



# **Haryana Institute of Public Administration**

## **Divisional Training Centre, Panchkula**

Plot No.1, Sector 25, Panchkula; Ph.No.0172-2553330, E-mail ID: dtcpanchkula@gmail.com

**No.PDTC/PKL/330**

**Date : 15.05.2025**

To

The Chief Secretary to Govt. Haryana.  
All of the Heads of Departments of Govt. Haryana.  
All of Chairmen/Managing Directors/Heads of Boards/Corporations/  
Organizations/Entities of Govt. Haryana.

**Subject :- To Call for Knowledgeable and Competent Officers/Officials for imparting Training to Govt. Employees in DTC, HIPA, Panchkula.**

Sir/Madam,

Please refer to the subject cited above.

The Divisional Training Centre (DTC), Haryana Institute of Public Administration (HIPA), Sector-25, Panchkula is aimed at imparting quality training to the employees of Departments/PSUs/Bodies/Entities of Haryana Govt. situated at Chandigarh/Panchkula and adjoining Districts. From time to time different type of courses, long and short term, keeping in view the position of participants and requirements of Department/Organization concerned, are organized regularly to impart training to employees on different aspects of governance and administration. The courses comprise general and fundamental aspect of governance and administration viz. Motivation & Ethics in Administration/Governance, Office Procedure, PUC and its Examination, File Making, Noting/Drafting, Duties of different Posts, HRMS, E-Billing, Duties of DDOs etc. On specific side dedicated sessions are held on all/some of ten Nos. of Haryana Civil Services Rules, Financial Rules including Pay Fixation and ACP, Budget, RTI, Medical Reimbursement, New Pension Scheme, Loans and Advances, Handling of Court Cases, Accounts & Audit, Rules/Regulations related to working of different Department(s)/Organization(s), Specific Legal Subjects and Yoga and Stress Management.

Since regular faculty is not available in sufficient quantum in DTC for imparting training, services are, therefore, called for of serving as well as retired Govt. employees and other subject experts from time to time. Since the HIPA is committed to impart quality training to Govt. employees with a avowed aim to produce efficient manpower to run the governance in the State it has, therefore, been decided to attract more and more knowledgeable and efficient faculty for this noble purpose.

*15.5.2025*

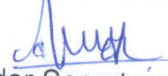
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In view of the above, it is, therefore, requested that names of knowledgeable and efficient Govt. employees working under your kind control may be recommended alongwith full details who have acquired expertise in any of the subject matters as cited above and who may be able to impart training/teach in the class room. The names of only willing employees may be sent who may be spared conveniently/ordinarily. Besides, the names and address of such retired employees who have retired not before seven years ago may also be sent so that, if deemed fit, they may be contacted by DTC-HIPA at its own end. The fee payable for per session (spanning for One hour & fifteen minutes) is Rs.1500/- alongwith Rs.250/- extra as conveyance charges. The sole decision for selection of suitable faculty shall be of DTC-HIPA.

This letter is being posted at the website of HIPA for general information and the retired Govt. employees and other eligible personnel may apply directly alongwith necessary documents/credentials. The applications may be sent by email to the Id : [dtcpanchkula@gmail.com](mailto:dtcpanchkula@gmail.com)

Thanking You.

Yours faithfully,

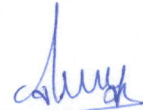
 15.5.2025

Under Secretary  
for Principal, Divisional Training Centre  
Haryana Institute of Public Administration  
Panchkula

**Endst.No.PDTC/PKL/331**

**dated Panchkula 15.05.2025**

A copy of the above is forwarded to the Director General, HIPA, Gurugram for kind information and necessary action.

 15.5.2025

Under Secretary  
for Principal, Divisional Training Centre  
Haryana Institute of Public Administration  
Panchkula