

No. HIPA (Trg.)G-15/2004-XVI  
Government of Himachal Pradesh  
Institute of Public Administration

Fairlawns, Shimla-12,


dated

1<sup>st</sup> May, 2025

Office Order


In suppression of the office order of even number dated 25<sup>th</sup> April, 2025, due to the postponement of the visit of Hon'ble President of India to Shimla, all the training programmes/workshops scheduled w.e.f. 05.05.2025 to 09.05.2025 will now be organized as per earlier schedule as detail below in this Institute:-

Sr. No.	Course Title	Dates
1.	RTI Act 2005 and HP Public Service Guarantee Act 2011	05.05.2025 to 06.05.2025
2.	Computer Course on Word Processing and use of AI (Chatgpt) in official work	05.05.2025 to 07.05.2025
3.	Communication and Presentation Skills	05.05.2025 to 07.05.2025
4.	Office Procedure and Financial Administration	05.05.2025 to 09.05.2025

  
Additional Director,  
Dr. Manmohan Singh Himachal Pradesh,  
Institute of Public Administration,  
Fairlawns, Shimla-171012  
dated 1<sup>st</sup> May, 2025

Endst No. As above.  
Copy forwarded to:-

1. All Course Directors/Course Assistant, MSHIPA, Fairlawns, Shimla-12 for information and necessary action.
2. The Chief Executive Officer, HIPA Hospitality Co-operative Society for information and necessary action.
3. The Assistant Professor (IT), with request to upload the same in MSHIPA Website and share in WhatsApp Group of the Institute Officers/Officials.

  
Additional Director,  
Dr. Manmohan Singh Himachal Pradesh,  
Institute of Public Administration,  
Fairlawns, Shimla-171012