

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

Directorate of Higher Education

Himachal Pradesh, Shimla-1

Telephone No. 0177-2653120, 2653386, Extn. 234, Fax: 2812882**E-mail: dhe-sml-hp@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 promoted Senior Assistants (School and Colleges) of six Districts of Himachal Pradesh w.e.f. 10/07/2023 to 15/07/2023.

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 promoted Senior Assistants (School and Colleges) of six Districts of Himachal Pradesh w.e.f. 10/07/2023 to 15/07/2023 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 Senior 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 Senior Assistants as required by GCTE Dharamshala from your District to attend the training programme. The names of deputed Senior Assistants along with 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 Senior Assistants 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.

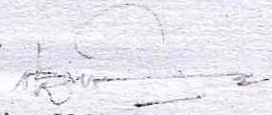
The participation of your district is mandatory /compulsory in this training programme. A laxity in the matter will be viewed seriously and disciplinary action will be initiated against the defaulters.

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)/2023-24-920-930-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.
- ✓ 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

