



**JOINING INSTRUCTIONS
&
GENERAL INFORMATION FOR IFS 2025-27 COURSE
PROBATIONERS**

1. REGISTRATION:

The Probationers¹ are required to register online, which is mandatory to confirm their joining the Professional Training Course 2025-27 at Indira Gandhi National Forest Academy (henceforth referred to as the Academy). The registration link is available at the Academy website www.ignfa.gov.in.

2. GENERAL INFORMATION ON THE ACADEMY:

- | | | |
|--------------------|---|--|
| a. Postal Address | : | Indira Gandhi National Forest Academy
P.O. New Forest, Dehradun-248 006 |
| b. Telephone | : | 0135-2225223 (EPABX) ²
0135-2754395 (Course Director) |
| c. Website | : | www.ignfa.gov.in |
| d. Email Address | : | course-director@ignfa.gov.in
coursedao@ignfa.gov.in |
| e. Railway Station | : | Dehradun (6 Kms) |
| f. Bus Stand | : | ISBT, Dehradun (7.5 Kms) |
| g. Airport | : | Jolly Grant, Dehradun (26 Kms) |
| h. Course Director | : | Smt. Ajeeta Longjam, IFS |
| i. Course Team | : | 1. Shri Anil Gaur
2. Smt. Preeti Sharma
3. Shri Gaurav Singh
4. Shri Vishal Singh |

¹ *Note - The term Probationers & Officer Trainees (OTs) has been used interchangeably in this document.*

² *All official & residential lines are connected to the EPABX, and the operator will provide the connections.*

3. LOCATION:

The 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 chillier side. Heavy showers are received during the monsoon season and often in winters too.

4. HOW TO REACH:

A. By Train

Dehradun is connected to various towns by railway services, to and from various parts of the country.

B. By Air

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

C. By Bus

Frequent bus services are available from various cities/towns across India for Dehradun and vice versa, significant being New Delhi to Dehradun.

5. DATE OF JOINING:

- a) The Officer Trainees who have joined the 100th Foundation Course at LBSNAA, Mussoorie, shall be given a **term break from 29.11.2025 to 07.12.2025** (Saturday and Sunday shall be considered as prefix dates while deduction of leaves from the leave balance).
- b) The date of joining the Professional Course at the Academy is **08.12.2025 (09:00 AM)**. **The Probationers are required to report to the Academy positively by the afternoon of 07th December, 2025 (AN)**. No request for extension of the reporting date or late joining shall be permitted under any circumstances. It may be clearly noted that no representation regarding late joining will be entertained at the Academy level.
- c) On arrival at the Academy, Probationers would be required to report at the Old Hostel Reception and occupy the rooms allotted to them.

6. JOINING FORMALITIES:

The Probationers will proceed to Hari Singh Auditorium, IGNFA, (henceforth referred to as the Auditorium) for joining formalities at 9 AM on 08.12.2025 (Monday). A counter will be set up and arranged as per the name of the respective section of the Academy in the Auditorium to facilitate the completion of the joining formalities by the Probationers. Details of joining formalities to be completed at each counter are given below.

Counters/Name of the Section	Activity
Accounts Section	<ol style="list-style-type: none"> 1. Details of Bank A/c (Salary Account) 2. To submit the EIS and NPS/UPS form, if not done so 3. OTs can open an account if they need
Course Director's Office	<p>To submit the assumption of charge report form (duly signed) and other forms. (duly filled in and signed in all respects in duplicate)</p> <ol style="list-style-type: none"> 1. Home Town Declaration 2. Marital Status Declaration 3. Dowry Declaration 4. Close Relation Form 5. Statement of Movable Property on First Appointment (Annexure-I) 6. Statement of Immovable Property on First Appointment (Annexure-II) 7. Statement of Liquid Assets on First Appointment-Two copies 8. Surety Bond 9. Family Details Form 10. To submit duly filled-in Descriptive Rolls
Computer Centre	<ol style="list-style-type: none"> 1. To provide IT support, e.g. internet facility, etc.
OIC Sports	<ol style="list-style-type: none"> 1. Primary Health Checkup 2. BMI Checkup 3. Measurements and issuance of Sports/Field Dresses

7. LIST OF ARTICLES TO BE BROUGHT/NOTED BY PROBATIONERS FOR JOINING:

- a) Submit the Agreement issued by the MoEF&CC, Government of India. Order of exemption granted for the Foundation Course issued by MoEF&CC.
- b) Relieving order for those joining after the Foundation Course and Special Foundation Course from their respective Academies.
- 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, cast/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 the service book and for various other purposes.
- g) In the case where parents are claimed as dependent family members of the OTs for medical purposes, OTs must note that the family members claimed to be dependent satisfy the criteria as laid down by the 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 member would also be required for registering and availing medical facilities.

- h) Opening of NPS/UPS account is mandatory for disbursement of salary. Hence, it is advised that OT's bring a cheque book and a passbook with their name printed on the Cheque leaf to avoid last-minute hassles.
- i) 20 passport size (size-3.5x4.5cm), colour photo in formal dress, front faced with light background) photographs with OT's name written in capital letters on the reverse of each photograph. Probationers may bring extra copies for other personal needs.

8. DEPOSITS

OTs **joining directly at the Academy** may receive their first salary after joining IGNTA only in the first week of January 2026. Hence, OTs are advised to bring sufficient money with them to cover their personal expenses. In addition to this, all OTs are requested to bring ₹ 25,000/- towards payments of various deposits & purchase of basic necessary items.

9. 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. In case the Probationers wish to open an account, UBI is located in FRI main Building within the New Forest Campus.

10. RESIDENTIAL ACCOMMODATION:

- (a) All the Probationers are required to stay compulsorily 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. Requests for changes or alternative accommodations will not be entertained.
- (d) The rooms are furnished with basic furniture, which includes a bed with mattress, bookshelf/rack, single almirah, study table, and chair. **Probationers will have to arrange their 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 IGNTA Guest House after securing a proper reservation from the Academy. (This is subject to the availability of rooms in the Guest House).

11. DURATION AND SCHEDULE:

The duration of the IFS Professional Course is 20 months.

- (a) Professional Course- 16 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. 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. PT in the morning and Games in the evening are compulsory for all weekdays/working days at the Academy. The summer and winter timings for both will differ, and will be notified from time-to-time. All activities are compulsory. This schedule is in general and may vary during tour/exercise/modules, etc.

12. 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 sports shoes will not be allowed to be worn in the classroom, Mess and on formal occasions. Any violation of the dress code would invite disciplinary actions as deemed fit.
- (e) Gentlemen Officers are required to keep their hair trimmed short and properly groomed. They must shave daily. Officers who wear a moustache and/or beard may do so only if such grooming is permissible under Academy policy and must ensure it is neatly trimmed and maintained.

13. DRESS REGULATIONS:

a. CEREMONIAL

- Gentlemen: Black Jodhpuri Suit (Bandhgala) with formal shoes.
- Ladies: Sari (Preferably in sober colours) with formal shoes/sandals for Ladies.

b. FORMAL

- Gentlemen: Black Jodhpuri Suit (Half/Full-sleeved Bandhgala as per season)/2 or 3 piece Lounge Suit (Preferably in dark colours) with necktie and formal shoes.
- 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/palazzos shall not be treated as formal).

c. INFORMAL

(i). Winter

- Gentlemen:
 - Jacket or coat and trousers or a business suit with necktie and shoes (other than casuals).
- Ladies:
 - Saree/formal salwar kameez or churidar kurta/kameez or Western Business Suit with full sleeve formal shirt (not short kurtis/tight leggings/palazzos), shoes/sandals and appropriate woollens.

(ii). Summers

- Gentlemen:
 - Formal full sleeves shirt with necktie and formal trousers.
- Ladies:
 - Saree, formal salwar kameez or churidar kurta/kameez or formal trousers with formal shirt or western business suit with formal shirt (not short kurtis/tight leggings/palazzos) with shoes/sandals.

d. CASUAL

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

14. OCCASION:

a. CEREMONIAL

- Republic Day and Independence Day Function
- Course Inauguration/Valediction Ceremony
- Visit of VVIPs such as the President/Vice-President/Prime Minister/Cabinet Ministers
- Memorial Ceremonies.
- Any other occasion designated so specifically.

b. FORMAL

- Formal Lunch/Dinner (other than those where a VVIP is present)
- Visit 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)

15. REQUIREMENT FOR PT/YOGA/GAMES/SPORTS:

- For PT/Yoga and compulsory sports/games activities, the Academy track-suit and Academy T-shirt must be worn. Other tracksuits and T-shirts will not be allowed.
- Two pairs of Academy T-shirts, two Academy track suits and two pairs of Academy socks will have to be purchased by all the Probationers at the time of Joining. Lady OTs who prefer salwar suits (generally in white colour) for Physical Training may have their preference submitted for consideration and issue by the Academy.
- For sports activities, Probationers may like to bring their own sports clothing. Academy T-shirts will also be available for sale.
- 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 pair of good-quality running shoes to avoid subsequent injuries.

16. OFFICER'S MESS:

Probationers manage their own Mess. Membership of the Mess is mandatory. The dress code for the officers' mess is the same as in the Academy. Any violation of the dress code would invite appropriate action as per the rules in force.

17. SPORTS FACILITIES

The Academy has state-of-the-art facilities for various racquet sports like Tennis, Badminton, Squash and Table Tennis, besides a well-equipped Gymnasium and Swimming pool. Probationers are advised to make optimal use of these facilities. Rackets will be provided by the Sports Authorities.

18. COMPUTERS

The entire campus of the Academy is e-enabled, and most of the communication is carried out through electronic means. The Probationers will have to submit some assignments online. Hence, the Probationers are advised to carry their personal laptops.

The Academy does not provide laptops to Officer Trainees. However, a few computers have been placed in Lounges/Common Areas of Old Hostel for use by Probationers. Probationers are encouraged to bring their own laptops.

19. SPECIAL INSTRUCTIONS:

- a) Probationers are advised to maintain good physical fitness and prepare themselves for the intensive outdoor and field-based training at the Indira Gandhi National Forest Academy (IGNFA), Dehradun.
- b) Probationers are required to inform their travel plans well in advance to facilitate arrangements for their reception and transport. Therefore, details of their arrival at Dehradun should be submitted on time to the Course Team via email.
- c) At the time of reporting to the Academy, Probationers shall fill out a declaration form providing details of any criminal cases registered against them and any disciplinary proceedings pending, if applicable.
- d) During the period of training at the Academy, **no leave shall be granted. Two (02) Term Breaks may be provided** during the stay in the Academy 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 a lack of required attendance to clear the training and successful Completion of Probation. Therefore, all Probationers are advised to settle/dispose of 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.
- e) Probationers are **strictly prohibited from using mobile phones, tablets, or laptops** in the Academy premises during the classroom sessions unless needed or permitted and other official activities. Mobile phones and other electronic gadgets must be kept outside the classrooms during the classroom sessions. Any deviation from this direction would invite necessary disciplinary action.
- f) 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 premises to "walk their talk" as green Ambassadors of the Country.**
- g) At Dehradun during December-January, winter is harsh. Hence, all Probationers are advised to come prepared with **adequate winter clothing.**

List of items to be compulsorily possessed by each of the Indian Forest Service Probationers³

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/swim goggles	One set
11.	Regional/Traditional Dresses	One set
For Ladies Only (Formal & Class Room)		
12.	Plain cream Saree with dark plain or printed borders	One
13.	Shoes/Sandals (Formal)	Two Pairs
14.	Sober Coloured Sarees/Salwar-Kameez-Chunni/Churidar-Kurta-Chunni/Western Business Suit	Four
15.	Executive coats/sweaters (shawls are prohibited in classrooms)	Two
For Gentlemen Only (Formal/Class room)		
16.	Plain black, closed-collared Jodhpuri coat with black Trousers	One set
17.	Dark coloured lounge suit with Trousers	One set
18.	White/Sober coloured Shirts (Full Sleeves)	Four
19.	Dark Trousers	Two
20.	Tie Matching with the suit/Academy Tie*	Two
21.	Black Shoes/Brown Shoes (Formal)	One pair each
22.	Black/Brown Socks-Standard Size	Two pairs each
23.	Socks matching with the suit	Two pairs
24.	V/Round neck sweaters-sober, light & dark shades (NO gaudy shades, NO high/Polo necks)	Two

³ **Note:** 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 a payment basis. Other items will have to be purchased by the Probationers themselves, taking care that the quantities and specifications are strictly adhered to.