

REGISTERED POST  
MOST IMMEDIATE

No. EDN- H (21) B (15) 05/2016-HIPA-  
Directorate of Higher Education  
Himachal Pradesh

Telephone No. 0177-2653120, 2653575, 2653386, Extn. 284

Fax: 0177-2812882, 2811247

e-mail: dir.edu@rediffmail.com & genbr@rediffmail.com

शिक्षा निदेशालय उत्तर हि.प्र.

04 NOV 2016

शिमला - 1

Dated: Shimla-171001the

From: - The Director of Higher Education  
Himachal Pradesh

To

- 1 The Principal, G.C..... District.....H.P.
- 2 All the Dy. Directors of Higher Education, in Himachal Pradesh  
(Except L & Spiti)

Subject: - Training Bulletin for the conduct of Training Programmes  
at HIPA during the month of December, 2016.

Memo:

The Himachal Pradesh Institute of Public Administration, Fairlawn's Shimla-12 is organizing Training Programmes at HIPA during the month of December, 2016. 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. 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.

(Satish Sharma)

Jt. Director of Higher Education(C-II)  
Himachal Pradesh

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. his letter No. HIPA (Trg.) G-15/04-XII-dated: 21<sup>st</sup> October, 2016.
- 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.

Jt. Director of Higher Education  
Himachal Pradesh

✓  
✓

## Training Programmes for the Month of December, 2016

S.N	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
1.	Disciplinary Proceedings/Conduct Rules/Departmental Inquiry.	❖ 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	01.12.2016 to 03.12.2016	Superintendent from G.C. Chaura-Maidan, R.K.M.V. and Sanjauli
2.	Right to Information Act, 2005 and H.P. Public Service Guarantee Act, 2011.	❖ 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	07.12.2016 to 09.12.2016	School Principal two each from Bilaspur, Chamba and Hamirpur District.
3.	Office Procedure and Financial Administration.	❖ 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	12.12.2016 to 17.12.2016	Newly promoted School Principals two each Kangra, Kullu and Kinnaur District.



4.	Service Delivery Citizens, Charter and Sevottam	<ul style="list-style-type: none"> <li>❖ To identify the need of Public Service Delivery.</li> <li>❖ To create awareness among the participants for time bound Service Delivery to Citizens and to maintain consistency and excellence in Public Service Delivery.</li> <li>❖ To enhance the capability of participants to formulate Sevottam Complaint Citizen Charter.</li> </ul>	3 Days	15.12.2016 to 17.12.2016	College Principal from G.C. Kullu, Banjar, Haripur Anni, District Kullu.
5.	Noting and Drafting	<ul style="list-style-type: none"> <li>❖ To understand the concept the office in Government.</li> <li>❖ To develop knowledge in Noting &amp; Drafting Skills as per hand book of Office Procedure.</li> <li>❖ To impart detail knowledge of record keeping managing files.</li> </ul>	3 Days	15.12.2016 to 17.12.2016	Clerk two each from Mandi, Shimla, Solan, Sirmour and Una District.
6.	Computer Course on Power Point.	❖ 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	19.12.2016 to 21.12.2016	Senior Assistant from G.C. Solan, Arki, Nagarh, Diggel and Dharampur, District Solan.
7.	Disciplinary Proceedings/Conduct Rules/Departmental Inquiry.	❖ As mentioned at Sr. No. 1 above	3 Days	22.12.2016 to 24.12.2016	Superintendent or Sr. Assistant from G.C. Theog, Seema, Saraswatinagar, Rampur-Bsr and Sunni, District Shimla.
8.	Service Delivery Citizens, Charter and Sevottam	❖ As mentioned at Sr. No. 4 above	3 Days	22.12.2016 to 24.12.2016	College Principal from G.C. Dharamshala, Indora, Dhaliara, Nurpur and Palampur, Kangra District.
9.	Right to Information Act, 2005 and H.P. Public Service Guarantee Act, 2011.	❖ As mentioned at Sr. No. 2 above	3 Days	26.12.2016 to 28.12.2016	Dealing Assistant RTI from DDHE Kangra, Kullu, Mandi, Shimla and Solan District.
10	Office Procedure and Financial Administration	❖ As mentioned at Sr. No. 3 above	6 Days	26.12.2016 to 31.12.2016	Superintendent from G.C. Dehri, Thural, Bajinath, Shahpur and Nagrota Bagwan District Kangra