



**JOINING GUIDELINES**  
**ORIENTATION PROGRAMME FOR NEWLY PROMOTED ASSISTANT**  
**COMMISSIONERS OF INCOME TAX**  
**(28<sup>th</sup> May – 25th July 2018)**

Congratulation on your promotion as Assistant Commissioner of Income Tax and your consequent entry to the Indian Revenue Service, a premier central service of the government of India. We share the joy of your promotion and are delighted to welcome you to the National Academy of Direct Taxes (NADT), Nagpur – our *alma mater*, where you will be trained to develop yourself into an effective tax administrator. The Academy is run by a team of committed faculty and staff members who function under the stewardship of the Pr. Director General (Training). Your training will be an exciting period full of commitment, responsibility, learning, camaraderie and joy with plenty of memorable experiences.

These joining guidelines are to facilitate you to come prepared for your stay at NADT.

**GENERAL INFORMATION**

**LOCATION**

The Academy is located in a 67-acre campus situated on Chhindwara Road, off Sadar Bazar, near Poonam Chambers. The approximate distance to the Academy is 15 km from the Airport, 5 km from Railway Station and 9 km from the ST Bus Stand.

**Postal Address:**

National Academy of Direct Taxes  
Chhindwara Road  
Nagpur – 440 030  
Maharashtra

**Telephones:** 0712 - 2322400

**Fax:** 0712 - 2322223 (Faculty)

**Website:** [www.nadt.gov.in](http://www.nadt.gov.in)

## **REPORTING & JOINING**

The Orientation Programme for the newly promoted Assistant Commissioners of Income Tax will commence at NADT on **Monday the 28<sup>th</sup> May, 2018**. You should, however, **plan to arrive at the Academy latest by Sunday, the 27<sup>th</sup> May, 2018**, so as to be comfortable in the campus environs, settle down in the accommodation allotted to you and be ready for the joining formalities which will commence - **at 10.00 am on 28.05.2018**. **Trainees reporting after 5.00 pm on 28.05.2018 will not be allowed to join except in cases where prior permission has been granted**. All the trainees coming for joining the course should bring their ID card mandatorily.

## **RECEPTION**

**Arrangements will be made at the Airport/Railway Station on the relevant days for receiving you** subject to receipt of your travel plans in advance latest by 23<sup>rd</sup> May 2018. Your tour programme should be sent to the e-mail id [orientationprogramme2018@gmail.com](mailto:orientationprogramme2018@gmail.com).

On arrival at the airport / railway station etc, you are advised to look for NADT placard at these locations. In case any further assistance is required, you may contact the Course Team on their phone numbers / e-mail.

You can also take a taxi or auto rickshaw to the campus. The approximate one-way fare to the Academy from these locations is indicated below:

	<b><u>Airport</u></b> ( Rs.)	<b><u>Rly. Stn.</u></b> ( Rs.)	<b><u>ST Bus Stand</u></b> ( Rs.)
Taxi	400-500	200-300	-
Auto	-	100-200	100 -200

## **ADMINISTRATIVE HEAD**

Ms. Nausheen J. Ansari, ADG (Trg.)-2, NADT is the ADG in-charge of Orientation Programme - 2018, (Land Line no. of ADG (Trg.)-2 is 0712-2322202).

## **COURSE TEAM**

1. Shri V. Roy Jose, Addl. Director & Course Director,  
(M) 9445955029
2. Shri Nimesh Bhatt Asstt. Director & Associate Course Director  
(M) 9408792211
3. Shri Rahul Jain, Addl. Asstt. Director & Associate Course Coordinator  
(M) 7588630239

For correspondence in respect of orientation programme 2018, the email id to be used is: [orientationprogramme2018@gmail.com](mailto:orientationprogramme2018@gmail.com)

## **CAMPUS FACILITIES**

### **FURNISHED ACCOMODATION**

The Trainees are normally allotted furnished accommodation in the “Nalanda” Hostel which has single rooms with attached bathroom (with geyser), or any other accommodation within the campus. Prescribed monthly license fee for the hostel / other accommodation and the electricity / water charges are payable by the Trainees.

The rooms are furnished with sofa, bed with storage boxes, table, chair, etc. However, you should bring your own towels and bed-linen like pillow covers, bed sheets, blankets, etc. You are also advised to bring an umbrella for your protection from heat/rain.

This is a fully residential programme and no married accommodation is provided in the campus **Hence, Trainees should not bring or be accompanied by their spouse or family members.**

### **OFFICERS’ MESS**

The Officers’ Mess is run in the campus by Officer-Trainees on a co-operative basis. All Officers who attend training courses at NADT are required to be members of the Mess. The trainees have to pay the mess charges whether they take food or not. **Cooking in the hostel rooms is strictly prohibited.**

### **INDOOR SPORTS COMPLEX**

The Academy has a modern and well-equipped indoor Sports Complex providing facilities for indoor games including badminton, squash, table tennis, billiards, cards, chess, carom, etc. In addition, there are lounges for painting and music and a modern gymnasium. You may bring your personal equipment for games and other extra-curricular activities.

### **OUTDOOR SPORTS**

We also have excellent outdoor sports facilities which include modern synthetic, all-weather tennis courts, a basketball court, a volleyball court, football & cricket grounds.

### **SWIMMING POOL**

The Academy has an excellent swimming pool equipped with an automatic filtration plant, two diving boards, and a viewer’s gallery. Proper swimming costume is essential for using the pool.

### **LIBRARY**

The Academy Library holds a rich collection of books (appx. 53,000), journals (appx.190), reports and e-resources (appx.16). It has a special collection on International Taxation and comparative law. The section on books related to training and organizational behavior is truly comprehensive. Besides professional literature, a large number of other books, journals, magazines & newspapers are available.

## **INTERNET**

The Internet facility is provided in the hostel rooms as per the Internet Policy of the Academy.

## **POST OFFICE**

A post office is located within the campus and is open between 10:00 a.m. to 6:00 p.m. on weekdays and between 10:00 a.m. to 02:00 p.m. on Saturdays. Cash transactions and registration of postal articles are handled between 10:00 a.m. to 02:00 p.m. only.

## **BANKING FACILITIES**

ATMs of Axis Bank, ICICI Bank and State Bank of India are located close to and one ATM of Axis Bank is inside the Academy.

## **MEDICAL FACILITIES**

A Central Government Health Scheme (CGHS) dispensary functions in the campus on weekdays (except Sunday) between 7.30 a.m. to 11.00 a.m. **The trainees should carry their CGHS card with them for availing CGHS facilities.** Trainees are advised to carry medicines as per their requirement.

## **CAFETERIA**

A cafeteria named “Meeting Point” is located in Lumbini Garden near Nalanda hostel, which is open between 5 p.m. to 10 p.m. on all days.

## **SPECIAL INSTRUCTIONS**

### **DRESS CODE**

Trainees are expected to be well groomed, neatly attired and not to present an unkempt or untidy appearance. On formal occasions like Inaugural Ceremony and Valedictions, and on other occasions declared as formal by the Academy, Trainees are required to observe the following dress code:

### **Formal Occasions**

#### **Gentlemen Trainees:**

It is mandatory for Trainees to wear academy blazer, formal black trouser and formal black shoes with black socks on ceremonial occasions. The first such occasion would be the inauguration of the Orientation Course. Trainees are also required to wear formal lounge suits (preferably of darker colours) with necktie on prescribed occasions.

## **Lady Trainees:**

Academy prescribed blazer and Academy prescribed saree with black footwear comprising shoes or sandals.

## **In classrooms and in Officers' Mess**

Gentlemen Trainees may wear shirt and trousers or safari suit or lounge suits, along with formal black shoes.

Lady Trainees may wear Saree / Salwar-Kameez / Churidar-Kurta / Western Business Suit with black formal Shoes / Sandals

*Casual attire including jeans, T-shirts, sneakers, chappal, etc., are not permitted in classrooms or in the Officers' Mess.*

*Sneakers, sports shoes, etc., are permitted only as part of PT/Yoga dress or when using sports facilities. Use of bathroom slippers is restricted to hostels only.*

## **For P.T./Yoga sessions**

All the Trainees are required to wear Academy prescribed T-shirts and lowers, canvas shoes/sneakers and white socks. Two NADT T-shirts and lowers are required to be purchased by the trainees at NADT on payment basis. The Trainees are advised to bring a pair of good sports shoes for morning activities and evening sports, which will commence soon after joining.

**In the indoor sports complex**, all Trainees are required to be decently attired. Footwear like sports or canvas shoes may be worn, but not slippers or chappals. It may also be noted that only non-marking sole shoes are allowed on badminton, tennis courts and basketball courts.

## **GRANT OF LEAVE**

The training at NADT is not only intensive; it derives its synergy from regular and continuous interaction of the Trainees with the faculty members, visiting senior officers, guest faculty and eminent dignitaries. Further, the training imparted is anticipated to be quite demanding. No leave shall be sanctioned except under compelling circumstances like medical emergencies (sanction of leave is strictly regulated and Trainees are advised not to request for any leave). The grant of leave will always be subject to exigencies of training. Catching up with the training imparted during such absence is the sole responsibility of the Trainees concerned.

Trainees absenting themselves from duty without sanctioned leave or those overstaying sanctioned leave would invite the risk of disciplinary action. No leave of any kind shall be granted during various field attachments including the RTI Attachments module.

It may be carefully noted that attendance is mandatory for all training events, tours, visits, field trips, etc. organized by the Academy from time to time.

## **Punctuality**

All trainees are required to be on time for all activities including morning activities, classrooms and official functions. Sessions will generally be held on all days from Monday to Saturday between 9:30 AM to 6 PM. Morning activities and evening sessions may be conducted beyond these hours also.

## **USE OF MOBILE PHONES**

Use of mobile phones is strictly prohibited in the Classrooms, Administration, Library and Faculty Blocks. Carrying mobile phones in these areas will result in confiscation of the instrument. Mobile phones can be used only in the hostel premises. Carrying of mobile phones during the official events including joint-sessions in the Auditorium is also barred.

## **ALCOHOLIC DRINKS**

The Trainee found to be consuming or in possession of alcoholic drinks/ banned drugs within the NADT campus will not be allowed to continue the course with immediate effect. This will also invite disciplinary action against the trainee under the relevant rules.

## **LAPTOP AND DATA CARD**

The Trainees are required to carry their Laptop and data card provided by the Department to NADT. It will be required continuously during the training.

## **DEPOSITS**

Trainees will have to make the following payments at the time of joining.

**Mess Advance:** Rs. 8,000/-

## **PAYMENTS**

The trainees will have to be prepared to incur the following expenditure.

- (a) **Male Trainees:** Rs. 5,000/- (Cream coloured collared shirt with full sleeves and Black formal trousers )(Approx.)  
Rs. 5,500/- (Academy Blazer) (Approx.)  
Rs. 1,600/- (T-Shirt & Lower) (Approx.)  
Rs. 500/- (T Shirt) (Approx.)  
Rs. 700/- (Academy Tie) (Approx.)
- (b) **Female Trainees:**  
Rs.1,600/- (Academy Saree) (Approx.)  
Rs. 5,500/- (Academy Blazer) (Approx.)  
Rs. 1,600/- (T-Shirt & Lower) (Approx.)  
Rs. 500/- (T Shirt) (Approx.)

**Note:** (1) All the trainees are required to get the Academy Blazer stitched at NADT. They should bring Rs. 5000/- towards the same and also send the measurement to the Course Team well in advance.

(2) **All the trainees have to send the measurement for Academy T-Shirt and Lower to the Course Team well in advance latest by 20.5.2018.**

### **ACTION POINTS**

\* Trainees are required to intimate their DDO/CCs Office about drawal of Travel and DA Advances of approximately **Rs. 50,000/- (Rupees Fifty thousand only)** to cover the following official tours as per the approved training schedule.

- Air/Train Fare for round trip from respective places to NADT & back.
- Boarding and lodging charges at NADT.

\* Trainees are required to furnish proof of identity, residence and date of birth while applying for official passports and hence are advised to bring the required documents and Aadhar card along with them. Personal passports held by the trainees may be surrendered to the competent authority at their respective places. In case the officers are unable to surrender personal passport, they should carry their passports with them to NADT. For official passports to be issued, officers are required to bring the original certificates of surrender issued by their competent authority along with Xerox of the passport surrendered.

\* Trainees are advised not to bring valuables, particularly jewellery and excessive cash for security reasons. The Academy has no arrangements for their safe custody.

**Note: A link for submitting a bio data form will be provided on the emails given by the nominated Officers. For this purpose, the nominated officers are requested to send their names, civil code number & email ids on [orientationprogramme2018@gmail.com](mailto:orientationprogramme2018@gmail.com) latest by 18<sup>th</sup> May, 2018. The nominated officers are requested to fill in the details of their bio data online through the link provided latest by 20<sup>th</sup> May, 2018.**

**Looking forward to welcome YOU for a very fruitful and memorable period at the Academy!**

**TEAM NADT**