

**SWAMI VIVEKANANDA STATE POLICE ACADEMY  
WEST BENGAL, BARRACKPORE, PIN- 700120**

[Tele-Fax No.033-2592-3703]

website - [www.svspawb.in](http://www.svspawb.in), email - svspawb@gmail.com

**Joining Instructions**

**Sub:- Joining Instructions for undergoing basic training at SVSPA, WB, Barrackpore for the newly appointed Deputy Superintendent of Police (Proby.).**

The candidates who have been appointed in the rank of Deputy Superintendent of Police (on Probation) in the West Bengal Police temporarily, will undergo institutional training at Swami Vivekananda State Police Academy, West Bengal, Barrackpore for a period of 09(nine) months and District Practical Training & Attachment for 03(three) months.

The joining instructions are as follows :-

1. **Date & Time of Reporting** : As per direction of Police Directorate, WB.
2. **Place of Reporting**: Report to Chief Drill Instructor, SVSPA, at Drill shed, Swami Vivekananda State Police Academy, Barrackpore. The Candidates are requested to inform the Course Coordinator well in advance about the mode of journey and time of arrival.
3. **Documents to be brought:**
  - i) Proof of identification: Voter ID card/PAN card/Adhar card etc. (with 2 copies)
  - ii) Appointment letter issued by the Government (with one copy)
  - iii) Passport Size photo - 4 copies.
  - iv) Release order / Last Pay Certificate from the previous post, if any.
  - v) Bank account details with a copy of an unsigned cancelled cheque.
4. **Accommodation**: As the training is residential, accommodation will be provided by the Academy for the trainees during the training period at minimum charge. There is no family accommodation available for the trainees. All trainees are required to stay in the campus and dine in the mess.
5. **Expenditure for the Messing**: Mess will be run by the Proby. Officers on sharing basis and approximate monthly expenditure. Last occasion they deposited around Rs. 8,000/- in Mess Fund.
6. **Clothing**: Candidates are expected to be in formal dress at the time of joining. The probationers should get the prescribed uniform articles within one week of joining. The Academy will facilitate the purchase of uniform articles. However, the cost of uniform will be borne by individual probationer. The cost of uniform articles will be around Rs. 9,000/-. Initial uniform grant as per rules will be sanctioned to the probationers on application, in due course.

The candidates are advised not to procure any uniform article before coming to the Academy as the same are to be procured from single source for the sake of uniformity.

**Note** : - Bermuda, Jeans, T-Shirts, Skirts, Sneakers, Slippers etc. are not allowed during training.

7. **Security of Valuables:** The academy has no arrangement for safe custody and security of valuable articles. The trainees are advised not to bring any valuables with them. However, trainees are required to bring the fund required to meet up the initial expenditure of uniform articles, messing etc.
8. **Bringing of families:** Family members may be temporarily allowed only at the time of joining with no provision for night stay. Generally families are not allowed during the training. The trainees are advised not to bring their families and accommodate them in the Academy or any place in and around the Academy campus.
9. **Casual Leave and Out Pass:** Trainees are not permitted to avail any leave during the training except the mid-term break and in extreme emergencies. No Out Pass will be allowed for the trainees except on Sundays when no outdoor activity is planned.
10. **Discipline:** All trainees attending the course will be subjected to the strict norms of discipline of the Police. They should follow Course Book which will be provided at the time of joining.
11. **Medical Fitness:** Trainees should be medically fit in all respect to undergo strenuous training. A recent Medical Fitness Certificate from Govt. Hospital (issued within six months) should be produced at the time of joining. Pregnancy will be a bar for undergoing training.
12. **Location & Postal Address:**

Mongal Pandey Udyan (Latbagan), Near Chiriamora, Barrackpore.  
Nearest Railway Station - Barrackpore,  
Distance- 03 kms. (approx.)  
Swami Vivekananda State Police Academy, Mongal Pandey Udyan (Latbagan), Barrackpore,  
Kolkata - 700120.
13. **FAX Number of the Academy:**

033-2592-3703  
033-2592-0488
14. **Contact Person with Mobile Number:**

Course Coordinator Dy.SP (UT), SVSPA, WB, Barrackpore : 9051388845.  
Course In-Charge for Dy.SP (UT), SVSPA, WB, Barrackpore : 9674362622.  
Chief Drill Instructor (I), SVSPA, WB, Barrackpore : 9073344262.

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