

**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

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शिक्षा निदेशालय उच्चतर हि.प्र.

21 DEC 2017

शिमला - 1

From: - The Director of Higher Education
Himachal Pradesh

To All the Deputy 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 February, 2018.**

Memo:

The Himachal Pradesh Institute of Public Administration, Fairlawn's Shimla-12 is organizing various training programmes at HIPA during the month of February, 2018. 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.**

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.

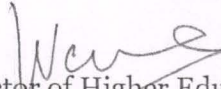
Kindly Personal Attention may be given to the matter.

— Sign —
(Dr. Uma Verma)
Jt. Director of Higher Education(C-II)
Himachal Pradesh

Endst. No. Even Dated: Shimla-171001 the

Copy to:-

- 1 The Director, Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12 w.r.t. letter number-HIPA (Trg.) G-15/04-XII-dated: 07.12.2017.
- 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-II)
Himachal Pradesh

["ANNEXURE-A"]

Training Programmes for the Month of February, 2018

S.N.	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
1.	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	05.02.2018 to 07.02.2018	School Principal one each from Bilaspur, Chamba, Hamirpur, Kangra and Kullu District.
2.	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. ❖ Familiarize and apprise the participants with the basis of internet and to impart them necessary skills so that they can available to do net surfing, download and upload data, e-mail. 	05 Days	05.02.2018 to 09.02.2018	School Principals two each from Kangra, Shimla and Solan 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	12.02.2018 to 17.02.2018	DDHE Kangra, Mandi, Solan, Sirmour and Una District.
4.	Course on Information Technology for Effective Office Management.	<ul style="list-style-type: none"> • To familiarize and apprise the participants with the basic of IT Applications and functions of operating systems. 	2Days	12.02.2018 to 13.02.2018	School Principal two each from Bilaspur, Chamba and Hamirpur District.
5.	E-Governance	<ul style="list-style-type: none"> • To apprise the officers with the potential of ICT Tools and technology for effective and efficient utilization in E-Governance. 	2 Days	23.02.2018 to 24.02.2018	Principal two each from Shimla, Kangra, Kullu and Kinnaur District.
6.	Right to Information Act, 2005 and H.P. Public Service Guarantee Act, 2011.	<ul style="list-style-type: none"> ❖ As mentioned at Sr. No. 1. 	3 Days	26.02.2018 to 28.02.2018	School Principal one each from Mandi, Shimla, Solan, Sirmour and Una District.
7.	Course on Information Technology for Effective Office Management.	<ul style="list-style-type: none"> • As mentioned at S. No. 4 	2Days	26.02.2018 to 27.02.2018	School Principal two each from Kangra, Mandi, Shimla, Chamba and Hamirpur District.
8.	Office Procedure and Financial Administration.	<ul style="list-style-type: none"> ❖ As mentioned at Sr. No. 3 	6 Days	26.02.2017 to 03.03.2018	Six Senior Assistant from DHE, H.P.