

**REGISTERED POST  
MOST IMMEDIATE**

No. EDN-HE (21) B (15)04/2021-HIPA-Trg.-  
Directorate of Higher Education  
Himachal Pradesh, Shimla-1  
Telephone Number: 0177-2653120 Extension: 234 Fax: 0177-  
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Dated: Shimla-171001 the December,

2021

To

The Deputy Directors of Higher Education  
Bilaspur, Una, Hamirpur, Kangra and Mandi,  
Himachal Pradesh

**08 DEC 2021**

Subject: -


Induction Training Programme for newly recruited cutting edge  
State Level Government functionaries.

Please find enclosed herewith a copy of letter Number: HIPA  
(Trg.)Induction-C-11/2021-dated: 03<sup>rd</sup> December, 2021 received from Additional  
Director, H.P. Institute of Public Administration, Fairlawn's, Shimla-12 on the subject  
cited above.

In this connection, it is to inform you that the Himachal Pradesh  
Institute of Public Administration, Fairlawn's, Shimla-12 is going to organize Induction  
Training Programme for newly recruited cutting edge State Level Government  
Employees at PRTI, Baijnath w.e.f. 13<sup>th</sup> December, 2021 to 24<sup>th</sup> December, 2021 for  
Clerks/Junior Office Assistants (IT) from this Department recruited in the last four  
year.

You are, therefore requested to depute 06 newly recruited  
Clerks/Junior Office Assistants (IT) from each district (02 Clerks/04 JOAs(IT) who  
have been recruit in the preceding four year. directly to PRTI, Baijnath, District Kangra,  
Himachal Pradesh under intimation to this Directorate and quarter concerned.

**Kindly Personal Attention may be given to the matter and  
information may be supplied on priority basis.**

  
(Dr. Amarjeet K Sharma)  
Director of Higher Education  
Himachal Pradesh, Shimla-1  
Phone No. 0177-2656621

o/c

Endst. No. EDN-HE (21) B (15)04/2021-HIPA-Trg.-Dated: Shimla-171001


the

Copy for information to:-

- 1 The Additional Director, H.P. Institute of Public Administration, Fairlawn's, Shimla-12 w.r.t. his/her letter Number referred above.
- 2 The Superintendent (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh is hereby requested to upload the same on departmental website.
- 3 Guard file.

विभागा विदेशालय उच्चतर शिक्षा

08 DEC 2021

  
Director of Higher Education  
Himachal Pradesh, Shimla-1

No. HIPA (Trg.) Induction-C-11/2021  
Government of Himachal Pradesh  
H.P. Institute of Public Administration

From

The Director,  
H.P. Institute of Public Administration,  
Fairlawn, Shimla-171 012

To

The Director,  
Higher Education,  
Lalpani, Shimla-171001.

Dated: Fairlawn, Shimla-12 the 3<sup>rd</sup> December, 2021

Subject: Induction Training Programme for newly recruited cutting edge state level Govt. functionaries

Sir,

In continuation to this Institute letter of even No. dated 23/11/2021. It is to inform you that, the Department of Personnel & Training (DoPT), GoI has launched Induction Training Programme for newly recruited cutting edge State level government functionaries (Group B Non Gazetted and Group C employees).

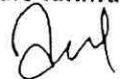
The objective of this programme is to develop generic and domain specific competencies in cutting edge level Officers/Officials recruited in the preceding four years for considerable improvement in government capabilities to raise and manage public resource more effectively, develop efficient public services delivery and to become more inclusive, transparent and accountable. The programme intends to impart generic and domain specific skills during a training of 12 days duration to be organized in different districts. The training of 12 days would comprise 5 days of generic training, 5 days of domain specific training and 2 days of NGO attachment.

In this regard, H.P. Institute of Public Administration is going to organize Induction Training Programme for newly recruitment cutting edge state level Govt. employees at PRTI, Baijnath w.e.f. 13<sup>th</sup> December to 24<sup>th</sup> December 2021. You are, therefore requested to nominate 30 Clerks/JOAs(IT) of your department recruited in the last four years i.e. after 31<sup>st</sup> March, 2017 who are eligible for this training on the enclosed proforma at Annexure-A.

The requisite information has not been received by this Institute. You are once again requested to send the nominations at the earliest through e-mail.

All the expenditure on the part of this training programme will be borne by HIPA excluding TA/ DA.

Yours faithfully,



(Jyoti Rana) H.A.S.,  
Additional Director,  
H.P. Institute of Public Administration,  
Fairlawn, Shimla-171012

Annexure

Proforma for the information related to Group B (Non Gazetted) & Group C Officers recruited after 31<sup>st</sup> March, 2017

Sr. No.	Name of the Official	Name of the Department	Place of posting	Designation	Date of recruitment	Mobile No.