सं: 1801 / एनडीआरएफअ / प्रषिक्षण / विविध पत्रा / 2026– 1775

निदेशक कार्यालय
राष्ट्रीय आपदा मोचन बल अकादमी नागपुर
(गृह मंत्रालय)
E-Mail-ID – dir.academy-ndrf@gov.in

सिविल लाईन्स, नागपुर–440001
दिनाक : 23 / 10 / 2026

सेवा में,

1.	The Inspector General of Police ,APSP Bns & APSDRF, Mangalagiri, Andhra Pradesh,Email: aptrainingsection@gmail.com, apsdrf@gmail.com
2.	The Superintendent of Police,Himachal Pradesh, SDRF,HP-SDRF Camp at PHQ, Shimla-01,Emal: police-statecr-hp@nic.in, sp1-sdrf@hp.gov.in
3.	The commandant, TSP XIII Battalion, TNDRF, Poonamalle, Chennai-56 Email: cmttsp13bn@gmail.com, marutham28@gmail.com
4.	The Inspector General of Police, SDRF, Jaipur, Rajasthan 1st Floor Police HQ, LolKothi, Jaipur-302015, Email- adgp.sdrf@rajpolice.gov.in , adgpsdrf@gmail.com
5.	The Superintendent of Police (DM),A & N Police, Police Headquarters,Email: anpolice@gmail.com, icesttphq2020@gmail.com, cfo@and.nic.in

विषय:- SDRF कार्मिकों के लिए TOT कैडर कोर्स (क्रम संख्या 30) के संबंध में जॉइनिंग निर्देश भेजने बाबत।

महोदय/महोदया,

कृपया SDRF कार्मिकों के लिए "TOT कैडर कोर्स" (क्रम संख्या 30) के जॉइनिंग निर्देश संलग्न प्राप्त करने का कष्ट करें। उक्त कोर्स का आयोजन NDRF अकादमी, नागपुर में दिनांक 09.11.2026 से 21.11.2026 तक किया जाना निर्धारित है।

अतः अनुरोध है कि मुख्यालय, NDRF, नई दिल्ली द्वारा निर्धारित सीट आवंटन एवं संलग्न जॉइनिंग निर्देशों के अनुसार अपने संगठन के नामित कार्मिकों को उक्त कोर्स में भाग लेने हेतु कार्यमुक्त करने का कष्ट करें।

संलग्नक:- यथोपरि।

(कमल मेहरा)
द्वितीय कमान अधिकारी/प्रशिक्षण अधिकारी
एनडीआरएफ अकादमी, नागपुर (महाराष्ट्र)

प्रतिलिपि:-

1. उप महानिरीक्षक (प्रशिक्षण), मुख्यालय, एनडीआरएफ, नई दिल्ली को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

JOINING INSTRUCTIONS

TOT CADRE COURSE SL NO 30 FOR SDRF PERSONNEL

(09/11/2026 to 21/11/2026)

ORGANIZED BY

NDRF • INDIA

Saving Lives & Beyond...

National Disaster Response Force Academy
Nagpur, Maharashtra

NDRF · INDIA
Saving Lives & Beyond...

JOINING INSTRUCTIONS FOR TOT CADRE COURSE SL NO 30 FOR SDRF PERSONNEL NDRF ACADEMY, NAGPUR (MH)

[Please ensure that these instructions are handed to the person who will be attending the course]

All participants are requested to remember their Gmail ID and password for appearing in the online pre-test and post-test.

1. INTRODUCTION

This instruction is intended to help you to prepare for your training at the NDRF Academy, Nagpur. Your course has been specifically designed to meet your needs, but to successfully complete the course you must attend all sessions.

2. GENERAL

TOT CADRE Course Sl no-30 for SDRF Personnel is scheduled to be conducted **w.e.f. 09/11/2026 to 21/11/2026** at NDRF Academy, Nagpur. The NDRF Academy is having two campus i.e. old campus located in Civil lines, Opposite Labour Court, Nagpur, Maharashtra-440001 (2.5 Kms from Nagpur Railway Station and 8.5 Kms from the Dr. Baba Saheb Ambedkar International Airport) & New campus at Sura Devi Nagpur, Maharashtra-440001 (22 Kms from Nagpur Railway Station and 30 Kms from the Dr. Baba Saheb Ambedkar International Airport). No late joining shall be permitted. You are required to report one day before from the commencement of the course. On the first day of your course, you are asked to arrive at 08:00 a.m. for initial formalities at NDRF Academy.

3. GETTING TO THE NDRFACADEMY

The participants arriving by Air/Train are advised to take prepaid taxis or auto rickshaws to the Academy. (On arrival at Nagpur Railway Station/Airport participants will make his/her own arrangement to reach Old Campus NDRF Academy, Nagpur). For courses commencing at New Campus, Sura Devi a common vehicle will be provided for the participants from Old Campus, Civil Lines after arrival.

4. TITLE.

TOT CADRE Course Sl. no – 30

5. AIM

To train SDRF personnel in all aspect related to the training on community action for disaster response (CADRE) so as to impart training to the community to make them aware of the rescue technique and Dos and Don'ts in various disaster situation.

Contd...P/2

6. COURSE DURATION

The course duration will be **(12) working days w.e.f. 09/11/2026 to 21/11/2026.**

7. ELIGIBILITY CRITERIA

a. SDRF personnel should have preferably undergone basic DM course conducted by NDRF.
b. Should be medically fit in all respect.
c. The personnel should be conversant with Hindi & English language for better understanding.

8. EVALUATION CRITERIA

Written Test Marks	Grading	Practical	Grading
85% & above	A	85% & above	X
75% to 84.9 %	B	75% to 84.9 %	Y
70% to 74.9%	C	70%to 74.9%	Z
Below 70%	Fail	Below 70%	Fail

 # There will be make up test for those candidates who fails in any module of exam on the next working day of the course.

9. PERSONAL OBJECTIVE

It is also important that the participants consider their own personal goals prior to the commencement of the training. This will enable you to focus on the achievements of the goals and to ensure the trainer is able to facilitate these being fulfilled within the learning experience.

10. DOCUMENTS

Nominated candidates will be in the possession of the following documents.
a) Original Identity card.
b) Two Stamp size photographs in uniform.
c) Medical Fitness Certificate.

11. DRESS CODE

One set of proper uniform for opening & closing address and on other occasions one formal dress. In normal days participants to wear PT dress like white T/shirt and full black trouser with PT shoes in classroom activity. You are advised to leave jewelry or other valuables at home.

Contd...P/3

12. GRANT OF LEAVE

The training at NDRF Academy is extremely intensive. Therefore, sanction of leave is strictly regulated and participants are advised not to request for any type of leave, except uncompelling circumstances like medical emergencies or on compassionate grounds which will be considered by the Course Director on a case basis. Wedding ceremonies, festivals and other similar occasions are not considered as compassionate reasons for leave.

13. ARRIVAL/DEPARTURE

Trainees will report to the In-Charge of the NDRF Academy, Nagpur at least one day prior to the commencement of course and will be dispatched immediately on termination of the course.

14. RECEPTION CENTRE

A Reception center will function at the main gate of NDRF Academy, Civil Lines, Opposite Labour Court. Participants can contact at the gate for their accommodation and other details.

15. BOARDING AND LODGING

Boarding and Lodging will be arranged by NDRF Academy. Breakfast, Lunch and Dinner will be offered in the mess on payment basis, which is given to a caterer on contract.

16. TRANSPORTATION

Participants are expected to arrange their own transportation.

17. DISCIPLINE

Participants attending the course will follow force discipline during the stay at NDRF Academy, Nagpur. They should scrupulously adhere to the written and unwritten laws, orders, conduct and norms of uniformed service.

18. SECURITY :-

Participants will be responsible for the safe custody of their articles in their possession and also advised not to keep large sum of cash or costly articles/materials with them during the halt of course.

19. SMOKING & DRINKING

Smoking & drinking in campus building is strictly prohibited. Strict action will be taken against the individual by not following the above instruction.

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20. MEDICAL CARE

One medical officer is available on all normal working days.

21. RETURN RESERVATION

Return reservation may be done in any train or by Air leaving from Nagpur after 1800 hrs on the last day of the course.

22. RECREATIONAL FACILITIES

The following recreational facilities are available in the Academy:-

Sports facilities like, Table Tennis, Carom, Chess, Volley Ball, Badminton and TV set are available in Campus.

23. PLACES OF INTEREST AT NAGPUR

The places of interest in Nagpur and **around** are as follows:-

- Dikshabhumi
- Japanese Garden
- Amabazhari
- Hanuman Temple
- Ganesha Temple
- Futala lake

24. FAMILY ACCOMMODATION

Since, there is shortage of sufficient accommodation all participants are advised not to bring their family. Even, no out living permission can be granted.

25. CLIMATE

In the month of November, Nagpur remains hot in temperature. Participants can expect temperatures max. around 25^0 C and minimum in the range of 15^0 C. Since, participants should pack accordingly. Participant Must bring mosquito net.

26. ACCESSIBILITY

If participants have any special requirement/s then feel free to contact us in advance of the course. We will put our best effort to meet your needs. The joining instructions are also available on the following NDRF Academy website. The contact details are:-

a) Email ID - ndrfacademy@gmail.com

b) Email ID - dir. academy-ndrf@gov.in

c) Website - https://www.ndrfacademy.ac.in

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27. <u>Telephone/Mobile Nos</u>:

- C/Room Civil Line : 0712-2958177
- C/Room Suradevi : 07122958177 (0900 hrs to 1800 hrs)
- Training officer : 9430103010
- Course Director : 7003787623
- Course SO : 9366278050
- Training SO : 7488213749
- ADM SO : 9460766808

Training Officer
NDRF Academy, Nagpur