



**THE BHARAT SCOUTS AND GUIDES, NATIONAL TRAINING CENTRE**

**PACHMARHI { M.P. } – 461881.**

**Ph. No. 07578—252026 (O), Fax No. 07578 - 252541.**

**E-Mail bsgntc@sancharnet.in**



Circular No. 02/2014-15/5131-33

Dated : 28.01.2014

To,  
All the State Secretaries,  
State Association of Bharat Scouts & Guides,  
**INDIAN UNION**

**Sub: 58<sup>th</sup> Pre-ALT Course (Guide Wing) – 15<sup>th</sup> to 19<sup>th</sup> April' 2014 at NTC, Pachmarhi**

Sir / Madam,

We are pleased to inform you that the 58<sup>th</sup> Pre-ALT Course (Guide Wing) is scheduled in the month of April 2014 according to the schedule of the event of National Headquarters. The details are as follows :

1	<b>Name of the Course</b>	58 <sup>th</sup> Pre-ALT Course (Guide Wing).
2	<b>Date of the Course</b>	15.04.2014 to 19.04.2014 (FIVE DAYS).
3	<b>Venue</b>	Bharat Scouts & Guides, National Training Centre, Pachmarhi.
4	<b>Arrival</b>	On 14.04.2014 evening or before 08.00 AM on 15.04.2014 : Registration on 15.04.2014 at 09.00 AM in proper Uniform. Late comers will not be admitted for any reason.
5	<b>Departure</b>	19.04.2014 : At 04.00 PM. (Accordingly return journey reservation may be done).
6	<b>How to Reach</b>	Pachmarhi is located on the Mumbai Jabalpur route (Between Itarsi and Jabalpur Station). Pipariya is the nearest Railway station from Pachmarhi. The distance from Pipariya to Pachmarhi is 56 k.m. Buses are available from Pipariya to Pachmarhi. Number of private jeeps are also available on nominal rate. The Bharat Scouts & Guides is just 5 k.m. from Pachmarhi bus stand. Local Conveyance available to reach National Training Centre from Pachmarhi Bus Stand. Those who are coming by private Jeep can directly come upto BS&G, NTC.
7	<b>Fee</b>	Development Fee Rs. 100/- + Special Fee Rs. 50/- = Total Rs. <b>150/-</b> only.
8	<b>Financial Assistance</b>	Free hospitality during the Course will be provided. Concessional 2 <sup>nd</sup> Class Train fare and actual Bus fare (where there is no train service) will be reimbursed on production of T. E. Bill along with Bus tickets in original and Photocopies of Train tickets.
9	<b>Quota</b>	Six from each state (If the state needs more quota, please contact the undersigned well in advance).
10	<b>Eligibility</b>	1. They should have completed 1 year after receiving HWB Parchment. 2. They have assisted atleast one Basic / Advanced course in her section after receiving the Parchment. 3. Trained at least 2 Swarn Pank / 8 Tritiya Sopan / 2 Nipun in her unit as the case may be. 4. Participants should be running unit effectively with valid warrant (Submit Form No. 16 – copy enclosed).
11	<b>What to Bring</b>	Usual camp kit, 2 sets of correct & complete Uniform as per APRO III, (Black shoes, camel colour socks, HWB scarf, nylex belt), personal medicines if any, bedding, torch, odomos tube, chart paper, pen, pencil, marker pen, White board pen, knotting rope etc. Participants should bring 50 Questionnaires & 50 B.P.Sayings with reference on Scouting for Boys and WAGGGS (in the form of booklet separately) to be submitted at the time of Registration. Prepare well for lesson demonstration (syllabus of Basic course) and games demonstration.
12	<b>Last Date of Application</b>	<b>10<sup>th</sup> March' 2014 at NTC Pachmarhi.</b>

The application has to be submitted to National Training Centre, Pachmarhi before the last date along with the copies of the documents of the candidates duly recommended by concerned officials.

Participants **SHOULD NOT** proceed for the course without receiving the "FINAL INFORMATION LETTER" from NTC, Pachmarhi to the individual. Participants bringing application by hand will not be admitted. Candidates will not be allowed to bring children / escorts with them.

Thanking You,

Yours Sincerely,

**( M. N. MACHAMMA )**  
**Dy. Director Guide (Ldr.Trng.)**

Encl. :

1. Application form.
2. Proforma of Progress Report
3. Unit Running Certificate

Copy to :

1. All the NHQ Office Bearers for information.
2. The Asst. Director for follow up.
3. All The STC (G), for necessary action.



**Application for Admission to Pre-ALT Course (Guide Wing)**  
**From 15<sup>th</sup> to 19<sup>th</sup> April' 2014**

Name of the State : .....

Course Date : From : ..... to ..... Place : .....

Section : Bulbul / Guide / Ranger

1. Full Name (In Block Letters) : \_\_\_\_\_
2. Full Address : \_\_\_\_\_  
Pincode : \_\_\_\_\_
- E-mail ID : ..... Mob./Ph No. \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_ (.....Year,..... Month,.....Day)
4. Educational Qualification :
5. Designation :
6. Whether you have been a Bulbul/Guide/Ranger, if so give details, Place, Years etc. :
7. Name of the Running Group : ..... From :..... to .....  
Charter No. .... Date : ..... Renewed upto : .....
8. Service in the Movement as an Adult: Warrant No ..... Date ..... Renewed upto .....  
Rank ..... Year. ....

9. Details of Training Courses :

Sl	Name of the Courses	Dates		Venue	Certificate No & Date	Name of the LOC
		From	To			
1	Basic Course					
2	Advanced Course					
3	HWB Course					

10. Training Study Registration Certificate No. .... Date .....
11. H.W.B. Parchment No. : ..... Date : ..... Section
12. List of Books on Guiding you have studied :
13. Well versed subject in Guiding :
14. Course assisted as a full time staff in the Training Courses (at least one after receiving Parchment) Enclosed the Certificate.

Sl No	Name of the Course	Venue	Date		Leader of The Course
			From	To	
1					
2					

15. Produced Swarn Pankh / Tritiya Sopan / Nipun in Unit after receiving Parchment :

Sl	Name	Date of completion	Certificate No.
1			
2			
3			
4			
5			
6			
7			
8			

I am prepared to undergo further training and to give preference to the work of Training. I will abide by the Rules. Scheme of Training and discipline of the Bharat Scouts & Guides and the Training Courses.

Signature of applicant

Date .....

**Recommended**

Signature of Dist.Commr.(Guide)

Date : \_\_\_\_\_

Signature of STC (Guide)

Date : \_\_\_\_\_

Signature of State Secretary / Jt. Secretary

Date : \_\_\_\_\_

Encl.:

1. Copy of Warrant.
2. Unit Running Certificate.

**Progress Report of Unit**  
**For Pre-ALT Course**  
**( Guide Wing )**

1. Name of the State : .....
2. Name of Unit : .....
3. Name of Unit Leader : .....
4. Group Charter No. .... Date ..... Copy attached.
5. Warrant No. .... Date ..... Copy attached.
6. Progress chart are given below (Last two year and current year) :

Sl	Number of Bulbul / Guide / Ranger	As on		
		01.04.20.....	01.04.20.....	01.04.20....
1	Pravesh			
	Bulbul/Guide/Ranger			
2	Komal Pankh / Pratham Sopan / Praveen			
	Bulbul/Guide/Ranger			
3	Rajat Pankh / Dwitiya Sopan / Nipun			
	Bulbul/Guide/Ranger			
4	Swarn Pankh / Tritiya Sopan			
	Bulbul/Guide			
5	Heerak Pankh / Rajya Puraskar			
	Bulbul/Guide			
6	Golden Arrow / Rashtrapati Guide / Rashtrapati Ranger			
	Bulbul/Guide/Ranger			
7	Total			

8 Courses / events details :

a. Participation in Dist level programme					
Sl	Name of the Event	Venue	Dates		No attended
			From	To	
I					
ii					
lii					

b. Participation in State level programme					
Sl	Name of the Event	Venue	Dates		No attended
			From	To	
I					
ii					
lii					

c. Participation in National level programme					
Sl	Name of the Event	Venue	Dates		No attended
			From	To	
I					
ii					
lii					

d. Participation in International level programme					
Sl	Name of the Event	Venue	Dates		No attended
			From	To	
I					
ii					

It is to certify that above information are correct and her unit is running effectively.

DOC(G)

DTC(G)

DC(G)

District :

District :

District :

**UNIT RUNNING CERTIFICATE**

This is to certify that Ms. / Mrs. ....  
Flock Leader / Guide Captain / Ranger Leader of (Name of the Unit)  
..... Her Warrant  
No. is . ..... dated ..... and Group Charter  
No. is ..... dated ..... She is running the Unit  
effectively.

**Dist. Org. Commissioner (G)**

**Dist. Trg. Commissioner (G)**

**District Commissioner (G)**