JOINING INSTRUCTIONS

89th FOUNDATION COURSE
(1st September, 2014 to 12th December, 2014)

1. REGISTRATION

1. The Officer Trainees (referred to as OTs / Probationers) are required to register online to confirm their joining the 89th Foundation Course (FC). The online registration facility is available at the Academy website http://www.lbsnaa.gov.in. The software can be accessed by using the Web Authentication Code.

2. During the online registration process, you will be required to fill a Descriptive Roll online. You can save the data and take printouts of the same.

3. The other mandatory forms (Property Declaration, Agreement Form) to be filled in are available as a PDF file, which can be downloaded and saved. The OTs are required to take printout of the forms and sign at the required places. These forms MUST be duly filled, signed and brought along by the OTs at the time of joining and submitted to the appropriate desks at the time of registration.

4. You are required to provide your travel plan to the Academy while completing the online registration. This would enable us to make arrangements for your reception at Dehradun.

2. COURSE DETAILS

- The Course Team for the 89th Foundation Course at LBSNAA comprises of:
  - Course Coordinator: Mr. Saurabh Jain, Deputy Director
  - Associate Course Coordinators:
    - Dr. Prem Singh, Deputy Director (Sr.)
    - Smt. Nidhi Sharma, Deputy Director (Sr.)
    - Mr. Manashvi Kumar, Deputy Director
    - Mr. Abhisek Sawmi, Deputy Director (Sr.)

- Course Duration: 1st September 2014 to 12th December 2014
- Date of Joining: 1st September 2014

  - OTs will arrive at the Academy on or one day before the joining date to assume charge on 1st September 2014. Officer Trainees reporting after 1700 hrs on 1st September 2014 will not be allowed to join under any circumstances.
OTs are required to complete the Joining formalities on 1st September, 2014 between 0900 hrs and 1700 hrs at Sampoornanand Auditorium.

3. LOCATION OF THE ACADEMY

The Academy is situated on the Compay Bagh Road, about 2 kms from the Library Point in Mussoorie. The Academy in Mussoorie is at a distance of approximately 35 km from Dehradun.

- Nearest Railhead: Dehradun (35 kms)
  Saharanpur (100 kms)
- Nearest Airport: Jolly Grant Airport, Dehradun (60 kms)

4. HOW TO REACH THE ACADEMY

- If you arrive at the Jolly Grant Airport, Dehradun, you may take a direct taxi to Academy.

- If you arrive by bus at Dehradun, you may take a taxi or bus to Mussoorie. Buses for Mussoorie are available from ISBT itself and the charges are approximately Rs 55.

- If you arrive at Dehradun by train, you may take a taxi from the taxi stand located 100 yards from the railway station. Fares are indicated as under:
  - Single seat in shared taxi up to Library Point Rs. 150
  - Full Taxi up to Library Point Rs. 750
  - Taxi from Library Point to Academy Rs. 60

- The Academy is also arranging buses at Dehradun Railway Station on 31st August and 1st September. These will be contract buses which will bring you directly to the Academy. Charges for availing of this bus service will be approximately Rs 200-250 per person, which will be deducted from your first salary advance.

- At present, it is proposed that these buses will leave the Dehradun Railway Station at the following timings:
  - 0630 hrs and 1330 hrs on 31st August
  - 0630 hrs on 1st September

  However, once we receive more details about the travel plans, more buses at different timings can be arranged as per demand.

PLEASE CHECK THESE INSTRUCTIONS ON 29th/30th AUGUST, 2014 FOR UPDATED INFORMATION.

The Academy will operate a Reception / Help Counter at Dehradun Railway Station and Dehradun Bus Stand on 31st August and 1st September, 2014 from 0700 hrs to 1730 hrs to assist you in arranging transport to Mussoorie. Travel expenses will have to be borne by you.
5. **RECEPTION AND JOINING:**

As mentioned earlier, the joining formalities must be completed on 1st September, 2014 by 1700 hrs. Please produce your appointment letter at the Security Counter at the Academy Entrance Gate to secure access inside the Academy premises. Registration will be held on 1st September, 2014, in Sampoornanand Auditorium (SA), situated near the Academy Reception Counter. You are requested to carry the following documents duly filled in and deposit the same at the respective counters in Sampoornanand Auditorium (SA):

- Descriptive Roll
- Agreement Form
- Property Declaration Forms

Moreover, you will be provided with a set of forms during the Registration Process which will need to be completed, signed and submitted to the respective counter. On joining, you become member of the Officers' Mess and Clubs & Societies (see Annexure-I). Rs. 3870/- will be deducted from your first salary advance towards subscription as detailed in Annexure-I.

6. **RESIDENTIAL ACCOMMODATION**

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

2. The details of room allotment will be communicated to you through the Academy website. You are requested to collect the keys of your rooms from the supervisors of respective hostels.

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

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

5. The rooms are provided with basic furniture (beds, mattress, chair, table and cupboard). OTs are requested to bring 4 sets of bed-sheets / bed-covers / pillow-covers and towels for their personal use. OTs should also bring blankets / quilts / comforters as per their personal requirements. Items to be brought are listed in Annexure-II.

6. 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, 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 between Rs. 9000-10000 approximately. Cooking in hostel rooms is totally prohibited. Mess will be open for the OTs from 31st August, 2014 afternoon onwards.
8. SPORTS FACILITIES

The Academy has state-of-the-art facilities for various sports like Tennis, Badminton, Squash and Table Tennis besides a well-equipped Gymnasium. OTs are advised to make optimal use of these facilities and bring their personal sports racquets and other sports accessories accordingly.

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, in the past the Academy has facilitated setting up of counters for purchase of laptops by OTs. The same practice will continue this year as well. Laptops can be purchased in three monthly instalments by submitting three Post Dated Cheques.

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/Windows 8
- 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-Power Point, MS-Excel and MS-Access.

10. BANKING FACILITIES

The State Bank of India (SBI) is the banker to the Academy. OTs will be required to open an account with SBI (located near the Academy entrance) as the salary will be credited to their bank accounts. In case, you already are an SBI account holder, then the same can be used for crediting your salary.

The Academy will facilitate opening of new accounts with SBI at the counters set up at its premises on 1st September, 2014. You are requested to carry copies of passport size photographs and other relevant documents for opening a new bank account.

11. KENDRIYA BHANDAR

Kendriya Bhandar is located near the Academy Gate, at which all items of daily use can be purchased.

12. GENERAL INSTRUCTIONS

1. 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.
2. 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, 2014.

Kindly bring sufficient money for one month’s expenses with you.

13. COURSE INAUGURATION AND COMMENCEMENT OF CLASSES
The 89th Foundation Course will be formally inaugurated on 2nd September, 2014. The programme details will be circulated separately. Hon'ble Vice President of India Shri Hamid Ansari has graciously agreed to be the Chief Guest for the Inaugural Programme.

You are requested to be dressed in the CEREMONIAL ATTIRE and 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 3rd September onwards.

14. GENERAL INFORMATION

- Postal Address Lal Bahadur Shastri National Academy of Administration, Mussoorie-248179 (Uttarakhand)
- E-mail trg1.lbsnaa@nic.in
- Home Page http://www.lbsnaa.gov.in
- STD Code 0135
- Fax 2632727 / 2632350 / 2632720
- EPABX Lines 2222 000, 2632367, 2632405, 2632489, (24 hrs.) 2632236, 2632374

- All the official and residential lines are connected to the EPABX. Kindly request the operator to connect to the concerned official.
15. DETAILS OF SUBSCRIPTION OF VARIOUS CLUBS AND SOCIETIES

<table>
<thead>
<tr>
<th>S. No</th>
<th>Club Name</th>
<th>Subscription Amount</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/- Mess Maintenance and Improvement Fund + Rs. 50/- to Mess Reserve Fund; Non refundable)</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>500</strong></td>
<td></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>800</td>
<td>@ Rs. 200/- p.m.- sports and games</td>
</tr>
<tr>
<td>2.</td>
<td>Fine Arts Association</td>
<td>240</td>
<td>@ Rs. 60/- p.m. - Provision for Performing Arts</td>
</tr>
<tr>
<td>3.</td>
<td>Film Society</td>
<td>150</td>
<td>Full duration - Video and Celluloid Collection</td>
</tr>
<tr>
<td>4.</td>
<td>Society for Contemporary Affairs</td>
<td>50</td>
<td>Full duration - Debates and Discussions</td>
</tr>
<tr>
<td>5.</td>
<td>Society for Social Service</td>
<td>500</td>
<td>Full duration - Social work</td>
</tr>
<tr>
<td>6.</td>
<td>Rifle &amp; Archery Club</td>
<td>100</td>
<td>Full duration - .22 and Air Rifle, 9 mm Pistol and .38 Revolvers</td>
</tr>
<tr>
<td>8.</td>
<td>Hobbies Club</td>
<td>50</td>
<td>Full duration - Black and White Dark-Room, Cameras, Studio</td>
</tr>
<tr>
<td>9.</td>
<td>Computer Society</td>
<td>100</td>
<td>Full duration. - IT Oriented Activities</td>
</tr>
<tr>
<td>10.</td>
<td>Nature Lovers’ Club</td>
<td>200</td>
<td>Full duration - Bird Watching, Tree plantation, Stargazing, Photo exhibitions etc.</td>
</tr>
<tr>
<td>11.</td>
<td>Management Circle</td>
<td>50</td>
<td>Full duration - Discussions, Talks, Management Oriented Activities</td>
</tr>
<tr>
<td>12.</td>
<td>Adventure Sports Club</td>
<td>200</td>
<td>Full duration - River-Rafting, Para-Sailing, Para-Gliding, Trek</td>
</tr>
<tr>
<td>13.</td>
<td>Alumni Association (Life Membership)</td>
<td>200</td>
<td>Full duration</td>
</tr>
<tr>
<td>14.</td>
<td>Subscription for the Administrator (Journal)</td>
<td>120</td>
<td>For one year</td>
</tr>
<tr>
<td>15.</td>
<td>Ham Radio Club</td>
<td>100</td>
<td>Full duration</td>
</tr>
<tr>
<td>16.</td>
<td>Miscellaneous recovery</td>
<td>10</td>
<td>To be adjusted in Mess Bill</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>3370</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>GRAND TOTAL [A+B]</td>
<td><strong>3870</strong></td>
<td></td>
</tr>
</tbody>
</table>
16. LIST OF ITEMS REQUIRED

1. BEDDING & LINEN REQUIREMENT

- Towels (Hand & Bath Towels with sufficient spares)
- Bed-sheets / bed-covers / pillow-covers (4 each)
- Blankets / Comforter / Quilt as per personal needs

2. CLOTHING

The Academy lays strong emphasis on properly turned-out appearance. OTs are expected to be properly attired at all times and at no time present an unkempt or slovenly appearance.

Gentlemen OTs must keep their hair trimmed short and properly groomed. They are required to shave daily. OTs sporting moustaches and beards must keep them properly trimmed.

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, OTs are advised to carry adequate woollen clothing, both formal and informal, and casual wear. Ladies should either have a woollen shawl or a woollen 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. Woollen clothes, thermal inner wear etc. are also available at reasonable rates near Library Point (around 3 kms from the Academy).

DRESS REGULATIONS

a. CEREMONIAL

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

b. FORMAL

- Black or White Jodhpur Suit / 2 or 3 piece Lounge Suit (preferably in dark colors) with necktie / cravat and formal shoes for Gentlemen
- Sari or Salwar Kameez or Churidar Kurta or Western Business Suit with formal shoes / sandals for Ladies

c. INFORMAL

- Full Sleeves Shirt and Trousers with necktie (summer) and Jacket and Trousers with necktie (winter) with shoes (other than casuals) for Gentlemen
- Salwar Kameez or Churidar Kurta or Western Business Suit with shoes / sandals for Ladies
d. **CASUAL**
   - Open Collar Shirt With Trousers (not jeans) and shoes (other than sports shoes / sneakers) for Gentlemen
   - Salwar Kameez or Churidar Kurta or Shirt and Trousers with footwear (other than chappals / slip-ons / sneakers) for Ladies

e. **CLASSROOM SESSIONS**
   - Full Sleeve Shirts and Trousers with Necktie (summer) and Jacket and Trousers with Necktie (winter) with formal shoes for Gentlemen
   - Saree / Salwar-Kameez / Churidar-Kurta / Western Business Suit with formal shoes / sandals for Ladies

f. **TRADITIONAL/ ETHNIC**
   - Dhoti/ Kurta-Pajama / Veshti / Mundu etc. for Gentlemen
   - Ethnic Saree/ Ghaghra / Lehnga/ Mekhla Chador etc. for Ladies

**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 by the Course Coordinator

b. **FORMAL**
   - Formal Lunch / dineer (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

e. **TRADITIONAL/ ETHNIC**
   - Cultural Performances
   - India Day

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. Casuas or 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/ leather chappals by Gentlemen and Lady OTs is strictly proscribed. Use of bathroom slippers should be restricted to the hostel rooms only.

a. For PT / Yoga / Games and Sports Activities

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

- Two pairs of Academy white T-shirts, one Academy track suit (along with one extra track-pant) and two pairs of Academy socks will have to be purchased by all OTs at the time of joining.

- Academy provides riding helmet and putties from the Riding Store to OTs at the time of Riding Class. OTs need to purchase a pair of riding breeches (color beige) and riding shoes (also available locally). OTs may bring these items along with them.

- For other sports activities, OTs may like to bring their own sports clothing. Academy T-shirts will also 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 good quality running shoe to avoid subsequent injuries.

b. Items required for the 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. These items must be brought by you (are also available in the local market). Other items are available with Academy Trekking Store and can be hired at a nominal cost:

1. Wind-proof jacket (Wind cheater)

2. Woollen gloves

3. Woollen cap or balaclava

4. Long-sleeved vest (thermal wear)

5. Woollen stockings and socks

6. Trekking shoes (Jungle Boots, Outdoor shoes) with non-slippery soles and good grip

7. Umbrellas