To,

The recommended Group ‘A’ Service Candidates of CSE-2016.

Madam/Sir,

The Joining Formalities and Joining Instructions for the 92\textsuperscript{nd} Foundation Course scheduled to commence from 28\textsuperscript{th} August, 2017 at LBSNAA, Mussoorie is being enclosed. All candidates are requested to go through these instructions and follow the same.

Yours faithfully,

(Syed Imran Ahmed)
Under Secretary to the Govt. of India
Tel: 011-26107967
E-mail: syedimran.ahmed@nic.in

Copy to:

1. Shri Sridhar C, Deputy Director (Sr.) & Course Coordinator of 92\textsuperscript{nd} Foundation Course, LBSNAA, Mussoorie-248179.
2. DoPT [Shri Ashish Madhaorao More, DS (AIS)], North Block, New Delhi.
3. NIC Training Division, Old JNU Campus with request to upload it on DoPT Website.
The joining formalities for the Officer Trainees (OT's) of the 92nd Foundation Course (FC) will commence on and be completed on August 27, 2017, Sunday from 0900 hrs to 1800 hrs as per the details below.

Facilitation Counters:

1. Facilitation Counters will be opened by the Academy at the Dehradun Railway Station from 0530 hrs on August 27, 2017.
2. These facilitation counters will facilitate the OTs regarding mode of transport etc.

Entry into the Academy Campus:

1. The address of the Academy is:
   Lal Bahadur Shastri National Academy of Administration
   Company Bagh Road (about 2 kms from the Library Point in Mussoorie),
   Mussoorie.
2. Each OT will report at the main gate of the Academy upon arrival.
3. No individual other than the OT concerned will be permitted to proceed beyond the main gate. The OT's are, therefore, advised not to bring their relatives/parents along with them as they will not be allowed access into the Academy premises from 27 to 30, August 2017.
4. Each OT must carry a valid photo identity (ID) card and a copy of the appointment letter received from DoPT which has to be furnished for inspection by the Security staff deployed at the main gate. Entry into the Academy will NOT be allowed without the above.
5. The Security Section will retain a copy of the appointment letter and issue a photo ID card to the OT which will be valid till the end of training. Thereafter the OTs can enter the Academy with the Identity card issued to them.

Room allotment:

1. All OTs will report at the Charleville Building (Language block which is inside the Academy campus) for receiving their room allotment details from the counter of the Estates Section.
2. At the Estates Section counter, the OT will furnish the appointment letter received from DoPT and the Identity card of the Academy issued by the Security section at the main gate.
3. The keys of the hostel room allocated to the OT will be handed over by the staff at the Estates Section counter after the OT has signed the required register.
Joining Formalities:

Thereafter the OTs will proceed to Sardar Patel Hall (SPH).

Counters will be set up and arranged alphabetically as per name of respective section of the Academy in the Sardar Patel Hall (SPH) to facilitate the completion of the joining formalities by the OTs. Details of joining formalities to be completed at each counter are given below. Formalities at no 1 to 5 below are to be completed in SPH and no 6 at the venue indicated in that column.

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of the Section</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Accounts Section</td>
<td>1. Details of Bank A/c  2. To submit the CGEGIS form</td>
</tr>
<tr>
<td>2.</td>
<td>Administration Section</td>
<td>To submit the assumption of charge report form (duly signed) and other forms downloaded from the LBSNAA website (duly filled in and signed in all respects in duplicate).  1. Home Town Declaration – two copies  2. Marital Status Declaration – two copies  3. Dowry Declaration (bilingual both sides) – two copies  4. Close Relation Form (printed both sides) – two copies  5. Statement of Movable Property on First Appointment (Annexure-I) – two copies  6. Statement of Immovable Property on First Appointment (Annexure-II printed both sides) – two copies  7. Statement of liquid Assets on First Appointment as on 31st Dec., 2016 (Form-II bilingual both sides) – two copies  8. Statement of Debts and Other Liabilities on First Appointment (Form V bilingual both sides) – two copies  9. Surety Bond  10. Family Details Form (Form No 3)  11. To submit duly filled in Descriptive Rolls</td>
</tr>
<tr>
<td>3.</td>
<td>Computer Centre</td>
<td>1. To Provide IT support e.g. internet facility etc.  2. To print out the copy of descriptive roll and other form.</td>
</tr>
<tr>
<td>4.</td>
<td>Training Induction</td>
<td>To collect Course/Training Materials</td>
</tr>
<tr>
<td>5.</td>
<td>Banking Counter</td>
<td>OTs can open an account if they need.</td>
</tr>
<tr>
<td>6.</td>
<td>Officer’s Mess</td>
<td>To collect track suits and other physical fitness related items from 0900 hrs to 1800 hrs on August 27, 2017 from SR-A &amp; SR-B in Karmshila Building</td>
</tr>
</tbody>
</table>

Thereafter, visit the Academy Medical Centre for BMI check up

(Sridhar C)
Deputy Director Senior
DG, i/C Administration

All Officer Trainees (92nd Foundation Course)
Copy to:-

1. Sectional Heads concerned with request to depute officials for manning the respective counters in **Sardar Patel Hall and Language block** on 27th August, 2017 accordingly. Training section will make arrangements for Banking counter.

2. In-charge, Estates Section to please ensure following arrangements :-
   (i) To arrange for the counters in SPH in alphabetical order as per details above.
   (ii) Three (3) counters of Administration Section are to be set up in SPH for joining formalities of OTs of IAS/IPS, IFS, IRS/Other services.
   (iii) To provide sign boards/maps/arrows including location of various places
   (iv) To place adequate number of chairs and tables in SPH for the Officer Trainees.

3. DDS In-charge Electronics and Communication Section to please ensure arrangement for photographs and to place a photocopy machine at SPH on 26th itself.

4. DD In-charge Security to ensure preparation of ID cards.

5. DDS In-charge Protocol Section for necessary action.

6. Computer Centre to please ensure the following arrangements:
   (i) To arrange for exhibiting the presentation on joining formality arrangements on the screen in SPH.
   (ii) To arrange for filling the Descriptive Rolls in the Computer.

7. DDS i/c Canteen to keep the canteen open on 27th at the time of registration

8. Course Coordinator, 92nd Foundation Course.

9. Associate Course Coordinators, 92nd Foundation Course.

10. All LBSNAA (all-lbsnaa-list@lsmgr.nic.in).
JOINING INSTRUCTIONS

92nd FOUNDATION COURSE
(August 28, 2017 to December 8, 2017)

1. COURSE DETAILS
   a) Course Duration: August 28, 2017 to December 8, 2017
   b) Date of Joining: **August 27, 2017** (0900 hrs to 1800 hrs)
      i. OTs will arrive at the Academy to assume charge on August 27, 2017. **Officer Trainees reporting after 1800 hrs on August 27, 2017 will not be allowed to join under any circumstances.**
      ii. OTs are required to complete the Joining formalities on August 27, 2017 between 0900 hrs and 1800 hrs in the Academy

2. COURSE TEAM
   The **Course Team** for the conduct of the 92nd Foundation Course at LBSNAA comprises of the following members of the Faculty:
   a) Course Coordinator: Shri C. Sridhar, Deputy Director Senior
   b) Associate Course Coordinators:
      i. Sri Rajesh Arya, Professor
      ii. Smt. Aswathy S., Deputy Director Senior
      iii. Sri R. Ravishankar, Deputy Director Senior
      iv. Smt. Alankrita Singh, Deputy Director
      v. Smt. Sunita Rani, Professor

3. LOCATION OF THE ACADEMY
   The Academy is situated on the Company Bagh Road and about 2 kms from the Library Point in Mussoorie. It is at a distance of approximately 35 km from Dehradun. Other details are as given below:
   - Nearest Railhead: Dehradun (35 kms)
     Saharanpur (100 kms)
   - Nearest Airport: Jolly Grant Airport, Dehradun (60 kms)

4. HOW TO REACH THE ACADEMY
   a) If you arrive at the Jolly Grant Airport, Dehradun, you can take a direct taxi to the Academy. Driving time is around 2 hours.
   b) If you arrive by bus at Dehradun, you can take a taxi or bus to Mussoorie. Buses for Mussoorie are available from Mussoorie Bus Stand near Railway station itself and the charges are approximately Rs. 56 per person. Time taken by taxi is around 1 hr 30 minutes.
c) If you arrive at Dehradun by train, you can take a taxi from the taxi stand located nearly 100 yards from the railway station. Approximate fares are indicated as under:

- Single seat in shared taxi up to Library Point, Mussoorie: Rs. 225
- Full Taxi up to Library Point, Mussoorie: Rs. 1100
- Taxi from Library Point to Academy: Rs. 100

The Academy will operate a **Reception/Help Counter** at Dehradun Railway Station and Dehradun Bus Stand on August 27, 2017 morning onwards to facilitate OT’s in arranging transport to Mussoorie. **Travel expenses will have to be borne by officer trainees.**

5. **RECEPTION AND JOINING:**

As mentioned earlier, the joining formalities must be completed on August 27, 2017 by 1800 hrs. Please produce the specified documents at the Security Counter at the Academy Entrance Gate to secure entry into the Academy premises.

The joining formalities will be held on August 27, 2017 in **Sardar Patel Hall (SPH)** situated near the Academy Reception. **You are requested to carry the documents related to joining formalities and the forms downloaded from Academy website. These forms duly filled and signed must be submitted at the designated counter in SPH**

You may be provided with additional forms during the Joining process which will need to be completed, signed and submitted at the respective counters. On joining you become a member of the Officers’ Mess and other Clubs & Societies. An amount of Rs. **3400/-** will be deducted from your first salary advance towards subscription as detailed in **Annexure-I.**

6. **RESIDENTIAL ACCOMMODATION**

a) During the Foundation Course, OTs are required to reside compulsorily in the accommodation provided by the Academy.

b) The details of room allotment will be communicated to you through the Academy website. The room keys will be available at the Estates Counter at the Reception of the Academy which will be handed over after furnishing of appointment letter and ID proof.

c) The monthly charges (inclusive of water, electricity charges) are Rs. 350 per head for the single occupancy accommodation and Rs. 175 for double occupancy. These charges will be deducted from the salary advance of the OTs.

d) Accommodation will be provided on a twin sharing basis during the Foundation Course. **NO request for change or choice would be entertained.**

e) The rooms are provided with basic furniture/items for probationers in respective Hostels which include bed, mattress, study table, table lamp, TV, cupboards, towel stand, two single bed sheets, quilt with cover and pillow with two covers, bed sheets and towels both large and hand.
OTs should bring with them items of personal use etc as per their personal requirements. A list of additional items to be brought is listed in Annexure-II.

f) Accommodation for spouses or family members will NOT be provided. OTs are NOT allowed to entertain guests (family members, friends, spouse or anybody else) in their rooms. Therefore, please do NOT bring any escorts with you at the time of joining. Academy will provide accommodation for OTs only.

7. DINING FACILITIES

Dining facilities are provided in the Officers' Mess. Membership of the Mess is compulsory. The monthly Mess charges (including establishment charges etc.) range from Rs. 9000 to 10000/- approximately. Cooking in hostel rooms is totally prohibited. Mess will be open for lunch and dinner for the OTs on August 27, 2017.

Academy Canteen shall provide refreshments on payment basis on August 27th from 9.00 to 1800 hours.

8. SPORTS FACILITIES

The Academy has state-of-the art facilities for various racquet sports like Tennis, Badminton, Squash and Table Tennis besides a well-equipped Gymnasium. OTs are advised to make optimal use of these facilities. Racquets will be provided by the Officers' Club.

9. COMPUTERS

The entire campus of the Academy is e-enabled and most of the communication is carried out through electronic means. The reading material for various courses is stored on the e-learning portal and the OTs will have to submit various assignments online. Hence, the OTs are advised to carry their personal laptops.

The Academy does not provide laptops to Officer Trainees. However, for those who may not want to purchase laptops, a few computers have been placed in common areas such as Lounges and Library for use by Officer Trainees.

The OTs bringing their personal laptops should pre-load their laptops with the following software:

- Operating System: Windows XP/Windows 7/Windows8
- MS-Office: MS-Office 2010 or Higher Version
- Project Management Software: MS-Project 2003 only

MS-Office should not be a starter version. It must include MS-Word, MS-PowerPoint, MS-Excel and MS-Access.

10. BANKING FACILITIES

The State Bank of India (SBI) is the banker to the Academy. The OTs will be required to furnish the Bank details viz. the Bank name and Account details to credit the salary advance. Please note that the bank details once furnished
will not be allowed to be changed for the duration of the Foundation Course.
In case the OTs wish to open an account with SBI (located near the main entrance to the Academy), they can do so at the Banking counter in SPH.

11. KENDRIYA BHANDAR

Kendriya Bhandar is located near the Academy Gate from where items of daily use can be purchased.

12. GENERAL INSTRUCTIONS

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 off matters requiring their personal presence before joining the Academy.

OTs are paid a Special Salary Advance every month which is adjusted when they join their respective service in the State or Department. First Special Salary Advance will be paid at the end of September, 2017.

**Kindly bring sufficient money to cover expenses of one month with you.**

13. COURSE INAUGURATION AND COMMENCEMENT OF CLASSES

The 92nd Foundation Course will be formally inaugurated on **August 29, 2017.**

The programme details will be circulated separately.

You are requested to be dressed in the CEREMONIAL ATTIRE (explained under the heading of ‘Dress Regulation’ of Annexure II) for the Inaugural ceremony and will be seated at the venue as per the seating plan which will be communicated to you in due course of time. **Photography by OTs is strictly prohibited during the programme.**

The Academic sessions will commence from August 30, 2017 onwards.

14. GENERAL INFORMATION

- **Postal Address**
  Lal Bahadur Shastri National Academy of Administration, Mussoorie-248179 (Uttarakhand)
- **E-mail**
  trginduction.lbsnaa@gov.in
- **Home Page**
  http://wwwlbsna.gov.in
- **STD Code**
  0135
- **Fax**
  2632727 / 2632350 / 2632720
- **EPABX Lines**
  2222 000, 2632367, 2632405, 2632489, 2632236, 2632374

All the official and residential lines are connected to the EPABX. Kindly request the operator to connect to the concerned official.
### ANNEXURE -I

**DETAILS OF SUBSCRIPTION OF VARIOUS CLUBS AND SOCIETIES**

<table>
<thead>
<tr>
<th>S. No</th>
<th>CLUB/ SOCIETY</th>
<th>Rupees</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>OFFICERS' MESS</td>
<td>400</td>
<td>Refundable at the end of the Course</td>
</tr>
<tr>
<td></td>
<td></td>
<td>100</td>
<td>Rs. 50 for Mess Maintenance and Improvement Fund + Rs. 50 payable</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Towards Mess Reserve Fund which is refundable</td>
</tr>
<tr>
<td>B.</td>
<td>CLUBS &amp; SOCIETIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Officers' Club</td>
<td>1000</td>
<td>For full duration of the course for Sports and Games: Tennis, Volley ball, Basketball, Cricket Football, Badminton, TT, Multi Squash, Billiards</td>
</tr>
<tr>
<td>2.</td>
<td>Fine Arts Association</td>
<td>250</td>
<td>For Full duration of Course. Association Arranges cultural programs</td>
</tr>
<tr>
<td>3.</td>
<td>Film Society</td>
<td>150</td>
<td>For full duration of the Course. Society Arranges - Debates and discussions.</td>
</tr>
<tr>
<td>5.</td>
<td>Society for Social Service</td>
<td>300</td>
<td>For full duration of the Course as a Contribution for Social work</td>
</tr>
<tr>
<td>6.</td>
<td>Rifle &amp; Archery Club</td>
<td>100</td>
<td>For full duration of the Course. The Club Has .22 and Air Rifle, 9 mm Pistol and .38 Revolvers</td>
</tr>
<tr>
<td>8.</td>
<td>Hobbies Club</td>
<td>100</td>
<td>For full duration of the Course. The Club organises photography, painting etc</td>
</tr>
<tr>
<td>9.</td>
<td>Computer Society</td>
<td>100</td>
<td>For full duration of the Course. The Society organises IT Oriented Activities</td>
</tr>
<tr>
<td>10.</td>
<td>Nature Lovers’ Club</td>
<td>100</td>
<td>For full duration of the Course. The Club organises Bird Watching, Tree plantation, Stargazing, Photo exhibitions, Nature Walks etc.</td>
</tr>
<tr>
<td>11.</td>
<td>Management Circle</td>
<td>50</td>
<td>For full duration of the Course. The Circle organises discussions, Talks and Management Games</td>
</tr>
<tr>
<td>12.</td>
<td>Adventure Sports Club</td>
<td>200</td>
<td>For full duration of the Course. The Club organises activities such as River-Rafting, Para-Sailing, Para-Gliding, Trekking etc.</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>2900</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GRAND TOTAL [A+B]</td>
<td>3400</td>
<td></td>
</tr>
</tbody>
</table>
LIST OF ITEMS REQUIRED, DRESS REGULATIONS ETC.

1. **BEDDING, LINEN ETC.**

   The articles that are supplied by the Academy have been detailed at Para 6 (f) under the heading of 'Residential Accommodation'. The OT's may carry other personal use items to the extent considered necessary by them.

2. **CLOTHING**

   The Academy lays strong emphasis on being turned out properly. OTs are expected to be properly attired at all times and not present an unkempt or slovenly appearance at any point in time.

   Gentlemen OTs are required to keep their hair trimmed short and properly groomed. They are required to shave daily. OTs sporting moustache and beard are required to keep them trimmed properly.

   The Academy is situated at an altitude of about 2050 meters above sea level (approximately 6500 feet). The weather from August to December changes from pleasant to very cold with the average temperature between October to December ranging between 10°-15° C. Adequate comforters / quilts etc. and warm clothes are, therefore, essential.

   For the stay at Mussoorie and excursions to other places, the OTs are advised to carry adequate woolen clothing, both formal and informal, and casual wear. Ladies should carry woollen shawls, sweaters / cardigans / coat. Gentlemen are advised to bring a formal band gala suit preferably in black or white as well as a lounge suit / jacket / blazer and a pair of warm trousers. In addition you will be required to buy Academy Track Suits and T-shirts for PT/Yoga/ Sports.

   Tailoring facilities for suits, buttoned-up coats, sherwanis, blazers and riding breeches are available both on campus and in Mussoorie town. Woolen clothes, thermal inner wear etc. are also available at reasonable rates near Library Point (around 2 kms from the Academy).

3. **DRESS REGULATIONS**

   a. **CEREMONIAL**

   - Gentlemen: Black or White Jodhpur Suit / Sherwani with formal shoes (Oxfords / Brogues)
   - Ladies: Sari (preferably in sober colors) with formal shoes / sandals for ladies

   b. **FORMAL**

   - Gentlemen: Black or White Jodhpur Suit / 2 or 3 piece Lounge Suit (preferably in dark colors) with necktie / cravat and formal shoes
• Ladies: Saree or salwar kameez or churidar kurta/kameez or Western Business Suit and full sleeves formal shirt and formal shoes/ sandals (short kurtis/leggings/palazzos shall not be treated formal).

c. INFORMAL

i) Winter

• Gentlemen Officers:
  o Monday and Tuesday: Jacket i.e. coat and trouser or a business suit with necktie and shoes (other than casuals)
  o Other working days: Jacket i.e. coat and trouser or a business suit (necktie is optional); full sleeve formal shirt and formal trouser with formal jacket/pullover/cardigan. Shoes (other than casuals).
• Lady officers: Saree/ formal salwar kameez or churidar kurta/kameez or Western Business Suit with full sleeve formal shirt (not short kurtis/tight leggings/palazzos), shoes/ sandals and appropriate woollens

II. OCCASION

a. CEREMONIAL

• Republic Day and Independence Day Function
• Course Inauguration/Valediction Ceremony
• Visit of VVIPs such as President/ Vice-President/ Prime Minister
• Any other occasion designated so specifically.

b. FORMAL

• Formal Lunch/ Dinner (other than those where a VVIP is present)
• Visits of dignitaries other than VVIPs

c. INFORMAL

• For Officer Trainees and In-Service Officers during Class Hours
d. CASUAL

- Cultural Evenings
- Mess (other than for Formal Lunch/ Dinner)

4. MISCELLANEOUS

Lapel cards shall always be worn on all formal and informal functions and during classes.

All OTs are expected to be always well-groomed and properly dressed according to the occasion and as per the weather. **Frivolous attire shall NOT be allowed during academic hours or in the Officers' Mess.**

Shoes with comfortable soles are advisable due to the topography of the area. However, only formal leather shoes shall be worn in academic area, Officers' Mess, Officers' Lounge and Library. Sneakers, sports shoes and tennis shoes may be worn only as a part of PT/games. Use of slip-ons/chappals by Gentlemen and Lady OTs is strictly prohibited. **Use of bathroom slippers should be restricted to the hostel rooms only.**

5. REQUIREMENT FOR PT/YOGA/GAMES/SPORTS

- For PT / Yoga and compulsory sports / games activities, the Academy track-suit and Academy T-shirt must be worn. Other track-suits and T-shirts will not be allowed.

- Two pairs of Academy grey T-shirts, two Academy track suits and two pairs of Academy socks will have to be purchased by all OTs at the time of joining.

- Riding accessories like helmet and putties riding breeches (color beige) and riding shoes can be purchased through the Souvenir shop

- For other sports activities, OTs may like to bring their own sports clothing. Academy T-shirts will also be available for sale in colours other than white for casual wear.

- One pair of good quality jogging / running shoes (in white colour) with adequate cushioning for road-running will be required. It is advisable to invest in a pair of good quality running shoes to avoid subsequent injuries.

6. REQUIREMENT FOR TREK

A mandatory trek in the Himalayas of about 10 days duration is an integral part of the Foundation Course. The treks touch a height of over 15000 feet above mean sea level. The equipment required for treks during FC is listed below. The following items must be brought by you (these are also available in the local market). Other items are available with the Academy Trekking Store and can be hired at a nominal cost:
a. Wind-proof jacket (Wind cheater)
b. Woolen gloves
c. Woolen cap or balaclava
d. Long-sleeved vest (thermal wear)
e. Woolen stockings and socks
f. Trekking shoes (Jungle Boots, Outdoor shoes) with non-slippery soles and good grip
g. Umbrellas