

**URGENT**

**No.HIPA(Exam)21/76-8  
Government of Himachal Pradesh  
H.P. Institute of Public Administration**

From

The Secretary,  
H.P. Board of Departmental Examination,  
H.P. Institute of Public Administration,  
Fairlawn, Shimla-171 012

To

**The Additional Chief Secretary (Personnel)  
to the Govt. of HP.**

**The Secretary (SAD)  
to the Govt. of HP.**

**All The HoD's,  
to the Govt. of HP.**

**The Secretary,  
H.P. Public Service Commission,  
Shimla.**

**All The Divisional Commissioner.**

**The Secretary,  
H.P. Board of School Education,  
Kangra at Dharmshala.**

**The Executive Director,  
HIMUDA**

**The Managing Director,  
H.P. Tourism Development Corporation.**

**Dated: Fairlawn, Shimla-12                      the 26                      March, 2021**

**Subject:                      Training Programme for the officers/officials forwarding application for Departmental Examination.**

Madam/Sir,

The Himachal Pradesh Board of Departmental Examination has been conducting Department Examination from 17.05.2021 to 23.05.2021. It is informed that the applications are being invited online on the newly developed software application attached to Manav Sampada. All the applications submitted by the applicants desirous of appearing in the examination are required to be approved by their respective HoDs. As this is first time when the Board is shifting to new system of online application software, it is presumed that most of the departmental officers/officials dealing with the subject are not aware of the practical details of the system. As such, training programme for the departmental officer/official has been organized at HIPA.

It is, therefore, requested that the officers/officials dealing with the subject may be nominated for the said training programme which will help them in dealing with the cases/approving the applications



smoothly. The nominated officers/official may directed to report at the venue i.e H.P. Institute of Public Administration, Fairlawn, Shimla-171012, before 10:00 a.m. on 8th April, 2021. Mobile Numbers and other details of the nominated officers/officials may be intimated. The nominations must reach to this Institute on or before 6<sup>th</sup> April, 2021, so that necessary arrangements could be made accordingly.

Yours faithfully,

Secretary,  
Board of Departmental Exam,  
H.P. Institute of Public Administration,  
Fairlawn, Shimla-171012  
Dated: March, 2021

Endst No. As above  
Copy forwarded to:

1. The Additional Director, H.P. Institute of Public Administration Fairlawn, Shimla-171012 for information.

Secretary,  
Board of Departmental Exam,  
H.P. Institute of Public Administration,  
Fairlawn, Shimla-171012  
M.N. 9805500011