



Circular No. 10/ 2014-15/5177-79

Dated : 29<sup>th</sup> Jan' 2014

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

**Sub: 51<sup>st</sup> ALT Course (Guide Wing) – 03<sup>rd</sup> to 09<sup>th</sup> June' 2014 at NTC, Pachmarhi.**

Sir / Madam,

We are pleased to inform you that the 51<sup>st</sup> ALT Course (Guide Wing) is scheduled in the month of June, 2014 according to the schedule of the event of National Headquarters. The details are as follows :

1	<b>Name of the Course</b>	51 <sup>st</sup> ALT Course (Guide Wing).
2	<b>Date of the Course</b>	03.06.2014 to 09.06.2014 (SEVEN DAYS).
3	<b>Venue</b>	Bharat Scouts & Guides, National Training Centre, Pachmarhi
4	<b>Arrival</b>	On 02.06.2014 evening or before 08.00 AM on 03.06.2014 : Registration at 09.00 AM in proper Uniform. Late comers will not be admitted for any reason.
5	<b>Departure</b>	09.06.2014 : 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 Railway 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 from Pipariya by private Jeep can directly come upto Bharat Scouts & Guides, NTC, Pachmarhi.
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. 50% Concessional 2 <sup>nd</sup> Class Train fare and actual Bus fare (where there is no train service) will be reimbursed on production of Bus tickets in original and Photocopies of Train tickets. (Please bring photocopies of train tickets while coming).
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>	<ol style="list-style-type: none"> <li>1. One year completion after successfully completing Pre-ALT Course.</li> <li>2. Running Unit effectively, Unit running certificate should be attached.</li> <li>3. Must have assisted 2 courses – Basic/Advanced or one each after receiving HWB Parchment of concerned section (Certificate by STC(G) should be submitted).</li> <li>4. Having valid Warrant.</li> </ol>
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/White board pen, knotting rope 3 mtrs. etc. Participants should bring 50 B.P.Sayings & 100 Questioneere from Scouting for Boys and WAGGGS (in the form of booklet separately) to be submitted at the time of Registration. Materials needed for lesson and games demonstration. Prepared well for Quiz and written test.
12	<b>Last Date to receive the Application</b>	<b>15<sup>th</sup> April' 2014 at NTC Pachmarhi</b> : incomplete applications will not be entertained.

The application has to be submitted to National Training Centre, Pachmarhi before the last date along with the copies of the certificates 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 in Guiding,

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

Encl. :

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

Copy to :

1. All the NHQ Office Bearers for information.
2. All the Asst. Director's of the Reg. Headquarters.
3. The STC (G) for necessary action and ensure participation.



**Application for Admission to ALT Course (Guide Wing)**

Name of the State Association : .....

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

Section : Bulbul / Guide / Ranger

1. Full Name (In Block Letters) : .....

2. Full Postal Address : .....

Pincode : .....

E-mail ID : ..... Mob./Ph No. ....

3. Date of Birth : ..... (.....Year,..... Month,.....Day)

4. Educational Qualification :

7. Name of the Running Group : ..... From :..... to .....  
Charter No. .... Date : .....

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					
4	Pre-ALT Certificate					

10. Training Study Registration No. .... Date :

11. H.W.B. Parchment No. : ..... Date : ..... Section

12. Course assisted as a full time staff in the Training Courses after receiving Parchment:

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

13. Any Special interest / skill.

Above information are found correct :

**Recommended**

Signature of applicant

Date .....

STC (Guide)

State Secretary/Jt.Secretary

State Commissioner(G)

Date : .....

Date : .....

Date : .....

Encl.:

1. Copy of Warrant & Unit Running Certificate.
2. Progress Report.

3. Course assisted 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 .....
5. Warrant No. .... Date .....
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					
li					
lii					

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

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

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

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)**