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No. EDN-H (21) B (15) 03/2022-SCERT/GCTE-

Directorate of Higher Education

Himachal Pradesh, Shimla-1

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E-mail: dhc-sml-hp/a.gov.in, E-mail: genbr@rediffmail.com

Dated: Shimla-171001, the _____ June, 2023

To

The Deputy Director of Higher Education of Six Districts
Chamba, Hamirpur, Kangra, Kullu, L & Spiti and Mandi,
Himachal Pradesh.

Subject: - Regarding One Week (Off-line Mode) In-Service Training Programme for (Capacity Building) GeM and Office Procedure for newly appointed/promoted/regular Clerk/Junior Office Assistant (School and Colleges) of six Districts of Himachal Pradesh w.e.f. 17/07/2023 to 22/07/2023.

Your attention is invited to Principal, Government College of Teacher Education Dharamshala, District Kangra, Himachal Pradesh letter Number-EDN-KGR GCTE/ITP-(Schools)/2023-24-931-941-dated: 07/06/2023 on the subject cited above.

In this connection, it is to inform you that the Government College of Teacher Education Dharamshala, District Kangra, Himachal Pradesh is going to organize One Week (Off-line Mode) In-Service Training Programme for (Capacity Building) GeM and Office Procedure for newly appointed/promoted/regular Clerk/Junior Office Assistant (School and Colleges) of six Districts of Himachal Pradesh w.e.f. 17/07/2023 to 22/07/2023 and 60 Clerks/Junior Office Assistants have been invited from six districts to attend the In-Service Training Programme. The District-wise distribution/division of participants as under:-

S. No.	Name of District	Number of Clerk/Junior Office Assistant have been invited
1	Chamba	12
2	Hamirpur	10
3	Kangra	13
4	Kullu	08
5	Lahaul & Spiti	04
6	Mandi	13
	Total	60

You are, therefore directed to depute sufficient number of Clerk/Junior Office Assistant as required by GCTE Dharamshala from your District to attend the training programme. The names of deputed Clerk/Junior Office Assistant alongwith contact numbers, E-mail etc. be sent to the concerned training institute as soon as possible, so that the Institute could make arrangements accordingly. If any participant is unable to attend the above said training programme due to some unavoidable circumstances, a suitable Clerk/Junior Office Assistant may be

deputed to attend the above said programme so that the Training Programme does not remain unutilized and Government money may not go waste. The employee who has 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 this training programme. Any laxity in the matter will be viewed seriously and disciplinary action 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.

KINDLY TREAT IT AS MOST URGENT.


Enclosure: One Page.

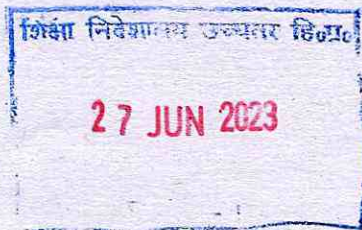

(Dr. Amarjeet K Sharma)
Director of Higher Education
Himachal Pradesh, Shimla-1

Endorsement No. Even, Dated: Shimla-1, the _____ June, 2023

Copy for information to:

- 1 The Principal, Principal, Government College of Teacher Education Dharamshala, District Kangra, Himachal Pradesh refer to his/her letter Number-EDN-KGR GCTE/ITP-PGTs/Lect. (Schools Cadre)/2023-24-931-941-dated: 07/06/2023. You are, hereby directed to intimate to Deputy Directors of concerned Districts 20 days before the training programme starts, so that the Officers/Officials could be deputed for training programme well in time.
- 2 The Technical Officer (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh to upload the letter on Departmental Website.
- 3 Guard file.


Director of Higher Education
Himachal Pradesh, Shimla-1



No. EDN-KGR (GCTE/ITP (Schools)/2023-24/ 931-941
Office of the Principal,
Govt. College of Teacher Education,
Dharamshala Dist. Kangra (H.P.)

Through Post/email

Dated: 07/06/2023 the Dharamshala

June, 2023
2023/3/33
19-06-2023

To

The Deputy Director Higher Education,
District Chamba, Kangra, Hamirpur, Mandi, Kullu, Lahaul and Spiti of H.P.

Subject: One week (Off-Line Mode) In-service Training Programme (Capacity Building: GEM and Office Procedure for newly appointed /Promoted /Regular Clerk/Junior Office Assistants (Schools & Colleges) of six districts of Himachal Pradesh from 17th July 2023 to 22nd July 2023.

Madam/Sir,

The GCTE Dharamshala is organizing One Week (Off-line Mode) In-service Training Programme (Capacity Building: GEM and Office Procedure) for newly appointed /Promoted /Regular Clerk/Junior Office Assistants of (Schools & Colleges) of six districts of Himachal Pradesh under the Training and Development Policy, 2012 Department of Higher Education, Government of Himachal Pradesh. w.e.f. 17th July 2023 to 22nd July 2023 as per schedule mentioned below:

Sr. No.	Category	Duration	District	No. of Participants	District	No. of Participants	Modules of Programme
1	All newly appointed /Promoted /Regular Clerk/ Junior Office Assistants (Schools & Colleges)	17/07/2023 to 22/07/2023	Chamba	12	Mandi	13	(Capacity Building: GEM and Office Procedure)
			Kangra	13	Kullu	08	
			Hamirpur	10	Lahaul & Spiti	04	

So, you are requested to depute and provide a list of nominated all Clerks/Junior Office Assistants (Schools & Colleges) of under your respective District as per schedule mentioned above with participant's Whats App/Mobile No. and Email ID to be sent before 15th July 2023 in advance through registered post and email to Director Higher Education, Govt. of H.P. Shimla (dhe-sml-hp@gov.in) and Govt. College of Teacher Education, Dharamshala (email ID: gctedharamshala-hp@nic.in).


Important Instructions:

1. All participants will ensure adherence to the Govt. of India and COVID-19 protocols through the Training period.
2. The TA/DA will be paid to the participant's by their own institution as per H.P. Govt. TA/DA Rules after the successful completion of the above said training programme as per schedule.

The stay arrangement of participants will be made by the GCTE, Dharamshala in Faculty House-cum- Canteen in college campus with nominal utility charges @ 150/- per person per pay room sharing basis.

You may contact the Office on Phone No. 01892-223140 (10 AM to 5 PM) for stay arrangement of above said training for any query. The participants must be directed to report in the college at 9:50 AM for registration on the first day of scheduled Programme (Monday) at GCTE, Dharamshala.

Note: 1. List of deputed participants with Whats App/Mobile No. and Email ID is to be sent in advance to the Director Higher Education, Govt. of H.P. Shimla-1 and the office of the GCTE Dharamshala through Registered Post and given Email ID: dhe-sml-hp@gov.in, gctedharamshala-hp@nic.in.

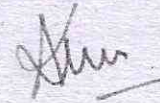

Principal
GCTE, Dharamshala

Copy to:

1. The Director of Higher Education, Govt. of H.P. Shimla-1 for information and with request to upload the same in departmental website.
2. The Director of Elementary Education, Govt. of H.P. Shimla-1 for information
3. The Programme Coordinator, above said Training Programme Ministerial Staff (Capacity Building)
4. In-charge, Faculty House-Cum-Canteen of GCTE Dharamshala for stay arrangements.
5. In-charge, ICT Cell, GCTE Dharamshala for upload the website.
6. The Guard Files.

Gen

W.Sankar
RS
29/6


Principal
GCTE, Dharamshala
राजकीय अध्यापक शिक्षा महाविद्यालय
धर्मशाला जिला कांगडा (हि0प्र0)