

JOINING INSTRUCTIONS

85th FOUNDATION COURSE
(30th August 2010 to 10th December 2010)

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 Extra- Curricular Activities (Annexure-I)
 - List of Items required (Annexure-II)
3. The OTs are required to fill in an online registration software to confirm their joining the 85th Foundation Course (FC). The online registration facility is available at the Academy website <http://www.lbsnaa.ernet.in> home-page. The software can be accessed by using the Web Authentication Code provided by DoPT.
 - a. The software is in two parts. The details of Descriptive Roll and Preferences are to be filled in into the software itself, and there is a facility to save the data entered and take printouts of the same.
 - b. The other mandatory forms to be filled in are available as a PDF file, which can be downloaded and saved. For this part, the OTs are required to take prints of the forms, and fill in the data in ink and sign at the required places.
 - c. These forms **MUST** be duly filled in and signed and brought along by the OT at the time of joining and submitted to the appropriate desks at the respective academies.

1. GENERAL INFORMATION

- Postal Address Lal Bahadur Shastri National Academy of Administration, Mussoorie-248179 (Uttarakhand)
- Telegram ACADEMY, MUSSOORIE
- E-mail gauravdwivedi@lbsnaa.ernet.in
trg1@lbsnaa.ernet.in
- Home Page *http://www.lbsnaa.ernet.in*
- STD Code 0135
- Fax 2632350 / 2632720
- EPABX Lines (24 hrs.) 2632367, 2632405, 2632489, 2632236, 2632374
 - All our official and residential lines are connected to the EPABX. Kindly request the operator to connect to the concerned official.

- The **Course Team** for 85th Foundation Course at LBSNAA comprises:
 - Course Coordinator: Mr. Gaurav Dwivedi, IAS, Deputy Director (Senior)
 - Associate Course Coordinator:
 - Mr. Rajesh Arya, IPS, Deputy Director (Senior)
 - Mrs. Ranjana Chopra, IAS, Deputy Director (Senior)
 - Dr. Prem Singh, IAS, Deputy Director
 - Mrs Nidhi Sharma, IRS, Deputy Director
- Course Duration 30th August 2010 to 10th December 2010
- Date of Joining 30th August 2010
 - OTs will arrive at the Academy on or one day before the joining date to assume charge on 30th August 2010. **Officer Trainees reporting after 30th August 2010 will not be allowed to join.**
 - Joining formalities on 30th August, 2010 will be from 0900 Hrs to 1700 Hrs.
- Nearest Railhead Dehradun (35 km), Saharanpur (100 km)
- Nearest Airport Jolly Grant Airport, Dehradun (60 km)

2. HOW TO REACH ACADEMY:

The Academy in Mussoorie is approximately 35 km from Dehra Dun. There are regular bus and taxi services from Dehra Dun to Mussoorie which terminate at two Bus / Taxi stands in Mussoorie - Picture Palace and Library Point.

The Academy is located on the Company Bagh Road about 2 Km from Library Point. From Dehradun, it is advisable to take a bus or taxi terminating at Library Point in Mussoorie. The taxi may drop you directly at the Academy itself as well.

At Dehradun, the taxi stand for Mussoorie is located approximately 100 yards from the Dehra Dun Railway Station and approximately 5 km. from ISBT (Inter State Bus Terminus), Dehra Dun. Buses for Mussoorie are available from ISBT Dehra Dun itself. Indicative Fare for various modes of transport from Dehra Dun to Mussoorie is:

- Ordinary Bus – single seat Rs. 35 to Rs. 40
- Single seat in shared Taxi Rs. 100
- Full Taxi up to Library Point Rs. 550
- Library Point to Academy Rs. 60

Please note that these figures are indicative only.

If you are coming via Saharanpur, you can take a taxi / bus up to Dehradun, Taxis / buses operate between 0700 Hrs to 1700 hrs. from a stand located approximately 50 yards from the Railway Station, Saharanpur. Travel time from Saharanpur to Dehradun is about 90 minutes and full taxi charges are approximately Rs. 1000/-.

Academy will operate a Reception / Enquiry Counter at Dehradun Railway Station and Dehradun Bus Stand on 30th August, 2010 from 0545 Hrs to 1730 Hrs to assist you in arranging transport to Mussoorie. **Travel expenses will have to be borne by you.**

3. RECEPTION & JOINING

As mentioned in para 1 the joining formalities must be completed by 30th August 2010 by 1700 Hrs. At the time of joining, you will be required to deposit Rs. 2370/- towards Officers' Mess and Clubs & Societies (see Annexure-I).

4. RESIDENTIAL ACCOMMODATION

- During the Foundation Course, OTs are required to reside in the accommodation provided by Academy.
- 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.
- 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.
- 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 you are required to bring are listed in Annexure-II.
- 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.

5. CLOTHING

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 from about 10°-15° C. Adequate comforters / quilts etc. and warm clothes are, therefore, essential. (Please see Annexure-II about items required).

6. DINING FACILITIES

Dining facilities are provided in the Officers' Mess. Membership of the Mess is compulsory. The monthly Mess charges (including establishment charges etc.) come to Rs. 5500/- approximately. Cooking in hostel rooms is totally prohibited.

7. MOBILE PHONES

OTs are strictly prohibited from using mobile phones in the academic area. 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 in possession of alcoholic drinks or found to have consumed alcoholic drinks 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 Clubs and Societies (**Details at Annexure-I**). OTs may bring their personal gear for games, music and photography. On special occasions, OTs are encouraged to wear traditional dresses.

10. SPECIAL INSTRUCTIONS

- Every Officer Trainee is required to furnish a return of Movable and Immovable Property in the Proforma provided on the online registration software.
- 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 the matters requiring their personal presence before joining the Academy.
- First Special Salary Advance is admissible after completion of one month of training. Kindly bring sufficient money for one month's expenses with you.

DETAILS OF EXTRA-CURRICULAR ACTIVITIES

S. No		Rupees	Remarks
A.	OFFICERS' MESS	400	Refundable at the end of the Course
		100	Rs. 50/- Mess Maintenance and Improvement Fund + Rs. 50/- to Mess Reserve Fund; Nonrefundable)
	Total	500	
B.	CLUBS & SOCIETIES		
1.	Officers' Club	800	@ Rs. 200/- p.m.- sports and games
2.	Fine Art Association	144	@ Rs. 36/- p.m. - Provision for Performing
3.	Film Society	96	@ Rs. 24/- p.m. - Video and Celluloid Collection
4.	Society for Contemporary Affairs	24	Full duration - Debates and Discussions
5.	Society for Social Service	120	@ Rs. 30/- p.m. - Social work
6.	Rifle & Archery Club	24	Full duration - .22 and Air Rifle, 9 mm Pistol and .38 Revolvers
7.	House Journal Society	36	@ Rs. 9/- p.m. - In-house Magazine, Wall paper etc.
8.	Hobbies Club	36	@ Rs. 9/- p.m. - Black and White Dark-Room, Cameras, Studio
9.	Computer Society	72	@ Rs. 18/- p.m. - IT Oriented Activities
10.	Nature Lovers' Club	18	Full duration - Bird Watching, Stargazing e
11.	Management Circle	24	Full duration - Discussions, Talks, Management Oriented Activities
12.	Adventure Sports Club	96	@ Rs. 24/- p.m. - River-Rafting, Para-Sailing, Para-Gliding, Trek
13.	Alumni Association (Life Membership)	180	Full duration
14.	Subscription for the Administration (Journal)	120	For one year
15.	Ham Radio Club.	72	@ Rs. 18/- p.m. -
16.	Miscellaneous recovery	08	To be adjusted in Mess Bill
	Total	1870	
	GRAND TOTAL [A+B]	2370	

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 proper turnout. OTs are expected to be properly attired at all times and at no time present an unkempt or slovenly appearance.

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

For the stay at Mussoorie and excursions, OTs are advised to carry adequate woollen clothing, both formal and informal, and casual wear. Ladies should have either a woollen shawl or a woollen coat. Gentlemen are advised to bring a formal buttoned-up suit preferably in black or white as well as a lounge suit / jacket / blazer and a pair of warm trousers. Tailoring facilities for suits, buttoned-up coats, sherwanis, blazers and riding breeches are available both on campus and in Mussoorie town.

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

a. Ceremonial / Formal Occasions

Gentlemen OTs

- It is mandatory for OTs to wear a black or white buttoned-up suit (band-gala / Jodhpurs) OR black sherwani with white churidar pyjamas and formal black shoes (oxfords or brogues) with black socks on ceremonial occasions. The first such occasion would be the inauguration of the Foundation Course.
- OTs are also required to wear formal lounge suits (preferably of darker colours) with necktie on prescribed occasions.

Lady OTs

- Saree (in sober colors) with formal Shoes / Sandals

b. Class

Gentlemen OTs

- Full Sleeve Shirt and Trousers with Necktie (summer) and Jacket and Trousers with Necktie (winter) with formal shoes

Lady OTs

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

All OTs are expected always 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.

Shoes with comfortable soles are preferable 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 dress. Use of slip-ons/ leather chappals by Gentlemen and Lady OTs is strictly proscribed. **Use of bathrooms slippers is restricted to the hostel rooms only.**

c. 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.
- 2 pairs of Academy white T-shirts, one Academy track suit (along with one extra track-pant) with Academy logo and colours and Academy socks will have to be purchased by all OTs at the time of joining. The approximate cost will be around Rs. 1500/- for one set.
- 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 evening games and sports, OTs may like to bring their own sport clothing. Academy T-shirts will also available for sale in colours other than white.
- 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 two pairs of plain white salwar kameez for use during PT / Yoga / sports.

d. 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. Underlined items must be brought by you (they are also available in the local market). Other items are available with Academy Trekking Store and can be hired at a nominal cost:

1. Sleeping bag (Feather type)
2. Rucksack (Nylon Everest type)
3. Snow Goggles
4. Wind-proof jacket (Wind cheater)
5. Woolen gloves
6. Woolen cap or balaclava
7. Long-sleeved vest
8. Woolen stockings and socks
9. Trekking shoes (Jungle Boots, Outdoor shoes) with non-slippery soles and good grip