



राष्ट्रीय प्रत्यक्ष कर अकादमी  
**NATIONAL ACADEMY OF DIRECT TAXES**  
छिंदवाडा रोड, नागपुर – ४४० ०३०  
Chhindwara Rod, Nagpur – 440 030



उत्तरायण 2016

## **JOINING GUIDELINES**

### **ORIENTATION PROGRAMME FOR NEWLY PROMOTED ASSISTANT COMMISSIONERS OF INCOME TAX** **(15<sup>th</sup> May – 8<sup>th</sup> July 2016 )**

Team NADT Congratulates you on your promotion as Assistant Commissioner of Income Tax and consequently to the Indian Revenue Service, a premier central service of the country. 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). This 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 (EPABX):** 0712- 2582009, 2581443

**Fax:** 0712 - 2582357 (Faculty)  
0712 - 2583375 (Administration)

**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 16<sup>th</sup> May, 2016**. You should, however, **plan to arrive at the Academy latest by Sunday, the 15<sup>th</sup> May, 2016**, 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 in the Faculty Building at **10.00 am on 16.05.2016**. **Trainees reporting after 5.00 pm on 16.05.2016 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, which may be sent to the e-mail id [orientationcourse2016@gmail.com](mailto:orientationcourse2016@gmail.com).

On arrival at the airport / railway station etc, you are advised to look for NADT placard at these locations. In case of any further assistance required you may contact the Course Team through 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:

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

## ADMINISTRATIVE HEAD

Ms. Leena Srivastava, ADG-3, NADT is the ADG in-charge of Orientation Course, 2016.  
(M) 09423044395

## COURSE TEAM

1. Shri. Vinod Kumar Agrawal, Joint Director & Course Director  
Ph: 0712-2583794, (M) 9404640118,
2. Shri. SMVV Sarma, Asstt. Director & Associate Course Director  
(M) 7588630095
3. Smt. Jaya Radhakrishnan, Addl. Asstt. Director & Associate Course  
Coordinator - (M) 07588578531  
Batch office email id: [orientationcourse2016@gmail.com](mailto:orientationcourse2016@gmail.com)

## **CAMPUS FACILITIES**

### **FURNISHED ACCOMODATION**

The Trainees are normally allotted furnished accommodation in the “Nalanda” Hostel which has single rooms with attached bath (with geyser). 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. It is also advised to bring umbrella for protection from heat/rain.

**No married accommodation is available either inside or outside the campus. Hence, Trainees should not bring their spouse or family members.**

### **INDOOR SPORTS COMPLEX**

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:**

Very recently, we have also added excellent outdoor modern synthetic, all-weather tennis courts.

### **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. Use of electric heaters for cooking in the hostel rooms is strictly prohibited.

### **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 and magazines 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 9 a.m. to 5 p.m. on weekdays and between 9 a.m. to 12 p.m. on Saturdays. Cash transactions and registration of postal articles are handled between 9 a.m. to 2 p.m. on weekdays and between 9 a.m. to 12 p.m. on Saturdays.

## **BANKING FACILITIES**

ATMs of Axis (UTI) Bank, ICICI Bank, and State Bank of India are located close to 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.

## **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 a black buttoned-up suit (band- gala/Jodhpuri) 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 saree with 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 shoes.

Lady Trainees may wear Saree / Salwar-Kameez / Churidar-Kurta / Western Business Suit with 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. 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 from 16<sup>th</sup> May, 2016 itself.

**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 and tennis 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. Therefore, sanction of leave is strictly regulated and Trainees are advised not to request for any leave, except in compelling circumstances like medical emergencies. 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.

## 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 / PAYMENTS

Trainees will have to make the following deposits/payments at the time of joining:

- (i) **Mess Advance:** Rs. 8,000
- (ii) **Advance Deposit:**
  - (a) **Male Trainees:** Rs. 6,300/- (Bandgala)  
Rs. 5,500/- (Academy Blazer)(Optional)  
Rs. 3,300/- ( T-Shirt & Lower)(Approx.)  
Rs. 700/- (Academy Tie)  
Rs.1,200/- (T-Shirt)
  - (b) **Female Trainees:** Rs. 4,000/- (Academy Saree)  
Rs. 5,500/- (Academy Blazer)(Optional)
- (iii) **Mess Committee:** Rs. 2,000  
=====

**Note:** (1) Male Trainees have the option of getting a black Bandgala stitched themselves and bring it at the time of joining Academy or get it stitched here at NADT. In case it is opted to get it stitched here then they should bring Rs. 6000/- towards the same and also send the measurement to the Course Team well in advance.

(2) All the trainees have the option of getting Academy Blazer stitched at NADT or keep any other black/ navy blue blazer with them for the International Attachment. In case it is opted to get it stitched here then they should bring Rs. 5000/- towards the same and also send the measurement to the Course Team well in advance.

(3) Apart from the above, the male trainees are required to bring an amount of Rs. 14,000/- and the female trainees are required to bring an amount of Rs. 17,300/- towards the advances and clothings / accessories as stated above.

(4) All the trainees have to send the measurement for Academy T-Shirt and Lower to the Course Team well in advance.

### **ACTION POINTS**

◆ Trainees are required to intimate their DDO/CCs Office about drawal of Travel and DA Advances of approximately Rs. 1,00,000/- (Rupees One Lac only) to cover the following official tours as per the approved training schedule

- Air/Train Fare for a return trip from NADT to RTIs/Attachments.
- Boarding and lodging for required duration.
- Domestic Airfares in connection with International Attachment.
- 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 along with them. Trainees possessing personal passports may be required to surrender them while applying for official passports and hence are advised to bring the same to facilitate application for official passports.

◆ 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 : Shortly a link for submitting a bio data form will be provided in NADT website which has to be mandatorily filled by all the trainees latest by 5<sup>th</sup> May,2016.**

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

**TEAM NADT.**

