

No. NADT/86<sup>th</sup> FC/5/2011  
**Government of India**  
National Academy of Direct Taxes  
Chhindwara Road  
Nagpur-440030

## **JOINING INSTRUCTIONS**

**86<sup>th</sup> FOUNDATION COURSE**  
**(29<sup>th</sup> August 2011 to 09<sup>th</sup> December 2011)**

### **Instructions:**

1. Officer Trainees (referred to as OTs) will bring this complete document of Joining Instructions along with them to the Academy.
2. This document contains the following enclosures:
  - Details of Deposits to be made on arrival in the Academy (Annexure-I)
  - List of Items required (Annexure-II).
  - Bio data Form (Annexure-III)
3. OTs are required to fill in all columns of Bio data form and post it to **Dr.Sanjay Joseph, Deputy Director (Faculty)** at the earliest.
4. This document and other mandatory forms to be filed in at the time of joining are available on our website [www.nadt.gov.in](http://www.nadt.gov.in) and can be downloaded. Bio Data form needs to be filled online which can be done by following the link given below. The link is also available in the Academy website.  
<https://spreadsheets.google.com/spreadsheet/viewform?formkey=dFU0Wk5zSEM1QII3V082S2pMV2VOaIE6MQ>  
Filling the data online will facilitate your reception and joining process.
5. The OTs should mail an acknowledgement of having received the joining instructions along with the details of their arrival by email at [fc86@nadt.gov.in](mailto:fc86@nadt.gov.in).

## 1. GENERAL INFORMATION

- Postal Address : NATIONAL ACADEMY OF DIRECT TAXES,  
Chhindwara Road, Nagpur - 440030
- Telegram : AAYAKARSHALA
- Telex : 715-385
- STD Code : 0712
- Fax :0712-2583794/0712-2580026
- E-mail : [sanjayjoseph@nadt.gov.in](mailto:sanjayjoseph@nadt.gov.in)  
: [fc86@nadt.gov.in](mailto:fc86@nadt.gov.in)
- Home Page : <http://www.nadt.gov.in>
- The Course : **Smt. C Tripura Sundari**, Additional Director (Faculty)  
Coordinator: (Telefax : 0712-2583794)
- Associate Course : **Shri Sanjay Joseph**, Deputy Director (Faculty)  
Coordinator (Telefax : 0712-2580026)
- Course Duration : 29<sup>th</sup> August 2011 to 09<sup>th</sup> December 2011
- Date of joining : 29<sup>th</sup> August 2011
- Nearest Railhead : Nagpur (4 km)
- Nearest Airport : Dr. Babasaheb Ambedkar International Airport, Nagpur  
(14km)

## 2. HOW TO REACH ACADEMY:

The Academy in Nagpur is situated within the city, and can be easily reached from the Airport as well as the Railway Station by all usual means of transportation including taxi or auto. Prepaid transportation facilities are available at Railway Station and Airport. The nearest commonly recognized milestone is the **Poonam Chamber Shopping Complex, Chhaoni**. The travel expenses will have to be borne by you.

## 3. RECEPTION & JOINING

Officer Trainees may report at the reception of **Nalanda Hostel** on their arrival at NADT. OTs may arrive at the Academy on 27<sup>th</sup> August or 28<sup>th</sup> August and shall assume charge on 29<sup>th</sup> August 2011. **Officer Trainees reporting after 29<sup>th</sup> August 2011 will not be allowed to join.** Joining formalities on 29<sup>th</sup> August, 2011 will be held at Central Hall, First Floor, Faculty Building, NADT at 09 00 Hrs. The joining formalities must be completed before 12 00 noon on the same day. At the time of joining, every officer Trainee will be required to deposit Rs. 2300/- towards Officers' Clubs & Societies (**see Annexure-I**).

#### **4. RESIDENTIAL ACCOMMODATION**

- During the Foundation Course, OTs are compulsorily required to reside in the accommodation provided by Academy.
- The monthly charges per head for accommodation are Rs. 213/- (including Rs. 60 for Electricity and Rs. 20 for water charges), This will be deducted from the salary advance of the OTs.
- Single or double occupancy accommodation would be provided depends on availability of accommodation and NO request for change or choice would be entertained.
- The rooms are provided with basic furniture, mattress, blanket, and pillows. Items you are required to bring are listed in **Annexure-II**.
- Spouses and family members are not allowed to stay with OTs during Foundation Course. OTs are NOT allowed to entertain Guests (family members, friends, spouse or anybody else) in their rooms.
- At present there is shortage of accommodation facilities at NADT because of the bigger batch sizes. Therefore, it will not be possible to provide guest accommodation to the relatives/guests/escorts of Officer Trainees who may accompany them at the time of joining, therefore, escorts coming with Officer Trainee at the time of joining must make their own arrangements for stay outside the Academy Campus. Academy can provide accommodation for OTs only.

#### **5. CLOTHING**

The weather in Nagpur during the duration of the Foundation Course ranges from warm to pleasant with temperatures ranging from 30° to 15° C. Winters are not very severe, but it is advisable to have some warm clothes and inners. During the Course, the OTs may be required to undertake Trekking activities in colder climates as part of the Course, which may need more winter protection.

Within the Academy premises, strict dress codes are prescribed depending upon the activity involved and the occasion, the details of which are given in **Annexure-II**.

On special occasions, OTs are encouraged to wear traditional dresses.

#### **6. DINING FACILITIES**

Dining facilities are provided by the Officers' Club. Membership of the Club is compulsory. Cooking in hostel rooms is strictly prohibited.

## **7. MOBILE PHONES**

OTs are strictly prohibited from using mobile phones in the academic area (Faculty Building, Library and Auditorium). Mobiles phones found with OTs in the academic area will be confiscated and fine will be imposed on OTs. However, OTs may use mobile phones in their hostel rooms.

## **8. CONSUMPTION OR POSSESSION OF ALCOHOLIC DRINKS/TOBACCO**

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

## **9. EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities are organized by OTs through various Clubs and Societies. OTs may bring their personal gear for games, music, fine arts and photography.

## **10. SPECIAL INSTRUCTIONS**

- **Every Officer Trainee is required to furnish a return of Movable and Immovable Property in the Proforma which is available in our website.**
  - **The Foundation Course is a 'No Leave' course. NO LEAVE SHALL BE GRANTED during the period of training at the Academy. OTs are advised to settle/dispose the matters requiring their personal presence before joining the Academy.**
  - **During the period of the Foundation Course, the OTs will be eligible to get only special salary advance and not regular salary. The first Special Salary Advance is admissible only after completion of one month of training. Kindly bring sufficient money for making the initial deposits, Mess advance and one month's expenses with you.**
  - **The Officer Trainees should bring a Photo Identity Card and color passport sized photographs for the purposes of Identity card, Bio data form, Bank Account Opening, obtaining a mobile connection.**
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**DETAILS OF DEPOSITS TO BE MADE IMMEDIATELY ON ARRIVAL**

<b>S. No</b>		<b>Rupees</b>	<b>Remarks</b>
<b>A.</b>	<b>Security Deposit</b>	400	Refundable at the end of the Course
		100	Non-refundable contribution for Mess maintenance and improvement.
	<b>Total</b>	<b>500</b>	
<b>B.</b>	<b>CLUBS &amp; SOCIETIES</b>		
1.	Officers' Club	800	For sports and games
2.	Fine Art Association	1000	Contribution to various Hobby / Extracurricular Clubs – Non-refundable
	<b>Total</b>	<b>1800</b>	
	<b>GRAND TOTAL [A+B]</b>	<b>2300</b>	

**LIST OF ITEMS REQUIRED**

**1. BEDDING & LINEN REQUIREMENT**

- Towels (Hand & Bath Towels with sufficient spares)
- Comforter/ Quilt as per personal needs
- Bed Sheets, Pillow covers

**2. CLOTHING**

The Academy lays strong emphasis on proper turnout. OTs are expected to be properly attired at all times and should not present an unkempt or slovenly appearance at any point of time. The dress code is different at different occasions and activities. The OTs are advised to go through the following Dress Code and bring adequate clothing as per the same. Tailoring facilities for suits, buttoned-up coats, and other articles are available both on campus as well as in Nagpur city and the Academy tie will be available in the Campus.

The following dress code is required to be strictly observed by OTs:-

**a. During Ceremonial/ Formal Occasions**

**Gentlemen OTs**

- It is mandatory for OTs to wear a black buttoned-up suit and formal black shoes with black socks on ceremonial occasions.
- OTs are also required to wear light coloured shirt and dark coloured trousers with the Academy necktie on prescribed occasions.

**Lady OTs**

- Academy Saree (provided on payment basis) with formal Shoes/ Sandals.

**b. In the Classroom / other Academic activities**

**Gentlemen OTs**

- Light colored Full Sleeve Shirt and dark colored Trousers with Necktie, and formal Shoes (casuals are prohibited).

**Lady OTs**

- Saree/ Salwar Kameez or Churidar Kurta or Western Business Suit with Shoes/ Sandals.

All OTs are expected to be well-groomed and properly attired according to the weather. Casuals or frivolous attire shall NOT be allowed during academic hours or in the Officers' Mess. Ladies are permitted to wear salwar kameez / churidars in class, if not called upon specifically to be formally attired.

Only formal leather shoes shall be worn in academic area, Officers' Mess, Officers' Lounge and Library. Sneakers, sports shoes and tennis shoes be worn **only** as a part of PT/ Games dress. Use of slip-ons/ leather chappals by Gentlemen and Lady OTs is strictly prohibited. **Use of bathrooms slippers is restricted to the hostel rooms only.**

**c. For PT/ Games and Sports Activities**

- For PT and compulsory sports/ games activities, only white polo-shorts, white shorts and Academy Track suits are permitted. The OTs are advised to bring along with them at least two pairs of these items as they will be required to wear them almost every day of the Course.
- For evening games and sports, OTs may like to bring their own sport clothing.
- One pair of good quality jogging/ running shoes (preferably in white colour) with adequate cushioning for road-running will be required.
- **Lady OTs** may bring at least two pairs of plain white salwar kameez.

**d. Items required for the Trek**

A mandatory trek in the Wildlife areas or the Himalayas of 7–10 days duration in October or November is an integral part of the Foundation Course. The equipment required for treks during FC is listed below, Some of these items may be provided on rent and are also available in the local market.

1. Sleeping bag (Feather type)
  2. Rucksack (Nylon Everest type)
  3. Wind-proof jacket (Wind cheater)
  4. Woolen gloves
  5. Woolen cap or balaclava
  6. Long-sleeved vest
  7. Woolen stockings and socks
  8. Trekking shoes (Jungle Boots, Outdoor shoes) with non-slippery soles and good grip.
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# 86th Foundation Course: BIO-DATA (Annexure-III)

*Please answer the below diligently and accurately to the best of your knowledge and based on your current situation.*

**Color Photograph to be attached**

<b>PART A : GENERAL INFORMATION</b>	
01.Full Name	
02.Gender (Male/Female)	
03.Date of Birth (dd-mm-yyyy)	
04.Marital Status	
05.Mother Tongue	
06.Religion	
07.Home Town	
08.State of Domicile	
09.Background	
<b>PART B : FAMILY DETAILS</b>	
10.Name of Father	
11.Father's Occupation/Profession	
12.Name of Mother	
13.Mother's Occupation/Profession	
14.Spouse's Name, if married	
15.Number of Children	
16.Permanent Address	
<b>PART C: EDUCATIONAL QUALIFICATION</b>	
17.Percentage Marks Obtained at Matriculation level	
18.Name of the School at Matriculation level	
19.Name of the Education Board (Matriculation Level)	
20.Subjects Taken at +2 Level	
21.Percentage Marks Obtained at +2 Level	
22.Name of the School/College at +2 Level	
23.Name of University/Education Board at +2 Level	
24.Subjects Taken at Under Graduate Level	
25.Percentage Marks Obtained at Under Graduate Level	

26.Name of the University (at Under Graduate Level)	
27.Degree Awarded (at Under Graduate Level)	
28.Percentage Marks Obtained at Post Graduate Level	
29.Name of the College/Institute (At PG Level)	
30.Name of the University ( PG Level)	
31.Post Graduate Degree Awarded	
32.Give details of any other formal Educational Qualification you possess	
33.Title of the Project Done	
34.Institution	
35.Title of Paper Published	
36.Name of the Journal/Publication	
<b>PART D : CIVIL SERVICES EXAMINATION 2010</b>	
37.Rank	
38.Roll Number	
39.Have you appeared in CSE earlier (Yes/No)	
40.If appeared earlier, how many times?	
41.Language in which examination was taken	
42.Category - General/SC/ST/OBC/PH	
43.Optional 1	
44.Optional 2	
<b>PART E: PREVIOUS WORK EXPERIENCE</b>	
45.Name of the Organization	
46.Type of the Organisation	
47.Average Annual Salary	
48.Experience	
49.If you have worked with more than one organisation, please give details	
<b>PART F: CO-CURRICULAR ACTIVITIES /MISCELLANEOUS</b>	
50.Name your most preferred game/sport	
51.Brief information of prizes won in games/sports (School/ University/ State/National/International level with the specific game/sport)	
52.Name one Game you will like to learn at NADT	
53.List out your Co-Curricular Interests	
54.Brief information of prizes won in games/sports (School/ University/ State/National/International level with the specific game/sport)	

55.Name one Art form/Hobby you will like to practice/pursue at NADT	
56.Can you ride Bicycle	
57.Do you have Licence to ride two wheeler Vehicles	
58.Do you have Licence to drive four wheeler vehicles	
59.Do you know Swimming	
<b>PART G : BASIC HEALTH DETAILS</b>	
60.Height (In cms)	
61.Weight ( In Kgs)	
62.Blood Group	
63.Are you suffering at present from any chronic/serious illness ?	
64.If Answer to the above question is Yes, please give details	
65.If you are differently abled person, what extra assistance is required for you during training ?	
<b>PART H: CURRENT CONTACT DETAILS</b>	
66.Postal Address	
67.Telephone Number	
68.E mail	
<b>Details of Person to be contacted in emergency</b>	
69.Name of the Person	
70.Relationship with you	
71.Postal Address	
72.Phone Number	
73.Email Id	
<b>PART I: SERVICE ALLOCATION</b>	
75.Service allotted to you ( As on date)	
76.Are you attending Foundation Course at NADT commencing on 29th August 2011	
77.Have you taken exemption from attending Foundation Course at NADT	
<b>VERIFICATION</b>	
I, _____ son/daughter of _____ certify that the information provided above is true and correct in my best of knowledge.	
Place :	Signature
Date :	Name
<b>Arrival Details</b>	
Train/Flight No. Name	Time and date of Arrival at Nagpur