



ODISHA POLICE  
BIJU PATNAIK STATE POLICE ACADEMY  
BHUBANESWAR.

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**JOINING INSTRUCTIONS**

- Ref : Appointment order issued by S.P.hqrs., Cuttack vide O.o.No. 968/Pers.I dt. 21.11.2022 and No. 973/Pers.II dt. 21.11.2022.
- Sub:- Basic Training Course of Sub-Inspector of Police (Armed) and Sub-Inspector of Police (Civil) at Biju Patnaik State Police Academy, Bhubaneswar – Joining Instructions.

It is our pleasure to welcome you as a Trainee Officer for the Basic Course of Training at BPSPA, Bhubaneswar in pursuance to the appointment order issued by S.P.Hqrs. referred above. We congratulate you for your success in the competitive examination which made you eligible to join in Odisha Police Force. During your training period, you will be designated as Cadet S.I. (Armed) or Cadet S.I. (Civil), as the case may be.

**2. Location of the Academy:**

Biju Patnaik State Police Academy is situated at Ranasinghpur in Bhubaneswar near AIIMS. It is situated at a distance of 06 Kms. from Baramunda Bus Stand, 12 Kms. from Bhubaneswar Rly. Station towards Khurda, southern side of NH-5 and 1 Km from Aiginia crossing on the AIIMS road. The transport facilities are available from Baramunda Bus Stand and Bhubaneswar Rly. Station to the Academy.

**3. Reporting:**

The 130 CSI (Armed) and 143 CSI (Civil) in whose favour appointment orders have been issued by S.P.Hqrs. vide the reference above, shall report at Reception Counter at the Parade Ground near Main Gate at BPSPA on 28.12.2022 by 12.00 noon.

**4. Boarding/Lodging:**

The Academy has adequate arrangements for boarding/lodging of the Trainees Officers. The Trainee Officers will be provided with accommodation facilities in hostels on their joining at BPSPA and food will be served in the Central Dining Hall.

## 5. Uniform/Clothing/Accoutrements:

a) To start the training immediately, the candidates are required to bring with them a complete set of Police uniform and PT Dress meant for the S.I. of Police. The details of the Police Uniform and accoutrement is as follows:

- |       |  |          |
|-------|--|----------|
| i)    | One stitched pair of Khaki Terri Cotton (T/C) Police Uniform (Full sleeve shirt and pant) with Name Tag - The shade & specification of the cloth should match as per the details given in <b>Annexure-I.</b> |          |
| ii)   | Navy Blue Beret Cap  | - 1 no.  |
| iii)  | Nylon Khaki Web Belt with Buckle   | - 1 no.  |
| iv)   | Khaki Nylon Belt with Belt Plate   | - 1 no.  |
| v)    | Oxford Brown Shoes   | - 1 pair |
| vi)   | Brown Officers Boot (DMS boot)   | - 1 pair |
| vii)  | Orissa Police Monogram (Cap Badge)   | - 2 nos. |
| viii) | Khaki Lanyard Braided  | - 1 no.  |
| ix)   | Dark, Green woolen Jersey  | - 1 no.  |
| x)    | Khaki Officer's Leather Belt with Belt Plate   | - 1 no.  |
| xi)   | Sam Brown Belt   | - 1 no.  |
| xii)  | Name Tag   | - 1 no.  |

(Name to be written in white embroidery on black background with white border embroidery and indicating blood group in red)

### b) PT Dress:

- |      |  |           |
|------|--|-----------|
| i)   | Black track pant                                 | - 1 no.   |
| ii)  | White collar half sleeves T-Shirt (without logo) | - 2 nos.  |
| iii) | White sports shoes                               | - 1 pair  |
| iv)  | White socks                                      | - 2 pairs |

The details specification of uniform is mentioned in **Annexure-I.** Some of the clothing items are available in the stock which will be provided on payment.

Bed Mattress will be provided by the Academy in the Hostels. The candidates should bring a light/inflatable pillow, **mosquito net**, bed sheet, **blanket**, chadar etc. for their personal use. They shall bring sufficient winter clothing because of the cold weather conditions in the months from December to February. They shall bring a box or luggage pack of comfortable size to store their belongings. The box/luggage pack should not be too big.

An extra pair of uniform and P.T. Dress will be provided to them after joining at BPSPA on payment basis.



6. **Books and study materials:**

Study materials and Law Books will be supplied on payment basis to the Trainee Officers as per need & availability after their joining.

7. **Laundry/Saloon:**

Laundry & Saloon facilities are available at BPSPA, BBSR. The Saloon and laundry services are chargeable.

8. **Deposit of Advance Money:**

Each candidate shall have to deposit Rs.22,000/- (Rupees twenty two thousands only) on the date of joining towards the cost of extra pairs of uniform, PT Dress, books and study materials and advance mess expenses. The advance **shall not be deposited in cash**. They shall bring a Bank Draft in favour of Director, Biju Patnaik State Police Academy, Bhubaneswar, payable at any bank i.e. SBI, Aiginia Branch/HDFC Branch, Patrapada/any scheduled Commercial Bank at Bhubaneswar only. The candidate shall retain a xerox copy of the Bank Draft. On the back side of the Bank Draft, he/she will write the following information:

- |  |
|--|
| i) Name :                                |
| ii) Rank : CSI (Armed)/CSI (Civil)       |
| iii) Sl.No. as per the appointment order |

It is further reiterated that **no advance shall be received in cash.**

9. **Bank Account:**

All the candidates are instructed to open a Savings Bank Account in any scheduled Commercial Bank before joining and obtain a cheque book of their bank account as a cancelled cheque of his/her account is required for opening of National Pension Scheme Account in their favour and to obtain the PRAN (Number) and for crediting their salary.

10. **Documents required:**

All the candidates should bring originals and one self attested xerox copy of the following documents during the time of joining:

- i) OSSC Admit Card
- ii) Adhaar Card

- iii) Four recent Passport size photographs
- iv) Birth Certificate
- v) 10<sup>th</sup> or equivalent Pass Certificate
- vi) Graduation Certificate
- vii) Higher educational qualification certificate, if any.
- viii) Caste Certificate
- ix) Ex-Servicemen Certificate
- x) Sports Persons Certificate

**11. Declaration of Previous/Current Employment and submission of Relieving Order:**

Those candidates who are employed either in Govt./Public Sector Undertaking or any Private Sector shall produce a relieving order from the current employer. Some candidates produce resignation letter or order at the time of reporting which will not be accepted. They have to produce the relieving order from the previous/current employer, so that they can be allowed to join, failing which they will be debarred from joining. Those who are in employment and have submitted resignation shall pursue and obtain the relieving order before the date of joining. Each candidate will give a declaration of all previous/current employment at the time of joining. Suppression of information of previous Govt. service in State/Central Govt./PSU will make them liable for discharge from service.

**12. Medical Certificate:**

Each candidate will produce a Medical Fitness Certificate from the concerned Chief District Medical Officer/District Headquarters Hospital as per the **Annexure-II**.

**13. Leave:**

During the period of training, no leave will ordinarily be granted to the Trainee Officers. In case of any physical ailment requiring long absence/leave for treatment, the Trainee Officers will not be allowed to undergo/continue the training and will be returned from training.

**14. Application for other Government service (s) during training:**

Since it has been observed over batches that the Trainee Officers during training period applied, prepared and appeared in various competitive examination for other service(s) which has severely affected their training performance and learning outcomes, in order to make them effective Police Officers and considering the rigors of the Police Training, it has been decided by the Academic Committee of BPSPA that no Trainee Officers will generally be given "No Objection Certificate" to apply for any Competitive Examination(s) for other Government services or will be allowed any leave to appear such



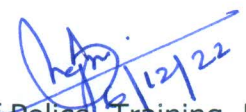
examination during the 1<sup>st</sup> Phase Institutional Training. If any Trainee Officer before joining at BPSPA has applied for any other job, he/she should give a declaration in writing of such applications and scheduled date of examination after joining. Leave in such cases, during the period of 1<sup>st</sup> Phase Institutional Training can not be claimed as a matter of right. Further instructions/clarification in this regard will be issued after their joining the Academy for training.

**15. Contact Telephone Numbers:**

The candidates may contact the following officers for any guidance or assistance or clarification.

Control Room	Tel. No. 0674-2470369
Sri P.K. Dash, Registrar	Cell No. 98611-12454
Smt. S.R.Sarangi, Inspector & Asst. Registrar	Cell No. 94384-19629
Sri Taher Ahamed, Reserve Inspector	Cell No. 82498-15034

All the candidates are requested to go through the joining instructions uploaded in the BPSPA website [www.bpspaorissa.gov.in](http://www.bpspaorissa.gov.in). Further, all the candidates are also requested to browse the BPSPA website regularly to find out further instructions on joining, if any, till they report to the Academy

  
I.G. of Police, Training, BPSPA,  
Odisha, Bhubaneswar.

Email- [dir.bpspa@nic.in](mailto:dir.bpspa@nic.in)  
[dirbpspa.orpol@nic.in](mailto:dirbpspa.orpol@nic.in)  
Website- [www.bpspaorissa.gov.in](http://www.bpspaorissa.gov.in)

Ranasinghpur,  
Bhubaneswar -751019.  
Tel/Fax No. 0674-2470366

## **ANNEXURE -I**

**1.**



2.



3.





**4.**



**KHAKI TERRY-COTTON (T/C) CLOTH**  
**(The shade of the cloth shall match this)**

5.



6.





7.



**T.SHIRT WHITE**

8.



**NAVY BLUE TRACK PANT**

9.



**OXFORD SHOES BROWN**

10.



**BROWN BOOT OFFICER (DMS)**

**11.**



**NAVY BLUE BERET CAP**

**12.**



**FIVE POINTED STAR**

**13.**



**ODISHA POLICE MONOGRAM**  
**(Cap Badge)**



**14.**



**KHAKI LANYARD BRAIDED**

**15.**



**DARK GREEN WOOLEN JERSEY**

16.



**KHAKI NYLON BELT WITH BUCKLE**

17.



**KHAKI NYLON BELT WITH BELT PLATE**

18.



**BROWN LEATHER BELT WITH BELT PLATE**

19.



**SAM BROWNE BELT**



**MEDICAL FITNESS CERTIFICATE**

Certified that this day I examined \_\_\_\_\_

For physical fitness. The findings are as detailed below.

Name and Address: \_\_\_\_\_

01. Height : \_\_\_\_\_
02. Weight : \_\_\_\_\_
03. A. Chest Measurement : \_\_\_\_\_
- B. Chest Expansion : \_\_\_\_\_
04. Blood Pressure : \_\_\_\_\_
05. Blood Sugar : \_\_\_\_\_
06. Condition of Heart (Abnormality if any) : \_\_\_\_\_
07. Condition of lungs (DO) : \_\_\_\_\_
08. A. Vision in case of defective vision it must be : \_\_\_\_\_  
corrected to 6/9 in both eyes or 6/6 in the better eye
- B. Color Blindness : \_\_\_\_\_
09. Hearing (whether normal where defective it must be correctly): \_\_\_\_\_
10. Blood Group : \_\_\_\_\_
11. Hernia, Hydrocell and Piles (if any. To be correctly before joining): \_\_\_\_\_
12. History / Symptom of Epileptic fits, if any : \_\_\_\_\_
13. History / Symptom of mental disease if any : \_\_\_\_\_
14. Orthopedic defeats, it any : \_\_\_\_\_
15. Physical deformity like : \_\_\_\_\_ : \_\_\_\_\_
16. Bow legs : \_\_\_\_\_ : \_\_\_\_\_
17. Knock knee : \_\_\_\_\_ : \_\_\_\_\_
18. Flat foot : \_\_\_\_\_ : \_\_\_\_\_

Remarks: The candidate is physically and mentally fit for Police service. He/she also fit to undergo Police training.

**Full signature of candidate**  
**Selection Rank - CSI (A)/CSI (Civil)**  
**Appointment Order Sl. No. \_\_\_\_\_**

**Signature of Govt. Medical Officer**

## **DECLARATION BY CANDIDATE**

I Sri /Smt./Kumari .....

Son/D/o/Wife.....

Village....., PO....., Dist.....

a candidate for ..... solemnly declare that I have never been declare unfit  
previously by and Govt. employment.

**Place :**

**Date :**

**Signature of candidate**