



**YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION, PUNE**

**2nd COMBINED PROBATIONARY TRAINING PROGRAMME**

**(2<sup>nd</sup> May 2015 to 27<sup>th</sup> June, 2015)**

**ADVISORY**

1. This is an advisory to Officer Trainees (referred to as OTs) for joining at YASHADA for the 2nd Combined Probationary Training Programme (CPTP) 2015.
2. The Officer Trainees are required to complete online registration by 20<sup>th</sup> April 2015 to confirm their joining to the 2<sup>nd</sup> CPTP Course. The online registration facility is available at the YASHADA website <http://www.yashada.org/cptp/>

**1. CONTACT INFORMATION**

Yashwantrao Chavan Academy of Development Administration (YASHADA)

Postal Address:

Rajbhavan Complex, Baner Road, PUNE - 411007.

Home Page - <http://www.yashada.org/cptp/>

E - mail- [pratap.bhosale@yashada.org](mailto:pratap.bhosale@yashada.org)

Telephone: + 91- 20 - 25608196 (In Office Hours), Cell No. 8888537926  
(Preferably by SMS)

All our official lines are connected through EPBX. Kindly request the operator to connect to the concerned official. (EPBX Number 020-25608000)

**COURSE TEAM**

- **Director General: Shri. Anand Limaye, I.A.S.**
- **Course Director: Shri. Naresh Zurmure, I.F.S.,**  
Deputy Director General (020- 25608232)

- **Associate Course Director:** Dr. Rajendra Pawar,  
Associate Professor, ATI (020 – 25608137)
- **Public Relations Officer: Shri. Pratap Bhosale,**  
Assistant Professor & PRO Class -1 , ATI (020 -25608196)  
**Cell No. 8888537926**
- **Course Coordinators:**
  1. Shri. D. D. Deshmuke, Associate Professor, CSJE (020 -25608298)
  2. Dr. Rajendra Pawar, Associate Professor, ATI (020-25608137)
  3. Shri. Maruti Mulay, Assistant Professor & Accounts Officer Class -1 , ATI (020 – 25608196)

### **Course Duration & Joining Instructions:**

- Officer Trainees will invariably arrive at YASHADA on 29<sup>th</sup> April 2015 by 11am. Joining on 29<sup>th</sup> April 2015 (Before Noon) is mandatory .
- Verification of original documents and certificates will be done on 29<sup>th</sup>, 30<sup>th</sup> April 2015 to and 1<sup>st</sup> May 2015.
- **Candidates must bring all original documents and certificates submitted to Maharashtra Public Service Commission including caste validity certificate (caste validity certificate is applicable only for reserve category candidates).**
- Foundation course will commence from 2<sup>th</sup> May 2015 to 27<sup>th</sup> June 2015 followed by various attachments i.e. *Village, Tribal, MRA, Army, Judiciary, Legislature. Technical Training and 66 Weeks Field attachments, Maharashtra & Delhi Darshan and De-briefing etc. (2 years).*

### **TRANSPORT**

YASHADA does not provide any transportation facility on arrival. However public transports such as Taxi / Auto / City Bus are easily available. Airport is 17 km.; Pune Railway Station is 9 km far and Shivajinagar, Railway Station is 4 km from YASHADA. YASHADA is located on BANER ROAD, Pune approx. 800 Meters away from **Savitribai Phule Pune University** Fly Over.

Travel expenses will have to be borne by Officer Trainees. OTs should report at Reception Counter located at Toran Development Academic Complex (DAC) YASHADA

### **ACCOMMODATION FACILITY**

- During CPTP Course, Officer Trainees are **compulsorily** required to reside in the accommodation provided by YASHADA.
- Rooms are allotted on double occupancy basis. No request for change of room would be entertained.
- The hostel is furnished with air-conditioned rooms. Rooms have private attached bath. Laundry services are also available on payment basis. Every room is provided with computer with internet connectivity.
- Accommodation for spouses shall not be provided in any case. Officer Trainees are advised not to bring any companion with them at the time of joining.

### **CLIMATE**

The weather in Pune from April to June changes from warm to humid with the average temperature from about more than 35°. It is advisable to carry a cap.

### **DINING FACILITIES**

Dining facilities are provided to the participants in the **Kojagiri Officer's Mess** as per menu displayed at the Notice Board in the Dining Hall. Cooking in hostel rooms is not allowed. In Dining Hall proper decorum / discipline maintenance of dress code etc. required to be followed by OTs.

### **COMPUTER FACILITIES**

YASHADA has computer labs for use by Officer Trainees. Computers are also provided in Hostel Rooms for use. However, for their own convenience, Officer Trainees can carry their own laptops.

## **LIBRARY**

The Academy has a very good Library adjacent to the Computer Center, with a good collection of books and magazines. Morning 9.30AM to 10.00PM (Monday to Friday) Morning 9.00AM to 05.00PM Saturday. Sunday Closed.

## **MEDICAL FACILITIES**

A consulting Doctor is available near reception in the Academy between 9.00 hrs. to 11.00 hrs. and 16.00 hrs to 18.00 hrs. everyday. The Hostel Receptionist will extend the necessary assistance to procure medicines prescribed by the Doctor.

## **MOBILE PHONES**

Officer Trainees are strictly prohibited from using mobile phones in the academic area. Mobiles phones found with Officer Trainees in the academic area ( Classroom / Library/ CIT Lab etc.) will be confiscated and fine will be imposed on Officer Trainees. However, Officer Trainees may use mobile phones in their hostel rooms.

## **DISCIPLINE**

At YASHADA, we expect a very high standard of discipline, moral values and physical fitness in addition to excellence in Academics. The Officer trainees are expected to observe discipline, decency and decorum in behaviour during their entire stay at YASHADA.

- No leave shall be granted during the period of training at YASHADA. Thus no leave for any purpose would be sought by the officers during the course.
- Attendance in all academic and non-academic activities prescribed by the academy would be compulsory.

Consumption of Alcohol, smoking & indecent behaviour of any sort by the participant will call for strict actions. Yashada is a Government institution and a part of the Raj Bhavan Complex. Breach of any prescribed norm would make the trainee officer liable for disciplinary action.

## **EXTRA-CURRICULAR ACTIVITIES**

Officer trainees may bring their personal games kits, music instruments and photography camera etc.

## **IMPORTANT POINTS**

- Kindly bring sufficient money for one month`s personal expenses.

## **LIST OF ESSENTIAL ITEMS.**

**Officers have to bring following items as prescribed, at the time joining the training at YASHADA without fail.**

## **CLOTHING**

Proper decorum and dressing is an integral part of CPTP at Yashada. Officer trainees are expected to be properly attired at all times including classroom and campus.

Officer trainees are advised to carry adequate clothing; both formal and informal, and casual wear during their stay at Yashada.

## **DRESS CODE**

### **1. Ceremonial Occasions**

On ceremonial occasions as prescribed, like for course inauguration ( 2<sup>nd</sup> May 2015) and valediction of Foundation (27<sup>th</sup> June 2015), National festivals like Independence Day and Republic Day, it is compulsory for the OTs to observe following dress code:

- **Gentlemen: A black Jodhpuri and black shoes and socks.**

### **2 . Formal Occasions**

- **Gentleman Officer Trainees are required to wear formal lounge suit (preferably of darker colours) with necktie on prescribed formal occasions.**
- **Lady Officer Trainees are required to wear Saree (in sober colours) and**

**Shoes/Sandals on ceremonial and formal occasions.**

### **3. Classroom, Mess & Library**

- Gentlemen Officer Trainees are required to wear formal shirt and trousers along with leather shoes, while lady Officer Trainees are required to wear sarees/salwar suits/ churidar-kurta with formal shoes or sandals.
- All Officer Trainees are expected always to be well-groomed and properly attired. Casual's attire shall not be allowed during academic hours or in the Officers' Mess/library.
- Sneakers, sports shoes and tennis shoes may be worn only as a part of PT / Games dress.

### **4. PT / Yoga / Games and Sports Activities**

- It is compulsory to wear track-suits (dark colours) and white T-shirts with white canvas shoes/ sneakers and white socks for all trainee officers, gentlemen and ladies.
- Officer trainees have to bring one pair of good quality jogging / running shoes (in white colour compulsory) for PT and other activities.
- Morning PT and trekking & excursion are compulsory and mandatory nature and these are the part of final evaluation of the officer Trainee. No exceptions are given to any Officer Trainee, unless he is having severe medical problem. For that purpose he has to bring medical history document related to said disease or any other.

Above advisory be properly read by officer trainees and they should bring clothing and other items as prescribed above. This advisory shall be strictly followed throughout the training, ultimately to make the best of the training course.

**WELCOME TO YASHADA...**

**WE WILL TRY TO PROVIDE YOU MAXIMUM BEST.**