017												
JUNE-2017												
8	INTENSIVE TRG	06 WEEKS	05.06.17	15.07.17	01 COY FROM EACH UNIT(8 TH BN)							
9	Pre trg of PARA Basic(O) course	03 Weeks	05.06.17	24.06.17	NE FTR-02,N FTR-02,NW FTR-02,E FTR-02 C FTR-01,TRG ZONE-01							
10	YOGA COURSE YC-13	03 Weeks	05.06.17	24.06.17	E FTR-01, N FTR-01							
11	ASSISTANT INSTRUCTORS BASIC COURSE (AIBC-17)	04 Weeks	05.06.17	01.07.17	NE FTR-01,N FTR-01,NW FTR-01,E FTR-01 BTC-01							

12	SEC CDR COURSE(N)-85	04 Weeks	05.06.17	01.07.17	NE FTR-02,N FTR-02,NW FTR-02,E FTR-02,C FTR-01, TRG ZONE- 02							
13	Army Drill Course (ADC)-98	04 Week	12.06.17	08.07.17	RTC KRA-01, BTC-01							
14	CT/GD MALE & FEMALE BASIC TRG	44 WEEKS	19.06.17	ONWARD	AS PER DIG TRG DTE GENL DIRECTION 650 CT/GD (MALE) AND 285 CT/GD (MAHILA) RECRUITS ALLOTTED DURING THE MONTH							

JULY-2017

15	DRILL COURSE	08 WEEKS	03.07.17	26.08.17	08	08	08	04	08	02	02
16	WEAPON COURSE	10 WEEKS	10.07.17	16.09.17	10	10	10	02	06	-	02

AUGUST - 2017

17	INTENSIVE TRG	06 WEEKS	07.08.17	16.09.17	01 COY FROM EACH UNIT(2 ND BN)						
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SEPTEMBER - 2017

18	P.T. COURSE	12 WEEKS	04.09.17	25.11.17	10	10	08	02	08	02	-	11 UKD Police
19	JUDO COURSE	12 WEEKS	04.09.17	25.11.17	10	10	10	02	08	-	-	

OCTOBER -2017

20	INTENSIVE TRG	06 WEEKS	02.10.17	11.11.17	01 COY FROM EACH UNIT(17 TH BN)						
21	SI/GD basic training Swimming module	01 week	09.10.17	14.10.17	84 SI/GD basic training recruits from CTC Alwar						
22	SI/GD basic training Swimming module	01 week	23.10.17	28.10.17	84 SI/GD basic training recruits from CTC Alwar						

NOVEMBER - 2017

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DECEMBER - 2017

23	INTENSIVE TRG	06 WEEKS	04.12.17	13.01.18	01 COY FROM EACH UNIT(12 TH BN, 19 TH BN, 35 TH BN)						
24	BUGLER COURSE	16 WEEKS	04.12.17	24.03.18	08	08	08	03	20	01	02

JANUARY - 2018

25	DRILL COURSE	08 WEEKS	01.01.18	24.02.18	10	10	08	02	08	-	02	
26	WEAPON COURSE	10 WEEKS	08.01.18	17.03.18	10	10	10	02	08	-	-	

FEBRUARY - 2018

27	INTENSIVE TRG	06 WEEKS	05.02.18	17.03.18	01 COY FROM EACH UNIT(23 RD BN, 43 RD BN, 50 TH BN)							
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MARCH - 2018

28	Training campus for Disabled Force personnel	07 Days	19.03.18	25.03.18	Disabled Force personnel nominated by Training Directorate							
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