

No. EDN-H(1)B(6)01/2007-Misc.

Director of Higher Education

Himachal Pradesh.

Dated:- Shimla, the

To

All the Deputy Director of Higher Education of
Himachal Pradesh.

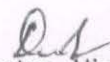


Subject:

Regarding training programmes to newly recruited clerks.

Memo:

With reference to the subject cited above, during inspections/surprise visits in various Offices and Educational institutions of Himachal Pradesh, it is found that newly recruited clerks are facing difficulties during discharge of their official duties due to lack of Knowledge of Service Rules/ Financial Rules/ Pension Rules /Administrative procedure etc. Hence, Department of Higher Education Himachal Pradesh has decided to give training to them at District level. Therefore, all the Deputy Directors of Higher Education Department are directed to conduct at least seven days training to those clerks who have been appointed in the last three years in Department of Higher Education Himachal Pradesh. The facilities of computer centre available in district Headquarter College and SO(A) & Supdt. Grade-I should be utilized for the said purpose. Participants should claim TA/DA from concern office/institution in this regard. Apart from this, it is also ensured that such training programmes should also be conducted regularly twice a year in future and under the guidance of well conversant officer/ officials with the Service Rules etc..

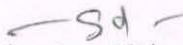

Director Higher Education
Himachal Pradesh.

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04.08.2016

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2. Guard file.


Director Higher Education
Himachal Pradesh.