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**No. EDN-HE (21) B (15)05/2019-HIPA-Training-**

Directorate of Higher Education

Himachal Pradesh

**Telephone Number: 0177-2653120 Extension: 234, Fax: 0177-2812882**

**E-mail: dhe-sml-hp@gov.in**

**E-mail: genbr@rediffmail.com**

Dated: \_\_\_\_\_ Shimla-171001 the \_\_\_\_\_ May, 2019

To

All the Deputy Directors of Higher Education  
in Himachal Pradesh

Subject: - Induction Training Programme for "Newly Recruited Cutting Edge State Level Govt. Functionaries"-Nomination regarding.

Memo:

The Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12 is going to organize 12 days training programme for Newly Recruited Cutting Edge State Level Govt. Functionaries w.e.f. 25.06.2019 to 06.07.2018 at **IPH State Training Centre, CCDU Mandi at Dhangshidhar** and depute 55 Clerks/Junior Office Assistant from the Department of Higher Education and all the districts to attend the above said training programme. The programme is strictly residential and all the expenses on account of training board/lodging will be borne by IPH State Training Centre, CCDU Mandi at Dhangshidhar excluding to TA/DA.

In this connection, you are hereby directed to depute at least 02 Clerks and 02 Junior Office Assistant from each district to attend the above said training programme recruited after 31<sup>st</sup> March, 2014 alongwith their mobile number and other details. Further, you are hereby directed to direct the deputed Clerks/Junior Office Assistant to report at the venue i.e. **IPH State Training Centre, CCDU Mandi at Dhangshidhar** sharp at 09:00 A.M. on 25<sup>th</sup> June, 2019. The nomination in this regard should reach IPH State Training Centre, CCDU Mandi at Dhangshidhar on or before 10<sup>th</sup> June, 2019, so that necessary arrangements could be made accordingly.

The employees who have already attended the same may not be deputed again. While deputing the employees it may be kept in mind that opportunity may be given to all the employees in rotation. The participation of your district is mandatory /compulsory in this training programme. Further, on completion of the training programme he/she shall submit the feedback report on the proforma to the head of institution who will send the same to the Department for taking further action. Further, it is requested to direct the deputed officers/Officials not to bring their personal vehicles to the Institute for attending the training programmes.


Note:-

**The Officers fails to attend the training programme the necessary entry will be recorded in the service book of the concerned and his/her annual increment can be stopped.**

\_\_\_\_\_  
Sign. \_\_\_\_\_  
Director of Higher Education  
Himachal Pradesh  
Phone No. 0177-2652579  
E-mail: dhe-sml-hp@gov.in

Copy for information to:-

- 1 The Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12 w.r.t. his/her letter Number-HIPA (Trg.) C-2/2019-dated: 24<sup>th</sup> May, 2019.
- 2 The Superintendent (Establishment-I Branch), Directorate of Higher Education, Himachal Pradesh, Shimla-1 is hereby requested to depute at least 07 Clerks and Junior Office Assistant to attend the above said training programme recruited after 31<sup>st</sup> March, 2014 alongwith their mobile number and other details. Further, you are hereby directed to direct the deputed Clerks/Junior Office Assistant to report at the venue i.e. **IPH State Training Centre, CCDU Mandi at Dhangshidhar** sharp at 09:00 A.M. on 25<sup>th</sup> June, 2019. The nomination in this regard should reach at IPH State Training Centre, CCDU Mandi at Dhangshidhar on or before 10<sup>th</sup> June, 2019, so that necessary arrangements could be made accordingly.
- 3 The Superintendent (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh to upload the letter on departmental website.
- 4 Guard file.

  
Director of Higher Education  
Himachal Pradesh

शिक्षा निदेशालय उत्तर :

31 MAY 2019