

May, 2024 (Last Week)

Details of Training Programmes 27.05.2024 to 01.06.2024					
Sr. No.	Course Title	Dates	Course Director/ Course Assistant	Class Room/ Attendant	Number of Expected Participants
1.	HAS (Foundation) Course (State)	27.05.2024 to 06.07.2024	Sh. Prashant Sirkek Sh. Chander Prakash	Sun Room Smt. Asha Devi	7-10
2.	HPF&AS Training Part-I (State)	05.02.2024 to 04.07.2024	Sh. Rahul Lamba Sh. Jia Lal Kamal	Kalptaru-I/ Ms. Kanta Devi	30
3.	Compute Course on Excel (State)	27.05.2024 to 28.05.2024	Sh. Sandeep Kumar Ms. Teena Chauhan	IT Center / Sh. Leela Ram	25-30
4.	Office Procedure and Financial Administration (State)	27.05.2024 to 31.05.2024	-	-	Cancelled
5.	Official Communication Skills: Noting and Drafting (State)	28.05.2024 to 29.05.2024	-	-	Cancelled
6.	RTI Act 2005 and HP Public Service Guarantee Act 2011 (State)	30.05.2024 to 31.05.2024	-	-	Cancelled


**Additional Director,
HP Institute of Public Administration,
Fairlawns, Shimla-12**

No. HIPA(Trg.) G-15/2004-XVI-2315
Copy to the:-

dated

21 May, 2024

1. All the above Course Director, HIPA for information.
2. The CEO, HIPA Hospitality Cooperative Society, Fairlawns Shimla-12 for information.
3. The AP (IT), HIPA for information & necessary action.
4. PA to Director/Additional Director, HIPA for information.
5. All Course Assistant/Class Room Attendant, HIPA for further necessary action.


**Additional Director,
HP Institute of Public Administration,
Fairlawns, Shimla-12**