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23 OCT 2020
MOST IMMEDIATE
TIME BOUND

No. EDN-HE (21) B (15)05/2020-HIPA-Training-
Directorate of Higher Education
Himachal Pradesh, Shimla-1
Telephone Number: 0177-2653120, 2653386, Extension: 234, Fax: 0177-2612882
E-mail: dhe-sml-hp@gov.in
E-mail: genbr@rediffmail.com

Dated: **Shimla-171001** **the** **October, 2020**

To

- 1 The Principal, State Council of Educational Research and Training Solan, District Solan, (H.P.).
- 2 The Principal, Government College of Teacher Education Kangra at D/slado, District Kangra, (H.P.).

Subject: - Training Need Analysis (TNA) of the Departments.

Please ^{refer} letter of even Number: HIPA (Trg.) G-3/2011-dated: 07th October, 2020 received from the Director, H.P. Institute of Public Administration, Fairlawn's, Shimla-12 on the subject cited above.

In this connection, you are hereby directed to do the needful in the matter accordingly and send the action taken report to this Directorate through return Air/E-mail within a week, so that the same could be provided to H.P. Institute of Public Administration, Fairlawn's, Shimla-12 within stipulated period.

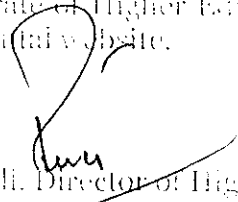
This may be treated as Most Urgent.

— Sign. —
(Dr. Pramod Chauhan)
Addl. Director of Higher Education
Himachal Pradesh, Shimla-1
Phone No. 0177-2650797
E-mail: dhe-sml-hp@gov.in

Endst. No. / Even Dated: Shimla-171001 the October, 2020

Copy for information and necessary action to:-

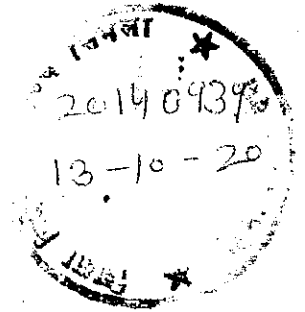
- 1 ✓ The Technical Officer (Computer/IT Cell) Directorate of Higher Education, Himachal Pradesh, Shimla-1 to upload the same on departmental website.
- 2 Guard file.


Addl. Director of Higher Education
Himachal Pradesh, Shimla-1

Gen
14-10-20

No.HIPA(Trg.)G-3/2011
Government of Himachal Pradesh
Institute of Public Administration

Fairlawns, Shimla Dated: 9th October, 2020.



From

The Director,
H.P. Institute of Public Administration,,
Fairlawns, Shimla-171012.

To

1. The Director,
Health and Family Welfare Department, H.P.
SDA Complex, Kasumpti, Shimla-9
2. The Director of Higher Education, H.P.
Lalpani, Shimla-171001.
3. The Director of Elementary Education, H.P.
Lalpani, Shimla-171001.
4. The Director,
Empowerment of SCs, OBCs, Minorities and
the Specially Abled
SDA Complex, Kasumpti, Shimla-9
5. The Director,
Urban Development Department, H.P.
Talland, Shimla-171001.

Subject: Training Need Analysis(TNA) of the Departments

Sir/Madam,

As you are aware that the government officials require training with respect to essential knowledge, skills and attitudes, not only at the time of induction into Government service but also at regular interval thereafter. It is more necessitated with fast changing environment especially with introduction of new policies/programmes and the increasing expectations of the clients. The issue of competence, skills and right attitudes of the State Government employees has always remained a matter of concern for the Personnel and Training Departments.

Recently launched "Mission Karmayogi" by the Government of India also aims at making officials creative, constructive, imaginative, innovative, proactive, professional, progressive, energetic, enabling, transparent and technology-enabled. Therefore, it becomes imperative to plan and execute capacity building in your department.

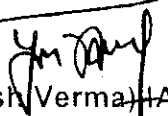
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Gen
Su - Satish Sharma
CP
14/10/20

As per the Systematic Approach to Training, efficiency gaps have to be identified through the Training Needs Analysis (TNA). This is more important when different jobs and tasks require different competencies.

In view of the special training needs of your department, you are requested to conduct Training Needs Analysis (TNA) of your Department and prepare the Training Plan of your Department as envisaged in the State Training Policy 2009 and also supply a copy of the same to HIPA. H.P. Institute of Public Administration (HIPA) being the Apex Training Institute of the State Government can provide necessary guidance to the designated Training Manager of the department in conducting TNA.

Yours faithfully,



(Chander Prakash Verma) IAS

Director,

H.P. Institute of Public Administration,
Farilawns, Shimla-171012.