



RAJIV GANDHI NATIONAL INSTITUTE OF YOUTH DEVELOPMENT

राजीव गांधी राष्ट्रीय युवा विकास संस्थान

Institution of National Importance by the Act of Parliament No.35/12

संसदीय अधिनियम की सं. 35/12 के तहत राष्ट्रीय महत्व का संस्थान

Ministry of Youth Affairs and Sports, Government of India

युवा कार्यक्रम और खेल मंत्रालय, भारत सरकार

Sriperumbudur – 602 105.

श्रीपेरुम्बुदूर - 602 105.

Instructions for Participants of RGNIYD Training Programmes

The Rajiv Gandhi National Institute of Youth Development is located at Sriperumbudur, about 40 kms from the Chennai Airport and Chennai Central Railway Station and the time taken for travel is approximately 90 minutes.

1. As per RGNIYD norms the cost of travel will be reimbursed and transferred (as per the eligibility of the participant) directly to the participant's bank through the Public Finance Management System (PFMS) of the Government of India for which the following documents are to be enclosed along with the TA Claim Form which will be provided at RGNIYD during the training programme:

- Original tickets/Bills/Vouchers for travel performed
- Name of the A/C Holder
- Aadhar Number
- Address of the Claimant (including City, District, State and PIN) as per the details on the bank passbook:
- Permanent Account Number (PAN) of the Claimant
- Mobile Number
- Bank A/C Number
- Name of the Bank
- Name of the Branch (with address)
- IFS Code of the Bank Branch
- Photocopy of the first page of Bank pass book
- In case, the participant travels by own car (as per the eligibility of the official and the rules of the Government of India), a photocopy of the RC Book of the participant's car should be provided.

2. Travel Allowance shall be reimbursed as per the travel class intimated by RGNIYD (based on the eligibility of the participant) to the Participants only on production of original/photocopy of both the onward and return tickets. However, no DA shall be paid by RGNIYD to any participant.

3. Arrangements for boarding and lodging during the period of the training programme will be arranged in the RGNIYD Guest House in case the venue of training is conducted at RGNIYD Sriperumbudur. In case of out-station programmes, RGNIYD will make necessary arrangements for boarding and lodging of the participants in Government Organisations/Institutions based on the availability during the period of training programme.

4. Accommodation to the participants will be available on sharing basis only and therefore, the guests of the participants will not be permitted.

5. Vegetarian food will be served during the RGNIYD training programmes.
6. The trainees must report before 9.30 am on the day of commencement of the training programme at the venue and should be present till valedictory and certificate distribution is over.
7. Trainees are required to maintain decorum of training.
8. Trainees must maintain 100% attendance during the training period in order to obtain training certificate. Attendance will be taken during both the forenoon and afternoon sessions on each day of the training programme. No permission/short-leave will be permitted.
9. Trainees should strictly adhere to the timings of the Training as per the programme schedule.
10. The participants should adhere to all the rules and regulations of the organisation providing the venue.
11. Mobile phones are to be put on silent mode during the training sessions.
12. During the training period, if RGNIYD finds that any trainee is involved in any activity against the principles and values of RGNIYD and misbehaves with his/her colleagues, employees of RGNIYD, and trainer, RGNIYD reserves the right to cancel his/her candidature without any notice.
13. Trainee must submit his/her problems and complaints in writing to the Training Coordinator. Oral complaints will not be entertained.
14. Trainees will be solely responsible for all their personal belongings during the training.
15. All study materials, manuals and handouts provided by RGNIYD during the training are the Intellectual Property of RGNIYD. These materials should not be misused in any form.
16. Active participation in programmes having field visits is compulsory.
17. Change in dates (if any) under unavoidable circumstances would be communicated to the participants directly by RGNIYD.
18. For any further clarifications regarding the programme, the participants can directly contact the Nodal Officer of the concerned programme.
19. Use of Alcohol, Cigarettes, Tobacco in any form or any sensual drugs are strictly prohibited in the training venue and lodging premises.
20. In case of health problems arising during the training programme, the visiting Physician at RGNIYD, Sriperumbudur (for programmes held at RGNIYD) may be consulted between 4.00 pm to 6.00 pm on all working days. Only first aid will be provided and no specialized treatment will be provided. In case of out-station programmes, the participant shall make his/her own arrangements.
21. In case, the participant requires to leave the training programme on valid reason, a written request may be provided to the Director, RGNIYD for withdrawal of the candidature.