



JOINING INSTRUCTIONS & GENERAL INFORMATION FOR IFS 2024-26 COURSE PROBATIONERS

1. REGISTRATION:

- (i) The Probationers are required to register online, which is mandatory to confirm their joining the Professional Training Course 2024-26 at IGNFA. The Online registration facility is available at the Academy website <http://www.ignfa.gov.in> from 14.11.2024 (1700 hrs.) to 20.11.2024 (1700 hrs.).

2. GENERAL INFORMATION ON THE ACADEMY

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|--------------------|---|--|
| a. Postal Address | : | Indira Gandhi National Forest Academy
P.O. New Forest, Dehradun-248 006 |
| b. Telephone | : | 0135-2225235 (EPABX)
0135-2750964 (Course Director) |
| c. Website | : | www.ignfa.gov.in |
| d. Email Address | : | cd2024course@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 Kunal Angrish, IFS
Associate Professor
Indira Gandhi National Forest Academy
Mob: +91 7579216945 |
| i. Help Desk* | : | 1. Shri Mahendra Singh Bist
EPABX No.: 0135-2225236
Mob: +91 9760667259
2. Shri Parveen Kumar
Mob: +91 9992903004
3. Shri Manish Rana
Mob: +91 9536335115
4. Shri Sagar Singh
Mob: +918755642453 |

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

3. LOCATION & WEATHER:

Indira Gandhi National Forest Academy is located in the campus in Dehradun. 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 chillier side. Heavy showers are received during monsoon season and often in winters too.

4. HOW TO REACH:

A. By Train

Dehradun is well connected to various towns. Probationers may refer to Indian Railways website for more information.

B. By Air

The nearest Airport is Jolly Grant Airport. There are flights available between Dehradun and few major cities across the country.

C. By Bus

Good Public & Private bus services are available for Inter State Bus Terminal, Dehradun, Probationers may do a web search for more information.

5. ACCOMMODATION:

- a) Probationers will be accommodated in the Old Hostel at Indira Gandhi National Forest Academy (IGNFA Hostel). The training is residential and staying in Academy provided accommodation is mandatory.
- 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 is not entertained.
- d) The rooms are furnished with basic furniture. Please arrange your own bed linen, quilt, blanket, towels, etc.
- e) Guests are not permitted to stay in the Probationers room. However, they may stay in the IGNFA Guest House after securing proper reservation from the Academy. Guests are accommodated subject to availability of rooms in the Guest House.

6. 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 Probationers, 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, Probationers 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 Probationers for Central Government Health Scheme (CGHS), Probationers 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 disbursement of salary. Hence, it is advised to Probationers 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-3.5 x 4.5 cm, colour photo in formal dress, front faced with light background) photographs with Probationers name written in capital on reverse of each photograph. You may bring extra copies for other personal needs.

7. DEPOSITS:

Probationers Deposits joining directly at IGNFA may receive their first salary after joining IGNFA only in the last week of December 2024. Hence, Probationers are advised to bring sufficient money with them to cover their personal expenses. In addition to this, Probationers are requested to bring Rs 25,000/- towards payments of various deposits & purchase of basis necessary items.

8. DURATION AND SCHEDULE:

The duration of the Probation is 2 years.

Phase	Term	Duration	Contents
IA	I to IV	Thirteen months	Curriculum components as specified in the Schedule at the Academy
IB	V	Four months	Curriculum components as specified in the Schedule during Internship/On-the-job training in the cadre States/UTs
II	VI	Three months	Curriculum components as specified in the Schedule at the Academy
Total	Six	Twenty months	

- a) During training, the day begins with Physical Training (PT) of 45 minutes in the morning.
b) The classroom sessions will be from 09.00 AM onwards till evening with a lunch break for an hour.
c) The games session will be for 60 minutes in the evening.

All activities are compulsory. The training is experiential and expository with a number of tours, exercises and excursion planned in between class room session. The schedule may vary during tour/exercise/modules or as per the season.

9. DRESS & EQUIPMENTS:

- a) The Probationers must equip themselves with articles of clothing and accessories listed in **Annexure-I** enclosed with this document. This will enable them to be properly attired, befitting their status as well as the traditions of the Academy and the Service, on each occasion.
b) Probationers are expected to be well groomed and soberly attired according to the weather.
c) 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.
d) Gentlemen Officers must shave daily besides keeping their hair trimmed short & properly groomed

10. 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.

11. 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.

12. SPECIAL INSTRUCTIONS:

- a) During the period of training at the Academy, **no leave shall be granted. Two term breaks about week-long, will be provided** during your stay in the Academy which may be subject to change.
- b) 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.
- c) **Mobile phones, tablets, laptops or any other screen-based electronic device** is not permitted to be carried in the Academy premises where classes are conducted. Separate and specific instructions will be communicated regarding the session requesting use of electronic devices. Any deviation to this direction would invite necessary disciplinary action.
- d) Probationers are **not permitted to keep personal motorised vehicles**. Accordingly, use of four wheel or two wheel motorized vehicles is not allowed as transport during the period of training at the Academy. Probationers are strictly advised to walk or use bicycles to the Academy premises, playground & other facilities within New Forest campus. Probationers are encouraged to maintain personal bicycles for efficient commuting.
- e) The winter in the Academy can be harsh. Hence, all Probationers are advised to come prepared with **adequate winter clothing**.
- f) Probationers must carry a **personal laptop** preloaded with MS Office software.
- g) Desktop Computers are available in Hostel & Academy building as common facility for use by Probationers.
- h) Special note of rule no. 5 of the Indian Forest Service (Probation) Amendment Rules, 2023 may be taken:

“no probationer in the service shall, during the period of training at the Indira Gandhi National Forest Academy, Dehradun, appear in either the Civil Services Examination, or in any other examination for appointment to the Central or State Service by open competitive examination.”

Annexure-I**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.	Blue Trousers (Ladies)*	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 arranged by the Probationers themselves taking care that the quantities and specification are strictly adhered to.
