

**LIST OF FORMS REQUIRED AT THE TIME OF JOINING**

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4.	Declaration regarding Marital Status	<b>04</b>
5.	Form of Oath of Allegiance	<b>05</b>
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## CERTIFICATE OF ASSUMPTION OF CHARGE

Certified that I have on the **Forenoon/Afternoon** of this day \_\_\_\_\_ assumed charge of the office of Assistant Commissioner of Income tax (Under Training), **National Academy of Direct Taxes, Nagpur.**

\_\_\_\_\_  
Signature of Assuming Officer with date

Nagpur

Date: \_\_\_\_\_

\_\_\_\_\_  
Name (In block letters)  
**ACIT(UT) 78<sup>th</sup> Batch of IRS**  
N.A.D.T. Nagpur

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Date: \_\_\_\_\_

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Name (In block letters)  
**ACIT(UT) 78<sup>th</sup> Batch of IRS**  
N.A.D.T. Nagpur

## **BASIC DETAILS FORM**

Rank \_\_\_\_\_ UPSC Roll No. \_\_\_\_\_ CSE Year \_\_\_\_\_

NADT Roll No. \_\_\_\_\_

Full Name (IN capital letter): \_\_\_\_\_

Permanent Address : \_\_\_\_\_

Pin Code: \_\_\_\_\_ State : \_\_\_\_\_

Gender: \_\_\_\_\_ Marital Status : \_\_\_\_\_ DOB: \_\_\_\_\_

Qualification \_\_\_\_\_

Language Speak : \_\_\_\_\_

Interests : \_\_\_\_\_

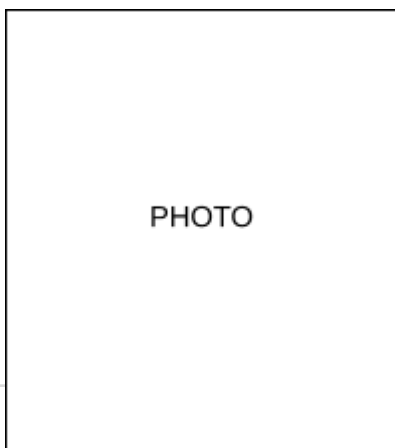
Hails From : \_\_\_\_\_

E-mail ID : \_\_\_\_\_

Permanent Mobile No: \_\_\_\_\_

What's App No.: \_\_\_\_\_

Aadhaar No. : \_\_\_\_\_ PAN No.: \_\_\_\_\_



Signature



**HOME TOWN DECLARATION**

**(At the time of Joining)**

I declare that my "Home Town" for Leave Travel Concession as below:

(In **block Letters**)

Name of Town/ Village :

\_\_\_\_\_ District

:

\_\_\_\_\_

State :

\_\_\_\_\_

Reasons: Permanent residence to near relatives/ownership of immovable property.

Place: Nagpur.

Signature \_\_\_\_\_

Date: - \_\_\_\_\_

(Name in Block Letters)

\_\_\_\_\_

\_\_\_\_\_

Designation: **Assistant Commissioner of  
Income Tax (UT)**

78<sup>th</sup> Batch of Indian Revenue  
Service.

Phone No.

\_\_\_\_\_

**ACCEPTED**

**Drawing & Disbursing Officer  
N.A.D.T., Nagpur.**

Definition of term "Home Town" for the purpose of **LEAVE TRAVEL CONCESSION** in view of Ministry of Home Affairs Memo No.43/715/57/Exts(A) dated 24.06.1958 received under F.No.30/189/58(Co-ord(372) dated 12.07.1958. The declaration may be made based on the criteria given below:-

- (i) *Whether the place declared by Government servant is the one which requires his physical presence at intervals for discharging various domestic and social obligations, and if so, whether after his entry into service, the Government servant had been visiting that place frequently.*
- (ii) *Whether the Government servant owns residential property in that place or whether he is a member of a joint family having such property there.*
- (iii) *Whether his near relations are resident in that place.*
- (iv) *Whether, prior to his entry into Government service, the Government servant had been living there for some years.*

**DECLARATION REGARDING MARITAL STATUS**

I, Shri/ Shrimati/Kumari\_\_\_\_\_ declare as under :-

- \*i) That I am unmarried/ a widower /a widow.
- \*ii) That I am married and have only one spouse living.
- \*iii) That I have entered into or contracted a marriage with a person having one spouse living. Application for grant of exemption is enclosed.
- \*iv) That I have entered into and contracted a marriage with another person during the lifetime of my spouse. Application for grant of exemption is enclosed.

2. I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Dated:-

Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
**Assistant Commissioner  
of Income Tax (UT)**

78<sup>th</sup> Batch of Indian  
Revenue Service.

**\*NOTE. Please delete clause/clauses not applicable.**

## **FORM OF OATH OF ALLEGIANCE**

I, \_\_\_\_\_ do swear that I will be faithful and bear true allegiance to India and to the Constitution of India as by law established and that I will uphold the sovereignty and integrity of India, and that I will carry out the duties of my office loyally honestly and impartially.

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

**Assistant Commissioner of Income Tax (UT)**

78<sup>th</sup> Batch of IRS

**NEW PENSION SCHEME**

(Details to be furnished by the Government Servant)

1. Name of the Govt. Servant (In **Block letters**) :- \_\_\_\_\_
2. Designation :- \_\_\_\_\_
3. Name of Ministry/ Dept. Organization :- \_\_\_\_\_
4. Scale of Pay :- \_\_\_\_\_
5. Date of Birth :- \_\_\_\_\_
6. Date of joining Govt. Service :- \_\_\_\_\_
7. Basic Pay :- \_\_\_\_\_
8. Nominee for accumulation under the Pension Account :- \_\_\_\_\_

Sr. No.	Name of the nominee	Age	Percentage of Share Payable	Relationship with the government servant
1.				
2.				
3.				
4.				

Name \_\_\_\_\_

Signature \_\_\_\_\_

Bill No. /2024-25

Date. / /2024 For the month of ,2024.

DETAILS OF OFFICIAL & NOMINEE(S) FOR THE ACCUMULATIONS UNDER PENSION ACCOUNTS  
 in r/o Shri/Smt/Ms \_\_\_\_\_  
 ACIT(UT), 78<sup>th</sup> Batch of IRS, NADT, Nagpur.

**Detail of nominee(s) for the accumulations under pension account**

S. No.	Name of the Govt. Servant	Designation	Basic Pay	Date of Birth	Unique pension account no. in 15 digits (to be allocated by PAO)	Date of Joining service	Name of nominee	Age	Relationship with Govt. servant	% age of share
1	2	3	4	5	6	7	8	9	10	11

\_\_\_\_\_  
**Signature**  
 78<sup>th</sup> Batch ACIT(UT)

**Drawing & Disbursing Officer**  
 NADT, Nagpur

**FORM NO-7**  
 {See Para.19.7}  
**NOMINATION FOR BENEFITS UNDER THE CENTRAL GOVERNMENT  
 EMPLOYEES GROUP INSURANCE SCHEME,1980**

**(When the govt. Servant has no family and wishes to nominate one person or more than one person)**

I, ..... having no family, hereby nominate the person/ persons mentioned below and confer on him/them the right to receive to the extend specified below any amount that may be sanctioned by the Central Govt. under the Central Government Employees Group Insurance Scheme, 1980, in the event of my death while in service or which having become payable on my attaining the age of superannuation may remain unpaid at my death.

Name(s)& addresses of nominee/ nominees	Relationship with the Govt. servant	Age	*Share of amount to be paid to each	**Contingencies on the happening of which the Nomination shall become invalid	Name address & relationship of the person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the Govt. Servant
1	2	3	4	5	6

Dated, this .....day of .....  
 20.....at..... Two witnesses to signature.  
 (With name, designation,) 1.

.....

...

2. ....

Signature :

Name :

ACIT (UT), 78<sup>th</sup> Batch of IRS

**N.B.** The Government servant should draw line across the blank space below his/her last entry to prevent the insertion of any name after he has signed.

**\*** This column should be filled is so as to cover the whole amount that may be payable under the Insurance Scheme.

**\*\*** The Government Servant shall specify in this column that the nomination shall become invalid in the event of is subsequently acquiring a family.

# FORM NO-8

(SEC.PARA 19.7)

## NOMINATION FOR BENEFITS UNDER THE CENTRAL GOVT. EMPLOYEES GROUP INSURANCE SCHEME 1980

**(When the govt. Servant has a family & wishes to nominate one member or more than one member thereof)**

I, .....hereby nominate the person/ persons mentioned below who is/are members(s) of my family, and confer on him/her right to receive to the extent specified below any amount that may be sanctioned by the Central Govt. under the Central Govt. Employees Group Insurance Scheme, 1980, in the event of my death while in service or which having become payable on my attaining the age of superannuation may remain unpaid at my death.

Name & address(es) of the Nominee/ Nominees	Relationship with the Govt. servant	Age	*Share of amount to be paid to each	Contingencies on the happening of which the Nomination shall become invalid	Name address & relationship of the person, if any, to whom the right of the nominee shall pass in the event of his/her predeceasing the Govt. Servant
1	2	3	4	5	6

Dated, this .....day of .....  
20.....at..... Two witnesses to signature.  
(With name, designation,) 1.

.....

...

2. ....

Signature :  
\_\_\_\_\_

Name :  
\_\_\_\_\_

**ACIT (UT), 78<sup>th</sup> Batch of IRS**

N.B. :- The Government servant should draw line across the blank space below his last entry to prevent the insertion of any name after he has signed.

\* This column should be filled is so as to cover the whole amount that may be payable under the Insurance Scheme.

# THE SCHEDULE

{See Rule 18(1)}

## Return of assets and Liabilities on first appointment (as on date of appointment)

1. Name of the Govt. Servant in full  
:..... (in Block letters.)
2. Service to which he belongs :.....
3. Total length of service up to date :  
i) in non Gazetted rank :.....  
ii) in Gazetted rank :.....
4. Present Post held and place of Posting :.....
5. Total annual income from all sources  
:..... During the Calendar year  
immediately  
Preceding the 1<sup>st</sup> January, 2024
6. Declaration :.....

I have declare that the return enclosed namely, From I to V are completed, true and correct as on ..... to the best of my knowledge and belief , in respect of information due to be furnished by me under the provisions of sub-rule(1)of Rule 18 of the Central Service (conduct) Rules, 1964.

Date .....

Signature.....

NOTE 1. -This return shall contain particulars of all assets and liabilities of the Government servant either in his own name or in the name of any other person.

NOTE 2.-If a Government servant is a member of Hindu Undivided Family with coparcenary rights in the properties of the family either as a 'Karta' or as a member, he should indicate in the return in Form No.1 the value of his share in such property and where it is not possible to indicate thele exact value of such share, it's approximate value. Suitable explanatory notes may be added wherever necessary

**FORM NO 1.****Statement of immovable property on first appointment (as on date of appointment)****(e.g. Lands, House, Shops, Other buildings, etc.)**

Sr. No.	Description of property	Precise location (Name of District, Division, Taluka and Village in which the property is situated and also its distinctive number, etc.	Area of land (in case of land and buildings)	Nature of land in case of landed property	Extent of interest	If not in own name, state in whose name held and his/her relationship, if any to the Government servant.
1	2	3	4	5	6	7

Date of acquisition	How acquired (whether by purchase, mortgage, lease, inheritance, gift or otherwise) and name with details of person/persons from whom acquired (address and connection of the Government servant, if any, with the person/persons concerned) Please see Note 1 below	Value of the property (see Note 2 below)	Particulars of sanction of prescribed authority, if any.	Total Annual income from the property
8	9	10	11	12

Date \_\_\_\_\_  
\_\_\_\_\_

Signature

NOTE 1. - For purpose of Column 9, the term "lease" would mean a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent. Where, however, the lease of immovable property is obtained from a person having official dealings with the Government servant, such a lease should be shown in this column irrespective of the term of the lease, whether it is short term, and the periodicity of the payment of rent.

NOTE 2. - In Column 10 should be shown -

- (a) Where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition.
- (b) Where it has been acquired by lease, the total annual rent thereof also; and
- (c) Where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.

## FORM NO. II

### Statement of liquid assets on first appointment

(as on date of appointment)

(1) Cash and Bank balance exceeding 3 months' emoluments.

(2) Deposits, loan advances and investments (such as shares, securities debentures etc.)

Sr. No.	Description	Name and address of Company, Bank, etc.	Amount	If not in own name, name and address of person in whose name held and his/her relationship with the Government servant.	Annual Income derived
1	2	3	4	5	

Date : \_\_\_\_\_  
\_\_\_\_\_

Signature

NOTE 1 - In Column 7, particulars regarding sanctions obtained or report made in respect of the various transactions may be given. NOTE 2 - The term, "emoluments" means the pay and allowances received by the Government servant.

**FORM NO. III**

**Statement of movable property on first appointment (as on d  
appointment)**

Sr. No.	Description of items	Price or value at the time of acquisition and/or the total payments made up to the date of return, as the case may be in case of articles purchased on hire purchase or installment basis	If not in own name, name and address of the person in whose name and his/her relationship with the Government servant.	How acquired with approximate date of acquisition.
1	2	3	4	5

Date : \_\_\_\_\_  
\_\_\_\_\_

Signature

NOTE 1 - In this Form, information may be given regarding items like (a) jewellery owed by him (total value); (b) silver and other precious metals and precious stones owned by him not forming part of jewellery (total value); c(i) Motor Cars, (ii) Scooters/Motor Cycles, (iii) refrigerators/air-conditioners, (iv) radios/radiograms/television sets and any other articles, value of which individually exceeds Rs.1,000; (d) value of items movable property individually worth less than Rs.1,000 other than articles of daily use such as clothes, utensils, books, crockery etc., added together as lumpsum. NOTE 2 - In Column 5, may be indicated whether the property was acquired by purchase, inheritance, and gift or otherwise. NOTE 3 - In Column 6, particulars regarding sanction obtained or report made in respect of various transactions may be given.

## FORM NO. IV

Statement of Provident Fund and Life Insurance Policy on First Appointment  
(as on date of appointment)

### Insurance Policies

Sr. No.	Policy No. and date of policy	Name of Insurance Company	Sum insured/date of maturity	Amount of annual Premium	
1		3	4	5	

### Provident Funds

Type of Provident Funds/GPF/CPF Account No.	Closing balance as last reported by the Audit/Accounts Officer alongwith date of such balance	Contribution made subsequently	Total	Remarks (if there is dispute regarding closing balance, the figures according to the Government servant should also be mentioned in this column)
	7	8	9	10

Date : \_\_\_\_\_  
\_\_\_\_\_

Signature

**FORM NO. V****Statement of Debts and Other Liabilities on First Appointment (as on date of appointment)**

Sr. No.	Amount	Name and address of Creditor	Date of incurring Liability	Details of Transaction	Remarks
1	2	3	4	5	6

Date : \_\_\_\_\_  
\_\_\_\_\_

Signature

NOTE 1 - Individual items of loans not exceeding three months emoluments or Rs.1,000 whichever is less, need not be included.

NOTE 2 - In Column 6, information regarding permission, if any, obtained from or report made to the competent authority may also be given.

NOTE 3 - The term "emoluments" means pay and allowances received by the Government servant.

NOTE 4 - The statement should also include various loans and advances available to Government servants like advance for purchase of conveyance, house building advance, etc. (other than advances of pay and traveling allowance, advances from the GP Fund and loans on Life Insurance Policies and fixed deposits).

**DECLARATION REGARDING FOUNDATION COURSE COMPLETION**

I, \_\_\_\_\_ hereby declare that I have attended and completed the Foundation Course, 2023 at \_\_\_\_\_  
\_\_\_\_\_. I joined the Foundation Course on \_\_\_\_\_ and was relieved on \_\_\_\_\_.

Nagpur

Date:     /     /2023

Name \_\_\_\_\_

Asstt. Commissioner of Income Tax (UT)

78<sup>th</sup> Batch of IRS, NADT, Nagpur

**DDO Code :-****& Name :****Personal Details (Capital Letter Only)**

Any Officer who is already enrolled with PFMS with previous office.  
please provide below mentioned details

1. Name of the previous Office /Name with full address \_\_\_\_\_  
\_\_\_\_\_
2. DDO code with DDO full name and address : \_\_\_\_\_
3. whether officer is out online from previous department: \_\_\_\_\_
4. Online generated PFMS employee code for e.g. : \_\_\_\_\_

Note : With this Form you are requested to enclosed below mentioned documents with self attested.

1. PAN card Two Xerox copies with self attested
2. Aadhar Card Two Xerox copies with self attested
3. Original Cheque cancelled leaf one only.
4. If PRAN allotted Two Xerox copies with self attested

1. Roll No. with Section \_\_\_\_\_

2. officer Signature \_\_\_\_\_

Sr. No.	Particulars	Details					
		Shri	Smt.	Dr.	Prof.	Ms.	etc.
1	Salutation						
2	First Name Middle Name Last Name	_____ _____ _____					
3	Gender	Male	Female				
4	Date of Birth (dd/mm/yy)	_____					
5	PAN No. (enclosed xerox copy)	_____					
6	Aadhar No. (enclosed xerox copy)	_____					
7	Date of entry in Govt. Service (dd/mm/yy format)	_____					
8	Superannuation Date	_____					
9	Employee's Controller	_____					
10	Date of joining above controller	_____					

**Posting Details**

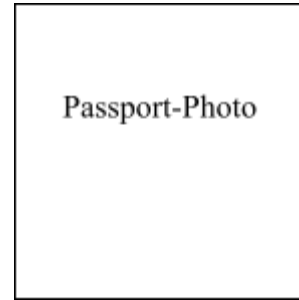
Sr. No.	Particulars	Details
11	Current Office	O/o Principal Director General, NADT Nagpur
12	Date of Joining above office	_____
13	City Class (where employee is working)	HRA - Class Y
13 A	City class for TA	City -X
14	Current post in the Office (Designation)	Assistant Commissioner
15	Group (attached to post)	Group -A

16	Date from which working in Current post	
17	Current post mode	Join in new Service
<b>Pay Details</b>		
<b>Sr. No.</b>	<b>Particulars</b>	<b>Details</b>
18	Pay Commission	7 <sup>th</sup> Pay commission
19	Pay level	10
20	Basic Pay	56100/-
21	Pay w.e.f. Date	
22	Next Increment Date	
<b>PF /NPS/ Details</b>		
<b>Sr. No.</b>	<b>Particulars</b>	<b>Details</b>
23	NPS	
24	A/c Maintained by (PF Agency)	
25	PF series	
26	PF/PRAN No. (enclosed Xerox copy)	
<b>CGEGIS / CGHS/Category Details</b>		
<b>Sr. No.</b>	<b>Particulars</b>	<b>Details</b>
27	CGEGIS application ?	Central Govt. (CGEGIS)
28	Current CGEGIS Group	Group-A
29	Membership Date (in this Group)	
30	CGHS deduction applicable (Y/N)	YES      Yes      No      ....
31	CGHS card no. #	
32	Category	General, OBC, SC, ST
33	Ex-serviceman (Y/N)	Yes      No
<b>ID/ Contact Details</b>		
<b>Sr. No.</b>	<b>Particulars</b>	<b>Details</b>
34	Employee code by employer #	
35	Mobile No.	
36	E-mail (Govt. ID only)	
37	Physically Disabled ?	Yes      No      If , yes, Certificate is required
<b>Bank Details</b>		
<b>Sr. No.</b>	<b>Particulars</b>	<b>Details</b>
38	IFSC Code	
39	Bank Name	
40	Branch Name	
41	Bank Saving A/c No.  Note.- Original Cheque leaf is required with name or First page of Bank Pass book	

**APPLICATION FOR ISSUE OF IDENTITY CARD**

To,

The Deputy Director (Admin)  
National Academy of Direct Taxes  
Nagpur – 440 030.



Sir,

I have joined National Academy of Direct Taxes as an Officer Trainee of the 78<sup>th</sup> batch of Indian Revenue Service (IRS) on\_\_\_\_\_. I request you to issue me an Identity Card. I am furnishing below the relevant details and also enclosing herewith a copy of my passport size photograph.

Name : \_\_\_\_\_

(In block letter)

Designation: Assistant Commissioner of Income Tax (UT)

Identification Mark: \_\_\_\_\_

Blood Group \_\_\_\_\_

Date of Birth \_\_\_\_\_

Signature

Yours faithfully,

Nagpur:

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Dated : / / 2024

ACIT(UT) 78<sup>th</sup> Batch of IRS, NADT

To,

**The Drawing & Disbursing Officer,**  
NADT, Nagpur

Madam,

Sub : Authorization for making the deduction from the salary- reg.

\*\*\*\*\*

I, the undersigned hereby authorize the DDO, NADT, Nagpur for making the deduction of Rs.  
...../- every month, out of my salary, towards the following accounts-

- |      |   |                            |
|------|---|----------------------------|
| i)   | Towards the establishment and maintenance charge of Mess  | Rs. ....../-               |
| ii)  | Towards the subscription for IRS Association              | Rs......./-                |
| iii) | Towards maintenance and cleanliness of Meeting point cafe | <u>Rs. ....../-</u>        |
|      | Total   | <b><u>Rs. ....../-</u></b> |

\_\_\_\_\_  
**(Signature )**

\_\_\_\_\_  
**(Name in Block Letters)**

ACIT (UT) 78<sup>th</sup> Batch of IRS,  
NADT, Nagpur.

**APPLICATION FOR EARNED LEAVE/MEDICAL LEAVE OR EXTENSION OF LEAVE**

1. Name of Applicant :
2. Post held : ACIT(UT) 78<sup>th</sup> Batch of IRS
3. Department, office and section : NADT, Nagpur
4. Pay : Rs. 56100-177500 (Level 10)
5. House rent and other compensatory allowance, drawn in the present post :
6. Nature and Period of Leave applied for and date from which required. :
7. Sundays and Holidays, if any, proposed to be Prefixed/ suffixed to leave :
8. Ground on which leave, and nature period of that leave :
9. Date of return from last leave, and nature and period of that leave :
10. I propose / do not propose to avail myself of leave travel connection for the block Year \_\_\_\_\_ during the ensuring leave :
11. Address during leave period :

Date:

\_\_\_\_\_  
Signature of the Applicant with date

12. Remarks and /or recommendation of the Controlling Officer.

\_\_\_\_\_  
Signature (with date) Designation

**CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE**

(Office use)

Certified that(*nature of leave*)\_\_\_\_\_(*period*) from\_\_\_\_\_to  
\_\_\_\_\_is admissible under Rule of the Central Civil Services (Leave) Rules,1972.

Dated:

Signature (With date)

Designation\_\_\_\_\_

13. Order of the authority competent to grant leave.

Signature (With date)

Designation\_\_\_\_\_

-----  
\* If the applicant is drawing any compensatory allowance it should also be indicated in the order on the expiry of leave, the government servant is likely to return to the same post or to another post carrying similar allowance.

**REQUEST FOR USERID/PASSWORD FOR NADT INTERNET USAGE**

NAME OF USER : \_\_\_\_\_  
(in case of Probationers)

DESIGNATION : \_\_\_\_\_

BATCH : \_\_\_\_\_  
( In Case of Probationers)

PLACE OF POSTING : \_\_\_\_\_

I may please be allocated with a user-id & password to access the NADT internet for official use. I hereby agree to abide with the terms & conditions of the INFORMATION TECHNOLOGY USAGE POLICY of NADT. (User must sign on each page on the copy of the IT Usage Policy of NADT)\*

**Name and Signature of User**  
(Officer Trainees -78<sup>th</sup> Batch of IRS)

Mr./Ms. \_\_\_\_\_  
Desg. \_\_\_\_\_ may be provided with a user-id and password to  
access the internet of NADT for official purpose.

**Name and Signature**  
(Supervisory Officer)\*\*

- Note : 1. \*\* Supervisory signature is not required for the Faculty Members of NADT.  
2.\* The Format of request form & IT usage policy documents are available on the  
website of NADT.

Please Read the following NADT, Nagpur IT Usage Policy **CAREFULLY**.

# **NATIONAL ACADEMY OF DIRECT TAXES, Nagpur**

## **Systems (Department)**

### **Undertaking with respect to NADT Nagpur IT Usage Policy**

#### **Whom this Document Concerns**

All Users of IT infrastructure (Computers and the Network) at NADT, Nagpur.

#### ***Reason for Policy***

This policy outlines the responsible use of the Information Technology Infrastructure at NADT, Nagpur.

#### ***Statement of Policy***

All users of NADT, Nagpur will be subject to the following **Acceptable Use Policy**

- [Content]** I shall be responsible for all use of this network. In case I own a computer and decide to connect it to NADT, Nagpur network, I will be responsible for all the content on it, especially that which I make available to other users. (This provision will also apply to any computer or device for which I am responsible, and is included in the meaning of “my computer”.) In case I do not own a computer but am provided some IT resources by NADT, Nagpur, I will be held responsible for the content stored in the designated workspace allotted to me (examples: file storage area, web pages, stored/archived emails, on Computer Centre or Department machines).
- [Network]** I will be held responsible for all the network traffic generated by “my computer”. I understand that network capacity is a limited, shared resource. I agree that physically tampering with network connections/equipments, sending disruptive signals, or making EXCESSIVE USE of network resources is strictly prohibited. Repeated offenses of this type could result in permanent disconnection of network services. I shall not share the network connection beyond my own use and will not act as a forwarder/ masquerader for anyone else.
- [Academic Use]** I understand that the IT infrastructure at NADT, Nagpur is for academic use and I shall not use it for any commercial purpose or to host data services for other people or groups. Also, I shall not host or broadcast information that might harm others or may be otherwise considered objectionable or illegal as per Indian law.
- [Identity]** I shall not attempt to deceive others about my identity in electronic communications or network traffic. I will also not use NADT, Nagpur IT resources to threaten, intimidate, or harass others.

5. **[Privacy]** I will not intrude on privacy of anyone. In particular I will not try to access computers (hacking), accounts, files, or information belonging to others without their knowledge and explicit consent.

6. **[Monitoring]** I understand that the IT resources provided to me are subject to monitoring, with cause, as determined through consultation with the NADT, Nagpur administration, when applicable. The monitoring may include aggregate bandwidth usage to effectively manage limited IT resources as well as monitoring traffic content in response to a legal or law enforcement request to do so. I authorize NADT, Nagpur administration to perform network vulnerability and port scans on my systems, as needed, for protecting the overall integrity and efficiency of NADT, Nagpur network.

7. **[Viruses]** I shall maintain my computer on this network with current virus detection software and current updates of my operating system, and I shall attempt to keep my computer free from viruses, worms, trojans, and other similar programs.

8. **[File Sharing]** I shall not use the IT infrastructure to engage in any form of illegal file sharing (examples:- copyrighted material, obscene material). In particular, I have noted the following:-

Electronic resources such as e-journals, e-books, databases, etc. made available by the Central Library, NADT, Nagpur are for academic use. These resources can be searched, browsed, and material may be downloaded and printed as single copies of articles as is done in the case of printed library material. Downloading or printing of a complete book or an entire issue or a volume of one or more journals (called systematic downloading) is strictly prohibited. Use of robots, spiders or intelligent agents to access, search and/or systematically download from the e-resources is also prohibited. Any violation of this policy will result in penal action as per the rules and regulations of the academy. I am aware that Systematic downloading will result in the publisher blocking the entire community of users at NADT, Nagpur from accessing these resources.

9. **[Security]** I understand that I will not take any steps that endanger the security of the NADT, Nagpur network. Specifically, I will not attempt to bypass firewalls and access rules in place. This includes not setting up servers of any kind (examples:- web, mail, proxy) that are visible to the world outside the NADT, Nagpur campus. In critical situations, NADT, Nagpur authorities reserve the right to disconnect any device or disable any account if it believed that either is involved in compromising the information security of NADT, Nagpur.

10. **[Penalties]** I understand that any use of IT infrastructure at NADT, Nagpur that constitutes a violation of NADT, Nagpur Regulations could result in administrative or disciplinary procedures.

**Name and Signature of User**  
(Faculty/Officer Trainee/Staff/Guest User )

**UNDERTAKING REGARDING NOT TO APPEAR/ APPLY IN CSE-2025**  
**DURING INDUCTION TRAINING FOR 78<sup>th</sup> BATCH OF IRS**

To  
The Course Director,  
78<sup>th</sup> Batch of IRS,  
NADT, Nagpur.

1. In the letter dated 17.01.2006 issued by CBDT from the F.No.A-35015/67/2005-Ad VI addressed to DG (NADT), it is categorically stated that no officer trainee shall be allowed to appear in or apply for the Civil Service Examination during the Induction Training at NADT, Nagpur.
2. I have gone through the Extra-Ordinary Leave (EOL) Policy & the Policy for Disciplinary Matters during the Induction Training as mentioned in the NADT Course Manual for the 78<sup>th</sup> Batch of IRS and properly understood the same.
3. I have taken note of this fact that no permission shall be given for applying or appearing in the Civil Service Examination-2025 while undergoing Induction Training. I hereby undertake that I shall not apply or appear in the Civil Service Examination, 2025, preliminary or main, while undergoing the Induction Training (December, 2024 to May 2025) along with the 78<sup>th</sup> Batch of IRS.
4. I also understand that in case of violation of the above referred Instruction, I shall be subjected to disciplinary action under the appropriate rules.

Date:  
Trainee  
Place:

Signature of the Officer

Name :  
Designation : - ACIT(UT)  
78<sup>th</sup> Batch of IRS

(1)

**रा.प्र.क.अ. डिजिटल पुस्तकालय की वास्तविक सदस्यता के लिए आवेदन पत्र**

**APPLICATION FOR MEMBERSHIP OF NADT LIBRARY**

1. नाम डॉ/श्री/श्रीमती/सुश्री   
NAME IN ENGLISH Dr./Mr./Ms. (In Block Letters)

2. पदनाम DESIGNATION

3. श्रेणी (उपयुक्त बॉक्स में सही चिन्ह लगायें)  
CATEGORY [Please tick the appropriate box]

क. राष्ट्रीय प्रत्यक्षकर अकादमी में तैनात POSTED IN NADT

i) रा.प्र.क.अ. संकाय NADT FACULTY

ii) प्रशिक्षु अधिकारी OFFICER TRAINEE  बैच BATCH

iii) रा.प्र.क.अ. में तैनात अधिकारी/कर्मचारी  
OFFICIAL/STAFF POSTED IN NADT

ख. रा.प्र.क.अ. में तैनात नहीं NOT POSTED IN NADT

i) भारासे अधिकारी (जिनकी तैनाती रा.प्र.क.अ. में नहीं है) सिविल सूची सं.   
IRS OFFICER [ not posted in NADT]  Civil List No.

ii) आयकर अधिकारी ITO

iii) सिस्टम अधिकारी (जो रा.प्र.क.अ. में तैनात नहीं है)  
SYSTEMS OFFICER [not posted in NADT]

iv) सहायक निदेशक (राजभाषा)   
OFFICIAL LANGUAGE OFFICER

v) आयकर के अधिकारी/कर्मचारी   
OFFICIAL/STAFF OF INCOME TAX

vi) रा.प्र.क.अ. के एलुमनि NADT ALUMNI

vii) अन्य OTHERS

4. कार्यालय का पता OFFICE ADDRESS

5. आवासीय पता RESIDENTIAL ADDRESS

6. दूरभाष संख्या CONTACT PHONE NUMBERS

आवास RESIDENCE

कार्यालय

कृ. पृ. 3.  
Page 1 of 3

(2)

मोबाईल MOBILE

फैक्स FAX

7. ई-मेल E-MAIL

राष्ट्रीय प्रत्यक्ष कर अकादमी, पुस्तकालय द्वारा उपलब्ध कराई गई इण्टरनेट-यूजर/लैन आधारित सेवाओं हेतु प्रयोगकर्ता के लिए लागू नियम

**RULES APPLICABLE FOR THE USERS OF INTERNET/LAN BASED SERVICES PROVIDED BY THE NADT LIBRARY**

1. राष्ट्रीय प्रत्यक्ष कर अकादमी, पुस्तकालय द्वारा उपलब्ध कराई गई इण्टरनेट-यूजर/लैन आधारित सेवाओंका प्रयोग करने के लिए प्रयोगकर्ता किसी दूसरे व्यक्ति के साथ अपने एक्सेस कोड जैसे उन्हें आवंटित यूजर आई डी एवं पासवर्ड का प्रयोग नहीं करेंगे/करेंगी और उन्हें आवंटित एक्सेस कोड को सत्यनिष्ठा से सुरक्षित रखने की पूरी जिम्मेवारी उनकी होगी। यूजर आई डी एवं पासवर्ड के आवंटन पर प्रयोगकर्ता पासवर्ड बदल सकते हैं परन्तु किसी दूसरे व्यक्ति के साथ उसका प्रयोग नहीं करेंगे/करेंगी।

The user will not share his/her access codes i.e. User ID and password allotted for the use of Internet/LAN based services provided by the NADT Library with any other person, and will take full responsibility of protecting the integrity of access codes allotted to him/her. On allotment of user ID and password, the user will change the password and not share the same with any other person.

2. प्रयोगकर्ता किसी वाणिज्यिक अथवा लाभ उत्पादक गतिविधि के लिए राष्ट्रीय प्रत्यक्ष कर अकादमी, पुस्तकालय द्वारा बनाए गए सामग्री का राष्ट्रीय प्रत्यक्ष कर अकादमी, पुस्तकालय की पूर्व अनुमति के बिना प्रत्यक्ष अथवा अप्रत्यक्ष रूप से प्रयोग नहीं करेंगे/करेंगी।

The user will not use the material made available by the NADT Library for any commercial or profit generating activity, directly or indirectly, in any form without prior permission of the NADT Library.

3. प्रयोगकर्ता राष्ट्रीय प्रत्यक्ष कर अकादमी, पुस्तकालय द्वारा उपलब्ध किसी सामग्री का बिना किसी सहमति से किसी दूसरे व्यक्ति को प्रसारित अथवा प्रदान नहीं करेंगे/करेंगी।

The user will not disseminate or distribute or share with any other person, with or without any consideration, any material made available to him/her by the NADT Library.

4. प्रयोगकर्ता राष्ट्रीय प्रत्यक्ष कर अकादमी, पुस्तकालय द्वारा उपलब्ध किसी सामग्री का राष्ट्रीय प्रत्यक्ष कर अकादमी, पुस्तकालय की पूर्व अनुमति के बिना लेखक, सम्पादक अथवा संकलनकर्ता के रूप में अथवा किसी भी हैसियत से स्वयं अपने किसी भी प्रकाशन का प्रयोग नहीं करेंगे/करेंगी।

The user will not use any material made available by the NADT Library in his/her own publication as an author, editor or compiler or in any other capacity, without prior permission of the NADT Library.

5. प्रयोगकर्ता राष्ट्रीय प्रत्यक्ष कर अकादमी, पुस्तकालय द्वारा उपलब्ध कराई गई सुविधाओं अथवा सामग्री का प्रयोग करते समय कापीराइट अधिनियम के किसी उपबंध अथवा किसी अन्य संगत कानूनका उल्लंघन नहीं करेंगे/करेंगी।

The user will not violate any provision of copyright acts or any other relevant law while using the facilities or the materials made available by the NADT Library.

6. प्रयोगकर्ता भारत सरकार, राजस्व विभाग, राष्ट्रीय प्रत्यक्ष कर अकादमी एवं इसमें तैनात सभी अधिकारियों के किसी कापीराइट अथवा बौद्धिक सम्पत्ति अधिकार के किसी उल्लंघन के संबंध में किसी पार्टी द्वारा किए गये किसी भी दावे के लिए क्षतिपूर्ति करता है।

The user indemnifies the Government of India, the Department of Revenue, the National Academy of Direct Taxes and all the officers posted therein for any claims made on them by any party regarding violation of any copyright or intellectual property right

(3)

वचन देता हूँ कि डाउनलोड की गई सामग्री का उपयोग केवल मेरे व्यक्तिगत और गैर-व्यावसायिक उपयोग के लिए किया जाएगा। मैं यह भी सहमत हूँ कि मैं केवल एक उपयोगकर्ता खाता बनाऊंगा, एक्सेस करूंगा और/या उपयोग करूंगा और अपने खाते तक पहुंच साझा नहीं करूंगा या किसी तीसरे पक्ष के साथ अपने खाते की जानकारी साझा नहीं करूंगा। मैं वचन देता हूँ कि एनएडीटी लाइब्रेरी और एनएडीटी ई-ग्रंथालय की सेवाओं का उपयोग करने से मुझे सेवाओं या मेरे द्वारा एक्सेस की जाने वाली सामग्री का स्वामित्व या कोई बौद्धिक संपदा अधिकार नहीं मिलेगा।

I hereby undertake that, I have been granted a limited, personal, non-exclusive, non-transferable, and revocable license for using the Services of the NADT library and the NADT e-granthalay Library. I also undertake that the downloaded content will be used for only my personal and non-commercial use. I also agree that I will create, access, and/or use only one user account and will not share access to my account or share information of my account with any third party. I undertake that using the Services of NADT Library and NADT e-granthalay will not give me the ownership of or any intellectual property rights in the Services or the content I access.

8. मैं राष्ट्रीय प्रत्यक्ष कर अकादमी, नागपुर और इसकी संबंधित इकाइयों, सहयोगियों, अधिकारियों, शिक्षकों, छात्रों, साथियों, प्रशासन, एजेंटों और कर्मचारियों को किसी भी तीसरे पक्ष के दावों, कार्यों, या के खिलाफ बचाव, हानिरहित रखने और क्षतिपूर्ति करने के लिए सहमत हूँ। मेरे द्वारा राष्ट्रीय प्रत्यक्ष कर अकादमी, नागपुर पुस्तकालय और ई-ग्रंथालय सेवा का उपयोग से उत्पन्न होने वाली मांग, जिसके परिणामस्वरूप या किसी भी तरह से किसी भी और सभी दावों, हानियों, क्षतियों (वास्तविक और परिणामी), सूट, निर्णय, मुकदमेबाजी की लागत, और वकीलों की फीस, हर तरह और प्रकृति के खर्च को वहन करूंगा।

I agree to defend, hold harmless, and indemnify the National Academy of Direct Taxes, Nagpur and its respective subsidiaries, affiliates, officers, faculty, students, fellows, administration, agents and employees from and against any third-party claims, actions, or demands arising out of, resulting from or in any way related to my use of the National Academy of Direct Taxes, Nagpur Library and the e-granthalay service, including any liability or expense arising from any and all claims, losses, damages (actual and consequential), suits, judgments, litigation costs, and attorneys' fees, of every kind and nature.

9. मैं राष्ट्रीय प्रत्यक्ष कर अकादमी, नागपुर के पुस्तकालय द्वारा उपलब्ध कराई गई इंटरनेट-यूजर/लैन आधारित सेवाओं हेतु लागू सभी नियमों को जान गया हूँ और उसका पालन करने हेतु सहमत हूँ। मुझे किसी अन्य पक्ष द्वारा कापीराइट कानूनों के किसी भी प्रकार के उल्लंघन से संबंधित लगाये गये सभी प्रकार के आरोपों के लिए किसी भी दावे हेतु राष्ट्रीय प्रत्यक्ष कर अकादमी पुस्तकालय को होनेवाली सभी क्षतियों की पूर्ति करने का वचन देता हूँ।

I have gone through all the rules applicable for the users of internet/LAN based services provided by the Library of National Academy of Direct Taxes, Nagpur and agree to abide by them. I also indemnify the NADT Library against any claims made by any party whatsoever for any allegation of any violation of copyright laws related to any conduct attributable to me.

10. राष्ट्रीय प्रत्यक्ष कर अकादमी, नागपुर पुस्तकालय तथा इसके माध्यम से प्रदत्त ई-ग्रंथालय सेवाओं का उपयोग करने का तात्पर्य यह समझा जाएगा कि, मैं उपरोक्त सभी शर्तों (1 से 10) से पूर्णतः सहमत हूँ।

By using the National Academy of Direct Taxes, Nagpur Library and the e-Granthalay services provided through it, it will be deemed that I fully agree to all the above conditions.

दिनांक DATE :

हस्ताक्षर SIGNATURE

## TERMS & CONDITIONS FOR JOINING IRS (IT)

On the basis of the result of the Civil Services (Main) Examination, 2022/23 held by the UPSC, you have been selected for appointment as Asstt. Commissioner of Income Tax in the Indian Revenue Service on the following terms and conditions :

- (i) You will draw pay in Level 10 in the pay matrix Rs.56,100 -1,77,500 in the manner as laid down in CCS Pay Rules and other Government instructions issued on the subject.
- (ii) You may require to attend the Foundation Course, which is mandatory, commenced from 01.08.2023 to 03.11.2023 at Lal Bahadur Shastri National Academy of Administration, Musoorie, as already intimated to you by Training Division, Department of Personnel & Training, New Delhi (CSE-2022).
- (iii) On completion of the Foundation Course, you are required to report to the National Academy of Direct Taxes (NADT) for Induction Course of sixteen months, to be commenced in the month of November, 2023. The induction training of sixteen months includes 'On the Job Training' in various field offices for a period of twelve weeks. You will be on probation for a period of two years. You have to pass the departmental examinations during the period of probation. The grant of increment shall be in accordance with the extant rules/orders of the Government of India. The period of probation may be extended at the discretion of the Government, if you do not pass the departmental examination within the prescribed time or for any other reason in accordance with the order of instruction issued by the Government from time to time in this regard. The government reserves the right to terminate your service if you failed to pass the departmental examinations even within the extended period of probation.
- (iv) Your inter-se seniority among the probationers allocated to Indian Revenue Service on the basis of CSE, 2022 shall be determined in accordance with the aggregate marks obtained by them as per the following parameters:

Sr. No.	Parameters	Aggregate Marks	Weightage
1	Marks obtained in Civil Service Examination conducted by UPSC	2025	67.5%
2	Marks obtained in Foundation Course	300	10%
3	Marks obtained in Induction Training at NADT, Nagpur (after scaling down 1800 marks of Induction Training to 675 marks)	675	22.5%
	<b>Total</b>	3000	100%

Once a candidate has undergone FC, she/he will not be required to undergo the same again, in case, she / he change service. The marks obtained in the FC will be accepted by the CCA of the new service. If two or more probationers secure equal marks in aggregate, their inter-se seniority shall be decided as per the Union Public Service Commission's merit list. The systems for determining inter-se-seniority will be applicable to the candidates allocated to IRS on the basic of Civil Service Exam., 2022 and would not have any retrospective implications.

- (v) The Government may discharge you from service at any time during the period of probation without any notice, if in its opinion, your work or conduct during this period is considered unsatisfactory, or shows that you are unlikely to become an efficient officer.
- (vi) On successful completion of probation, you will be considered for confirmation in Indian Revenue Service in accordance with the extent instructions of the Government of India.
- (vii) Your appointment subject to any change in the Constitution/Recruitment Rule of the Indian Revenue Service, which the Union Government may think proper to make from time to time and that you will have no claim for compensation in consequence of any such change.
- (viii) You will be liable for transfer to any place/station in the Union of India.
- (ix) If you are member of Scheduled Caste / Scheduled Tribes / Other Backward Classes and have changed your religion or if you change your religion at any time in future, you should inform the appointing authority immediately about the change.
- (x) Officers appointed as a result of an earlier Examination shall rank senior to officers appointed as a result of subsequent examination
- (xi) In case the inquiry as envisage under Rule 20 of the Civil Services Examination Rules is pending against you, your appointment will be subject to being found suitable on conclusion of such enquiry and consequent necessary decision by the Government with regard to your character and Antecedents etc.
- (xii) In case, at any stage, it is found that any Certificate/Document/Testimonial etc. as furnished by you and having a bearing on your eligibility is not in order, your appointment shall be cancelled forthwith without prejudice to any punitive action under the relevant rules.
- (xiii) You will be covered under the New Pension Scheme notified by the Ministry of Finance No. 5/7/2003-ECB&PR dated 22.12.2003 and as amended from time to time.
- (xiv) A person having more than one spouse living is not eligible for appointment to Government Service. Hence, your appointment, too, would be subject to this condition.
- (xv) Your service will be governed in accordance with the Indian Revenue Service Rules, 2015 and other extent Civil Services Rules, as amended from time to time.

I, \_\_\_\_\_ accept the offer of appointment as Asstt. Commissioner of Income Tax in the Indian Revenue Service on the above terms and conditions.

NAGPUR

Date :-

Name \_\_\_\_\_  
 Asstt. Commissioner of Income Tax (UT)  
 78<sup>th</sup> Batch of IRS, NADT, Nagpur



राष्ट्रीय प्रत्यक्ष कर अकादमी  
**NATIONAL ACADEMY OF DIRECT TAXES**  
छिंदवाड़रोड, नागपुर- 440 030  
**Chhindwara Road, Nagpur - 440 030**  
**78thbatchofirs@gmail.com**

F.No.NADT/78<sup>th</sup> Batch/2024-25

Date: / /2024

## TO WHOMSOEVER IT MAY CONCERN



This is to certify that **Mr./Ms.**  
\_\_\_\_\_, Assistant Commissioner of  
Income Tax (UT), 78<sup>th</sup> Batch of IRS who is undergoing training at  
National Academy of Direct Taxes (NADT), Chhindwara Road, Nagpur  
440 030 is residing at : –

**Room No. \_\_\_\_\_, Nalanda/ Vikramshila Hostel,  
National Academy of Direct Taxes  
Chhindwara Road, Nagpur  
Maharashtra 440 030**

(-----)  
Dy. Director & ACD-1,  
78<sup>th</sup> Batch of IRS  
NADT, Nagpur.

Date :- / /2024

To,  
The Course Director,  
78<sup>th</sup> Batch of IRS,  
NADT, Nagpur.

Sir,

Sub : Intimation regarding appearance in CSE-2025-reg  
\*\*\*\*\*

- 1) I \_\_\_\_\_ hereby intimate that I, ACIT(UT),78<sup>th</sup> Batch of IRS, was working in Government of India / \_\_\_\_\_ State Government in \_\_\_\_\_ Department/Service prior to joining Indian Revenue Service. I applied for Civil Services Exam-2023 by giving intimation in my earlier service through proper channel.
- 2) I \_\_\_\_\_ hereby intimate that I, \_\_\_\_\_ ACIT(UT), had joined IRS in the \_\_\_\_\_ Batch of IRS and had proceeded on EOL. I had applied for CSE-2025 by giving intimation through proper channel.
- 3) I hereby intimate that I, \_\_\_\_\_ was not working in any government department prior to joining Indian Revenue Service. I hereby intimate that I have appeared in Civil Services (Mains) Exams-2025.

Yours faithfully,

\_\_\_\_\_  
ACIT(UT),77<sup>th</sup> Batch of IRS  
NADT Roll No. \_\_\_\_\_

(STRIKE OFF WHICH IS NOT APPLICABLE)

# Employee Bio-data Form

( Form for creation of Income Tax Department Employee Number )

1) **BIOGRAPHICAL DETAILS :**

a) \*Name

- \* First Name : \_\_\_\_\_
- Middle Name : \_\_\_\_\_
- \* Last Name : \_\_\_\_\_
- Display Name: \_\_\_\_\_

b) \* Date of Birth :     /     /     (dd/mm/yyyy)

- \* Birth Country : \_\_\_\_\_
- Birth State : \_\_\_\_\_
- Birth Location : \_\_\_\_\_
- Gender :           Male/Female
- Marital Status :       Married/Single/                               As of  
Date : /     /

Divorced/Widow/Separated/Other

c) National Id :

Country	National Id Type (PAN/Aadhar/Voter-Id )	National Id Number	Primary Id

( Enclose document for Id proof )

2) **CONTACT INFORMATION :**

a) **Address :**

Address Type	As of Date	Status (Active/ Inactive)	Address
<b><u>Current</u></b>			Address1:
			Address2:
			Address3:
			Address4:
			City :
			State :
			Pin :
<b><u>Permanent</u></b>			Address1:
			Address2:
			Address3:
			Address4:
			City :
			State :
			:

b) **Contact Number** :

Phone Type	Telephone	Extension	preferred
Home			
Mobile			
Mobile Tarang Number			
Personal			
Residential Tarang Number			
Work			

c) **Email-Id** :

Email Type	Email Address	preferred
Official		
Personal		
Any other		

**3) REGIONAL**

- a) Religion :
- b) Blood Group :
- c) Caste : Category :

**4) ORGANIZATIONAL RELATIONSHIP :**

- a) Joined the Income Tax Department as :  
(post)
- b) Joining Grade/cadre : A/B/C
- c) Joining Date :
- d) Present Post :  
Grade :- A/B/C
- e) Date of last promotion : / /

The above information given by me is true and correct to the best of my knowledge & belief.

Place :

Date : / /

(Signature of Employee )

**Declaration in taken of having noted Official Secrets Act, 1923  
(Act of 1923) as amended by section 6 of Defence of India Act 1962**

I \_\_\_\_\_ son / daughter of  
Resident of \_\_\_\_\_

hereby Certify that I have been made acquainted with the provisions of the Official Secrets Act, 1923 (Act of 1923) as amended by the section 6 of Defence of India Act, 1962 and that I understand that I am liable, in case of breach of official trust, to the penalties in detailed in the Acts.

Place: \_\_\_\_\_

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

Designation: \_\_\_\_\_

Office: \_\_\_\_\_

**DECLARATION GIVE IN MY PRESENCE**

Signature : \_\_\_\_\_

Name: \_\_\_\_\_