To,

The recommended Candidates of CSE-2016 allocated to 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 the 92\textsuperscript{nd} Foundation Course (FC) being held during 28\textsuperscript{th} August to 8\textsuperscript{th} December, 2017 on the basis of service allocation made to you vide letter No. 13015/6/2017-AIS-I dated 02 August, 2017. 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/LBSNAOOTP/Front). The last date for registration for the 92\textsuperscript{nd} Foundation Course is 5 PM on 10\textsuperscript{th} August, 2017.

3. The Course Coordinator of the 92\textsuperscript{nd} Foundation Course is Mr. C Sridhar, Deputy Director (Sr.), LBSNAA, Mussoorie (Tele No. 0135-2632772, E-mail: sridharc@ias.nic.in).

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 92\textsuperscript{nd} Foundation Course, candidates are advised to write to DoPT at acaddesk-dopt@gov.in in the enclosed format.

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

Encl.: As above.

Yours faithfully,

(Syed Imran Ahmed)  
Under Secretary to the Govt. of India  
Tele No.: 011-26107967

Copy to:
1. Shri C Sridhar, Deputy Director (Sr.), LBSNAA, Mussoorie-248179 – Course Coordinator for 92\textsuperscript{nd} Foundation Course
2. DoPT {Shri Ashish Madhaorao More, Deputy Secretary (AIS)}, North Block, New Delhi-110001
3. NIC Training Division, Old JNU Campus with request to send the letter electronically to all recommended Candidates of CSE-2016 allocated to a Group-A service and also to upload it on DoPT website
To

The Joint Secretary (Trg)
Department of Personnel & Training
Training Division
Old JNU Campus
New Delhi-110067

Subject: Seeking exemption from Foundation Course starting from in 28th August, 2017.

Sir,

I am appearing at the CSE-2017/have already attended Foundation Course at..................Institute in the year .......................on account of my allocation to...................service based on CSE(Year)...................(Please strike out whichever is not applicable).

I may kindly be exempted from attending the 92nd FC starting from 28th August, 2017.

Yours sincerely,

Name ........................................

Roll No. & Rank in CSE-2016......................
Service allocated on the basis of CSE-2016 ......................
Roll No. in CSE-2017..............................

Date: / /2017

Copy to:

The Director,
Lal Bahadur Shastri National Academy of Administration,
Mussoorie, Uttarakhand-248179
(for necessary action.)