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No. EDN-HE (21) B (15)04/2018-HIPA-Trg.-
Directorate of Higher Education
Himachal Pradesh

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Dated: Shimla-171001the

From: The Director of Higher Education
Himachal Pradesh

To All the Deputy Directors of Higher Education
in Himachal Pradesh

Subject: - Training Bulletin for the conduct of training programmes during the month of
May, 2018 at HIPA, Fairlawn's Shimla.

Memo:

The Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12 is going to organize various training programmes during the month of May, 2018 at its Institute and sufficient slots have been allotted to the Department of Higher Education and requested to depute 5-6 Officers/Officials for each training programme.

You are, therefore hereby directed to depute Officers/ Officials for training programmes to be conducted by the HIPA as per the allotment on scheduled dates. So that the slots allotted to the Department could be utilized fully.

The employees who have already attended the same may not be deputed again. While deputing the employees it may be kept in mind that opportunity may be given to all the employees in rotation. **The participation of your district is mandatory /compulsory in these training programmes.** Further, on completion of the training programme he/she shall submit the feedback report on the proforma to the head of institution who will send the same to the Department for taking further action.

Any laxity in the matter will be viewed seriously and Head of Institution and concerned dealing assistant who deal this matter will be responsible not for obeying the orders of higher authorities.

Kindly Personal Attention may be given to the matter.

— Sign —

(Dr. Amarjeet K Sharma)
Jt. Director of Higher Education(C)
Himachal Pradesh
Phone No. 0177-2652579
E-mail: jdhec-II@rediffmail.com

Endst. No. Even Dated: Shimla-171001the

Copy for information to:-

- 1 The Director, Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12 w.r.t. letter number-HIPA (Trg.) G-15/04-XIV-dated: 24.03.2018.
- 2 The Superintendent, Establishment-I Branch, Directorate of Higher Education, Himachal Pradesh for information please.
- 3 The Superintendent (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh is hereby requested to upload the same on departmental website.
- 4 Guard file.


Jt. Director of Higher Education(C)
Himachal Pradesh

शिक्षा निदेशावली का हिस्सा

09 APR 2018

Training programmes for the Month of April, 2018 at HIPA, Fairlawns, Shimla-12

Sr. N.	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
1.	Computer Course on Power Point	<ul style="list-style-type: none"> ➤ To familiarize the participants with the basics of participation programme and to impart them necessary skills to work with various features of Power Point Application. 	3 Days	01.05.2018 to 03.05.2018	School Principal two each from Bilaspur, Chamba and Hamirpur District
2.	Office Procedure and Financial Administration	<ul style="list-style-type: none"> ➤ To make the participants understand budgeting and accounting procedure in government. ➤ To acquaints the participants with the important provision of HPFR 2009. ➤ To acquaint the officers basic income Tax related issues as applicable in government Officers. ➤ To makes the participants employees the TA/DA. Pensions Medical Rules, etc. ➤ To made the participants aware about the procurement procedure in government and inventory management. ➤ To give the participants holistic knowledge about GPF New Pension Scheme. ➤ To made the participants aware of general condition of services with emphasis on FR/SR. ➤ Getting the participants familiar with on-line application. ➤ To acquaint the participants with the HIMKOSH-IFMS, e-Kosh, financing reporting system, budget preparation, estimation, allocation of budget from the different Heads of Accounts preparation of supplementary budget, e-chalan, government receipt, accounting system e-service book. ➤ To acquaint the participants about Non-banking Financial Companies and various financial instruments available in Indian Market. 	5 days	07.05.2018 to 11.05.2018	School Principals two each from Kangra, Kullu and Kinnaur District.
3.	Computer Course on Excel	<ul style="list-style-type: none"> ➤ To familiarize and apprise the participants with the basics of computer application on excel and to impart them necessary skills to work on office automation, tools available under Windows. 	2 Days	07.05.2018 to 08.05.2018	School Principal two each from L & Spiti, Mandi and Shimla District.
4.	Service Delivery/Citizen Charter/Sevottam	<ul style="list-style-type: none"> ➤ To identify the need of Public Service Delivery. ➤ To create awareness among the participants for time bound Service Delivery to Citizens and to maintain consistency and 	3 Days	07.05.2018 to 09.05.2018	School Principals two each from Solan, Sirmour and Una District

		<p>excellence in public service delivery.</p> <ul style="list-style-type: none"> ➤ To enhance the capability of participants to formulate "Sevottam" Complaint Citizens Charter through consultative and participatory approach. 			
5.	Good Governance	<ul style="list-style-type: none"> ➤ To make aware the participants with the concept and emerging trends in Good Governance. ➤ To highlight the need for improved Governance in the changing economic and social circumstances. ➤ To acquaint them with the (People with Disability) PWD Act, 1995 	3 Days	09.05.2018 to 11.05.2018	School Principals two each from Kangra, Mandi and Shimla District.
6	Course on Cashless Transaction	<ul style="list-style-type: none"> ➤ To familiarize the participants with the various online services and payment mode. 	1 Day	09.05.2018	School Principals. Six from Shimla District
7.	Noting & Drafting	<ul style="list-style-type: none"> ➤ To understand concept of office in Government ➤ To develop knowledge in Noting & Drafting Skills as per hand book of Office Procedure. 	3 Days	14.05.2018 to 16.05.2018	Senior Assistant two each from DDHE Bilaspur, Chamba, Hamirpur and Kangra District.
8.	Basic Computer Course on Word, Internet & E-mail	<ul style="list-style-type: none"> ➤ To familiarize and apprise the participants with the basics of computers and to impart them necessary skills to work on office automation, tools available under windows. ➤ To familiarize and apprise the participants with the basics of internet and to impart them necessary skills so that they can able to do not surfing download & upload data, e-mail. 	5 Days	14.05.2018 to 18.05.2018	Five Superintendent from Directorate of Higher Education
9.	Right to Information Act, 2005 and H.P. Services Guarantee Act, 2011	<ul style="list-style-type: none"> ➤ To equip the participants with the concept of Right to Information Act, 2005 ➤ To equip the participants with the concept of H.P. Service Guarantee Act, 2011 ➤ To make the participants understand the importance of ethical conduct behavior at work place. ➤ To motivate participants to make ethical discussions & bring certain positive changes in one's life. ➤ The way we want ourselves to be in order to be more fruitful to society. ➤ To list out salient features and principles of Public Service Guarantee Act, 2011 	3 Days	28.05.2018 to 30.05.2018	School Principals two each from Solan, Sirmour and Una District
10.	Computer Course on Manav Sampada (e-Salary, e-service Book, MIS Reporting, Mobile Applications	<ul style="list-style-type: none"> ➤ To familiarize the participants with the working of e-applications such as e-service book, MIS reporting and mobile applications ➤ To impart them necessary skills to work with various features of 	2Days	28.05.2018 to 29.05.2018	School Principals two each from Bilaspur, Chamba and Hamirpur District

		these applications so that they will be able to access/update information efficiently			
11.	Office Procedure and Financial Administration	➤ As mentioned at Serial No. 02	5 Days	28.05.2018 to 01.06.2018	School Principals two each from Kangra, Kullu Kinnaur and L & Spiti District
12.	Disciplinary Proceedings/Conduct Rules/Departmental Enquiry	➤ To make the participants aware of Constitutional Provisions relating to Service & General Conditions of Services and to equip the participants with CCS (Conduct) Rules, 1964 and CCS (CCA) Rules, 1965 Suspension/Entitlements, Suspension & reinstatement, Framing of Charges Sheets & Holding Departmental Enquiry, Imposition of Penalties.	3 Days	31.05.2018 to 02.06.2018	School Principals two each from Shimla, Solan, Sirmour and Una District