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**REGISTERED PSOT
MOST URGENT**

No. EDN-HE (21) B (15)04/2018-HIPA-Trg.-
Directorate of Higher Education
Himachal Pradesh
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Dated: Shimla-171001 the

July, 2018

From: The Director of Higher Education
Himachal Pradesh

To: The Deputy Directors of Higher Education
..... District.....(H.P.).

Subject: - Training Programme on Information and Communication Technology (ICT).



The Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12 is going to organize training programme on Information and Communication Technology (ICT) at its Institute and sufficient slots have been allotted to the Department of Higher Education and requested to depute 10 Officers/Officials for each training programme.

You are, therefore hereby requested to depute 02 Officers and 02 Officials for each training programmes to be conducted by the HIPA as per the allotment on scheduled dates. So that the slots allotted to the Department could be utilized fully.

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 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.

Kindly Personal Attention may be given to the matter.

— Sign —

(Dr. Amarjeet K Sharma)
Director of Higher Education
Himachal Pradesh
Phone No. 0177-2656621
E-mail: dir.edu@rediffmail.com

dst. No. Even Dated: Shimla-171001 the July, 2018

copy for information to:-

- 1 The Director, Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12 w.r.t. D.O. No. HIPA (Trg.)C-08/2018-datde: 25/06/2018.
- 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.



Director of Higher Education
Himachal Pradesh

Schedule of course

No.		From	To	Level of Participants
1	Training Programme on Information and Communication Technology (ICT)	09.07.2018	13.07.2018	Two School Principals and two Superintendent from each Districts i.e. Bilaspur, Hamirpur and Kullu District
2		03.12.2018	07/12/2018	Two School Principals and two Superintendent from each Districts i.e. Chamba, Kangra and Mandi District
3		11.02.2018	15.02.2018	Two School Principals and two Superintendent from each Districts i.e. Shimla, Solan and Sirmour District