



# Divisional Training Centre

(A unit of HIPA, Gurgaon)  
SCO-11, Sector-16, Panchkula Ph. 2566925, 2577491

MD  
9/9/2010

U.S. (AS)

JD (Dev. Prof)  
9/9

Ref. No.: Trg.-DTC/PKL-Q3/10/1755-1857

Dated: 8/9/10

To

1. **The Chief Secretary to Govt., Haryana, In E.I & E.II Branches**  
Haryana Civil Secretariat, Chandigarh.
2. **The Financial Commissioner & Principal Secy. to Govt. Haryana,**  
Revenue & Disaster Management Department, New Haryana Civil Secretariat, Chandigarh.
3. **All Heads of Departments/Boards & Corporations of Haryana State**
4. **The Secretary ,**  
Haryana State Election Commission, Sec.17, Panchkula
5. **The Secretary,**  
Haryana Public Service Commission, Bays 64-65, Sector 2, Panchkula
6. **The Secretary,**  
Haryana State Staff Selection Commission, Bays 67-70, Sector 2, Panchkula.
7. **The Secretary,**  
Haryana Vidhan Sabha, Chandigarh
8. **The Deputy Commissioner**  
Kaithal (See Sr. No.4)
9. **The District Education Officer,**  
Kaithal (See Sr. No.4)

DTE	ADI	AD-II	AD-III
PA to	Diary No...	Other	
DTE	Dt. 60684		
JD (A)	JD (D)	JD (P)	Res

**Subject: Training courses for the months October - December, 2010.**

**Sir//Madam,**

I am directed to invite your attention to the subject cited above and to say that according to State Government Policy training is to be provided to employees at least once in a period of two years, so the State Government has set up a Divisional Training Centre (A Unit of HIPA) at Panchkula for providing in-service training facilities to the ministerial staff including Superintendents. The following training programmes are scheduled to be organized October - December, 2010:-

October, 2010				
1.	Orientation Training Programme for Assistants	25-29 Oct, 10	Assistants from Sectt, F.C. Office, HOD's/Boards & Corpns	DTC, Pkl
November, 10				
2.	Two day Computer Training on ❖ MS Excel – generation of Tables & charts, etc. ❖ Internet – e-mail operations	03-04 Nov 10	Stenographers /other related staff of HODs, Boards & Corpns.	DTC, Pkl