

(Through e-mail / Speed Post)

No. HIPA(Trg.) G-2/84/XI Part-II.-2516  
Government of Himachal Pradesh  
Institute of Public Administration

Fairlawns, Shimla-171012

Dated: 10<sup>th</sup> June, 2024.

From:

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

To

All the Heads of ATIs.  
AASC Guwahati, APHRDI, Guntur, ATIC, Kolkata  
CAA Raipur, GAA Bhubnashwar, GIPARD, Panaji, HIPA  
Gurugram, IMG, Thiruvananthapuram, ISTM, New Delhi,  
MCRHRDIT, Hyderabad, MGSIPA, Chandigarh, RCVPNAA,  
Bhopal, RIPA, Jaipur, SIPARD, West Tripura, UAoA, Nanital,  
UPAAM, Lucknow, YASHADA

**Subject:**

**TDP proposals under Training for All (TFA) scheme-National  
Trainer Development Programme at HIPA, for the first six months  
of Financial Year 2024-2025.**

Sir/Madam,

The Institute of Public Administration, Fairlawn, Shimla-171012  
is organizing Training Development Programmes (TDP) during the Financial Year 2024-  
2025 as approved by DoPT, Government of India New Delhi. The programmes have been  
scheduled to be conducted as per detail given below:

Sr. No.	Name of training programme (TDP)	Duration of training	Nomination Close date
1	Direct Training Skill (DTS)	24.06.2024 to 28.06.2024	20.06.2024
2.	Design of Training (DOT)	22.07.2024 to 26.07.2024	15.07.2024
3.	Evaluation of Training (EOT)	27.08.2024 to 31.08.2024	20.08.2024
4.	Management of Training(MOT)	02.09.2024 to 06.09.2024	25.08.2024
5.	Training Need Analysis (TNA)	23.09.2024 to 27.09.2024	15.09.2024

The course will be conducted by Master Trainers/Recognized Trainers certified by the DoPT, GOI.

The above training programme is meant for all officers who are directly or indirectly concerned with training activities. The objective of the training is to enhance the skill and knowledge to enable trainers to undertake the additional responsibilities of training skill and design. All courses are useful to faculty of training institutions while courses like Training Need Analysis (TNA), Management of Training (MoT), Evaluation of Training (EoT), are useful for both faculty as well as senior officers in charge of trainings in the organizations.

As the above training is interactive, intensive and involve morning and evening activities, so the above training programme will be a residential. There will be no course fee and all the boarding, lodging arrangements for trainees will be made by the Institute. However no TA/DA will be made by the Institute. The DoPT, Government of India, New Delhi will provide the funds under their approved norms for above training.

It is also informed that no family member(s) etc. of participants are allowed to stay in HIPA during training. It is further requested that mobile numbers of nominated Officers may please be mentioned compulsorily in the nomination letters. Above instructions may please be communicated to the officers / officials who are nominated for trainings.

**Those who want to attend design of Training (DoT), must have attended Direct Training Skills (DTS) Programme which is also a pre-requisite for attending Design Training (DOT).**

It is, therefore, requested to kindly nominate 02 Officers from your esteem Institute for the above mentioned training programme, each and confirm their participation before closing dates as mentioned above for making all the necessary arrangements. The confirmation can also be sent through this Portal (<http://genpmis.hp.nic.in>) or Regd. Post.

Yours faithfully

(Prashant Sirkek, HAS)  
H.P. Institute of Public Administration,  
Fairlawn's, Shimla-171012.  
Tel:0177-2734666  
E-mail:hipa-hp@nic.in.

Endust. No: As above.

Dated: June, 2024.

Copy to:-

1. The Under Secretary(Training) Ministry of Personnel, Public Grievances & Pensions Department of Personnel & Training(Training Division) Old JNU Campus, New Delhi w.r.t. his letter No.T-16011/01/2024-TFA dated 20.05.2024 for information and with the request to kindly upload the same in Ministry's website for ensuring participation please.
2. All the concerned Course Directors, and Course Assistants for information and necessary action.
3. The Chief Executive officer/ Manager HIPA Hospitality Co-operative Society HIPA, for information and necessary action.
4. Sh. Sandeep Kumar, Assistant Prof. (IT) to upload the Training Bulletin along with Annexure in HIPA Website.

(Prashant Sirkek) HPAS  
Additional Director,  
H.P. Institute of Public Administration,  
Fairlawn's, Shimla-171012.

## NOMINATION FORM

Name of the Trainer Development Course: -----

1.	Name	
2.	Present Designation	
3.	Basic Pay( Rs.)	
4.	Date of birth (DD/MM/YY)	
5.	Sex	Male / Female /Other
6.	Highest Academic qualification	
7.	Professional qualification, if any	
8.	Office address  Phone:  E-mail ID:	   -----
9.	Category	SC/ST/OBC/BD/OC/Others
10.	Experience in Training (Conducted/ Sessions delivered last 5 years)	 _____ _____
11.	Administrative Experience, if any:	
12.	Trainer Development Courses Undergone, if any (tick mark)	DTS/DoT/ELT/EoT/TNA/MoT/SAT

13.	Brief description of present duties of the officer: <hr/> <hr/> <hr/> <hr/>		
14.	Details of Training of Trainer's courses, if any attended		
15.	Name of the Course	Institute	Year
16.	Additional information, if any related to training experience		

(Signature of the Nominee)

**SPONSORING AUTHORITY'S CONFIRMATION**

(To be filled in by the sponsoring authority)

**Certified that:**

- a) The Particulars given above are correct
- b) Due care has been taken of the training needs of the officer nominated with reference to his present / future duties viz-a-viz the contents of the course
- c) The officer, if selected, will be relieved on fulltime basis for attending the programme.

1.	Name of the Sponsoring Authority	
2.	Address for Communication	
3.	Telephone and Mobile No:	Telephone:----- Mobile No:-----
4.	Fax / e - mail.	
5.	How does the nominee's nomination benefit the training and development plan and policy of the sponsoring agency	

(Signature of the Sponsoring Authority)

Name: -----, Designation-----

Date: