

शिक्षा निदेशालय जम्मू हिमाचल प्रदेश

25 MAR 2017

**REGISTERED POST
MOST IMMEDIATE**

शिमला - 1

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

Telephone No. 0177-2653120, 2653575, 2653386, Extn. 234, Fax: 0177-2812882,
2811247 e-mail: dir.edu@rediffmail.com & genbr@rediffmail.com

Dated: Shimla-171001 the March, 2017

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 Year, 2017-18.**

Memo:

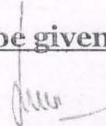
The Himachal Pradesh Institute of Public Administration, Fairlawn's Shimla-12 is organizing various training programmes at HIPA during the year 2017-18. Sufficient slots have been allotted to Education Department and apart from this a requisite nominations have been requested to different date and different 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. 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.

Kindly Personal Attention may be given to the matter.


Director of Higher Education
Himachal Pradesh

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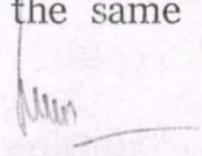
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Director of Higher Education
Himachal Pradesh

**TRAINING PROGRAMMES FOR THE YEAR, 2017-18 TO
BE CONDUCTED BY HIPA, FAIRLAWN'S, SHIMLA-12**

S.N	NAME OF THE PROGRAMME	DURATION	DATES	LEVEL OF PARTICIPANTS
1.	MANAGEMENT DEVELOPMENT PROGRAMME	5 DAYS	17.04.2017 TO 21.04.2017	PRINCIPAL GOVERNMENT COLLEGE SOLAN, ARKI, NALAGARH, DIGGAL, DHARAMPUR(SLN.) AND NAHAN
2.	DO	5 DAYS	12.06.2017 TO 16.06.2017	DDHE BILASPUR, HAMIRPUR, KANGRA, KULLU AND KINNAUR DISTRICT
3.	DO	5 DAYS	31.07.2017 TO 04.04.2017	PRINCIPAL GOVERNMENT COLLEGE POANTA-SAHIB, RAJGARH, SHILLAI, HARIPURDHAR, SANGRAH AND SARAHAN
4.	DO	5 DAYS	30.10.2017 TO 03.11.2017	SCHOOL PRINCIPAL TWO EACH FROM SHIMLA, SOLAN AND SIRMOUR DISTRICT
5.	DO	5 DAYS	05.02.2018 TO 09.02.2018	DDHE MANDI, SHIMLA, SOLAN, SIRMOUR AND UNA DISTRICT
6.	DO	5 DAYS	26.03.2018 TO 30.03.2018	SENIOR MOST ASSOCIATE / ASSISTANT PROFESSOR FROM GOVERNMENT COLLEGE NARKANDA, CHAILKOTI, RECONGPEO, GHUMARWIN AND BILASPUR.
7	PARTICIPATORY PLANNING	5 DAYS	22.05.2017 TO 26.05.2017	NEWLY PROMOTED SCHOOL PRINCIPAL TWO EACH FROM BILASPUR, CHAMBA AND HAMIRPUR DISTRICT
8	DO	5 DAYS	17.07.2017 TO 21.07.2017	NEWLY PROMOTED HEADMASTER TWO EACH FROM KANGRA, KULLU, AND KINNAUR DISTRICT
9	DO	5 DAYS	04.09.2017 TO 08.09.2017	SENIOR MOST ASSOCIATE / ASSISTANT PROFESSOR FROM GOVERNMENT COLLEGE R.K.M.V. SHIMLA, SANJAULI, CHAURAMAIDAN, THEOG AND SEEMA
10	DO	5 DAYS	09.10.2017 TO 13.10.2017	NEWLY PROMOTED SCHOOL LECTURER TWO EACH FROM L& SPITI, MANDI AND SHIMLA DISTRICT
11	DO	5 DAYS	01.01.2018 TO 05.01.2018	SENIOR MOST ASSOCIATE / ASSISTANT PROFESSOR FROM GOVERNMENT COLLEGE SARASWATINAGAR, RAMPUR, NERWA, SUNNI AND KUMARSAIN
12	DO	5 DAYS	19.02.2018 TO	SENIOR MOST ASSOCIATE / ASSISTANT PROFESSOR FROM

			23.02.2018	GOVERNMENT COLLEGE JHANDUTTA, JUKHALA, MANDI, SARKAGHAT AND KARSOG.
13	DO	5 DAYS	19.03.2018 TO 23.03.2018	SENIOR MOST ASSOCIATE / ASSISTANT PROFESSOR FROM GOVERNMENT COLLEGE JOGINDERNAGAR, BASSA (GOHAR), DARANG, DHARAMPUR AND SERAJ AT LAMBATHACH
14	WOMEN AND CHILD DEVELOPMENT	5 DAYS	17.04.2017 TO 21.04.2017	PRINCIPAL GOVERNMENT COLLEGE LADBHAROL, SANDHOLE, REWALSER, NIHRI AND BALDWARA
15	DO	5 DAYS	12.06.2017 TO 16.06.2017	PRINCIPAL GOVERNMENT COLLEGE CHAMBA, CHOWARI, BHARMOUR, SALOONI, TISSA AND PANGI
16	DO	5 DAYS	16.08.2017 19.08.2017	LECTURER (SCHOOL CADRE) FEMALE TWO FROM L & SPITI, SOLAN, SIRMOUR AND UNA DISTRICT
17	DO	5 DAYS	18.12.2017 TO 22.12.2017	SENIOR MOST ASSOCIATE / ASSISTANT PROFESSOR (FEMALE) FROM GOVERNMENT COLLEGE JOGINDERNAGAR, BASSA (GOHAR), DARANG, DHARAMPUR AND SERAJ AT LAMBATHACH
18	DO	5 DAYS	05.03.2018 TO 09.03.2018	SENIOR MOST ASSOCIATE / ASSISTANT PROFESSOR(FEMALE) FROM GOVERNMENT COLLEGE JOGINDERNAGAR, BASSA (GOHAR), DARANG, DHARAMPUR AND SERAJ AT LAMBATHACH
19	INFORMATION & COMMUNICATION TECHNOLOGY	5 DAYS	29.05.2017 TO 02.06.2017	PGT IP TWO EACH FROM SHIMLA, SOLAN, SIRMOUR AND UNA DISTRICT
20	DO	5 DAYS	10.07.2017 TO 14.07.2017	ASSOCIATE / ASSISTANT PROFESSOR FROM GOVERNMENT COLLEGE UNA, AMB, BEETAN, DAULATPUR AND BANGANA
21	DO	5 DAYS	11.09.2017 TO 15.09.2017	HEADMASTER TWO EACH FROM BILASPUR, CHAMBA, HAMIRPUR AND KANGRA DISTRICT
22	DO	5 DAYS	13.11.2017 TO 17.11.2017	PRINCIPAL GOVERNMENT COLLEGE DHARMSHALA, INDORA, DHALIARA, NURPUR, PALAMPUR AND DEHRI
23	DO	5 DAYS	14.02.2018 TO 17.02.2018	PGT IP TWO EACH FROM KINNAUR, KULLU, L & SPITI AND MANDI DISTRICT
24	DATA MANAGEMENT	5 DAYS	29.05.2017 TO	SUPERINTENDENT / SENIOR ASSISTANT ONE EACH FROM

			02.06.2017	DDHE BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KULLU AND KINNAUR DISTRICT
25	DO	5 DAYS	10.07.2017 TO 14.07.2017	SUPERINTENDENT / SENIOR ASSISTANT ONE EACH FROM L & SPITI, MANDI, SHIMLA, SOLAN, SIRMOUR AND UNA DISTRICT
26	DO	5 DAYS	11.09.2017 TO 15.09.2017	DATA ENTRY OPERATOR/CLERK ONE EACH FROM DDHE BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KULLU AND KINNAUR DISTRICT
27	DO	5 DAYS	13.11.2017 TO 17.11.2017	DATA ENTRY OPERATOR/CLERK ONE EACH FROM DDHE FROM L & SPITI, MANDI, SHIMLA, SOLAN, SIRMOUR AND UNA DISTRICT
28	DO	5 DAYS	14.02.2018 TO 17.02.2018	DEALING ASSISTANT WHO IS BEING DEALT STATISTICAL DATA ONE EACH FROM DDHE CHAMBA, KANGRA, MANDI, SHIMLA AND SIRMOUR DISTRICT

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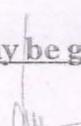
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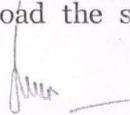
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Training Programmes for the Month of May, 2017

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 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	01.05.2017 to 06.05.2017	Superintendent/Senior Assistant from Government College Chowki Maniar, Una, Amb, Beetan, Daulatpur and Bangana
2.	Good Governance	<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 economic and social circumstances. ❖ To acquaint them with the (People with Disability) PWD Act, 1995. 	3 Days	04.05.2017 to 06.05.2017	Newly promoted School Principal two each from Kangra, Mandi and Shimla District
3.	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	04.05.2017 to 06.05.2017	Newly promoted Headmaster two each from Bilaspur, Chamba, Hamirpur District
4.	Course on Cashless Transaction	<ul style="list-style-type: none"> ❖ To familiarize the participants with the various online services and payment modes. 	1 Day	05.05.2017	School Principal two each from Shimla and Solan District
5.	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	08.05.2017 to 09.05.2017	Senior Assistant two each from Kangra, Kinnaur and Kullu District.
6.	Course on working with Tablet/Smart phone using Android application	<ul style="list-style-type: none"> ❖ To familiarize the participants with the working of Tablet/Smartphone and to impart them necessary skills to work with various features of android application so that they will be able to 	2 Days	11.05.2017 to 12.05.2017	Headmaster two each from L & Spiti, Mandi, Una District

		download Apps. Working with various Apps surfing net etc..			
7.	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	15.05.2017 to 17.05.2017	Superintendent or Senior Assistant from Government College Solan, Arki, Nalagarh, Diggal, Dharampur and Nahan
8.	Gender Budgeting	<ul style="list-style-type: none"> ❖ To enhance awareness and capacity of participants on gender and budgets. ❖ To develop understanding of gender budgeting related concepts, tools and techniques. ❖ To develop more gender-equal policies and identifying the gap between policy and budget allocation. 	3 Days	15.05.2017 to 17.05.2017	School Principal (Male/Female) equal two each from Bilaspur, Chamba, Hamirpur and Kangra District.
9.	Basic Computer Training on MS Word/MS Excel & Internet	<ul style="list-style-type: none"> • To familiarize and apprise the participants with the basics computers and to impart them necessary skills to work on office automation tools available. 	5 Days	15.05.2017 to 19.05.2017	Six Superintendent from Directorate of Higher Education
10.	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	18.05.2017 to 20.05.2017	PIOS from DDHE Kullu, Kinnaur, Mandi Shimla and Sirmour District
11.	Sevottam for Cutting Edge Level Staff	<ul style="list-style-type: none"> ❖ To create awareness about awareness. ❖ To achieve excellence in Public Service Delivery. ❖ To enhance the capacity of participants to formulate "Sevottam" complaint citizen charter through consultative and participatory approach. 	5 Days	22.05.2017 to 26.05.2017	Six Senior Assistant from Directorate of Higher Education
12.	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	29.05.2017 to 31.05.2017	Six Clerk from Directorate of Higher Education
13.	Right to Information Act, 2005 and H.P. Public Service Guarantee Act, 2011.	As mentioned at Serial No. 10.	3 Days	29.05.2017 to 31.05.2017	PIOS from DDHE Bilaspur, Chamba, Hamirpur, Kangra and Una District

14.	Disciplinary Proceedings/Conduct Rules/Departmental Inquiry.	❖ 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	29.05.2017 to 31.05.2017	Six Superintendent from Directorate of Higher Education.
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