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**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 the

शिक्षा निदेशालय उच्चतर शिक्षा

08 AUG 2017

From: -

The Director of Higher Education  
Himachal Pradesh

To

All the Deputy Directors of Higher Education,  
in Himachal Pradesh

Subject: -

**Training Bulletin for the conduct of Training Programmes  
at HIPA during the month of September, 2017.**

Memo:

The Himachal Pradesh Institute of Public Administration, Fairlawn's Shimla-12 is organizing various training programmes at HIPA during the month of September, 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 /compulsory in these training programmes. 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.

**Kindly Personal Attention may be given to the matter.**

—ed—

(Krishan Vaidya)  
Jt. Director of Higher Education(C-I)  
Himachal Pradesh

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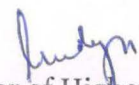
Dated:

Shimla-171001

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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: 12.07.2017.
- 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-I)  
Himachal Pradesh



**"ANNEXURE-A"**

**Training Programmes for the Month of September, 2017**

S.N	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
1.	Basic Computer Course on Work, Internet & E-mail.	<ul style="list-style-type: none"> <li>❖ 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.</li> <li>❖ 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 &amp; upload data, e-mail, attachment etc.</li> </ul>	5 Days	04.09.2017 to 08.09.2017	Superintendent five from DHE.
2.	Sevottam for Cutting Edge Level Staff	<ul style="list-style-type: none"> <li>❖ To create awareness about awareness.</li> <li>❖ To achieve excellence in Public Service Delivery.</li> <li>❖ To enhance the capacity of participants to formulate "Sevottam" complaint citizen charter through consultative and participatory approach.</li> </ul>	5 Days	04.09.2017 to 08.09.2017	Senior Assistant five from DHE.
3.	Tot Sevottam for Nodal Officers/Supervisory Officer	<ul style="list-style-type: none"> <li>❖ Capacity Building of Nodal Officers/Supervisory Officers of Departments in implementation and formulation of Sevottam Complaint Citizens Charter.</li> </ul>	3 Days	11.09.2017 to 16.09.2017	Nodal Officer IT from DDHE Bilaspur, Chamba, Hamirpur, Kangra, Mandi and Shimla.
4.	Office Procedure and Financial Administration.	<ul style="list-style-type: none"> <li>❖ To make the participants understand budgeting and accounting procedure in Government.</li> <li>❖ To acquaint the participants with the important provision of HPFR 2009.</li> <li>❖ To acquaint the officers basic income tax related issues as applicable in Government Offices.</li> <li>❖ To make the participants aware of various Rules/Regulations Government employees like TA/DA, pension, Medical Rules etc.</li> <li>❖ To make the participants aware about the procurement procedure in Government and inventory management.</li> <li>❖ To give the participants holistic knowledge about G.P.F., C.P.F., New Pension Scheme.</li> <li>❖ To make the participants aware of general conditions of services with emphasis.</li> </ul>	6 Days	18.09.2017 to 23.09.2017	School Principal two each from Kullu, Kinnaur and Solan,
5.	Disciplinary Proceedings/Conduct Rules/Departmental	<ul style="list-style-type: none"> <li>❖ To make the participants aware of constitutional provisions relating to service &amp; general conditions of</li> </ul>	3 Days	21.09.2017 to 23.09.2017	Superintendent from Government Girls Senior Secondary

	Inquiry.	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.			School Hamirpur, Government Senior Secondary School Taunidevi, Jauri Amb.
6.	Right to Information Act, 2005 and H.P. Public Service Guarantee Act, 2011.	<ul style="list-style-type: none"><li>❖ To equip the participants with the concept of Right to Information Act, 2005.</li><li>❖ To equip the participants with the concept of H.P. Public Service Guarantee Act, 2011.</li><li>❖ To make the participants understand importance of ethical conduct behavior at work place. To motivate participants to make ethical discussions &amp; bring certain positive changes in one's life.</li><li>❖ To change one's existing habits &amp; bring change in the way we want ourselves to be in order to be more fruitful to society.</li><li>❖ To list out salient features and principles of Public Service Guarantee Act.</li></ul>	3 Days	21.09.2017 to 23.09.2017	FAAs, PIOs/APIOs and other Officials dealing with RTI from DDHE Kangra, Shimla, Sirmour and Una District.
7.	Refresher Course on IFMS (e-Salary, e-Vitran, e-pension/Budget Processing, NPS)	<ul style="list-style-type: none"><li>❖ To familiarize the participants with the working of e-applications such as e-Vitran, e-pension, Budget processing and NPs.</li><li>❖ To impart them necessary skills to work with various features of these applications so that they will be able to deal Official/Financial matter efficiency.</li></ul>	1 Day	23.09.2017	DDOs/SAS/other Officers and Officials dealing with finance from DHE.
8.	Audit and Performance Budget	<ul style="list-style-type: none"><li>❖ Audit, its importance and Role of CAG with respect to Audit.</li><li>❖ To make aware with the Performance Budgeting &amp; Zero base Budgeting.</li><li>❖ To explain Plans and strategies to match current state of audit, performance budgeting &amp; performance measurement with global standards.</li><li>❖ To acquaint them with the dealing of PAC/CAG Paras.</li></ul>	3 Days	25.09.2017 to 27.09.2017	School Principal two each from Bilaspur, Chamba and Hamirpur District.
9.	Right to Information Act, 2005 and H.P. Public Service Guarantee Act, 2011.	<ul style="list-style-type: none"><li>❖ As mentioned at Serial No. 6</li></ul>	3 Days	27.09.2017 to 29.09.2017	FAAs, PIOs/APIOs and other Officials dealing with RTI from DDHE Chamba, Bilaspur, Chamba, Hamirpur District.
10.	Office Procedure and Financial Administration.	<ul style="list-style-type: none"><li>❖ As mentioned at Serial No. 04</li></ul>	5 Days	25.09.2017 to 29.09.2017	Newly promoted School Principal two each from Kangra, Kullu, Kinnaur and L & Spiti District.