

No. HIPA(Training) C-3/2023  
Government of Himachal Pradesh  
Institute of Public Administration  
Fairlawns, Shimla-171012

(Urgent.)

Dated: January, 2024.

From:

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

To

1. All the Heads of Departments of H.P.
2. All the Heads of Boards/ Corporations in H.P.
3. All the Divisional Commissioner in H.P.
4. All the Deputy Commissioner in H.P.
5. The Secretary, H.P. Public Service Commission, Nigam Bihar Shimla-171002.
6. The Special Secretary (SA) to the Govt. of H.P.
7. The Secretary, H.P. Vidhan Sabha, Shimla-171004.

**Subject: Training Bulletin for the training programme at HIPA during the month of February-2024.**

Dear Sir/ Madam,

The H.P. Institute of Public Administration, Fairlawns Shimla-171012 has been organizing training programmes during the Month of February 2024, **as per detail given below:**

Sr. No.	Particulars.	Duration.	No. of Participans.	Course Director/ Course Assistant.
.1	Training programme on "Noting and Drafting" for Officers / Officials of State Government Departments of HP.	01.02.2024 to 03.02.2024.	30- 40	Sh. Rahul Lamba, HPF &AS Joint Controller HIPA. Sh. Jia Lal Kamal, Sr. Assistant./ Course Assistant.

You are therefore, requested to nominate,3-4 officers/officials for above mentioned programme and upload on line Portal/ Manav Sampda only **latest by 25<sup>th</sup> of January-2024** so that the Institute could make arrangements accordingly.

Please note that those officers /officials may not be nominated who have already undergone these trainings earlier at HIPA as per training policy 2009.

Yours faithfully,

(Prashant Sirkek, HAS)

Additional Director,  
H.P. Institute of Public Administration,  
Fairlawns, Shimla-171012, dt. 19<sup>th</sup> January, 2024.

Copy to :

1. Smt. Teena Chauhan is directed to upload above mentioned letter on the website of HIPA .

Additional Director,  
H.P. Institute of Public Administration,  
Fairlawns, Shimla-12.

From:

January, 2023.

To

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

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**Training Bulletin for the training programme at HIPA during the month of February-2024.**

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Sr. No.	Particulars.	Duration.	No. of Participans.	Course Director/ Course Assistant.
1.	Training programmer on " Office Procedure and Financial Administration" for officers / officials of State Government Deptt. of HP.	05.02.2024 to 09.02.2024.	35- 40	Sh. Sandeep Sharma,HPF&AS Mobile No. 98160-75409. Sh. Jia Lal Kamal, 94185-11282. Sr. Assistant./ Course Assistant.
2.	Training Programme on "Disciplinary Proceedings, Conduct Rules and Departmental Enquiry" for officers of State Government of H.P.	20.02.2024 to 22.02.2024.	35-40	Sh. J.R. Kaushal HPF&AS Deputy Controller cum Course Director HIPA. Mobile No. 94180-27137. Jia Lal Kamal, 94185-11282. Sr.Assistant./ Course AssistanT.

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