

REGISTERED POST
MOST IMMEDIATE

No. EDN- H (21) B (15) 05/2017-HIPA-
Directorate of Higher Education
Himachal Pradesh

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Dated: Shimla-171001 the

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
at HIPA during the month of June, 2017.**

Memo:

The Himachal Pradesh Institute of Public Administration, Fairlawn's Shimla-12 is organizing various training programmes at HIPA during the month of June, 2017. Sufficient slots have been allotted to Education Department and apart from this a requisite nominations have been requested to different date and different programmes. The extract of the programmes is enclosed herewith as per Annexure-A along with quota to your district.

You are, therefore, directed to attend/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. Non-compliance of orders will be viewed seriously and disciplinary action as warranted under the rule will be initiated against the defaulters.**

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.

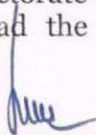
Kindly Personal Attention may be given to the matter.

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Director of Higher Education
Himachal Pradesh

Endst. No. Even Dated: Shimla-171001 the Copy to:-

- 1 The Director, Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12 for information please.
- 2 The Superintendent, Establishment-I Branch, Directorate of Higher Education, Himachal Pradesh.
- 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.


Director of Higher Education
Himachal Pradesh

Training Programmes for the Month of May, 2017

S.N	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
1.	Noting and Drafting	<ul style="list-style-type: none"> ❖ To understand the concept the office in Government. ❖ To develop knowledge in Noting & Drafting Skills as per hand book of Office Procedure. ❖ To impart detail knowledge of record keeping managing files. 	03 Days	06.06.2017 08.06.2017	Senior Assistant two each from Bilaspur, Chamba and Hamirpur District.
2.	Working with Tablet/Smart Phone using android Applications	<ul style="list-style-type: none"> ❖ To familiarize the participants with the working of tablet/smart phone and to impart them necessary skills to work with various features of android application so that they will be able to download apps. with various Apps. surfing net etc. 	2Days	07.06.2017 to 08.06.2017	School Principals two each from Kangra, Kullu and Kinnaur District.
3.	Office Procedure and Financial Administration.	<ul style="list-style-type: none"> ❖ To make the participants understand budgeting and accounting procedure in Government. ❖ To acquaint the participants with the important provision of HPFR 2009. ❖ To acquaint the officers basic income tax related issues as applicable in Government Offices. ❖ To make the participants aware of various Rules/Regulations Government employees like TA/DA, pension, Medical Rules etc. ❖ To make the participants aware about the procurement procedure in Government and inventory management. ❖ To give the participants holistic knowledge about G.P.F., C.P.F., New Pension Scheme. ❖ To make the participants aware of general conditions of services with emphasis. 	6 Days	12.06.2017 to 17.06.2017	Six Senior Assistant from Directorate of Higher Education, Himachal Pradesh
4.	Basic Computer Course on Work, Internet & E-mail.	<ul style="list-style-type: none"> ❖ To familiarize and apprise the participants with the basics of computer and to impart them necessary skills to work on office automation, tools available under Windows. ❖ To familiarize and apprise the participants with the basic of internet and to impart them necessary skills so that they can able to net surfing, download & upload data, e-mail, attachment etc. 	5 Days	12.06.2017 to 16.06.2017	School Principals two each from L & Spiti, Mandi and Shimla District.
5.	Service Delivery Citizens, Charter and 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 excellence in Public Service Delivery. 	3 Days	15.06.2017 to 17.06.2017	School Principals two each from Solan, Sirmour and Una District.

		❖ To enhance the capability of participants to formulate Sevottam Complaint Citizen Charter.			
6.	Sevottam for Cutting Edge Level Staff	<ul style="list-style-type: none"> ❖ To create awareness about awareness. ❖ To achieve excellence in Public Service Delivery. ❖ To enhance the capacity of participants to formulate "Sevottam" complaint citizen charter through consultative and participatory approach. 	5 Days	19.06.2017 to 23.06.2017	Six Superintendent from Directorate of Higher Education, Himachal Pradesh
7.	Right to Information Act, 2005 and H.P. Public Service 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. Public Service Guarantee Act, 2011. ❖ To make the participants understand importance of ethical conduct behavior at work place. To motivate participants to make ethical discussions & bring certain positive changes in one's life. ❖ To change one's existing habits & bring change in 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. 	3 Days	19.06.2017 to 21.06.2017	<ol style="list-style-type: none"> 1. PIO, APIO from Directorate of Higher Education, Hamachal Pradesh and 2. PIO from DDHE Bilaspur, Chamba, Hamirpur and Kangra District.
8.	Disciplinary Proceedings/Conduct Rules/Departmental Inquiry.	<ul style="list-style-type: none"> ❖ 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 charge sheet & Holding of Departmental Inquiry, Imposition of Penalties, Review & Appeal) and (People with Disabilities)PWD Act, 1965. 	3 Days	27.06.2017 to 29.06.2017	Superintendent two each from DDHE Hamirpur, Kangra and Mandi.
9.	Communication and Presentation Skills	<ul style="list-style-type: none"> • To improve performance and understanding human behavior. • To understand the communication process, identifying communication problems and outlining ways to improve. • To know more about inter personal communication, its goals, outcomes, problems and strategies for improvement. • To acquaint them with the PWD (People with Disability) Act. 	3 days	28.06.2017 to 30.06.3017	School Principals two each from Shimla, Solan, Sirmour and Una District.
10.	Right to Information Act, 2005 and H.P. Public Service 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. Public Service Guarantee Act, 2011. 	3 Days	28.06.2017 to 30.06.2017	PIO from DDHE Kullu, Kinnaur, Mandi, Shimla, Solan, Sirmour and Una District.

		<ul style="list-style-type: none"> ❖ To make the participants understand importance of ethical conduct behavior at work place. To motivate participants to make ethical discussions & bring certain positive changes in one's life. ❖ To change one's existing habits & bring change in 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. 			
11.	Computer Course on Power Point.	<ul style="list-style-type: none"> ❖ To familiarize the participants with the basics of presentation programme and to impart them necessary skills to work with various features of power point applications. 	3 Days	29.06.2017 to 01.07.2017	Six Clerk from Directorate of Higher Education, Himachal Pradesh