



Yashwantrao Chavan Academy of Development Administration, Pune

Common Probationary Training Programme

Functions of Escort Officers

Escort Officer's Duties

Officer Trainees designated as Escort Officers shall have the following responsibilities :-

1. To ensure that the Academy Staff Car is detailed by the Protocol Section in time to receive the Guest Speakers at the Pune Railway Station / Airport, etc. In case of a VIP, arrangements regarding reception at Pune Airport / Railway Station may have to be worked out in consultation with Course Team.
2. To inspect the Hostel Faculty room allotted to the Guest Speaker and ensure that the room is properly equipped.
3. To receive the Guest Speaker on arrival, escort him/her to the room and to look after him during his/her stay in the Academy. It, however, does not mean that the Officer Trainees shall unnecessarily waste time hanging around the Guest and miss classes or other course activities.
4. To acquaint the Guest Speaker with the Course Design, the syllabus prescribed and other activities in the Academy, if he/she is not already familiar with the same,. Well before his/her scheduled session.
5. To inform the Guest Speaker about the duration, number and nature of his/her lecture(s) / participation.
6. To collect the BIO-DATA of the Guest Speaker on his/her arrival.
7. To ascertain any special arrangements the Guest Speaker would like to be made in the lecture hall, like provision of Slide Projector etc.
8. To ensure that the arrangement for the Academy Staff Car for his/her return journey to Pune has been made by the Protocol Section.

9. To ensure that the TA particulars are filled in by the guest in the printed form provided and deliver the same to Training Section –I.
10. To introduce the Guest to the audience based on the BIO-DATA already collected for the purpose. Long-winding introductory speech as well as any flippancy must be avoided.
11. To ensure that the name plates are already in time and placed on the table before the lecture.
12. To ascertain from CC/ACC whether the lecture is to be audio or video recorded and ensure arrangement for the same.
13. To ensure that the reception has all the details of arrival and stay and keep the reception informed of your whereabouts so that in the event of an unscheduled arrival of the guest, you can be located and informed.
14. To organize the following, in consultation with the internal faculty member concerned, in respect of guest lectures :
 - (a) To preside over the guest session, if called upon to do so, and ensure that the meeting is conducted in a dignified manner which neither embarrasses neither the Guest Speaker nor the Academy in any way.
 - (b) After the talk is over, announce that the Guest Speaker would welcome questions from the audience (unless the Guest Speaker has any objection to this, which should be ascertained well in advance)
 - (c) At the end of the session, thank the Guest Speaker on behalf of the Officer trainees, the Academy and himself/herself.