



**JOINING INSTRUCTIONS
&
GENERAL INFORMATION FOR IFS 2023-25 COURSE
PROBATIONERS**

1. REGISTRATION:

- (i) The Probationers are required to register online, which is mandatory to confirm their joining the Professional Training Course 2023-25 at IGNFA. The Online registration facility is available at the Academy website <http://www.ignfa.gov.in> from 10.10.2023 (10:00 PM) to 31.10.2023 (01:00 PM).

2. GENERAL INFORMATION ON THE ACADEMY

- a. Postal Address : Indira Gandhi National Forest Academy
P.O. New Forest, Dehradun-248 006
- b. Telephone : 0135-2225274 (EPABX)
0135-2759995 (Course Director)
- c. Website : www.ignfa.gov.in
- d. Email Address : coursedirector.2023@gmail.com
- e. Railway Station : Dehradun (6 Kms)
- f. Bus Stand : ISBT, Dehradun (7.5 Kms)
- g. Airport : Jolly Grant, Dehradun (26 Kms)
- h. Course Director : **Shri Gajendra Prakash Narwane, IFS**
Additional Professor
Indira Gandhi National Forest Academy
Mob: +91 7083790204
- i. Help Desk* : **1. Shri Anil Gaur**
Mob: +919412902602
2. Shri. Gaurav Singh
Mob: +919450048612
3. Ms. Neha Dhiman
Mob: +918439877636

* All official & residential lines are connected to the EPABX and the operator will provide the connections.

3. LOCATION:

Indira Gandhi National Forest Academy is located in the Forest Research Institute (FRI) campus in Dehradun. Dehradun is situated at 2200 feet above MSL and lies in a valley known as the Doon Valley. The climate is variable throughout the year. The summers are not as hot as in the rest of Indian plains and winters are on the chiller side. Heavy showers are received during monsoon season and often in winters too.

4. HOW TO REACH:

A. By Train

Dehradun is connected to various towns by following trains:

- (i) **New Delhi-Dehradun**
Nizamudin Dehradun Express, AC Express, Shatabdi, Mussorie Express, Jan Shatabdi etc.
- (ii) **Howrah-Dehradun**
Doon Express etc.
- (iii) **Bombay-Dehradun**
Dehradun Express etc.
- (iv) **Saharanpur-Dehradun**
Amritsar Express etc.
- (v) **Ujjain-Dehradun**
Ujjaini Express etc.
- (vi) **Varanasi/Allahabad-Dehradun**
Upasana Express/Sangam-Link Express etc.

B. By Air

- (i) The nearest Airport is Jolly Grant Airport. There are flights available between Dehradun and few major cities across the country.
- (ii) Jet Airways, Indigo, Air India and Spice Jet Airlines operate between Dehradun-New Delhi.

C. By Bus

Frequent bus services are available from Inter State Bust Terminal, New Delhi for Dehradun.

3. DATE OF JOINING:

- a) The Officer Trainees who have joined the 98th Foundation Course at LBSNAA, Mussoorie shall be given a term break from 04.11.2023 till 14.11.2023 (Saturday and Sunday shall be considering as prefix dates while deduction of leaves from the leave balance).
- b) The date of joining the Professional Course at the Academy is **15th November, 2023 (09:00 AM)**. All the Candidates/Probationers are required to report at the Academy on positively on **14th November, 2023**.
- c) On arrival at the academy, you would be required to report at the Old Hostel and occupy the rooms allotted to you.

4. ACCOMMODATION:

- a) All the Probationers are required to stay in the Old Hostel at Indira Gandhi National Forest Academy (IGNFA Hostel).
- b) The Probationers are not allowed to keep their families in the Hostel.
- c) Accommodation will be provided on a twin sharing basis in old Hostel. Request for change or choice of accommodation will not be entertained.
- d) The rooms are furnished with basic furniture. You will have to arrange your own bed linen, quilt, blanket, towels, etc.
- e) Guests are not permitted to stay in the Probationer's room. However, they may stay for a short duration in the IGNFA Guest House after securing proper reservation from the Academy. (this is subject to availability of rooms in the Guest House).

5. DOCUMENTS

- a) Letter of Appointment issued by the MoEF&CC, Government of India. Order of exemption granted for Foundation Course issued by MoEF & CC.
- b) Relieving order for those joining after Foundation Course at LBSNAA.
- c) Letter of Acceptance of technical resignation, relieving order and LPC will be required from those OTs, who are joining from other government services and PSUs. No candidate will be allowed to join with a conditional relieving from their previous employer
- d) Agreement form, declaration about marriage, declaration about close relatives.
- e) Certificates of educational qualifications, caste/ disability certificate (if applicable) and proof of permanent address/ hometown for verification.

- f) Photo identity card (PAN Card and Aadhar Card) will be needed for different purposes. If these documents are not ready, OTs are advised to apply for the same. Original Aadhar Card will be required for entry in service- book and for various other purposes.
- g) In the case where parents are claimed as dependent family members of the OTs for Central Government Health Scheme (CGHS), OTs must note that the family members claimed to be dependent satisfy the criteria as laid down by Office Memorandum dated 08 Nov 2016 issued vide F.No S-11012/2/2016-CGHS-P(as amended). Four individual photographs (3.5x4.5cm) of each dependent family members would also be required for Central Government Health Scheme (CGHS), if applicable.
- h) Opening of NPS account is mandatory for disbursal of salary. Hence, it is advised to OT's to bring a cheque book and passbook with their name printed on the Cheque leaf to avoid last minute hassles.
- i) 20 passport size (size-3.5x4.5 cm, colour photo in formal dress, front faced with light background) photographs with OTs name written in capital on reverse of each photograph. You may bring extra copies for other personal needs.

6. DEPOSITS

OTs Deposits joining directly at IGNFA may receive their first salary after joining IGNFA only in the first week of December, 2023. Hence, OTs are advised to bring sufficient money with them to cover their personal expenses. In addition to this, OTs are requested to bring Rs 25,000/- towards payments of various deposits & purchase of basis necessary items

7. DURATION AND SCHEDULE:

The duration of the Probation is 2 years.

- a) Professional Course- 16 ½ Months.
- b) On the Job Training (OJT)- 4 Months to be organized by the respective State/UT Cadre).

During training, the day begins with Physical Training (PT) of 45 minutes in the morning (06.30 AM to 07.15 AM). The classroom sessions will be from 09.00 AM onwards till evening with a lunch break for an hour. The games session will be for 60 minutes in the evening. All activities are compulsory. This schedule is in general and may vary during tour/exercise/modules etc.

8. DRESS & EQUIPMENTS:

- a) The Probationers must equip themselves with articles of clothing and accessories listed in Annexure '1' enclosed with this document.
- b) This will enable them to be properly attired, befitting their status and according to the traditions of the Academy and the Service, on each occasion.
- c) Probationers are expected to be well groomed and soberly attired according to the weather.
- d) Casual or gaudy attire, jeans, T-shirts and footwear like bathroom slippers/sandals and sport shoes will not be allowed to be worn in classroom, mess and on formal occasions. Any violation to the dress code would invite disciplinary actions as deemed fit.
- e) Gentlemen Officers must shave daily besides keeping their hair trimmed short & properly groomed

9. OFFICER'S MESS:

Probationers manage their own Mess. Office bearers to the Mess Committee are elected by the Probationers. Membership of the Mess is mandatory. Cooking in Hostel rooms is strictly Prohibited. The dress code for the officers mess is same as in the Academy. Any violation of dress code would invite appropriate action as per the rules in force.

10. BANKING FACILITIES:

The Probationers will be required to furnish the Bank details viz. the Bank Name, Account details to credit the salary and other advances.

11. SPECIAL INSTRUCTIONS:

During the period of training at the Academy, **no leave shall be granted. Two term breaks may be provided** during your stay in the Academy (including the term break mentioned in the para no.3), which may be subject to change. As the Academy training is quite intense and all the modules/training courses are mandatory, any absence may result in lack of required attendance to clear the training and successful Completion of Probation. Therefore, all Probationers are advised to settle/dispose-off matters requiring their personal presence before joining the Academy and

confine all their personal engagements during the term breaks as notified in the course book.

- Probationers are **strictly prohibited from using mobile phones, tablets, laptops.** in the academy premises during the classroom sessions unless needed or permitted and other official activities. The mobile phones and other electronic gadgets must to be kept outside the classrooms during the class room sessions. Any deviation to this direction would invite necessary disciplinary action.
- Four wheelers are not permitted during the period of training at the Academy. As a go green initiative, the Academy consciously follows all possible efforts to prevent environmental pollution. Probationers are advised to follow the same and use bicycles in the Academy premise to "walk their talk" as green Ambassadors of the Country.
- At Dehradun during December- January, winter is harsh. Hence, all Probationers are advised to come prepared with **adequate winter clothing.**

Annexure-1

List of items to be compulsorily possessed by each of the Indian Forest Service Probationers

Sl. No.	Articles/Dress	Minimum required number
For Ladies and Gentlemen		
1.	Combat uniform (Shirt & Trousers)*	Two sets
2.	Academy Track Suit*	Two sets
3.	White T-Shirts*	Two
4.	White Trousers (Ladies)/White Shorts*	Two pairs
5.	White Sport Shoes	One pair
6.	White Socks-Standard Size (For PT & Games)	Two pairs
7.	Hunter Shoes	One pair
8.	Rain Coat	One
9.	Bed Linen, blanket, quilt, towels etc.	As needed
10.	Swimming Costume with cap	One set
For Ladies Only (Formal & Class Room)		
11.	Plain cream Saree with dark plain or printed borders	One
12.	Shoes/Sandals (Formal)	Two Pairs
13.	Sober Coloured Sarees/Salwar-Kameez-Chunni/Churidar-Kurta-Chunni/Western Business Suit (Plazo/Capri etc. not allowed in classrooms)	Four
14.	Executive coats/sweaters (shawls are prohibited in classrooms)	Two
For Gentlemen Only (Formal/Class room)		
15.	Plain black, closed collared Jodhpuri coat with black Trousers	One set
16.	Dark coloured lounge suit with Trousers	One set
17.	White/Sober coloured Shirts (Full Sleeves)	Four
18.	Dark Trousers	Two
19.	Tie Matching with the suit/Academy Tie*	Two
20.	Black Shoes/Brown Shoes (Formal)	One pair each
21.	Black/Brown Socks-Standard Size	Two pairs each
22.	Socks matching with the suit	Two pairs
23.	V-neck sweaters-sober, light & dark shades (NO gaudy shades, NO high/Polo necks)	Two

Note: In order to ensure uniformity and also to avoid inconvenience to the Probationers, one set of articles marked with **asterisks** shall be made available in the academy on payment basis. Other items will have to be purchased by the Probationers themselves taking care that the quantities and specification are strictly adhered to.
