



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



F.No.NADT/77th Batch/Joining formalities/3/2023-24

Dated:29.09.2023

### JOINING INSTRUCTIONS FOR THE 77<sup>TH</sup> BATCH OF IRS -INDUCTION TRAINING

1. The Induction Training for the officer trainees who have been allocated IRS(IT) in CSE-2022 and for those Officer Trainees from CSE 2021 who have availed Extraordinary Leave will formally commence on 10<sup>th</sup> November 2023 at National Academy of Direct Taxes, Nagpur. All the Officer-Trainees (OTs) who are to undergo this training are required to report at NADT, by 9<sup>th</sup> November 2023, Thursday (latest by 5 PM), so that their accommodation arrangements and other preliminary formalities can be organized /completed well before the commencement of the 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 25.10.2023) through the following link:

Click the google link:

<https://forms.gle/SZ19u8eTYcV68DQ18>

This link is also available on Induction Training>>IRS Batches>>77<sup>th</sup>Batch>>Softboard for 77<sup>th</sup>Batch >> on the website of NADT i.e. [www.nadt.gov.in](http://www.nadt.gov.in). OTs not sending in their travel plans by the specified time 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 five 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, 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.
  - c) 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.
  - d) PAN Card and Aadhaar Card, PRAN (Permanent Retirement Account Number) card, if issued.
  - 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) 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.
  - g) 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.
  - 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.
  5. The OTs **ARE NOT PERMITTED** to appear in the Civil Services Examination-2024 (Preliminary or Mains) **while undergoing** the Induction Training at the Academy. Those officer trainees of CSE-2022 who wish to appear for Civil Services Examination 2024 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.
  6. 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/ Batch Sarees, Sneakers, T- shirts, Shorts, etc. The approximate amount expected to be incurred for the above purposes is Rs. 40,000/-. Further, there is an AXIS bank ATM available inside the campus which can be utilized if required.
  7. Every OT (including those on EOL who will be part of Induction Training) is required to follow the link for filling online bio-data form details:

Click the google link:

<https://forms.gle/mjtF8Zoy46SV3oDo6>

This link is also available on Induction Training >> IRS Batches >>77<sup>th</sup> Batch>>Softboard for 77<sup>th</sup>Batch on the website nadt.gov.in. The same is to be filled by 25.10.2023. This is an important form and OTs are advised to spare enough time to fill the same carefully. **Please note that it is mandatory to complete the above form within the time limit specified.**

8. 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 >> 77<sup>th</sup>Batch >>Softboard for 77<sup>th</sup>Batch >> and should be accessed by the OTs there.

9. **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. Both the Gentleman and Lady OTs are required to get the official IRS blazer stitched at NADT.

The following Dress code has been prescribed for OTs :

<b>Occasion</b>	<b>Gentlemen</b>	<b>Ladies</b>
<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>	Semi 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 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.

**Note :** 1) Dress code for a particular event / day will be as informed to the OTs in advance.

2) Trousers DO NOT include Jeans.

3) Sandals, chappals, barefooted and jeans, are strictly not allowed in any sport or activity in the Sports Complex

***OTs must strictly adhere to the prescribed dress code***

10. **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 center table for each OT. The rooms have an attached bath. TVs and refrigerators in rooms are not permitted. No unauthorized 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. 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. **Further, no family members including spouses, guests, relatives or private servants, etc. are permitted to stay in the accommodation allotted to the OTs.** However, during the remaining period of induction training the family members of the OTs will be allowed to stay at Takshila guest house for a short period depending upon the availability of rooms in the guest house.
11. **Family accommodation policy: - No family accommodation is normally available for OTs in the Academy.** However, depending on the availability and administrative feasibility, 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 OTs.

12. The Induction Training programme is intensive and rigorous. **All government servants are on 24 hours duty.** Training may, at times, extend beyond normal office hours depending on the circumstances. 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. 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.**
13. The OTs are strictly prohibited from keeping their personal vehicles at the Academy.
14. **No-Alcohol policy of NADT:** - Possession/consumption of alcoholic drinks, banned drugs 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.
15. 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.
16. 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, the Amphitheatre etc. Further details on the same can be looked at in the Course Manual.
17. Hostel rooms in NADT are equipped with Desktops and Laptop will be issued to the OTs as per approved policy of CBDT. NADT 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.
18. OTs may bring their own laptops for use during the training.
19. Your first few days here will be hectic and 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, consider the information provided in these joining instructions.

20. Late joining by probationers under any circumstances is not permitted and no representation regarding late joining would be entertained.
21. A copy of these joining instructions and other relevant materials are also available at [www.nadt.gov.in](http://www.nadt.gov.in) .You may follow the path - Induction Training >> IRS Batches >>77<sup>th</sup> Batch>> Softboard for 77<sup>th</sup>Batch >>Joining Instructions
22. OTs are advised to go through the joining instructions carefully. The course manual and the course outline will be provided on commencement of the training programme.
23. In case of any difficulty, the Officer Trainees may contact Shri Raju Kohad, Deputy Assistant Director, O/o 77<sup>th</sup> Batch of IRS, Mob No.7588630292 and Smt. Kiranbala M. Meshram, Deputy Assistant Director, O/o 77<sup>th</sup> Batch of IRS, Mob No.7588630474.
24. In case of any emergency, officer trainee may contact on the following numbers:
  1. Mr. Pradeep S., Joint Director & Course Director.  
Mobile no: 8762302452; email: [pradeep.s@incometax.gov.in](mailto:pradeep.s@incometax.gov.in)
  2. Mr. Sai Sandeep Kumar, Deputy Director & Associate Course Director- 1  
Mobile no: 8847868638 ; email: [sai.sandeep.kumar@incometax.gov.in](mailto:sai.sandeep.kumar@incometax.gov.in)
  3. Ms. Akriti Dharendra, Deputy Director & Associate Course Director- 2  
Mobile no: 9530400050 ; email: [akriti.dharendra@incometax.gov.in](mailto:akriti.dharendra@incometax.gov.in)

Official Email ID for 77<sup>th</sup> Batch : [77thbatchofirs@gmail.com](mailto:77thbatchofirs@gmail.com)

Looking forward to seeing you soon at NADT!

**Course Team**  
**77th Batch of IRS,**  
**NADT, Nagpur**