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**No. EDN-HE (21) B (15) 47/2017-All Type Training-**

Directorate of Higher Education

Himachal Pradesh

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

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Dated: Shimla-171001 the August, 2018

From:- The Director of Higher Education  
Himachal Pradesh

To All the Deputy Directors of Higher Education,  
in Himachal Pradesh

Subject: - Regarding Feedback on Training Programmes.

Memo:

On the subject cited above you are hereby directed to supply the feedback reports of training programmes conducted by various training Institutes such as Himachal Pradesh Institute of Public Administration, Fairlawns Shimla, SCERT Solan, GCTE Dharamshala, RIE Chandigarh, RIE Ajmer, NCERT New Delhi, National University of Educational Planning & Administration and CCRT New Delhi on the prescribed proforma to this Directorate within a week through return fax/E-mail.

It has already been intimated/directed by this Office time to time on completion of the training programme the concerned officers/ officials shall submit the feedback report on the prescribed proforma to the Head of Institution who will send the same to this Directorate for taking further action.

Therefore, you are hereby directed to submit the feedback report to this Directorate within a week through return fax/mail. So that disciplinary action can be initiated against the defaulters. **Non-compliance of these orders will be viewed seriously and disciplinary action as warranted under the rule will be initiated against the defaulters.**

Note:-


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

————— Sign —————  
(Dr. Amarjeet Kumar Sharma)  
Director of Higher Education  
Himachal Pradesh  
Phone No. 0177-2656621  
E-mail: [dir.edu@rediffmail.com](mailto:dir.edu@rediffmail.com)

**Endst. No. EDN-HE (21) B (15) 47/2017-All Type Training-Dated: Shimla-171001 the**

Copy for information to:-

- 1 The Principal, State Council of Educational Research and Training Solan, District Solan, Himachal Pradesh is hereby directed to inform the Principal, Government Colleges/Deputy Directors of Higher Education at least 25 days in advance before the commencement of each Training Programme and in future supply the list of participants who have attended / not attended training programmes after completion of course so that disciplinary action can be initiated against the defaulters.
- 2 The Principal, Government College of Teacher Education Dharamshala, District Kangra, Himachal Pradesh is hereby directed to inform the Principal, Government Colleges/Deputy Directors of Higher Education at least 25 days in advance before the commencement of each Training Programme and in future supply the list of participants who have attended / not attended training programmes after completion of course so that disciplinary action can be initiated against the defaulters.
- 3 The Superintendent (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh is hereby requested to upload the same on departmental website.
- 4 **Guard file.**

  
Director of Higher Education  
Himachal Pradesh

शिक्षा निदेशालय कुमायूर हि.प्र.०

07 AUG 2018

## FEEDBACK PROFORMA

1	Name of the School	
2	Designation	
3	Name of the Principal /Headmaster/ Lecturer/ Official	
4	Date of retirement	
5	Venue & duration of the Training Programme	
6	Do you feel any change after completion of the Training Programme	
7	Planning in orders of priority to implement the learning in the class room teaching/administration/other official assignment	
8	What is your specific experience about this training	
9	Any suggestion on your part to bring out improvement in education	

(Signature of the official)

Countersignature of the Principal/Head of the officer  
with observation, if any

S. No.	Name of Training Institute	Name of Officer/Official	Name of the School	Venue and duration of the Training Programme	Attended	Not attended	Reason for not attending the Training Programme	Remarks
1	HIPA, Fairlawns, Shimla							
2.	SCERT Solan							
3.	GCTE Dharamshala							
4.	CCRT, New-Delhi							
5.	RIE Ajmer							
6.	RIE Chandigarh							
7.	NUEPA, New-Delhi							