

REGISTERED PSOT
MOST URGENT

No. EDN-HE (21) B (15)04/2018-HIPA-Trg.-
Directorate of Higher Education
Himachal Pradesh
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Dated: Shimla-171001the

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 during the month of
April, 2018 at HIPA, Fairlawn's Shimla.

Memo:

The Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12 is going to organize various training programmes during the month of April, 2018 at its Institute and sufficient slots have been allotted to the Department of Higher Education and requested to depute 5-6 Officers/Officials for each training programme.

You are, therefore hereby directed to 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.

Any laxity in the matter will be viewed seriously and Head of Institution and concerned dealing assistant who deal this matter will be responsible not for obeying the orders of higher authorities.

Kindly Personal Attention may be given to the matter.

— Sign —
(Dr. Amarjeet K Sharma)
Jt. Director of Higher Education(C)
Himachal Pradesh
Phone No. 0177-2652579
E-mail: jdhee-II@rediffmail.com

Sl. No. Even Dated: Shimla-171001the

for information 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: 07.01.2018.
- 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)
Himachal Pradesh

शिक्षा निदेशालय जम शर हिमाचल

17 MAR 2018

Training programmes for the Month of April, 2018 at HIPA, Fairlawns, Shimla-12

| Sr. N. | 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 acquaints the participants with the important provision of HPFR 2009. ➤ To acquaint the officers basic income Tax related issues as applicable in government Officers. ➤ To makes the participants employees the TA/DA. Pensions Medical Rules, etc. ➤ To made the participants aware about the procurement procedure in government and inventory management. ➤ To give the participants holistic knowledge about GPF New Pension Scheme. ➤ To made the participants aware of general condition of services with emphasis on FR/SR. ➤ Getting the participants familiar with on-line application. ➤ To acquaint the participants with the HIMKOSH-IFMS, e-Kosh, financing reporting system, budget preparation, estimation, allocation of budget from the different Heads of Accounts preparation of supplementary budget, e-chalan, government receipt, accounting system e-service book. ➤ To acquaint the participants about Non-banking Financial Companies and various financial instruments available in Indian Market. | 5 days | 02.04.2018 to 06.04.2018 | School Principals two each from Bilaspur, Chamba and Hamirpur District. |
| 2. | 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 | 05.04.2018 to 07.04.2018 | School Principals two each from Kangra, Kullu and Kinnaur District |
| 3. | One Day Computer Course on Cashless Transaction | <ul style="list-style-type: none"> ➤ To familiarize the participants with the various online services and payment modes. | 1 Day | 13.04.2018 | School Principals two each from L. & Spiti, Mandi and Shimla District |
| 4. | Disciplinary Proceedings/Conduct Rules/Departmental Enquiry | <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 Charges Sheets & | 3 Days | 19.04.2018 to 21.04.2018 | School Principals two each from Shimla, Solan and Sirmour District |

| | | Holding Departmental Enquiry, Imposition of Penalties. | | | |
|----|--|--|--------|--------------------------|---|
| 5. | Service Delivery/Citizen Charter/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 Citizens Charter through consultative and participatory approach. | 3 Days | 19.04.2018 to 21.04.2018 | School Principals two each from Bilaspur, Chamba and Una District |
| 6. | Training of Trainers (ToT for Nodal Officers 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 the importance of ethical conduct behavior at work place. ➤ To motivate participants to make ethical discussions & bring certain positive changes in one's life. ➤ 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, 211. | 2 Days | 23.04.2018 to 24.04.2018 | School Principals two each from Kangra, Kullu I. & Spiti and Una District |
| 7. | Noting & Drafting | <ul style="list-style-type: none"> ➤ To understand concept of office in Government ➤ To develop knowledge in Noting & Drafting Skills as per hand book of Office Procedure. | 3 Days | 26.04.2018 to 28.04.2018 | Senior Assistant one each from DDHE Kinnaur, Mandi, Shimla, Solan and Sirmour District. |
| 8. | Audit and Performance Budget | <ul style="list-style-type: none"> ➤ Audit, its importance and Role of CAG with respect to 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 | 26.04.2018 to 28.04.2018 | School Principals two each from Shimla, Solan and Una District. |
| 9. | Computer Course on Power Point | <ul style="list-style-type: none"> ➤ To familiarize the participants with the basics of participation programme and to impart them necessary skills to work with various features of Power Point Application. | 3 Days | 26.04.2018 to 28.04.2018 | Superintendent one each from DDHE Chamba, Kangra, Kinnaur, Mandi, Shimla, and Sirmour District. |