



राष्ट्रीय प्रत्यक्ष कर अकादमी

**NATIONAL ACADEMY OF DIRECT TAXES**

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F.No.NADT/78<sup>th</sup>Batch/Joining formalities/2024-25/05

Date: 29/10/2024

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## JOINING INSTRUCTIONS FOR THE 78TH BATCH OF IRS - INDUCTION TRAINING

### 1. Training Commencement

- The Induction Training for officer trainees (OTs) of IRS(IT) selected through CSE-2023 and CSE-2022 (with EOL) will start on 9th December 2024 at NADT, Nagpur.
- All OTs must report to NADT by 5 PM on 7th December 2024.
- Upon arrival at NADT campus, OTs should report at Nalanda Hostel reception for accommodation and formalities.

### 2. Travel Arrangements

- NADT provides pick-up arrangements from Nagpur Airport/Railway Station for OTs who submit travel plans by 22.11.2024 through the designated link.
- Travel plans submitted after the deadline require OTs to arrange their own transport to NADT.

### 3. Document Requirements (Original along with 5 Self Attested copies)

- i. Offer of Appointment to join and report at NADT sent by the CBDT, Department of Revenue, Government of India.
- ii. Relieving order for those joining at NADT on completion of the Foundation Course at LBSNAA-Mussoorie, if applicable. Copy of acceptance of technical resignation, relieving order and LPC will also be required from those OTs who are joining at NADT from other Govt. Services and PSUs.
- iii. Documents in support of Date of Birth, educational qualifications, caste certificate (if applicable), disability certificate, EWS certificate issued by the competent authority and details of permanent address/hometown.
- iv. PAN Card and Aadhaar Card, PRAN (Permanent Retirement Account Number) card, if issued.
- v. Admissible documents in support of date of birth of parents where they are claimed as "dependent" family members for Central Government Health Scheme (CGHS). (For definition of Dependent family members please refer to Rule 3 and 3A of CGHS rules)

- vi. 4 post card size and 30 passport size (Color, Front facing with both ears visible on white background) photographs of the OTs with their name written in capital letters on the reverse of each photograph. You may bring extra copies for other personal needs viz. opening of bank account, obtaining a new mobile connection, etc.
- vii. Four group photographs (5x7.5cm) of officer trainee along with their dependent family members for CGHS (if applicable). In addition to this, four individual passport sized photographs of each of the dependent family members would also be required.
- viii. Original tickets and boarding passes in support of the reimbursement claims of eligible OTs for settlement of advances availed as per travel allowance Rules.

#### 4. Civil Services Examination

- The OTs **ARE NOT PERMITTED** to appear in the Civil Services Examination-2025 (Preliminary or Mains) **while undergoing** the Induction Training at the Academy.
- Those officer trainees of CSE-2023 who wish to appear for Civil Services Examination 2025 are required and advised to apply for Extra Ordinary Leave (EOL) immediately after joining.
- The OTs are required to give a written undertaking to this effect at the time of joining and any violation of the same will be viewed adversely.

#### 5. Financial Preparations

- OTs should maintain at least Rs. 40,000/- for personal expenses and various deposits.
- Expenses include mess deposits, society/clubs, attire (Track Suits, Blazer/Saree, Sneakers, T-shirts, etc.).
- An AXIS Bank ATM is available on campus.

#### 6. Pre-Joining Formalities

##### 6.1 Online Bio-data Form

- OTs must complete an online bio-data form via the provided Google Form link.
- Please note that it is **mandatory** to complete the above form within the time limit specified i.e. by **05.11.2024**

##### 6.2 Filling of various forms on joining

- Every OT is required to furnish, immediately on joining IRS, various forms and returns of movable & immovable property in the prescribed format.
- Accurate reporting therein is of great importance as these once submitted are not amenable to modification.
- Consequently, all OTs are requested to properly familiarize themselves with these forms and to bring with them the necessary supporting documents so that these

forms are submitted by them immediately on joining. Copy of these forms (in single PDF) is attached in the mail.

## 7. Dress Code:

- The OTs are expected to be well-groomed and neatly attired at all times. They are advised to bring the following items:
- Gentlemen OTs, have to **mandatorily** bring a Black Bandgala suit with black leather lace shoes for ceremonial functions.
- A **batch saree** for formal/ceremonial occasions has been prescribed for lady OTs and is required to be purchased by them at NADT on arrival.
- Further both the Gentleman and Lady OTs are required to purchase the official IRS blazer at NADT.
- The following Dress code has been prescribed for OTs. **OTs must strictly adhere to the prescribed dress code.**

Occasion	Gentlemen	Ladies
<b>Ceremonial</b>	Black Bandgala with black leather lace shoes.	Batch Saree with black leather/tan sandals.
<b>Formal</b>	A) Lounge suit with tie and leather shoes.  B) Full sleeve shirt and trousers with service tie and leather shoes.	A) Saree with leather sandals / shoes.  B) Saree / Salwar Kameez or churidar with Dupatta with formal sandals / formal shoes.
<b>Semi-Formal</b>	Full sleeves / half sleeves shirt with trousers and leather shoes.	Saree/salwar kameez/churidar/formal shirt, trousers with formal shoes / sandals.
<b>Informal</b>	Shirt and trouser/ethnic wear with shoes / sandals / jooti.	Saree/salwar kameez/churidar/trousers/dress skirt/ethnic wear with shoes / sandals.
<b>Mess Wear</b>	A) Semi Formal Dress on all working days  B) For Dinner on Working Days, and on Saturday, Sunday and on closed holidays, the Officer Trainees may wear T-shirt with collar and trouser and Sandals/Shoes.  C) OTs are not allowed to wear track pants, shorts, round collar t-shirt, sneakers, bathroom slipper etc to the mess.	

<b>Class Wear/ Library</b>	Formal
<b>C. C. Ganpathi Sports Complex</b>	
<b>Sport/ Activity</b>	<b>Dress Code</b>
Swimming Pool	Swim only in nylon swimming costumes or trunks. Ladies should wear bathing caps.
Gymnasium/Health Club	The visitors are requested to wear proper attire in the gym. Casual and formal wear are not allowed. Wear sports/running shoes in the gym. Sneakers, leather shoes, slippers, floaters and sandals are not allowed.
Badminton	Badminton requires a specialized dress code. All OTs are requested to play in proper attire consisting of Lowers, Shorts, T-shirts, Non-marking Badminton shoes.
Table tennis	All the OTs are requested to play in proper attire consisting of shorts, t- shirts, skirts, lowers and non-marking shoes.
Billiards	All the OTs are requested to play in proper attire consisting of t- shirt, shirt, lowers, trousers and shoes
Squash	All the OTs are requested to play in proper attire consisting of shorts, t- shirt, skirt, lowers and non-marking shoes.

**Notes:**

- i. Dress code for a particular event/day will be as informed to the OTs in advance.*
- ii. Trousers DO NOT include Jeans.*
- iii. Sandals, chappals, barefooted and jeans, are strictly not allowed in any sport or activity in the Sports Complex*

## **8. Accommodation and Campus Policies**

### **8.1 Hostel and Mess**

- On-campus hostel accommodation is mandatory; off-campus stay is not permitted.
- OTs are prohibited from cooking in hostel rooms and must use officer's Mess 'Akshaya' run by Mess Committee on co-operative basis.
- Rooms are furnished but exclude items like TV and refrigerator; unauthorized gadgets are disallowed.
- OTs are advised to bring essential items like bed-sheets, pillow covers, and blankets.

## 8.2 Family Accommodation

- Family stay on campus is restricted; Takshila guest house may accommodate family members for short stays upon availability.
- Special cases for married accommodation are considered for lady OTs with infants or OTs with medical needs.

## 9. Training Structure and Leave Policy

### 9.1 Intensity of Training

- Induction training is rigorous, at times extending beyond standard office hours. All Government servants are on 24 hours duty.
- Apart from curriculum inputs and assignments, the training requires regular interaction of OTs with faculty members, interaction with senior officers, guest faculties and eminent dignitaries. The OTs may, therefore, expect to be fully occupied with the Induction programme across the entire duration of their training.

### 9.2 Leave Provisions

- The Leave policy at NADT is detailed in the Course Manual and leave of any kind outside the policy will not be granted under any circumstances.
- Further, no leave what so ever, other than Block Leave, will be granted except under extreme compassionate or medical grounds. The OTs are therefore required to plan their personal obligations accordingly before joining the training.

## 10. Vehicle Policy

- Personal vehicles are strictly prohibited at NADT.

## 11. No-Alcohol and Smoking Policy

- Possession/consumption of alcohol, banned drugs, or intoxicants is strictly prohibited on campus.
- Smoking is also prohibited in public and hostel areas.

## 12. Medical Facilities: - CGHS Dispensary

- On-campus medical facilities are provided by the CGHS dispensary (open 8:00 AM - 10:30 AM, closed Sundays and holidays).

## 13. Campus Facilities and IT Resources

- Several facilities are available on-campus which include a Library, auditorium, Officer's Mess (Akshaya), C C Ganapathy Indoor Sports Complex (gym, badminton, snooker, table tennis, billiards, squash, music room etc.), tennis, swimming pool, cricket ground, football, volleyball and basketball ground, meeting point, amphitheatre etc. Further details on the same can be looked at in the Course Manual.

- Subject to availability hostel rooms in NADT are equipped with Desktops. Further laptop will be issued to the OTs as per approved policy of CBDT however OTs may bring their personal laptops during the training.
- NADT provides access to broadband network resources, intended for use in accordance with the NADT IT usage policy, which will be shared upon their joining. OTs are expected to refrain from any illegal or commercial activities while using this facility.

## 14. Important Points for Joining

### 14.1 Timeliness

- Late joining by probationers is strictly prohibited; no exceptions will be made.

### 14.2 Joining Instructions Access

- Copies of these instructions and other relevant materials are available on the NADT website.

## 15. For any additional queries, contact:

- Shri Himanshu, Deputy Assistant Director: 9911829729
- Shri Ashu Chillar, Office Superintendent: 7588630474
- Official Batch Contact: 78thbatchofirs@gmail.com

## 16. Contacts in case of emergency:

Name	Role	Mobile No.	Email
Mr. Ankur Alya	Addl. Director & Course Director	9417482330	ankur.alya@incometax.gov.in
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**Course Team  
78th Batch of IRS,  
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