

## **Instructions for Probationers of HAS & Allied Services Batch 2016**

1. The duration of the course is from **14.03.2016 to 20.05.2016**.
2. The course is completely residential, hence it is mandatory for all participants to stay in HIPA hostel.
3. Rooms will be given to the Probationers on twin sharing basis.
4. The Institute has its own Mess. All meals i.e. Breakfast, Lunch & Dinner are served in the Dining Hall except Bed Tea which is served in the rooms. You have to be formally dressed to go to the dining hall.
5. The Institute has a wi-fi internet facility in its entire campus.
6. The participants may be given assignments or may have to deliver presentations as part of their training. It would be **preferable** to bring your Laptop/ i pad / tablet so as to facilitate you in this work. Those who do not wish to bring the same can use IT lab of the institute which is open from 10:00 AM to 5:00 PM or else can also use the computers available in the library.
7. The Institute has state of the art library. Library membership is open to everyone for which the participants/applicant is required to pay Rs. 1000/- on refundable basis. Library remains open from **9:00 AM to 7:00 PM**.
8. The Institute has an IT Lab, the service of which can be availed during & after office hours.
9. The Institute is also equipped with PNB ATM facility.
10. The Institute has its own bus facility & is available within Shimla. For bus timings, the information is available on HIPA [website- hipashimla.nic.in](http://hipashimla.nic.in)
11. The Institute has both indoor & outdoor sports facilities which includes Lawn Tennis, Billiards, Badminton, Table Tennis & a well equipped Gymnasium. Probationers will be required to participate in some activities as part of their training. Hence, there will be early morning and evening schedules as extracurricular activities.
12. In the first week of training, the participants will be provided academy Track Suit, T-Shirt and Blazer on payment basis.
13. No family member(s) are allowed to stay with the participants during entire training programme.
14. The course schedule also includes study tour (tentatively a week long) and short duration trekking (one day) for which the probationer are required to carry gear accordingly.
15. Cooking, drinking & smoking is strictly prohibited in the hostel room/ Institute.
16. **Participants are required to attend the classes/lectures in formal dress only.**