To,

The recommended Candidates of CSE-2017 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 for the 93rd Foundation Course (FC) being held during 27th August to 7th December, 2018 on the basis of service allocation made to you vide letter No. 13015/3/2018-AIS-I dated 31st July, 2018. 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 93rd Foundation Course is Ms. Aswathy S., Deputy Director (Sr.), LBSNAA, Mussoorie (Tele No. 135-2222116, E-mail: aswathy.sivadas@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 93rd 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, you may write to this Department (acaddesk-dopt@gov.in) with a copy endorsed to Lal Bahadur Shastri National Academy of Administration, Mussoorie (aswathy.sivadas@nic.in).

Encl.: As above.

Yours faithfully,

(Syed Imran Ahmed)
Under Secretary to the Govt. of India

Copy to:
1. Ms. Aswathy S., Deputy Director (Sr.), LBSNAA, Mussoorie-248179 – Course Coordinator for 93rd 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-2017, allocated a Group-A service and also to upload it on DoPT website
ANNEXURE-I

To

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

Subject: - Seeking exemption from attending 93rd Foundation Course -regarding

Sir,

1. ____________________________
   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
   written examination.

3. Therefore, I may kindly be exempted from attending the 93rd Foundation Course.

   Yours Sincerely

   (signature of the candidate)

   Name- ____________________________
   Rank- ____________________________
   Roll.- ____________________________

   Mobile No. ____________________________
   Address- ____________________________
   Registered email ____________________________

Copy to (1) Ms. Aswathy S, Deputy Director (Sr.), LBSNAA, Mussoorie (through email to
   aswathy.sivadas@nic.in)
(2) Section Officer (AIS-1), DOPT, North Block, New Delhi (through e-mail to
doais1@nic.in)
To

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

Subject: - Seeking exemption from attending 93rd 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____________________________(reasons in
brief. A separate copy may be attached. (Medical certificates are attached).

3. Therefore, I may kindly be exempted from attending the 93rd Foundation Course.

Yours Sincerely

(Signature of the candidate)

Name- 
Rank- 
Roll.- 
CSE.

Mobile No.
Address--
Registered email

Copy to (1) Ms. Aswathy S, Deputy Director (Sr.), LBSNAA, Mussoorie (through email
to aswathy.sivadas@nic.in)

(2) Section Officer (AIS-1), DOPT, North Block, New Delhi (through e-mail to
doais1@nic.in)
To

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

Subject: - Seeking exemption from attending 93rd 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 93rd Foundation Course.

Yours Sincerely

(Signature of the candidate)

Name- 
Rank- 
Roll.- 
CSE. 

Mobile No. 
Address--- 
Registered email

Copy to (1) Ms. Aswathy S, Deputy Director (Sr.), LBSNAA, Mussoorie (through email to aswathy.sivadas@nic.in)
(2) Section Officer (AIS-1), DOPT, North Block, New Delhi (through e-mail to doais1@nic.in)