

No. HIPA (Trg.) G-(EMP-TRN)-17/2007
Government of Himachal Pradesh
Institute of Public Administration

Fairlawns, Shimla-171012

Dated: 27th February, 2009

From

The Director,
H.P. Institute of Public Administration,
Fairlawns, Shimla-171 012.

To

Subject: Empanelment of Trainer- Offer thereof.

Memo:

On the basis of the interviews conducted on 16th May, 2008 and the recommendations of the Interview Board, you have been found suitable for provisional empanelment as **TRAINER** for imparting training to RD & PR functionaries including elected representatives of PRIs on **Finance & Accounts** subject to the following terms and conditions:

1. The scheme envisages only empanelment of prospective trainers who will be paid for the actual work of training as and when conducted.
2. This is not an offer for employment in any manner either on regular or contract basis nor does this scheme promise any regular or even contract employment in the Institute or under the State Government at any time in future.
3. The empanelled Trainer shall have no claim whatsoever on any regular or contractual or casual job opportunity that may arise in this Institute or under the State Government or its agencies ever in future.
4. Before the final empanelment, you will be required to undergo a mandatory **'Training of Trainer'** programme at HIPA, Fairlawns, Shimla-171012 w.e.f. 18.5.2009 to 30.5.2009. All expenses on this **'Training of Trainers'** programme (including travel expenses (ordinary bus fare) and board and lodging) shall be borne by the H.P. Institute of Public Administration.
5. Those found suitable after the successful completion of **'Training of Trainers'** shall be finally empanelled as a **'Trainer'** by the Institute.
6. The finally empanelled Trainer will also have to impart training to RD & PR functionaries, elected representatives of Panchayati Raj Institutions most probably at Block level or different locations within the State as per requirement.
7. It will be mandatory to report for training duty as and when informed and failure to so report shall result in the trainer being debarred from future opportunities.

8. An honorarium of Rs. 1,000.00 (Rupees One Thousand only) per day (@Rs.250 per session) shall be paid for all days of actual training. It is further clarified that the trainer will be paid honorarium on session basis @ Rs.250 per session for which he will act as a trainer and one day training will comprise of minimum four sessions with the duration of 70 minutes for each session.
9. Additionally, an amount of Rs. 100.00 (Rupees One Hundred only) per day for the days of travel to and fro from the location/venue of training shall be paid in case such traveling is necessitated (one day before or / and one day after imparting of training) besides reimbursement of actual travel expenses (ordinary bus fare). Any other expenses incurred by the trainer in connection with the training programme shall also be reimbursed.
10. The Empanelled Trainer will have to execute a bond of Rs. 5,000.00 (Rupees Five Thousand only) to continue to accept training assignments as a trainer for a minimum period of one year [as per proforma enclosed.] Failure to report for training duty as and when called may entail forfeiture of the bond and recovery proceedings at sole discretion of the Institute. Such a bond will be executed immediate after the successful completion of Training of the Trainers Programme.
11. The empanelment of the Trainer will be initially for a period of 1 year only. The tenure will start after the execution of the bond. The bond can be terminated by either side without assigning any reason after giving one-month's notice or Rs. 1000/- in lieu of the notice.
12. The completion of the term will not render the candidate to have been vested with any right for regularization or employment in the Institute or in any State Government Organizations / Agencies.
13. The Institute does not promise any minimum guaranteed remuneration to the trainers. No claim whatsoever shall lie against this Institute or any other government agency for failure of the Institute to provide opportunity for imparting training by those empanelled.

In case the offer is acceptable to you, you may please confirm your acceptance of the same on or before 31.3.2009. In case of your acceptance, you will be required to report to the Institute on 18.5.2009 at 10.00 A.M. for attending Two weeks **Training of Trainers programme**. Please note that in case no response is received from you, it shall be presumed that you are not interested in the offer.

**Director,
H.P. Institute of Public Administration,
Fairlawns, Shimla-171 012**

Encl: Performa for Bond