

JOINING INSTRUCTIONS - TRAINEE OFFICERS

1. **Welcome to INS Valsura.** Valsura family extends a warm welcome to you to your alma mater. You will be spending close to two years at Valsura and we hope that you will have a great learning experience and a pleasant stay here. Some of the important information that would make you better prepared for Valsura is enumerated in the succeeding paragraphs.

2. **Role of INS Valsura.** INS Valsura's primary role is to train officers and sailors in the fields of Electrical, Electronics and Weapon equipment and Information Technology. In addition to the personnel from Indian Navy, the trainees include personnel from the Indian Coast Guard and friendly foreign countries.

3. INS Valsura is located on Rozi Island in Jamnagar, amidst the scenic salt pans, and is home to several species of migratory birds. The unit is about five km from Jamnagar railway station and 10 km from Jamnagar airport. The state roadways transport is not available to Valsura; however auto rickshaws are available for hiring.

4. **Postal Address.** The postal address of the unit is as follows:-

INS Valsura
Jamnagar
Gujarat – 361150

5. **Important Telephone Numbers.**

OOD - 0288- 3987222
QM - 0288- 3987220
Training Coordination Office - 0288- 3987304
Telephone Exchange - 0288- 2522801/2522802
Staff Officer (Training) - 0288-3987302
FAX - 0288- 2522053

6. **Train Connectivity.**

<u>Train No</u>	<u>Train Name</u>	<u>Arr. Hrs</u>	<u>Dep. Hrs</u>	<u>Origin</u>	<u>Destination</u>
19570	Varanasi - Okha Express	0804	0806	Varanasi Junction	Okha
19264	Delhi Sarai Rohilla Porbandar Express	0944	0946	Delhi Sarai Rohilla	Porbandar
15636	Dwarka Express	0033	0034	Guwahati	Okha
12906	Howrah Porbandar Okha Exppress	1535	1540	Howrah Junction	Porbandar
16338	<u>Okha Express</u>	1404	1405	<u>Ernakulam Junction</u>	<u>Okha</u>

<u>Train No</u>	<u>Train Name</u>	<u>Arr. Hrs</u>	<u>Dep. Hrs</u>	<u>Origin</u>	<u>Destination</u>
16733	<u>Rameswaram - Okha Express</u>	0945	0946	<u>Rameswaram</u>	<u>Okha</u>
18401	<u>Puri - Okha-express</u>	1026	1027	<u>Puri</u>	<u>Okha</u>
19005	<u>Saurashtra Mail</u>	1207	1209	<u>Mumbai Central</u>	<u>Okha</u>
19215	<u>Saurashtra Express</u>	0248	0253	<u>Mumbai Central</u>	<u>Porbandar</u>
19566	<u>Uttaranchal Express</u>	1241	1243	<u>Dehradun</u>	<u>Okha</u>
19201	<u>Secunderabad - Porbandar Express</u>	2058	2100	<u>Secunderabad Junction</u>	<u>Porbandar</u>
19261	<u>Kochuveli - Porbandar Express</u>	0541	0542	<u>Trivandrum Kochuveli</u>	<u>Porbandar</u>
19567	<u>Madurai - Okha Vivek Express</u>	2217	2219	<u>Madurai Junction</u>	<u>Okha</u>

7. **Routine Transport.** Routine transport timing (run by the establishment) from Jamnagar Railway Station are as follows:-

<u>Departure from Railway station (hrs)</u>	<u>Arrival at Valsura (hrs)</u>	<u>Days</u>
0415	0430	Daily
0845	0900	Wed/Thu/Fri
1015	1045	Only Wed
1030	1130	Sunday/ Holidays
1300	1315	Daily
1520	1540	Daily
1705	1830	Daily
1935	2100	Daily
2250	2330	Daily
0015	0100	Daily

8. **Reporting.**

(a) **If Arriving During Working Hours on Working Days.** On arrival, report with Genform to the Course Officer.

(b) **If Arriving During Off Working Hours/ on Sunday Routine Days.** On arrival, report with Genform to the Officer of the Day.

9. **Chain of Command** The Commanding Officer of INS Valsura is of the rank of Commodore and he is assisted by Training Captain and Executive Officer, both of the rank of Captain. One officer from amongst those borne in the staff will be appointed as your Course Officer and will be your nodal point of contact for all administrative and personal issues. He will be assisted by an Asst. Course Officer. The Course Officer, in

addition to passing orders and instructions to you from time to time, will also be fulfilling the role of '*friend, philosopher and guide*'. Please do not hesitate to contact the Course Officer if there are any issues regarding training, administration or anything else. The senior most trainee officer would be designated as Senior Under Trainee Officer (SUTO) and is expected to be the link between the trainees and the staff on important issues. The chain of command is to be strictly followed at all times. Any problem regarding training / administrative issues is to be raised to SUTO followed by the Course Officer. Personal issues may be taken up with the Course Officer directly. Issues can be referred to the next higher level, following the laid down chain of command and norms of service, in case the problem persists.

10. **Routine.** General training routine for the day is as follows:-

0600-0630	-	Physical training
0800	-	Arrive at training schools
0810-1340	-	Class room instructions
1340-1445	-	Lunch
1445-1630	-	Dog watches
1700-1800	-	Evening sports

Note:- Routine for Div Rehearsal /Divisions/ Parade Training /Cross Country etc will be promulgated by SUTO as per daily order.

11. **Uniform/ Dress Regulations.** Officers should have sufficient number of all uniforms, so as to be well turned out at all times. Officers are to be in possession of a good set of No 2s and 8As for divisions. Games rig should be white shorts with Valsura T- Shirt. Round neck T-shirts are not to be worn. Valsura follows winter routine from Dec-Feb. Accordingly; all officers are to carry Dress No.1, No. 7 if reporting at Valsura during these months. In addition, mess nights and social functions are regularly conducted in the wardroom, officers are to possess lounge suit and mess night rigs (both Nos 6 and 5 according to season) to attend those functions. A good pair of dress No.10s is also required to attend route marches, weapon training etc. Officers leaving the base are to be properly attired as they represent the Armed Forces at all places and at all times. No body is permitted to leave the base in sandals. Shoes are to be worn while proceeding ashore. The rig of the day for various days of the week is as follows:-

	<u>Summer</u>	<u>Winter</u>
(a) Monday to Thursday and Sunday	8s (with white shoes and stockings)	3/7
(b) Friday and Saturday	10As	3/7

12. **Security.** In the prevailing security environment, the need for eternal vigilance is paramount. Whilst security is 'everybody's business', young officers, have a very important role to play in this. Officers undergoing courses will also be tasked with various security related duties from time to time. Officers are expected to read and remember all relevant orders and instructions for QRG/ADO/AOOD duties.

13. **Identity Card.** A misplaced identity card can be a serious security risk. Safety of identity cards is therefore to be ensured at all times. The identity card is to be carried in person and is to be secured as per current regulations. Do not make photocopy of your I-card for any purpose (as proof of identity for bank account / phone connection etc) under any circumstances. This is a serious offence and would attract severe disciplinary actions. CNO 03/12 stipulates the punishment to the Naval Officers for loss of I Card. Further, all officers in possession of ty I cards must initiate action for its renewal one week prior to the date of expiry. Punishment for loss of I card for officers:-

- (a) Letter of severe displeasure by the Administrative Authority for the first loss.
- (b) Letter of severe displeasure by the Chief of the Naval Staff for the second loss.
- (c) Trial by court martial for the third and subsequent losses.

14. **Information Security.** Information security is as important as physical security. Security of classified data is to be ensured at all times in accordance with current regulations. No classified material is to be stored on laptops/ pen drives/ smart phone etc. You need to guard against inadvertently exposing /posting sensitive information whilst interacting on social networking sites, or forwarding of such data through e-mails. No disclosure of service in Armed Forces, photographs in uniforms or photographs of Establishment/Ships etc on social N/W websites is to be done.

15. **Mobile Phones.** Officers are not permitted to carry mobile phones to classes. All officers are to furnish details of the mobile phones held to the Course Officer and intimate any changes as and when they occur. It is the responsibility of the individual officer to ensure that the details are updated at all times.

16. **Sports and Adventure Activities.** All officers are expected to participate in sports (with emphasis on troop games) and are encouraged to use the sports facilities of the base. The following points are to be kept in mind at all times :-

- (a) Games rig should be predominantly white.
- (b) Swimming pool timings are to be strictly adhered to. Use of proper swimming costume / swimming trunks is to be ensured.
- (c) Officers should conduct in a disciplined manner on the sports field.
- (d) While playing with the sailors, they should try and mingle with them, without any discrimination, but maintaining dignity and gentleman like behavior.

17. **Personal Conveyance.** Only bicycles are permitted to be used by the trainee officers during 0600-1700 hrs on working days and 0600-1400 hrs on Make and Mend days. All officers are expected to march to the respective schools in an orderly and disciplined manner in squads, class wise. The following is to be ensured with respect to use of vehicles:-

(a) All officers driving motorised vehicles are to be in possession of valid driving license and all vehicles are to have valid registration, insurance, road tax and PUC papers. Officers are not to lend their vehicles to anyone not in possession of a valid driving license. Learner's license is not considered as a valid driving license.

(b) Use of 'Crash Helmets' is compulsory while driving as a driver and also when travelling as a pillion. The helmet needs to be strapped properly, tightly fitting the chin. Punishment for wearing unstrapped helmet is same as that for not wearing a helmet. NO 1/2001 stipulates punishment for the Naval Personnel riding (including pillion) two wheeler motorised vehicles without using a standard crash helmet. Punishment for not wearing a crash helmet is as follows:-

- | | | | |
|-------|----------------|---|--|
| (i) | First offence | - | Logging |
| (ii) | Second offence | - | Letter of displeasure by C-in-C |
| (iii) | Third offence | - | Letter of severe displeasure of C-in-C |
| (iv) | Fourth offence | - | Letter of severe displeasure of CNS |

(c) Use of mobile phones whilst driving is an offence as per Motor Vehicle Act 2000. Personnel booked under this act are liable for imprisonment up to 6 months. Seat belts are to be strapped while travelling in cars. Similarly smoking whilst driving is also not permitted.

(d) Laid down speed limits are to be adhered to. Rash driving is an offence.

(e) Driving after consumption of alcohol is not only an offence but is also extremely unsafe for you as well as others. A very strict view shall be taken of the same. Officers are not to proceed out the base (to visit town, Railway station, Air port, Air force / Army base etc) after consuming alcohol. Gujarat is a dry state and you can be booked by the local police for having consumed alcohol even if it was done inside the base.

(f) While visiting town/any civil area, vehicles should be parked in an orderly manner and in designated parking places only.

(g) Registered vehicle and vehicle pass. All officers are required to register their vehicles with security office and obtain vehicle sticker. For this, registration card, PUC certificate and insurance papers are required. Possession of any vehicle without a valid vehicle pass is not allowed.

18. **Short leave (Proceeding Ashore).**

(a) All Officers are to write their names in the U/T officers' ashore book kept at guard room prior proceeding ashore. Officers are also required to meet OOD (not AOOD) in case proceeding ashore after 2130 hrs.

(b) Timings to proceed ashore (if not required for any official activity) are as follows:-

- | | | | |
|-------|--------------------|---|---------------|
| (i) | Full working days | - | 1800-0100 hrs |
| (ii) | Make and Mend days | - | 1500-0100 hrs |
| (iii) | Sunday/Holidays | - | 0800-0100 hrs |

(c) Officers are not to proceed beyond Jamnagar Municipal Corporation limits.

(d) Officers are not to enter into any altercation/ scuffle with any civil public authorities. Any altercation with public or interaction with the police authorities is to be reported immediately to Course Officer/ Asst Course Officer/ OOD and RO.

19. **Leave.** Prolonged leave (other than as promulgated in the training schedule) shall normally not be granted during courses except in exceptional circumstances (death or serious illness of blood relatives etc). Absence of more than 15% of course duration will lead to relegation from the course. Notwithstanding the above, leave over weekends may be granted to officers subject to certain criteria. The following is emphasised for compliance:-

(a) No officer will leave the municipal limits of Jamnagar without having been granted proper leave and completing genform action. Municipal limits of Jamnagar have Sihan Dam as the Western extremity, Hapa Railway station as the Eastern extremity and Ranjit Sagar dam as the Southern extremity.

(b) Visit to tourist destinations outside municipal limits of Jamnagar during weekends for sightseeing is not permitted. Officers can only proceed to these places on annual/casual leave.

(c) Unauthorised absence during weekends is on offence. There is no concept of weekend register. Any overnight stay outside the base has to be only on approved leave.

(d) Officers are not to proceed on leave without collecting the proceeding Gx.

(e) Officers are to get reporting Gx made on the same day as they report. They are to report to OOD in case reporting on a holiday and Course Officer on a working day.

20. **Accommodation and Community Living.** Officers shall normally be accommodated in the mess on single/twin sharing basis. The following is to be adhered to:-

(a) Mutual shifting of cabins without authorisation is not permitted.

(b) Cabins are to be maintained neat and orderly at all times. The cabins are always to be kept locked when the Officer is not in cabin and the keys are not to be left at a place where they are accessible to anyone else.

(c) Always keep all your valuables secured safely. Individual officers are responsible for safety of their personal items including cash, jewellery, ATM / credit cards, Laptops, mobile phones etc.

(d) Cooking food and consuming alcohol in cabins is strictly prohibited.

(e) Before leaving cabins, all electrical switches are to be switched off and taps closed.

(f) Entertaining lady guests/foreigners (civilian guests) in the mess cabins is strictly prohibited. Any foreign national/ civilian guests can be brought to the base only after due permission of the authorities through the Course Officer as per the extant regulations.

21. **Important Information.** Keep Course Officer informed in case of: -
- (a) Any incident, including loss of I Card or other valuable possessions.
 - (b) Any disciplinary proceedings against you or you as a witness.
 - (c) Any road/ traffic accident, howsoever minor it may be.
 - (d) Any failure in course/subject/ incomplete course from previous units.
 - (e) Any hospitalization or downgrading of medical category from S1A1.
 - (f) You not having cleared the mandatory swimming test.
22. **Gender Sensitisation.** The presence of women in our work place indicates the need for a paradigm shift in thought process of many of us. One should be aware that equality is guaranteed to all genders by the constitution under article 14, article 15 and article 16. All personnel should learn to appreciate the equality of gender. All are supposed to enhance mutual respect and dignity.
23. **CUSAT Registration.** The Electrical Specialisation Course is recognized by Cochin University of Science and Technology for award of MSc degree. It is, thus, essential that all the officers should be in possession of the following documents (in original) at the time of reporting at Valsura as University registration has to be completed one week of reporting at Valsura:-
- (a) Matriculation certificate
 - (b) Matriculation Marksheet
 - (c) Degree certificate
 - (d) Degree Marksheet
 - (e) Migration certificate from the last university attended
24. **PFT.** All officers are to undertake pre course preparation by reading Pre Course Material placed at [http:// www.insvalsura.gov.in](http://www.insvalsura.gov.in). Assignments are to be submitted either online at the same web site or physical copy of the same is to be submitted with Training Coordinator immediately on arrival for the course.
25. **Places of Interest Near Valsura.**
- (a) **Lakhota Lake.** Manmade lake located in the old Jamnagar city having magnificent old fort structure called Lakhota fort. Another beautiful structure called Bhujia Kotha is also located by the lake side.

(b) **Ram Dhun Temple.** This Mandir, located near Lakhota Lake, has acquired worldwide fame for continuous chanting of 'Ram Dhun'. This marathon singing session started on 31 Jul 1964

(c) **Narara Marine National Park.** This marine national park is situated in the inter tidal zone along the Jamnagar coast in the Gulf of Kutch, blessed with a great diversity of habitats, Its coral reefs and mangroves and series of 42 islands form a unique and fragile ecosystem.

(d) **Pratap Vilas.** A beautiful palace inspired by the 'Victoria Memorial' of Calcutta with beautiful traditional carvings of birds, animals, creepers and plants, was built during the rule of His Royal Highness *Jam Ranjitsinhji*. Its three domes are made of glass.

(e) **Reliance Mart.** This is a hyper mart located on the highway, just opposite Reliance Industries. It is one of the favorite shopping places in Jamnagar.

(f) **Solarium.** Also known as the Ranjit institute of Poly-Radio Therapy. A slowly revolving tower provides full day long sunlight that provides Solar Therapy facility.

(g) **Khijadiya Bird Sanctuary.** Khijadiya bird sanctuary is located 12 km away from Jamnagar. It is famous as a safe haven for birds and is the biggest bird sanctuary in Gujarat. It is spread over an area of 6.05 sq km and houses both fresh and salt water lakes as well as freshwater marshlands.

(h) **Aradhana Dham.** Aradhana Dham is located on the bank of Sinhan river. This impressive tribute to Jainism is spread over 40 acres of land bordering on the Jamnagar Dwarka highway.

26. A brief write up on amenities at Valsura and General information is enclosed with these instructions.

AMENITIES AT VALSURA AND GENERAL INFORMATION

1. **Banking and ATM.** The unit has two banks within the campus. The State Bank of India branch is located next to 'Ujjwal' auditorium and the Bank of India branch is located in the sickbay compound. These two banks also have their ATMs located next to the branches. In addition, there is also a HDFC ATM located in the sickbay compound.
2. **Post Office.** The unit post office which also has speed post facility is located in the sickbay compound next to the HDFC ATM
3. **Transport.** The unit operates a Jawan Welfare Bus Fund (JWBF) which owns a Tata Sumo, Innova, Indica and a 26 seater bus. These vehicles can be hired on payment of standard rates and submission of hiring form 48 hrs in advance to MT Pool. The booking form needs to be countersigned by Course Officer prior submission.
4. **Cinema.** The base boasts of a 3D auditorium which runs latest movie shows. The timings are published in daily order, Officers must be properly attired and maintain decorum while visiting the theatre.
5. **Shopping Facilities.** There is an 'in-living market' next to Dhanush division which is sufficient to meet all uniform related requirements. It has a tailor shop and a cobbler shop as well. Besides, there is a general market 'Tripti' which caters for all day to day needs.
6. **Canteen.** The unit run canteen located near LTS building can be visited during promulgated timings. Officers must carry their canteen smart cards while visiting canteen.
7. **Internet.** All cabins have broad band internet connection. Besides, there is an internet cafe 'Sifi' located behind LTS building.
8. **Mobile Recharge/SIM Cards.** Shops located in Tripti Market cater for mobile recharge and SIM cards. The base generally is covered by Reliance and BSNL service providers for mobile coverage.
9. **Swimming Pool.** The unit has a 25 m swimming pool. Officers may visit in the timing slot marked for U/T officers.

10. **Sports Facilities.** The unit has football field, hockey field, basket ball, volley ball, badminton, tennis and squash courts. In addition, there is a 400 m athletic track in the base. Officers may use them for sports and recreation.

11. **Officers' Institute.** The Officers' Institute is located in the wardroom area next to the bar. The institute may be used for social get togethers and entertaining guests. There is a gymnasium next to the OI and a billiards table is also available next to the bar.

12. **Library.** The ship's library is well stocked with books of technical, fiction and other variety. Officers may use the library for issue of books.

13. **Golf Course of INS Valsura.** INS Valsura is nestled in the coastal Saurashtra and its indeed the greenest patch which stands apart even in a bird's eye view but what adds glint to the beauty to the institution is the Golf course inside the base. This place being aloof from the major cities of the country seems to be less promising but once one comes here he will be astounded by the facilities that we have here and the existence of the golf course can take anybody by surprise. On stepping in the course one can hardly differentiate it from the best of the country's facilities and it is indeed pleasure playing there. The players find the greens intelligently crafted and grass green and well maintained and the learners have the best opportunity to pick up the game here. Though the game is known to be the rich people's game but here it isn't. For a very meagre amount of few hundreds one can get to learn the millionaire's game. In recent past Valsura has been arranging coaching classes for the learners and the club even provides the kits to the learners.

14. **Navy Week Activities.** INS Valsura being the largest Naval establishment in Gujarat has the onus of projecting Indian Navy's image in this region. The period starting from early November till mid Dec sees a plethora of activities in this regard. These include Half Marathon, Navy Ball, Beating Retreat, At-Home function, Inter school Quiz etc.

15. **Valsura Birds.** INS Valsura has always been a very rich habitat for a huge variety of flora and fauna, especially the migratory birds that fly from various parts of the world to Jamnagar. Valsura situated on the Rozi Island, proves to be the best habitat for the birds and here we can find birds such as Flamingos, Painted Storks, Egrets, varieties of Kingfishers, Spoonbills etc. Today bird watching is not only limited to ornithologists but has also become an interesting hobby among the urban population and Valsura proves to be a great opportunity for the birdwatchers.

16. **Valsura Museum.** The museum has five galleries displaying the photographs of the past, old electrical / electronic equipment and a library. The first

section is called Time Line Gallery. This gallery depicts the main events in the evolution of this training base since 1942 onwards. The time line is divided into slots of 10 years and comprehensively covers the establishment's historical advancement. The second section is called VIP Gallery. The gallery displays photographs of all the officers who were the Commanding Officer (CO), who were at the helm of affairs at this establishment from 1942 onwards, Chief of Materiel (COM) and Chief of Naval Staff (CNS) of Indian Navy. Then comes the Jubilee Gallery. Valsura has witnessed three jubilees viz., Silver, Golden and Diamond. The photographs pertaining to all the jubilees have been displayed in this section. The fourth section is Geodesic Dome. Geodesic dome is a sphere-like structure composed of a complex network of triangles. The idea of combining triangles with the arch was pioneered in 1922. Inside this dome plaques have been placed which contain names of all the Electrical Officers passed out from Valsura since 1942. The last section is called the Technology Gallery. The technological advancement in the Navy has been brought out in this gallery. Vintage electronic components, Switch boards, display units, sonar control panel have been put on display. The Library of the museum has a fine collection of memories in line with growth of this establishment. It also has a newspaper dated 15 Aug 1947 with all great history behind the Independent India.

17. Distances of places in Jamnagar and fares

Location	Distance in km	Fare for a cab	Fare for an auto
Railway Station	6	180	120
Airport	16	250	200
Townhall	10	200	150
Lakhota Lake	12	220	180
Dhanvantary medical college	7	200	130

General fares per km to other cities by car

Indica/Santro – Rs. 7.5 /km

Indica/Santro(AC)-Rs. 9/km

Qualis-Rs. 12/km

18. Medical Facilities.

- (a) The establishment has a full-fledged Sick Bay and a Dental Centre within the base (Telephone: 0288-3987271).
- (b) MH Jamnagar is situated in Army Base around nine km from the base.
- (c) A government run Guru Gobind Singh Hospital is also situated around seven km from the base. Valsura has a tie up with the hospital for services of various specialists and hospitalisation, if required.