



वित्त मंत्रालय/ MINISTRY OF FINANCE  
 राजस्व विभाग/ DEPARTMENT OF REVENUE  
 राष्ट्रीय प्रत्यक्ष कर अकादमी  
 NATIONAL ACADEMY OF DIRECT TAXES  
 छिंदवाडा रोड नागपुर -440030  
 CHHINDWARA ROAD, NAGPUR-440030



F.No. NADT/70<sup>th</sup> Batch /Joining Instructions/01/2016-17

Date: 01.11.2016

### Joining Instructions for Induction Training Programme, 2016:

1. The Induction training for the 70th Batch of IRS is commencing on Monday, 19th December 2016. The Officer Trainees who belong to 70th Batch of IRS are required to report at the National Academy of Direct Taxes, Nagpur by evening of 18<sup>th</sup> December (Sunday), 2016. The Officer Trainees belonging to 69th Batch of IRS, who were on EoL, are also required to report at NADT by evening of 18th December, 2016. The Officer Trainees can arrive at NADT, Nagpur on Saturday (17<sup>th</sup> December, 2016) as well. The necessary arrangements will be made accordingly.

The Academy has made pick up arrangements from Nagpur Airport/Railway Station to NADT. You are advised to submit/send your travel plan in advance. Please kindly follow the link -

<https://docs.google.com/forms/d/e/1FAIpQLSdZ79ZTrL5y97nRIZvdNOVbBPeED461aWd0oamaS9bylT-9g/viewform>

2. for filling your travel plan details. This link is also available on **Induction Training >> IRS Batches >> 70th Batch >> Registration For 70th Batch >>** on the website [nadt.gov.in](http://nadt.gov.in).
3. The Officer Trainees are required to bring with them the following documents (along with two self- certified copies):
  - a. Letter of appointment to join and report at NADT sent by the CBDT, Department of Revenue, Government of India in original.
  - b. Relieving Order and Last Pay Certificate **from those joining after Foundation Course at LBSNAA, Mussoorie** in original. Relieving order and LPC will also be required from those officer trainees, who are joining directly in NADT from other Govt. Services and PSUs.
  - c. Original certificates of educational qualifications, original caste certificate (if applicable), and proof of permanent address/ home town for verification.
  - d. Photo identity card, PAN Card, Aadhar Card to be used for different purposes. If it is not ready, you may kindly apply for the same. Original Aadhar Card will be required

for entry in service –book and for various other purpose is, therefore, Officer Trainees should ensure that they bring original copy of Aadhar Card in the Academy at the time of joining. Dates of Birth Certificates of parents in case parents are claimed as dependent family members of the officer trainee for Central Government Health Scheme (CGHS). Proof for Age/Date of Birth of parents can be PAN Card/Adhaar Card/Voter ID/Ration Card etc.

- e. 2 postcard size and 20 passport size (colour, front faced) photographs with officer trainee's name written in Capital on reverse of each photograph. You may bring extra copies for other personal needs viz., opening a bank account, obtaining a new mobile connection etc.
  - f. Four group photographs (Not to be too large and may be a little larger than the passport size) of officer trainee along with dependant family members for CGHS (if applicable). In addition to this, four individual photographs of the dependant family members would also be required.
  - g. Original documents, tickets, etc in support of the reimbursement claims or settlement of advances availed (if applicable).
4. The Officer Trainees may receive their first salary only in the first week of February 2017. Hence, the officer trainees may bring sufficient money with him/her to cover their personal expenses and an additional amount of Rs.35000/-to pay for various deposits/ advances like Mess Advance, Security Deposits for Societies/Clubs, Voluntary contribution to Welfare Fund as well as to purchase Track Suits, Bandgala, Sarees, Sneakers, T-shirts, and Shorts etc from NADT Souvenir shop. Please kindly follow the link-
- [https://docs.google.com/forms/d/e/1FAIpQLScgcFV0biiiBpMalh3GF\\_F6qB5Uc38SAQ\\_gghM8usjT1q8M5Nw/viewform](https://docs.google.com/forms/d/e/1FAIpQLScgcFV0biiiBpMalh3GF_F6qB5Uc38SAQ_gghM8usjT1q8M5Nw/viewform)
5. for filling online bio-data form details. This link is also available on **Induction Training >> IRS Batches >> 70th Batch >> Registration For 70th Batch >>** on the website nadt.gov.in. The same is to be filled by **1<sup>st</sup> December, 2016. Please note that this is a mandatory activity and must be done prior to your arrival at NADT.**
  6. Every Officer Trainee is required to furnish, immediately on joining IRS, various forms and returns of movable & immovable property in the prescribed format (available for perusal on nadt.gov.in). The Officer Trainees are requested to go through these forms

and collect the necessary documents so that these forms may be submitted to the Academy immediately at the time of joining.

7. The Officer Trainees are expected to be well groomed, neatly attired and not present an unkempt or untidy appearance at any time. The Officer Trainees are advised to bring the following items along with them:
  - a. Gentlemen officer trainees, who had undergone Foundation Course at LBSNAA, Mussoorie may bring their black bandgala suit, black formal shoes. The gentlemen officer trainees who are reporting at NADT directly are also requested to get black bandgala suit stitched at their respective places and bring the same in the Academy. If due to any problem, any Officer Trainee is unable to bring the same with him, then the bandgala suit will be stitched at the 'Vignette' Souvenir shop of NADT. In the case of ladies officer trainees, formal dress is prescribed and is required to be purchased from the Vignette.
  - b. Officer Trainees (both lady and gentlemen officers) are required to purchase prescribed T-shirts and Track-Suits etc. for morning physical activities and evening sports activities at the Vignette. Officer Trainees shall bring sufficient money with them to purchase these items from the 'Vignette'. **Participation in morning activity is compulsory.**
  - c. OTs may bring Traditional/regional/ethnic clothes to be used in cultural programmes, festivities etc.
8. **No married accommodation is available either inside or outside the campus. Hence, Officer Trainees should not bring their spouse or family members. Further, no family members including spouses, guests, relatives or private servants, etc. are permitted to stay in the accommodation allotted to the Officer Trainees.** However, NADT is in touch with decent Hotels in the city, in case of any need officer trainees may call Shri. Gautam Kumar on his mobile number: 07588630645 for further assistance.
9. The training at NADT is intensive and derives its synergy from regular and continuous interaction of the Officer Trainees with the faculty members, visiting senior officers, guest faculty and eminent dignitaries. It may be noted that attendance is obligatory for all training events, tours, visits, attachments etc. organized during the course of training. Therefore, sanction of leave is strictly regulated. The Induction training at NADT is highly intensive in terms of both Academic and non-academic inputs including various field attachments and therefore **no leave of any kind is granted except for Block**

**Leave.** Accordingly, officer trainees have to plan their personal obligations. The Leave policy is well laid and strict and in no circumstance leave of any kind outside the policy will be granted. Officer Trainees who leave the Academy for whatever reason without prior written approval of the station leave from the course team would be liable for disciplinary/penal action as per the extant rules.

10. The Officer Trainees are not permitted to keep their personal vehicles at the Academy.
11. The Officer Trainees will not be permitted to appear for Civil Services Examination, 2017 (Preliminary & Mains) while undergoing the Induction Training at the Academy. Those officer trainees who wish to appear for Civil Services Examination, 2017 are required to apply for Extra Ordinary Leave immediately after joining. **No officer trainee will be allowed to apply or appear for the Civil Services Examination from NADT during the course of induction training.**
12. Possession/consumption of alcoholic drinks and banned drugs by the Officer Trainees is strictly prohibited. Defaulting Officer Trainees will invite disciplinary action under the relevant rules.
13. A copy of this Joining Instruction and other relevant materials are also available at [www.nadt.gov.in](http://www.nadt.gov.in). You may kindly follow the path - **Induction Training >> IRS Batches >> 70th Batch >> Registration For 70th Batch >>**
14. In case of any difficulty, the Officer Trainees may contact the Course Team on the following numbers:
  - Shri Sanjay Dhariwal, Course Director, 09422112385
  - Shri Srinivasu K, Associate Course Director – I, 09422440933
  - Shri Anjani Kumar Pandey, Associate Course Director – II, 07588180646
  - Shri Gautam Kumar, Deputy Assistant Director (Induction), 07588630645
  - Shri Satish Bhatt, Deputy Assistant Director (Induction), 07588630281
  - Shri Baban Binekar, Office Superintendent, 07588630436

This issues with the prior approval of Additional Director General – 1, NADT, Nagpur.