



Sevottam Certification BIS



IS:15700 CRO/SQ/L- 8000221/1312

HARYANA INSTITUTE OF PUBLIC ADMINISTRATION, GURUGRAM

Ref No. 6333-6334

Dated 06-10-2020

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

Subject: Regarding Training of newly recruited clerks

This is in reference to letter No22/01/2017-Trg. dated 29.09.2020 issued by the office of Chief Secretary, Haryana, on the subject cited above. As per State Training Policy all the new entrants in Haryana Govt. service are to be imparted one month induction training. Haryana Staff Selection Commission has recommended 4591 names for appointment as Clerk in various departments. After having obtained the department-wise details of the candidates recommended by HSSC for appointment as clerks, HIPA has designed the induction training programme for all of them. Since the number of trainees is very large and class room trainings are not feasible due to the spread of COVID-19 pandemic, one week virtual induction training has been planned for all the clerks. The Online training will be conducted from six places four Divisional Training Centers, HIPA and two more centres from H.O. HIPA Gurugram. Each center will run training for two batches (Morning and Afternoon), each of 50 candidates, simultaneously. Further trainings will be planned and conducted taking into account the pandemic conditions. In case of any query/clarification Mrs. Rekha, Assistant Director, Mob.No. 9999330686 of HIPA Gurugram may be contacted. The detailed training schedule department wise is enclosed.

Since the training are to be conducted in virtual mode, it is requested that that the trainee be provided access to office computer system i.e desk top having the facility of internet, Camera and mikes or the trainee be directed to join the training through his own laptop or smart mobile phone on the schedule date and time.

76, HIPA Complex, Sector-18, Gurugram. ☎ 2340690-91, 2340413, Fax 2348452





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It is therefore, requested that necessary directions may be issued to all the concerned officials in your department and ensures the joining of newly appointed clerks on virtual Training programme as per the schedule provided. It is also informed that the fee for virtual training is @ Rs.500/- per participants per day payable to HIPA. The details List of participants and schedule is also attached herewith and same is also displayed at HIPA website i.e hipaco.in and Chief Secretary Website i.e csharyana.gov.in.

Reha
6/10/2020

Assistant Director (Admn.)
for Director General Haryana Institute
of Public Administration, Gurugram