

No. EDN- H (21) B (15) 05/2010-HIPA-  
Directorate of Higher Education  
Himachal Pradesh  
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e-mail: genbr@rediffmail.com

Dated: Shimla-171001 the 22.05.2014

From: - The Director of Higher Education  
Himachal Pradesh

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

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

Memo:


The Himachal Pradesh Institute of Public Administration, Fairlawn's Shimla-12 is organizing Training Programmes at HIPA during the month of June 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 is 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 at least 15 days in advance before the commencement of each programme on nomination form (Photocopy enclosed).

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.

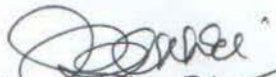
(Seats allotment District-wise attached)

  
(S.B. Sekhri)  
Director of Higher Education  
Himachal Pradesh

Endst. No.                  Even                  Dated:                  Shimla-171001                  the 22.05.2014

Copy for information to:-

- 1        The Director, Himachal Pradesh Institute of Public Administration, Fairlawn's Shimla-12 w.r.t. his letter No. HIPA (Trg.) G-15/04-IX-Dated: 06.05.2014.
- 2        The Additional Director of Higher Education (Admn.), Himachal Pradesh for information please.
- 3        Guard file

  
Director of Higher Education  
Himachal Pradesh



**Training Programmes for the Month of June, 2014**

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"> <li>To make the participant aware of Indian Financial Administration System</li> <li>To create understanding about Centre-State Financial Relations and Resource Sharing</li> <li>Application of Accounting system and Financial rules in office administration</li> <li>To acquaint them with the PWD (People with Disability) Act.</li> </ul>	5 Days	02.06.2014 to 06.06.2014	School Principals one each from Bilaspur, Chamba, Hamirpur and Kangra District.
2	Disciplinary Proceedings/ Conduct Rules/departmental Inquiry (GOI)	do	3 Days	09.06.2014 to 11.06.2014	School Principals one each from Kangra, Kullu, Kinnaur, and Shimla District.
3	Computer Course on Power Point	<ul style="list-style-type: none"> <li>To familiarize and apprise the participants with the computers and to impart them necessary skills to work on office automation tool available.</li> </ul>	3 days	09.06.2014 to 11.06.2014	Superintendent one each from Kangra, Kullu, Kinnaur and Mandi District.
4	Office Procedure and Financial Administration	<ul style="list-style-type: none"> <li>To make the participant aware of Indian Financial Administration System</li> <li>To create understanding about Centre-State Financial Relations and Resource Sharing</li> <li>Application of Accounting system and Financial rules in office administration</li> <li>To acquaint them with the PWD (People with Disability) Act.</li> </ul>	5 Days	16.06.2014 to 20.06.2014	Principal one each from Shimla, Solan, Sirmour and Una District.
5	Basic Computer Course (Word & Excel)	<ul style="list-style-type: none"> <li>To familiarize and apprise the participants with the computers and to impart them necessary skills to work on office automation tool available.</li> </ul>	5 Days	16.06.2014 to 20.06.2014	Senior Assistant one each from Dy. Director of Higher Education Shimla, Solan, Sirmour and Una District.

5	Computer Training on (Internet and E-mail)	<ul style="list-style-type: none"> <li>To familiarize and apprise the participants with the basics of Internet and to impart them necessary so that they can able to download &amp; upload data, e-mail, attachment.</li> </ul>	2 Days	26.06.2014 to 27.06.2014	Superintendent one each from Dy. Director of Higher Education Bilaspur, Chamba, Hamirpur and Kangra District.
7	One Day Workshop on Right to Information Act, 2005 for Nodal Officer RTI (GOI)	<ul style="list-style-type: none"> <li>To sensitize the participants with the concept, rationale and importance of information</li> <li>To acquaint them with the Provisions of Right to Information Act, 2005 and the duties and obligations of government officials under the Act</li> </ul> <p>To acquaint them with the PWD (People with Disability) Act.</p>	2 Days	28.06.2014	Nodal Officer from Directorate of Higher Education, Himachal Pradesh