

ADMINISTRATIVE INSTRUCTIONS

1. College Routine (Appendix 1). Working days in the DSCSC are from Monday to Friday. Saturdays and Sundays are generally considered as holidays . However, Saturdays are spared for research work.
2. Discipline.
 - a. Punctuality. All Student Officers must be punctual for lectures/classes as per the training programme. Any officer whom not attending scheduled training without prior permission or a proper medical disposal is liable for disciplinary action.
 - b. Dress Code. All Student Officers must be in possession of all dresses as per the respective Service Dress Regulation. In the case of Army Student Officers – Dress No 6 A, Navy Student Officers – Dress No 5 and Air Force Student Officers – Working Dress (5A) will be worn for classroom activities. Dress will be stipulated for other outdoor activities together with instructions for such work/exercises. Unauthorized shoes, badges and wearing of trinkets and jewellery will be strictly prohibited. Working Dress for the Wednesday is Short Sleeved Shirt and Tie with matching Trouser. Foreign Students will wear the working dress as per their Country and Services. Unless specified, Student Officers will wear a dress as indicated for Wednesday, on Saturdays/Holidays.
 - c. Attendance. Due to the compressed nature of the course, Student Officers who miss a total of 2 weeks attendance at College activities for whatsoever reason will require the special sanction of the Commandant to continue on the course.
3. Service Bond. Sri Lankan Student Officers who are selected to follow the Defence Service Command and Staff Course are required to sign a service bond as per Paragraph 14.6 of the Establishment Code. The duration of the bond will be twice the duration of the Course period. The signing of the bond will be finalized during Term 4.
4. Out of Bound Areas. Following areas will be out of bound to Student Officers :
 - a. Commandant's office.
 - b. CI's offices.
 - c. Brig Coord office.
 - d. HOTT's/DS's offices.
 - e. Col GS/Col AQ office.
 - f. Reprography section.

} Unless otherwise summoned.

- g. DS's accommodation areas.
- h. OR and Civilians accommodation areas and their Messes.

5. Accommodation. Due to the nature of the Course it is essential that all Student Officers live in throughout the Course. At present Married Accommodation will be provided only for the Foreign Student Officers who are living with their families.

- a. Married Accommodation. Fully furnished married accommodation comprising 2 bedrooms, one office room with other general amenities will be provided to Foreign Student Officers who are with their families. Foreign Student Officers must adhere to the standing orders pertaining to married quarters (Appendix 2).
- b. Single Accommodation. Bachelors or married Student Officers who are not eligible to accompany family will be provided with single accommodation. The Student Officers who are occupying bachelor accommodation are not permitted to bring/cook/have meals in their rooms. They must dine at the Officers Mess.
- c. Handing and Taking Over. Handing and taking over of the accommodation and stores must be done in the presence of Mess/ALO (Quartermaster) staff. All Student Officers are advised to take over each item carefully and ensure that all existing breakages/damages are noted in the documents prior to takeover.
- d. Breakages/Damages. All Student Officers are expected to pay for any breakage or damage of any fitting/fixture or stores/equipment due to negligence or bad maintenance.
- e. Barrack Damage Fund. Student Officers will be charged the under mentioned funds as contribution to the College Barrack Damages Fund. The collected money will be utilized to repair any legitimate damage which is not due to any neglect or carelessness of the occupants:

- (1) For single accommodation Rs. 100/= per month.
- (2) For married accommodation Rs. 650/= per month.

6. Officers' Mess. A copy of the Mess Rules is included in the initial book pack. All Student Officers will deposit a refundable sum of Rs. 5000/= before the final day of the first week of the Orientation Module. A nominal amount of Rs. 500/= will be deducted in five instalments from all Student Officers to compensate the expenses of the Ladies' Club for the year. Payment of mess bills will be on cash basis and to be settled in full by the beginning of the fourth week of each month.

7. Transport. Transport will be available on the following occasions:

- a. Student Officer should submit a written requisition for official requirements.
- b. Movement of sick from the DSCSC to Military Hospital.

- c. Use of Service Provided/Personnel Transport by Student Officers. Any Student Officer who is provided with transport by the respective service may utilize it as per the regulations according to their services governing for the use of official transport. However, Students are required to fill the form attached herewith (Appendix 3) in triplicate to acquire approval to retain vehicles inside. This will be applicable for the Student Officers who are intend to use their privet vehicles too. This should be done before the end of first week of Orientation Module.
- d. Marketing for families of Foreign Student Officers will be provided up to Kiribathgoda on each Wednesday and to Colombo on Saturdays/Sundays as appropriate.
- e. A school bus will run to Kiribathgoda and Refinery Junction during morning and afternoon. Those Foreign Student Officers who wish to patronise the services need to register at the MT Office.
8. Transport for Exercises. Student Officers are required to maintain vehicle discipline during field exercises and ensure that drivers and accompanying staff are briefed about their tasks. The Senior most Officer would be nominated as the Convoy Commander whilst each vehicle will have its designated Vehicle Commander.
9. Vehicle Discipline.
- a. Main entrance of the DSCSC is exclusively for the Commandant and Senior Officers in the rank of Brigadier, Commodore and Air Commodore and special guests approved by the Commandant.
- b. Use of Comdt's and CIs' Driveway. Student Officers are not permitted to use the Comdt's and CIs' Driveway (starting from Accommodation block B - 7 to the Comdt's Office area up to the Youth Council Complex turn). Students are however permitted to use the road via MT Section instead.
- c. Parking of Vehicles. Student Officers who live in married quarters can park their official vehicles in their respective compounds. Student Officers who occupy single accommodation should park their vehicles at the College MT area. Vehicles are not permitted to be parked in the study areas or restricted areas within the DSCSC complex, which will be sign posted. Vehicles are not permitted to park in front of the Student Officers' Mess, Syndicate Rooms or Guard Room during Working Days of the College. Private vehicles (other than those owned by Student Officers) will not be permitted to be parked within the DSCSC premises without prior authority of the Commandant.
- d. Speed Limits. Student Officers who uses private or Official Vehicles to note that the Speed Limit within the College is 10 Kmph. Drivers (if any) are also to be educated on the same and to be strictly adhered to. Breaking of the rules will direct to suspend the sanction of use.
- e. Call Cabs and Three wheelers. Travelling by call Cabs and Three-wheelers inside the DSCSC is not permitted.

10. Entrance. All Student Officers and their families should use the College Gate No 2 for all purposes. All vehicles entering and leaving the DSCSC will be subjected to identification and required to log details in the vehicle in/out register at the main Guardroom. Movement of the Student Officers' vehicle through the Gate No 2 will be strictly restricted after 2130 hours unless otherwise permitted by the CIs/HOTT of respective Wings.

11. Service of the Permanent Staff. Student Officers under no circumstances should endeavour to obtain the services of the Permanent Staff of the DSCSC for private purposes.

12. Leave. Student Officers may proceed on leave during the term breaks as indicated in Annex C. No leave will be granted during training periods except on extreme compassionate grounds. Students should first obtain authority from the Syndicate DS and then formally apply in writing at least 48 hours in advance. Term breaks will be considered as leave since the College will be closed during this period. Any form of leave has to be sanctioned by the respective CIs and must be forwarded to the Administration and Quartering (AQ) Branch for record purposes. Any officer who wishes to walk out during working hours including IPS periods, should submit his request on the Walking Out Register by 1330 hrs through the Course Senior with recommendations of the Syndicate DS to respective CI/HOTT for approval on the same day.

13. Medical. A Medical Officer will be available from 0900 hours to 1615 hours daily except on holidays, at the College Medical Centre. The Medical Centre remains open 24 hours with a medical orderly/nursing assistant on duty. Any serious patient will be evacuated to the Govt Hospital Kiribathgoda or Service Hospitals in Colombo and Welisara. A Dental Officer will be made available every fortnight on Wednesdays. Any Student Officer reporting sick and hospitalised for a duration over 2 weeks will be discontinued from the course. However, if Officer wishes to; may make a written submission to respective Service HQ, to follow the Course with the next year batch of Student Officers.

14. Orderlies. As per the instructions by the AHQ, each Regimental Headquarters will provide orderlies on the basis of 1 orderly per 2 Student Officers, Navy and Air Force 4 civilians for 10 Student Officers and will accommodated in the College. All such personnel must report to DSCSC on a movement order. Their movements must be recorded in the register of the College Police (CP) section at the College gate. Orderlies will not walk around the DSCSC premises in civil attire during working hours. Orderlies will not walkout of the DSCSC without prior permission from respective CI/HOTT/DS. Student Officers are advised not to bring orderlies who are categorised 'X' – Uniform. The College will not be able to provide batman facilities to Student Officers during their stay at DSCSC. Student Officers are totally responsible for the discipline of their Orderlies.

15. Guests. Student Officers living in married accommodation may entertain guests in their compounds. Further, all Student Officers may entertain their guests in the Officers' Mess with the prior permission of the PMC. No guests will be allowed in single accommodation areas. However, Foreign Student Officers need to forward their requisition

for prior approval to entertain Guests in family accommodation areas. Applications to be submitted through Syn DS, DS Coord to CI for final approval of the Commandant.

16. Gifts and Parties to Directing Staff. Student Officers or their families are prohibited from offering gifts of any nature to the DS or any Permanent Staff Member. It is also incorrect to invite the DS for private parties or functions. However, inviting for parties may not be applicable for Sponsor DSs and Foreign Student Officers.

17. Sports. The DSCSC has limited sports facilities for Cricket, Tennis, Basketball, Squash and Badminton. The Student Officers may utilize the Mini Gymnasium and the Swimming pool during the stipulated times.

18. Other Facilities. Following facilities will be available for Student Officers:

a. Welfare Shop / Canteen. A welfare shop/canteen is established to cater for the daily requirements of the Student Officers and their families.

b. Telephone. All married quarters will be provided with an internal telephone line, and private booking calls could be obtained through the DSCSC telephone exchange on payment basis. In addition to that all Foreign Students are provided with a telephone facility with an IDD on prepaid basis.

c. Barber. Service of the Barber is available in the College from Monday to Friday. Calling the Barber to married/single accommodation areas is strictly prohibited under any circumstances.

d. Laundry. Laundry facilities are available in the College. Student Officers can obtain this service on payment basis.

e. Holiday Bungalow. Fully furnished Holiday Bungalow is available for the use of Student Officers to stay shorter period with their families as and when requirement arises (Appendix 4).

f. Kids School. An International School is situated approximately 3 kms away from the DSCSC. Student Officers who wish to enrol their kids to this school do not have to pay admission fees. The monthly fee is Rs 5000.00 and subjects taught are English, Mathematics, Japanese, Hindi, Islam, Buddhism, Environmental Science, General Science and Arts. This school is closed for 2 to 3 weeks during April and August for vacation.

g. Money Exchange. The College cannot afford facilities to encash cheques for Student Officers. They must make arrangements to open a account in a bank in Kiribathgoda (if required). There is a considerable number of money exchangers available in Kiribathgoda. However, all Foreign Student Officers are strictly advised to exchange Travellers Cheques only from the banks.

19. Stationery. Student Officers are required to buy their own requirement of special stationery during the Course. Student Officers can obtain general printed forms required for official purposes from the GSO 2 (Trg). However, the following facilities could be obtained

by students on payment when the equipment is not being utilized by the College Staff, on the recommendation of respective CIs:

- a. Additional photocopying (limited photocopying facility is available in the DSCSC Library on payment basis).
- b. Scanning of Documents.
- c. Binding Facilities.
- d. Laminating Facilities.
- e. Colour Printing.

20. Safety of Children. It has been observed in the past that many children tend to play on the internal roads unsupervised. Therefore, Student Officers are responsible for the safety of their children within the DSCSC premises.

21. Ladies' Club. The Defence Service Command Staff Course Ladies' Club will meet frequently. This is an ideal opportunity for ladies and children to establish new friendships and participate in a myriad of interesting activities. A briefing will be conducted by the Sponsor DS after which the Ladies' Club will be officially opened.

Appendices:

1. College Routine.
2. Standing Orders for Occupants of Married Accommodation.
3. Application for Parking Staff Vehicles/Student Officers' Vehicles within the DSCSC Premises.
4. Request Application for the DSCSC Holiday Bungalow.