

Reminder-1
Most urgent

No. HIPA(Trg.)C-35/2017
Government of Himachal Pradesh
Institute of Public Administration

Fairlawns, Shimla – 171012,

Dated: 16th August, 2017

Form

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

To

1. All the Heads of Departments in H.P.
2. The MD, Boards & Corporations
3. The Registrar, HP University/ Agriculture University/ Horticulture University

Subject:

2- days Capacity Building Programme for the newly appointed Class-I and Class-II Officers at HIPA.


Madam/Sir,

In continuation to this office letter of even No. HIPA(Trg.)C-35/2017 dated 4-8-2017 on the subject cited above (copy enclosed).

It is, once again, requested that newly appointed/ promoted Class-I and Class-II Officers those who have been appointed/ promoted within last one year may kindly be nominated for the aforesaid training programme on proforma enclosed through fax (Fax No.0177-2734679) on or before 26.8.2017 positively so that arrangements for the participants be made accordingly.

Please treat it as most urgent.

Yours faithfully,


(Ravinder Nath Sharma), HAS
Joint Director,
H.P. Institute of Public Administration,
Fairlawns, Shimla-171012.

No. HIPA(Trg.)C-35/2017
Government of Himachal Pradesh
Institute of Public Administration

Fairlawns, Shimla – 171012,

Dated: 4th August, 2017

Form

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

To

All the Heads of Departments in H.P.

Subject: 2- days Capacity Building Programme for the newly appointed Class-I and Class-II Officers at HIPA.

Madam/Sir,

The Institute is organizing **2-days Capacity Building Programme for the newly appointed Class-I and Class-II Officers** of different departments at this Institute on **31.08.2017 to 01.09.2017**.

The above mentioned programme has been sponsored by the Govt. of India, Ministry of Personnel, Public Grievances and Pensions, Department of Administrative Reforms and Public Grievances(DARPG), New Delhi under the State Initiative Collaboration Programme.

The objective of the Capacity Building Programme is to supplement the evolving governance and fiscal reforms agenda and the state level initiatives to promote and achieve reforms at the cutting edge point of delivery. Also, this programme will broadly cover the topics such as- Good Governance, Citizen Centric Services, Public Grievance Redress system, Ethics, Transparency & Accountability in Administration etc.

It is, therefore, requested that 2-3 newly appointed Class-I and Class-II Officers those who have been appointed/ promoted within last one year may kindly be nominated for the above mentioned programme. It is further requested that the name and contact number (Mobile) of nominated officers may kindly be sent on proforma enclosed to this Institute at the earliest possible through Fax (Fax No.0177-2734679).

It is further intimated that the free boarding and lodging facilities will be provided by the Institute.

Yours faithfully,

(Ravinder Nath Sharma), HAS
Joint Director,
H.P. Institute of Public Administration,
Fairlawns, Shimla-171012.

INFORMATION SHEET

PROGRAMME TITLE: _____

w.e.f. (DD/MM/YY) _____ to (DD/MM/YY) _____

Name _____

Designation: _____

Level: _____

Office Address:

City: _____ State : _____

Pin: _____

Arrival Date: _____ Departure

Date _____

PERSONAL DETAILS:

Name:

Fathers Name:

Gender: M _____ F _____

Date of Birth: _____

Religion: _____

Qualification: _____

Category: _____

IDENTITY: (carry your ID card at the time of training)

AADHAR CARD:

PAN CARD: _____ VOTER

ID: _____

CONTACT DETAIL(S):

E-mail ID: _____

Phone number (s):

Office _____

Home _____

Mobile _____

ANY OTHER INFORMATION:

For any queries please contact:
Himachal Institute of Public Administration,
HIPA, Fairlawn, Shimla-12

url:<http://hipashimla.nic.in>

email: hipa-hp@nic.in,

pmu2-sird@hp.gov.in

Fax: 0177-2734679

Phone: 0177-2734777/666

Candidate's Signature:

Sponsoring Authority
(Name, Designation with contact details)

OFFICE USE ONLY:

DIARY NUMBER:

TRAINING ID: