

# LNJN National Institute of Criminology & Forensic Science

## *Practical Information for Trainees*

**Institute Location:** The Institute is located next to Jaipur Golden Hospital in Rohini Sector-3. Its front gate is on Outer Ring Road between DTC Depot - III and Jheel Park. Please click on following link for details: [Location and Guide](#). The Institute does not pick up or drop domestic participants. It is recommended that prepaid taxi's are booked through Delhi Police operated booths at Airport/ Railway Station with Jaipur Golden Hospital, Rohini Sector-3 as your destination. The overseas participants are put up in near by Hotels and can be picked up at airport if their travel plan is received 3 working days in advance.

**Reporting for course:** Since, the Hostel accommodation is limited, the Institute accepts nominations for the fixed number of participants in each course. **Therefore, before commencing their journey, the Officers nominated for training by their Departments, must confirm, from the Institute website, that their nomination has been accepted by NICFS.** The Course starts 0930 hrs. on the first day and officers are advised to arrive preceding afternoon. They are requested to download [Registration Form](#) and hand over the same during Registration session duly filled up.

**Dress:** On the first day of course there will be Group Photo immediately after Inaugural Session and participants may dress appropriately. Casual wear/ sleepers are not permitted during training.

**Accommodation:** Officers participating in the course are provided single room accommodation (on a single occupancy basis) with catering facility on payment of prescribed charges. Under extreme exigency on Medical/Health grounds, the officer can make special request for providing family suite 3 weeks in advance by fax at telefax no 011-27525083. **In the Institute Hostel, gunmen, drivers, orderlies, servants or pets are not allowed.**

**Daily Schedule:** Training sessions are organized from 1000 hrs to 1800 hrs. Attendance is compulsory. Course schedule will be uploaded on website 2 weeks prior to course and participants may contact Course Director for any enquiry. There may be a field visit on Wednesday (post-lunch). In all courses there is a 'Experience Sharing' session where participants are expected to share good practices. On the last day of the course Hostel and Library dues are to cleared between 0930 Hrs to 1030 Hrs. Certificate of Participation is not issued to those who miss one day's schedule.

**Course Senior:** In every course an officer (senior most in age) is designated as Course Senior. He is authorized to interact on behalf of entire course regarding Hostel Food, recreational or other administrative matters.

**Library:** The Institute has a resource centre rich in books and journals on Criminology and Forensic Science. The participants are invited to make best use of these resources.

**Return Journey:** On the last day course will conclude at 1400 hrs or 1800 hrs as per course schedule. Hence, return journey must be booked accordingly keeping in view local travel time from the Institute. Participants are advised to book their return journey well in time as there is long wait list in trains/flights out of Delhi and NICFS does not have a separate quota.

**Alumni Card:** Participants desirous of applying to Alumni Card may visit Institute website under Tab "Alumni" → "Alumni Card".

**Institute Contacts:** EPABX: 011-27521091, 27514161, 27511580 (Office hours only) Fax :011-27510586/27511571, Training Section: [training.nicfs@nic.in](mailto:training.nicfs@nic.in), Hostel Reception : 27525084 (24x7 basis).

**Weather:** Delhi has extreme climate. Temperature varies from 12<sup>0</sup> C to 46<sup>0</sup> C during Summer (April to June) and 1<sup>0</sup> C to 32<sup>0</sup> C during Winter (December to February). Course Participants are advised to bring suitable clothing.

**Medical:** The nearest Hospitals are Jaipur Golden Hospital and Bhagwan Mahavir Hospital (2 Km).

**Useful Telephones:** Train: 139, Air India: 1800-180-1407, Bus Enquiries: 23865181 (Kashmiri Gate), 22152431 (Anand Vihar), Delhi Traffic Police Complaint: 100, 23378840 & 23379193.