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Am.  
23.1.17

A.O.  
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2/2/17  
5/3

**Subject : Regarding Training Need Analysis.**

A meeting regarding Training Need Analysis (TNA) was held under the Chairmanship of Chief Secretary, Haryana today. In the first instance it has been decided that a Training Manager-cum-Nodal Officer be designated immediately at the department level. Therefore, you are directed to do the needful and inform Director General, HIPA - the name, contact number and email-id of the Training Manager of your respective Department itself today under intimation to the undersigned.

*Sum* 23/1/2017

**(DR. SUMITA MISRA, IAS)**

Principal Secretary to Govt. Haryana,  
Departments of Housing, Art & Cultural Affairs,  
Archives and Archaeology & Museums.

O/o PS A&M  
Dairy No (File) 312  
Dated 23.1.17

- 1) CA Housing
- ✓ 2) DG(A&M)
- 3) DG (Archives)
- 4) Dir., Art & Cultural Affairs

②

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*Sumita Misra*

**(DR. SUMITA MISRA, IAS)**

Principal Secretary to Govt. Haryana,  
Departments of Housing, Art & Cultural Affairs,  
Archives and Archaeology & Museums.

- 1) CA Housing
- 2) DG(A&M)
- 3) DG (Archives)
- 4) Dir., Art & Cultural Affairs



CFMS 220  
 Date No 143  
 Dated 16/1/17  
 PS HOUSING/CA  
 13.1.17

*Sm*

D.O. No. D.HIPA/586

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

Dated. 12/01/2017

Dr. G. Prasanna Kumar, IAS (Retd.)  
 Director General

*Dir CASM (away)*

*16/1/17*

*My dear Sumita,*

As you are aware, Haryana Institute of Public Administration (HIPA), Gurugram is dedicated to providing quality training in the various spheres of public administration by addressing policy issues, service delivery mechanism and attitudinal sensitization.

It has been our experience that the response to training programmes organized by HIPA are highly successful if they are demand driven and meeting the expectations of the participants. We are keenly interested in designing courses that would satisfy the needs and expectations of our client departments. In order to fulfill this purpose a Training Need Analysis (TNA) meeting has been scheduled on 23<sup>rd</sup> January, 2017 from 9.30 a.m. to 11.30 a.m. at Haryana Niwas, Chandigarh under the chairmanship of Chief Secretary to Govt. of Haryana. I am sure this exercise would help us in designing the courses as well as in modifying the existing ones in order to customize them to the needs of your department.

I request you to join us for the TNA meeting and share your views and concerns with me and HIPA faculty.

This meeting will be followed by detailed TNA exercise by our faculty members with your departmental officers in the coming days. We look forward to your personal involvement and active participation in this concerted endeavour of making the whole exercise of training more meaningful and need based.

*Regards,*

Yours sincerely,

*G.P.K.*

(G. Prasanna Kumar)

Dr. Sumita Misra, IAS  
 Principal Secretary to Govt., Haryana,  
 Housing and Cultral Affairs Department,  
 Haryana, Chandigarh

O/o PSA&M  
 Duly No (File) 220  
 Dated 16.1.2017

*HP*  
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*Not deleted with line*  
*16/1/17*  
*Suppl*  
*16/1/17*  
*(RM)*



**OFFICE OF THE DIRECTOR GENERAL ARCHAEOLOGY & MUSEUMS DEPARTMENT,  
HARYANA, ART & DESIGN BUILDING, SECTOR-10, CHANDIGARH**

**ORDER**

No. 8/412-17-Pura

Dated Chandigarh, the 24-1-2017

Dr. Banani Bhattacharyya, Deputy Director, Archaeology & Museums Department is hereby Designated as Training Manager-cum-Nodal officer for HIPA Training her detail are given below:

Sr.No.	Name as designation	Contact No.	Email ID
1.	Banani Bhattacharyya	09876242271	<a href="mailto:arch.museum1972@gmail.com">arch.museum1972@gmail.com</a>

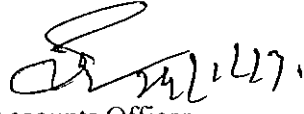
PRAVEEN KUMAR, IAS  
Director General, Archaeology & Museums Department, Haryana  
Chandigarh

Endst no.8/412-17-Pura/ 7214-16

Dated Chandigarh, the 24-1-2017

A copy of the above is forwarded to the following for information and necessary action:-

1. Director General, HIPA, 76 HIPA Complex Sector-18, Gurugram.
2. P.S. to Principal Secretary to Government Haryana, Archaeology & Museums Department, Haryana, Chandigarh
3. Ms. Banani Bhattacharyya, Deputy Director, Archaeology & Museums Department, Haryana, Chandigarh.

  
Accounts Officer  
w/c O/o Director Archaeology & Museums Department

CFMS: 711  
Diary: 501  
Dated: 15/2/17

14/2/17

Supdt

14/2

17/3

**Most Urgent**

From

The Chief Secretary to Govt. Haryana

To

✓ All the Administrative Secretaries to Government, Haryana.

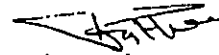
Memo No. 4/1/2017-2Trg  
Dated Chandigarh the 13<sup>th</sup> February, 2017

**Subject: Regarding - Training Need Analysis (TNA).**

....

In continuation of this office's even letter number dated 17.01.2017 on the subject noted above.

2. You are requested again to **nominate Training Managers** from your department as discussed in the meeting held on 23<sup>rd</sup> January, 2017 from 9:30 a.m. to 11:30 a.m. at Haryana Niwas, Chandigarh under the Chairmanship of the Chief Secretary to Government, Haryana.



Superintendent Training,  
for Chief Secretary to Government Haryana. *13-2-17*

Endst. No.4/1/2017-2Trg.

Dated Chandigarh, the 13<sup>th</sup> February, 2017.

A copy is forwarded to the Director General, Haryana Institute of Public Administration (HIPA), HIPA Complex, Plot No. 76, Sector-18, Gurugram w.r.t their D.O. No. DHIPA/617 dated 12.01.2017 for information.

- sc1 -

Superintendent Training,  
for Chief Secretary to Government Haryana.

Dr. 15/2  
A/O  
Supt

**Most Urgent**

From

The Chief Secretary to Govt. Haryana

To

✓ All the Administrative Secretaries to Government, Haryana.

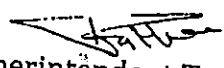
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Superintendent Training,  
for Chief Secretary to Government, Haryana. #4  
13.2.17

Endst. No. 4/1/2017-2Trg.

Dated Chandigarh, the 13<sup>th</sup> February, 2017.

A copy is forwarded to the Director General, Haryana Institute of Public Administration (HIPA), HIPA Complex, Plot No. 76, Sector-18, Gurugram w.r.t their D.O. No. DHIPA/617 dated 12.01.2017 for information.

- sel -  
Superintendent Training,  
for Chief Secretary to Government Haryana.

From

The Principal Secretary to Govt. Haryana  
Archaeology & Museums Department, Haryana  
Chandigarh

To

The Chief Secretary to Govt., Haryana

Memo No. 8/412-17-Pura/ 7726

Dated: 22/2/17

**Subject: Regarding-Training Need Analysis (TNA).**

Kindly refer to your letter No. 4/1/2017-2Trg dated 13-2-2017 on the subject cited above. The information related to this department has already been sent to you on dated 24-1-2017(copy attached).



Superintendent

for Principal Secretary to Govt. Haryana,  
Archaeology & Museum, Chandigarh

CPMS-839, M.D. Singh - 603  
Date 27-2-17

*Urgent*

**Most Urgent**

From

*[Signature]*

The Chief Secretary to Govt. Haryana

To

PSCA/A&M/ARCHIVES

22.2.17

✓ All the Administrative Secretaries to Government, Haryana.

Dir/CA

DGA

DG A&M

DIARY NO. ....

DATED .....

*808*

*28.2.17*

Memo No. 4/1/2017-2Trg

Dated Chandigarh the 13<sup>th</sup> February, 2017

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*Urgent*  
*23/2*  
*A.O.*  
*27/2*

*[Signature]*  
*27/2*

*R.K.*

*[Signature]*

Superintendent Training,  
for Chief Secretary to Government Haryana.

Endst. No.4/1/2017-2Trg.

Dated Chandigarh, the 13<sup>th</sup> February, 2017.

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Superintendent Training,  
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