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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

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 November, 2017.**

Memo:

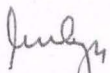
The Himachal Pradesh Institute of Public Administration, Fairlawn's Shimla-12 is organizing various training programmes at HIPA during the month of November, 2017. Sufficient slots have been allotted to Education Department and apart from this a requisite nominations have been requested to different 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.**

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.


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

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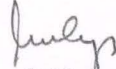
Dated:

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: 11.09.2017.
- 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 November, 2017

Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
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	01/11/2017 to 02/11/2017	School Principal two each from Bilaspur, Chamba and Hamirpur District
Sevottam for Cutting Edge Level Staff	<ul style="list-style-type: none"> ❖ To create awareness about awareness. ❖ To achieve excellence in Public Service Delivery. ❖ To enhance the capacity of participants to formulate "Sevottam" complaint citizen charter through consultative and participatory approach. 	5 Days	06/11/2017 to 10/11/2017	Senior Assistant five from DHE.
Basic Computer Course	<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	06/11/2017 to 10/11/2017	Smt. Deep, Shikha Smt. Rama Retka Smt. Sneha Lata Smt. Jyoti Sharma From Directorate of Higher Education, Himachal Pradesh
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	06/11/2017 to 08/11/2017	DDHE Bilaspur, Solan, Sirmour and Una
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 	3 Days	08/11/2017 to 10/11/2017	FAAs, PIOs, APIOs and other Officials dealing with RTI from Shimla, Solan, Sirmour and Una District.

		Guarantee Act.			
	Course on working with Tablet/Smart phone using Android application	❖ To familiarize the participants with the working of Tablet/Smartphone and to impart them necessary skills to work with various features of android application so that they will be able to download Apps. Working with various Apps surfing net etc..	2 Days	08/11/2017 to 09/11/2017	School Principal one each from Kangra, Kinnaur, Kullu and Mandi District.
7	Course on IT for Effective Office Management	❖ To familiarize the participants with the various features available under windows, manage files & folders, sharing of data and devices over network, scanning of documents and send it as attached with e-mail	2 Days	13/11/2017 to 14/11/2017	Newly recruited Clerks from DHE Shimla
8	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	13/11/2017 to 18/11/2107	School Principals two each from Kangra, Mandi, Shimla District.
9	Disciplinary Proceedings/Conduct Rules/Departmental Inquiry.	❖ 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	20/11/2017 to 22/11/2017	School Principal two each from Hamirpur, Solan and Sirmour District.
10	Office Procedure and Financial Administration.	❖ As mentioned at Serial No. 8	6 Days	27/11/2017 to 02/12/2017	Senior Assistant from DHE Shimla
11	Right to Information Act, 2005 and H.P. Public Service Guarantee Act, 2011.	❖ As mentioned at Serial No. 2	3 Days	27/11/2017 to 29/11/2017	FAAs, PIOs, APIOs and other Officials dealing with RTI from Mandi, Shimla, Solan, Sirmour and Una District.

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	28/11/2017 to 30/11/2017	Senior Assistant one each from DDHE Kangra, Mandi, Sirmour and Una, District.
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