



यशवंतराव चव्हाण विकास प्रशासन प्रबोधिनी

(महाराष्ट्र शासनाची अंगीकृत संस्था)

Yashwantrao Chavan Academy of Development Administration

(A Government of Maharashtra Organisation)



ISO 9001 : 2008

Ref.No:CPTP/Docu.Veri/5/ CPTP Admin-30/2019

Date: 23/09/2019

Dear Officer Trainees,

1. I have received an intimation from General Administration Department Government of Maharashtra, Vide TRN No.0919/c.r.No.29/CPTP-A Dated - 17th September, 2019 regarding your nomination in Group- A services of Maharashtra Government.
2. I would like to take this opportunity to extend to you my **hearty congratulation and a very warm welcome** on behalf of the Director General, faculty and staff of the YASHADA. First Phase of Foundation Training Programs will be conducted at YASHADA from 30th September to 30th November, 2019.
3. In this context, we have decided to set the main theme of your course as **“ethics and values in public administration”**. This theme, apart from addressing emerging concerns, also has the advantage of dealing with issues which are of common interest to a larger number of general administrators. The Sectors as training are Public Administration, Law and Judiciary, Management & Behavioural science, and Financial Management, Office Management and e-Governance etc. We are arranging computers to you for use during and outside the class room hours.

In conclusion, I would like you to respond to and take action on the following points emerging from the issues mentioned in the letter:

- a) Please confirm your participation in the course by 30th September 2019, Morning 10.00 AM.

- b) You should plan to reach YASHADA on 30th September 2019 before 10.00 am. Verification of Original Documents and certificates will be done on 30th September to 01st October 2019 by GAD Officers at Yashada campus. Please read following instruction carefully.
- i) You must bring all necessary documents as instructed to you by General Administration department through its letter, dated 17th September 2019 (please bring all **originals & Four Xerox sets** of all these documents)
- ii) You are also instructed to bring documents in Jpeg/jpg/pdf/png format as per list attached to upload these documents on web portal of Yashada (Annexure-A)
- iii) Bring passport size photos (Minimum 10 Photos) also bring documents required for Bank Account opening like PAN, Aadhar, and Address proof etc.

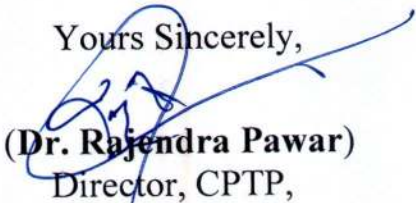
Candidates must bring original documents and certificates submitted to Maharashtra Public Service Commission including caste validity certificate. (Caste validity certificate is applicable only for reserve category candidates) and AADHAR and PAN card.

- c) Actual Foundation Training course will commence from 04th October to 30th November 2019.

I should be grateful if you could send your response by letter or e-mail to cptpadmin@yashada.org Contact Nob. (020-2560401) Advisory and Shistachar is enclosed here with for further instruction.

Looking forward to meet you on 30th September 2019, and assuring you're of a pleasant, fruitful and rejuvenating stay at YASHADA.

Yours Sincerely,


(Dr. Rajendra Pawar)
Director, CPTP,
YASHADA, PUNE

(Annexure-A)

Sr.No	Documents for upload	Size	Format
1	Recent Photo	20KB(Scanner resolution minimum 200dpi)Size in cm:- 4.5*3.5 cm	jpeg
2	Medical Certificate	300 KB	Jpeg /jpg/ pdf/ png only
3	Police Verification	300 KB	Jpeg/ jpg /pdf/ png only
4	MS-CIT certificate	300 KB	Jpeg/ jpg/ pdf/ png only
5	Bank pass book(First page)	300 KB	Jpeg/ jpg/ pdf /png only
6	S.S.C certificates	300 KB	Jpeg/ jpg/ pdf /png only
7	H.S.C certificates	300 KB	Jpeg/ jpg/ pdf /png only
8	Graduation certificates	300 KB	Jpeg/ jpg/ pdf /png only
9	Post-Graduation certificates	300 KB	Jpeg/ jpg/ pdf /png only
10	Caste Certificate (If it is applicable)	300KB	Jpeg/ jpg/ pdf /png only
11	Caste Validity Certificate ((If it is applicable)	300 KB	Jpeg/ jpg/ pdf /png only
12	Non-Creamy Layer Certificate (If it is applicable)	300 KB	Jpeg/ jpg/ pdf /png only



सूचना:

- १) अपलोड केलेल्या प्रतिमेचा (Photo) आकार 20 KB व सर्व अपलोड करावयाचे कागदपत्राचा आकार 300 KB पेक्षा जास्त असू नये.
- २) सर्व शैक्षणिक कागदपत्रे जसे की,SSC, HSC,Graduation, Post- graduation इत्यादी सारखे कागदपत्रे ही स्कॅन केलेली असावीत.
- ४) जात प्रमाणपत्र, जात वैधता प्रमाणपत्र, नॉन-क्रेमीलियर यांसारखे कागदपत्रे लागू असतील तर त्यांची स्कॅन कॉपी अपलोड करावी.
- ५) ज्या परिविक्षाधीन अधिकाऱ्यांना कागदपत्रे रिसाईझ करण्यासाठी अडचण येत असेल त्यांनी online pdf resizer tool सारखे tool वापरावे.
- ६) कोणत्याही मशीन वरती कागदपत्रे अपलोड करण्यासाठी Google Drive चा वापर प्रामुख्याने करावा व फॉर्ममध्ये पूर्ण माहिती भरावी .(USB device चा वापर टाळणे.)
CIT यशदा येथे याबाबत कार्यशाळा घेऊन सॉफ्टवेअर मध्ये माहिती भरण्यात येईल तरी वरील सूचनेप्रमाणे कागदपत्रे तयार करून सोबत (scann files on google drive) घेऊन यावीत.



YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION, PUNE

5th COMBINED PROBATIONARY TRAINING PROGRAMME - 2019
(30th September 2019 to 30th November, 2019)

ADVISORY

1. This is an advisory to Officer Trainees (referred to as OTs) for joining at YASHADA for the 5th Combined Probationary Training Programme (CPTP) 2019.
2. The Officer trainees are required to complete online registration by 30 September 2019 to confirm their joining the CPTP Course. The online registration facility is available at the YASHADA website at the yashadacptp.in

1. CONTACT INFORMATION

Yashwantrao Chavan Academy of Development Administration (YASHADA)

Postal Address:

Course Director, CPTP , 1st Floor, PMB Building, YASHADA,
Raj Bhavan Complex, Baner Road, PUNE – 411007.

Home Page - <http://www.yashada.org>
E – mail- cptpadmin@yashada.org
Telephone: + 91- 20 – 25608401 (CPTP Cell),
Fax : + 91- 20 -25608100

All our official lines are connected to the EPABX. 020-25608000 Kindly request the operator to connect to the concerned official.

COURSE TEAM

- Director General: Shri. Anand Limaye, I.A.S.
- Dy. Director General & Course Director: Shri Naresh Zurmure, IFS
- Director CPTP: Dr. Rajendra Pawar, (020 – 25608137) Cell No. 9823338339
- Shri Prakash Pote : Associate Professor, (Administration and Accounts) and Executive Course Director (020 – 25608196), Cell No. 9881021951
- Smt. Sandhya Jagtap : Assistant Professor, (Administration) and Executive Course Director (020 – 25608278), Cell No. 8308834751
- Smt. Sulabha Dhere, Assistant Accounts Officer, (Accounts) (020 – 25608264), Cell No. 9923143735
- Shri. Ananta Pore : Course Associate : (020 – 25608157), Cell No. 9823338281
- Shri. Ganesh Pawar : Project Executive : (020 – 25608401), Cell No. 9158082883
- Shri Bhushan Gurav : Project Executive : (020 – 25608401), Cell No. 9860658253
- Smt. Savita More : Project Assistant : (020 – 25608401), Cell No. 8669353506
- Smt. Prachi Ghanwat : Project Assistant : (020 – 25608401), Cell No. 9689612844
- Smt. Renuka Yadav : Training Assistant : (020 – 25608401), Cell No. 9970036037
- Smt. Ruchira Gore : Software Developer : (020 – 25608285), Cell No. 9011863572

Course Duration & Joining Instructions:

- All Officer Trainees will invariably arrive at YASHADA on 30 September 2019 by 10 am for document verification. Reporting on 30 September 2019 is mandatory.
- Verification of original documents and certificates will be done on 30 September 2019 to 01 October 2019.
- 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). Also bring PAN and Aadhar card -GAD
- Actual Foundation Course will commence from 30 September 2019 and go on till 30 November 2019
- All Saturdays are working days during the training.

TRANSPORT

YASHADA does not provide transport on arrival at Pune. However public transports such as Taxi / Auto / City Bus are easily available. Airport is 17 km.; Pune Railway Station is 9 km and Shivajinagar, Railway Station & Bus Stand is 4 km from YASHADA. YASHADA is located on BANER Road, Pune approx. 1 km away from Pune University main gate.

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

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 attached bathroom. Laundry services are also available on payment basis.
- Every room is provided with computer equipped with internet connectivity.
- Accommodation for spouses and other relatives shall not be provided. Officer Trainees are advised not to bring any companion with them at the time of joining and during training.
- Water Heater, Steamer, kettle, toaster, electric Iron etc equipment are not allowed in hostel rooms.

CLIMATE

The weather in Pune from September to November changes from humid to winter with the average temperature from about 20°-28° C with rainfall. It is advisable to carry an umbrella, head cap, Sweater or warm cloths.

DINING FACILITIES

Dining facilities are provided to the participants in the Officers' Mess as per menu displayed at the Notice Board in the Dining Hall. Cooking in hostel rooms is not permitted. OTs have to follow the dinning manners & ethics.

COMPUTER FACILITIES

For use of Officer Trainees YASHADA is having a computer lab. Computers are also provided in Hostel Rooms with internet connectivity. However, for their own convenience, Officer Trainees can carry their own laptops.

LIBRARY

The Academy is having a very good Library adjacent to the Computer Center, with a good collection of books and magazines. OTs can avail the facility during the training period by taking membership.



MEDICAL FACILITIES

A consulting Doctor is available in the Academy between 9.00 am to 11.00 am and 4.00 pm to 6.00 pm. everyday. The Hostel Receptionist will extend the necessary assistance to procure medicines prescribed by the Doctor.

MOBILE PHONES

Use of mobile phones is strictly prohibited in the academic area.(Class rooms, Auditorium, Computer Lab and Lezim Hall & MDC Sawad Hall) Mobiles phones found with Officer Trainees in the academic area will be confiscated and fine will be imposed on those Officer Trainees. However, Officer Trainees may use mobile phones in their hostel rooms after training session gets over.

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.
- Attendance in all Classes & Excursion Visit activities prescribed by the academy is compulsory. Absentee will be liable for disciplinary action & will affect the evaluation and also will be treated as without Pay.

Consumption of Alcohol, smoking & indecent behaviour of any sort by the Officer trainees will incur strict action. Yashada, a Government institution is in the campus of the Raj Bhavan Complex. Breach of any prescribed discipline would make the trainee officer liable for strict punishable action.

EXTRA-CURRICULAR ACTIVITIES

Officer trainees may bring their personal game kits, music instruments and photography camera etc. for use on their own risk.

IMPORTANT POINTS

- During the Foundation Training & Compulsory Attachments Consolidated pay of Rs. 30,000/- per month is admissible to Officer trainees
- Payment difference will be paid during the technical training to the Officer Trainees by the departments concerned.
- Kindly bring sufficient money for at least one month's personal expenses.
- For Salary purpose & Sevarth Data Creation documents like PAN, AADHAR, school leaving certificate (for Birth date) Nationalised Bank details, permanent and temporary residential address proof, old service(for Govt. service only) SEVARTH ID No, GPF/DCPS No, date of joining in Govt. service, Nominee details(name, DOB, relation), are mandatory & should be submitted within a week from commitment of training programme.

LIST OF ESSENTIAL ITEMS.

Officer Trainees have to bring following prescribed items at the time of joining for 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 (04 October 2019) and valediction (26/11/2019), national festivals like Independence Day, Republic Day and Maharashtra Day, it is compulsory for the Officer Trainees to observe following dress code:

- Gentlemen: A black Jodhpuri (band gala) and black shoes with white socks.
- Lady Officer Trainee: Sky Blue Cotton Saree, shoes or sandals.

2. Formal Occasions

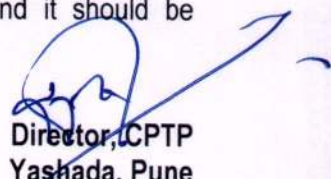
- Gentleman Officer Trainees like to wear formal lounge suit (preferably of darker colours) with necktie on prescribed formal occasions.
- Lady Officer Trainees like to wear Saree/ Salwar Kamej/ Chudidhar Kurta or Western Business Suit. (In sober colours) and Shoes/Sandals on ceremonial and formal occasions.

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 always to be well-groomed and properly dressed Casual attire shall not be allowed during academic hours or in the Officers' Mess/library.
- The Trainee Day Officer must wear the neck tie of YASHADA.
- Jeans & T-Shirt, track suit, track pant, Bermuda is not allowed in class room, mess and library.

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 excursion are compulsory activities and these are part of final evaluation of the Officer Trainee. No exceptions will be 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 problem & he must provide medical Certificate of Yashada Doctor.
- OTs should not carry with them valuables like Ornaments, Watches' Goggles, Vehicles etc. Above advisory should 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. Another advisory in the form of 'Shishtachar' will be issued separately and it should be scrupulously followed by Officer Trainees.


Director, LCPTP
Yashada, Pune

Important Contact Numbers

- YASHADA CPTP CELL : 020/25608401
- YASHADA Toran Reception: 020/25608271/8185
- YASHADA Kojagiri Mess : Shri Atul Phaphale- 020/25608240- 9158880214
- YASHADA Doctor : Dr Kishor Pakhare 020/25608222- 9689931942
- YASHADA Security: 020/25608250
- YASHADA Hostel Manager : Shri Ajay Diwate -020/25608230- Mob-9823333384



SHISHTACHAR



INTRODUCTION :

Good manners and etiquette add confidence and charm to an officer's personality. They help to smoothen the sharp edge of authority and ease the course of personal relations. The principles underlying the form and behavior suggested in the following pages are courtesy, politeness and consideration for others.

The issues covered are important to an officer's life, both during his / her probation and in the later stages of his / her career. A major part of Shishtachar is of immediate relevance for life in the Academy.

Most of the prescriptions in this manual may have their origins in the western cultural practices. However it is important to remember that manners and etiquette are culture-specific. India with its rich cultural heritage offers a wide variety of cultural practices. It is, therefore, important to be sensitive to these variations and adapt one's responses according to the cultural traditions of the person or group of persons one is interacting with.

Keeping the importance of business lunches and dinners in mind, we have added a chapter on Formal Dining Etiquette. We hope that the Officer Trainees would go through this set of instructions and liberally use the guidelines / tips for displaying dignified, courteous and civilized behaviour on all occasions.

ETIQUETTE IN THE ACADEMY

DRESS CODE :

CEREMONIAL

- Gentlemen Officer Trainees: A black Jodhpuri (band gala) and black shoes / black cut shoes with matching socks.
- Lady Officer Trainees: Cotton Saree (off Sky Blue colour) and shoes or sandals.

FORMAL

- Gentlemen Officer Trainees: Full sleeve shirt and trousers and shoes (other than casuals) for gentlemen.
- Lady Officer trainees: Saree/Salwar kameez with dupatta or Churidar kurta with dupatta and appropriate footwear.

INFORMAL

- Gentlemen Officer Trainees: Full/half shirt with trousers (not jeans) and shoes/sandals.
- Lady Officer Trainees: Saree/Salwar kameez with dupatta or Churidar kurta with dupatta and appropriate footwear.

OCCASIONS

CEREMONIAL

- Republic Day and Independence Day
- Course Inauguration /Valedictory Ceremony
- Visits of VVIPs such as President/ Vice-President/ Prime Minister/ Governor/ Chief Minister
- Any other occasion specifically so designated.

FORMAL

- Formal Lunch / Dinner
- Visits of other dignitaries
- Attendance in classroom and office
- Any other occasion specifically so designated

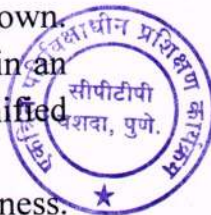
INFORMAL

- Cultural Evening
- Mess (other than for Formal Lunch / Dinner)

GENERAL BEHAVIOUR

- Label cards shall always be worn on all formal, informal occasions, excursions and while attending class.
- At no time or occasion should an Officer Trainee conduct herself / himself in a manner not befitting an officer.
- Officer Trainees are expected to treat each other politely and with due regard to decency and courtesy. Considerations for the feelings of others should be a dominant concern. This becomes even more important during outdoor programs like the trek and the village visits. Conduct on these occasions should be such as to instill confidence and trust.

- It is only natural that intelligent men and women have an opinion of their own. However, courtesy demands that if you have to disagree, do so politely and in an urbane manner. Remember, dissent is best expressed in a controlled and dignified manner which is not insulting to the opposite party.
- While dealing with subordinates, special care should be taken to ensure politeness. This is especially true in your dealings with mess staff, room bearers and staff of the Academy.
- Officer-like behaviour should be maintained outside the Academy as well, in dealing with shopkeepers, etc and the public at large.



CONDUCT IN CLASS

- Punctuality and decorum is to be maintained for all sessions / occasions whether academic or non-academic.
- Officer Trainees should enter the classroom and take their allotted seats 5 minutes prior to the time designated for the commencement of the session. Attendance will be noted according to the seating arrangement.
- Attendance in the Classroom throughout the session will be compulsory.
- Officer Trainees will not be admitted after the doors have been closed.
- Mobile phones are not allowed in the classroom. If found, the mobile phones will be taken into the custody of CD/ECD.
- Officer Trainees are expected to be attentive and conduct themselves with due regard for the feeling of the lecturers and fellow Officer Trainees. Questions addressed to faculty members / guest speakers should be clear, precise and polite. Please stand up while asking a question. Officer Trainees must remember that guest faculty is invited by the Academy. As such, they are honored guest and their dignity should be upheld under any circumstances.
- Talking or whispering during a session / occasion not only disturbs the speakers but other Officer Trainees also. Effective listening is an art and essential as a matter of courtesy to the speaker as well as to your colleagues. Remember, there is nothing that cannot wait till the end of the class.
- The posture adopted while sitting in the class room is extremely important. One should sit with the back upright, without slouching in the chair, either to the front or to the back. One's arms should not be crossed behind one's head while sitting. This is considered extremely impolite and uncivilized.
- While applauding guest speakers, thumping on the table should not be done as this is not becoming of an officer. One should clap with hands only.
- Officer Trainees are expected to remain standing after the lecture concludes till the speaker leaves the class.

CONDUCT IN HOSTELS

- Officer Trainees are expected to behave decently in the hostels at all times. Shouting, loud music, noisy parties / revelry must be avoided, as it is a source of inconvenience and nuisance to others.
- Keeping or consuming alcohol in the hostels is strictly prohibited. Inebriated conduct would invite automatic disciplinary action.

MESS ETIQUETTE

DINING IN THE MESS

- Every Officer Trainee is a host during formal meals. You are expected to remain present 10 minutes before the guests arrive to receive them and to see that no guest is left unattended. Move around freely and look after the guests. Do not leave the Mess until all the guests have departed.
- Officer Trainee appointed as Escort Officers to guests or faculty Members and their spouses should receive their guests at the entrance and remain in attendance throughout. Escort Officers are expected to look after their guests and should introduce them to other Officer Trainees and faculty members if the guests have not met them earlier. On conclusion of the meal, Escort Officers are expected to see off their guests. During formal dining, the Escort Officer must engage in polite conversation with his / her guests.
- Do not monopolize the senior guest or leave him / her abruptly. Request to be excused when you leave him / her.
- Officer Trainees have no authority to reprimand a Mess employee. Even office-bearers on the Mess Committee should not use intemperate language or conduct themselves in a manner not befitting an officer. They can report matters needing attention to the President Secretary or a member of the Mess Committee. While making any complaint, (e.g. about the quality of food) do not use intemperate language.
- Courtesy and consideration is to be shown to all the colleagues during meals. Due consideration is to be paid to correct table manners.

CONDUCT IN THE LOUNGE & IN THE PREMISES

- When you enter the lounge, if there is a lady or a senior staff member present, please greet the appropriately. When any lady or a senior staff member or a Mess Guest enters the lounge, you should stand up and greet him/her.
- You need not be rigid in your movements inside the lounge and on the premises, and should avoid being sloppy or slovenly.



- Do not sit in the lounge with your legs up on a table or chair.
- Do not fail to wish staff members, their spouses or senior guests.
- Do not form your own exclusive groups.
- Do not play music too loudly, as it may disturb others.
- If you are sitting near a fan or in front of the fire when a senior staff member or a lady arrives, and if there is no other comfortable seat available, offer your seat to him or her.
- Avoid controversial subjects, which may lead to a heated discussion.
- While in conversation, do not interrupt a person who is talking.
- Do not gossip about other people. It is said, "Cultured people talk about ideas, where uncultured people talk about persons".
- Do not disturb the lounge arrangement. In case it has been necessary to move the furniture, please rearrange it before leaving.
- Please do not be loud or brash in your behaviour, and show consideration to others present in the lounge or on the premises.
- Do not loiter around in the premises and along the pathways.
- Courteous behavior is expected of the Officer Trainees, whether in the lounge or in the premises.
- It is to be ensured by the Officer Trainees that due respect and courtesies should be extended to the faculty while on the premises/campus.
- Please note that across the road there are staff quarters. Do not enter staff quarters premises or loiter at gate.
- No loitering allowed at the Yashada main gate.

CALLS AND VISITS

- Calls are both types: social and an official. They may be made alone or in a group. Besides being part of the etiquette expected of an officer they are functional in building inter-personal relations and creating a better work environment.
- Social calls are to be made after checking the convenience of the officer / faculty.
- Social Calls should never be made before 9.00 a.m. or after 7.00 pm except at the suggestion of the officer called on. Usually calls are best made between 6.00 p.m. and 7.00 p.m. depending upon the season.
- The first call may be in brief and should not last more than 15 minutes. When calls are made later on, they may last as long as desired and appropriate. Always take care not to keep the hosts away from their meals and other engagements.
- The question often arises whether a senior officer or a junior officer should make a social call first. This depends upon circumstances senior officers newly posted to a station should, unless there is great disparity in the rank, call socially on a junior, after the junior has paid an official call. Where their ranks differ greatly, the junior should make the first social call.

OFFICIAL CALLS

- In the Academy, Officer Trainees are expected to call on the Course Director, Counselors and other faculty members within 2 weeks of joining. They may also call on the Director General. One should call on members of the faculty only after ascertaining their convenience.
- Please note that having met an officer at some party or function is no substitute for a regular call.

CONVERSATION

- Never talk with your hands in your pockets or on your hips or crossed in front of the chest.
- If you have to withdraw from company politely say "Excuse me" while doing so.

DRAWING ROOM MANNERS

- Gentlemen will stand when ladies enter a room and officers will stand when seniors enter.
- Officers' wives normally rise only when the dignitaries enter. Officers will stand up when they are introduced. Shaking hands on being introduced is quite normal but not with ladies unless the lady makes the first move. Otherwise, a 'Namaste' or an equivalent word in any other Indian Language is the proper form.