

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

Directorate of Higher Education

Himachal Pradesh

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

To

All the Deputy Directors of Higher Education  
in Himachal Pradesh

Subject: -

Training Programme on **"Planning and Management"**.

Memo:

The Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12 is going to organize three training programme on **"Planning and Management"** during the month of June, 2019, September, 2019 and November, 2019 at its Institute and sufficient slots have been allotted to the Department of Higher Education and requested to depute 4-5 Middle Level Officers for above training programme **(PLEASE SEE ANNEXURE-A)**.

You are, therefore hereby directed to depute Middle Level Officers for above said training programme as per the allotment on scheduled dates. So that the slots allotted to the Department could be utilized fully. Further, you are hereby directed to send the detail of deputed officer's alongwith contact number and address to HIPA 20 days in advance from the commencement of the course, so that necessary arrangements could be made well in time.

**The participation of your district is mandatory /compulsory in these training programmes. 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. Any laxity in the matter will be viewed seriously and Head of Institution and concerned dealing assistant who deal this matter will be responsible not for obeying the orders of higher authorities.**

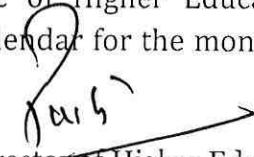
Note:-

**The Officers fails<sup>ing</sup> 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.**

(Dr. Pramod Chauhan)  
Jt. Director of Higher Education(C-II)  
Himachal Pradesh  
Phone No. 0177-2652579  
E-mail: [dhe-sml-hp@gov.in](mailto:dhe-sml-hp@gov.in)

Endst. No. EDN-HE (21) B (15)05/2019-HIPA-Trg.-Dated: Shimla-171001 the  
Copy for information to:-

- 1 The Director, Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12 w.r.t. his/her D. O. No. HIPA (Trg.)-C-06/2019- dated: 06<sup>th</sup> April, 2019.
- 2 The Superintendent (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh is hereby requested to upload the training calendar for the month of June, 2019 on departmental website.
- 3 Guard file.

  
Jt. Director of Higher Education(C-II)  
Himachal Pradesh

शिक्षा निदेशालय उच्चतर शिक्षा

24 APR 2019

**(ANNEXURE-A)**

**(MANAGEMENT DEVELOPMENT PROGRAMME FOR  
DEVELOPMENT PROFESSIONALS)**

S. No.		From	To	Level of Participants
1	Training Programme on <i>"Planning &amp; Management"</i>	18.06.2019	22.06.2019	Middle Level Officers two each from Bilaspur, Chamba Hamirpur and Kangra District.
2		02.09.2019	06.09.2019	Middle Level Officers two each from Kullu, Kinnaur, L & Spiti and Mandi District
3		25.11.2019	29.11.2019	Middle Level Officers two each from Shimla, Solan, Sirmour and Una District.