

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
1 The Principal, G.C..... District.....H.P.
2 All the Dy. Directors of Higher Education, in Himachal Pradesh

**Subject: - Training Bulletin for the conduct of Training Programmes
at HIPA during the month of April 2017.**

Memo:
The Himachal Pradesh Institute of Public Administration, Fairlawn's Shimla-12 is organizing Training Programmes at HIPA during the month of March, 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.

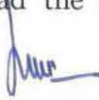
The employees who have already attended the same may not be deputed again. While deputing the employees it may be kept in mind that opportunity may be given to all the employees in rotation. **The participation of your district is mandatory. Non-compliance of orders will be viewed seriously and disciplinary 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.

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Director of Higher Education
Himachal Pradesh

Endst. No. Even Dated: Shimla-171001 the
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-XII-dated: 22.02.2017.
- 2 The Superintendent, Establishment-I Branch, Directorate of Higher Education, Himachal Pradesh.
- 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.


Director of Higher Education
Himachal Pradesh

Training Programmes for the Month of March, 2017

S.N	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
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	05.04.2017 to 07.04.2017	School Principal two each from Bilaspur, Chamba, Hamirpur and Kangra District
2.	Service Delivery Citizens, Charter and 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 Citizen Charter. 	3 Days	05.04.2017 to 07.04.2017	College Principal from Government College Sanjauli, Theog, Chaura-Maidan and Seema.
3.	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	05.04.2017 to 07.04.2017	Principal from Government College Bilaspur, Ghumarwin, Jhandutta, Jukhala, Mandi and Sarkaghat
4.	One-Day Computer Course on Cashless Transaction.	<ul style="list-style-type: none"> ❖ To finalize the participants with the various on-line services and payment modes. 	1 Day	13.04.2017	School Principal one each from Kullu, Kinnaur, L & Spiti, Mandi, Shimla and Solan District
5.	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 	6 Days	17.04.2017 to 22.04.2017	Principal Government College Chamba, Chowari, Bharmour, Salooni, Tissa and Pangl.

		<ul style="list-style-type: none"> ❖ 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.	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 applications. 	3 Days	20.04.2017 to 22.04.2017	School Principals three each from Sirmour and Una District.
7.	Computer Course on Excel	<ul style="list-style-type: none"> ❖ To finalize and apprise the participants with the basics of Computer application on excel and to impart them necessary skills to work on office automation, tools available under Windows. 	2 Days	21.04.2017 to 22.04.2017	Superintendent/ Senior Assistant one each from Government College Una, Amb, Beetan, Daulatpur, Bangana, Dharamshala and Indora
8.	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	20.04.2017 to 22.04.2017	Principal from Government College Nahan, Poanta-Sahib, Rajgarh, Shillai, Haripurdhar, Sangrah and Sarahan
9.	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	24.04.2017 to 26.04.2017	Superintendent from DDHE Bilaspur, Chamba, Hamirpur, Kangra, Kullu, Kinnaur, Mandi and Shimla District
10.	Audit and Performance Budget	<ul style="list-style-type: none"> ❖ Audit, its importance and role of CAG with respect to the 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	24.04.2017 to 26.04.2017	Principal Government College Karsog, Jogindernagar, Bassa (Gohar), Drang, Dharampur, Seraj at Lamba Thach and Lad-Bharol.
11.	Right to Information Act, 2005 and H.P. Public Service Guarantee Act, 2011.	<ul style="list-style-type: none"> ❖ As mentioned at S. No. 1 	3 Days	24.04.2017 to 26.04.2017	School Principals two each from Sola Sirmour and Una District.