

Haryana Institute of Public Administration
Plot No 76, Sector -18, Gurugram-122012, (Haryana)

Dated: 14.02.2020

JOINING FORMALITIES

Foundation Training for Assistant Section Officers (Direct recruit)

2nd March– 22nd May, 2020

The joining formalities for the Foundation Training for (Assistant Section Officers) ASOs will be completed on **02nd March, 2020 from 9.00 a.m. to 5.00 p.m. in Gandhi Hall.** There will be counters for each Section to facilitate the Trainees to complete the formalities. The trainees will be required to bring the print out of all the forms along with original certificates and get the same checked and verified at the counter. Details of formalities to be completed at each counter are given below. Trainees are requested to report at these counters after receiving their room allotment from Hostel Reception.

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|--|---|------------------------|
| a. To deposit Rs. 1800/- towards various charges (details given in Annexure-I) | - | Accounts Section |
| b. To submit the joining report and forms duly signed and completed. | - | Administration Section |
| c. To complete the formalities for Identity card | } | - Library Section |
| d. To collect course material | | |

(Course Director)

All Trainees (Foundation Course of ASOs)

Haryana Institute of Public Administration
Plot No 76, Sector -18, Gurugram-122012, (Haryana)

JOINING INSTRUCTIONS

Foundation Training for ASOs

2nd March– 22nd May, 2020

Instructions

ASOs will bring a copy of complete set of forms of joining alongwith them to HIPA. They are also advised to bring their original certificates as mentioned at ISTM website.

The following information is enclosed:

- Details of Extra- Curricular Activities (Annexure-I)
- List of Items required (Annexure-II)
- HIPA Guide Map (Annexure-III)

1. GENERAL INFORMATION :

- Postal Address: Haryana Institute of Public Administration
Plot No 76, Sector -18, Gurugram-122015, (Haryana)
- Home Page: <http://www.hipa.nic.in>
- STD Code: 0124
- Fax : 2348452/ 2340463
 - EPABX Lines 2340690, 2340691
 - Director General
E-mail: rajansurina@hry.nic.in
Office No. 2340413
- **All our officials are connected to the EPABX. Kindly request the operator to connect to the concerned official.**
- The **Course Team** for Foundation Course of ASOs at HIPA comprises:
 - **Course Directors :**

Dr. Neeraja Malik E-mail: neerajam.hipa-hry@gmail.com Mob.No. 9417374618	Dr. Ekta Chopra E.mail: ektachopra21@gmail.com Mob. No: 8130029918
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 - **Course Duration** 2nd March– 22nd May, 2020
 - **Date of Joining** 2nd March, 2020
 - Please intimate your time of arrival at the Insitute to help us arrange tea/meals etc.
 - **Joining formalities - 2nd March, 2020 from 0900 Hrs to 1700 Hrs at Gandhi Hall at HIPA.**

2. HOW TO REACH INSTITUTE:

The Institute in Gurugram is approximately 35 km from Delhi. There are regular bus and taxi services from Delhi.

- Nearest Bus Stand: Gurugram (5 km); Delhi: ISBT, Kashmere Gate (40 km); ISBT Anand Vihar (45 km); Sarai Kale Khan (40 km)
- Nearest Railheads: Gurugram (7km) & Delhi : New Delhi (35 km) Delhi (35 km), Nizamuddin (30 km),
- Nearest Airport Indira Gandhi International Airport (15 km)
- Nearest Metro Stations : MG Metro Station and IFFCO Chowk

The Institute is located near IFFCO CHOWK at the dividing road of Sector 17-18. It is located approximately 2 km from MG Metro and IFFCO Metro Station and 500 metres. from IFFCO CHOWK. From Airport, it is advisable to take a pre-paid taxi terminating at HIPA. **HIPA guide map** is at Annexure III. For more details about HIPA, visit our website at hipa.nic.in

3. RECEPTION & JOINING:

Total number of trainees in Foundation Course at HIPA are 50. Joining formalities must be completed on 2nd March, 2020 by 1700 Hrs.

4. RESIDENTIAL ACCOMMODATION

- During the Foundation Course, ASOs are required to reside in the accommodation provided by the Institute.
- The daily charges for accommodation (inclusive of water, electricity charges) per head will be Rs. 100/-. The rooms are fitted with air-conditioner/s.
- Accommodation will be provided on a triple sharing basis. **NO** request for change or choice would be entertained.
- The rooms are provided with basic furniture (beds, mattress, chair, table and cupboard). ASOs are requested to bring 2 sets of bed-sheets / bed-covers / pillow-covers and towels for their personal use. ASOs should also bring light blanket/ light quilt as per their personal requirements. Items you are required to bring are listed in Annexure-II.
- Accommodation for spouses or family members or children will **NOT** be provided. ASOs are **NOT** allowed to entertain Guests (family members, friends, spouse or anybody else) in their rooms. Therefore, do **NOT** bring any escorts with you at the time of joining. Institute will provide accommodation for ASOs only.

5. CLOTHING

The weather from March to May is hot with the average temperatures ranging from 22°C to 36°C. (Please see Annexure-II about items required).

6. DINING FACILITIES

Dining facilities are provided in the Officers' Mess. Membership of the Mess is compulsory. The monthly Mess charges (including boarding/lodging and lunch/tea on non working days.) is Rs. 10000/- approximately This amount will be paid by ASOs. Cooking in hostel rooms is totally prohibited. Lunch and Tea on working days will be provided by HIPA.

7. LAPTOPS

The Institute will not provide laptops to Trainees. They are requested to carry personal laptops. However, for those who may not have laptops, the Institute has computer labs for classroom instruction. A provision of 'Cyber Café' is also there in hostel. ASOs may use the facility.

8. MOBILE PHONES

ASOs are strictly prohibited from using mobile phones in the academic area. Mobile phones found with ASOs in the academic area will be confiscated and fine will be imposed. However, they may use mobile phones in their hostel rooms.

9. CONSUMPTION OR POSSESSION OF ALCOHOLIC DRINKS/TOBACCO

Trainee found in possession of alcoholic drinks or found to be in an inebriated condition will not be allowed to continue the course. This will also invite disciplinary action against the ASO under the relevant rules.

10. EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities will be organized by ASOs through Clubs and Societies (**Details at Annexure-I**). ASOs may bring their personal gear for games, music and photography. On special occasions, ASOs will be encouraged to wear their traditional dress.

11. SPECIAL INSTRUCTIONS

- The Foundation Course is a 'No Leave' course. **NO LEAVE SHALL BE GRANTED** during the period of training at the Institute. ASOs are advised to settle / dispose off the matters requiring their personal presence before joining the Institute.

Kindly bring sufficient money for the expenses with you.

DETAILS OF EXTRA-CURRICULAR ACTIVITIES

S. No		Rupees	Remarks
A.	OFFICERS' MESS	-	Mess Maintenance and Improvement Fund
B.	CLUBS & SOCIETIES		
1.	Officers' Club	-	Sports and Games
2.	House Journal Society	-	Full duration – In-house Magazine, Wall paper etc.
3.	Computer Society	-	Full duration. - IT Oriented Activities
4.	Nature Lovers' Club	-	Full duration - Bird Watching, Tree plantation, Photo exhibitions etc.
5.	Adventure Sports Club	-	Long Walk and Trek
6.	Cultural Society	-	Full duration – activities related with society
C.	PT DRESS	1800	One white T-shirt and one Tracksuit.
	Total	1800	

LIST OF ITEMS REQUIRED

1. BEDDING & LINEN REQUIREMENT

- Towels (Hand & Bath Towels with sufficient spares)
- Bed-sheets / bed-covers / pillow-covers (2 each)
- Light blanket/light quilt as per personal needs

2. CLOTHING

The Institute lays strong emphasis on proper turnout. ASOs are expected to be properly attired at all times and at no time present an unkempt or slovenly appearance.

Gentlemen ASOs must keep their hair trimmed short and properly groomed. They are required to shave daily. The ASOs sporting moustaches and beards must keep them properly trimmed.

For the stay at Gurugram and excursions, ASOs are advised to carry adequate clothing, both formal and informal, and casual wear.

The following dress code is required to be observed by ASOs:-

a. Ceremonial / Formal Occasions

Gentlemen ASOs

- It is mandatory for ASOs to wear a formal full sleeves white shirt and black/navy blue trousers and a neck tie with formal shoes . The first such occasion would be the inauguration of the Foundation Course..

Lady ASOs

- Saree (in sober colors) with formal Shoes / Sandals

b. Class

Gentlemen ASOs

- Full Sleeve/half sleeve Shirt and Trousers with formal shoes

Lady ASOs

- Saree / Salwar-Kameez / Churidar-Kurta / Western Business Suit with formal Shoes / Sandals

All ASOs are expected always to be well-groomed and properly attired according to the weather. Casuals or frivolous attire shall NOT be allowed during academic hours or in the Officers' Mess.

Shoes with comfortable soles are preferable due to the topography of the area. However, only formal leather shoes shall be worn in academic area, Officers' Mess, Officers' Lounge and Library. Sneakers, sports shoes and tennis shoes may be worn only as a part of PT / Games dress. Use of slip-ons/ leather chappals by Gentlemen and Lady ASOs is strictly prohibited. **Use of bathroom slippers is restricted to the hostel rooms only.**

c. For PT / Yoga / Games and Sports Activities

- For PT / Yoga and compulsory sports / games activities, track-suits and white T-shirts must be worn. For other sporting activities, ASOs may like to bring their own sports clothing. One pair of good quality jogging / running shoes (in white colour) with adequate cushioning for running will be required. It is advisable to invest in good quality running shoes to avoid subsequent injuries.
- **Lady ASOs** may bring two pairs of plain white salwar kameez or wear tracksuit during PT / Yoga / sports.

DIRECTIONAL MAP OF HIPA COMPLEX

