

REGISTERED POST
MOST IMMEDIATE

No. EDN- H (21) B (15) 05/2017-HIPA-
Directorate of Higher Education
Himachal Pradesh

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2811247 e-mail: dir.edu@rediffmail.com & genbr@rediffmail.com

Dated: Shimla-171001) the 23rd, 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 October, 2017.**

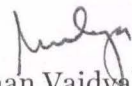
Memo:
The Himachal Pradesh Institute of Public Administration, Fairlawn's Shimla-12 is organizing various training programmes at HIPA during the month of October, 2017. Sufficient slots have been allotted to Education Department and apart from this a requisite nominations have been requested to different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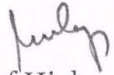
Dated:

Shimla-171001

the 23rd 17

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: 09.08.2017.
- 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 October, 2017

Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
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	09/10/2017 to 13/10/2017	Principal G.C.
1. 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 Guarantee Act. 	3 Days	09/10/2017 to 11/10/2017	FAAs, PIOs, APIOs and other Officials dealing with RTI from Bilaspur, Chamba, Hamirpur and Kangra District.
3. 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	16/10/2017 to 18/10/2017	School Principal two each from Kullu and Kinnaur District.
4. Right to Information Act, 2005 and H.P. Public Service Guarantee Act, 2011.	<ul style="list-style-type: none"> ❖ As mentioned at Serial No. 2 	3 Days	16/10/2017 to 18/10/2017	FAAs, PIOs, APIOs and other Officials dealing with RTI from Mandi, Shimla, Solan, Sirmour and Una District.
5. 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 	3 Days	16/10/2017 to 18/10/2017	School Principal two each from Sirmour and Una District.

	Good Governance	<p>applications.</p> <ul style="list-style-type: none"> ❖ To make aware the participants with the concept and emerging trends in Good Governance. ❖ To highlight the need for improved Governance in the changing. ❖ To acquaint them with the PWD (People with Disability) Act. ❖ 	3 Days	23/10/2017 to 25/10/2017	DDHE Bilaspur, Chamba, Hamirpur and Kangra.
7.	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	23/10/2017 to 28/10/2017	School Principals two each from DDH Kangra, Mandi and Shimla District.
8	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	26/10/2017 to 28/10/2017	Senior Assistant on each from DDH Bilaspur, Chamba, Hamirpur and Kangra District.
9.	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	26/10/2017 to 28/10/2017	DDHE Mandi, Solan, Sirmour and Una

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