

No. EDN- H (21) B (15) 05/2010-HIPA-
Directorate of Higher Education
Himachal Pradesh
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Dated: Shimla-171001 the January 2014

From:- Director of Higher Education
Himachal Pradesh

To All the Dy. Directors of Higher Education,
Except Lahaul & Spiti, in Himachal Pradesh

Subject: - Training Bulletin for the conduct of Training Programmes at HIPA during
the month of January and February, 2014.


Memo: The Himachal Pradesh Institute of Public Administration, Fairlawn's
Shimla-12 is organizing Training Programmes at HIPA during the month of January and
February, 2014. 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 are enclosed herewith as per Annexure-A along with quota to your
district.

In this connection, you are requested 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 names of nominated
Officers/Officials for each programme has to be sent to HIPA before the commencement of
each programme.**

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.

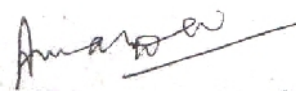
(Seats allotment District-wise attached)


Dr. Amar Dev
Jt. Director of Higher Education (C)
Himachal Pradesh

Endst. No. Even Dated: Shimla-171001 the

Copy for information to:-

1. Superintendent E-1 Directorate of Higher Education Himachal Pradesh Shimla-1 for
information and n/a.
2. Technical officer Directorate of Higher Education Himachal Pradesh Shimla-1 to
uploaded the same on departmental web. Site.
3. Guard file.
- 4.


Jt. Director of Higher Education (C)
Himachal Pradesh

Training Programmes for the Month of December, 2013

S.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 participant aware of Indian Financial Administration System To create understanding about Centre-State Financial Relations and Resource Sharing Application of Accounting system and Financial rules in office administration To acquaint them with the PWD (People with Disability) Act. E-Samadhan 	5 Days	13.01.2014 to 17.01.2014	Gazetted officers of State Government Departments.
2	Office Procedure and Financial Administration	do	5 Days	20.01.2014 to 24.01.2014	Non-Gazetted officers of State Government Departments.
3	Office Procedure and Financial Administration	do	5 Days	03.02.2014 to 07.02.2014	Gazetted officers of State Government Departments.
4	Office Procedure and Financial Administration	do	5 Days	17.02.2014 to 21.02.2014	Non-Gazetted officers of State Government Departments.
5	Disciplinary Proceeding/conduct Rules/Departmental Enquiry	do	3 Days	10.02.2014 to 12.02.2014	Gazetted officers of State Government Departments.
6	Basic Computer Course (Word & Excel)	To familiarize and apprise the participants with the basics of computers and to impart them necessary skills to work on office automation tools available.	5 Days	06.01.2014 to 10.01.2014	Gazetted & Non-Gazetted officers of State Government Departments.
7	Basic Computer Course (Word & Excel))	do	5 Days	13.01.2014 to 17.01.2014	Gazetted & Non-Gazetted officers of State Government Departments.
8	Basic Computer Course (Word & Excel)	do	5 Days	20.01.2014 to 24.01.2014	Gazetted & Non-Gazetted officers of State Government Departments
9	Right to Information Act, 2005	<ul style="list-style-type: none"> To sensitize the participants with the concept, rationale and importance of information e-samadhan To acquaint them with the Provisions of Right to Information Act, 2005 and the duties and obligations of government officials under the Act <p>To acquaint them with the PWD (People with Disability) Act.</p>	2 Days	13.01.2014 to 14.01.2014	Gazetted & Non-Gazetted officers of State Government (PIO's and APIO's)
10	Right to Information Act, 2005	do	2 Days	20.01.2014 to 21.01.2014	Gazetted & Non-Gazetted officers of State Government (PIO's and APIO's)
11	Right to Information Act, 2005	do	3 Days	03.02.2014 to 04.02.2014	Gazetted & Non-Gazetted officers of State Government (PIO's and APIO's)
12	Right to Information Act, 2005	do	2 Days	10.02.2014 to 11.02.2014	Gazetted & Non-Gazetted officers of State Government (PIO's and APIO's)