

GOVERNMENT OF RAJASTHAN
Department of Information Technology & Communication

File No.F8(96)/DoIT/Gen/04/Part-II/ 4496

Dated: 25/11/2011

**Subject: Brief information for Outbound training in Bangalore
from 3rd Dec, 2011 till 5th Dec, 2011.**

The administrative brief received from “Pegasus Institute of Excellence” is enclosed for your information and action. The list of items to be carried along for the outbound training is also enclosed for all the participants who have been nominated for attending the outbound training in Bangalore in “Pegasus Institute of Excellence”.

All participants are requested to report in the airport at 5am on 3rd Dec, 2011 by their own conveyance for departure from Jaipur to Bangalore. Flight departure time is 6.10 am and flight name is Indigo airlines (6E 151) which would depart from domestic terminal-2. All participants are requested to carry their photo id proof for availing the boarding pass.


(R.L.Solanki)
OIC (Capacity Building)

**Tentative List of items to be brought along for
Outbound Training Program ("NeGP Best Practices and Change Management)
(3rd December to 5th December, 2011)**
at
Pegasus Institute of Excellence, Bangalore

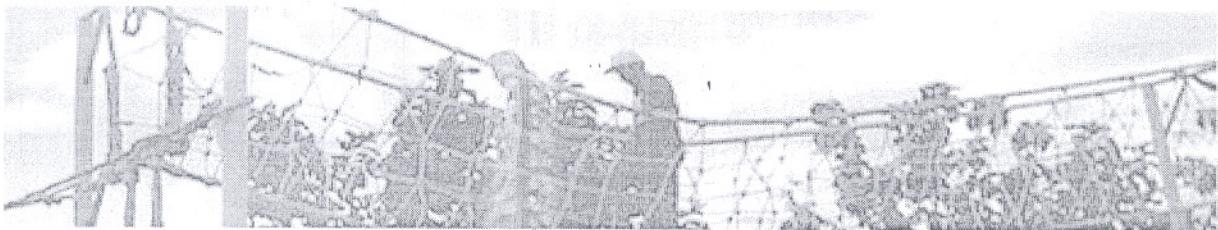
1. Sports Shorts
2. T-Shirts
3. Jeans
4. Track suit (if available)
5. Formal Trouser & Shirts (for Male)
6. Formal Salwar Kameez / Shirt & Trousers (for Female)
7. Some winter cloths like sweater / windcheaters / pullover/jackets/shawls.
8. Sports Shoes is a must
9. Slippers
10. Sun Glasses
11. Water Bottle
12. Torch
13. Cap / Hat
14. Camera (optional)
15. Handkerchiefs
16. Towel & Napkin
17. Inner Garments (as per need)
18. Medicines (as per need)
19. Cosmetics, medicines & Toiletries -
 - a. Sun Burn Cream / lotion
 - b. Tooth paste & Brush
 - c. Hair Oil (if required) with comb
 - d. Soap (Bath & Wash) and paper soap (if required)
 - e. Odomas Cream
 - f. Shaving Kit

*** There is no laundry facility available so carry adequate cloths for the program duration.

Other useful information :

- Institute is about 60 kms from Bangalore.
- Participants shall be accommodated in comfortable tents, equipped with carry mats/durries, sleeping bags / blankets, bed sheet, pillows.
- The Tents have adjoining built-up toilets with running water facility.
- Participant could carry Music CD / USB with songs to be played at camp fire.
- The institute is eco-friendly, so its polythene free, so bring in paper bags along for carrying soiled /wet clothes back on return.
- Mobile connectivity at the institute is intermittent with poor tower signals.
- No valuable materials, participants shall be responsible for their belongings.





ADMINISTRATIVE BRIEF FOR OUT BOUND LEARNING PROGRAM

1. **Welcome:** We look forward to your stay with us at the Institute and it shall be our endeavor to make your stay comfortable and enjoyable while you experience the program activities.
2. **Location:** The Institute is located about 60 kms from Bangalore, beyond Dodballapur. Travel time from Bangalore (Mekhri Circle) is about two hours. Location Map is available in the website.
3. **Accommodation:** Participants will be accommodated in shared tents equipped with laid out mattresses, blankets, bed sheets, pillow, and pillow cover. Bathrooms would be shared and will be have 24 hrs running hot water facility.
4. **Messing:** Food is served in the Dining Hall or at the Camp Fire Area. The menu has been designed to cater for the general taste of the participants coming from across the country and abroad. Coffee, tea and soft drinks are available round the clock, on request. Water is purified by aqua guard and made hygienically fit for drinking. Kitchen is out of bounds for the participants.

**** BEING A LEARNING INSTITUTE WE NEITHER SERVE NOR PERMIT CONSUMPTION OF ALCOHOLIC BEVERAGES AT OUR INSTITUTE PREMISES ****

5. **Time of Arrival & Dinner:**
Please note that being Learning Institute (not a resort or a hotel), we are governed by time windows for all activities including meals. For dinner to be served, we expect teams to reach the Institute campus **before 2130 hrs (9.30PM)**. Teams arriving at the Campus after 2130 hrs are requested to have their dinner prior to reaching the Institute campus. You may cater for travel time of minimum 2 hrs from Mekhri Circle to the Institute campus in the evenings.
6. **Medical:** A well stocked medical inspection room and a qualified para medic are available at the Institute premises to render first-aid on the spot. An ambulance too is available. In case any participant is under medication, he / she is requested to carry adequate supply of the medicine and also inform the faculty on arrival.
7. **Transport Connectivity:** The Institute is located in the countryside, away from the maddening crowd. Public transport connectivity to the nearest townships / communication centres is limited.



8. **Mobile Phones:** Tele (mobile) connectivity at the Institute is intermittent with poor tower signature. While participants may carry their cell phones to the Institute, we do not permit their use during program hours. However we do maintain a communication link between the Institute and our Corporate Office at Bangalore. Any message for the participants may be passed to our Duty Officer at the following numbers in case of emergency or if there is no response from the participant:
* Between 9.00 AM and 6.00 PM (except Sundays/holidays): Tele nos. 080 -2362 3484 / 86 / 87 / 89
* Between 6.00 PM and 9.00 AM on regular days and Sundays: Cell No. 98453 40264 /99005 80755
* Fax (24 hours) for messages. No. 080 – 2362 3516
9. **Other Utilities:** There are no provision / medical shops in the vicinity of the Institute. Participants are requested to bring along moisturizing cream, sunscreen lotion, cigarettes etc. You may also like to bring along your choice of music (audio cassettes, CD etc) for playing during campfire dinner.
10. **Valuables:** Since the program schedule is hectic and packed with outdoor activities, participants are requested not to bring valuables / jewelry etc. However, cameras and film rolls may be carried by those interested in photography (P.S: As there is no provision for shopping in the vicinity, participants are advised to carry spare film rolls, cameras cells etc). Do lock the cottage when moving out.
11. **Music:** Portable systems with USB port, CD/Audio cassette player will be provided at camp fire locations. Participants may wish to bring the CDs / Audiocassettes of their choice if they so desire.
12. **Indemnity:** It is explicitly understood that the Company while at outward bound site for learning programs, in the eventuality of any of its employees experiencing such program, suffers any injury despite the controlled safety environment, no claims on Pegasus either monetary or otherwise will be made. It shall be a matter resolved exclusively between the Company and its employees to settle any such claims or liabilities that may arise or accrue out of such situations.
13. **Polythene free:** In an effort to make the all our Centres Eco-Friendly, the centres have been declared Polythene free zones. Teams are requested to make their own arrangements for carrying soiled/ wet clothes back on their return. Paper bags are not available at the camp.