

No. T-21021/5/2019-Acad.Desk  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
Training Division

Block IV, 3<sup>rd</sup> Floor, Old JNU Campus,  
New Mehrauli Road, New Delhi-110067  
Dated: 14<sup>th</sup> August, 2019

To,

The recommended Candidates of CSE-2018 allocated a Group-A service.

Madam/Sir,

Department of Personnel & Training (DoPT) greets you once again for choosing a career in the prestigious Civil Services dedicated to the service of people and wish you success in living up to the expectations and aspirations of the citizen of India.

2. I am glad to nominate you to for the 94<sup>th</sup> Foundation Course (FC) being held during 26<sup>th</sup> August to 6<sup>th</sup> December, 2019 on the basis of service allocation made to you by AIS Division, DoPT. This is being done by Lal Bahadur Shastri National Academy of Administration, Mussoorie. You are requested to register online for which facilities are available at the Academy's website (<http://sargam.lbsnaa.gov.in/LBSNAOTP/Front>).

3. The Course Coordinator of the 94<sup>th</sup> Foundation Course is Shri N.K. Sudhansu, Professor of Economics, LBSNAA, Mussoorie (Tel. No. 135-2632772, E-mail: [sudhansu@ias.nic.in](mailto:sudhansu@ias.nic.in)). The joining instructions, issued by LBSNAA, are being enclosed.

4. As you were informed earlier by this Department, FC is mandatory and common probationary training for all IAS/IPS and Group 'A' Services. In case of seeking exemption from 94<sup>th</sup> Foundation Course, candidates are advised to write to DoPT at [acaddesk-dopt@gov.in](mailto:acaddesk-dopt@gov.in) in the enclosed format (Annexure-I/Annexure-II/Annexure-III).

5. In case of any further clarification or enquiry, you may write to this Department ([acaddesk-dopt@gov.in](mailto:acaddesk-dopt@gov.in)) with a copy endorsed to Lal Bahadur Shastri National Academy of Administration, Mussoorie ([sudhansu@ias.nic.in](mailto:sudhansu@ias.nic.in)).

Encl.: As above.

Yours faithfully,



(A.N. Narayanan)

Deputy Secretary to the Govt. of India

Copy to:

1. Shri N.K. Sudhansu, Professor of Economics & Course Coordinator of 94<sup>th</sup> Foundation Course, LBSNAA, Mussoorie-248179.
2. DoPT [Shri Ashish Madhaorao More, DS (AIS)], North Block, New Delhi-110001

**ANNEXURE-I**

To

The Deputy Secretary (Trg.)  
Department of Personnel & Training,  
Training Division, Old JNU Campus,  
New Delhi-110001

Subject: - Seeking exemption from attending 94<sup>th</sup> Foundation Course –regarding

Sir,

I, \_\_\_\_\_ S/o,D/o,W/o Shri \_\_\_\_\_  
R/o \_\_\_\_\_  
\_\_\_\_\_ have been allocated to \_\_\_\_\_ (name of Service) on  
the basis of Civil Services Examination \_\_\_\_\_ (name of current year CSE) My rank  
and Roll are \_\_\_\_\_ and \_\_\_\_\_ respectively.

2. I hereby inform that I applied for Civil Services Examination 20\_\_ (preliminary)  
and appeared in the examination on \_\_\_\_\_ (date of the examination). The  
result of the examination was declared by UPSC on \_\_\_\_\_ (date of result). I  
have qualified for CSE (Mains) examination.

3. Therefore, I may kindly be exempted from attending the 94<sup>th</sup> Foundation  
Course.

Yours Sincerely

(signature of the candidate)

Name-  
Rank- Roll.- CSE.  
Mobile No.  
Address---  
Registered email

- Copy to (1) Shri N.K. Sudhansu, Professor of Economics, LBSNAA, Mussoorie  
(through email to [sudhansu@ias.nic.in](mailto:sudhansu@ias.nic.in))  
(2) Section Officer (AIS-1), DOPT, North Block, New Delhi (through e-mail  
to [doais1@nic.in](mailto:doais1@nic.in))

**ANNEXURE-II**

To

The Deputy Secretary (Trg.)  
Department of Personnel & Training,  
Training Division, Old JNU Campus,  
New Delhi-110001

Subject: - Seeking exemption from attending 94<sup>th</sup> Foundation Course –regarding

Sir,

I, \_\_\_\_\_ S/o,D/o,W/o Shri \_\_\_\_\_  
R/o \_\_\_\_\_  
have been allocated to \_\_\_\_\_ (name of Service) on the  
basis of Civil Services Examination \_\_\_\_\_ (name of current year CSE) My rank and  
Roll are \_\_\_\_\_ and \_\_\_\_\_ respectively.

2. I further inform that I am suffering  
from \_\_\_\_\_ (reason  
s in brief. A separate copy may be attached. (Medical certificates are attached).

3. Therefore, I may kindly be exempted from attending the 94<sup>th</sup> Foundation  
Course.

Yours Sincerely

(signature of the candidate)

Name-  
Rank- Roll.- CSE.  
Mobile No.  
Address---  
Registered email

- Copy to (1) Shri N.K. Sudhansu, Professor of Economics, LBSNAA, Mussoorie  
(through email to [sudhansu@ias.nic.in](mailto:sudhansu@ias.nic.in))  
(2) Section Officer (AIS-1), DOPT, North Block, New Delhi (through e-mail  
to [doais1@nic.in](mailto:doais1@nic.in))

**ANNEXURE-III**

To

The Deputy Secretary (Trg.)  
Department of Personnel & Training,  
Training Division, Old JNU Campus,  
New Delhi-110001

Subject: - Seeking exemption from attending 94<sup>th</sup> Foundation Course –regarding

Sir,

I, \_\_\_\_\_ S/o,D/o,W/o Shri \_\_\_\_\_  
R/ \_\_\_\_\_  
have been allocated to \_\_\_\_\_ (name of Service) on the  
basis of Civil Services Examination \_\_\_\_\_ (name of current year CSE) My rank and  
Roll are \_\_\_\_\_ and \_\_\_\_\_ respectively.

2. I want to inform that I have already attended \_\_\_\_\_ FC in year \_\_\_\_\_  
at \_\_\_\_\_ (name of academy) on the basis on my  
selection in Civil Services Examination \_\_\_\_\_ and successfully completed FC.

3. Therefore, I may kindly be exempted from attending the 94<sup>th</sup> Foundation  
Course.

Yours Sincerely

(signature of the candidate)

Name-  
Rank- Roll.- CSE.  
Mobile No.  
Address---  
Registered email

- Copy to (1) Shri N.K. Sudhansu, Professor of Economics, LBSNAA, Mussoorie  
(through email to [sudhansu@ias.nic.in](mailto:sudhansu@ias.nic.in))  
(2) Section Officer (AIS-1), DOPT, North Block, New Delhi (through e-mail  
to [doais1@nic.in](mailto:doais1@nic.in))

Date: 25<sup>th</sup> July 2019

Dear Candidates,

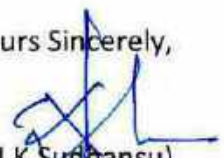
I had written to you on 22<sup>nd</sup> July, 2019 and shared some information about the 94<sup>th</sup> Foundation Course (FC).

As informed, the FC will commence on August 26, 2019. The candidates are to report at the respective Academies on August 25, 2019. The details of the Institutions to which the Officer Trainees are allotted for attending the FC will be hosted after the process of registration is closed. I have already informed that registration will open after service allocation is received from DoPT.

However, to facilitate your preparations, we are sharing with you the joining instructions pertaining to candidates who will join the FC at LBSNAA, Mussoorie. Information with respect to other Academies will also be hosted on their respective website.

With Best Wishes

Yours Sincerely,



(N K Sudhansu)

Course Coordinator,  
94<sup>th</sup> Foundation Course

To,  
All the Successful Candidates of CSE and eligible to be part of the 94<sup>th</sup> Foundation Course (by website).

No.T-11011(15)/1/2019-ADM

Lal Bahadur Shastri National Academy of Administration (LBSNAA),

Mussoorie-248 179

Dated: July 25, 2019

**Joining Formalities & Information wrt the 94<sup>th</sup> Foundation Course**

**[August 26 to December 6, 2019]**

Greetings from LBSNAA, Mussoorie!

This document contains details regarding the joining formalities for admission to the 94<sup>th</sup> Foundation Course (FC) and other relevant information to facilitate preparation by the Officer Trainees (OTs) to report for the FC at LBSNAA.

**1) Course Team for the 94th FC**

Every Course in LBSNAA is conducted by a Course Team of Faculty Members. Your Course Team for the 94th FC at LBSNAA comprises of the following Faculty members:

- i) Course Coordinator: Shri Niranjana K. Sudhansu, Professor
- b) Associate Course Coordinators:
  - i) Shri C Sridhar, Deputy Director (Sr)
  - ii) Shri Mansoor Hassan Khan, Deputy Director(Sr)
  - iii) Ms. Nandini Paliwal, Deputy Director (Sr)
  - iv) Ms. Sunita Rani, Professor
  - v) Shri Vidya Bhushan, Deputy Director

**2) Course Details**

- a) Course Duration: August 26, 2019 to December 6, 2019
- b) Date of Joining: August 25, 2019 (0900 hrs to 1800 hrs)
- c) You will arrive at the Academy on August 25, 2019 to assume charge. Joining formalities will commence that day and are to be completed on that day itself between 0900 hrs to 1800 hrs.
- d) OTs reporting after 1800 hrs on August 25, 2019 **will not be allowed to join** under any circumstances.

- e) Course Inauguration and commencement of classes: As stated above, the 94<sup>th</sup> FC will commence from August 26, 2019. The inaugural program will be held on August 27, 2019. The program details will be circulated separately. Dress code for the inaugural program will be Ceremonial Dress (please see details in Annexure I).

### 3) Arriving at the Academy

- a) **Location of the Academy:** The Academy is situated on the Company Bagh Road and about 2 kms from the Library Point in Mussoorie at a distance of approximately 35 km from Dehradun. The nearest railhead is Dehradun (35 kms), Saharanpur is about (100 kms) around and the nearest airport is Jolly Grant Airport, Dehradun (60 kms). Dehradun also has an ISBT (Inter State Bus Terminus) with regular services from all major cities of North India.

#### b) **Reaching the Academy from Dehradun**

- i) If you arrive at the Jolly Grant Airport, Dehradun, you can take a direct taxi to the Academy. Driving time is around 2 hours.
- ii) If you arrive by bus at Dehradun ISBT, you can take a taxi or bus to Mussoorie. Buses for Mussoorie are available both from Mussoorie Bus Stand near Railway station or from ISBT. Driving time is around 1 hr 30 minutes.
- iii) If you arrive at Dehradun by train, you can take a taxi from the taxi stand located nearly 100 yards from the railway station.

#### iv) **Approximate taxi fares are as indicated below:**

(1) Single seat in a shared taxi up to Library Point, Mussoorie	Rs. 300
(2) Full Taxi up to Library Point, Mussoorie	Rs. 1600
(3) Taxi from Library Point to Academy	Rs. 100

#### c) **Facilitation Counters**

- i) Facilitation Counters will be opened by the Academy at the Dehradun Railway Station and Bus Stand (ISBT) from 0530 hrs onwards on August 25, 2019.
- ii) Academy Staff at these counters will assist in arranging transport for Mussoorie. Expenses for the transport will be borne by the OTs.

d) 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. Uttarakhand. Pin - 248179

**4) Entry into the Academy Campus and process of joining**

For your convenience, the Academy has divided your joining process into 5 steps. Stepwise details are given below:

**Step1: Reporting at the Check-in Counter (located at the main gate of the Academy) and Waiting Area for guests at Tullhamore (near Main Gate).**

- i) You will report at the Check-in Counter at the Main Gate and show the following two documents: a valid photo Identity (ID) card, and a copy of the appointment letter received from DoPT.
- ii) The Academy staff deployed at the Check-in Counter will retain a copy of the appointment letter and issue an Academy ID card which will be valid till the end of Foundation Course. Your Academy ID Card will allow you access to the campus, library and a host of other services.
- iii) On the day of reporting at the Academy i.e. August 25, 2019 only individual OTs will be allowed access into the Academy beyond the main gate. It is regretted that due to logistics associated with joining formalities, the Academy will not be in a position to allow access to the relatives/parents etc. (if any, accompanying the OTs to Mussoorie) into the Academy premises from August 25 to 28, 2019. However, considering that some OTs may be accompanied by parents/ relatives etc., a waiting area will be available for their use in Tullahmore Building (located close to the Main Gate towards Company Gardens), in case they wish to avail of it.
- iv) For differently abled OTs, facility of a Golf cart is available and a request for it may be made at the Check-in counter.
- v) Reception will also guide you about other formalities which will be completed inside the main campus (located at a distance of about 200 mts walk from the Main Gate)



**Step 2: Entry into Academy:** After obtaining your Academy ID Card, you will gain entry into the campus after going through the security check at Main Gate. Now you will proceed to Charleville Building (Language Block) inside the main campus for room allotment and other formalities. The Academy will set up several counters in the Main Campus to facilitate joining, room allotment etc. These counters will be located across three buildings viz Charleville, Sardar Patel Hall (SPH) & Karmshila. Annexure II titled "About the Academy" provides information about the infrastructure of the Academy. Annexure III is a map indicating the location of the buildings in the Main Campus of the Academy.

**Step 3: Room Allotment:** Room allotment and formalities at Charleville Building:

You will report at the Charleville Building (Language Block) which is inside the Academy campus, for receiving the room allotment details from the counter of the Estates Section set up in that building.

vi) At the Estates Section counter, you will furnish the Academy ID Card.

vii) The keys of the hostel room allocated to you will be handed over to you after you sign the required register.

**Step 4: Joining Formalities at SPH:** Thereafter, you will proceed to Sardar Patel Hall (SPH) for completion of other joining formalities. Counters will be set up in SPH to facilitate the completion of the joining formalities by the OTs as per details given below. Formalities at no 1 to 5 below are to be completed in SPH. Formalities at no 1 and 2 below refer to forms that are to be filled in and deposited at given counter. You can download these forms from link which has been provided on the Academy website. Download these forms and fill them up before coming to the Academy to facilitate the completion of formalities. The forms (duly filled in and signed) are to be submitted at the respective counters set up in SPH (these are not to be submitted online). However, copies of forms will also be available at respective counters, in case required.

No.	Name of the Section	Activity
1.	Accounts Section	<ol style="list-style-type: none"> <li>1. To submit the details of Bank account</li> <li>2. To submit the CGE/GIS form</li> </ol>
2.	Administration Section	<p>To submit the assumption of charge report form (duly signed) and other forms (1 to 11 below) duly filled in and signed in all respects.</p> <ol style="list-style-type: none"> <li>1. Home Town Declaration – two copies</li> <li>2. Marital Status Declaration – two copies</li> <li>3. Dowry Declaration (bilingual both sides) – two copies</li> <li>4. Close Relation Form (printed both sides)– two copies</li> <li>5. Statement of Movable Property on First Appointment– two copies</li> <li>6. Statement of Immovable Property on First Appointment – two copies</li> <li>7. Statement of liquid Assets on First Appointment as on date (Form-II bilingual)– two copies</li> <li>8. Statement of Debts and Other Liabilities on First Appointment (Form-V bilingual)– two copies</li> <li>9. Surety Bond</li> <li>10. Family Details Form (Form No 3)-</li> <li>11. Descriptive Rolls</li> </ol>
3.	Computer Centre	<ol style="list-style-type: none"> <li>1. To print out the copy of descriptive roll and other forms.</li> <li>2. Counter will provide IT support e.g. internet facility etc.</li> <li>3. Registration of Biometrics.</li> </ol>
4.	Training Induction	To collect Course/Training Materials
5.	Banking Counter	OTs can open an account if they need to do so.
6	Additional Forms	You may be provided with additional forms during the joining process which will need to be completed, signed and submitted at the respective counters.

All the forms mentioned above are available at ANNEXURE-IV

**Step 5: Collection of Materials from Karmshila Building:** Thereafter, you will collect track suits and other related items from SR-A & SR-B in Karmshila Building from the counter of the Officer's Mess.

**5) Membership of Clubs & Societies**

Life at the Academy includes activities conducted by various Clubs & Societies. You will become a member of these Clubs & Societies as also of the Officer's Mess on joining the Academy. An amount of Rs.3100 will be deducted from your first salary advance/ salary towards subscription for such Membership. Details may be seen in Annexure-V.

**6) Residential Accommodation**

- a) OTs are required to reside compulsorily in the accommodation provided by the Academy during the FC. Accommodation for OTs is provided in 5 hostels viz Ganga, Kaveri, Narmada, Silverwood and Happy Valley (to a very limited extent). The details of room allotment will be communicated to you through the Academy website.
- b) The room keys will be handed over to you at the Estates Counter, Charleville Building, on August 25.
- c) Accommodation will be provided on a twin sharing basis during the Foundation Course. Request for change or choice of accommodation will not be entertained.
- d) The monthly charges for accommodation and other facilities (inclusive of water, electricity charges) are Rs. 350 per head for single occupancy and Rs. 175 for double occupancy. These charges will be deducted from your salary advance/ salary.
- e) The rooms are provided with basic furniture/items which include bed, mattress, study table, table lamp, TV, cupboards, towel stand, two single bed sheets, two bed covers, quilt with cover and pillow with two covers, bed sheets and towels (both large and hand towel). To give you an idea of the room layout, a picture of a room in the Narmada hostel is at Annexure VI. You may carry other accessories/linen etc. if you want.
- f) The Academy will not be in a position to provide accommodation for spouses or family members at time of joining or during the duration of the Course. As per Academy guidelines, guests (family members, friends, spouse etc.) are not to be entertained by the OT's in their rooms.

## **7) Dining Facilities**

- a) Dining facilities are provided in the Officers' Mess which is run by a Mess Committee elected by the OTs. Membership of the Mess is mandatory. Cooking in hostel rooms is prohibited.
- b) Your monthly Mess charges (including establishment charges etc.) will be around Rs. 9000 to 10000 (approximately).
- c) The Mess will be open for lunch and dinner for you on August 25, the day you report at the Academy. Academy Departmental Canteen provides refreshments (on payment basis) and will also be open on August 25 from 0900 to 2000 hours.

## **8) Sports Facilities**

The Officers Club of the Academy manages sports and games facilities. Sports facilities are available at three places: Polo Ground, Happy Valley and the Hostels. Details are given below:

- a) Main Sports and Games facilities are available in Happy Valley Sports Complex. These include three synthetic layer tennis courts; three Badminton courts (two with wooden surface & one with synthetic surface); two Squash courts; one Gymnasium hall with excellent aerobic and strength training machines; one yoga hall and two Table Tennis tables. Heated swimming pool is also available for restricted use. The Happy Valley Ground also has a football/cricket ground and volley ball court.
- b) Morning physical Activity in the form of PT etc are compulsory for the entire duration of the course. The PT is generally done at the Polo Ground depending on the weather.
- c) Option for other morning physical activities like Yoga, Horse Riding etc will given within a week after joining the course.
- d) In addition to facilities mentioned above, various lounges in Hostels also have board game and recreation facilities.
- e) Academy believes in self-discipline and adherence to the rules while using all facilities. Officer's Club will provide racquet and shuttle/balls for various racquet games.
- f) Only non-marking shoes are allowed inside badminton courts and squash courts. If you wish to play these games, please buy suitable shoes with non-marking translucent soles.
- g) The Officer's Club also provides coaching by SAI Coaches for badminton, tennis and other sports. You are encouraged to use these facilities.

### 9) Computer facilities

- a) 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 various assignments are submitted online by the OTs. Hence, you are to carry your personal laptops to the Academy. The Academy does not provide laptops to OTs though a few computers have been placed in common areas such as Lounges and Library for use of OTs.
- b) Your personal laptop should be pre-loaded with the following software:
  - i) Operating System: Windows XP/Windows 7/Windows8
  - ii) MS-Office: MS-Office 2010 or Higher Version. MS-Office should not be a starter version. It must include MS-Word, MS-Power Point, MS-Excel and MS-Access.
  - iii) Project Management Software: MS-Project 2003

### 10) Banking facilities

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 FC. The State Bank of India (SBI), located in Crossroads Building (near Main Gate and Silverwood) is the banker to the Academy. SBI counter will be available in SPH in case you wish to open an account on the day of joining the Academy.

### 11) Kendriya Bhandar

A Kendriya Bhandar is located very close to the Main Gate of the Academy in the Crossroads Complex from where items of daily use can be purchased.

### 12) General Instructions

- a) 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.**
- b) OTs are paid a Special Salary Advance/ Salary every month which is adjusted when they join their respective service in the State or Department. First Special Salary Advance/ Salary will be paid at the end of September, 2019. **Please bring sufficient money to cover expenses of one month.**

**13) General Information**

- a) Annexure I also contains details of certain items of personal use that you will require at the Academy and other suggested items etc.
- b) Postal address and contract details of the Academy are given below:

Lal Bahadur Shastri National Academy of Administration,

Mussoorie-248179 Uttarakhand

E-mail: [trginduction.lbsnaa@gov.in](mailto:trginduction.lbsnaa@gov.in)

Website: <http://www.lbsnaa.gov.in>

STD Code: 0135, Fax: 2632727 / 2632350 / 2632720

EPABX Lines: 2222 000, 2632367, 2632405, 2632489(24 hrs.), 2632236, 2632374.

(All offices and residences are connected to EPABX. Please request EPABX operator to connect to the concerned official)



(N K Sudhansu)

Course Coordinator, 94<sup>th</sup> FC

## **All Officer Trainees (94th Foundation Course)**

### **Copy to:-**

- 1) Sectional Heads concerned with request to depute officials for manning the respective counters in Charleville Building (Language block), Sardar Patel Hall and Karmshila on 25<sup>th</sup> August, 2019 accordingly. Training section will make arrangements for Banking counter.
- 2) In-charge, Estates Section to please ensure following arrangements :-
  - a) To arrange for the counters in SPH as per details above.
    - i) Three (3) counters of Administration Section are to be set up in SPH for joining formalities of OTs
    - ii) To provide sign boards/maps/arrows including location of various places
    - iii) To place adequate number of chairs and tables in SPH for the Officer Trainees.
- 3) In-charge Electronics and Communication Section to please ensure arrangement for photographs and to place a photocopy machine at SPH on 25<sup>th</sup> itself.
- 4) In-charge Security to ensure preparation of ID cards.
- 5) In-charge Protocol Section for necessary action.
- 6) Computer Centre to please ensure the following arrangements:
  - a) To arrange for exhibiting the presentation on joining formality arrangements on the screen in SPH.
  - b) To arrange for filling the Descriptive Rolls in the Computer.
- 7) In-charge Canteen to keep the canteen open on 25<sup>th</sup> at the time of registration from 0900 to 2000 hours.
- 8) In charge Officers Mess to make arrangements for lunch and dinner of OTs on 25.8.2019.
- 9) Course Coordinator, 94th Foundation Course.
- 10) Associate Course Coordinators, 94th Foundation Course.
- 11) All LBSNAA (all-lbsnaa-list@ismgr.nic.in).

## ANNEXURE I

### Details regarding Clothing, Dress Code & Miscellaneous Matters

- 1) The Academy lays strong emphasis on turn out befitting an officer. You are expected to be properly attired at all times and not present an unkempt or slovenly appearance at any point in time.
- 2) 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 during the FC, you are advised to carry adequate woollen clothing: formal, informal, and casual wear. Ladies are advised to carry woollen shawls, sweaters/ cardigans/ coat. Gentlemen are advised to bring a **formal band gala suit**. A suit/blazer with Academy logo will be provided by the Academy at cost for all the Officer Trainees. It will be compulsory to wear this at certain occasions as notified by the Academy from time to time. In addition to this, you will be required to buy Academy Track Suits and T-shirts for PT/Yoga/ Sports.
- 3) Tailoring facilities for suits, buttoned-up coats, sherwanis, blazers and riding breeches are available in Mussoorie town. Woollen clothes, thermal inner wear etc. are also available at reasonable rates near Library Point.
- 4) **Academy follows the following Dress Code.**  
Time table and event notifications will mention dress code  
**Ceremonial**
  - i) Gentlemen: Black, White or light coloured Jodhpur Suit/ Sherwani (Plain) with formal shoes (Oxfords/ Brogues)
  - ii) Ladies: Sari with formal shoes / sandals



**b) Formal**

- i) Gentlemen: Black or White or light colour Jodhpur Suit (Plain) / 2 or 3 piece Lounge Suit (preferably in sober colors) with necktie / cravat and formal shoes with appropriate woollens as required as per the weather
- ii) 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 shall not be treated formal) with appropriate woollens as required per the weather.

**c) Informal (Winter)**

- i) Gentlemen:
  - (1) Monday and Tuesday: coat and trouser or a business suit with necktie and with appropriate woollens as required per the weather. Shoes (other than casuals).
  - (2) Other working days: coat and trouser or a business suit (necktie is optional); full sleeve formal shirt and formal trouser with formal jacket (not sports jacket)/pullover/cardigan as required per the weather. Shoes (other than casuals).
- ii) Ladies: Saree/ formal salwar kameez or churidar/plazzo and kurta/kameez or Western Business Suit with full sleeve formal shirt (not short kurtis/tight leggings), shoes/ sandals and with appropriate woollens as required per the weather.

**d) Informal (Summer)**

- i) Gentlemen: Formal full sleeves shirt and formal trousers (without necktie).
- ii) Ladies: Saree, formal salwar kameez or churidar kurta/plazzo and kurta/kameez or formal trousers with formal shirt or Western Business Suit with formal shirt (not short kurtis/tight leggings) with shoes/ sandals.

**e) Casual**

- i) Gentlemen: Open collar shirt with trousers and shoes (other than sports shoes/ sneakers)
- ii) Ladies: salwar kameez or churidar/plazzo and kurta/kameez or shirt and trousers (avoid tight leggings) with footwear (other than chappals/ slip-ons/ sneakers)

**NOTE: Jeans are not allowed on campus.**

**5) Occasion wise Dress Code:**

**a) Ceremonial**

- i) Republic Day and Independence Day Function

- ii) Course Inauguration/Valediction Ceremony
  - iii) Visit of VVIPs such as President/ Vice-President/ Prime Minister
  - iv) Any other occasion specifically designated by the Course Team
- b) Formal**
- i) Formal Lunch/ Dinner (other than those where a VVIP is present)
  - ii) Visits of dignitaries other than VVIPs
- c) Informal**
- i) For Officer Trainees and In-Service Officers during Class Hours
- d) Casual**
- i) Cultural Evenings
  - ii) Mess (other than for Formal Lunch/ Dinner)
  - iii) Track suit is a sports dress and hence track suits are not allowed in cultural/other programs in Sampooranand Auditorium or in Officers Mess.
- e) Ethnic**
- i) On certain occasions during the India Day celebrations, Cultural programs etc., you may like to wear the ethnic dress of your region/state. You may bring with you, some such dresses.
  - ii) On evenings of Fridays of every week, the OTs are encouraged to wear ethnic dress for the dinner in the Officers Mess.
  - iii) Generally, on Friday evenings we will celebrate one of the state days of with some light cultural performances and music from the state/region in the Officers Mess.
- 6) Miscellaneous**
- a) Lapel cards are to be worn on all formal, informal functions and while attending classes.
  - b) Shoes with comfortable soles are advisable due to the topography of the area. However, only formal shoes for men are to be worn in academic area/class room sessions. Sneakers/sports shoes/slippers/sandals are not allowed within the campus. Sports/PT shoes may be worn only as a part of PT/games.
  - c) Use of slip-ons/chappals/bathroom slippers will be limited to the hostel area only.
  - d) 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.

## **7) Requirement for PT/Yoga/Games/Sports etc.**

- a) The Academy track-suit and Academy T-shirt are to be worn for PT / Yoga and compulsory sports/games activities and other track-suits and T-shirts will not be allowed for these activities.
- b) OTs will be procuring two pairs of Academy T-shirts, two Academy track suits and two pairs of Academy socks (available within the Academy) at the time of joining.
- c) Riding accessories like helmet, putties, riding breeches (color beige) and riding shoes can be purchased through the Academy Souvenir shop. Riding is offered on optional basis.
- d) OTs may like to bring their own sports clothing for other sports activities. Academy T-shirts will also be available for sale in colors other than white for casual wear.
- e) A pair of good quality jogging / running shoes with adequate cushioning is recommended in view of the hilly terrain. It is advisable to invest in a pair of good quality running shoes.

## **8) Requirement for Trek**

A mandatory trek in the Himalayas of about 10 days duration is an integral part of the FC. Several shorter treks will be undertaken in and around Mussoorie before the main trek. The Himalayan treks touch a height of over 15000 feet above mean sea level. The equipment required for treks during FC is listed below.

- a) The following items would be required by you and may be brought along (these are also available in the local market).
  - i) Wind-proof jacket (Wind cheater)
  - ii) Woolen gloves
  - iii) Woolen cap or balaclava
  - iv) Long-sleeved vest (thermal wear)
  - v) Woolen stockings and socks
  - vi) Trekking shoes (Jungle Boots, Outdoor shoes) with non-slippery soles and good grip
  - vii) Umbrellas
- b) Other items are available with the Academy stores and will be issued to you for trek i.e. Rucksack, sleeping bag and ground sheet (Carry Mat).

## ANNEXURE V

### Details of Subscription of Various Clubs and Societies

	Clubs/ Societies	Rupees	Remarks
1.	Officer's Mess	100	Rs. 50 for Mess Maintenance and Improvement Fund + Rs. 50 payable Towards Mess Reserve Fund which is Non-refundable
1.	Officers' Club	1000	For full duration of the course for Sports and Games
2.	Fine Arts Association	250	For Full duration of Course. Association arranges cultural programs
3.	Film Society	150	For full duration of the Course. Society arranges - Debates and discussions.
4.	Society for Contemporary Affairs	50	For full duration of the Course. Society arranges - debates and discussions
5.	Society for Social Service	300	For full duration of the Course as a Contribution for Social work
6.	Rifle & Archery Club	100	For full duration of the Course. The Club Has .22 and Air Rifle, 9 mm Pistol and .38 Revolvers
7.	House Journal Society	500	For full duration of the Course. The Society publishes In-house Magazine, Wall paper etc.
8.	Hobbies Club	100	For full duration of the Course. The Club organises photography, painting etc
9.	Computer Society	100	For full duration of the Course. The Society organises IT Oriented Activities
10.	Nature Lovers' Club	100	For full duration of the Course. The Club organises Bird Watching, Tree plantation, Stargazing, Photo exhibitions, Nature Walks etc.
11.	Management Circle	50	For full duration of the Course. The Circle organises discussions, Talks and Management Games
12.	Adventure Sports Club	200	For full duration of the Course. The Club organises activities such as River-Rafting, Para-Sailing, Para-Gliding, Trekking etc.

13	Innovation club	100	For Full duration of the Course. The Club organises interactions with innovators, discussion on innovations and manages the LBSNAA Innovation Network 'LINK'
	<b>Total</b>	<b>3100</b>	

ANNEXURE VI



**Narmada Hostel Room**