



वित्त मंत्रालय/ MINISTRY OF FINANCE
राजस्व विभाग/ DEPARTMENT OF REVENUE
राष्ट्रीय प्रत्यक्ष कर अकादमी
NATIONAL ACADEMY OF DIRECT TAXES
छिंदवाडा रोड नागपुर -440030
CHHINDWARA ROAD, NAGPUR-440030.
दूरभाष : 0712-2322033/Phone: 0712-2322033



F.No. NADT/74thBatch/Opening File/01/2020-21

Date: 14.12.2020

Joining Instructions for the 74thBatch of IRS -Induction Training,

1. The Induction Training for the officer trainees who have been allocated IRS in CSE 2019 and will formally commence on Monday, 28th December 2020. All the above Officer-Trainees ("OTs") who are to undergo this training are **required to report** at the National Academy of Direct Taxes, Nagpur, **by 27th December 2020**, Sunday (latest by 5 PM), so that their accommodation arrangements and other preliminary formalities can be organized / completed well before the commencement of the formal training.
2. The Academy will make pick up arrangements from Nagpur Airport/Railway Station in respect of those Officer Trainees (OTs) who submit their travel plan (latest by 23rd December 2020) through the link,
https://docs.google.com/forms/d/e/1FAIpQLSdISV6yOb8QDYdEpXz8vUe-f2QVfVo0XG96IqP7G868HhcA6g/viewform?usp=sf_link
This link is also available on Induction Training>>IRS Batches>>74th Batch>>Softboard for 74th Batch >> on the website of NADT i.e. www.nadt.gov.in. OTs not sending in their travel plans by the specified time period will have to make their own arrangements to reach NADT on time.
3. The OTs are required to bring with them the following **Original Documents** (along with two self- certified copies):
 - a) Offer of Appointment to join and report at NADT sent by the CBDT, Department of Revenue, Government of India.
 - b) Relieving order for those joining at NADT on completion of the Foundation Course at LBSNAA-Mussoorie. Relieving order and LPC will also be required from those OTs who are joining at NADT from other Govt. Services and PSUs.
 - c) Certificates of Date of Birth, educational qualifications, original caste certificate (if applicable) and details of permanent address/ hometown.
 - d) PAN Card and Aadhaar Card, PRAN (Permanent Retirement Account Number) card, if issued to you.
 - e) 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)
 - f) 2 post card size and 25 passport size (Colour, 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.

- g) Four group photographs (5x7.5cm) of officer trainee along with their dependant family members for CGHS (if applicable). In addition to this, four individual passport sized photographs of each of the dependant family members would also be required.
 - h) 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. OTs on arrival to NADT campus are required to report at the reception of the Nalanda Hostel, NADT for accommodation and completion of other preliminary formalities. The OTs will have to undergo strict quarantine inside their hostel rooms. The joining forms will be provided to them at their doorstep and instruction will be provided through digital mode. The OTs are requested to bring necessary stationary items (pen (Blue and Black), pencil, stapler, stamp pad, glue stick etc) for filling up the joining forms.
 5. The OTs **ARE NOT PERMITTED** to appear in the Civil Services Examination 2021(Preliminary or Mains) **while undergoing** the Induction Training at the Academy. Those officer trainees (of CSE 2020) who wish to appear for Civil Services Examination 2021 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 will be viewed adversely.
 6. The OTs who are appearing in CSE 2020 mains scheduled on Jan 2021 can apply for EOL for the period upto Feb 5, 2021 if they wish to undergo training with the 74th batch of IRS or **till 17/12/2021** if they wish to appear for CSE 2021 Prelims. Those OTs who wish to take EOL shall apply for the same on 28/12/2020 itself and shall leave the academy by 30/12/2020, 6pm. upon approval of the EOL.
 7. The OTs should maintain sufficient balance in their bank account to cover their personal expenses and for various deposits/ advances for the Officers Mess, various societies/clubs, as well as to purchase Track Suits, Bandh gala, Sarees, Sneakers, T-shirts and Shorts, etc. The approximate amount expected to be incurred for the above purposes is Rs.40,000/-. There is an AXIS bank ATM available inside the campus.
 8. Every OT (including those on EOL who will be part of induction training 2020) is required to follow the link for filling online bio-data form details,

https://docs.google.com/forms/d/e/1FAIpQLSfUJ7SgO0mOq8STcZ69ahymMr-wXhzQj1_8EsYSBGBtF1SdXg/viewform?usp=sf_link

This link is also available on Induction Training >> IRS Batches >>74thBatch >>Softboard for 74thBatch >> on the website nadt.gov.in. The same is to be filled by **24thDecember, 2020. Please note that it is mandatory to complete the above form within the time limit specified.**

9. 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. These forms are available on the NADT website at Induction Training >> IRS Batches >> 74thBatch >>Softboard for 74thBatch >> and should be accessed by the OTs there.

10. **Dress Code** : The OTs are expected to be well-groomed and neatly attired at all times. They are advised to bring the following items:

a. Gentlemen OTs, who already have a **black bandhgala suit** are required to bring the same with them. OTs not having a black bandhgala may get it stitched and bring the same with them to NADT or they can get it stitched at *Vignette*- the official souvenir shop at NADT. A **saree** for formal/ceremonial occasions has been prescribed for lady OTs and is required to be purchased by them from the *Vignette*. Both the Gentleman and Lady OTs are required to get the official IRS blazer stitched at the *Vignette*.

b. The following dress has been prescribed for OTs :

i) Formal occasions:

Gentleman OTs: Black bandh gala with black leather shoes (with laces) *Lady OTs*: Official saree with black/tan /white sandals / formal slippers (non-shining).

ii) Classes :

Gentleman OTs: Formal shirt with formal trousers and black/tan leather shoes (with laces). Accordingly, OTs are advised to bring a pair each of both black and tan leather shoes (with laces) with them.

Lady OTs: Saree/Salwar Kameez/churidar kurta (with sleeves) with dupatta alongwith black/tan/white sandal/ formal slippers (without bling on non-shining). Accordingly, they are advised to bring with them a pair each of a black, a tan, white sandal and formal slippers (non-shining).

iii) Sports attire :

OTs are required to purchase the official NADT Track-Suits, Sports T- Shirts, etc. to be worn for the morning physical activities and evening sports activities from *Vignette*.

iv) Cultural events

OTs may wear traditional/regional/ethnic clothes for cultural programmes, festivities, etc. and may accordingly bring these with them when coming to the Academy.

v) Mess Attire:

(a) Ceremonial Occasions:

Whenever breakfast / lunch /dinner / high tea follows the ceremonial occasions where the Officer Trainees are required to wear formal dress like Bandh Gala / Academy Saree, they are required to attend the breakfast / lunch /dinner / high tea in the said ceremonial dress.

(b) Formal lunches and dinners:

Gentleman OTs : Formal shirt and trousers with formal shoes.

Lady OTs : Saree with formal footwear.

(c) Working day and informal lunches / dinners

Gentleman OTs : Formal shirt and trousers with shoes / sandals.

Lady OTs : Saree / salwar kameez/ churidar Kurta with chappals / shoes .

(d) Saturday / Sunday Holiday:

Gentleman OTs : Shirt / t-shirt with collar and jeans / trousers with shoes / sandals.

Lady OTs : Saree / salwar kameez/ churidar Kurta / jeans & t-shirt with sandals / chappals / shoes .

(e) Special Occasions:

On special occasions when breakfast / lunch / dinner is hosted during cultural events / festival the dress code will be as prescribed for the occasion and the Officer Trainees are required to dress accordingly.

(Officer Trainees are PROHIBITED from entering Mess in round neck T-shirts (Male OTs), track suits, shorts, payjamas or other indecent apparel and bathroom slippers / sneakers.)

OTs must strictly adhere to the prescribed dress code at all times

11. **Accommodation** : On campus, hostel accommodation is available for all OTs. **Staying off- campus is strictly, prohibited.** Mess facilities run by the Mess Committee are available and are to be availed by every OT. Cooking inside the hostel room is strictly prohibited. NADT hostel rooms have a desk, chair, book-rack, wardrobe, dresser, bed, air conditioner, sofa, a desktop computer with camera and a centre table for each OT. The rooms have an attached bath. TVs and refrigerators in rooms are not permitted. No unauthorised electrical gadgets should be used in the hostel rooms. OTs are required to bring with them adequate number of bed-sheets, pillow covers along with blanket(s), and other necessary items as these will not be provided at NADT. These are however, available for purchase at the *Vignette*. It may be carefully noted that **no family accommodation is available inside the NADT campus at the time of joining.** OTs are therefore strictly advised not to bring their spouse or family members or other guests to the academy at the time of joining. Any family member who accompanies the OT shall stay outside the academy owing to COVID guidelines laid down in the academy. **Further, no family members including spouses, guests, relatives or private servants, etc. are permitted to stay in the accommodation allotted to the OTs.**
12. **Family accommodation policy :- No family accommodation is normally available for OTs in the Academy.** However, depending on the availability, married accommodation in the Academy may be provided in special cases with priority being given to lady OTs with infants, OTs with special needs requiring assistance and OTs with medical emergencies of spouse or parents. The OTs can apply for the same after completing the joining formalities. All other OTs are required to stay in the hostel rooms allotted to them. It is reiterated that the accommodation provided in hostels is meant for Officer Trainees only and spouse and other family members, relatives, friends etc.

are not allowed to stay with the OT.

13. The 16 month Induction Training programme is intensive and rigorous. **All government servants are on duty 24 hours.** Training may at times, extend between 12 to 16 hours depending on the circumstances. Apart from curriculum inputs and assignments, the training requires regular interaction of OTs with faculty members, visiting and 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. 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.**
14. The OTs are strictly prohibited from keeping their personal vehicles at the Academy.
15. **No-Alcohol policy of NADT:-**Possession/consumption of alcoholic drinks, banned drug and other undesirable substances/intoxicants is strictly prohibited. Violations will be viewed very seriously and adversely. NADT is fully committed to providing a healthy, smoke-free living environment for all its residents. Hence, smoking in public places and in hostel rooms/ accommodation on the campus is strictly prohibited.
16. Limited on-campus medical facilities are provided by the CGHS. The dispensary is open from 08.00 am to 10.30 am (Monday to Saturday) and a doctor is usually available for consultation (the CGHS dispensary remains closed on Sunday and public holidays).
17. A number of 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, the Amphitheatre, etc.
18. Hostel rooms in NADT are equipped with Desktops. We also make available to all OTs, broadband network resources which are to be used in a manner consistent with NADT IT usage policy which will be provided to the on joining. It is expected that no OT will engage in any illegal or commercial use of the facility.
19. OTs may bring their own laptops and it may be of use to them in the course of this training
20. A copy of this joining instruction and other relevant materials are also available at www.nadt.gov.in. You may follow the path - Induction Training >> IRS Batches >>74thBatch>> Softboard for 74thBatch >>
21. OTs are advised to go through the joining instructions minutely. The course manual

and the course outline will be provided commencement of the training programme.

22. Your first few days here will be hectic and also of great importance. To ensure that you have a smooth stay at NADT, it is expected that you report adequately prepared and for doing so, take into account the information provided in these joining instructions.
23. The OTs **must read the SOP attached along regarding the Covid protocols and strictly follow them (Annexure -1)**. Please note that OT should send negative RT-PCR reports to the course team before arriving at the academy, for which sample need to be collected at least 72 hours before scheduled time of arrival.
24. Late joining by probationers under any circumstances is not permitted and no representation regarding late joining would be entertained at the Academy level.
25. In case of any difficulty, the Officer Trainees may contact Shri Pankaj Kumar, Deputy Assistant Director, 74th Batch of IRS, Mob No. 7588630675.
26. In case any emergency, officer trainee may contact on the following number:
 - Shri Abhay Shende, Associate Course Director-1,09422502518
 - Ms. Gayathri M., Associate Course Director-2, 08547000975

Looking forward to seeing you soon at NADT.

Course Team
Induction 74th Batch

These instructions are sent with the approval of ADG -2 (Induction Training)