

No.42/06/2026-5Trg.
HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated, Chandigarh the 10th September, 2026

To

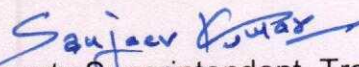
All the Administrative Secretaries to Government, Haryana..

Subject:- Induction Training Programme for Newly Recruited Clerk- regarding.

Sir/Madam,

I am directed to refer to the subject noted above and to forward herewith a copy of e-mail dated 19.08.2026 received from Sh. Manoj Yadava, Director General, Haryana Institute of Public Administration, 76, HIPA Complex, Sector-18, Gurugram for information & necessary action. This letter is also available on the website of Chief Secretary Haryana i.e (<http://csharyana.gov.in>) (in Training Branch) for ready reference.

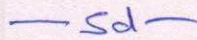
Yours faithfully,


Deputy Superintendent, Training
for Chief Secretary to Government, Haryana

Endst. No. 42/06/2026-5Trg.

Dated Chandigarh, the 10th September, 2026

A copy is forwarded to the Sh. Manoj Yadava, Director General, Haryana Institute of Public Administration, 76, HIPA Complex, Sector-18, Gurugram w.r.t e-mail dated 19.08.2026 for information.


Deputy Superintendent, Training
for Chief Secretary to Government, Haryana



Training Branch <branchtrg@gmail.com>

Fwd: Induction training programme for newly recruited clerks-Reg

1 message

19 August 2026 at 10:01

SPS Haryana <ssps@hry.nic.in>
To: branchtrg <branchtrg@gmail.com>

Handwritten signature
19/8/2026
5 Trg.

===== Forwarded message =====

From: Anurag Rastogi <cs@hry.nic.in>
To: "SPS Haryana" <ssps@hry.nic.in>
Date: Wed, 19 Aug 2026 09:57:28 +0530
Subject: Fwd: Induction training programme for newly recruited clerks-Reg
===== Forwarded message =====

Anurag Rastogi

===== Forwarded message =====

From: Director General <dghipa@hipagurgaon.in>
To: "cs" <cs@hry.nic.in>
Cc: "branchtrg" <branchtrg@gmail.com>, "neerajamhipa-hry" <neerajam.hipa-hry@gov.in>, "neerajamalik" <neerajamalik@gmail.com>
Date: Wed, 19 Aug 2026 08:59:19 +0530
Subject: Induction training programme for newly recruited clerks-Reg
===== Forwarded message =====

Please find enclosed the D.O. 2989 letter dated 18.08.2026 from the Director General, HIPA, Gurugram.

Regards
0124-2340413

2989 DO for Sh Anurag Rastogi dt 18.08.2026.pdf
409K

Training Branch
CFMS/Diary No. 96899/97174
Dated 19/08/26



Manoj Yadava
Director General

D.O. No. DGHIPA/2026/2989

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

Dated 18th August, 2026

Subject: Induction Training Programme for Newly Recruited Clerks – regarding.

Dear Shri Rastogi,

Kindly refer to Training Department Memo No. 42/06/2026-5 Trg., Chandigarh, dated 06.07.2026, regarding the proposal for initiating a comprehensive training programme for newly recruited clerks across departments. I would like to sincerely thank you for kindly granting approval to HIPA's proposal for conducting a one-month institutional Induction Training Programme for newly recruited Clerks. The programme will focus on foundational aspects of government functioning, including service rules and procedures, manual of office procedures, file management, digital tools, e-Governance, conduct and discipline, communication skills and effective service delivery mechanisms.

In this regard, HIPA has planned to host the first batch of the Induction Course from 05.10.2026 to 30.10.2026 at HIPA, Gurugram. I shall be grateful if you could kindly direct all Administrative Departments to furnish the nominations of Clerks recruited during the last one year, so that they may be deputed for the proposed Induction Training Programme at HIPA. This will enable HIPA to finalize the batch well in advance and make the necessary arrangements for training, accommodation and other logistical requirements.

It is further requested that, since fresh recruitment of Clerks is being made by different departments on a regular basis, all Departments of Haryana Government may kindly be directed to depute their newly appointed Clerks to HIPA for the Induction Training Programme immediately after their joining, preferably before they are assigned independent responsibilities. Such institutional training at the beginning of their service will help them develop a clear understanding of government procedures, rules, office practices and digital systems and will contribute towards more efficient and citizen-centric service delivery.

HIPA would be happy to institutionalize this programme as a regular Induction Course for newly recruited Clerks and conduct it periodically as per the requirement of the Departments. It is, therefore, requested that a directive may kindly be issued to all Head of Departments on this subject.

I once again express my sincere gratitude for your support and guidance in this important capacity-building initiative.

With Warm Regards,

Yours sincerely,

Manoj Yadava

(Manoj Yadava)

Sh. Anurag Rastogi, IAS
Chief Secretary to Government, Haryana
Haryana Civil Secretariat,
Chandigarh