

**Haryana Institute of Public Administration  
Plot No76, Sector-18, Gurugram – 122015  
(Haryana)**

Dated: 28.07.2022

**JOINING FORMALITIES**

**Foundation Course for Officer Trainees of Indian Telecom Services (ITS) Group – A  
and IRRS Group -A**

**1<sup>st</sup> August to 11<sup>th</sup> November 2022**

The joining formalities of the Foundation Course Officer Trainees of Indian Telecom Services (ITS) Group A and IRRS Group A will be compiled on **1<sup>st</sup> August 2022 from 10.00 a.m. to 5.00 p.m. in Room no. 201 at HIPA, Gurugram.** There will be counters for each Section to facilitate the officer trainees to complete the formalities. Details of the formalities to be completed at each counter are given below. Officer trainees are requested to report at these counters after receiving their room allotment from Hostel Reception.

- a. To submit the joining report with duly – Administration Section  
signed and completed forms
- b. Allotment of Hostel Rooms
- c. To complete the formalities for  
Identity card
- d. To collect course material - Library Section
- e. To open Bank Account, if required - Accounts Section

**Please bring ID proof with two passport size photographs.**

**[Dr. Neeraja Malik]**  
(Course Coordinator)

All Officer Trainees (OTs)

(Foundation Course)

Haryana Institute of Public Administration  
Plot No 76, Sector-18, Gurugram – 122015 (Haryana)

### JOINING INSTRUCTIONS

Foundation Course for Officer Trainees of Indian Telecom Services (ITS) Group  
– A and IRRS Group-A

1<sup>st</sup> August to 11<sup>th</sup> November 2022

#### 1. GENERAL INFORMATION

Postal Address : Haryana Institute of Public Administration  
Plot no 76, Sector-18, Gurugram – 122015 (Haryana)

Home Page : <https://hipaco.in>

Fax : 0124 - 2348452/ 2340463

EPABX Lines : 0124 - 2340690, 2340691

Director General : Mrs. Surina Rajan IAS (Retd.)

E- mail : [rajansurina@hry.nic.in](mailto:rajansurina@hry.nic.in)

Office no. 0124 – 2340413 Fax no. 0124 - 2348452

**All our officials are connected to the EPABX. Kindly request the operator to connect to the concerned official, if need be.**

The **Course Team** for Foundation Course at HIPA comprises :

Course Coordinator :

Name: Dr. Neeraja Malik  
E-mail: [neerajam.hipa-hry@gov.in](mailto:neerajam.hipa-hry@gov.in)  
Mob.no.: 9417374618

Associate Course Directors :

1. Name : Dr. Devendra Singh  
E-mail : [devendras.hipa@nic.in](mailto:devendras.hipa@nic.in)  
Mob.no : 9891664972
2. Name : Dr. Joginder Singh  
E-mail : [joginders.hipa@nic.in](mailto:joginders.hipa@nic.in)  
Mob.no : 9958062800

All logistic support will be provided by the Assistant Director (Admin.). The officer will be looking after the grievances, if any.

Name : Mrs. Rekha  
Email : rekhad@hipa.in  
Mob.no : 9999330686

Course Duration : **15 weeks**  
Course Dates : 1<sup>st</sup> August to 11<sup>th</sup> November 2022  
**Date of Joining : 1<sup>st</sup> August 2022**

Officer Trainees will arrive at the institute on or one day before the joining date. **Officer Trainees reporting after 11.30 AM on 1<sup>st</sup> August 2022 will not be allowed to join under any circumstances.**

Joining formalities – 1<sup>st</sup> August 2022 from 10:00am to 11.30 AM in Gandhi Hall, Ground floor at HIPA.

## **2. HOW TO REACH THE INSTITUTE:**

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

Nearest Bus Stand : Gurugram (5km); Delhi : ISBT, Kashmere Gate (40km); ISBT Anand Vihar (45km); Sarai Kale Khan (40km)

Nearest Rail heads : Gurugram (7km) & New Delhi (35km); Delhi (35km); Nizamuddin (30km)

Airport : Indira Gandhi International Airport (15km)

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 approx. 2 km from MG Metro and IFFCO Metro Station and 500 metres from IFFCO CHOWK. From the Airport, it is advisable to take a pre-paid taxi terminating at HIPA. For more details about HIPA, visit our website at <https://hipaco.in>

## **3. RESIDENTIAL ACCOMMODATION**

During the Foundation Course, OTs are required to reside in the accommodation provided by the Institute. The rooms are fitted with air-conditioners.

Accommodation will be provided on a twin-sharing basis. NO request for change or choice would be entertained.

The rooms are provided with basic furniture (beds, mattress, chair, table and cupboard). OTs are requested to bring two sets of towels for their personal use. OTSs may 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. OTs 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 OTs only.

#### **4. DINING FACILITIES**

Dining facilities are provided in the Officers' Mess. Cooking in hostel rooms is totally prohibited.

#### **5. CLOTHING**

The weather from August to November changes from average temperature ranges between 30<sup>o</sup> to 25°C. Light comforters/ warm clothes may be required in November.

#### **6. 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. A provision of one PC is also there in the hostel. OTs may use the facility. The campus is Wi-Fi enabled.

#### **7. MOBILE PHONES**

OTs are strictly prohibited from using mobile phones in the academic area.

#### **8. CONSUMPTION OR POSSESSION OF ALCOHOLIC DRINKS/ TOBACCO**

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

## 9. EXTRA-CURRICULAR ACTIVITIES

Extra – curricular activities will be organized by OTs through Clubs and Societies **(Details at Annexure-I)**. OTs may bring their personal gear for games, music and photography and indulge in their hobbies on special occasions.

## 10. SPECIAL INSTRUCTIONS

The Foundation Course is a 'No Leave' course. **NO LEAVE SHALL BE GRANTED** during the period of training at the Institute. OTs 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.

## 11. DISCIPLINE

OTs are expected to maintain high standards of discipline and conduct in the campus.

## 12. PUNCTUALITY

OTs are always expected to be punctual whether it is the PT/ Yoga session in the morning or the academic sessions during daytime. Deviant behaviors may call for a disciplinary action.

## **Annexure – I**

### **LIST OF ITEMS REQUIRED**

#### **1. BEDDING & LINEN REQUIREMENT**

Towels (Hand & Bath Towels with sufficient spares)  
Light blanket/ light quilt as per personal needs

#### **2. CLOTHING**

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

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

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

The following dress code is required to be observed by OTs -

##### **a. Ceremonial/ Formal Occasions**

###### **Gentlemen OTs**

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

###### **Lady OTs**

Saree (in sober colors) with formal Shoes/ Sandals

##### **b. Class**

###### **Gentlemen OTs**

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

###### **Lady OTs**

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

OTs are expected, to be well-groomed and properly attired at all times. Casuals or frivolous dress shall NOT be allowed during the academic hours or in the Officers' Mess.

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 OTs is strictly prohibited. **Use of bathroom slippers is restricted to hostel rooms only.**

#### **c. For PT/ Yoga/ Games and Sports Activities**

White T-shirts have to be worn for the mandatory PT/ Yoga and sports/ games activities. For other sporting activities, OTs may bring sports-clothes, of their own choice. A pair of good quality jogging/ running shoes (in white colours) with adequate cushioning for running will be required.

Lady OTs may bring two pairs of plain white salwar-kameez or wear tracksuit during PT/ Yoga/ Sports, according to their comfort-level.

OTs to bring two pairs of white socks preferably in white color.

OTs to bring their personal tracksuits for trekking and morning PT/ Yoga.

#### **d. Trekking**

A mandatory trek in the Himalayas of approx. 6-7days is an integral part of the Foundation Course. The treks touch a height of over 14,000 feet above the sea level.

# DIRECTIONAL MAP OF HIPA COMPLEX

