

Dos & Don'ts to be followed by the officers

1. All the participants are required to attend the training/exchange programme in full strength and always be punctual. They must attend all the sessions organized by the Institute. Only in exceptional circumstances, if it becomes totally unavoidable for a participant to skip a session, he should do so after informing the Group Leader.
2. Whether in a meeting or on field visit, project yourself as a TEAM representing the Rajya Sabha Secretariat. Needless to say, be of help and assistance to each other while you are in an alien land.
3. All the participants to the programme represent one of the premier institutions of democracy. Hence, it is expected that all officials present themselves in accepted dress code, exhibit politeness and courtesy in their interactions and be correct in their behaviour/conversation.
4. All the participants should show keenness to learn new things and actively participate in the training programme. The goal should be to derive maximum advantage out of this opportunity.
5. Interaction with the organizers should be to the extent that it is related/ connected to the training programme. Please refrain from seeking any kind of favour which is considered outside the purview of the programme.
6. Conversation with the politicians and bureaucrats should be confined at the official level.
7. Please refrain from making any official statement on any issue, political or otherwise, which will have a direct bearing on the cultural, social and secular aspect of our Country and its relations with the United Kingdom.
8. Please DO NOT use telephone facilities for making calls within or outside the host country except under emergent circumstances or for official purpose. Private calls made by the participants will have to be paid for by the person making the call.
9. Some of the channels on T.V. provided in the hotel rooms are paid channels. Do not use such channels, lest you wish to pay for them out of your own pocket.
10. Last, but not the least, please follow the advice of the Group Leader. It should be kept in mind by all the participants that their actions could have a direct bearing on the Rajya Sabha Secretariat.

