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Institute of Peace Support Operations Training Sri Lanka

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JOINING INSTRUCTIONS FOR UNITED NATIONS LOGISTICS OFFICERS COURSE – SRI LANKA - NO 02 CONDUCTED BY INSTITUTE OF PEACE SUPPORT OPERATIONS TRAINING SRI LANKA

INTRODUCTION

1. United Nations Logistics Officers Course (UNLOC-SL 02) at IPSOTSL from 30 Nov 2020 to 15 Dec 2020. These instructions have been formulated to help student officers to prepare themselves prior to commencement of the course and in smooth functioning once they reported to follow the course.

ABOUT IPSOTSL

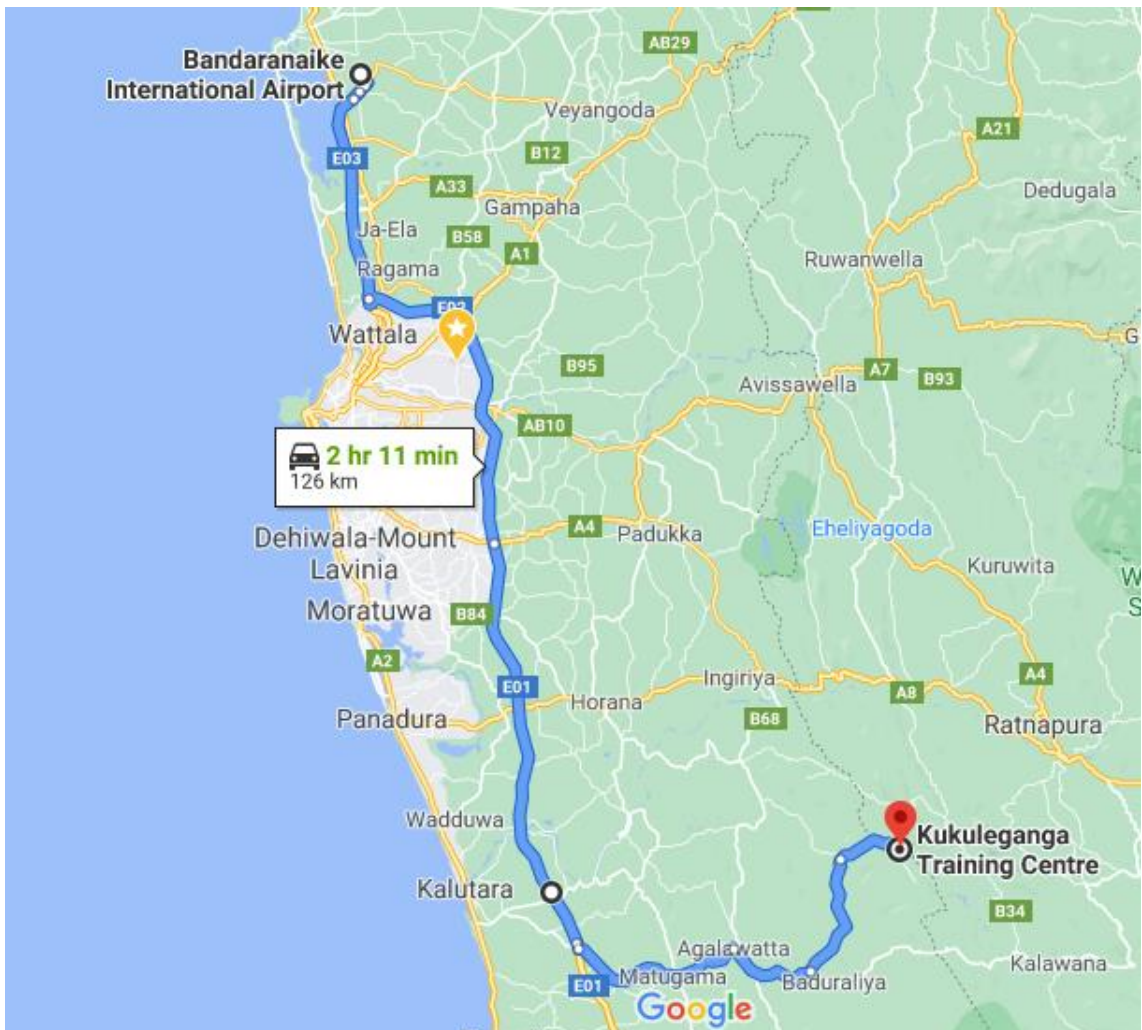
2. IPSOTSL is a one of prestigious institutes in Sri Lanka which dedicated to training of peacekeepers for employment in all types of UNPSO (UN Peace Support Operations). This institute fulfils the requirement of UNDPKO as per General Assembly resolution which outlines the necessity and responsibility of every nation to train their armed forces before any deployment under the flag of United Nations.

LOCATION OF THE IPSOTSL

3. IPSOTSL is located at closer to KUKULEGANGA approximately 110 km away from the city of COLOMBO and takes approximately 3 hours road journey. It is adjacent to the Hydro Power Station Kukuleganga with a beautiful panoramic range of mountains which covered with natural forest and waterfalls.

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Road Network to IPSOTSL



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COURSE DURATION

4. United Nations Logistics Officer Course - Sri Lanka (UNLOC-SL 02) Training is provided by Peacekeeping Training Institutes over a minimum period of three weeks. The course will commence on from 30 Nov 2020 to 15 Dec 2020.

- a. Total days - 16 days.
- b. No of working days - 12 days.

DAILY ROUTINE

5. Working days in the IPSOTSL are from Monday to Friday. The daily routine of the course would be as follows:

- a. 0600 - 0645 PT
- b. 0700 - 0800 Breakfast
- c. 0830 - 0910 1st Period
- d. 0915 - 0955 2nd Period
- e. 0955 - 1015 Tea Break
- f. 1015 - 1055 3rd Period
- g. 1100 - 1140 4th Period
- h. 1145 - 1225 5th Period
- i. 1230 - 1310 6th Period
- j. 1310 - 1410 Lunch
- k. 1410 - 1450 7th Period
- l. 1450 - 1510 Tea Break
- m. 1510 - 1550 8th Period
- n. 1620 - 1730 Recreation

DOCUMENTS

6. Student officers are need to obtain ID card issued by the IPSOTSL. Following documents should be carried by the student officers and they should handover to the reception:

- a. **Movement Order.** Student officers are required to handover Movement Order to HQ office on arrival.
- b. **PULHEEMS Certificates.** Student officers should produce PULHEEMS certificate duly attested by their respective RHQs.

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CONTACT DETAILS

7. Contact details are as fol :
- a. **Postal.** Address is as follows:

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Kukuleganga

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SRI LANKA
 - b. **E Mail/Web.** Web sites are ipsotslkkg@yahoo.com & ipsotsl@army.lk http://web.army.lk/trg_ipsotsl .
 - c. **Important Telephone Numbers.** Contact numbers are as fol:
 - (1) Commandant - 0342295282, 0766907325.
 - (2) Chief Instructor - 0342295283,0766909439.
 - (3) SO II (Admin) – 0770589455.
 - (4) SO II (Trg) - 0777513969.
 - (5) Exchange - 0342295280.

OUT OF BOUND AREAS AND RESTRICTIONS

8. The following areas will be out of bond for student officers unless otherwise summoned:
- a. Commandant's office and accommodation area.
 - b. CI's office and accommodation area.
 - c. Instructor's offices and accommodation area.
 - d. Record room and reprography section.
 - e. Offrs/ORs', women corps and civilians accn areas.

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MISCELLANEOUS

9. Student officers are allowed to bring their personal laptop and internet facility for their convenience. Electricity Voltage in the IPSOTSL is 220W; therefore, it is advised to bring your power adapter and power extension for your handiness.

ADMINISTRATIVE INSTRUCTIONS

10. **Arrival.** Student officers are required to report to IPSOTSL at least one day prior to the commencement of the course. They must be fully prepared to settle down and organise administrative and logistics matters. Student officers should fill the personal profile and hand over on arrival.

11. **Discipline.**

a. **Punctuality.** All student officers must be punctual for lectures/ classes as per the training programme. Any officer, who is not attending the 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 service regulation. Dress will be stipulated for other outdoor activities together with instructions for such activities. Unauthorised badges and wearing of unnecessary jewellery are strictly prohibited.

(1) Routing class room activities: No 6 /No 5.

(2) PT kit: White PT shorts/ T shirts. (Army issued)

(3) Recreation/ Games: Appropriate recreation kit.

(4) Mess Dress: Long sleeved open collar for male offrs and sari for lady offrs.

(5) Ceremonial dress for Opening / Closing address: Dress No 5

c. **Conduct.** All student officers are required to observe high standard of conduct. When moving from one place to another, all student officers should go as a squad. The course senior student officer is responsible for the overall conduct and discipline of the course.

12. **Accommodation.** Due to the nature of the course, it is essential that all student officers living in throughout the course.

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- a. **Married Quarters.** IPSOTSL will not be provided married quarters for student officers.
 - b. **Accommodation.** IPSOTSL will be provided single accn separately for the students. Student officers are required to consult SNCO who is responsible for arrangement of accn once they reported to the institution.
 - c. **Handing Over and Taking Over.** Handing over and taking over of the accommodation and stores must be done in the presence of Mess/ Quartering 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 take over.
 - d. **Breakage/ Damage.** All student officers are expected to pay for any breakage or damage of any fitting/fixture or store/equipment due to negligence or bad maintenance. Any breakages or damages should be informed to the relevant staff immediately for take appropriate action and hiding of such incidents may strictly dealt with.
13. **Officers' Mess.** Student officers can obtain messing facilities from the Officers' Mess at their discretion. Bar facilities can be obtain on prior approval of the relevant authority. Student offrs are not permitted to have meals in their rooms. All mess bills should be settled in full before end of the course.
14. **Transport.** Transport will be available on the following occasions:
- a. For official requirements on request.
 - b. Reporting of sick from IPSOTSL to government hospitals.
 - c. Any student who wishes to use his private vehicle can be used after obtaining prior approval from the CI.
15. **Vehicle Discipline.**
- a. **Parking of Vehicles.** Student officers are permitted to park their vehicles only at the in front of MT section. Vehicles are not permitted to be parked in the accommodation areas or restricted areas within the IPSOTSL.
 - b. **Speed Limits.** The Speed limit within the IPSOTSL is 5km/h. Drivers are also to be educated on the same and to be strictly adhered to the instrs.

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16. **Leave.** No leave will be granted during training periods except on extreme compassionate grounds. However, students may be granted permission to be away from the station during weekends with permission of IPSOTSL authority.

17. **Medical.** The medical inspection room remains open 24 hours with a medical orderly/ nursing assistant on duty. Any serious patient will be evacuated to government hospital in BADURALIYA. If any student officer reporting sick and hospitalised for duration of over two days will be discontinued from the course.

18. **Orderlies.** IPSOTSL will not be able to provide batman facilities to student officers during their stay. Student officers are allowed to bring their orderlies and they must report to school with a movement order. Student officers are totally responsible for the discipline of their orderlies. Orderlies are utilised for general duties of the centre under the supervision of the Training School Warrant Officer for a specific period of time in all working days. Special daily instructions are issued by the SO II in this regard.

19. **Other Facilities.** The following facilities will be available for student officers:

a. **Canteen.** Canteen is located near to the play ground to cater to the daily requirements of the student officers.

b. **Internet Facility.** Internet facilities will not be provided by IPSOTSL. Therefore, student officers should carry their own laptops and dongle/routers.

c. **Salon Service.** Barber is available in IPSOTSL on payment basis. Calling the barber to accommodation areas is strictly prohibited under any circumstances.

d. **Laundry.** Laundry facilities are available in IPSOTSL. Student officers can obtain this service on payment basis.

20. **Guests.** Student officers may entertain guests in the Officers' Mess with the prior permission from the PMC, but entertainment would be limited to very subtle facilities available in the Officers' Mess. No guests will be allowed in accommodation areas.

21. **Gifts and Parties to Instructors.** Student officers are prohibited from offering gifts of any nature to the instructors. It is also incorrect to invite the instructors for private parties or functions.

22. **Stationery.** Student officers are required to bring their own requirement of special stationery during the course. Training materials will be issued.

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23. **Clearance Certificate.** Before departure from the IPSOTSL, student officers are required to obtain a clearance certificate from the authority. Student officers will be supplied with a form by the HQ office for obtaining prior clearance from certain offices and establishments. This need to be completed by the individual member and should submitted to the HQ office to obtain Movement Order.

Peace Through the discipline