

REGISTERED POST
MOST IMMEDIATE

No. EDN- H (21) B (15) 05/2010-HIPA-
Directorate of Higher Education
Himachal Pradesh

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Dated: Shimla-171001 the



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

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

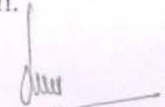
Memo:

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

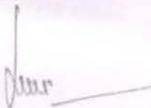
Further, on completion of the training programme he/she shall submit the feedback report on the proforma to the head of institution who will send the same to the Department for taking further action.


(Dr. B. L. Vinta)
Jt. Director of Higher Education
Himachal Pradesh

Endst. No. Even Dated: Shimla-171001 the

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: 02.07.2016.
- 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 August, 2016

	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 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	01.08.2016 to 06.08.2016	Newly promoted School Principals two each Bilaspur, Chamba and Hamirpur District.
2.	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. 	3 Days	01.08.2016 to 03.08.2016	Clerk one each from DDHE Kinnaur, Mandi, Shimla, Chamba, Kangra, Sirmour and Una District.
3.	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	01.08.2016 to 05.08.2016	Superintendent one each from Kangra, Kullu, Kinnaur, L & Spiti and Mandi District.
4.	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 personal communication, its goals, outcomes, problems and strategies for improvement. 	3 Days	08.08.2016 to 10.08.2016	College Principal from G.C. Nahan, Poanta-Sahib, Rajgarh, Shillai and Haripurdhar.
5.	Importance of Ethics and Value	<ul style="list-style-type: none"> ● To understand the importance of ethical conduct behavior at work place. ● To motivate participants to make ethical discussions. 	3 Days	10.08.2016 to 12.08.2016	School Principals: Two each from Bilaspur, Chamba and Hamirpur District.

	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. ➤ To enhance the capability of participants to formulate Sevottam Complaint Citizen Charter. 	3 Days	16.08.2016 to 18.08.2016	College Principal from G.C. Sangrah, Sarahan, Ghumarwin, Bilaspur and Jhandutta.
7.	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	18.08.2016 to 20.08.2016	School Principals two each from Kangra, Kullu and Kinnaur District.
8.	Audit and Performance Budget	<ul style="list-style-type: none"> ❖ Audit, its importance and role of CAG with respect to the audit. ❖ To make aware with performance budgeting & zero base budgeting. ❖ To explain plans and strategies to match current state of audit, performance budgeting & performance measurement with global standards. ❖ To acquaint them with the dealing of PAC/CAG Paras. 	3 Days	22.08.2016 to 24.08.2016	School Principals two each from L & Spiti, Mandi and Shimla District.
9.	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	22.08.2016 to 24.08.2016	Superintendent two each from Solan, Sirmour and Una District.
10.	Computer Course on IFMS (E-Salary, E-Vitran, E-Pension, Budget Processing and NPS.	<ul style="list-style-type: none"> ❖ To familiarize the participants with the working of e-applications such as e-vitran, e-pension, budget processing and NPS. ❖ To impart them necessary skills to work with various features of these applications so that they will be able to deal official/ financial matter efficiently. 	2 Days	26.08.2016 to 27.08.2016	Newly promoted School Principals two each from Kangra, Mandi and Shimla District.
11.	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 these applications so that they will be able to access/update information efficiently. 	2 Days	29.08.2016 to 30.08.2016	College Principal from G.C. Drang, Seraj, Ladbharol, Sandhole and Rewalser.
12.	Office Procedure and Financial Administration.	<ul style="list-style-type: none"> ❖ As mentioned at Serial No. 1 	6 Days	29.08.2016 to 03.09.2016	Senior Assistant one each from DDHE Bilaspur, Chamba, Hamirpur, Kangra and Kullu District.

	Communication and presentation Skills.	➤ As mentioned at Serial No. 7.	3 Days	29.08.2016 to 31.08.2016	Newly promoted School Principals two each from Shimla, Solan and Una District.
14.	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	29.08.2016 to 31.08.2016	Dealing Assistant who dealt RTI matters one each from Dy. Director of Higher Education L & Spiti, Mandi, Shimla, Solan and Sirmour District.
15.	Working with Tablet/Smart Phone using Android.	❖ To Familiarize the participants with the working of tablet/smart phone and to impart them necessary skills with various features of Android application so that they will be able to download Apps with various Apps Surfing net etc.	2 Days	02.09.2016 to 03.09.2016	Newly promoted School Principals two each from Bilaspur Chamba, Hamirpur and Una District.

HIMACHAL PRADESH INSTITUTE OF PUBLIC ADMINISTRATION, HIPA
FAIRLAWN, SHIMLA-171012

INFORMATION SHEET

PROGRAMME TITLE: _____

w.e.f. (DD/MM/YY) _____ to (DD/MM/YY) _____

Name _____

Designation: _____

Level: _____

Office Address:

City: _____ State : _____

Pin: _____

Arrival Date: _____ Departure

Date _____

PERSONAL DETAILS:

Name:

Fathers Name:

Gender: M _____ F _____

Date of Birth: _____

Religion: _____

Qualification: _____

Category: _____

IDENTITY: (carry your ID card at the time of training)

AADHAR CARD:

PAN CARD: _____ VOTER

ID: _____

CONTACT DETAIL(S):

E-mail ID: _____

Phone number (s):

Office _____

Home _____

Mobile _____

ANY OTHER INFORMATION:

For any queries please contact:

Himachal Institute of Public Administration,
HIPA, Fairlawn, Shimla-12

Candidate's Signature:

url: <http://hipashimla.nic.in>

email: hipa-hp@nic.in,

pmu2-sird@hp.gov.in

Fax: 0177-2734679

Phone: 0177-2734777/666

Sponsoring Authority
(Name, Designation with contact details)

OFFICE USE ONLY:

DIARY NUMBER:

TRAINING ID: