

**REGISTERED POST
MOST URGENT**

No. EDN-HE (21) B (15)04/2020-HIPA-Trg.-

Directorate of Higher Education
Himachal Pradesh

Telephone Number: 0177-2653120, 2653575, Extn: 234 Fax: 0177-2812882

E-mail: dhe-sml-hp@gov.in

E-mail: genbr@rediffmail.com

To Dated: Shimla-171001 the January, 2020

The Deputy Directors of Higher Education
Mandi, Shimla, Solan, Sirmour and Una District,
Himachal Pradesh)

Subject: - Inviting nominations for the Training Skills, Techniques and Methodology.

Memo:

The Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12 is conducting training programme on Training Skills, Techniques and Methodology from 27.01.2020 to 31.01.2020 (05 Days) and requested to nominate 10 Officers/ Official (s) involved in training functions.

You are, therefore hereby directed to depute 01 Officer and 01 Official from each district to attend the above said training programme to be conducted by the HIPA from 27.01.2020 to 31.01.2020 (05 Days) at its Institute who are involved in training functions. 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 this training programme. 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. 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. not

Note:-

If the Officers failing to attend the training programme the necessary entry may be recorded in the service book of the concerned and his/her annual increment may be stopped.

(Dr. Parmod Chauhan)
Jt. Director of Higher Education(C-II)
Himachal Pradesh, Shimla-1
Phone No. 0177-2658202
E-mail: dhe-sml-hp@gov.in

Endst. No. Even Dated: Shimla-171001 the

Copy for information to:-

- 1 The Director, Himachal Pradesh Institute of Public Administration, Fairlawns, Shimla-12 w.r.t. letter number-HIPA (Trg.) C-16/2019-dated: 04th January, 2020.
- ✓ 2 The Superintendent (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh to upload the same on departmental website.
- 3 Guard file.

शिक्षा निदेशालय उत्तर हि.प्र.

Jt. Director of Higher Education(C-II)
Himachal Pradesh

22 JAN 2020