

REGISTERED POST
MOST IMMEDIATE

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

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Dated: Shimla-171001

शिक्षा निदेशालय उच्चतर हि.प्र.
the November, 2016

21 NOV 2016

From: - The Director of Higher Education
Himachal Pradesh

To

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

Subject: - **Training Bulletin for the conduct of Training Programmes
at HIPA during the month of January, 2017.**

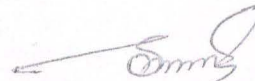
Memo:

The Himachal Pradesh Institute of Public Administration, Fairlawn's Shimla-12 is organizing Training Programmes at HIPA during the month of January, 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. Non-compliance of orders will be viewed seriously and disciplinary action as warranted under the rule will be initiated against the defaulters.**

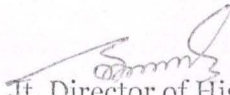
Further, on completion of the training programme he/she shall submit the feedback report on the proforma to the head of institution who will send the same to the Department for taking further action.



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

Endst. No. Even Dated: Shimla-171001 the November, 2016
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: 07th 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 January, 2017

S.N	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
1.	Computer Course on Excel	<ul style="list-style-type: none"> ❖ To finalize and apprise the participants with the basics of Computer application on excel and to impart them necessary skills to work on office automation, tools available under Windows. 	2 Days	02.01.2017 to 03.01.2017	Two Senior Assistant from DDHE Bilaspur, Chamba and Hamirpur District.
2.	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	02.01.2017 to 04.01.2017	College Principal from Government College Sanjauli, Theog, Chaura-Maidan and Seema.
3.	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	02.01.2017 to 04.01.2017	College Principal from Government College Dehri, Thural, Baijnath and Shahpur
4.	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	06.01.2017 to 07.01.2017	College Principal from Government College Nagrota-Bagwan, Jaisinghpur, Naura and Haripur Guler
5.	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	09.01.2017 to 13.01.2017	Five Senior Assistant from Directorate of Higher Education, Himachal Pradesh
6.	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	11.01.2017 to 13.01.2017	College Principal from G.C. Nagrota-Suriyan, Khundian, Hamirpur and Nadaun
7.	Office Procedure and Financial Administration.	<ul style="list-style-type: none"> ❖ To make the participants understand budgeting and accounting procedure in 	6 Days	16.01.2017 to 21.01.2017	School Principal two each from Kangra, Kullu and Mandi

		<p>Government.</p> <ul style="list-style-type: none"> ❖ 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. 			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	19.01.2017 to 21.01.2017	Superintendent two each from Shimla, Solan Sirmour and Una District
9.	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	19.01.2017 to 21.01.2017	College Principal from G.C. Sujampur, Bhoranj, Barsar and Kullu
10	Office Procedure and Financial Administration	<ul style="list-style-type: none"> ❖ As mentioned at Sr. No. 6above 	6 Days	30.01.2017 to 04.02.2017	College Principal from G.C. Sunni, Kumarsain, Nankhar and Chailkoti.

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