

Registered Post

No. EDN- H (21) B (15) 05/2010-HIPA-
Directorate of Higher Education
Himachal Pradesh
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Dated: Shimla-171001 the 14th January 2014

From: - Director of Higher Education
Himachal Pradesh

To All the Dy. Directors of Higher Education,
Except Kinnaur and Lahaul & Spiti District,
in Himachal Pradesh

Subject: - **Training Bulletin for the conduct of Training Programmes at HIPA during the month of January and February, 2014.**

Memo:

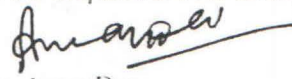
The Himachal Pradesh Institute of Public Administration, Fairlawn's Shimla-12 is organizing Training Programmes at HIPA during the month of January and February, 2014. Sufficient slots have been allotted to Education Department and apart from this a requisite nominations have been requested to different date and different programmes. The extract of the programmes is enclosed herewith as per Annexure-A along with quota to your district.

In this connection, you are requested 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 names of nominated Officers/Officials for each programme has to be sent to HIPA before the commencement of each programme.**

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.

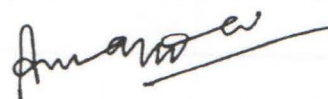
(Seats allotment District-wise attached)


Dr. Amar Dev
Jt. Director of Higher Education (C)
Himachal Pradesh
Shimla-171001 the

Endst. No. Even Dated:

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-IX-Dated: 24th December, 2013.
- 2 The Superintendent Establishment-I Branch, Directorate of Higher Education Himachal Pradesh Shimla-1 for taking further necessary action.
- 3 The Technical officer, Directorate of Higher Education Himachal Pradesh Shimla-1 is hereby requested that uploaded the same on departmental website.
- 4 Guard file.


Jt. Director of Higher Education (C)
Himachal Pradesh

Annexure-A

Training Programmes for the Month of January and February, 2014

S.N.	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
1	Office Procedure and Financial Administration	<ul style="list-style-type: none"> To make the participant aware of Indian Financial Administration System To create understanding about Centre-State Financial Relations and Resource Sharing Application of Accounting system and Financial rules in office administration To acquaint them with the PWD (People with Disability) Act. 	5 Days	20.01.2014 to 24.01.2014	Dy. Director of Higher Education from Shimla, Solan and Sirmour District
2	Office Procedure and Financial Administration	do	5 Days	03.02.2014 to 07.02.2014	Dy. Director of Higher Education Bilaspur, Chamba and Hamirpur District.
3	Office Procedure and Financial Administration	do	5 Days	17.02.2014 to 21.02.2014	Four Superintendents from Directorate of Higher Education
4	Disciplinary Proceeding/conduct Rules/Departmental Enquiry	do	3 Days	10.02.2014 to 12.02.2014	Dy. Director of Higher Education Kullu, Mandi and Una District
5	Basic Computer Course (Word & Excel)	do	5 Days	20.01.2014 to 24.01.2014	Four Senior Assistant from Directorate of Higher Education
6	Right to Information Act, 2005	do	2 Days	20.01.2014 to 21.01.2014	One Senior Assistant from Dy. Director of Higher Education Shimla, Solan and Sirmour District
7	Right to Information Act, 2005	do	3 Days	03.02.2014 to 04.02.2014	One Superintendent from Dy. Director of Higher Education Bilaspur, Kangra and Mandi District
8	Right to Information Act, 2005	do	2 Days	10.02.2014 to 11.02.2014	One Superintendent from Dy. Director of Higher Education Kangra, Mandi and Una District