

RESTRICTED

CONTENT

1.	Content	1-2
2.	List Acronyms and Abbreviations	3
3.	Foreword	4-5
4.	Introduction	6
5.	Climate, Weather and Location of the College	6-7
6.	History of the College in Brief	7-8
7.	College Crest and Motto	8
8.	Organisation of the College	9
9.	The Vision, Mission and Core Values	9-10
10.	Objectives	10-11
11.	Composition of Course Participants	11-12
12.	The Course in Brief	12
13.	Master of Science Degree Programme	12-13
14.	Reception	13-14
15.	Registration	14
16.	Entry and Exit	14-15
17.	Passport and Visa	15-16
18.	Official References/Letters	16
19.	Obtaining Consensus from Country's Mission	16
20.	Sponsor Directing Staff and Course Participants	16
21.	Civil Sponsor Families	17
22.	Accommodation	17-18
23.	Transport	18-19
24.	Messing/Mess Bills	20
25.	DSCSC Delegation on International Collaboration Visit (DDICV)	21
26.	Inland Study Tour	21
27.	Monthly Stipend	22
28.	Leave	22-24

RESTRICTED

29.	Ladies' Club	25
30.	Healthcare	25
31.	Child Education	26
32.	Utility Bills	26
33.	News Papers	26
34.	Internet, Telephone and Laptop/Desktop	27
35.	Visitors	27
36.	Batmen Services	27-28
37.	Sport Facilities	28
38.	Discipline	28-32
39.	Personal Security	33
40.	Departure from the DSCSC	33-34
41.	Important Telephone Numbers	35-36
42.	Specimen of Formal Requests	40-41

Annexes:

A.	Leave/ Night Out Performa	37-38
B.	Sample of Formal Leave Request	39
C.	Specimen 1 for Formal Request	40
D.	Specimen 2 for Formal Request	41

LIST OF ACRONYMS AND ABBREVIATIONS

ACSC - Army Command and Staff College
AQ Br - Admin and Quartering Branch
BIA - Bandaranaike International Airport
DS - Directing Staff
DSCSC - Defence Services Command and Staff College
DDICV - DSCSC Delegation on International Collaboration Visit
FP - Foreign Participant
HOTT - Head of the Training Team
KDU - General Sir John Kotelawala Defence University
LMS - Learning Management System

RESTRICTED

FOREWORD

It gives me a great pleasure to congratulate and welcome all the Foreign Participants who have opted to follow the Defence Services Command and Staff College (DSCSC) Course No. 19 in the year 2025.

You have earned the opportunity to join this prestigious institute which is considered as the apex of military education for middle-grade officers of the Defence Forces of Sri Lanka. The DSCSC produces officers who are well-rounded and responsible for their respective services and the prosperity of its nation.

The college has entwined the core values in all activities that would shape your character and will serve as a guide not only during your stay here but also in your entire life at large. It is my wish that those values would be absorbed by the entire participant fraternity.

The erudition you all earned in the college would undoubtedly be a guiding light in your pursuit for success throughout your lives and to stand against all odds and to stand against the pressures of time by coping up with any given situation in your official, family and personal lives.

Moreover, the assiduously designed course curriculum focuses on transforming in equivalence with novel trends, whilst establishing the foundation of wisdom in future military leadership of our beloved motherland and across the globe. Moreover, it enables to enhance critical, analytical and decision making skills with a focused vision as well.

In addition, I wish to emphasize you, as the most important commodity will be able to augment the previous and the newly imparted knowledge together to expose to a systemic way of working that it is only during your tenure here.

RESTRICTED

RESTRICTED

Therefore, I urge you to embrace learning habits in this learning environment at the college, perform well and achieve true excellence while giving special considerations for the **core values** stipulated at the college. I strongly believe that all Course Participants will display their professional competence acquired at this prestigious college, and live up to its motto **‘To War with Wisdom and Knowledge’**.

I wish to extend a warm welcome to all students and their beloved family members. Further, I emphasize that the assorted nature of the unique environment undoubtedly would provide an opportunity to have productive interactions and a wonderful exposure to various military cum multicultural spheres by means of mingling and participating in varied events organized by the college and enjoying facilities. I am certain that the unique culture nurtured in the college will facilitate the pursuit of the course with a renewed vigour of strength to face the hardships of the course curriculum.

Please keep in mind that the rules laid out by the college must be strictly followed and are in place to ensure the smooth functioning of all components.

Finally, I would like to extend my best wishes for a fruitful learning experience and hope you will pursue knowledge with the highest level of determination and enthusiasm.

August 2024

BKGML RODRIGO RSP
Major General
Commandant

INTRODUCTION

1. **General.** The DSCSC considers it an honour and privilege to receive Foreign Participants (FPs) from friendly foreign countries to attend the DSCSC Course No 19. The college takes upon itself the responsibility to facilitate the FPs with the best possible means of making their stay comfortable and pleasant. DSCSC considers every FP as a Military Ambassador of the respective country. This assures that students who stay here in Sri Lanka are free of any discomforts. The college culture is enriched with well-known hospitality and over and above with a multitude of unique attributes, that portray Sri Lankan culture. The college ensures that all FPs are individually looked after and cared for by a system of Sponsor DS/Sponsor Course Participant. Further to this, the college provides all amenities, required to make them feel homely in their routine life, especially concerning studies. The college also caters to orientate family members to a multi-cultural environment during their stay.

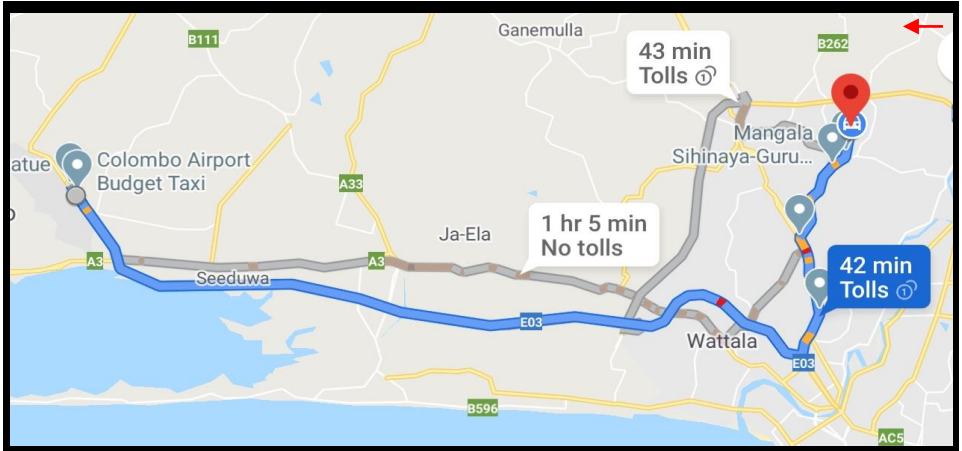
2. **Purpose.** The purpose of these instructions is to provide you with the preparatory information to facilitate your attendance in the DSCSC Course Number 19 in the year 2025.

3. **Further Information.** You may visit the college website at www.dscsc.lk or may contact the college authorities.

CLIMATE, WEATHER AND LOCATION OF THE COLLEGE

4. **Climate and Weather.** Sri Lanka has a tropical climate with very distinctive dry and wet seasons having hot weather conditions. The DSCSC being in close proximity to the South Western Coast of the Island experiences a higher humidity with an average temperature ranging from 27° C - 31° C. It receives an annual rainfall between 2500 mm - 3000 mm mainly from the South West monsoon during the months from May to September.

5. **Location of the College.** The DSCSC is located at Makola, approximately 12 km East of the city of Colombo. Route to the DSCSC from Bandaranaike International Airport (BIA) - Katunayake is as shown below:



6. The postal address of DSCSC is:
Defence Services Command and Staff College
Makola
Sapugaskanda
11640
SRI LANKA

HISTORY OF THE COLLEGE IN BRIEF

7. The Defence Services Command and Staff College was initially established as the Army Command and Staff College (ACSC) on 16 March 1998 with the first course consisting of 26 Course Participants. Subsequently, on 28 August 1998, President of the Democratic Socialist Republic of Sri Lanka, Her Excellency Mrs Chandrika Bandaranaike Kumaratunga officially declared the college open on an invitation by the then Commander of the Army, Lieutenant General R De S Daluwatte WWV RWP RSP VSV USP LOM ndc psc.

RESTRICTED

8. During the 9 years of ACSC (1998-2006), the college produced 252 graduates, of whom 208 were from the Army, 22 from the Navy, 21 from the Air Force and 1 from the Department of Police.

9. On 22 January 2007, crossing an important milestone in the history of the Sri Lankan Armed Forces, all military doctrines, strategic level planning and teachings were brought under one entity, as practised by many other armed forces of the world, by inaugurating the DSCSC. At the inception, the college was affiliated with the University of Kelaniya which awarded a Masters Degree in Defence Studies for the Course Participants who successfully fulfil the stipulated requirements. Subsequently, DSCSC was accredited to General Sir John Kotelawala Defence University (KDU).

COLLEGE CREST AND MOTTO

10. The crest of DSCSC signifies all the three services of the country's defence forces. The wisdom is symbolised by the 'Owl' in the middle of the crest. The Army is represented by the crossed swords on a saffron background, the Navy by the anchor on a dark blue background and the Air Force by an albatross on a light blue background. The sheaves of paddy on either side of the word **ශ්‍රී ලංකා** (Sri Lanka) on the outer circle denote prosperity.

11. The name Defence Services Command and Staff College connotes in the Sinhala script as, “ආරක්ෂක සේවා අණ සහ මාණ්ඩලික විද්‍යාලය”. The motto of the college is “සිහි නුවණින් රණ දෙරණට” gives the literal meaning, “To War with Wisdom and Knowledge”.



ORGANIZATION OF THE COLLEGE

12. The DSCSC is a joint services training institution under the Ministry of Defence. The college is administered by a Board of Management consisting of the Secretary to the Ministry of Defence, Chief of Defence Staff, Commander of the Army, Commander of the Navy, Commander of the Air Force, Vice Chancellor of KDU, the Commandant of the college, an Additional Secretary of the Ministry of Defence and an Additional Director from the Treasury as members, while the Brigadier Coordinating of the college is the Secretary to the Board. The Commandant is responsible to the Board of Management for the administration and conduct of training in the college. The college is organized into four wings. The three wings namely Army, Navy and Air, with greater emphasis on Joint Environment which is collectively called 'the Faculty' while Coordinating Wing functioning as the supporting element to the faculty.

THE VISION

13. The vision of DSCSC is 'to be the premier centre of excellence in preparing emerging leaders of the three services and selected public officials to meet evolving defence and security challenges'.

THE MISSION

14. The mission of the DSCSC is 'to develop the professional knowledge and understanding of selected mid-career officers of the three services in order to prepare them for the assumption of increasing responsibilities both in staff and command appointments in single service, joint and inter-agency operational environments'.

CORE VALUES

15. The college has adopted 10 core values and a driving tenet that shape the affairs of the college fundamentally. Ten core values that are entwined in the teaching of the college are:

- a. Learning.
- b. Honour.
- c. Respect.
- d. Decorum.
- e. Excellence.
- f. Innovation.
- g. Responsibility.
- h. Professionalism.
- i. Mission Command.
- j. Pristine Environment.

Driving Tenet: Common Sense

OBJECTIVES

16. The six objectives of the DSCSC are as follows:

- a. To understand the art of applying command functions and staff techniques in war, peacetime and in Operations Other Than War.
- b. To know the roles, structure, employment, and interdependence of the Sri Lanka Armed Forces within the entire spectrum of military employment.
- c. To understand the mechanism of formulating the national defence policy and its correlation with military doctrine.

- d. To develop in-depth analytical thinking and logical reasoning capability in day-to-day life as well as in an operational environment.
- e. To develop a comprehensive understanding of joint, inter-service and inter-agency operations.
- f. To inculcate the required skills to be able to communicate effectively both orally and in writing.

COMPOSITION OF COURSE PARTICIPANTS

17. The Course generally consists of Course Participants from Sri Lanka Army, Sri Lanka Navy, Sri Lanka Air Force and occasionally civilian officers from Governmental Ministries. In addition, Course Participants from Friendly Foreign Countries are also given an opportunity to attend each course. Each Course Participant will be under one of the three wings of the faculty.

18. For teaching purposes, the Course Participants in each wing are grouped into syndicates. There are wing specific syndicates and also joint syndicates during joint teaching, indoor and outdoor exercises. A wing specific syndicate usually constitutes about 9 to 12 Course Participants and a joint syndicate approximately about 10 to 11 Course Participants (may vary according to the total number of Course Participants in each wing). The number of the syndicates is as follows:

- a. Wing Specific Syndicates.
 - (1) Army Wing - 8
 - (2) Naval Wing - 3
 - (3) Air Wing - 3
- b. Joint Syndicates - 14

19. Course Participants will be distributed among wing specific and joint syndicates considering their arms and performance in each term. Each Course Participant is given a locker in a system known as ‘Pigeon-hole’ and the locker number is used as a term of reference of the respective Course Participant. The list of locker numbers will be issued prior to the commencement of the course at DSCSC. Correspondence by the FPs of the course is made through the Learning Management System (LMS) of the college. The login ID and password for LMS will be issued to each Course Participant prior to the commencement of the course at DSCSC.

THE COURSE IN BRIEF

20. The interdisciplinary course curriculum covers subjects of defence, strategy, management, international relations and other aspects of social science. The participant fraternity includes not only officers from Tri-Services but also officers from the Sri Lanka Police, mid-level civil service executives from key ministries and officers from friendly foreign countries. At the completion of a one-year residential course, officers are conferred with ‘passed staff college (psc)’ qualifications. The college is accredited to the KDU Sri Lanka for the award of ‘Master of Science in Defence and Strategic Studies’ (MSc in D&SS) as a parallel programme of education. All FPs are requested to browse the college website (<http://www.dscsc.lk>) to gain first-hand knowledge prior to joining the course.

MASTER OF SCIENCE DEGREE PROGRAMME

21. 60 percent of credit allocation for ‘Master of Science in Defence and Strategic Studies’ (MSc in D&SS) covers the subjects of Strategic Studies, Sri Lankan Studies, International Affairs and Management Studies which are covered during the course. In addition, all Course Participants of DSCSC are required to carry out an analytical research study on a given topic as partial fulfilment of the MSc programme.

22. Each FP is provided with an Academic Supervisor (nominated by KDU) as well as a Supervising Directing Staff (nominated by the college) for the research work. Additionally, during the process, Course Participants are given with necessary research assistance on request with a view of enhancing the quality of the research work. The Registration Fee of the MSc Programme in KDU has to be borne by each Course Participant.

RECEPTION

23. **General.** Course No 19 /2025 is scheduled to be commenced from 02 January 2025. It is mandatory for Course Participants and their family members to be fully vaccinated and to carry negative PCR test reports issued by respective National Health Authorities obtained 72 hours prior to their arrival in Sri Lanka in addition to the PCR test and necessary medical screening conducted by the local medical authorities upon arrival. Course Participants are expected to report to DSCSC on 02 January 2025.

24. **Family Members.** Course Participants may accompany their immediate family members (i.e. spouses and children of the Course Participant only) during their stay at the college. It is compulsory to accompany his/her spouse or caretaker to look after kids if accompanied.

RESTRICTED

Facilities available at the college are extended only to immediate family members (As specified above) and Course Participant may bear the cost of any other for the facilities enjoyed. Other than the immediate family members students are not authorised to keep anyone without prior approval from the college. Officers are required to seek the permission from the Commandant prior to accommodate the family members and in addition, details of the said family member should be reached to the college through the High Commission/Embassy of their respective countries.

25. **Travel Arrangement.** It is required to forward flight details of the Course Participants and their family members at the earliest to the DSCSC. The details to be made available to the GSO 1 (Trg) (Respective contact numbers and e-mail addresses are included in the booklet). The DSCSC does not organise the air passage of the Course Participant or the family yet necessary facilitation and coordination will be extended.

26. **Entry Clearance.** The Course Participant is responsible for immigration clearance and customs clearance of his family.

27. **Baggage.** The FP may clear Baggages and the college will facilitate dispatch/transportation from BIA to Course Participant's accommodation at the DSCSC.

REGISTRATION

28. No sooner the FP settles at DSCSC, every individual is expected to fill in a personal profile incorporating necessary information required by the DSCSC.

ENTRY AND EXIT

29. All FPs may obtain a ‘Residence Visa’ for the period of their stay in Sri Lanka. Formalities for obtaining a ‘Residence Visa’ will be facilitated by the DSCSC. Course Participants and their immediate family members (i.e, spouse and children of the Course Participant only) of friendly foreign countries can obtain ‘Residence Visa’.

30. Course Participants and members of their families may submit the following to apply for a ‘Residence Visa’:

- a. Two passport size photos.
- b. Duly completed application forms provided by the DSCSC.

31. Course Participants may submit medical and vaccination certificates (including for COVID-19) along with HIV clearance certificates provided by the respective countries and forms submitted by the college and authoritative medical department within two weeks to the medical section on arrival. They will also be directed for a basic medical check-up.

32. Participants may check-in at the DSCSC, 3 days prior to the commencement of the course and vacate the DSCSC within 3 days after the graduation. The DSCSC will provide accommodation and transport facilities only during the specified period.

PASSPORT AND VISA

33. Course Participant may check the approved period of Visa and Passport and inform the college authorities with regard to the term of Visa extension or residence permits, 30 days prior to the termination date of the Visa. The participants should coordinate with the GSO 2 (Foreign) in extending Visa for the rest of the stay if necessary. During the course,

RESTRICTED

if anyone wishes to get down immediate family members, should inform the GSO 2 (Foreign) two months prior the arrival for initiating the visa formalities.

34. In case of the termination of Visa or Residence Certificate, the participant himself/herself or his/her country's Mission in Sri Lanka may apply to the Department of Immigration and Emigration for his/her Visa extension and related payments are to be borne by the respective officer.

35. The FP may ensure the return to Sri Lanka with the approved multiple entry Visa if he/she leaves Sri Lanka during the course. A participant's Visa for a third country should be handled by himself/herself or his/her country's Mission.

OFFICIAL REFERENCES/LETTERS

36. The FP may submit a request in writing through the Sponsor DS or Foreign Cell sanctioned by the respective Wing Head and the Coordinating Wing, for the approval of the Commandant before 48 hr to obtain any document, official reference or a letter from the DSCSC. Specimens of such requests are included in this booklet.

OBTAINING CONSENSUS FROM THE COUNTRY'S MISSION

37. Vacating the college for any reason during the course may only be possible with a letter of 'No Objections' personally obtained from the respective country's Mission by the respective officer.

SPONSOR DIRECTING STAFF AND SPONSOR COURSE PARTICIPANT

38. A Sponsor Directing Staff and a Sponsor Course Participant will be nominated for each FP to provide all assistance during his or her stay at DSCSC. The spouse of the Sponsor Course Participant will be the sponsor for the FP's spouse. A FP may submit a request for his Sponsor Directing Staff to change his/her Sponsor Course Participant based on valid reasons.

CIVIL SPONSOR FAMILIES

39. The college would endeavour to introduce a decent Civil Sponsor Family for each FP. The college may invite these sponsor families for college functions and the college will permit the respective FP and his family to participate in any function organized by them. (The college encourages and facilitates to maintain this family bond and interaction to make every FP's stay comfortable in Sri Lanka).

ACCOMMODATION

40. **General.** The DSCSC will provide fully furnished family or single accommodation with one Air Conditioner to all FPs. It is preferable for FPs to apply for married quarters online to avoid inconvenience. (It is advised that relatives/friends are not allowed in the accommodation other than the domestic aid permitted by the college).

41. **Responsibility.** The Course Participant who occupies the room/accommodation is responsible for maintenance of the building along with all issues of stores and other equipment which are provided by the college. The Officer Commanding Quartering should be informed of any damage, fault or malfunction, promptly.

RESTRICTED

42. **Handing/Taking Over.** Officers occupying the quarters must sign the necessary documents, provided by the DSCSC for buildings, including electrical and engineering fittings. Each house occupant may maintain the quarters free of damages. At the end of the course and prior to the departure, Course Participants must hand over the quarters without damages. Any loss or damage will be recovered from the individual officer.

43. **Rentals.** Occupants will not be charged with any periodical rent for the quarters. However, excessive consumption of electricity and water will be charged accordingly.

44. **Damages Due to Negligence.** Course Participants may replace any breakage or damage of any item issued (Value of the item or the repair cost). The cost of any barrack damages also will be charged from the officer and no wilful breakage is expected.

45. **Replacing of Domestic Items.** The occupant may replace economical domestic items of a short lifespan.

TRANSPORT

46. The college will provide free transport facilities on the following circumstances:

a. **Reception Arrangement at BIA.** Transport facilities from BIA to college will be provided only for the FPs initial arrival to Sri Lanka.

b. **Departure Arrangement to BIA.** FPs and their families will be provided transport facilities from the college to BIA in departure at the termination of the course.

RESTRICTED

- c. **Official Functions.** The Course Participant and the family will be provided with transport to travel to any official function if duly informed by the respective Embassy, with proper correspondence.
- d. **Shopping.** Shared transport for the families of the FPs will be provided up to Wattala/ Colombo, once during weekends.
- e. **Friday Prayers.** Transport on every Friday may be provided for required officers to attend prayers,
- f. **Schooling.** Transport for children on every schooling day will be provided up to Yoshida International School, Sapugaskanda.
- g. **Army Hospital.** Travel to Army Hospital Colombo and return to the college will be provided based on the necessity as recommended by the college Medical Officer.
- h. **Private Vehicles.** Private vehicles will not be permitted to be parked within the DSCSC premises without prior authority of the college. In addition, students are authorised to use hired vehicles and approval from the Commandant to be obtained having attached respective documents (Endorsed International Driving License by the Department of Motor Traffic, Sri Lanka, Vehicle Insurance Card, Vehicle Registration Certificate, the agreement made with the vehicle owner). Moreover, approval will be given subjected to undermentioned conditions:
- (1) The college has no responsibility over repairs, damages and accidents caused and you should negotiate with the vehicle owner for matters pertaining to above.

RESTRICTED

(2) Forwarding a copy of the agreement made with the vehicle owner to the Coordinating Wing.

(3) Inform the respective mission in Sri Lanka/India in this regard.

(4) Should ensure the strict compliance of road discipline.

47. Course Participants are allowed to seek the service of private cab service. (The service of 'Three-Wheelers' to move within the college premises is not allowed).

48. Following are reputed and recommended Cab Services in Colombo:

- a. Uber - Download application from the Play Store.
- b. PickMe - Download application from the Play Store.
- c. Kangaroo Cabs - <https://www.kangaroocabs.com>

MESSING/ MESS BILLS

49. All FPs upon their arrival are considered members of the DSCSC Officers' Mess. The facilities at the mess are provided on equal terms for beneficiaries and abiding by rules and regulations with a high standard of decorum is mandatory.

50. All FPs can obtain meals and other food items from the Officers' Mess DSCSC as per the availability, subject to regulations and formalities. The monthly Mess Bill should be settled in cash/online payments before the 10th of the following month.

RESTRICTED

51. An initial pack of food items and provisions will be made available to every FP family which will be billed. The preparation of food is not allowed in the single accommodation blocks.

DSCSC DELEGATION ON INTERNATIONAL COLLABORATION STUDY PACKAGE (DDICSP)

52. All Course Participants of the course with the consent of the respective mission in Sri Lanka will embark on a DSCSC Delegations on International Collaboration Study Package (DDICSP) as part of the course. The Course Participants may visit countries selected by the college on the basis of historical relations, strategic significance, social and economic achievements deemed important for the course of studies at DSCSC.

53. The duration of the DDICSP will be approximately 12 days. The participating officer or relevant authorities of their countries should bear the cost of the DDICSP. The total estimated cost per individual will be approximately USD 7500.00 for meals, accommodation, air tickets and other expenses.

54. All Course Participants should participate in DDICSP as a part of the course. The participating officers should follow all guidelines issued by the college including the dress code both civil and military attires.

INLAND STUDY TOUR

55. Inland Study Tour (IST) is scheduled during the 'Ex Magnum Force' in the training programme of the course curriculum. The participating officer or relevant authorities of their countries should bear the cost of the IST. The total estimated cost per individual will be approximately USD 1000.00 for meals, accommodation and transport. In

RESTRICTED

addition, the Course Participants may accompany their family members and may bear their expenses separately. Any additional expenses should also be borne by Course Participants.

MONTHLY STIPEND

56. Every FP on a gratis basis will be paid an allowance of LKR 30,000.00 per month. This stipend will be credited to their respective bank accounts.

57. Bank accounts for each officer will be maintained at the Bank of Ceylon (BOC) Branch at Makola. The Course Participant is responsible to properly terminating the bank account prior to the departure from the college at the conclusion of the course.

LEAVE

58. The FPs may leave college premises during the term break or any other holidays declared by the College. College discourages all Course Participants to avail leave during training hours/ days. No leave will be granted during the training periods except on extreme compassionate cases.

59. Request for extension of leave is not expected from any officer. 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 to be followed and adhered is as follows:

- a. Instances when all FPs are allowed to leave the college premises upon recording on the **“Syndicate Walking Out Register”**.

RESTRICTED

(1) Any Course Participant who wishes to walk out for Self Research Work periods shall report back before 2000 hrs on the same day upon the recommendation of the syndicate DS/HOTT.

(2) Any Course Participant who wishes to walk out during weekend shall report back before 2000 hrs on the same day upon the recommendation of the syndicate DS/HOTT.

Note: All Course Participants should make a note on the Walking Out Register by 1330 hrs.

b. Instances when the FP are allowed to leave the college premises upon completing the **Leave/Night Out Performa given at LMS, (LMS Dash board —→ Download)** as:

(1) If a FP needs to stay overnight outside the DSCSC within the radius of 40 km during weekend/ non- working days, the request is to be forwarded before three working days. Thereby, the respective CI may permit the stay overnight (Night Out) outside the college based on security concerns.

c. Instances when a FP needs to obtain leave approval from the Commandant DSCSC with a Formal Written Request **FPS may use the Formal Leave Request given at LMS (LMS Dash board —→ Download)** as:

(1) When a FP leaves away from the Colombo area (40 km away) and stay overnight outside the DSCSC away from 40 km, the request should be made with the No Objection Certificate letter obtained from the respective

RESTRICTED

Embassy/High Commission. Thereby, the Commandant may permit the stay overnight outside the college based on security concerns.

(2) The FPs may inform the college three working days in advance to take part in activities/functions pertinent to their country's institutions in Sri Lanka (need to forward the invitation letter received). The respective Officer may report back to the college before 2300 hrs.

(3) The FP is only permitted to visit his respective country or another country during accepted vacations based on the No Objection Certificate obtained from the respective Embassy/High Commission.

(4) The FPs are not encouraged to request leave during teaching sessions on the schedule. On special occasions, a Course Participant may forward the leave application three days in advance and may proceed upon the approval of the Commandant.

(5) Requests for leave other than the above will only be entertained, on exceptional grounds with the approval of the Commandant.

60. Any FP travelling overseas during the course may seek prior official approval and the respective officer may return to DSCSC on time and report to the college. Failing to stick to the rule should be conveyed to the respective Embassy/High Commission office and college. (FP is to keep the Sponsor DS and the Sponsor Course Participant informed).

RESTRICTED

61. Anyone proceeding on leave without a leave certificate will be considering as AWOL. Anyone going out of Sri Lanka without leave approved by the Commandant will warrant withdrawal from the course.

LADIES' CLUB

62. The DSCSC expects the regular participation of wives of the Course Participants for the Ladies' Club activities. A Lady Officer appointed by the Commandant will be the Secretary of the Ladies' Club supervised by the GSO I (Trg). All matters pertaining to the Ladies' Club should be brought to the attention of the college authorities through the Secretary of the Ladies' Club.

63. A sum of LKR 500.00 will be deducted from each Course Participant the membership fee for the Ladies' Club Fund from the monthly mess bills.

HEALTHCARE

64. Course Participants can report sick at the college Medical Inspection Room (MI Room) with sick reporting forms from respective wings. Limited medical/dental facilities are provided for Course Participants and their families in College MI Room. This will include OPD and inward minor treatments. Course Participants may directed to KDU hospital for specialised investigations and have the discretion to use private medical facilities at their own expense.

65. A Medical Officer would be available at the college and in addition, a Dentist will be available on a fortnightly basis on Wednesday. Further, trained medical staff is available 24 hrs basis at the MI Room for emergency services.

RESTRICTED

66. The Medical Inspection Room can facilitate the family members of the FPs also when required. All Course Participants and their family members are required to strictly adhere to the medical instructions issued by the college for any disease/pandemic.

CHILD EDUCATION

67. The FPs have to bear the expenses for the schooling of children. Yoshida International School in close proximity to the DSCSC provides the London Curriculum with classes up to Advanced Level.

68. DSCSC will facilitate Course Participants to enrol their children to Yoshida International School. Similarly, the college will provide transport and caretaker facility for children only for aforesaid school on daily basis during movement.

UTILITY BILLS

69. Use of electricity up to 225 units will be provided free of charge and water up to 12 units. It is the prime responsibility of the respective officer to use electricity/ water economically. Any exceeding units of electricity/water bill will be reckoned with the bill of respective Course Participant as charged by Ceylon Electricity and Water Boards.

70. A connection from a local Satellite TV provider is available. The Course Participant should bear the monthly Satellite TV bills and it will be included in his monthly mess bill. Furthermore, the charges for reconnection should be borne by the officer and the usage bill will be effective to total 12 months stay in Sri Lanka.

NEWSPAPERS

71. Daily or weekend local English newspapers can be obtained on a payment basis. The cost incurred will be added to the mess bill at the end of each month. Besides, the Sri Lankan daily English newspapers are available at the college library.

INTERNET, TELEPHONE AND LAPTOP/DESKTOP

72. Free high-speed internet facility is provided by the college. Each FP is entitled to a monthly 40 GB package and an additional 40 GB will be provided for FPs who are living with their families. In addition, the coordination to purchase pre-paid SIM card of a local mobile service provider will be arranged for the telephone communication. The desktops/Laptops are provided for the examinations conducted at the DSCSC. However, it is advised to bring personal laptops for personal correspondence and self-research works. School will not provide personal laptops/ desktop for Course Participants.

VISITORS

73. Visitors can be entertained with the prior approval of the Commandant. No visitor will be allowed to enter the college without proper prior approval. The respective officer may seek the permission of the President Mess Committee (PMC) with a duly prepared request to entertain a visitor before 72 hrs which will be sanctioned by the Commandant. The Course Participant may forward requests through the proper channel to the Commandant and are not encouraged to accommodate any outsiders other than the immediate family members.

BATMEN SERVICES

74. Civilian workers of the college may not be forced to serve as batmen and the college will not provide batmen services for Course Participants during their stay at the college. Course Participant may hire batmen payment basis with the approval of the college subjected to undermentioned conditions.

- a. The salary is to be paid on the last day of the month to his/her respective account.
- b. The working timings and durations are to be coordinated by the Course Participants, and the college authority will not be involved with these matters for any reason.
- c. The security of personal belongings is to be ensured by the officers, and the college has no responsibility for that.

SPORTS FACILITIES

75. The DSCSC has adequate facilities for sports and physical activities. The college takes care of the basic requirement of all Course Participants, faculty members and permanent staffs, including their spouse and children. The following facilities are available:

- a. Sports complex with badminton, tennis, squash, volleyball, football and basketball grounds.
- b. Gymnasium including sauna and steam room and fitness centre only for officers and ladies.
- c. Swimming pool.

- d. Children's park.

DISCIPLINE

76. **General.** Every FP and the members of his family are subjected to the law of the country, during his stay in Sri Lanka as no immunity is granted by the rule of law. A high standard of discipline is expected from FPs both in and outside the college when managing their official or personal affairs. Officers committing malpractices of any nature in the college and any FP caught with conduct unbecoming of an officer that amounts to copying or malpractice may be dealt with appropriate disciplinary action. FPs are therefore advised to face their challenges squarely and work towards self-improvement and not merely aim at scoring high grades by adapting to unacceptable methods.

77. **Absence from Training.** Any Course Participant who fails to attend training sessions for a period of 1 week continuously will be liable to discontinue the course.

78. **Punctuality.** All FPs should be punctual for lectures/classes as specified in the training programme. Any Course Participant, who is not attending the scheduled training without prior permission or proper medical disposal, is liable for disciplinary action.

79. **Dress Code.** The FPs will wear the working dress as per their own country and respective service regulations. The dress code for each event will be mentioned in the weekly time table. Further, they should strictly adhere to the college Dress Code, Dress Code for Officers' Mess on every occasion and should avoid the following observations.

- a. Entering office premises improperly dressed.

RESTRICTED

- b. Roaming inside the college in improper Physical Training Dress.
- c. Not adhering to the dress code prescribed at indoor and outdoor events.

80. **Academic Misconduct.** This includes any action or attempted action by a FP that may result in an unfair academic advantage for the FP, or an unfair academic advantage or disadvantage for other students. Academic misconduct includes, but is not limited to:

a. **Cheating.**

- (1) Accessing, purchasing, exchanging or offering for purchase any item to be submitted as an assessment task.
- (2) Behaving deceitfully or dishonestly in examinations, in the preparation of assessable items or during in-class assessments.
- (3) Using or possessing prohibited equipment or material during an examination.
- (4) Sending, receiving or accessing or endeavouring to send, receive or access any source of stored electronic information during the course work unless specified by the assessor (use of data transfer device by the students should be strictly at the discretion of the assessor).
- (5) Drawing or writing on materials, other than the exam papers provided, during an examination.

b. **Collusion/Facilitating Academic Dishonesty.**

- (1) Assisting another Course Participant, intentionally or recklessly, to commit an act of academic misconduct.

RESTRICTED

(2) Unauthorised collaboration with other Course Participants on assessable work.

(3) Uploading a copy of a subject outline or other subject or course materials to a website or server without the prior express permission of the college, for any other reason than personal use (permission should be sought from the Subject Coordinator for subject materials or academic staff for all other material).

(4) Removing or endeavouring to remove from the examination room any question or answer paper, other paper provided for the use by the FP during the course of the examination, or other material which is the property of the DSCSC, unless authorised by the examination supervisor and examiner. All Course Participants should actively take part in all exercises scheduled as per the course curriculum.

c. **Fraud.** Impersonating another Course Participants or a Course Participant another individual to impersonate him/her, for the purpose of completing an exam, assessment task or online activity.

d. **Misrepresentation/Fabrication.**

(1) Submitting a piece of work, including an assessable group work item, with the intention of deceiving the assessor regarding individual contributions to the work.

RESTRICTED

(2) Intentional and unauthorised falsification or invention of any information, experimental data or citation in an assessable item.

(3) Misleading ascription of authorship (including claiming authorship of parts of a group assignment prepared by other students).

(4) Representing data or information incorrectly, improperly or falsely.

(5) Falsely indicating participation, or recording attendance on behalf of another student, in an activity where attendance is required for assessment purposes.

(6) Submitting a text/code-matching software originality report that falsely represents the originality of an assignment submitted for assessment.

e. **Obstruction/Interference.** Behaving in any way that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.

f. **Plagiarism.**

(1) Using another person's ideas, designs, words or any other work without appropriate acknowledgement.

(2) Re-using one's own work without appropriate acknowledgement.

RESTRICTED

(3) A zero-tolerance policy is followed towards plagiarism; however, only up to 15% of similarities, due to general English and common terminology, would be accepted, which would be taken up case by case.

(4) As and when any other similar or different software to be used to determine academic integrity criteria stipulated for such software may be used in future.

PERSONAL SECURITY

81. **General.** Personal security is a prime responsibility of the individual. The parents must take adequate care of children during all functions and stay at DSCSC.

82. **Security of Belongings.** All Course Participants are requested to keep their belongings under lock and key so that they remain out of reach of any interlopers. Bank Safety lockers on a payment basis can be arranged on request.

83. **Security of Control Items.** All FPs are requested to be cautious on control items issued to them and to return them without shortfall/damage.

DEPARTURE FROM THE DSCSC

84. **Clearance.** Course Participants should obtain clearance from all the Branches/Sections with the assistance of the Sponsor Course Participant before obtaining the Movement Order from Admin and Quartering Branch (AQ Br) DSCSC, before the departure. The Movement Order will not be issued until the clearance form is handed

RESTRICTED

over to AQ Branch. It is instructed, not to submit any request of leave without duly adopting standard procedures/formalities.

85. **Flight Schedule.** All FPs should submit their flight schedules one month prior to the Graduation Ceremony.

86. **Transport.** Transport will be provided up to BIA Katunayake on departure.

87. **Emigration.** The Course Participant is responsible for emigration clearance, customs clearance etc of him and his family.

88. **Baggage.** The baggage will be dispatched by the college from the Course Participants' accommodation to the departure terminal of the BIA. Onward handling is the responsibility of the individuals. All expenses for extra luggage should be borne by the Course Participant.

IMPORTANT TELEPHONE NUMBERS

89. Following are the important telephone numbers of DSCSC:

- | | | | |
|----|-----------------|---|---|
| a. | Brig (Coord) | - | 0094112962148
0094761353605
Ext 2100 |
| b. | Col GS | - | 0094112964390
0094775002921
Ext 2101 |
| c. | GSO 1 (Trg) | - | 0094112962175
009477598904
Ext 2102 |
| d. | GSO 2 (Foreign) | - | 0094112964391
0094772649979
Ext 2104 |
| e. | SO (Army) | - | Ext 2217 |
| f. | SO (Navy) | - | Ext 2311 |
| g. | SO (Air Force) | - | Ext 2412 |
| h. | Mess Manager | - | Ext 2167 |
| i. | OC Quartering | - | Ext 2145 |
| j. | Medical Room | - | Ext 2150 |
| k. | Exchange | - | 0094112964218
0094112963792 |
| l. | Email address | - | <u>dscscsl@gmail.com</u> |

RESTRICTED

90. Following are the telephone numbers of the nearest restaurants and supermarkets near DSCSC:

- | | | | |
|----|----------------------------------|---|-----------------|
| a. | Pizza Hut
(Makola) | - | 0094112 729 729 |
| b. | Keells Super Center
(Makola) | - | 0094112906752 |
| c. | Cargills Food City
(Makola) | - | 0094112964665 |
| d. | Domino's Pizza
(Kiribathgoda) | - | 0094117777888 |
| e. | McDonald's
(Kiribathgoda) | - | 0094115555555 |
| f. | KFC
(Kiribathgoda) | - | 0094112914408 |
| g. | SPAR Supermarket
(Kelaniya) | - | 0094115 007 510 |

Annexes:

- A. Leave/ Night Out Performa.
- B. Sample of Formal Leave Request.
- C. Specimen 1 for Formal Request.
- D. Specimen 2 for Formal Request.

LEAVE/NIGHT OUT PERFORMA

1. Officer No: Locker No: Rank:
2. Name :
3. Syndicate :
4. Country :.....
5. Contact No :
6. Leave Period: From hrs on2025 to hrs on.....2025
7. Number of Days :
8. Reason:.....
.....
.....
9. Address and Contact No During the Leave:
.....
.....

Date :

.....
Signature of the Applicant

RECOMMENDATION OF SYNDICATE DS

Leave is recommended/ Not recommended

If any Comments:.....
.....

Date:

Name:

Signature:.....

RESTRICTED

RECOMMENDATION OF HOTT

Leave is recommended/ Not recommended

If any Comments:.....
.....

Date :

Signature :.....

APPROVAL OF CI

Leave is approved / Not approved

If any Comments:.....
.....

Date:

Signature:.....

FOR COORD WING USE ONLY

FORMAL LEAVE REQUEST

(Locker No/Course No)

Defence Services Command and
Staff College
SAPUGASKANDA

Tel: (Whatsapp/ Mobile No)

e-mail: (Personal e - mail)

The Commandant
Through the Brigadier Coordinating

Date

Sir

REQUEST FOR LEAVE - RANK, NAME AND OFFICER NUMBER

1. I, **(Rank and Name)** of **(Country)** have the honour to request that I may be granted your permission to be away from the college from **(Time)** hrs on **(Date)** to **(Time)** hrs on **(Date)** to **(Reason)**.

2. The address and the contact number during the period of leave will be as mentioned below and No Objection Certificate received from the **(Country)** **Embassy/High Commission in Sri Lanka/India** is attached hereto:

- a. Address - **(Residing)**.
- b. Contact No - **(Residing)**.

3. Forwarded for your kind consideration and approval please.

Yours obediently

(Signature)

(NAME)

(Rank)

Course Participant

SPECIMEN 1 OF A FORMAL REQUEST

(File Reference)

Defence Services Command
and Staff College
SAPUGASKANDA

Tel:

Email:

The Commandant
Through the Brigadier Coordinating (Date)

Sir

OBTAINING VISA FOR FAMILY MEMBERS

1. I have the honour to submit following aspects for your kind perusal and favourable consideration in order to obtain Residential Visa for my family members.

a. It is kindly intimated that, my family is planning to arrive Sri Lanka on 01 June 2025 and stay at DSCSC until 15 December 2025.

b. Details of my family members are as follows:

Ser	Name	Relationship	Passport No
(a)	(b)	(c)	(d)
1.			
2.			

2. Therefore, considering aforesaid facts, it is requested to facilitate obtaining necessary Visa for my family members during their stay in Sri Lanka.

Yours obediently

(Signature)

NAME

Rank

RESTRICTED

SPECIMEN 2 OF A FORMAL REQUEST

(File Reference)

Defence Services Command
and Staff College
SAPUGASKANDA

Tel:

Email:

The Commandant

Through the Brigadier Coordinating

(Date)

Sir

OBTAINING A LETTER FROM THE COLLEGE

1. I have the honour to submit following aspects for your kind perusal and favourable consideration in order to obtain a letter from the college addressed to

a. It is kindly intimated that, I along with my family have planned to visit on

b. Particulars of my family members are as follows:

Ser	Name	Relationship	Passport No
(a)	(b)	(c)	(d)
1.			
2.			

2. Therefore, considering aforesaid facts, it is requested to issue me a facilitating letter to accommodate the requirement.

Yours obediently

(Signature)

NAME _____

Rank

RESTRICTED

NOTES

RESTRICTED