

DSCSC COURSE 2021-22**CONTENTS**

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COMMONLY USED ABBREVIATIONS
AT DSCSC

| <u>FULL NAMES</u> | <u>ABBREVIATIONS</u> |
|-------------------------------------|-----------------------------|
| <u>Locations</u> | |
| Sheikh Hasina Complex Auditorium | SHCA |
| Auditorium 1 (Administration Block) | A1 |
| Auditorium 2 (Academic Block) | A2 |
| Conference Room | CR |
| Mirpur Hall | MH |
| Officers' Mess | OM |
| Syndicate Room | SR |
| Students' Computer Laboratory | SCL |
| <u>Dresses</u> | |
| Civvies | CV |
| Combat Dress | CD |
| Field Dress | FD |
| Games Kit | GK |
| Mess Kit | MK |
| Service Dress | SD |
| Working Dress | WD |
| <u>Modes</u> | |
| Briefing | B |
| Discussion | D |
| Debriefing | DB |
| Demonstration | Demo |
| Directed Reading | DR |
| Film | F |
| Interview | I |
| Joint Syndicate | JS |
| Lecture | L |
| Miscellaneous | Misc |
| Presentation | P |
| Private Study | PS |
| Research Work | RW |
| Tutorial | T |
| Visit | V |
| Red Ink Correction | RIC |
| <u>Other/ Miscellaneous</u> | |
| Academic | Aca |
| Army Directing Staff | ADS |
| Naval Directing Staff | NDS |
| Air Directing Staff | Air DS |
| Plan and Coordination | P&C |
| Training Support | TS |

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| <u>Appointments</u> | <u>ABBREVIATION</u> |
|---|----------------------------|
| Commandant | Comdt |
| Deputy Commandant | Dy Comdt |
| Chief Instructor | CI |
| Colonel General Staff | Col GS |
| Colonel Administration | Col Admin |
| Senior Instructor | SI |
| Senior Instructor (Academy) | SI (Aca) |
| Directing Staff | DS |
| General Staff Officer 1 (Training) | GSO-1 (Trg) |
| General Staff Officer 1 (Administration) | GSO-1 (Admin) |
| General Staff Officer 2 (Coordination) | GSO-2 (Coord) |
| General Staff Officer 2 (Plan and Coordination) | GSO-2 (P&C) |
| General Staff Officer 2 (Training Support) | GSO-2 (TS) |
| General Staff Officer 2 (Staff Duties) | GSO-2 (SD) |
| General Staff Officer 2 (Computer) | GSO-2 (Com) |
| System Analyst (Computer) | System Analyst (Com) |
| Deputy Director (Computer) | DD (Com) |
| General Staff Officer 3 (Computer) | GSO-3 (Com) |
| General Staff Officer 2 (Academy) | GSO-2 (Aca) |
| General Staff Officer 2 (Library) | GSO-2 (Lib) |
| Civilian Staff Officer 3 (Library) | CSO-3 (Lib) |
| General Staff Officer 2 (Administration) | GSO-2 (Admin) |
| General Staff Officer 2 (Mess) | GSO-2 (Mess) |
| General Staff Officer 2 (Accounts) | GSO-2 (Accts) |
| Quarter Master | QM |
| Mechanical Transport Officer | MTO |
| Medical Officer | MO |
| Lady Medical Officer | Lady MO |



COMMANDANT'S WELCOME NOTE

I take this privilege to welcome you in the exciting journey for acquiring knowledge and wisdom at Defence Services Command and Staff College (DSCSC). This is one of the most gratifying occasions of your military profession. In the same spirit, I shall also take this opportunity to congratulate you for the hard earned selection in the DSCSC Course 2021-22. This has certainly ushered you to new thoughts and dreams for the much awaited stay at Mirpur. I am sure you are going to accomplish your dreams by dint of relentless hard work, commitment and sincere cooperation. The college is eagerly waiting to get enriched by the glittering presence of each of you and your lovely family members. May you reach the college safe and sound by the grace of Almighty.

DSCSC is the premier training institution of Bangladesh Armed Forces. It has the legacy of transforming selected military officers from home and abroad into competent military leaders who can excel in professional assignments with glorious success. The college not only offers the opportunity for pursuing academic excellence, but also allows developing life-long bonding of a fraternity that never fades away. Again, the vibrant yet ever enriching social programmes will fetch you life-long friendship with people from different parts of the world. Life at Mirpur, is the one to be treasured forever.

In upholding the motto of the college-'*Knowledge is Power*', I can promise you a rewarding academic environment. The faculty members with their professional brilliance and honest commitment will sail you through every event. The dedicated band of staff officers will be always vigilant in offering you the most conducive environment for the course. Now it is your turn how best you can enhance your professional skills and shape up the military acumen in order to shoulder future assignments. I wish you a very colourful and accomplished tour of journey at Mirpur.

MD AKBAR HOSSAIN

Major General

Commandant

Defence Services Command and Staff College

Mirpur

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CHAPTER 1

OVERVIEW OF THE COLLEGE

SECTION 1

INTRODUCTORY NOTES

1. This booklet contains many essential details which you are required to follow during your stay at DSCSC. This will help you in making your stay here comfortable for the next 45 weeks. You should preserve it as a reference till the completion of the course.

2. Please note the following points:

a. Bangladeshi and overseas Course Participants must bring few academic examination certificates (original and one set photocopy) which are needed to be deposited to the Academic Wing of the college right after arrival. These certificates must show the qualification of SSC/ 'O' level or equivalent academic examination, HSC/ 'A' level or equivalent academic examination and Bachelor/ Graduation or equivalent academic examination including corresponding mark sheets/ transcripts, migration certificate (if any). These are all to be in English and the photocopies to be attested by appropriate officials/ authority. The Overseas Course Participants, who have appeared qualifying/ selection examination for the DSCSC course, the qualification certificates must be endorsed by the respective Services Headquarters/ Embassies stating that the said qualifying/ selection examination is considered equivalent/ similar to Bachelor/ Graduation Degree or equivalent academic degree mentioning the grade and year, which will be considered as First Part of the Masters Programme. The overseas Course Participants need to also produce No Objection Certificate (NOC) from the respective Services Headquarters/ Embassies that, there is no objection of the concerned authority if the participating officer pursue his Master's Degree under Bangladesh University of Professionals (BUP).

b. Bangladeshi Course Participants are to bring original and one set attested photocopy of graduation/ equivalent certificates and registration cards issued by BUP prior to Staff College Entrance Examination. They also need to bring original and one set attested photocopy of migration certificate of their respective universities where applicable (not applicable for BUP).

c. On your arrival at the college you will receive an **Arrival Folder**. The Arrival Folder will contain the followings:

- (1) Yellow training programme for Term 1 (Forecast of Training Programme).
- (2) Syndicate list of Term-1.
- (3) Training programme (Week 1, Term 1).

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- (4) Names of the college staff (including contact numbers).
 - (5) Nominal roll of Course Participants of the course.
 - (6) List of overseas Course Participants' sponsors.
 - (7) Course calendar (forecast of the events) and social calendar.
 - (8) Sports schedule.
 - (9) Précis / pamphlet issue schedule.
 - (10) Officers' accommodation chart.
 - (11) Loose Minute (LM) on the rehearsal of the flag raising ceremony - to the Course Leader, Wing Leaders, Division Leaders, Syndicate Leaders and all overseas Course Participants.
 - (12) LM on welcome reception - to the Course Leader, Wing Leaders, all sponsor Bangladeshi Course Participants and all Overseas Course Participants.
 - (13) Circular on coordination conference to the Course Leader, Wing/ Division Leaders, Syndicate Leaders and Games Coordinators.
 - (14) Application form for internet connection.
- d. On arrival at the college you will be allotted with a 'course number' by which you will be referred frequently during your stay in the college.
- e. The Course Participants' locker is located on the ground floor of Heritage Building, where your course numbers are written. Hard copies of essential mails will be placed in the locker. **Please don't forget to check it daily more than once.**
- f. DSCSC has a local area network. One of the prime modes of contact between the Course Participants and the faculty members and staff officers of the college regarding various training and administrative issues is through the intranet (Microsoft Outlook). Course Participants are to install the software in their respective laptop computers through the computer cell of the college at the outset of the course. Course Participants are to check respective inbox several times a day for various instructions and study materials. It may be mentioned here that the college will issue one laptop computer (all ports disabled) for each Course Participant for their academic works only (which are to be returned prior to termination of the course). For research works Course Participants may use their personal laptops.
- g. Course Participants will require different types of attire during the course, which include:

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- (1) Service dress (SD) (ceremonial with ribbon, medal, and decorations).
- (2) Mess kit for Army, equivalent for Navy and Air Force (ceremonial dress for formal dinner).
- (3) Combat dress for Army, equivalent for Navy and Air Force.
- (4) Working dress for Army, equivalent for Navy and Air Force (normally half sleeve shirt and trousers).
- (5) Sports kit (white shorts/ trousers, white tee shirt with collar, white keds).
- (6) Closed collar dress (trousers, full sleeves shirt with college tie).
- (7) Lounge suit.
- (8) Required civil dress (trouser, shirt, shoes etc.).
- (9) Light winter clothes (mostly for the months of December and January).

h. We assume that you will have no objection being addressed by your calling name as underlined in the Course Participants' list (in arrival folder). If there is any observation, please let the GSO-2 (P&C) know latest by **18 March 2021**. Also remember that your name on the 'Graduation Certificate' will be spelt as per the list.

j. College staffs are here to assist you. The Colonel General Staff (Col GS), Colonel Administration, GSO-1(Training) and GSO-2 (P&C) have individual lockers placed at the 1st floor of the Sheikh Hasina Complex. Please drop your requests/ comments/ suggestions in appropriate boxes. The lockers are checked daily by 0745 hours.

k. The Teaching Directing Staffs also have individual lockers in the respective syndicate rooms. You will be required to submit your assignments there on a regular basis. **Please identify those at the first opportunity.**

l. There is a digital display board in the ground floor (beside the Sheikh Hasina Complex Auditorium) showing the major training events of the day.

m. You will receive a set of précis and pamphlets from GSO-2 (P&C) on arrival at the college. Please sign the receipt vouchers accordingly. Be clear regarding the ones which you can retain and the ones you need to return while you depart. All exercise papers issued to you are usually stamped with appropriate instructions.

3. **Course Participants' In-Processing Data.** A blank proforma for the purpose of in-processing is enclosed with these instructions as Annex A. All Bangladeshi Course Participants including overseas Course Participants are to submit this proforma, duly filled

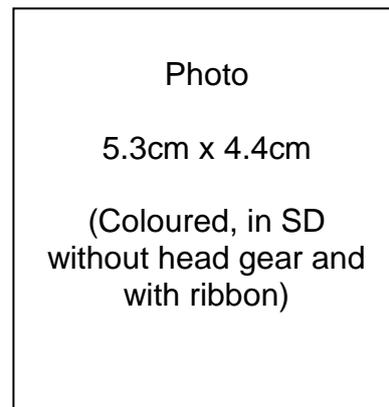
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in and forward the same to the college by **27 January 2021**. Overseas Course Participants are to hand over their proformas to Col GS or GSO-2 (SD) on arrival in addition to sending one through e-mail at the e-mail address 'sd@dscsc.mil.bd' by **17 January 2021**. In addition to this proforma, Bangladesh Army Course Participants should submit four copies of BAFZ-2043 and BAFY-1975 documents to GSO-2 (P&C) office on arrival at DSCSC.

Annex:

A. Course Participants' In-Processing Data.

COURSE PARTICIPANTS' IN-PROCESSING DATA



Personal

1. Personal Number: _____
2. Rank: _____
3. Full Name (In block capital): _____ (For Bangladeshi Course Participants both in Bangla and English)
4. Name by Which Name You Prefer to be addressed:
 - a. Choice – 1: _____
 - b. Choice – 2: _____
5. Arms/ Service/ Branch: _____
6. Date of Commission (including antedate): _____ (day/ month/ year)
7. Date of Birth: _____ (day/ month/ year)
8. Name of the Course in the Academy: _____ (For example 55 BMA Long Course/ 2003-A/ 54 GD(P) etc)
9. Nationality: _____
10. Permanent Address (For Bangladeshi officers both in Bangla and English): _____

11. Contact Address (including mobile phone number and e-mail address):

12. Passport No: _____ Date of Issue: _____
13. Physical Statistics/ Medical Data:
 - a. Height: ft ____ inch ____
 - b. Weight: _____ lbs/ _____ Kg.

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18. Record of Service in Chronological Order (including training course periods):

| Date | | Unit | Staff | Instructional and Command Appointments | Remarks |
|------|----|------|-------|--|---------|
| From | To | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

19. Record of Work in UN Peacekeeping Missions? YES/ NO (tick applicable)

| Mission | Appointment Held | From | To |
|---------|------------------|------|----|
| | | | |

20. Did you receive any award? YES/ NO (tick applicable)

| Award | Brief Description |
|-------|-------------------|
| | |

Miscellaneous

21. Which games do you play?

| Type of Game | What Level (unit/ formation/ inter-service) |
|--------------|---|
| Volleyball | |
| Basketball | |
| Football | |
| Tennis | |
| Squash | |
| Any other | |

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22. Co-curricular Activities:

| Type | Description |
|------------------|-------------|
| Music | |
| Recitation | |
| Singing | |
| Magazine editing | |
| Any other | |

23. Do you have private car? YES/ NO (tick applicable)
24. Do you require garage facility? YES/ NO (tick applicable)
25. Do you have computer/laptop? YES/ NO (tick applicable)
26. Do you require internet service at your residence on payment? YES/ NO
27. Are you married? YES/ NO (tick applicable)

28. Your Family:

- a. Accompanying you from the first day of course? YES/ NO
- b. Will join later? YES/ NO Tentative date _____ (date/ month/ year)
- c. Children: male _____ (number) female _____ (number)

29. Family Details:

- a. Full name of spouse: _____ (both in Bangla and English for Bangladeshi)
- b. Date of wedding: _____
- c. Date of birth of spouse (only day and month): _____
- d. Blood group: _____
- e. Educational qualification of spouse:

| Ser No | Name of Examination (tick appropriate one please) | Name of Institution | Year | Division/ Class | Remarks |
|--------|---|---------------------|------|-----------------|---------|
| a. | SSC/ O'Level | | | | |
| b. | HSC/ A'Level | | | | |
| c. | BA/ BSc/ BBA | | | | |
| d. | MA/ MSc/ MBA | | | | |

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f. Children:

| Name | Sex | Date of Birth | Accompanying |
|------|-----|---------------|--------------|
| | | | YES/ NO |

30. Food habit (tick applicable):

- a. Self : Vegetarian/ Non-vegetarian.
 b. Spouse : Vegetarian/ Non-vegetarian.
 c. Children : Vegetarian/ Non-vegetarian.

31. Your wife will be a member of the DSCSC Ladies' Club. Which activities would she like to participate in?

| Type | YES/ NO | Remarks |
|------------------|---------|---------|
| Music | | |
| Recitation | | |
| Singing | | |
| Magazine Editing | | |
| Any other | | |

32. Will your child attend 'Torch Kindergarten'? If so, fill in details:

| Name | Sex | Date of Birth | Class to be Admitted |
|------|-----|---------------|----------------------|
| | | | |
| | | | |

Note: For admission in 'Torch Kindergarten' submission of birth certificate/ passport (photocopy), Transfer Certificate (TC)/ Transcript/ Grade Sheet (If applicable) and blood group report are mandatory.

33. College provides bus service to following schools only (tick the name of the school if you want to avail the facilities for your child/ children):

- a. Bangladesh International School, DOHS Mohakhali, Dhaka.
 b. BAF Shaheen School & College, Dhaka Cantonment.
 c. Adamjee Cantonment School & College, Dhaka Cantonment.

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- d. Shaheed Anwar Girls' College, Dhaka Cantonment.
- e. Muslim Modern Academy, Dhaka Cantonment .
- f. Mirpur Cantonment Public School and College, Mirpur Cantonment.
- g. Navy Anchorage School and College Dhaka, Namapara Khilkhet, Dhaka.

34. Fill in the details to avail bus service: (**please attach a stamp size photograph of your child for ID card**):

| Name | Sex | Class | School | Photo |
|------|-----|-------|--------|-------|
| | | | | |
| | | | | |

Notes:

1. Course Participants' In-Processing Data is to be filled up by **computer typing and print on A-4 size paper**. On completion, this form is to be sent to GSO-2 (P&C), DSCSC, Mirpur Cantonment, Dhaka, Bangladesh by **27 January 2021** positively.
2. Course Participants' In-Processing Data **Serial Number 29** must be filled up carefully.
3. **Instructions for Photograph**. Please submit photographs as per following instructions:
 - a. The photo for officer in all cases will be in **Service Dress (SD)/ equivalent without headgear and with ribbon**. This is an additional requirement than the one mentioned in Page 1A-1.
 - b. Background colour of the photo must be **blue**.
 - c. Write down your **service number and name** at the back side of the photo.
4. **Demand for Photographs**. Please submit photographs as per following demand:
 - a. **Self**.
 - (1) **One copy** of coloured photograph for the **couple (without children). Wife seated by left side (3R Size)**.

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(2) **One copy** of coloured photograph for the **couple (with children).
Wife seated by left side and Children at the middle (soft copy only).**

(3) **Three copies passport size** Coloured photographs.

b. **Wife. One copy (passport size)** Coloured photograph.

c. You are to send above photographs through e-mail at the e-mail address gso2pc@dscsc.mil.bd and write down your **service number and name** in every photograph file you attach with the e-mail.

5. **Passport Detail of Family Members (for Overseas Course Participants Only).**

| Ser | Name | Relation | Passport No | Valid Upto |
|-----|------|----------|-------------|------------|
| a | | | | |
| b | | | | |
| c | | | | |

(Scan Copy of Passports is/ are to be attached to this form)

* After filling up the above format you must sign here.

Signature*

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SECTION 2

DSCSC IN GENERAL

1. DSCSC was inaugurated on 30 December 1977 with the aim of preparing the officers of three Services for assumption of higher responsibilities in command and staff appointments. It is a tri-service training institution with three separate wings for Army, Navy and Air Force. It caters for the training needs of officers of the Armed Forces of Bangladesh as well as officers from friendly foreign countries.
2. The first staff course started on 30 December 1977 with a batch of 30 Course Participants from the three Services of Bangladesh Armed Forces and Bangladesh Police. The course was conducted with the assistance of a British Military Advisory Team. The college conducted short courses of 6 months duration jointly for 3 Services for the first 3 years. In 1980, the course duration was increased to 10 months, a separate Air Wing was created and overseas Course Participants were invited to attend the course. Navy Wing found its separate entity in 1982. So far, Course Participants from 43 overseas countries have attended staff course at Mirpur.
3. By now the college has earned a worldwide reputation. The activities of the college have increased in manifolds. It is affiliated with Bangladesh University of Professionals (BUP) for awarding Master of Social Science (MSS) in Security Studies degree to the eligible Course Participants.
4. Staff College Insignia is a circle in three colours divided equally representing; the Army (red), the Navy (deep blue) and the Air Force (sky blue). At the centre a flaming torch is inscribed, which symbolizes knowledge. On the outer circle, the college name is inscribed in Bangla. At the bottom, the college motto ‘জ্ঞানই শক্তি’ is inscribed in red letters which means ‘**Knowledge is Power**’.
5. The primary training unit is the syndicate consisting 12 to 14 Course Participants guided by a Directing Staff (DS). There are 15 syndicates in Army Wing divided into 3 Divisions, 4 syndicates in Navy Wing and 4 syndicates in Air Wing respectively. All 23 single service syndicates are also reconfigured into joint syndicates for joint works and interactions. Each syndicate is balanced as far as possible with a mix of arms and services and overseas Course Participants. Generally, each syndicate has 3 to 4 Overseas Course Participants whose contributions greatly enrich the course.
6. **Capabilities.** The college is capable of running following staff courses:
 - a. Army Staff Course for maximum 200 Course Participants (15 syndicates having 12 to 14 Course Participants in each syndicate).
 - b. Navy Staff Course for maximum 50 to 56 Course Participants (4 syndicates having 12 to 14 Course Participants in each syndicate).
 - c. Air Staff Course for maximum 50 to 56 Course Participants (4 syndicates having 12 to 14 Course Participants in each syndicate).

SECTION 3

ORGANOGRAM OF DSCSC

Faculty and Staff

1. The College is organized with two branches namely, the Training Branch and the Administrative Branch. The Commandant is a Major General from the Army and the Deputy Commandant is either a Commodore from the Navy or an Air Commodore from the Air Force. The Training Branch is headed by the Chief Instructor, a Brigadier General and Administrative Branch is headed by the Colonel Administration. In the Training Branch, there are five wings, namely; the Army, the Navy, the Air, the General Staff (GS) and the Research and Academic Wing. The GS wing plans, programmes and coordinates all training activities of the college. Presently, there are fifteen syndicates in the Army Wing, four syndicates in the Navy Wing and four syndicates in the Air Wing. Directing Staffs comprising 23 Army, 5 Navy and 5 Air Force officers at the rank of Lieutenant Colonel or equivalent conduct training activities of the college. Organogram of the college is shown below:

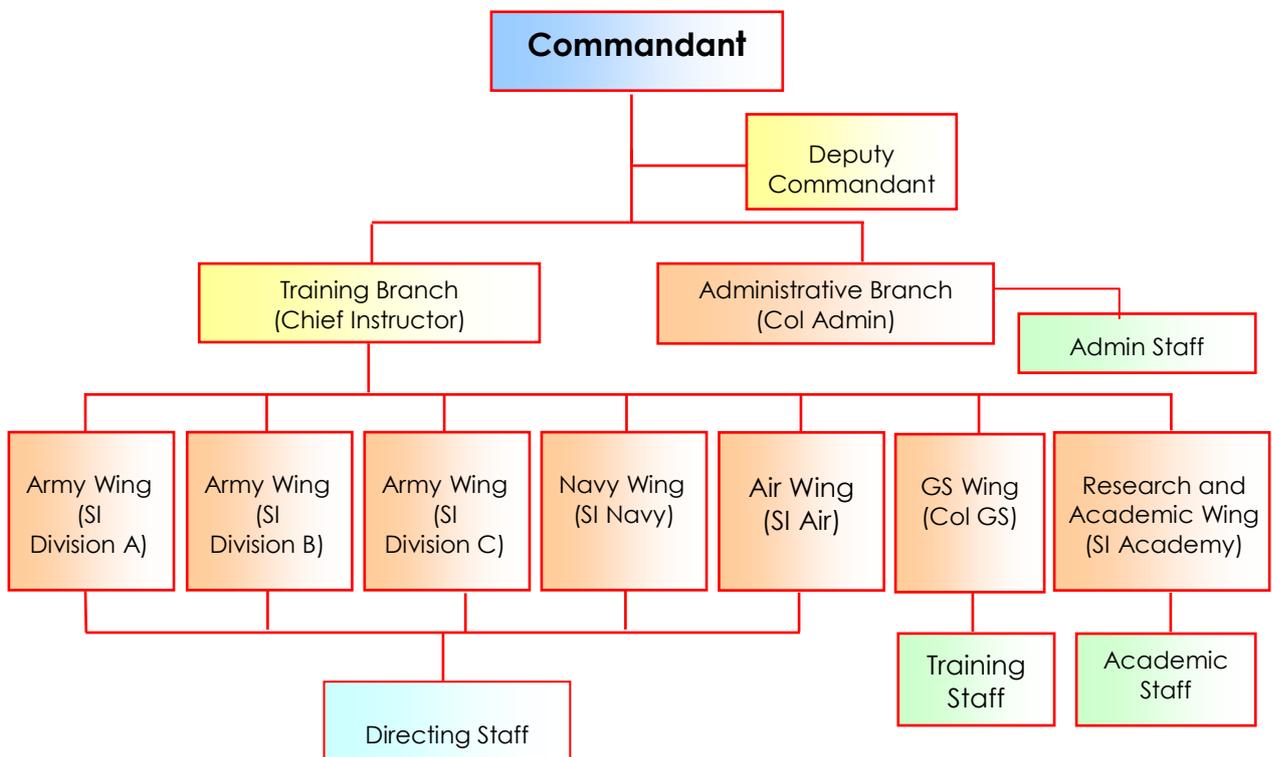


Figure 1: Organogram of DSCSC

2. Duties of DSCSC Staff Officers are briefly mentioned here for your convenience:

- a. **GSO-2 (Plan & Coordination)**. Responsible for training coordination with Armed Force Division and Services Headquarters, issue of précis, training/visit programme, sports, reproduction and typing facilities related to training curriculum.

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- b. **GSO-2 (Training Support)**. Issue of stationary, maps, training aids, use of auditoriums, photo, video, draftsman facility, and all other training support during various indoor and outdoor exercises.
- c. **GSO-2 (Staff Duties)**. Works as overseas Course Participants' coordinator and responsible for ceremony, protocol, social and extra-curricular activities. Ensures reception and seeing off the overseas Course Participants during their first arrival and final departure. Responsible for all correspondence regarding overseas Course Participants and acts as their point of contact.
- d. **GSO-2 (Computer)**. Management of computer network, Cable TV service, internet connection, maintenance of DSCSC website, computer laboratory and all other training support related to computer.
- e. **CSO-2 (Computer)**. Responsible for functioning of all computers, network facilities, designing the DSCSC Software, maintenance of DSCSC website, etc.
- f. **System Analyst (Computer)**. Responsible for developing and updating DSCSC network and software infrastructure as well as planning, designing and implementing of any new program to suit college requirement. He is also responsible for supervising overall maintenance, efficiency, discipline and security of the computer cell.
- g. **GSO-2 (Academic)**. Matters related to Master of Social Science in Security Studies (MSS in Security Studies) programme, strategic studies package, functioning of Torch Kindergarten, conduct of Individual Research Paper (IRP), interview of Course Participants with resource persons, conduct of resource persons as guest speaker under National and International Security Studies (NISS) programme etc.
- h. **GSO-2 (Library)**. Responsible for functioning of the library; control, supervision and detailing of duties of the library staff; matters related to ladies club activities and management of Clausewitz Book Store. Acts as coordinator of Spoken English Language Course and Ladies Club.
- j. **CSO-3 (Library)**. Responsible for reference services to the library users, technical supervision of library and preliminary selection of books.
- k. **GSO-2 (Administration)**. Responsible for the matters related to administration. Supervises/ ensures proper reception of Bangladeshi Course Participants. Monitors all kinds of administrative problems faced by overseas Course Participants and assists in overcoming those problems in coordination with GSO-2 (SD).
- l. **GSO-2 (Mess)**. Acts as Mess Secretary of DSCSC Officers' Mess. Inspects and upkeeps mess fittings, single officers' accommodation, mess furniture of BOQ and mess building. Responsible for maintenance of BOQ and overseeing the general conduct of the mess staff.

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m. **GSO-2 (Accounts)**. Responsible for claiming of pay, allowances and TA/DA bills of all local army Course Participants. Receives tuition fee and other dues from overseas Course Participants and disburses various allowances to the overseas Course Participants.

n. **QM**. Responsible for ration, accommodation, furniture, clothing, equipment, conservancy etc. Ensures proper maintenance of the buildings before arrival of the Course Participants and arranges handing/ taking over of the buildings.

p. **MTO**. Controls the College MT, and is responsible for smooth functioning of MT Platoon. Details and controls transports for various training and non-training events.

q. **Medical Team**. A medical team comprising medical specialist, Dental Surgeon, Child Specialist and Lady MO is responsible for providing in-campus medicare services.

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CHAPTER 2

TRAINING INSTRUCTIONS

SECTION 4

MISSION, CONTENT AND OBJECTIVES OF THE COURSE

Aim of DSCSC

1. The vision of DSCSC is to develop the professional knowledge and understanding of selected mid-career officers of three Services in order to prepare them for the assumption of increasing responsibilities both in staff and command appointments.

Course Contents

2. DSCSC, as a tri-service institution, devotes 45% of the curriculum to joint service matters and subjects, while 55% covers individual service studies. The syllabus covers approximately 1700 periods of 35 to 40 minutes each. Core subjects include military staff works, military appreciation and decision making process, defence management, training management, strategic studies, land operations, military manoeuvre, joint operations, combined operations/ warfare, leadership, counter-insurgency operations, special operations and military operations other than war (MOOTW), etc. There are number of research works that the Course Participants have to undertake both individually and in groups on employment of forces and force structuring, professional matters/ subjects, strategic studies, contemporary security issues, socio-economic aspects, etc. Course Participants are required to go through the military decision-making process both individually and as teams.

3. To enhance awareness, Course Participants are also exposed to relevant aspects of international relations, strategic and international studies. Special emphasis is laid on the studies relating to South Asia. UN peacekeeping also figures prominently in the curriculum.

4. Course contents are updated based on the need of the current operational and non-operational environment. Keeping pace with the ever changing affairs of warfare and nature of conflicts, new modules such as Hybrid Warfare, Artificial Intelligence, Cyber security etc, are included. These modules are going to be conducted by eminent speakers, resource personnel and/or think-tank agencies from home and abroad. For better learning and to enhance the quality of research, DSCSC has signed MOU with reputed universities, institutions and think-tank organisations.

5. Above all, learning through the interaction amongst the Course Participants from different countries with varied experience and eminent scholars from home and abroad remains as one of the important components in the curriculum.

Course Objectives

6. DSCSC Course 2021-22 is designed to attain the following objectives:
- a. To provide education and knowledge on doctrinal fundamentals, history, evolution and theories of warfare.
 - b. To impart knowledge on employment and training of armed forces across the entire spectrum of military operations at tactical level including unconventional warfare.
 - c. To impart knowledge and understanding on MOOTW including operations In Assistance to Civil Administration.
 - d. To develop understanding of joint and inter agency operations including application of tools of operational art and design in support of a campaign/ major operation.
 - e. To provide education and knowledge on relevant national and international issues of interest and their security implications.
 - f. To provide education and knowledge on command and leadership, defence management and defence administration during peace and war.
 - g. To instil knowledge and understanding on all kinds of staff work and procedures at tactical level.
 - h. To provide knowledge on staff works and procedures at operational level.
 - j. To encourage creativity and instil analytical ability to support all types of military analysis, planning and research activities.
 - k. To inculcate skills needed to communicate orally and in writing.
 - l. To build on the required personality traits and skills needed to become an able commander and dependable staff officer.

Course Duration and Working Hours

7. The duration of the course is 45 weeks excluding 2 weeks orientation programme for Overseas Course Participants from 28 Feb to 11 March 2021. There are 4 terms each of 10 weeks duration except 1st Term, which is of 11 weeks. There is a break of one week after first and third terms and 2 weeks after the second term. Working hours are from 0800 to 1420 hours from Sunday to Thursday (during Ramadan, working hours are from 0900 to 1445 hours). Friday and Saturday are weekly holidays. However, for training purpose, the working hours may be increased as required. Weekends may also be utilized for training purpose as necessary.

SECTION 5

AREAS OF STUDY AND COURSE SCHEDULE

Areas of Study

1. **Joint.**

a. The objective of the joint study areas is to understand and apply principles of joint operations including land, sea and air warfare. Studies include:

- (1) Research Methodology.
- (2) National Security Studies.
- (3) Peace and Conflict Studies.
- (4) Strategic Studies.
- (5) Leadership and Management Development.
- (6) Disaster Management.
- (7) Dissertation.
- (8) Theories and Concepts of Warfare.
- (9) Decision Making Process.
- (10) Logistics Fundamentals and Planning.

b. The objective of the National and International Security Studies (NISS) module is to provide a broad understanding of contemporary security issues. Course Participants are given enough exposure to:

- (1) Bangladesh's national interests and objectives.
- (2) Political, economic and social issues, and how they influence the foreign and defence policies of the country.
- (3) International and regional strategic, political, economic and social issues which have impact on Bangladesh.

c. In Leadership and Management Development package the objectives are to enable the Course Participants to:

- (1) Develop understanding on the principles of command, leadership and management.

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- (2) Develop personal command perspective for leading people.
- (3) Relate and synthesize past experience, theoretical learning and personal leadership vision with a desire and motivation to succeed as a leader.

2. The objective of Army, Navy and Air Wing study areas is to enable the Course Participants to understand individual services nature of operations and apply the functions of staff and command in peace and war. The officers are to be able to plan and conduct sound campaign/ operations at tactical and operational levels. The Military Subjects are:

a. **Theories and Concepts of Warfare.**

- (1) Historical Perspectives of Wars.
- (2) Key Concepts of Land, Maritime and Air Operation.
- (3) Evolution of warfare and Tactics in the Modern War.

b. **Decision Making Process.**

- (1) Decision Making Process.
- (2) Organizational Context of Decision Making.
- (3) Administrative Appreciation.

c. **Logistics Fundamentals and Planning.**

- (1) Logistic Fundamentals.
- (2) Logistic Planning Process.
- (3) Logistic System Support Management.

3. **Reference Books for Studies.** It is expected that all Course Participants will read three books mentioned below. Please be informed that there will be examination on these books during Exercise GYAN JACHAI, which will be in written form. It will take place soon after arrival at DSCSC.

| Ser No | Name of Books | Author | Year |
|--------|--|-----------------------|------|
| a. | The Art of War | Sun Tzu | 1995 |
| b. | How the Weak Win Wars: A Theory of Asymmetric Conflict | Ivan M. Arreguin Toft | 2005 |
| c. | The Challenges of Command: Reading for Military Excellence | Roger Hurless Nye | 1986 |

Course Schedule4. **Outline of the Course.**

a. **Overseas Course Participants' Orientation Programme.** Each year, approximately 60 to 70 overseas Course Participants attend the course, which is about 25% of the course strength. All overseas Course Participants are required to report to the college 15 (excluding quarantine period) days prior to the commencement of the course in order to attend a 2 weeks 'Overseas Course Participants' Orientation Programme'. The aim of this pre-course training is to familiarize the overseas Course Participants with Bangladesh and to prepare them for main course curriculum. Short orientation tours are also planned to different places where families are welcome to participate. The course usually covers the following:

- (1) Study on Bangladesh and Bangladesh Armed Forces.
- (2) Elementary staff duties and service writing techniques.
- (3) Familiarization visits.

b. **Main Staff Course.** The course will **commence** on 14 **March 2021** and **end** on **20 January 2022**, which is divided into 4 terms as follows:

- | | | | |
|-----|------------|---|-----------|
| (1) | Term 1 | - | 11 Weeks. |
| (2) | Term Break | - | 1 Week. |
| (3) | Term 2 | - | 10 Weeks. |
| (4) | Term Break | - | 2 Weeks. |
| (5) | Term 3 | - | 10 Weeks. |
| (6) | Term Break | - | 1 Week. |
| (7) | Term 4 | - | 10 Weeks. |

5. **Training Programme.** The Training Branch brings out the detailed programme for the entire course covering all joint and single service curriculum. Blue, Yellow and White training programmes are published for effective management of time and the smooth conduct of the training as under:

a. **Blue Training Programme.** It covers the training programme of the entire course. It gives a broad idea to a Course Participant about the entire course curriculum (four terms) at the beginning of the course. Copies of Blue training programmes are issued to the syndicate leaders for placing it in the stop press of the syndicate room.

b. **Yellow Training Programme.** 'Yellow' programme is brought out and issued to all the Course Participants and all concerned prior to the beginning of a scheduled term. For better time management within a term, the Course Participants are expected to study the yellow training programme carefully and plan for all major training activities well in advance. Usually, major changes are not expected in the programme once the yellow programme is out. Course Participants are issued with the copies of yellow training programme of 1st Term on arrival.

- c. **White Training Programme.** It is the final training programme which is issued on every Wednesday of the preceding week. Generally no change is expected in white training programme. Individual copies are issued to the Course Participants through Microsoft Outlook (College's WAN system).
6. **Liberation War Package.** Attending Liberation War Package is mandatory for all Course Participants. Overseas Course Participants are advised to plan their social/ cultural/ private events in such a way so that it does not conflict with Liberation War Package/ Module.
7. **Course Calendar and Social Calendar.** College brings out separate calendars for all training and social events in order to keep the Course Participants abreast with the training and social activities of the course. While the course calendar covers the government holidays, beginning and end of the terms, term-end breaks and other major commitments of the course, the social calendar shows Ladies Club meeting, enrichment programmes, social evenings, international day, annual sports round-up and all other social programmes. Copies of the course and social calendar will be issued to all Course Participants on arrival at DSCSC through 'Arrival Folder'.

SECTION 6

COURSE ACTIVITIES

Methods of Instruction

1. English is the medium of all instructions. The curriculum is designed in a manner that a Course Participant is put through a progressive learning system starting with a central lecture or presentation and finally ending with planning for a major indoor or outdoor exercise on a particular module. Syndicate DS remains deeply involved in the process in order to correctly direct the Course Participants' learning process and to assess their capabilities and potentials objectively. The following methods of instruction are followed:

a. **Presentations/ Central Lectures.** There are formal presentations on topics of importance with the help of various audio-visual training aids i.e. computer, projectors, slides, films and playlets. Central lectures are delivered mostly by the faculty and guest speakers covering subjects common to all three wings. Central lectures usually set the scene for study of a particular module, which is then followed up by syndicate discussions. The Course Participants are also required to deliver a considerable number of presentations during the course.

b. **Syndicate Discussions.** This is the principal mode of instruction. Discussions are based on the basic manuals, précis and reference materials issued to Course Participants and presentation paper/ handouts issued by the guest speakers and DS. Course Participants share their experience and clarify all doubts under the guidance of the DS. Single and joint service matters are discussed in the single and the joint service syndicates. Course Participants are also given opportunities to chair the discussion on selected topics.

c. **Training Films.** Training films may be screened both during programmed and evening hours. A dedicated cable TV channel may be utilised for telecasting films in the evening hours. All these films have got immense training value. As such, Course Participants are advised to see and derive benefits out of these films, if any film is notified to be shown.

d. **Indoor Exercises.** Several indoor exercises both at joint and single service settings are conducted in the form of Map Exercises (ME), Command Post Exercises (CPX) and War Games (WG). The exercises cover land, air and maritime operations, military manoeuvres, special warfare, MOOTW and counter-insurgency warfare at operational and tactical levels.

e. **Outdoor Exercises.** Outdoor exercises in the form of Tactical Exercises Without Troops (TEWT), demonstration and visits are conducted covering various operations of war for the Course Participants. This is usually the final application of Course Participants' theoretical knowledge on ground.

f. **Additional Instructions due to COVID-19 Situation.**

(1) A virtual E-Learning Solution is already incorporated to facilitate virtual syndicate discussion and online central lectures/ presentations.

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Course Participants may have to join the classes online from the residences or from the syndicate rooms. During course, such activities will be duly instructed as necessary.

(2) Central Classes may be arranged in limited scale. A group of Course Participants may attend the classes physically others may join the class online through E-learning solution.

(3) Various exercises will be conducted maintaining all COVID-19 safety protocols.

(4) Course Participants will be provided with necessary gadgets/equipment for joining online classes.

Research Work

2. **Preparation Time for Research Work.** A considerable part of the course is devoted to private study and research, which is spread throughout the year to allow Course Participants to research for individual and group research projects. It is left to individuals to look ahead and plan their work and private study periods. Course Participants need lot of library works and internet browsing for such works. They are expected to use the periods allocated for research work meticulously in order to produce a truly research based paper.

3. **Pattern of Research Works.** Course Participants have to undertake number of research works and write a number of service papers individually or in groups. Besides, the wings do undertake single service researches covering their own fields of interest.

4. **Individual Research Paper (IRP).** This is an individual research on national, international, socio-economic and military-related topics. This is also considered as the dissertation paper (7000 to 10000 words) for the MSS degree, which the author has to defend in front of a team comprising University Professors and Directing Staffs. The best paper from Army, Navy, Air Wing and Overseas Course Participants are also awarded with a certificate and trophy.

Other Activities

5. **Guest Speakers.** Presentations by guest speakers are arranged on subjects common to all three wings. Eminent scholars, academicians, university professors, renowned specialists, high officials and technocrats from home and abroad are invited for delivering lectures. College follows a specific code for introducing the guest speakers to the audience and asking questions during open forum. Separate instructions for the same are given in Section 12.

6. **Seminars/ Symposiums/ Workshops.** Seminars/ Symposiums/ Workshops are planned and conducted on selected modules. Sometimes, Course Participants plan and conduct the seminar/ Symposium/ Workshop by themselves. When conducted by the college, experts are invited to be present.

7. **Overseas Expertise.** An important feature of the course curriculum is the input by overseas experts and training teams. Besides enriching the syllabus, Course

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Participants get an opportunity to interact with the academics, experts and experienced military personnel from overseas countries. The notable foreign expert teams are:

- a. Leadership and Media package by UK Team.
- b. International Committee of Red Cross and Red Crescent Team covers Laws of Armed Conflict (LAC).
- c. Counter Insurgency Team from Sri Lanka.
- d. Hybrid Warfare, Cyber Security and Artificial Intelligence by US Team.

8. **Visits/ Demonstrations.** Course Participants attend a number of demonstrations hosted by field formations of all three services and various establishments. Visits to different business enterprises within the country are also planned as part of management package, provided COVID situation permits.

9. **Overseas Study Tour.** During the 'DSCSC 2021-22' Course, Course Participants may avail an 'Overseas Study Tour' which will be conducted as part of Regional/ Global studies. A 3 to 5 days (excluding journey time) tour will also give the Course Participants an overview of the visiting country in general with particular emphasis on the socio-political, economic and security aspects. All expenditure (i.e. air fare, hotel rent, food and other daily allowances) for the said 'Overseas Study Tour' will have to be borne by the individual overseas Course Participant/ government of the concerned country. For Bangladeshi Course Participants, expenses will be borne by DSCSC.

10. **Country Presentation - AMAR DESH.** As part of course calendar and training curriculum, participating overseas officers organises 'AMAR DESH'. In this event, the overseas Course Participants and their families showcase the identity, culture, traditions, food, etc. of their respective countries. Details are given in Section 13.

11. **After Hours Work.** The course requires Course Participants to do some after hours work either in the evenings or at weekends. The exact requirement depends on individual experience and aptitude. It is also linked to time spent on private study. The pressure of work can be alleviated by sensible planning well in advance.

12. **Restriction on Electronic Gadgets.** Course Participants are not allowed to bring cell phone, tablet, laptop and other electronic gadgets in syndicate room during training hours. However, there are few emergency cell phone/ land phone numbers which might be used as emergency contact by Course Participants' families during training hours. The cell phone/ land phone numbers are as below:

- a. Control Room Mobile – 01769024892.
- b. Control Room Land Phone – 4892.
- c. MI Room Mobile – 01769055783.
- d. MI Room Land Phone – 3460.

A sticker containing above mentioned numbers are pasted on the front door of all Course Participants' accommodations.

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14. **Written Exam.** There will be written exams during the course among which one exam will be scheduled soon after arrival at DSCSC.

SECTION 7

ASSESSMENT SYSTEM

1. The method of assessment in Staff College is based on the actual result achieved by Course Participants in individual work and their character traits and potentials. Under this system, marks rather than grades are used for objective assessment of the Course Participants.
2. Course Participants are marked for individual and collective works in the syndicate and on their general performance. Syndicate DSs follow a standard guideline set by the college for marking the Course Participants for all graded events of the wings. CI and SIs do monitor the markings by the DSs and moderate the given marks as necessary based on their observations to achieve a common standard among the DSs of the Division/ Wing, and a common standard among the wings throughout the course.
3. A DS is only aware of the performance of the Course Participants of his syndicate. Assessment during individual events, marks obtained by a Course Participant and his overall grade and standing within the syndicate are kept secret to other DSs. You may not embarrass your DS by asking your actual grades, marks obtained in a term. Your DSs are also not aware of your overall position in the course. During interview your DS will tell you about your strengths and weaknesses observed during the term. Using his matured observations he would definitely guide you for doing well in the subsequent terms.
4. The college puts a lot of importance on the originality of works by the Course Participants. It is desirable that the Course Participants put in original efforts. Faculty checks the originality using plagiarism software. In case a DS has any doubt about the originality of a written assignment of a Course Participant or feels that the said assignment bears an evidence of copying from an old source or from his course-mates, the matter is brought to the notice of Commandant through SIs and CI at the earliest. A formal Board of Inquiry may be held to ascertain the nature and extent of the offence and degree of involvement. According to the findings of the board, necessary action will be taken.
5. The Syndicate DSs do maintain a record of Course Participants' day to day performance through observation sheets. All negative and positive aspects are taken into consideration while awarding observation/ impression mark at the end of the term.
6. If a Course Participant obtains 44% or below mark in a term, he is warned by the Wing/ Division SI at the end of the term mentioning that the award of the qualification 'psc' may be withheld. If the Course Participant fails to improve upon his performance by the 4th week of the following term, he will be warned by CI. If the Course Participant fails to improve his performance by the end of that term, he will be seen by the Commandant.
7. Course Participants attending the course will be returned to the unit (RTU) on following grounds:

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- a. Missing 10% or more classes makes a Course Participant ineligible for Master of Social Science (MSS) degree. A Course Participant will qualify to be withdrawn from the course if he/ she misses 15% or more classes.
 - b. Showing continuous poor performance and lack of interest in spite of Commandant's warning.
 - c. Disciplinary case.
 - d. Adopting unfair means.
8. If a Course Participant misses Term 4 or a major course in that term, he may be RTU. This shall be at the discretion of Commandant. However, the final authority for approving RTU is the Commandant himself duly recommended by the course committee.
9. Final assessment conference is held at the end of the course. Marks obtained by the Course Participants in all four terms are considered for final assessment. Final results are decided in the assessment conference chaired by Commandant and attended by CI, SIs and all DSs of all wings. The conference confirms Course Participants' grading, final order of merit and recommendations for future postings.
10. All Course Participants are reported upon by the respective Syndicate DS at the end of each term and by the SI at the end of the course based on his/ her performance and character traits. The Term Report comments on Course Participants' performance on all major events and exercises. Inputs for the term reports come from the DS Observation Sheets maintained by each syndicate DS and performance of each Course Participant.
11. The college tries to be as much definitive as possible while reflecting Course Participants' achievement and potential in the final course report. Its purpose is to help the Services Headquarters to assess the potentiality and suitability of an officer for future appointments.
12. It is expected that a Course Participant should not be too conscious about his/ her grading in the course. Rather he/ she should always try to put up his/ her best effort and learn from the course.

SECTION 8

ACTIVITIES ON THE FIRST DAY

1. **General.** First day at the college is an eventful day for all Course Participants and their families which starts with the Flag Raising Ceremony by the Course Participants. With this a Course Participant needs to be fully involved in the course for almost a year till he/she graduates from the college. The events are briefly explained in the subsequent paragraphs.
2. **Flag Raising Ceremony.** Flag Raising Ceremony is one of the most important and colourful events, which marks the beginning of the course. It is held in the morning on the first day of the course. It is a unique opportunity for course leader and the overseas Course Participants to represent their country by hoisting their national flags. Col GS conducts the ceremony in front of the Sheikh Hasina Complex (SHC) with the participation of CI, members of the faculty, the college staff and all Course Participants. Dressed in ceremonial/ SD with ribbon, all are required to get assembled in front of Sheikh Hasina Complex at 0745 hours. The programme starts with the recitation from the holy Quran and an introductory speech by the Col GS. Time for rehearsal will be intimated to the Course Participants on arrival at the college.
3. **Commandant's Address.** A welcome address by the Commandant in Sheikh Hasina Complex Auditorium marks the formal beginning of the course curriculum in DSCSC. Besides reminding the Course Participants of their arduous journey and responsibilities, this address works as a great motivation for Course Participants of all the wings. Commandant also introduces the deputy Commandant and the CI to the Course Participants in this address.
4. **CI's Address.** CI highlights the aim and objectives of the course and gives his mind as to how he wants the Course Participants to conduct in DSCSC. He also introduces all the SIs and the heads of training and admin branch to the Course Participants.
5. **Course Photograph.** A course photograph is taken immediately after the Commandant's address in front of MH. The Course Participants have to look for appropriate place to stand as per the plan shown on the board.
6. **SIs' Brief.** SIs give their short but comprehensive view on different training activities in the course and inform the Course Participants as to how the faculty wants the Course Participants to conduct themselves during those events. It usually covers syndicate discussion, major exercises, briefs and presentations, written works, tactical exercises, social events and brief assessment system etc. SIs also briefly introduce the DSs of the respective division/ wing.
7. **Film Show – Mirpur Experience.** A film show named 'Mirpur Experience' regarding the life of Course Participants and their family at DSCSC are arranged for all Course Participants and their families at MH. Course Participants and their spouses get a fair idea of their life at Mirpur for the next 45 weeks.

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8. **College Tour for the Spouses.** While the Course Participants are busy with the SIs brief, the ladies are taken for an orientation tour around the college campus. All lady wives of the Course Participants are required to attend the tour. The ladies join their husbands during the film show at SHCA.

9. **Training Programme of First Week.** The training programme of first week will be issued to you on arrival to DSCSC through 'Arrival Folder'.

SECTION 9

TRAINING SUPPORT FACILITIES

General

1. DSCSC provides required support to the Course Participants during the course remaining within the bounds of its resources. However, over a period of time certain facilities have come up to a level for which the college can take pride of. Some of the facilities which are available for the Course Participants are mentioned in the subsequent paragraphs.

Library

2. **College Library.** The Library is well-stocked and well-staffed with books, pamphlets, periodicals, journals, research works and seminar papers. It is usually possible for Course Participants to find many of the reference materials related to their research or study in this library. Library membership is open to all Course Participants and their families. Officers are encouraged to use the facilities to the fullest. Using the integrated computer networking system, the readers can find the availability of the books by using the title of the book, name of author and subjects sitting in his syndicate room terminal. Library remains open in every working day and in the evenings everyday from 1800 to 2100 hours (except on Friday, Sunday, public holidays and during College Social Programmes). Families are welcome to avail the facilities both in the working hours and in the evening session.

Computer and Internet Facilities

3. **Interactive Boards.** Each syndicate room has an interactive board which facilitates faculty members and Course Participants to learn and discuss various issues in a systematic way.

4. **Computer Cell.** DSCSC has a Computer Cell located in the Sheikh Hasina Complex with number of computers including printing and scanning facilities. These computers have internet connectivity during training hours of the working days and whenever the Cell is open. The Cell remains open from 0700 to 1410 hours and 1800 to 2200 hours except on Friday and Government holidays.

5. **Computers in the Syndicate Rooms.** All the syndicate rooms have computers with printers connected through the Local Area Network (LAN) established in DSCSC. All the syndicate rooms also have Wi-Fi facilities.

6. **Issuing of Laptops to the Course Participants by DSCSC.** All Course Participants will be issued with laptop computers installed with E-learning solution software from the Computer Section for which they will be responsible. These laptops will be used for online syndicate discussions and central lectures/ presentations only. Officers have to return the same in good condition to the Computer Section before the termination of the course. Individual officer should bring personal laptop for other activities in internet. Course Participants may use their personal laptops for research work.

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7. **Internet Connectivity in the Residential Area.** The college has internet connectivity facility in the residential area for the use of all permanent staffs and Course Participants. The service is available 24/7 with sufficient bandwidth on payment basis. The terms and conditions for the residential internet connectivity are as follows:

a. **Application for Internet Connection.** Officers residing inside DSCSC Officers' Residential Area and Bachelor Officers Quarters (BOQ) may apply for an internet connection on prescribed form (will be issued with the arrival folder). Users should inform their desired connection date at least two days in advance to facilitate operators to plan and execute smoothly.

b. **Connection Fee and Monthly Charges.** All internet users have to pay a monthly charge of **Taka100.00** or as decided by the college authority.

c. **Terms and Conditions.**

(1) A LAN Card (Network Card) has to be installed in the users' personal computer. DSCSC will neither provide any LAN card, nor install it for internet connection.

(2) DSCSC will provide the internet connection basing on the existing facilities. Other facilities like shifting of line from one room to another room, providing extra patch cable etc, may be provided on payment if possible.

(3) DSCSC provides 150 Mbps dedicated full duplex shared bandwidth. Higher bandwidth requirement for individuals will not be entertained.

(4) Users are responsible to keep their computers virus free. For common interest, any computer found infected will be temporarily isolated/ blocked immediately by the network administrator. User when notified has to take effort to eliminate virus from individual computer and inform it to the Computer Section for re-connection. The computers shall be reconnected only after the administrator is satisfied that the infection has been cured.

(5) Technical expertise will be available in the residential area to provide support to the users for their technical difficulties (soft and hardware problems). If any Course Participant needs to get his personal computer or other accessories maintained/ repaired by the computer lab the associated charges will be as follows:

- (a) Windows installation – Tk. 300.00/-
- (b) Corporate Antivirus/ Internet Security–Tk. 700.00 to 800.00/-
- (c) Data recovery – Tk. 300.00 to 500.00/-
- (d) Hardware maintenance – Tk. 500.00 to 2000.00/-
- (e) Spare parts/ accessories – As per market price.

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(6) Users should endorse complaint/ feedback in the complaint register kept in the Computer Cell for faster recovery. Responsible duty persons for endorsing complaints are available during working hours and between 1800 to 2200 hour (except Friday and government holidays) at telephone no **3454**.

(7) All bills/ charges will be served and collected through DSCSC Officers' Mess (except printing charges). Users should not go for any sort of direct monetary transaction with anybody else. Printing charges will have to be paid to Computer Cell directly.

Other Training Supports

8. **Stationery**. The college generally provides adequate stationery support to the Course Participants during the course. These are issued during the major exercises or as per exercise instructions only. The scale of issue differs from exercise to exercise and it is mentioned in the exercise instructions. Course Participants may take more than the scale, if such need arises, after taking due approval from the concerned sponsor DS. However, the Course Participants are also required to buy their own stationery during the course.

9. **Photocopy**. Photocopy facility will be provided within the specific time as per exercise instructions. Photocopy facility on payment is, however, available in the PPC room beside binding section from 0730 to 1350 hours and 1830 to 2000 hours every day except holidays.

10. **Binding and Lamination**. Limited binding and lamination facilities are extended to the Course Participants during major exercises and submission of research work only.

11. **Other Audio-Visual Aids**. In addition to the interactive board, multimedia projections are generally used for both central presentations and any similar requirements. Syndicate leaders may contact GSO-2 (TS) and GSO-2 (Com) if there is any difficulty in using those.

12. **Booking of Auditoriums/ Plenary**. The Mirpur Hall/ Plenary Rooms and Auditorium 1 or 2 (A1/ A2) can be booked for the practice of lecture/ presentation/ playlet/ cultural programme etc. A separate register for each auditorium/ plenary room is kept with the GSO-2 (TS) for booking. Course Participants are to coordinate with GSO-2 (TS) for any booking. The register is to be filled by the Course Participants after necessary clearance from GSO-2 (TS). Other instructions are as under:

- a. Course Participants are provided maximum two practices in (once in office time and another in off time) the respective auditoriums where they are supposed to deliver their presentations.
- b. For normal practice, Course Participants are to coordinate with Hall-in-Charge for any technical requirement.
- c. For rehearsals of cultural programme, initial practice is to be conducted in A2/ MH and final two rehearsals are to be conducted in SHC Auditorium.

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- d. For International Day programme, sponsor Course Participants are to coordinate with GSO-2 (TS) a week before for necessary booking and support.
- e. Following booking timing need to be observed:
- (1) **Working Days**. Office hours (as per training programme) and 1700 to 2200 hours.
 - (2) **Weekly Holidays**. 0900 to 1200 hours and 1700 to 2200 hours.
 - (3) **Government Holidays**. Closed (except under extreme compulsion).
 - (4) No booking between 1430 to 1700 hours.
- f. For all audio visual training aids, Course Participants are to coordinate with Hall-in-Charge of Auditorium. However, for interactive board in syndicate rooms and LFD board in SHCA, Course Participants should coordinate with GSO-2 (Com) whenever necessary.

Training Support Responsibilities

13. **General**. TS Cell of Training Branch is responsible for providing training support to the Course Participants. You may go through the subsequent paragraphs in order to have a clear idea about various training support aspects those are required during the course.

14. **GSO-2 (TS)**. He coordinates all training support requirements of the course. Course Participants may coordinate with GSO-2 (TS) for following requirements:

- a. Use of training aids.
- b. Auditorium bookings.
- c. Seat plan of auditoriums.
- d. Preparation for presentations.
- e. Photo requirement.
- f. Issue of stationeries, computer accessories and audio-visual aids.
- g. Administrative requirement related to the course.
- h. Souvenir items (on payment).

15. **Training JCO**. A training JCO assisted by an NCO looks after the training support requirement of Course Participants. He provides the following assistance:

- a. Any requirement for syndicate room (cleanliness, air conditioner, training material etc.).
- b. Any requirement of training aids.

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- c. Any exercise requirement related to manpower and training aids.
- d. Any other administrative requirements related to the course.

16. **Photo Section**. For any sort of still photography and video coverage, GSO-2 (TS) is to be contacted. Only the major events will be covered by Photo Section (still and video). It may be noted that DSCSC Photo Section covers only official events and purposes of similar nature. Photography for any personal purpose will not be entertained. Moreover, DSCSC does not have any photo laboratory facility. So, it may take two days to provide still photo after the demand is placed. The procedures to be followed are:

- a. Demand of still photo (only for cultural programme and graduation ceremony) is to be placed after being displayed in the Course Participants' Tea Space and for video CD after two days of the events.
- b. Still photos and video CDs will be provided after two days of the demand placed to GSO-2 (TS) through a prescribed demand slip supplied from photo section.

17. **Technical/ Stationery Store Section**. The college generally provides most of the stationeries to the Course Participants during the exercises. It is issued as per DS issue instruction. The other instructions are as under:

- a. Selling of stationery from TS store is prohibited.
- b. There are few loan items which are issued as per 'Exercise Instructions'. Course Participants are to return those items immediately after the exercise.
- c. For any loss or damage of 'loan items', Course Participants are to bear the expenditure.
- d. For the issue of printer cartridge, syndicate leaders are to deposit empty cartridge to the store and replace it with a fresh one.

18. **Map and Model Section**. Maps are issued and collected by Course Participants from this section as per 'Exercise Instructions'. Other instructions are as under:

- a. War Game tools are issued and collected from this section. Course Participants are to collect war-gaming tools from Map Section.
- b. Course Participants are to fix their own maps for exercise. Sometimes folded maps are also issued to the Course Participants.
- c. For any damage of map sheets or war game tools, Course Participants are to bear the expenses.
- d. Course Participants are to return maps, war game tools etc. to Map and Model Section immediately after the exercise.

SECTION 10

GAMES AND SPORTS ACTIVITIES

General

1. DSCSC has adequate facilities for sports and physical activities. The institution takes care of the requirement of all Course Participants, permanent staffs, ladies and the children. The following facilities are available:

- a. Sports Complex with tennis, squash, volleyball, football and basketball grounds.
- b. Gymnasium and Fitness centre for officers and ladies.
- c. Swimming pool.
- d. Lake for water sports (canoeing, paddle boat etc.).
- e. Children's park/ playground.

2. All members must have a card provided by the P&C Cell to use these facilities. Course Participants must deposit stamp size photographs of family members, along with Taka 95.00 (Identity Card charge) within the first week of joining. Officers are also required to pay membership subscription of Taka 100 in each month through Mess Bill. Organised games and sports activities are arranged generally three days in a week. Competitions are also organised in teams and among individual participants where the winners are given prizes. All officers and their families are allowed to use the facilities with due precaution.

3. Restrictions might be imposed on games and sports activities due to COVID-19 situation. Few competitions may take place maintaining all safety protocols. Instructions will be issued duly.

Routine Games

4. All Course Participants are to assemble in the football ground before the games period. Games coordinators of respective syndicates are to hand over the parade state to course leader 5 minutes prior to the games time on every game day. Course leader is to break off the parade and hand over the games parade state to GSO-2 (P&C) available on the ground. Games state includes the details of absentees (if there is any). Officers are expected not to leave the sports complex before the scheduled time. If the games period is required to be cancelled due to inclement weather or any other reason, necessary instructions are passed through **Microsoft Outlook** at appropriate time. Course Participants are requested to plan the Asar prayer before or after the games period. They are also expected to wear prescribed sports gear for organised games periods. The college sports attires are available in TS store on payment.

5. However, due to COVID-19 situation, regular games and sports may not be held. Judging the on-going situation, further instructions will be given.

Arrangement for Ladies

6. Ladies can avail the sports and gymnasium facilities available within the sports complex. The ladies may use gymnasium every day except Thursday and other government holidays. Sometimes, physical training classes are organised by ladies club exclusively for the ladies.

7. COVID-19 situation may dictate changes in the regular schedules. In all cases, maintaining COVID-19 safety protocols will get highest priority.

Children's Park/ Play Ground

8. There are children's parks/ play grounds behind building no 140, 160 and other places within the officers' residential area. Children may play around but parents are requested to properly guide/ instruct their children. **Children are not allowed to play on the road and avail water sports facilities alone as these could be hazardous.**

Special Sporting Events

9. **HASH.** Fun race 'HASH' was introduced in 1978 and is still organised within the DSCSC premises. All Course Participants with their family members participate in the event with lot of zeal and enthusiasm.

10. **Water Sports-Boating and Canoeing.** A Boat Club operates all boats/ canoes in the DSCSC Lake and is controlled by P&C Cell. All officers (permanent and Course Participants) will be the members of this club. The officers and their families can use boats/ canoes in the College Lake. Only officers (swimmer) will be allowed for canoeing. Officers will be responsible for their safety during such use. Children will not be permitted to get into the boat if not accompanied by their parents or male adult swimmer. Following instructions must be complied with:

- a. Family members interested in boating must carry the card along with them.
- b. The officer or their spouse during the cruise must accompany guests along with the individual issued club card.
- c. Non-swimmer of any age group must wear life jacket before boating.
- d. Children must board on the boat accompanied by a guardian who knows swimming.
- e. Under no circumstances, more than 4 adult persons should board on the same boat.
- f. Boating/ canoeing is not allowed after sunset.
- g. No one will be allowed boating more than 20 minutes while others are waiting.

Conduct of Sports Competitions

11. **General.** The college Annual Sports Competition is organised and conducted by the Course Participants. However, administrative and other supports are provided by the college. GSO-2 (P&C) acts as Sports Secretary. Prizes for the team events i.e. Football, Volleyball and Basketball competitions are distributed immediately after the respective finals. Prizes for all other events are awarded during the college Annual Sports Round-Up towards the end of the course.

12. **Sports Committee (SC).** The committee for organising and conducting the competitions during the course comprises following individuals:

- a. **President.** Course Leader.
- b. **Course Participants Members.** All Wing/ Division Leaders and Term Syndicate Games Coordinators of the term when competition takes place.
- c. **Sports Secretary.** GSO-2 (P&C).

13. **Tournament Committee.** A Tournament Committee (TC) will be formed for each sporting event comprising Wing/ Division Leader responsible for organising it as its President and Term Syndicate Games Coordinators, Team Captains and Sports Secretary as members. The President may co-opt other members from Course Participants. The committee will be responsible for smooth conduct of the tournament. Instructions including fixtures are to be brought out by respective Wing/ Division Leaders at least 2 weeks in advance to intimate all.

14. **Jury of Appeal.** SC will act as Jury of Appeal adjudicating only on appeals handed over to the President/ Secretary in writing within 30 minutes after the match.

15. **Terms of Reference.** The following terms and conditions will be followed to conduct the Annual Sports Competition:

- a. **Participation.** A single open tournament for each event will be held where all officers of the college which includes permanent staffs and Course Participants can participate.
- b. **Term Syndicates.** All competitions will be conducted Division wise or in single service syndicates of the term. Teaching DS may participate. College staffs may join any of the syndicates on mutual agreement. SIs and non-teaching DSs may also participate with any one syndicate within the Wing (Division for Army Syndicates).
- c. **Doubles.** Doubles will be played for Tennis only where college staffs and Course Participants will pair separately on mutual selection.
- d. **Rules.** All tournaments will be played as per current international rules (and only on DSCSC by-law in respect of Volleyball) as follows:
 - (1) **Basketball.** In case of a tie on points in the stipulated time, SC will give decision.

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(2) **Squash.** There will be no side-outs as per latest rules. However, if the game is to be played out of 9 points with side-outs (as per old rule), TC may decide after obtaining consent of players.

(3) **Tennis.** It will be played for best of 3 sets and in case of a tie at 6-6, as per rules a tiebreaker will decide, in both singles and doubles.

(4) **Volleyball.** There is no need for rotation of the players. Volleyball will be played as per new rules, and games will terminate at 25. In case of tie at 24, difference of 2 will decide the winner.

e. **Best of Three.** Apart from water sports (boat race) which are held on the basis of timing, football which is on goals, basketball which is on points; all other competitions will be held on the basis of best of 3 sets/ games, as applicable.

f. **Best Player/ Man of the Match.** The concerned TC will decide the best player in the final of each team event.

g. **Sportsman of the Year.** An officer can take part in all competitions. Sportsman of the Year will be judged on the basis of points earned by the Course Participants by participating in different competitions as follows:

| Ser | Type | Points of Event/ Tournament | | |
|-----|-------------|-----------------------------|---------|------|
| | | Singles | Doubles | Team |
| 1. | Champion | 10 | 8 | 5 |
| 2. | Runner-up | 7 | 5 | 2 |
| 3. | Best Player | - | - | 7 |

h. **Mode of Conduct.** All matches of all tournaments will be played on knock out basis after fixtures are completed on lottery.

j. **Fixture/ Lottery.** Desirous participants are to submit their names to Sports Secretary in writing. On receipt of names, fixtures will be made on lottery held in presence of TC. Competitions may be programmed on all working days, changeable only on following occasions:

(1) A player placed in Sick in Quarter (only once).

(2) The match postponed by the College authority.

k. **Issue of Ball.** GSO-2 (TS) will issue new Tennis balls after receiving the demand from Sports Secretary. Besides, new balls will be issued on all semi-finals and finals.

l. **Queries.** For any guidance and queries, anyone is requested to contact Sports Secretary.

16. **Schedule.** Respective TCs are to ensure that their tournaments are completed within the broad schedule mentioned in the Sports Schedule. Exact dates will be intimated to all through the Course Social Calendar as well as Yellow and White Training Programme.

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17. **Attendance**. Officials detailed and players are to be present at least 5 minutes before scheduled time. Opponent will be automatically eligible to get a 'walk-over' in case a player fails to turn up in time. These are to be ensured by the TC.

18. **Dress**. For general games periods, dress is white trousers/ shorts, white vest with collar (tucked in) and PT keds. Respective Service pullover may be put on during winter. During team competitions, SC will provide necessary jersey.

SECTION 11

SOCIAL CURRICULUM

1. **General.** Social activities are important features of DSCSC curriculum. To keep the Course Participants and their families away from the monotony and boredom, social activities play important role. These also give opportunities of mixing up and interaction with each other thus foster a healthy social life. Many talents are found in such activities who can contribute in building up a good social bonding amongst each other.

2. **Ladies Club.**
 - a. DSCSC Ladies Club is one of the most vibrant ladies clubs of our Armed Forces. All lady wives are automatically members of this club. Attendance of the ladies is compulsory in all ladies club activities. At times the officers may have to seek help of their other family members/ relatives to ensure participation of their lady wives in the programme.

 - b. Dress for club activities for Bangladeshi ladies is always Sharee. Lady wives are expected to display the normal social norms and taste while interacting with each other. It is suggested that the ladies should commence interacting early in the course in order to create more cordial and family environment as the time passes by. It is expected that the lady wives will show proper respect to each other according to service customs and etiquettes.

 - c. Usually, the ladies club activities are planned on non- games days so that the Course Participants can look after the children at their home. Any function requiring attendance by a group of ladies outside the college campus will need clearance from the college authority.

 - d. Club subscription is Taka **250.00** per month, which is collected through monthly mess bill of the officers. The club has its own limited facilities of indoor games. Ladies club organises National Parliament Visit and Enrichment Programmes for the ladies. The cultural programme of social evening (Golden Evening) and Food Festival are exclusively organised by the members of the Ladies Club. Some salient features and programme of the calendar are explained briefly in the subsequent paragraphs.

3. **Enrichment Programme.** This is the most significant educational activity of the Ladies Club. A number of experts and renowned personalities conduct sessions on current issues through discussion and counselling. Manners and etiquettes, child psychology, health and hygiene, interior decoration, yoga etc are also taught as part of this programme. Qualified participants are awarded with a certificate of recognition.

4. **Social Evening.** Social evenings are organised to give opportunities to the officers and their spouses to interact and know each other. Five social evenings are organised during the course, four by the Course Participants and one by the ladies club. Volunteers are welcome to sing and perform according to their choice. Participation of the overseas Course Participants always make such programmes more colourful. Despite the busy schedule of DSCSC, Course Participants and their spouses

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are expected to be forthcoming in participating in the social evenings. Attendance in these social evenings with spouse is mandatory. These events are followed by informal sumptuous dinner.

5. **Golden Evening.** This is one of the most attractive and eagerly awaited social events organised and conducted by the Ladies Club. A mix of songs, jokes, skits, drama, recitation, fashion show, etc are performed by the members of the Ladies Club.

6. **International Night.** This is also a much awaited social event of DSCSC. Overseas Course Participants of DSCSC showcase their culture/dresses/music/drama, etc to an international audience which include the Defence/Military Attaches or representative from respective embassies. Col GS assisted by the GSO-2(SD) acts as the main coordinator of this programme.

7. **Food Festival.** The Food Festival is organised by the Ladies Club. This is also one of the most colourful events of the Ladies Club. It is an evening where one can have a taste of the cuisine of culinary delights from different countries. Traditionally the overseas Course Participants and their ladies always whole heartedly participate in this event to add more taste and colour to it.

8. **Gala Night.** All social activities of the course culminate into the Gala Night arranged towards the end of the course. All Course Participants and their spouses plan and conduct this most pleasant and memorable cultural evening. They are given a chance to give a decent vent to their pent up feelings and all amusing anecdotes treasured throughout the year.

9. **'Pohela Boishakh'.** 'Pohela Boishakh', the Bengali New Year, is observed with due flavour of Bangladeshi culture at the beginning of the course (If falls within the course schedule). All officers and their families have a scope to enjoy traditional Bangladeshi dishes. Besides, cultural programme by the local performers, dance show by snake charmers, joy rides in a traditional horse drawn cart etc are much appreciated by the children and families.

10. **Syndicate Party.** In every term, towards the beginning, all Course Participants of each syndicate and their families get together informally to acquaint with each other. Teaching DS of that term also participates with the Course Participants. This is traditionally organised outside the campus, in a restaurant where the families get a scope to interact more closely with each other over a reasonably good menu. All the participants in the syndicate party bear their own expenditure. It is expected that the Course Participants should not get involved in an unhealthy competition of spending money during such parties.

11. **Additional Instructions Due to COVID-19 Situation.** Due to COVID-19 situation changes may take place in above mentioned programmes. However, during any programme, COVID-19 safety protocols will get the highest priority.

SECTION 12

INTRODUCING GUEST SPEAKERS AND QUESTION TECHNIQUE IN CENTRAL CLASSES

Introducing Guest Speakers

1. Traditionally, the Course Participants introduce the guest speakers invited to deliver lecture at the college. A standard procedure is followed which the Course Participants are expected to practise:

- a. Course Participants are nominated as shown on the training programme.
- b. The nominated Course Participant is to collect the speaker's bio-data from GSO-2 (P&C)/ GSO-2 (Aca), prepare a draft script to introduce the speaker and get it approved from the Col GS/ SI (Aca) and Sponsor DS at the earliest.
- c. For most introductions, the N-T-I-S formula serves as a handy guide in organising the facts collected as suggested by Dale Carnegie:
 - (1) **'N' Stands for Name of Speaker.** At the outset, start by welcoming the speaker and giving out his name distinctly and clearly.
 - (2) **'T' Stands for Topic.** Introduce by giving the exact title of the speaker's talk.
 - (3) **'I' Stands for Important.** In this step, show the connection between the topic and the particular interests of the group.
 - (4) **'S' Stands for Speaker.** List the speaker's outstanding qualifications, particularly those relate to the topic.
- d. On the day of lecture, GSO-2 (P&C)/ GSO-2 (Aca)/ Introducing speaker is to usher speaker into the hall, up to his seat. The introducing Course Participant would introduce the speaker from left corner rostrum and senior Course Participant conduct the speaker on to the right corner rostrum.
- e. Immediately after the last question (after red light) is answered and the speaker concludes, the nominated Course Participant should come up to the same spot and thank the speaker on behalf of the College. In case the word of thanks is given by the Commandant or any other faculty member, the introducing Course Participant will not be required to do the same. Remember, no question is allowed if the red light is on.
- f. Senior most Course Participant will thereafter conduct the speaker out of the hall.
- g. A maximum of 3 minutes may be taken for the entire delivery of the introduction. Remember that the audience is to be only introduced to the speaker for whose deliberations they are eagerly waiting. The introducing Course Participant should not digress from this main issue by deliberating unnecessarily on other matters by making his introduction longer. At the end of the question

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and answer session, a short vote of thanks to the speaker should suffice. An example is enclosed at the end of this section to serve as a guideline only.

Question Technique in Central Classes

2. MH and SHCA are places of liberty for quest of knowledge and hall of free thinking. Discussions and questions are not attributable to service. However asking questions is an art and to invite an appropriate thought provoking answer, it has to be well articulated. Course Participants should frame the question in their minds or better yet on a paper, well in advance. It should be only one question that is short, clear and crisp rather than longwinded and confusing. If the question starts with a 'Why', 'Where', 'How' straightaway, it is even better. Whatever may be the content of the questions, one has to be polished and polite in asking question. Remember, the Guest Speakers at DSCSC are of high social and academic esteem and they are never to be embarrassed with awkward and unwelcoming questions. Please follow the sequence given below while asking questions:

- a. Raise hand before asking a question.
- b. Stand up only when nominated by the speaker and give out rank, name, Service (and country in case of overseas Course Participant) first.
- c. Speak up loud enough to be heard by the audience and doing so clearly, slowly and crisply without any ambiguity.
- d. If one happens to be the first person to ask question for the session, then one should begin with a word of thanks to the speaker for delivering the lecture.
- e. Ask only one question and avoid lengthy statements so that others also get a chance. Course Participants are welcome to make appropriate comments on the speaker's text or anything connected with it. A second question will be welcome only when it becomes evident that no other question is forthcoming.
- f. Question "Not to know but to show" to be avoided.

Annexes:

- A. Specimen Script for Introducing Guest Speakers.
- B. Specimen Script for Vote of Thanks.

SPECIMEN SCRIPT FOR INTRODUCING GUEST SPEAKERS

PROFESSOR ABDUL KARIM CHOWDHURY

Bismillahir Rahmanir Rahim. Commandant/ Chief Instructor/ Deputy Commandant, Ladies and gentlemen, Assalamu Alaikum and good morning.

This morning we are privileged to have with us, Professor Abdul Karim Choudhury, Vice Chancellor, University of Asia Pacific. Today, he is going to speak to us on “Education System of Bangladesh”

Dear Audience, Professor Choudhury was born in 1943. He is a graduate in civil engineering from Bangladesh University of Engineering and Technology (BUET) obtaining 1st class first position in 1963.

He also obtained masters and PhD degree from University of Southampton in 1968. He was awarded with the Doctor of Engineering Degree from University of Manchester in 2010.

Professor Choudhury was the Head of the Department of Civil Engineering, Dean of the faculty and Director of computer center in BUET. He was the founder Vice Chancellor of BRAC University.

Professor Choudhury was the consultant to a large number of national and international agencies on projects related to industrial buildings, transmission towers, aircraft hangers, stadiums, ports and jetties. He is the Chairman of the International Panel of Experts for the Padma Multipurpose Bridge Project.

Professor Choudhury was the president and a Fellow of the Institute of Engineers. He was elected a Fellow of Institute of Civil Engineers, in UK. He was Chairman, Board of Directors of Bangladesh Shilpa Bank and was the Chairman, Board of Governors of Chittagong University of Engineering and Technology. He is the author of 67 papers in international journals related to different subjects.

Dear Audience, Professor Choudhury received a number of awards like, Dr M A Rashid Gold Medal, Science, Education and Economic Development (SEED) award, Bangladesh Computer Society Gold medal, Qazi Azhar Ali Gold Medal for contribution to the education, Dr Mohammad Ibrahim Gold Medal and JICA President Commendation award.

Professor Choudhury’s present appointment and enormous experience on education sector, has made him the appropriate speaker to talk on today’s topic. Without further ado, may I now request Professor Jamilur Reza Choudhury to speak on today’s topic.

Dear Audience, Professor Abdul Karim Choudhury.

SPECIMEN SCRIPT FOR VOTE OF THANKS

Ladies and Gentlemen, you all will agree with me that, we have been immensely benefitted by the informative and educative presentation from our today's guest speaker Professor Abdul Karim Choudhury.

Sir, the presentation which was based on your vast knowledge and experience, has definitely widened our vision and will help us in the days to come.

On behalf of the Commandant and all members of Defence Services Command and Staff College, I take the privilege to express our sincere thanks and heartfelt gratitude to Professor Abdul Karim Choudhury for sharing his vast knowledge and experience with us.

In appreciation may I now request all of you to kindly rise and join me in giving a huge round of applause.

Thank you ladies and gentlemen. Thank you all.

SECTION 13

INSTRUCTIONS FOR AMAR DESH/ INTERNATIONAL DAY

General

1. The 'AMAR DESH' or 'My Country' programme will give our overseas friends an opportunity to introduce their country to the college staff, Course Participants and their spouses. The aim is to introduce their country covering geo-political, socio-economic and military aspects.

Conduct

2. The overseas Course Participants should come with the relevant materials they might need for their country presentation such as slides, handicrafts, video clips, films, posters, booklets or any other item which may be put on display.

3. The overseas Course Participant/ Course Participants will present their country in the form of a presentation, slide show, film show or a combination of all these. It shall in no case overshoot the stipulated 20 minutes. Sponsor DS or in his absence the sponsor Course Participant of the overseas Course Participant introduces the speaker(s) and their families to the audience. Attendance of all Course Participants and their spouses is compulsory. **Children are not allowed in this programme.** However, Course Participants may invite representative from their embassy to attend the programme.

4. **Programme.** Presentations on two countries will be held in one 'AMAR DESH' programme. A separate programme for 'AMAR DESH' will be issued to the Course Participants on arrival at the college. It will be also duly forecasted in the 'Yellow' and 'White' Training Programme.

5. **Training Support.** Participating Course Participants are required to book auditorium (SHCA) for rehearsals and place their demand of training aids to GSO 2 (TS) seven days in advance. Photo section will provide necessary video coverage of the presentation. College provides necessary training support and help to the respective overseas Course Participants during the presentation.

6. **Dress.** Dress for this event is **closed collar (with college tie)**; however, presenters may put on their national dress, if they so wish.

7. **Transport.** Mechanical Transport Officer will arrange required transportation for the events.

8. **International Day.** However, AMAR DESH may be replaced with International Day. Detailed Instructions will be intimated duly.

9. **COVID-19.** Due to present COVID-19 situation, 'AMAR DESH'/ 'International Day' presentation may take place through online based broadcasting means.

SECTION 14

**CHARTER OF DUTIES - COURSE PARTICIPANTS/ APPOINTMENT
HOLDERS**

1. The senior most Bangladeshi Course Participant is nominated as the Course Leader. The senior most Bangladeshi Course Participant of each Wing/ Division is nominated to act as Wing/ Division Leader. Names of the leaders will be intimated to the Course Participants on arrival. Duties of the leaders are shown in the subsequent paragraphs.
2. **Course Leader.**
 - a. Ensure overall course discipline.
 - b. Ensure punctuality in attending during central classes, visits, training events and games.
 - c. Report presence of the course to coordinating staff or DS/ SI/ Col GS/ CI as available during central classes, visits and games.
 - d. Act as President of Sports Committee for all sports competitions.
 - e. Organise other functions as instructed.
3. **Wing/ Division Leaders.**
 - a. Ensure overall discipline of the respective Wing/ Division.
 - b. Ensure punctuality of wing/ division Course Participants in attending during all classes and other training activities.
 - c. Act as President of Tournament Committee for which he is made responsible.
 - d. Organise other functions as instructed.
4. **Syndicate Leaders.** Syndicate Leaders will be nominated in every term from amongst the single/ joint service syndicates. His/ her responsibilities are:
 - a. Ensure that all Course Participants are present in the syndicate room (SR)/ auditorium at least 5 minutes before the scheduled time. For central classes, he/ she reports to the Wing/ Division Leader about the presence of his/ her syndicate prior to the start of the class.
 - b. Report absence of any syndicate member on account of sickness, hospitalization, leave etc to teaching DS and GSO-2 (P&C).
 - c. Coordinate all sports activities with Games Coordinator.

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- d. Learn the operating procedure of interactive white board and let the operating procedure be known to other members of the syndicate.
- e. Ensure that the interactive board including white boards, if used, are cleaned at the end of each class.
- f. Ensure that the wall clocks in the SR are functioning accurately at the beginning of each working day.
- g. Ensure that all lights, fans, air-conditioners, interactive board, computers or any other electric gadget are switched off before leaving the SR for the day or for any central presentation/ lectures/ tea break.
- h. Ensure that SR keys are returned to duty clerk on completion of own time work in the SR.
- j. Receive certain items from GSO-2 (TS) at the beginning of the term and hand over the same to the next term Syndicate Leader. The 4th Term Syndicate Leader will return all the items to GSO-2 (TS) prior to the termination of the course. Following items will be drawn from the GSO-2 (TS):
 - (1) Stapler machine.
 - (2) Punching machine.
 - (3) Pencil sharpener.
 - (4) Keys of syndicate file cabinet.
 - (5) Dictionary.
 - (6) SD book.

5. **Syndicate Games Coordinators.** Syndicate games coordinator will be nominated in every term from the single service syndicates. He/ she is responsible for following:

- a. Ensure attendance of whole syndicate on games days and give parade state to Course Leader before start of the game.
- b. Act as member of the Tournament Committee.
- c. Ensure that syndicate members are made aware of general instructions of the sports being conducted in the particular term and ensure timely submission of names of the participating officers of the syndicate.
- d. Attend coordination conference in the office of Sports Secretary as per schedule given in the general instructions.
- e. Ensure that syndicate members adhere to the orders given in the general instructions.

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6. **Cultural Coordinator**. Social events are important features of the course curriculum. These give opportunities to plan and organise cultural events of different kinds. The cultural coordinator is responsible for following:

- a. Identify the talents among Course Participants and families.
- b. Coordinate the events.
- c. Coordinate with GSO-2 (SD) for different requirement of the events.
- d. Decoration of stage.
- e. Coordinate the concerned orchestra (Example: Army/ Navy/ Air Force Orchestra Team).
- f. Coordinate with GSO-2 (TS) for MH or any other auditorium related requirement.
- g. Organise the rehearsal and final programme.
- h. Coordinate with mess coordinator/ GSO-2 (Mess) for follow up dinner.

7. **Mess Coordinator**. He is responsible for following:

- a. Coordinate with GSO-2 (Mess) regarding any messing requirement of Course Participants and their families.
- b. Preparation of menu and coordinating the food arrangement for outdoor activities.
- c. Ensure timely payment of mess bill by the Course Participants.
- d. Ensure the cleanliness of Course Participants' Tea Space and coordinate with concerned permanent staff for any requirement.
- e. Coordinate with GSO-2 (Mess) for any additional messing requirement for any event.

SECTION 15

GUIDELINES ON CONDUCT IN DSCSC IN RELATION TO OVERSEAS COURSE PARTICIPANTS

General

1. DSCSC is truly a global village where Course Participants from different parts of the globe form a well knit family. Such military fraternity not only upholds the individual faith and custom but also rekindles the norms and values of diverse background in the most respectable manner. The accompanying family members also enjoy living in the vibrant community of Mirpur through series of social events and enrichment programmes. In fetching the most rewarding return from such an environment, one has to be respectful, sensible, and sensitive with other nation's traditions, values and pride. Under no circumstances, others' feelings are to be hurt with fun even in happy hours. It is the responsibility of all local Course Participants to fill the hearts of overseas friends with our rich cultural and behavioural delight. It is to be noted by the local Course Participants, the famous remarks on Bengali hospitality by the great globe trotter Ibn Battuta 'Bangladesh has one golden gate to enter but has not any exit'. It is to remind the local officers that our overseas friends will be with us for 10 months, but they shall be our ambassadors throughout.

Local Course Participants

2. A good number of Course Participants come from friendly overseas countries. The value these Course Participants get from the course and the contribution that they can make to the success of the course largely depend on how well they involve themselves with the environment at the DSCSC.

3. Each overseas Course Participant will have a civil sponsor as well as a local staff and a Course Participant sponsor. Other local Course Participants can also help to make their stay comfortable and enjoyable in Bangladesh with their friendliness and assistance. Bangladeshi Course Participants must show due respect to the overseas Course Participants as per their seniority and consider everyone to be the guest of our country.

4. You may find an overseas Course Participant living next to you. Please offer assistance where possible, eg, in shopping, schooling of their children, transport to social functions etc. Please do not hesitate to invite them at social functions if it is convenient to you. Remember, you shall be the ambassadors of your country, and the reputation of the college, the Bangladesh Armed Forces and your country largely depends on how you interact with your overseas course-mates.

5. Some overseas Course Participants may find our social customs and etiquettes strange and indeed different from theirs and difficult to understand. Any guidance you can give in these fields will always be appreciated. A point worth mentioning here is the use of vernacular in presence of overseas Course Participants. Please appreciate and understand that it is not only rude and discourteous but also unfriendly to speak amongst yourselves in vernacular in presence of overseas guests.

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6. Some may have difficulty while communicating in English. This should not deter us in our effort to ensure that their stay in Mirpur is both worthwhile and enjoyable. Do make sure that you involve the overseas Course Participants fully in your syndicate discussions and presentations and give them proper opportunity to make positive contribution towards the Course from their experience from which we shall be benefited.

Overseas Course Participants' Sponsor Bangladeshi Course Participants

7. You and your spouse should consider yourselves lucky to have been nominated to sponsor one overseas Course Participant and his family. This will give you an opportunity to get to know an overseas Course Participant, his family and his country better.

8. You, being a Course Participant and colleague, are expected to be able to develop an intimate rapport and acquaintance with the overseas Course Participant bordering on friendship. The overseas Course Participant is also likely to be free with you. You, therefore, should have a better knowledge of the overseas Course Participants' problems, if any. You are expected to also guide them to follow college rules and regulations.

9. You should also get your spouse involved in this respect. You and your family can particularly help your guests in respect of:

- a. Learning Bangladeshi social customs and etiquettes.
- b. Shopping.
- c. Learning Bangla.
- d. Giving company to the family etc when needed.
- e. Help in understanding the course curriculum without jeopardizing own preparation or compromising the security of training material.
- f. Assist in availing medical facilities at DSCSC MI Room or in CMH Dhaka.
- g. Visit daily/ every alternative day, if the overseas Course Participant or any of his family member is hospitalised.

10. You are expected not to accept gifts from the overseas Course Participant which could bear a 'profitable bargain economically'. However, you may accept gifts as token of friendship and you are expected to reciprocate.

11. Please be courteous and entertain the overseas Course Participant in your house or in a restaurant in keeping with our traditions of hospitality and to introducing them to our food. Courtesy and friendly relationship justifies that you and your family may accept their invitation, provided no other overseas nationals are involved.

12. Please contact staff sponsor of the overseas Course Participant, GSO-2 (SD) or GSO-1 (Trg) if you are in doubt.

Overseas Course Participant

13. We appreciate that you may find some difficulty to settle down quickly in a new environment. The college will do everything it can to help you settle down and subsequently during your entire stay here. Besides, to help you and your family the college will provide both Directing Staff (DS) and Course Participant sponsors. They will act as guides and friends in the best possible manner in keeping with our tradition. You will also be provided with a civilian sponsor.

14. Please feel free to consult your sponsor or your Syndicate DS on any matter relating to training including leave. They will give you guidance on your workload and how best to get around it. However, you are responsible for the individual tasks and assignments.

15. GSO-2 (SD)'s office will remain your place of contact for all purposes except administration.

16. For administrative problems or requirements like accommodation, furniture, equipment etc, you are requested to contact GSO-2 (Admin) or the QM. However, for further details please go through the Administrative Instructions.

17. You should consult your sponsor DS/ sponsor Course Participant for any social requirement as and when necessary, eg, guiding or briefing you about our social customs and etiquettes, social functions of the college etc. You are also most welcome to seek assistance from anyone else you come across.

18. Protocol personnel will assist you during first arrival and final departure. In between, no protocol assistance will be provided. Protocol personnel should not be expected to carry luggage from or to the airport terminal.

19. Finally, do bear in mind that we will be able to help you if we are aware of your problems. Please do not hesitate to contact your sponsor DS, Course Participant sponsor or GSO-2 (SD).

20. Considering the COVID-19 situation, following protocol in respect of Overseas Course Participants should be applicable:

a. All Overseas Course Participants (including their family members, if accompanied) must stay for 07 days home quarantine after arriving at DSCSC.

b. All facilities (including food, fresh items etc on payment) will be provided as per offer letter/ joining instruction during the home quarantine.

c. All Overseas Course Participants (including their family members, if accompanied) must carry COVID-19 negative certificate (72 hours maximum period after the report will be accepted).

d. No course curriculum during quarantine (except online from accommodation, if necessary).

21. Due to COVID-19 protocol all Overseas Course Participants shall be required to arrive in DSCSC by 21-25 February 2021.

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CHAPTER 3

ADMINISTRATIVE INSTRUCTIONS

SECTION 16

ADMINISTRATION - GENERAL

General

1. It is important for you to know the administrative facilities and instructions so that you are comfortable. This will help you to devote yourself fully for the course without any worry in your mind. The subsequent paragraphs give out the details.

Arrival and Reception

2. **Bangladeshi Course Participants.** Bangladeshi Course Participants should report to the reception centre established by Quarter Master near the main gate of DSCSC Residential Area. You will find the representatives from Admin Branch, Military Engineering Services (MES), Barrack NCO, Regimental Police and clerks available at the reception centre. These staffs will help you with the in-processing activities. Barrack NCO will hand over the key of the accommodation in front of MES representative. You will receive the letter of allotment from the college specifying the date and house on arrival. You should maintain the dates suggested by the college in order to avoid congestion inside the officers' accommodation area.

3. **Overseas Course Participants.**

a. **Reception.** Based on the intimation by respective countries, Overseas Course Participants and their families will be received at Hazrat Shahjalal International Airport (HSIA) on arrival by representatives of the College Protocol Section. Transport for the officers and their families will be provided by the college only during the 1st time arrival and final departure. All Overseas Course Participants are requested to arrive in Bangladesh after obtaining one year visa from Bangladesh Missions. If the visa is to be renewed at Dhaka, required visa fees are to be paid by the individual officer.

b. **Custom Formalities.** Existing baggage rules and regulations in vogue are applicable to all Overseas Course Participants. Overseas Course Participants are required to pay for taxable items individually. Please visit bangladeshcustoms.gov.bd/relevant/baggage_rules for baggage rules in details.

c. **Currency Information for Bank Account.** Each Overseas Course Participant has to mention amount of USD or any other currencies carried by him/her and endorsement in the passport at the declaration form. This information will assist while opening the bank account.

d. **Medical Certificate.** Each participating Course Participant has to obtain a 'Medical Fitness' certificate from appropriate authority as per the 'Proforma' given at Annex F. This certificate has to be submitted to the college authority on arrival.

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- e. **Course Participants' In-processing Data.** Overseas Course Participants are to hand over the proforma to GSO-2 (SD) on arrival in addition to sending one through email (e-mail: dscscbd@yahoo.com).

Schedule for Arrival

4. Course Participants are to arrive at the college as per the following schedules:
- a. **Overseas Course Participants.** Overseas Course Participants are to arrive by 21 February 2021. They will undergo an 'Orientation Course' for 2 weeks from 28 February 2021 to 11 March 2021. Arrival dates are to be informed through letter of confirmation processed through the embassy. The itinerary of the Overseas Course Participant may be sent through e-mail/ fax. Family, if accompanies the officer, has to be informed at the earliest.
- b. **Bangladeshi Course Participants.** Bangladeshi Course Participants are to arrive between **06 to 08 March 2021.**

Issue of Précis and Pamphlets

5. Précis are available in Précis Section of P&C Cell and Pamphlets are available in the Library. Course Participants have to collect their précis and pamphlets within two days after joining in DSCSC.

Accommodation

6. **Allotment of Quarters to Bangladeshi Course Participants.** It is obligatory for all Bangladeshi married Course Participants to reside along with their families in the accommodation arranged by DSCSC. Bangladeshi married Course Participants accompanied by their families will be allotted with a quarter at DSCSC Residential Area or other family accommodation inside Mirpur/ Dhaka Cantonment on seniority basis. Single officer will be provided with single accommodation/ Flat (3 persons together) in the DSCSC Officers' Mess or any selected complex. Married/ Single accommodation allotted to the officer needs proper maintenance and regular cleaning by the occupant. Adequate care should be taken of the furniture, various household items and other fittings and fixtures. Only top floor occupancies will be allowed to use one Air Conditioner at their residence (Subject to confirm by Station Headquarters, Mirpur). However, no window Air Conditioner can be fixed in this regard (Subject to confirm by GE (Army) staff/ Station Headquarters, Mirpur).
7. **Allotment of Quarters to Overseas Course Participants.** All Overseas Course Participants have to reside in the accommodation provided in the DSCSC Residential Area. DSCSC may allow Overseas Course Participants to stay outside the college campus only on receipt of written confirmation from concerned Embassy/ High Commission through Government of the People's Republic of Bangladesh, Prime Minister's Office, Armed Forces Division that the arrangement for safety, security and transportation of the concerned Overseas Course Participant(s) will be under the responsibility of the concerned Embassy/ High Commission. Overseas Course Participants will be accommodated in the prescribed overseas accommodation of the college as under:

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a. **Single Accommodation.** Single officers and married officers not accompanied by their families will be accommodated in the flats (3 persons together) as Bachelor Officers Quarters (BOQ). Accommodation consists of a bed room, with a toilet and also a common bathroom, a dining room and a kitchen is available in the flat. All rooms are furnished. Some other items will be supplied in these flats based upon the number of officers residing there; the list is given at Annex B.

b. **Married Quarters.**

(1) Overseas Course Participants with families will be accommodated in the married quarters only when they bring their families. However, allotment of accommodation to the Overseas Course Participants will also be guided by the respective Memorandum of Understanding (MOU) between the governments.

(2) Married officers will be accommodated in furnished apartments. These will be allotted if the individual applied at least 15 days before arrival of his/ her family.

(3) Standard quantity of furniture, crockery, other household items, glassware and linen will be supplied in the quarters of Overseas Course Participants; the list is given at Annex A.

(4) A married officer arriving without his family will not be provided with married accommodation. In case his family is to arrive later, he will be issued with married accommodation one week in advance subject to availability.

(5) A married officer will be eligible for a family quarter if his intended stay with his family is of minimum 3 months.

(6) If any Course Participant's family leaves the quarter after arrival and fails to re-join within 2 months, he will be required to shift to the BOQ.

8. **MES Complaint/ Repair.** Course Participants are requested to forward complain related to damage/ disorder directly to 'One Stop Service' over telephone or mobile. The telephone number is 800345 extensions 6699 and mobile number is 01769026699 & 01769023434. If no action is taken or action is delayed, he/ she may contact directly to QM, DSCSC. Fancy items like hand shower and rim lock (for the main door only) will be issued against any residence only for once. Additional plug points for fridge, computer, oven and washing machine (other than the existing one) have to be paid by individual Course Participant.

9. **Garage.** The College has limited no of garages. Course Participants allotted an accommodation at Krishnachura and Sheuly building will be able to use garages as per seniority. Garage will be allotted, if available on the basis of seniority for the Course Participants who all are residing inside DSCSC. Course Participants staying at Dhaka Cantonment will have to apply to Station Headquarters, Dhaka Cantonment for allotment of garage.

10. **Repair and Maintenance of Electric Appliances.** Course Participants are requested not to engage him/ herself or employ any other unauthorised personnel to rectify the fault/ defect of electric fittings. He/ she should either ring One Stop Service Complain (telephone number 6699 and Mobile number 01769026699 & 01769023434) or lodge the complaints in the register kept at Course Participants' Tea Space.

11. **Electricity/ Gas/ Water and Other Bills.**

a. Officers will have to pay the electricity/ gas/ water bills. Bills are served to the officers by the MES on monthly basis. These bills will be recovered as per laid down policy or through concerned officers' mess bills. Rates for different bills for Overseas Course Participants are mentioned at Annex C. Overseas Course Participants willing to get a TV on rent may request GSO-2 (Mess). Procedure for payment (local or foreign currency) of the bills are given at Annex C.

b. Overseas Course Participants will be provided additional facilities like chair, sofa, refrigerator, gas, oven, carpet, curtains and crockery etc. Some of these items might be used by the officers of the previous courses.

c. Officers are to pay for telephone, electricity, gas and water supply bills in addition to the rent for the quarter depending on usage.

d. **Use of Air Conditioner.** Bangladeshi Course Participants are not allowed to use air conditioner at their residence other than the top floor. Course Participants allotted with an accommodation at the top floor may apply to the Commandant (through proper channel) for using air conditioner and can use such, upon approval. In such cases, concerned officer has to bare the installation cost including additional wire, electric meter and other necessary fittings. Please note that without the approval of college authority, use of air conditioner of any kind (portable included) is subjected to administrative action.

12. **Charges of Bedding Items.** Overseas Course Participants will receive bedding items on arrival along with other household items issued for the accommodation. Few extra bedding items are also available on monthly rental basis both for Overseas and Bangladeshi Course Participants. Please note that the bedding items are used previously.

13. **Breakage/ Damage.** Officers are required to pay for any breakage or damage to furniture, properties, accommodations and all other items issued to them on occurrence at existing market price. Officers are expected to leave their accommodation in the same state as on the date of taking over. The College authority will ascertain the exact state of accommodation and cleanliness during final handing/ taking over. Cleaning charges will be forwarded to the individual Course Participant if the accommodation is found dirty.

14. **Mess Bill.** All Course Participants are to pay mess bill through cheque (except Overseas Course Participants).

15. **Handing/ Taking Over.** Proper handing/ taking over of the accommodation and special stores will be carried out in the presence of the concerned staff of MES. All Course Participants are advised to take over each item from respective staff and

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endorse the documents. Necessary damage charges are to be paid before handing over.

Dress Regulation

16. DSCSC abides by strict code of conduct. Standard military dress codes are practiced here. For most programmed events, dress code will usually be mentioned in the training programme. Details of dress regulation are given below:

a. **Special Occasion.** Course Participants will be required to put on SD (ceremonial) and mess dress or equivalent on special/ formal occasions like Armed Forces Day, Graduation Ceremony, Social Evenings, International Day/ National Days and for any other events as desired by college authority. Dress order is appended below:

| Ser | Events/ Day | Dress | Rmks |
|-----|--|-----------------------------|---|
| 1. | First day of event | SD (ceremonial) with ribbon | |
| 2. | Sunday, Tuesday and Wednesday | Combat/ Equivalent | |
| 3. | Monday | Working/ Equivalent | Please follow the dress mentioned in weekly programme |
| 4. | Thursday | Closed collar | Unless otherwise mentioned in the training programme |
| 5. | For visiting college campus/ combined military hospital (CMH)/ cantonments/ bases. | Dress of the day | |
| 6. | Outside military establishments for the purpose of research work (RW). | Civvies | |

Note: For COVID-19 pandemic situation dress will be Combat (unfolded) till further instruction.

b. **Sports Kit.** White shorts/ trousers and white half sleeves Tee shirt with collar (tucked in) condition, white keds (as provided by respective services. Sports dresses will have to be collected from DSCSC TS store on payment).

c. **Social Events.** Specific instruction in the form of dress code will be issued before each social event. The dress code includes following dresses:

- (1) Lounge suit.
- (2) Closed collar (full sleeve shirt with tie, full trouser and shoes).
- (3) **Casual.** Light colour full sleeve shirt with dark colour trousers and shoes (with shoe lace or decent/modest looking).

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- (4) Optional any one of the above.
- (5) **Fancy.** Half sleeve shirts/ Tee shirts of sober colour/ texture and decent trousers with shoes. Tee shirts without collar are not permitted. Overseas Course Participants can wear dress suitable to their national custom on AMAR DESH programme, International Night and Food Festival.
- d. **Service/ Ceremonial Dress.** For formal military functions.
- e. **Mess Dress.** For mess dinner night, Service Dress (SD) may be worn by Overseas Course Participants.
- f. **Shirt Sleeve Order.** Long trousers and open neck shirt.
- g. **Name Plate/ Tag.** All Bangladeshi Course Participants will bring double named (Bangla over English) name plate/ tag. For overseas Course Participants, in addition to his native language, name in English has to be included in the name plate/ tag. A specimen is shown at Annex E.
- h. **Dress during Evening Hours in SR/ Lib/ SCL.** Course Participants would often be required to work in SR, Lib or SCL in the evening hours. During their visit to the college campus they are required to put on smart casual (open collar) as explained before.
- j. **Dress for the Ladies/ Spouses.** Ladies are integral part of military community. Ladies will attend most of the events of the college. Spouses of local officers are to put on Sarees for all kinds of social events including Ladies Club activities. On special occasions like HASH, various sporting events, Salwar–Kamiz may be put on. Overseas ladies may put on befitting dresses suitable to their national custom.

Ration

17. **Dry Ration.**

- a. Payment ration to the Bangladeshi Army Course Participants living with family will be provided as per the programme/ schedule brought out by QM Sec.
- b. For above mentioned officers, ration vouchers will be provided by Ration Office on cash payment to the officers by 1st of each month. Timing for collection will be intimated well before through outlook mail/ viber group.
- c. In case of any of the above mentioned days be a closed holiday, payment ration will be issued on the next working day.

Resale to Officers' Items

18. Bangladeshi Course Participants who will be depositing the authority of drawing ordnance items to Administrative Branch are liable to receive demanded items from Central Ordnance Depot. Course Participants not depositing such authority will draw ordnance items from their desired station. Above mentioned facility is not applicable to Overseas Course Participants.

Milk Coupons for the Bangladeshi Course Participants

19. Available milk coupons are kept reserved for the Army Wing Course Participants. Navy and Air Wing Course Participants will have their coupons from their respective Services Headquarters. The College can forward their applications only. Milk coupons will be available in the QM office. Money for collection of milk coupons is required to be deposited well before. Overseas Course Participants are not authorised with milk coupons.

Registration Fee

20. Registration fee for Master of Social Science in Security Studies is **24,250.00** Bangladeshi Taka. Fee is in Taka and subjected to change by competent authority. This registration fee is applicable for those only who intends to attend Master of Social Science Programme in the college.

Personal Expenditure

21. Messing in the Officers' Mess, telephone, water, gas and electricity charges are required to be paid in local currency by all Course Participants. Besides the above, charges for household items including the additional household items, servant, laundry, mess/ club subscription etc. are also to be cleared in local currency.

Annexes:

- A. Entitlement of Items for Overseas Course Participants' Accommodation (with family).
- B. Entitlement of items for Overseas Course Participants Accommodation (Single/ Bachelor Officer).
- C. Rates of Bills-Overseas Course Participant.
- D. Details of Charges-Overseas Course Participant Attending under 'On Payment' Protocol.
- E. Specimen of Name Tag.
- F. Specimen of Medical Fitness Certificate.

**ENTITLEMENT OF ITEMS FOR OVERSEAS COUSE PARTICIPANTS'
ACCOMMODATION (WITH FAMILY)**

| <u>1. Dinner Set.</u> | <u>Quantity</u> |
|---------------------------------|------------------------|
| a. Rice Plate | 6 |
| b. Half Plate | 6 |
| c. Quarter Plate | 6 |
| d. Soup Plate | 6 |
| e. Rice Dish (L) | 2 |
| f. Rice Dish (S) | 2 |
| g. Curry Bowl | 4 |
| | |
| <u>2. Tea Set.</u> | |
| a. Tea Cups and Saucer | 12 |
| b. Tea Pot | 1 |
| c. Milk Pot | 1 |
| d. Sugar Pot | 1 |
| | |
| <u>3. Drinking Set.</u> | |
| a. Jug | 2 |
| b. Glass | 12 |
| c. Mug | 3 |
| | |
| <u>4. Cutleries.</u> | |
| a. Table Spoon | 6 |
| b. Table Fork | 6 |
| c. Table Knife | 6 |
| d. Serving Spoon | 4 |
| e. Tea Spoon | 6 |
| f. Serving Spoon – Rice | 2 |
| g. Soup Spoon | 6 |
| | |
| <u>5. Bedding Items.</u> | |
| a. Pillow | 6 |
| b. Net Mosquito (Double) | 1 |
| c. Net Mosquito (Single) | 2 |
| d. Blanket | 2 |
| e. Pillow Cover | 6 |
| f. Bed Sheet (D+S) | 6 |

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| 6. | <u>Utensils.</u> | <u>Quantity</u> |
|----|-------------------------|------------------------|
| | a. Handi (8 Ltr) | 1 |
| | b. Handi (5 Ltr) | 3 |
| | c. Handi (3 Ltr) | 2 |
| | d. Tawa | 1 |
| | e. Frying pan | 1 |
| | f. Korai | 1 |
| | g. Pira and Belna | 1 |

| 7. | <u>Kitchen Items.</u> | |
|----|------------------------------|---|
| | a. Chopping Board | 1 |
| | b. Knife (Kuwi) Big | 1 |
| | c. Knife (Kuwi) Medium | 1 |

| 8. | <u>Electronics Items.</u> | |
|----|----------------------------------|---|
| | a. TV | 1 |
| | b. Washing Machine | 1 |
| | c. Refrigerator | 1 |
| | d. Micro Oven | 1 |
| | e. Rice Cooker | 1 |

9. An amount of Taka 7500.00 (Seven Thousand Five Hundred only) will be charged from all overseas Course Participants through their first month's mess bill as initial utility set up charge.

10. **Extra Bedding Items Issued to Officers with Charges.**

| Ser | Items | Quantity | Rates per Month |
|-----|-----------------------|----------|--------------------|
| 1. | Pillow (with cover) | 1 | Taka 10.00 |
| 2. | Net Mosquito (Double) | 1 | Taka 25.00 |
| 3. | Net Mosquito (Single) | 1 | Taka 20.00 |
| 4. | Blanket (Spl) | 1 | Taka 100.00 |
| 5. | Blanket (Normal) | 1 | Taka 35.00 |
| 6. | Bed Sheet (Single) | 1 | Taka 20.00 |
| 7. | Bed Sheet (Double) | 1 | Taka 25.00 |

Note:

1. **All items are used.**

**ENTITLEMENT OF ITEMS FOR OVERSEAS COUSE PARTICIPANTS'
ACCOMMODATION (SINGLE / BACHELOR OFFICER)**

| 1. <u>Crockeries (Per Flat).</u> | <u>Quantity</u> |
|--|------------------------|
| a. Rice Plate | 6 |
| b. Half Plate | 6 |
| c. Quarter Plate | 6 |
| d. Soup Plate | 6 |
| e. Rice Dish (L) | 2 |
| f. Rice Dish (S) | 2 |
| g. Curry Bowl | 4 |
| | |
| 2. <u>Tea Set (Per Flat).</u> | |
| a. Tea Cups and Saucer | 6 |
| b. Tea Pot | 1 |
| c. Milk Pot | 1 |
| d. Sugar Pot | 1 |
| | |
| 3. <u>Cutleries (Per Flat).</u> | |
| a. Table Spoon | 6 |
| b. Table Fork | 6 |
| c. Table Knife | 6 |
| d. Serving Spoon | 4 |
| e. Tea Spoon | 6 |
| f. Serving Spoon – Rice | 2 |
| g. Soup Spoon | 6 |
| | |
| 4. <u>Utensils (Per Flat).</u> | |
| a. Handi (5 Ltr) | 2 |
| b. Handi (3 Ltr) | 1 |
| c. Tawa | 1 |
| d. Frying pan | 1 |
| e. Korai | 1 |
| f. Pira and Belna | 1 |
| | |
| 5. <u>Kitchen Items (Per Flat).</u> | |
| a. Chopping Board | 1 |
| b. Knife (Kiwi) Big | 1 |
| c. Knife (Kiwi) Medium | 1 |

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6. **Electronics Items (Per Flat).** **Quantity**
- a. TV 1
 - b. Washing Machine 1
 - c. Refrigerator 1
 - d. Micro wave Oven 1
 - e. Rice Cooker 1

7. **Drinking Set (Per Head).**
- a. Jug 1
 - b. Glass 2
 - c. Mug 1

8. **Bedding Items (Per Head).**
- a. Pillow 2
 - b. Net Mosquito (Double) 1
 - c. Blanket 1
 - d. Pillow Cover 2
 - e. Bed Sheet 2

9. An amount of Taka 7500.00 (Seven Thousand Five Hundred only) will be charged from all overseas Course Participants through their first month's mess bill as initial utility set up charge.

10. **Extra Bedding Items Issued to Officers with Charges.**

| Ser | Items | Quantity | Rates per Month |
|------------|-----------------------|-----------------|------------------------|
| 1. | Pillow (with cover) | 1 | Taka 10.00 |
| 2. | Net Mosquito (Double) | 1 | Taka 25.00 |
| 3. | Net Mosquito (Single) | 1 | Taka 20.00 |
| 4. | Blanket (Spl) | 1 | Taka 100.00 |
| 5. | Blanket (Normal) | 1 | Taka 35.00 |
| 6. | Bed Sheet (Single) | 1 | Taka 20.00 |
| 7. | Bed Sheet (Double) | 1 | Taka 25.00 |

Note:

1. **All items are used earlier.**

RATES OF BILLS- OVERSEAS COURSE PARTICIPANTS1. **Accommodation/ Utilities.**

| Ser | Items | Charge/ Month | Charge/ Rent |
|------------|--|--------------------------|--|
| 1. | Maintenance and utility charge for overseas Course Participants staying in family quarter (excluding electricity bill) | 115 USD | <p>a. Applicable for all overseas Course Participants who are allotted with independent apartment in accommodation area.</p> <p>b. The consolidated service charge and subscription for the followings:</p> <ul style="list-style-type: none"> (1) Single AC (2) Refrigerator (3) Gas/ Micro Oven (4) Washing Machine (5) TV (6) Geyser (7) Gas Burner (8) Water Filter (9) Crockeries (10) Utensils (11) Security (12) Common space cleaning (13) Gas Bill (14) Water Bill (15) Mess Subscription (16) Sports Subscription (17) Breakage Charge (18) Ladies Club Subscription (19) Torch Magazine Subscription (20) Linen Charge <p>c. Electricity bill will be determined by the meter basing at DESCO rate.</p> |
| 2. | Maintenance and Utility Charge for Bachelor Overseas Course Participants (excluding | 75 USD | <p>a. Applicable for all overseas Course Participants who are allotted with a room in any apartment in accommodation area.</p> <p>b. The consolidated service charge and subscription for the followings:</p> |

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| | | | |
|----|---------------------|----------|---|
| | electricity bill) | | <p>(1) Single AC (1xPer Room)</p> <p>(2) Refrigerator (1xPer Flat)</p> <p>(3) Gas/ Micro Oven (1xPer Flat)</p> <p>(4) Washing Machine (1xPer Flat)</p> <p>(5) TV (1xPer Flat)</p> <p>(6) Geyser</p> <p>(7) Gas Burner</p> <p>(8) Water Filter</p> <p>(9) Crockeries (as mentioned in Annex B)</p> <p>(10) Utensils(as mentioned in Annex B)</p> <p>(11) Security</p> <p>(12) Common space cleaning</p> <p>(13) Gas Bill</p> <p>(14) Water Bill</p> <p>(15) Mess Subscription</p> <p>(16) Sports Subscription</p> <p>(17) Breakage Charge</p> <p>(18) Ladies Club Subscription</p> <p>(19) Torch Magazine Subscription</p> <p>(20) Linen Charge</p> <p>c. Electricity bill will be determined by the meter basing at DESCO rate.</p> |
| 3. | Satellite TV | 350 Taka | One time connection fee is 500 Taka. To be paid with the mess bill of first month. |
| 4. | Internet Facilities | 375 Taka | 2 MBPS Shared Bandwidth. |

Note:

1. The laundry charge and hair cutting charge will be paid to the service provider directly as per use/ service received by overseas Course Participants.
2. Electric charges are subject to change from time to time as per government rate received through MES bill.
3. Remote, battery and rice cooker replacement will not be done and to be paid by individual
4. All the household items are old/ used and replacement will only be done on payment by the individual.
5. All the charges are subject to change as per government rate.

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2. **Washing Charges.**

| Ser | Items | Charge/ Rent | Remarks |
|------------|-----------------------|---------------------|--|
| 1. | Net Mosquito (Double) | Taka 40.00 | Amount to be paid with the last month's mess bill before departure |
| 2. | Net Mosquito (Single) | Taka 30.00 | |
| 3. | Blanket | Taka 400.00 | |
| 4. | Pillow (With Cover) | Taka 15.00 | |
| 5. | Bed Sheet (Single) | Taka 20.00 | |
| 6. | Bed Sheet (Double) | Taka 30.00 | |

3. **Other Facilities and Charges.**

| Ser | Items | Charge/ Rent | Remarks |
|------------|--|---|----------------------------------|
| 1. | On payment transport bill (For School and Market) | Charged basing on KM run Micro 200 taka per hour Contact No: MTO: 01769-023316 & GSO-2 (Admin) 01769-023312 | For all Course Participants |
| 2. | Batman/ maid servants' salary in BOQ (If availed) | Taka 8000.00 per month (Approximate US\$ 100.00) | For Overseas Course Participants |
| 3. | Batman/ maid servants' salary in Family accommodation (If availed) | Taka 8000.00 per month (Approximate US\$ 100.00) | |
| 4. | Hair cutting (per pers) | Taka 100.00 per month | For BD Course Participants |
| 5. | Cable TV connection fee (200 channels) per Flat | Taka 500.00 once (To be divided among occupants of BOQ) | For all Course Participants |
| 6. | Cable TV subscription (per pers) | Taka 350.00 per month | |
| 7. | Washerman bill (Laundry) | Taka 350.00 per month for living with family Taka 250.00 per month per pers (for living in BOQ/Flat) | |

**DETAILS OF CHARGES - OVERSEAS COURSE PARTICIPANTS
ATTENDING UNDER 'ON PAYMENT' PROTOCOL**1. **Services.**

- a. Tuition - **US \$ 1400.000 per month**
- b. Accommodation - **US \$ 250.00** per month for single officer.
US \$ 500.00 per month for married officer living in married quarters.

2. **Personal Expenditure.** Messing in the Officers' Mess, telephone, water, gas and electricity charges are required to be paid in local currency by all Course Participants. Besides the above, charges for household items including the additional household items, servant, laundry, mess/ club subscription etc. are also to be cleared in local currency.

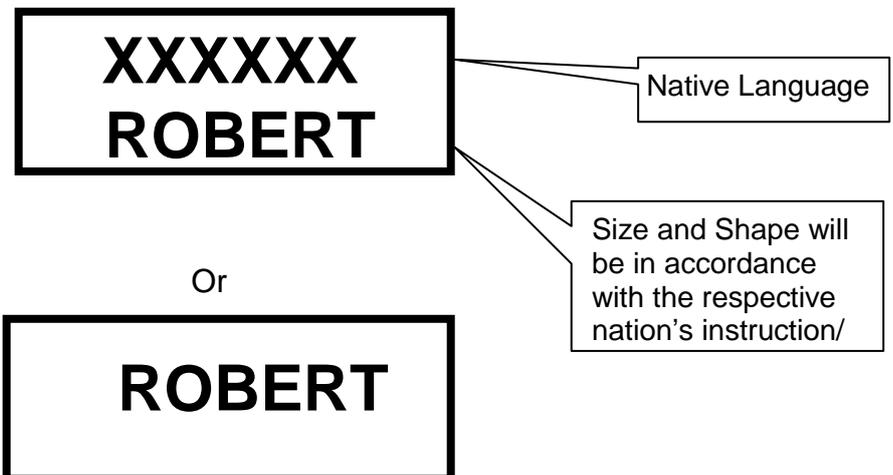
3. **Recovery of Charges (Where Applicable).** Claims for service charges covering tuition and accommodation are prepared towards the end of the course by DSCSC and forwarded to the local mission of the officer. Payment of bills by cheque/ draft in US \$ are to be made to the Defence Services Command and Staff College within 3 months of termination of the Course.

SPECIMEN OF NAME TAG

1. **Bangladeshi Course Participants.** A specimen of double named name tag is given below:



2. **Overseas Course Participants.** Dimension of name plate/ tag will be according to the existing instructions of respective Services/ Armed Forces/ Country. Name of the overseas Course Participants should be written in English Like the specimen above, in addition to his/her native language or only English would do.



MEDICAL FITNESS CERTIFICATE
FOR ATTENDING 'DSCSC 2021 – 22 COURSE'
AT DEFENCE SERVICES COMMAND AND STAFF COLLEGE (DSCSC)
MIRPUR, DHAKA, BANGLADESH

Personal No..... **Rank**.....

Name.....

Arms/ Services.....

Country.....

1. **Systemic Examination Report.**

a. Cardio Vascular System (Based on ECG/ Electro Cardiography)

b. Respiratory System (Mention Test/ Tests)

2. **Surgical/ Ortho Examination Report.**

.....
.....

3. **Ear, Nose and Throat (ENT) Examination Report.**

.....
.....

4. **Eye Examination Report.**

.....
.....

5. **Pathological Examination Report.**

a. Blood Group:

b. Urine Examination:

c. HIV Examination: Positive/ Negative (with Laboratory Report to be enclosed with date and signature of the doctor)

SECTION 17**TRANSPORT FACILITIES**

1. **General.** Being a training institution, DSCSC has a small fleet of different types of vehicles. MTO is the key contact for use of vehicles on training and administration. Beside the training activities, college transports are provided to the Course Participants on number of occasions which are given in the subsequent paragraphs.

2. **Transport for Medical Support.**

a. Emergency ambulance service from DSCSC Medical Inspection (MI) Room to CMH Dhaka, as and when required.

b. In addition to emergency ambulance, one bus and one coaster go to CMH Dhaka on every working day. Detailed timings are mentioned below:

| Ser | Start Point | Time | Transport | Patients | Remarks |
|-----|---------------|--------------------|-----------|-----------------------------|------------------------------|
| 1. | DSCSC MI Room | 0830 Hour | Bus | Other ranks | All office days and Saturday |
| 2. | CMH Dhaka | 1315 Hour | Bus | Other ranks | All office days and Saturday |
| 3. | DSCSC MI Room | 0900/ 1300 Hour | Coaster | Officers and their families | All office days and Saturday |
| 4. | CMH Dhaka | 1100/ 1300 Hour | Coaster | Officers and their families | All office days and Saturday |

3. **School Bus/ Coaster Service.** Details of school bus services are explained at Section 19.

4. **Bashundhara City/ Gulshan Bus Service.** No Course Participant is provided with amenity payment transport facilities. However, a bus goes to New Market on group amenity (every alternative Friday) payment during the weekends. It starts from 'Ready Mart' canteen area at 1530 hour and returns from New Market at 1930 hour. Conveyance is **Taka 10.00** per head. In addition, a coaster is provided every Saturday at 1100 hour for overseas Course Participants for going to Gulshan/ Jamuna Future Park. The coaster returns at 1600 hour. The minimum number of passengers in both the cases must be above 10.

5. **Miscellaneous.**

a. Course Participants are given lift from residential area to the College Academic Building by the college bus during inclement weather.

b. For attending college functions/ ceremonies or social evening/ ladies club activities, separate transport arrangements are made as per timing of weekly training programme. The start point is 'Ready Mart' for DSCSC residential area.

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c. Officers may avail transport on group amenity payment for attending parties/ functions organized by syndicates once in a term. Written demand of transport is to be routed through Syndicate DS.

d. Officers and their families may avail bus/ coaster for shopping at CSD, Dhaka Cantonment. Transport is detailed for this purpose on first Tuesday of each month. The vehicle departs from '**Ready Mart**'.

e. In addition to DSCSC transport facilities explained above, other public transport facilities available at Dhaka City are given at Annex A to this section for your information. These transport companies run on payment as per the rates fixed by their authority.

6. **Transport Services for Overseas Course Participants.** In addition to the above facilities/ services, overseas Course Participants may avail college transport on the following occasions:

a. Hazrat Shahjalal International Airport to DSCSC on first arrival only and during term end leave.

b. On final departure from Bangladesh at the end of the course they will be provided transport to the airport.

c. Transport will be provided for group of officers twice in the first week of their arrival for finalising banking and other necessary formalities.

d. For attending respective National Day function.

e. Officer referred to Dhaka CMH will avail routine transport.

f. **Other than the requirements mentioned above, vehicle support will be provided to the overseas Course Participants as per the existing agreement between Bangladesh and respective country.**

g. In no way unauthorised driver like batman should be allowed to drive vehicle inside college premise.

7. **Private Transport.** Officers having private transports are to abide by the following instructions:

a. College sticker to be fixed on the left top of the windscreen. MTO to be contacted for collection of sticker on free of cost. Sticker also must be returned at the end of the course.

b. All cars used/ parked inside DSCSC premises by Bangladeshi Course Participants must be owned (documented) by individuals and stickers will be issued against this course only.

c. Speed limit mentioned in the road signs/ instructions to be adhered to.

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d. No parking is allowed under the porch or on the grass or in a traffic circuit. Only earmarked parking spaces are to be used.

e. Cars must be washed at the car washing point (near building no - 140) only. Space in front of the accommodation or any other place must not be used for this purpose.

f. Any accident/ incident inside or outside the college related to private cars should be intimated to GSO-1 (Admin)/ GSO-2 (Admin) immediately.

g. No Course Participant is allowed to park in the college area without proper authorization/ allocation of parking space.

8. **Driving License**. Officers must be in possession of valid international driving license or a license from Bangladesh Road Transport Authority. This is mandatory for driving in Bangladesh.

9. **Rental Microbus**. DSCSC, Mirpur Cantonment has purchased a brand new (reconditioned) Microbus (TOYOTA NOAH HYBRID) for usage of Course Participants. Rent of Microbus is appended below:

| Ser | Users | Time Limit | Time | Rent | Tips for Driver |
|-----|---------------------------------|------------|------------------------|----------------|-----------------|
| 1. | Bangladeshi Course Participants | 08 hours | 0600-1400 1600-0000 | 600.00+ Fuel | 100.00 |
| | | 01 Day | 0600-0000 | 1,000.00+ Fuel | 100.00 |
| 2. | Overseas Course Participants | 08 hours | 0600-1400 1600-0000 | 1,000.00+ Fuel | 100.00 |
| | | 01 Day | 0600-0000 | 1,500.00+ Fuel | 200.00 |

Annex:

A. Transport Facilities in Dhaka City.

TRANSPORT FACILITIES IN DHAKA CITY

1. A list of transport facilities available in Dhaka City is highlighted below for your kind information:

- a. Yellow AC Taxi Cab (Trust, Toma, etc).
- b. Double Decker Bus.
- c. AC/ Non-AC Bus.
- d. CNG Operated Baby Taxi.
- f. UBER taxi service.
- g. PATHAO motor cycle service.

2. **Telephone Number (Trust Transport).**

- a. Office - 8712229.
- b. Control - 01755667171 or 01769026444.

SECTION 18

LEAVE – COURSE PARTICIPANTS

1. **General.** Course Participants may avail leave during the term break/ vacation or any other holidays declared by the College. College discourages all Course Participants (Bangladeshi and Overseas) to avail leave during training hours/ days. No leave will be granted during the training periods except on extreme compassionate cases. Request for extension of leave is not expected from any Course Participant. Leave request is to be made in writing duly signed by individual concerned in the leave request register and approached through the concerned DS. After termination of the course 15 days part of privilege leave will be granted to all Bangladeshi Course Participants from respective Services Headquarters except in case of service exigencies.

2. **Leave – Overseas Course Participants.** Overseas Course Participants may avail non-scheduled leave on extreme compassionate ground only. However, it should be kept in mind that any leave during training periods will cause missing of classes. This will be recorded to take the account of missed percentage of classes. Leave policy is appended below:

a. Course Participants may avail leave during the term break/ vacation or any other holiday declared by the college. They need not to apply for availing such leave.

b. If the overseas Course Participants want to avail leave outside Bangladesh during on going terms due to unavoidable circumstances, they need to put up the leave request in writing 15 days earlier with the original copy of No Objection Certificate (NOC) from respective Embassy/ High Commission. However, overseas Course Participants may proceed on leave in extreme emergency/ situations with the verbal approval from the respective Embassy/ High Commission and sanction from the college authority. In that case, the said leave has to be duly approved 'Post-facto' after the concerned officer has availed the same.

c. Please note that issue of NOC by the embassy does not automatically bind the DSCSC authority for sanctioning the leave of absence of the applicant Course Participant. College authority reserves the exclusive right for sanctioning leave.

d. As DSCSC is a full residential Course, overseas officers are not permitted to leave Bangladesh during weekends/any other government holidays without the permission of the college authority following the above mentioned procedure. Such absence will be treated as Absent Without Leave (AWOL).

e. Leave request is to be made in writing by own hand stating the reason and showing the entire period of leave of absence (including holidays).

f. Course Participants on medical disposal like (Sleep in Quarters, Sick Leave etcetera) are not permitted to leave Bangladesh without following the stipulated procedure. Absence on such cases will be treated as AWOL.

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g. One may proceed to leave only after getting leave certificate from the college.

h. One has to put up leave request to his/ her syndicate Directing Staff (DS). Channel of processing leave request is: DS (Directing Staff)→SI (Senior Instructor concerned)→CI (Chief Instructor).

j. Officers are requested not to embarrass the institution by asking leave during the training period for recreational purpose.

3. **Leave Certificate.** Upon approval of the leave by CI (Chief Instructor), leave request will be forwarded to GSO-2 (SD) office for issuance of leave certificate. Anyone proceeding on leave without a leave certificate will be considering as AWOL. **Anyone going out of Bangladesh without leave approved by appropriate authority will warrant withdrawal from the course.**

SECTION 19**SCHOOL FOR CHILDREN****School for Children**

1. **Torch Kindergarten.** “Torch Kindergarten” is an English medium school located within the residential area of DSCSC. The College runs this school basically for the children of officers of the College only. Classes include Play Group, Nursery, KG, Standard I and Standard II. For grown up children, there are other local English medium schools in Dhaka city and Cantonment area. Overseas Course Participants may contact GSO-2 (SD) and GSO-2 (Aca) for admission of their children to such schools.

2. **Admission.** Course Participants need to fill in the required format of the In-processing Data Form to avail the facilities of Torch Kindergarten. Officers have to personally contact with the other school authority for admission formalities. Schedule for admission in Torch Kindergarten for 2021-22 sessions is as under:

- | | |
|--|--|
| a. Distribution of Admission Form and Prospectus | : 09 and 10 March 2021 (0900-1300 hours). |
| b. Submission of Admission/Readmission Form | : 11 March 2021 (0900 -1300 hours). |
| c. Admission, Collection of books and stationery | : 14 and 15 March 2021 (0830-1330 hours). |
| d. Orientation | : 16 March 2021 at 0900 hours. |
| e. Class starts | : 18 March 2021 at 0815 hours. |

School Bus Service for Children

3. The details of the school transports, pick-up/ drop-off points, pick-up times and specified schools are given below:

- a. **DSCSC Bus.** This is the main transport service for children studying in Dhaka Cantonment schools. The pick-up points are ‘**Ready Mart**’ canteen area and the DSCSC Mosque area at 0650 hours on every school day. This bus covers the following schools:

| Ser No | Name of School | Location |
|--------|---|------------------|
| 1. | Adamjee Cantonment Public School and College | Dhaka Cantonment |
| 2. | Shaheed Bir Uttom Lieutenant Anwar Girls School and College | Dhaka Cantonment |
| 3. | Cantonment Girls Public School, Dhaka | Dhaka Cantonment |
| 4. | Shaheed Ramij Uddin High School and College | Dhaka Cantonment |

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b. **DSCSC Coaster Service.** This is primarily for the children of the officers studying in the English medium schools. The pick-up/ drop-off point is near the 'Ready Mart' canteen area and the pick-up time is 0655 hours. Schools covered are:

| Ser | Name of School | Location |
|-----|---|---------------------------|
| 1. | Bangladesh International School and College | DOHS, Mohakhali |
| 2. | Bangladesh International School | Nirjhar, Dhaka Cantonment |

c. **DSCSC Microbus Service.** This service is primarily for the children of the officers studying in the schools mentioned below. The pick-up/ drop-off point is 'Ready Mart' canteen area and the pick-up time is 0720 hours.

| Ser | Name of School | Location |
|-----|-------------------------------|-----------------------------|
| 1. | BAF Shaheen School, Tejgaon | Tejgaon, Dhaka |
| 2. | BAF Shaheen School, Kurmitola | Kurmitola, Dhaka Cantonment |

d. **Microbus/ Jeep.** One Microbus/ Jeep is primarily detailed for the children of the officers studying in Mirpur Cantonment Public School and College. Another Microbus/ Jeep is detailed for the children of the officers studying in Proyash School.

4. **Timing and Routes.** The timings and routes have been worked out after many trials and errors. Any change desired for addressing individual requirement may create inconvenience for the other. The capacity of the buses is also inadequate at times depending on the number of school going children travelling.

5. **Identity Card System in School Bus.** Course Participants are welcomed to avail the existing school bus services for their children (please bear with minor inconveniences for the community interest). No attendant is permitted to accompany children due to shortage of seats. The parents of Course Participants willing to avail school bus services for their children have to submit the particulars of their children along with two copies of photograph to MTO so that necessary Identity Card can be issued.

6. **Transport Charge.** Taka 35.00 per month will be charged for each child availing the transport service.

SECTION 20

OTHER ADMINISTRATIVE FACILITIES/ SERVICES

Medical Facilities

1. One medical specialist, a gynaecologist, a dentist, a child specialist and a lady doctor are available from 0800 to 1430 hour on working days in the Medical Inspection (MI) Room of the College. The MI Room remains open round the clock with a medical assistant on duty. In the College MI Room routine medical check-up and outdoor treatment of ordinary ailments are provided. Ambulance services are available for evacuation of sick/ casualties from residence to MI Room. Serious patients are evacuated to the CMH Dhaka. Medical facilities at the military hospitals are free for all Bangladeshi Course Participants and their families as prescribed in the Service Rules of Bangladesh. In case of overseas Course Participants, only their spouse and children are entitled to get medical facilities besides them. Officers intending to report sick must take permission from his Syndicate DS and inform Syndicate Leader/ any other course member of the syndicate. The officer reporting sick must clearly know his/ her medical disposal given by Staff Surgeon. If no disposal is given an officer must join his/ her class. In case a disposal is given, this must be informed to Teaching DS and also Syndicate Leader/ any member of the syndicate. Following facilities are also available in MI Room:

- a. ECG.
- b. Ultrasonography.
- c. Dressing.
- d. Dental surgery.

Cable TV

2. The College provides Cable TV connections in officers' quarters. It has the provision of more than 200 channels. Every subscriber has to pay Taka 500/- (Non-refundable) as initial connection charge. **Taka 350.00** per month is to be paid as monthly line rent. Officers should contact GSO-2 (Com) in this regard.

Telephone/ Fax

3. Mirpur military exchange is presently providing telephone services to the office complex and residence of the permanent staffs. From DSCSC Course 2013-2014 all Course Participants are given with a military telephone connection in their residence from newly procured digital exchange of Mirpur Cantonment.

4. Overseas Course Participants may be provided with telephone if desired. Charge levied by the telephone authority to be deposited to account section each month. In this regard they should contact GSO-2 (SD).

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5. Some useful Telephone numbers are given at Annex A to this section.

Postal Service

6. All officers will receive their incoming mails in their respective lockers. Overseas Course Participants willing to mail their letters within Bangladesh or outside Bangladesh may go to the College Campus Post Office located between Sports Complex and Officers' Mess. For detailed information regarding this, overseas Course Participants may contact GSO-2 (SD).

7. The postal address of the College is:

Defence Services Command and Staff College
Mirpur Cantonment
Dhaka - 1216
Bangladesh

8. **FAX/ E-mail Address:**

- a. **Military Exchange: +880-2-8000345**
- b. **FAX : 880-2-9011450**
- c. **E-mail : info@dscsc.mil.bd**
- e. **Website : www.dscsc.mil.bd**

Banking Service

9. There is a branch of the 'Sonali Bank' (Nationalized Bank) and 'Trust Bank Ltd' located near Military Police Gate No-1. Overseas Course Participants may get the service from this local bank. However, officers willing to open account in other international banks located in Gulshan and Motijheel may contact GSO-2 (SD). Following overseas banks operate in Dhaka:

- a. **Standard Chartered Bank**
67 Gulshan Avenue,
Gulshan Dhaka1212
Telephone: 8833003-4
- b. **Habib Bank**
South Avenue Tower (1st Floor)
Gulshan -1, Dhaka -1212
Telephone: +8802-9883505, 9884954
Fax: +8802-9883064
- c. **American Express**
18-20, Motijheel Commercial Area, Dhaka-1000
Telephone: 9561751-2, 9561496-7
Telex: 632305. AEDBGT. FAX: 880-2-861380.

- d. **HSBC**
SWIFT: HSBC BD DH
House SWG 2 (Corner of Road No-5)
Gulshan Avenue, Dhaka-1212
Telephone: 8802-966447, Ext: 162
Fax: 8802 8817604

- e. **Citibank**
8 Gulshan Avenue,
Gulshan-1
Dhaka 1212 BD
Telephone: 8833567

- f. **Commercial Bank of Ceylon**
Hadi Monsion,
2, Dilkhusha Commercial Area
Dhaka-1000
Telephone: 7114125

Batman/ Maid Servants

10. **Instructions for Bangladeshi Course Participants.**

- a. Employment of batman/ maid is Course Participants' individual responsibility. Their conduct, discipline, behaviour and dress must be controlled/ checked by the officers themselves to avoid any untoward incident. Maid/ batman must be instructed and advised not to play in the children's play ground and not to sit under the umbrella in the residential areas. Officers are requested to advise their domestic employees to conduct in an appropriate manner.

- b. Officers are to submit the list and bio-data of their batman/ maid servant along with two copies of passport size and one copy stamp size photographs to GSO-2 (Admin) within 1st week of arrival for issue of temporary security pass. Employing part time maids are discouraged. However, in unavoidable circumstances, if employed, officers are to arrange pass for them, from the GSO-2 (Admin).

11. **Instructions for Overseas Course Participants.**

- a. The College has the provision to provide batman/ maid facility for the overseas Course Participants on monthly payment.

- b. Officers living in the BOQ can have batman (male servant) only.

- c. Officers living with family in the married accommodation can employ batman/ maid or both, through college authority.

- d. Officers living at BOQ can employ a batman at a rate of **Taka 8000.00** (Approximate US\$ 100.00) per month.

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- e. Officers living at family accommodation can employ a batman/ maid at a rate of Taka **8000.00** (Approximate US\$ 100.00) per month (Maid only for officers living with family).
- f. The batman of a single officer will live in the batman's accommodation attached to the BOQ. They may have food from the civilian mess of the college on payment. The expenditure is to be borne by the individual batman.
- g. Officers living with family may keep their batman/ maid in their respective accommodations up to **2000** hour. Batman/ maid will not be allowed to stay overnight at officer's accommodation.
- h. Batman/ maid should be given at least one day rest/ break once in a week.
- j. Batman/ maid provided by the college is verified by the Police, medically examined and is issued with security passes. As such, overseas Course Participants are requested not to employ or manage any other batman/ maid servant/ employee including driver at their own for the security reason. Officers desiring to change them may inform the GSO-2 (Admin) in writing and will have to wait for a period of minimum 07 days for necessary action/ replacement.
- k. Employing part time maids are discouraged, and can only be employed through GSO-2 (Admin).
- l. If any overseas Course Participant intends to bring maid servant of foreign nationality, then it should be notified to the college before their arrival. Necessary documents e.g. photo copy of passport, Bangladeshi visa, Bio-data with photo etc. should be sent to the college for clearance.

Laundry Services

12. **Location.** Laundry shop is located beside the 'Ready Mart' canteen.
13. **Services Charge Rate.** An amount of **Taka 350.00** for married officers and **Taka 250.00** for single officers is to be paid to the laundry contractor per month for washing of uniform and pressing of all types of clothes. However, the laundry will press not more than 10 pieces of clothing per officer per day. Officers are to pay for washing of other clothes except uniforms.
14. **Single Item Rates.** Officers not willing to avail the monthly services may get clothing washed and pressed as single items. The washing and pressing charges for single item of clothing are as under:

| Ser | Items | Washing and Pressing Charge | Only Pressing Charge | Only Washing Charge |
|-----|---------------------|-----------------------------|----------------------|---------------------|
| a. | Uniform | 6.00 | 3.00 | 3.00 |
| b. | Suit (Complete) | 7.00 | 7.00 | |
| c. | Trouser (All types) | 6.00 | 3.00 | 3.00 |

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| | | | | |
|----|---------------------------|--|-------|-------|
| d. | Shirt (All Types) | 6.00 | 3.00 | 3.00 |
| e. | Saree (Other than cotton) | 8.00 | 6.00 | 2.00 |
| f. | Bed Sheet (Single) | 15.00 | 5.00 | 10.00 |
| g. | Bed Sheet (Double) | 20.00 | 5.00 | 15.00 |
| h. | Bed Cover | 10.00 | 3.00 | 7.00 |
| j. | Pillow Cover | 5.00 | 2.00 | 3.00 |
| k. | Mosquito Net (Single) | 20.00 | 8.00 | 12.00 |
| l. | Mosquito Net (Double) | 30.00 | 10.00 | 20.00 |
| m. | Children's Net Clothing | 5.00 | 2.00 | 3.00 |
| n. | Curtain (Per Piece) | 12.00 | 4.00 | 8.00 |
| p. | Blanket (Dry Wash) | Prevailing dry wash rate in the market | - | - |

15. **Service Time.** The laundry services will be available every day from 0600 to 1000 hour, 1530 to 2030 hour. Laundry will remain closed on the day before holidays. Handing over/ receipt of clothes to and from the laundry to be arranged by the officers at their own arrangement. Course Participants will not use any laundry man for carrying their clothes.

16. **Outside Facilities.** Course Participants may also avail laundry facilities for dry cleaning from outside under own arrangement, though it is discouraged due to COVID situation. Following are few of the dry cleaning/ laundry shops available in the city:

- a. BAND BOX, Arong Building, Mirpur Road.
- b. ISHIYA, Pallabi, Mirpur-11.
- c. TOPCLEAN LAUNDRY SERVICE
CSD, Dhaka Cantonment.
- d. HOTEL RUPOSHI BANGLA
Kazi Nazrul Islam Avenue.
- e. THE WESTIN HOTEL
Gulshan-2, Dhaka.
- f. THE REGENCY HOTEL
Airport Road, Nikunja-2, Dhaka-1229.
- g. TOPCLEAN LAUNDRY SERVICE
Mirpur DOHS.

Canteen Facilities

17. A privately owned canteen named 'READY MART' is located in the residential area. Items of daily necessities including perishables are available at reasonable price. Demand may be placed to the canteen for the items not readily available. Any

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complaint regarding the price/ quality of items sold in the canteen may be endorsed in the complaint/ suggestion register kept in the canteen.

Shopping Facilities

18. Duty free sales and display centres are located at Hazrat Shahjalal International Airport, Mohakhali and Gulshan within Dhaka City. Besides, there are number of shopping centres in the city, namely New Market, Stadium Market, Baitul Mokarram, Jamuna Future Park, Bashundhora City, Eastern Plaza, Rapa Plaza, Rifle Square, Century Arcade, Paltan Super Market, Bishal Centre, Mouchak, Banani Super Market, Gulshan, Rajdhani Super Market and many more (Bongo Bazaar could be your market of interest for ready-made garments).

Hair Cutting Facilities

19. Barber will be available in the barber shop located in 'Ready Mart' Canteen Area as per the schedule mentioned below:

| Ser | Day | From | To | Remarks |
|-----|-------------------|-----------|-----------|---|
| a. | Saturday | 0800 hour | 1200 hour | Timing may vary due to COVID-19 situation |
| | | 1600 hour | 2000 hour | |
| b. | Sunday | 1600 hour | 1900 hour | |
| c. | Monday | Closed | Closed | |
| d. | Tuesday- Thursday | 1600 hour | 1900 hour | |
| e. | Friday | 0800 hour | 1200 hour | |

20. The rate is monthly Taka 100.00 per person for Bangladeshi officers residing inside college. Barber service will not be available at residence/ BOQ.

Tailor Counter

21. A Tailor Counter near laundry remains open daily from 0900 to 1200 hour and 1600 to 2000 hours to take order and give delivery. Course Participants are to pay at the rate available with Tailor Counter for any kind of tailoring service.

Annex:

A. Some Useful Telephone Numbers of Permanent Staff Officers of DSCSC.

**SOME USEFUL TELEPHONE NUMBERS OF PERMANENT STAFF
OFFICERS OF DSCSC**

- | | <u>Army</u> | <u>Civil</u> |
|--|--|--------------|
| 1. <u>Mirpur Army Exchange.</u> | 902 followed by desired extension number | 8000345 |
| 2. <u>Dhaka Army Exchange.</u> | 901 followed by desired extension number | 8871234 |
| 3. <u>Some Useful Numbers of Permanent Staff Officers of DSCSC.</u> | | |

| Ser | Appointment | Telephone Number | Cell Phone |
|-----|--|----------------------|-----------------|
| a. | Col GS | +880-2-8000345/ 3330 | +8801769-023330 |
| b. | Col Admin | +880-2-8000345/ 3306 | +8801769-023306 |
| c. | GSO-1 (Trg) | +880-2-8000345/ 3766 | +8801711-858816 |
| d. | GSO-1 (Admin) | +880-2-8000345/ 3762 | +8801769-023762 |
| e. | GSO-2 (Admin) | +880-2-8000345/ 3308 | +8801769-023308 |
| f. | GSO-2 (Mess) | +880-2-8000345/ 3312 | +8801769-023312 |
| g. | GSO-2 (P&C) | +880-2-8000345/ 3334 | +8801769-023334 |
| h. | GSO-2 (SD) (Overseas Course Participant's coordinator) | +880-2-8000345/ 3336 | +8801769-023336 |
| j. | Quarter Master | +880-2-8000345/ 3314 | +8801769-023314 |
| k. | MTO | +880-2-8000345/ 3316 | +8801769-023316 |
| l. | MT Control | +880-2-8000345/ 3316 | +8801730-428024 |
| m. | Staff Surgeon, DSCSC | +880-2-8000345/ 3460 | +8801769-023460 |
| n. | MI Room | +880-2-8000345/ 3360 | +8801769-055783 |
| p. | Combined Military Hospital, Dhaka Cantonment | +880-2-8871234/ 4999 | |

SECTION 21

MISCELLANEOUS ADMINISTRATIVE INSTRUCTIONS

Religious Rights

1. In the College premises, we have a beautiful mosque where the Muslims may offer their prayers. Besides, number of temples, pagodas and churches are located in the city where the Hindu, Buddhist and Christian officers may offer their prayers respectively. GSO-2 (SD) may be contacted for the location of churches/ pagodas/ temples.

Guests

2. Bangladeshi Course Participants are free to entertain guests at their houses/ mess except foreigners. Single officers may entertain guests in the mess with the permission of the Col Admin. Lady guests are not allowed to stay overnight in the mess.

Area Maintenance

3. All officers are expected to be mindful in maintaining the college and residential area in the best possible manner. All efforts will be made by the college to maintain a high standard in this regard. However, whole-hearted cooperation of all will be required to keep the area clean. All are requested to adhere to the followings:

- a. Officers should ensure that garbage/ other disposal are properly put in the garbage box regularly. Please do not keep the garbage in front of the building at any time.
- b. Servants must be instructed not to carry the garbage openly. Throwing garbage in any place of the college is strictly prohibited. Please instruct your maid/ batman not to throw garbage bags through the windows of the kitchen.
- c. Officers are also requested to use the rooftops for clotheslines. Inconvenience, if any, caused by doing so must be accepted for the sake of clean and healthy community living.
- d. Officers are advised not to keep packing materials, i.e. wooden/ steel boxes, crates etc. in the staircases and under the porch.

Plantation

4. The College regularly participates in annual nationwide plantation programme as well as occasional beautification programme since 1977. The College has a total area of 104.24 acres. Plantation is done every year. Course Participants are requested to take special care of small plants/ saplings in the college area. Please instruct your children and batman/ maid servants not to damage or uproot any plant/ sapling. No one is allowed to pluck flowers from the garden.

Miscellaneous

5. **Dealing with Troops and Civilians.** Please contact respective staff officers for all your requirements, be it training or administrative. You are instructed to follow the procedure strictly and receive orders only from the concerned staff officer/ DS.
6. **Pay and Allowances.** Bangladeshi Course Participants' pay and allowances including travelling/ daily allowance may be claimed through Accounts Section. Overseas Course Participants may contact their respective embassy/ high commission. However, the college will always extend help, if needed. GSO-2 (Accts) may be contacted for any kind of financial matter.
7. **All Bangladeshi Course Participants are requested to bring 06 (blank) Form D from their respective Units.**
8. **Nor'-Wester.** Nor'-westers may hit places of Bangladesh between March and June and may cause considerable damages to life and properties. As such, you are requested to be careful about nor'-wester, specially for the preservation of the glass doors and windows of residential accommodation and mess. It is advisable that in your absence, doors and windows be kept closed.
9. **Angling.** Although there are two lakes in the college premises but you are not allowed to go for angling in these lakes. Please instruct your children also accordingly.
10. **Complaint Register.** There are complaint registers available at Ready Mart Canteen, Barber Shop, Dhobi Shop and Tailor Shop. You can endorse your complaints, if any. (For overseas Course Participants, a separate complaint register is held in Course Participants' tea space)
11. **Forbidden Possessions.** Officers are forbidden to bring any of the following:
 - a. Dogs or other pets.
 - b. Fire-arms and ammunition.
12. **Clearance Certificate.** All officers will be required to get necessary clearance from concerned branch, wing, section, office and stores before leaving the college. All need to access the 'Check out' form online in syndicate room as per guideline given in the software. The online form will show the list of items issued and bills to be paid. All need to accordingly deposit back the issued items and pay the bills (if any). Then you are to collect a hard copy from GSO-2 (P&C) office and deposit it to GSO-2 (Admin). Finally you will be issued with the movement order. You are also requested to inform the Barrack NCO/ MES personnel who will remain present during your departure to get the keys.

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SECTION 22

SECURITY

1. **Security of Personnel.** Personal security is primarily individual responsibility. You are requested not to allow your children to go near the water lines of the lake or rowing boats without an adult male swimmer accompanying them. No one is allowed to climb trees in the college. Parents must take adequate care of their children and instruct their batman/ maid servants accordingly. Children are not allowed to go to roof of the building as this may be hazardous. The College gives security pass to all civilian employees including MES personnel.

2. **Security of Materials and Information.**

a. You are requested to keep your valuable materials under lock and key so that those articles remain out of reach of servants/ maid servants or any other outsider.

b. If you send some item for any purpose out of the college through your batman/ maid/ or anyone else, please give a written chit. Regimental Police (RP) in the gate will inspect/ inquire about this whenever they will feel necessary. Remember, they are on duty for security reasons and you must comply with the instructions. All are expected to assist the RP to discharge their duties for your safety and security.

c. All printed matters issued to the Course Participants are confidential/ restricted and copy numbered. All papers issued to the Course Participants either by the P&C Cell or the DS are to be returned. Any loss of exercise papers is to be reported to the Col GS immediately.

d. At the end of the course, Course Participants may retain some of the Staff College précis and publications unless otherwise instructed to return, but they must be safeguarded.

e. When the précis are no longer required they should be burnt or destroyed as classified waste under college arrangement. Under no circumstances they should be treated as routine waste. At the end of the course all such précis will be centrally destroyed under the responsibility of the Admin Branch.

f. All exercise folders and connected papers issued to Course Participants are to be returned to respective Wing's précis section by syndicate leaders without any discrepancy.

f. Précis room, reproduction area, Computer Cell (except computer lab), GSO-2 (SD) Clerk and P&C Work Station are 'OUT OF BOUND' for all Course Participants.

3. **Identity Card.** The Training Branch issues a temporary identity card to all overseas Course Participants on arrival. It is to be returned on termination of the course. You are requested to take care about its security. Any loss of the identity card must be informed to GSO-1(Trg) immediately. Regarding identity card of batman/ maid,

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all officers have to apply in written form (which is available with Admin Branch, Civil Section) within 10 days from the date of joining.

4. **Opening of Syndicate Rooms**. Course Participants who wish to open their syndicate rooms during off hours may do so with permission from GSO-2 (TS) or Syndicate DS. Officers are to draw the keys from Duty Clerk and deposit it back on completion of the job. The officer drawing the key must sign the key register with the duty clerk.

5. **Security of Access**. At the college entrance gate, a uniformed person is posted. He will verify the identity of all persons who wish to enter the college and he allows only such persons to enter who is either belong to the college or want to visit a college staff/ Course Participant.

6. **Standing Order/ Standing Operating Procedure (SOP)/ Instructions of DSCSC**. All Course Participants are requested to go through the Standing Orders, SOPs and additional instructions issued by the College in the arrival folder and also issued time to time at later stages.

7. **Security Clearance for Overseas Course Participants and Their Family Members**. Family members accompanying the overseas Course Participants from the beginning will have to send the scanned copy of passport of their family members to **sd@dscsc.mil.bd** before their arrival. For those foreign Course Participants whose family members are not accompanying them from the beginning, rather will come during the course, will have to obtain security clearance from Directorate General of Forces Intelligence (DGFI). This would be done through SD Section of the college. To obtain security clearance, photocopy of passport and other details of their family members will have to be provided to SD section of DSCSC before 30 days of their tentative arrival date in Bangladesh.

SECTION 23

MESS FACILITIES AND MESS RULES

Mess Facilities

1. DSCSC Officers' Mess provides food and accommodation to bachelor officers and officers attending the course without their families. The Officers' Mess of the college has an Ante Room, a Ladies Room and a Billiard Room. All college staffs, Course Participants and their wives can use the mess. Single officers dine here. No alcohol is available, neither is allowed in the Officers' Mess. Apart from dining members, others may also avail the normal mess facilities. For details, officers are requested to go through the Mess Rules explained in the subsequent paragraphs.

Mess Rules

2. The Mess Rules of DSCSC are similar to other Services Officers' Mess Rules. The important ones, that mention about the officers' privilege, officers' conduct in the mess and some of the important DOs and DON'Ts which affect the routine mess life, are highlighted here. Officers should read the Mess Rule Book and abide by them. Ignorance will not be accepted as an excuse for any infringement. The Rule Book is available with the GSO-2 (Mess).

3. **Mess Committee.** Management of the mess lies with the President Mess Committee (PMC). The committee consists of following:

- a. President : Colonel Administration.
- b. Mess Secretary : GSO-2 (Mess).
- c. Food Member : Elected from the dining in members.
- d. Café & Garden Member : Elected from the college staff/ Course Participants.
- e. Entertainment Member : Elected from the college staff/ Course Participants.

4. **Control of Mess Staff.** Officers other than members of the Mess Committee shall not order the mess staff regarding the routine functioning of the mess. Complaints, if any, should be referred to the PMC, Mess Secretary or to a member of the Mess Committee.

5. **Mess Meeting.**

- a. Mess Meetings should be held once in six months or as ordered by the Commandant. The following officers will attend:
 - (1) All members of college staff.
 - (2) All dining members.
 - (3) Course leaders.

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- (4) All syndicate leaders.
- b. Course Participants are to give their points through their syndicate leader or course leader.
- c. Notice for the meeting is to be published well in time so that all members can submit proposals to the PMC in writing at least 48 hours prior to the meeting.
6. **Messing.** Actual expenditure on daily messing will be charged as per daily messing register and marketing register.
7. **Mess Cafe.** A charge/ profit on Mess Cafe items may be made, not exceeding 2%.
8. **Mess Bills.** The Mess Secretary shall issue the monthly mess bills by 5th of each month. Course Participants are to clear their mess bills by the 10th of the each month. No part payment will be accepted. The PMC is to report, in writing, to the Commandant, if any officer fails to pay his bills in time. All Course Participants must settle their accounts before departing from the college. Errors in mess bills are to be brought to the notice of the Mess Secretary within 48 hours on receipt of the bill.
9. **Rolling Money.** All Course Participants will pay Taka 3000.00 in advance after joining the college. This will be adjusted with the mess bill before they depart from the college.
10. **Extra Duty Pay.** There will be occasions when extra duty pay has to be paid to the members of the mess staff. For service by mess staff, officers can use following number of mess staff in their personal parties where charges will be applicable (as mentioned in following Sub-para a and b).

| Number of Guest | Mess waiter | Cook | Mashalchi | Non-Combatants |
|-----------------|------------------------------|-----------------------------|-------------|----------------|
| Less than 50 | 3 | 3 (including one Head Cook) | 1 | 1 |
| 50-100 | 6 (including one Mess Chief) | 5 (including one Head Cook) | 3 | 2 |
| 100 and above | one for every 20 guest | As required | As required | As required |

- a. For each personal party, officer has to pay the service charges as follows:
- (1) Head Cook -Taka 300.00.
- (2) Mess Waiter/ Cook/ Mashalchi/ Non-Combatants-Taka 200.00 per person.
- b. For each official party, mess staffs will get the following service charge:
- (1) Head Cook -Taka 200.00.
- (2) Mess Waiter/ Cook/ Mashalchi/ Non-Combatants-Taka 100.00 per person.
11. Sitting lunch/ dinner is not allowed in personal party.

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12. **Meal Timings.** Meal timings are:

a. **Breakfast.**

- | | | |
|-----|--------------|--------------------|
| (1) | Working days | 0645 to 0715 hours |
| (2) | Holidays | 0800 to 0900 hours |

b. **Lunch.**

- | | | |
|-----|--------------|--------------------|
| (1) | Working days | 1400 to 1500 hours |
| (2) | Holidays | 1300 to 1500 hours |

c. **Tea.** 1730 to 1830 hours

d. **Dinner.** 2030 to 2230 hours

13. **Meal In/ Out.**

a. Meal out is not allowed for in-living Course Participant members except on week end/ leave. Dining members wanting out must enter in the 'Dining In/ Out Register by 2000 hour of the previous day. Register is available in the mess. Failure to do so will result in messing charges being raised for the day even if the meals were not taken.

b. A member taking two major meals in a day will be charged for the whole day. Major meals are breakfast, lunch or dinner.

14. **Inviting Guests.** Officers inviting private guests for meals should follow the procedure mentioned above.

15. **Private Functions/ Ceremonies.** Due to shortage of mess staff, private parties of Course Participants and any sorts of home service will not be allowed.

16. **Crockery/ Cutleries.** These can be provided in the official residences of officers if these can be made available without disturbing the normal function/ commitment of the mess. However, collection of these items from the mess and their return will be the responsibility of the officer concerned. Under no circumstances, the mess staff will be used. Any breakage/ damage/ loss, once the items are out from the mess store and until it is returned to the store will be liability of the concerned officer. Table cloth and napkins will not be issued from the mess. No mess waiters/ cooks shall be provided for service/ cooking in the residence of a Course Participant.

17. **Meals Served in Rooms/ Married Quarters.** Meals will not to be served to mess members in their rooms. Married officers and officers sick in quarter (SIQ) may, however, take food in the rooms by their batman.

18. **Chit System.** Officers ordering for extra food items are to ensure that their order is written on a separate 'chit' which they should sign with date. Credit chits should be written clearly, with individual names and personal numbers and the number of items ordered for, both in figures and words, so as to prevent fraud and to facilitate preparation of bills correctly. Mess members are to keep in mind that the signing of chit

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is an individual responsibility. Course Participants must ensure signing of chit immediately after any order. Mess staff should not be blamed for non-signed chits.

19. **Cash Payment**. Mess staff or Barmen are not authorised to accept cash payment. Casual visitors should sign chits giving their names, number and other information. Bills will follow later.

20. **Mess Dress**. Course Participants should dress properly while coming to the Officers' Mess for refreshment, telephone calls or for recreational activities i.e, watching TV, reading newspapers, playing cards etc. Sports dress may be worn in the mess for taking evening tea. **Officers should not enter the dining room in sports dress or odd dresses.**

21. **Breakage**. Any breakage of mess item is to be entered in the breakage register. For carelessness, the defaulter has to bear the loss. The cost will be as per the last procurement price.

22. **Smoking**. Smoking in the ante room, dining room or any other air conditioned room of this mess is prohibited.

23. **Papers and Periodicals**. Papers and periodicals are to be purchased as decided by the Mess Committee and placed in the TV room. Newspapers should only be removed from the TV room if they are to be read in the dining room. In no case it will be taken to officers' room.

24. **Guests**. An officer inviting a private guest into the mess is to be responsible for that guest and his/ her conduct in the mess. During COVID-19 Situation, it is better not to invite outside guests.

25. **Ladies**. Ladies will normally be admitted into the public rooms of the mess provided there is no objection from the senior living-in member present. Children may accompany their parents into the mess when visiting informally, but the provision again applies: 'children must be looked after so that the others do not feel disturbed'.

26. **Married Course Participants**. Married Course Participants may live in BOQ with their spouses over the weekend with the special permission of the PMC.

27. **Telephone**. There is a telephone in the mess (8000345 extensions: 3323). The duty mess waiter will inform the officer concerned in person to attend the incoming calls.

28. **Batmen of Dining Members**. Course Participants will arrange their own civilian batmen during their stay in the mess. Their discipline, conduct and security clearance will be the responsibility of the officers employing the batmen.

29. **Gambling**. No gambling is allowed in the mess. However, cards can be played in the card room. Card room will not be used during working hour, i.e. 0730-1350 hour on weekdays.

30. **Complaints and Suggestions**. Complaints and suggestions may be entered in the suggestion book kept in the mess.

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31. **Security.** It is the duty of all mess members to ensure the security of the mess. Particular attention should be paid to the standing orders. In addition, officers should ensure that the duty waiter locks items of value.

32. **Use of Ante Room and Main Dining Hall.** Ante Room and Main Dining Hall will be used only for college functions or parties. No children or civilian guests will be allowed in the Ante Room and Main Dining Hall, unless permitted by the college authority.

33. **Maintaining COVID-19 Safety Protocol.** In all cases, maintaining COVID-19 protocols is a must.

SECTION 24

DOs AND DON'Ts

1. **Officers' Mess.** Please **DO NOT**:
 - a. **Consume alcohol in the Officers' Mess. Drinking wine or any kind of alcohol and taking drugs are strictly prohibited.**
 - b. Allow any lady to visit the BOQ (Bachelor Officers' Quarter).
 - c. Visit Officers' Mess with sandal/ shorts (half pants) etc. However, during the afternoon, i.e. prior to games, one is allowed to visit the Officers' Mess in games dress for tea. Jeans and leather jackets are not allowed in the mess.
 - d. Keep/ bring any pet animal.
 - e. Discuss controversial subjects like politics, religion, women etc in the Officers' Mess.
 - f. Keep large amount of cash/ valuables unattended or in insecure places.

2. **Residential Area.** Please **DO NOT**:
 - a. Keep any maid if your family is NOT STAYING with you.
 - b. Allow any female person to visit your residence when your family is NOT with you.
 - c. Visit any member of the faculty in his residence unless called in by him or there is an emergency.
 - d. Invite DS (Directing Staff) and their wives except in syndicate party organised by all members of the syndicate.
 - e. Invite other foreign nationals residing outside the college (including Defense Attaché/ Military Attaché) campus to your quarters without clearance from the college authority.
 - f. Hang/ place clothing in front of the building or in the field for drying.
 - g. Allow your maid/ batman to play in the children's play-ground/ sports complex.
 - h. Allow your civil guests to visit college campus unattended.
 - j. Keep your accommodation and surroundings untidy.

3. **Gifts.** You are requested not to embarrass the DS (Directing Staff)/ Staff by presenting any gift. Gifts of commercial value are not allowed. At the end of the course,

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overseas Course Participants are allowed to exchange gifts, provided those are of military nature (crest and antiques which represent the armed forces or national culture). Bangladeshi Course Participants may refuse to accept any gift of commercial value.

4. **Gambling/ Playing Card.** Gambling of any type is forbidden. Please do not play card in the college premises.

5. **Military Police (MP)/ Regimental Police (RP).** You are requested to prove your identity or show your identity card on demand to MP/ RP at the cantonments. Please try to avoid visiting/ crossing Dhaka Cantonment after mid-night. You can come from Gulshan area through Kalshi following fly-over of the Dhaka cantonment or via Sher-e-Bangla Nagar, i.e. through Rokeya Shoroni.

6. **In Office/ College Campus.** Please **DO NOT**:

- a. Violate customs of services in showing respect to seniors.
- b. Bring ladies and children to the college campus during working hours unless otherwise specified or programmed.
- c. Visit places made 'OUT OF BOUND' for you.
- d. Allow your children to visit sports complex on games day.
- e. Remain absent from routine class/ discussion/ activities/ training or other visit of the course without any prior permission from the concerned DS.

7. **In Syndicate Room.** Please **DO NOT**:

- a. Use Vernacular in syndicate room.
- b. Bring cell phone or tablets.
- c. Talk when exams are in progress.
- d. Keep lights and Air Conditions 'ON' while everyone is moving out for tee break or to attend briefing in other rooms/ places/ halls/ auditorium.
- e. Eat, drink or smoke.

7. **During Visit/ Training Class/ Activities.** Please **DO NOT** take any photograph, audio/ video recording without the permission of concerned DS/ Staff.

8. **Dress and Turn Out.** Please **DO NOT**:

- a. Neglect your turn out; be appropriately dressed in all college activities.
- b. Neglect to have proper haircut.

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9. **In Public.** Please **DO NOT**:

- a. Walk arm in arm or hand in hand with ladies.
- b. Eat/ smoke in the open during the holy month of Ramadan.
- c. Visit public places in shorts (half pants).
- d. Go out without your college identity card.
- e. Drive without your driving license.

10. **Invitation from Foreign National/ Organization.**

- a. Please do not accept invitation from foreign nationals/ organisations directly.
- b. Seek advice of your sponsor DS/ staff when you or your families are approached directly for such invitation.

11. **Inviting Foreign Nationals by Overseas Course Participants.** Overseas Course Participants may entertain guests in their residence considering following points:

- a. To entertain any foreign (Non-Bangladeshi) guest inside cantonment, security clearance is required from DGFI through the proper channel.
- b. To get the security clearance for the non-diplomat foreign guests, the officer concerned should make a request in writing to GSO-2 (SD) along with particulars of the guest/ guests minimum 12 working days in advance. Further processing would be done by the college.
- c. For the diplomats (for example Embassy personnel), respective Embassy/ High Commission will obtain security clearance directly from DGFI.
- d. Security clearance is needed for every individual (guest).

12. **Arrival/ Departure of Overseas Course Participants' Families.** Please keep your sponsor DS (Directing staff) and GSO-2 (SD) informed well in advance about the arrival/ departure of your family/ family members.

13. **In the Airport.**

- a. Please respect the immigration/ custom rules.
- b. Seek the advice of the custom/ immigration officer when in doubt.

14. **When in Problem/ Difficulty.**

- a. Please seek the assistance of police, if you need.

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b. Call the college Authority {GSO-2 (SD)-Cell Phone: 01769023336/ Col GS- Cell Phone: 01769023330/ Sponsor DS}.

15. **Holding Parties in Own Residence/ Officers' Mess.** Due to shortage of mess staff, private parties of Course Participants in Officers' Mess and any sort of home service will not be allowed.