

No. **22/01/2017-2Trg.**
HARYANA GOVERNMENT
CHIEF SECRETARY'S OFFICE
TRAINING BRANCH

To

Dated Chandigarh, the **29th September, 2020**

1. All the Administrative Secretaries in the State
2. All HoD's of the Departments

Subject:- Regarding training of newly recruited Clerks.

Respected Sir/Madam,

I am directed to refer to the subject noted above and to inform you that a copy of D.O. No. **DHIPA-1324** dated **18.9.2020** (copy enclosed) received from Director General, HIPA, Gurugram is forwarded herewith with the request to issue necessary directions in your departments for the training of newly appointed Clerks on virtual Training programme by HIPA and to ensure timely coordination with HIPA, Gurugram.

Yours Faithfully,



Superintendent, Training
for Chief Secretary to Govt., Haryana

Endst. No. **22/01/2017-2Trg.** Dated Chandigarh, the **29th September, 2020**

A copy is forwarded to the Director General, HIPA, Gurugram w.r.t. her D.O. No. **DHIPA-1324** dated **18.9.2020** for information & further necessary action.



Superintendent, Training
for Chief Secretary to Govt., Haryana



Surina Rajan
Director General



D.O. No. DH-PA-1324

Haryana Institute of Public Administration
76, HIPA Complex, Sector-18, Gurugram - 122015
Tel. (O) 0124-2340413 Fax : 0124-2348452
E-mail: rajansurina@hry.nic.in

Dated. 18.9.2020

Dear *Madam,*

As you are aware that the Haryana Staff Selection Commission has recommended 4591 names for appointment as Clerk in various departments. As per State Training Policy all the new entrants in Haryana Govt. service are to be imparted one month induction training. HIPA has obtained the department-wise list of the number of clerks recommended by HSSC and has designed the induction training programme for the said category. Since the number of trainees is very large and class room trainings are not feasible due to the spread of COVID-19 pandemic, in the first phase, HIPA has planned one week virtual induction training for all the clerks. The training will be conducted from six places four DTCs, HIPA and two more centres from H.O. HIPA Gurugram. Each center will run training for two batches, each of 50 candidates, simultaneously. Thus, in 90 batches the training for all the 4591 trainees will be completed in 8 weeks time. Further trainings will be planned and conducted taking into account the pandemic conditions. Divisional Training Centre (HIPA), Panchkula (dtcpanchkula@gmail.com) will coordinate the training with other training centres and the departments for the purpose. The detailed training schedule is enclosed.

I therefore, request you to kindly direct all HODs to issue necessary directions in their respective department and ensure the joining of newly appointed clerks on virtual Training programme as per the schedule provided by HIPA. They may also be directed to pay virtual training fee @ Rs.500/- per participants per day to HIPA.

With regards,

Yours sincerely,

Surina Rajan
(Surina Rajan)

Training Branch
Diary No. 89953
Dated 24-09-2020

Smt. Keshni Anand Arora, IAS,
Chief Secretary to Govt. Haryana,
Haryana Civil Secretariat,
Chandigarh.

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