Dr. Ajay Sharma, I.A.S.
Director

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D.O. No. HIPA (Trg.)- DOPT C-3/2011
Dated: 12th August, 2011

Dear Sir,

In pursuance of State Training Policy, 2009 H.P. Institute of Public Administration is organizing specialized training courses in collaboration with the Department of Personnel and Trainings, Government of India. Therefore, this would be the best opportunity for your department to enhance the skill and competence of Training Managers to take care of training activities in your organization. Needless to emphasis that the State Government has already decided to earmark adequate funds in the departmental budget for initiating trainings for capacity building and ensure best service delivery in each department. As such you may kindly nominate two officers to undergo these training courses and also ensure their participation in these programmes, positively. These specialized training courses viz; MOT, TNA, DTS and DOT shall run concurrently for which only those officers should be nominated who have aptitude for trainings.

These training courses will enrich and strengthen State human resource on the one hand and help in achieving the desired level of performance in public service delivery and optimum utilization of budget, on the other. As such I would like to request you to capitalize on this opportunity by sponsoring suitable candidates for these trainings. Participation by nominated candidate must be made compulsory to get better results. The boarding and lodging facilities to the sponsored candidates will be provided by the Institute.

It is therefore, requested that in the first instance the names of suitable and prospective candidates for courses at serial number 1 and 2 may be sponsored at an early date, so as to reach in my office latest by 30th August, 2011. For courses at serial number 3 and 4 the nominations must reach latest by 20th October, 2011. The prospective candidates for course at serial number 2(TNA) and 4(DOT) below would be shortlisted from amongst the candidates having completed the training programme at serial number 1(MOT) and 3(DTS) given as under:-

S.No.	Name of the training programme	Scheduled dates	Expected profile of candidate to be sponsored	Last date for receipt of nomination
1.	Management of Training Course (MOT)	5th September, 2011 to 9th September, 2011 (GoI course) 5 days	Two senior officers having aptitude for training from each Department whose services could be utilized by the department in future for managing the affairs of training programmes.	30th August, 2011
2.	Training Needs Assessment (TNA) Training programme	10th October, 2011 to 21st October, 2011 (GoI course)11 days	Essentially the same candidates who have completed the above MOT course should be nominated to undergo TNA programme besides, bigger departments may nominate one additional candidate having aptitude for trainings.	30th August, 2011
3.	Direct Trainer Skills (DTS)	14th November to 18th November, 2011 (GoI course)5days	Two candidates may be sponsored by each department who have aptitude for trainings	20th October, 2011
4.	Design to Training (DoT) course	21st November to 25th November, 2011	Only those candidates may be sponsored who have completed the above DTS training programme.	20th October,2011

With warm regards

Yours sincerely,

(Dr. Ajay Sharma)