

**No. EDN-H (21) B (15) 05/2023-HIPA-**

Directorate of Higher Education  
Himachal Pradesh, Shimla-1

**Telephone No. 0177-2653575, Extn. 234, Fax: 2812882,**

**E-mail: dhe-sml-hp@gov.in & E-mail: genbr@rediffmail.com**



Dated: Shimla-171001, the \_\_\_\_\_ September, 2023

To

All the Deputy Directors of Higher Education,  
in Himachal Pradesh.

Subject: - Training Bulletin for the conduct of Training Programmes at HIPA during the month of October and November, 2023.

Please find enclosed herewith a copy of letter No. HIPA (Trg.)G-15/2004-XVI, dated 04/09/2023 received from the Additional Director, HP Institute of Public Administration, Fairlawns, Shimla-12, on the subject cited above.

In this regard, it is intimated that Himachal Pradesh Institute of Public Administration, Fairlawns, Shimla-12 is going to organize various training programmes during the month of October and November 2023 at its Institute and sufficient slots have been allotted to the Department of Higher Education and requested to depute 3-4 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. The names of nominated Officers/Officials for each programme may be uploaded through online portal (<http://genpmis.hp.nic.in/>) so that the HIPA, Fairlawns Shimla could make arrangements accordingly.

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 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.**

Enclosure: 04 Pages.

Director of Higher Education  
Himachal Pradesh, Shimla-1

Endorsement No. Even, Dated: Shimla-1, the \_\_\_\_\_ September, 2023

**Copy for information to:**

- 1 The Director, Himachal Pradesh Institute of Public Administration, Fairlawns, Shimla-12 w.r.t. his/her letter No. HIPA (Trg.) G-15/2004, dated 04/09/2023.
- 2 The Superintendent, Establishment-I Branch, Directorate of Higher Education, Himachal Pradesh, Shimla-1 is hereby requested to do the needful in the matter accordingly.
- ✓ 3 The Technical Officer (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh to upload the same on departmental website.
- 4 Guard file.

Director of Higher Education  
Himachal Pradesh, Shimla-1



No.HIPA (Trg.)G-15/2004-XVI  
Government of Himachal Pradesh  
Institute of Public Administration

Fairlawn, Shimla-171012

Dated: 4 September, 2023.

From

The Director,  
H.P. Institute of Public Administration,  
Fairlawn, Shimla-171012

To

1. All the Heads of Departments in H.P.
2. All the Heads of Boards/Corporations in H.P.
3. All the Divisional Commissioners in H.P.
4. All the Deputy Commissioners in H.P.
5. The Secretary, H.P. Public Service Commission, Nigam Vihar, Shimla-171002.
6. The Special Secretary (SA) to the Govt. of H.P., Shimla-2.
7. The Secretary, H.P. Vidhan Sabha, Shimla-171004.

Subject: Training Bulletin for the conduct of Training Programmes at HIPA during the month of October and November, 2023.

Sir/Madam,

The H.P. Institute of Public Administration, Fairlawn, Shimla-171012 is organizing training programmes during the month of October and November, 2023 as per Annexure-A & B enclosed. The objectives, duration and dates of these programmes have been indicated in the annexures.

It is therefore, requested to nominate 3-4 officers/officials for each training programme. The names of nominated officers/officials for each programme may be uploaded online portal only latest by 25<sup>th</sup> September, 2023/25<sup>th</sup> October, 2023 so that the Institute could make arrangements accordingly. It is further requested that once the officer(s)/official(s) is/are nominated for the training, they should invariably attend the training without fail. However, if the nominated officer(s)/official(s) is/are unable to attend the programme due to some unavoidable circumstances, a substitute may be deputed to attend the programme so that the training programme does not remain underutilized and Government money may not go waste.

Please note that those officers/officials may not be nominated who have already undergone these trainings earlier at HIPA as per Training Policy, 2009.

In compliance with the instruction issued vide letter No.Per(Trg.)B(12)-5/2017 dated 20.11.2019 by the Addl. Chief Secretary(Training) to the Government of H.P. vide which all the Administrative Secretaries, HoDs, Div.Comms., DCs, Heads of Boards/Corporation, Registrars of the Universities in H.P. etc. have been requested to make use of the Portal linked with the "Manav Sampda E-Service Book Software" and ensure that all the nominations for trainings from their establishments are made only through this portal(<http://genpmis.hp.nic.in/>).

It has also been observed that the participants are often nominated at the last stage without any information to HIPA. Due to inadequate nominations the course has to be cancelled and the officers nominated at eleventh hour reach to attend the course which creates embarrassing situation for all. It is therefore requested to nominate officers well in time and intimate HIPA about it as well.

It is also informed that no family member(s) etc. of participants are allowed to stay in HIPA during training. It is further requested that mobile numbers of nominated officers/officials may be mentioned compulsorily in the nomination letters. The above instructions may be communicated to the officers/officials who are nominated for training.

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## Training Programmes for the month of October, 2023 at HIPA, Fairlawn, Shimla-12

Sr. No	Name of the Programme	Objectives in brief	Duration	Dates	Level of Participants	Course Director/ Course Assistant
1.	State Level RTI Workshop for FAAs	<ul style="list-style-type: none"> <li>To equip the participants with the concept of Right to Information Act, 2005</li> <li>To equip the participants with the concept of H.P. Public Service Guarantee Act, 2011</li> <li>To make participants understand the importance of ethical conduct behavior at work place.</li> <li>To motivate participants to make ethical decisions &amp; bring certain positive changes in one's life.</li> <li>The way we want ourselves to be in order to be more fruitful to society.</li> </ul>	1 days	03.10.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. R.S. Kapoor Mob. 98174-57037 Sh. Chander Prakash Mob. 94184-04026
2.	Sevottam for cutting edge level staff	<ul style="list-style-type: none"> <li>Sevottam is a generic framework for achieving excellence in public service delivery and was proposed by the 2nd Administrative Reforms Commission (ARC). It has been developed with the overarching objective of improving the quality of public service delivery in the State.</li> </ul>	3 days	03.10.2023 to 05.10.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Dinesh Kumar Mob. 94180-90803 Sh. Pankaj Kumar Mob. 96251-85845
3.	Official Communication Skills : Noting and Drafting	<ul style="list-style-type: none"> <li>To understand concept of office in government.</li> <li>To develop knowledge in Noting &amp; Drafting skills per hand book of office procedure.</li> <li>To impart detail knowledge of record keeping and managing files.</li> </ul>	3 days	05.10.2023 to 07.10.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Jai Ram Kaushal Mob. 70182-95741 Sh. Love Kumar Mob. 98161-56177
4.	Office Procedure and Financial Administration	<ul style="list-style-type: none"> <li>To acquaint the participants with the important provision of HPFR 2009.</li> <li>To acquaint the officers basic Income Tax related issues as applicable in government offices.</li> <li>To make the participants aware of various Rules/Regulations governing the government employees like TA/DA, Pension, Medical Rules, etc. To make the participants aware about the procurement procedure in government and inventory management.</li> </ul>	5 days	09.10.2023 to 13.10.2023	FAAs, FIOs, & other officials Dealing with RTI.	Sh. Dinesh Kumar Mob. 94180-90803 Sh. Jia Lal Kamal Mob. 94185-11282
5.	Basic Computer	<ul style="list-style-type: none"> <li>To familiarize and apprise the participants with the basics of computers and to impart them necessary skills to work on office automation, tools available under Windows.</li> <li>To familiarize and apprise the participants with the basics of internet and to impart them necessary skills so that they can able to do net surfing, download &amp; upload data, e-mail.</li> </ul>	3 days	11.10.2023 to 13.10.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
6.	Computer Course on Excel	<ul style="list-style-type: none"> <li>To familiarize 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.</li> </ul>	2 days	16.10.2023 to 17.10.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
7.	Disciplinary Proceedings/ Conduct Rule/Departmental Enquiry	<ul style="list-style-type: none"> <li>To make the participant aware of Constitutional Provisions relating to Service &amp; General Conditions of Services and to equip the participants with CCS (Conduct) Rules, 1964 and CCS (CCA) Rules, 1965 Suspension/ Entitlements, Suspension &amp; Reinstatement, Framing of Charge Sheet &amp; Holding of Departmental Enquiry, Imposition of Penalties</li> </ul>	3 days	16.10.2023 to 18.10.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Jai Ram Kaushal Mob. 70182-95741 Sh. Love Kumar Mob. 98161-56177
8.	Communication & Presentation Skills	<ul style="list-style-type: none"> <li>To improve performance and understanding human behavior.</li> <li>To understand the communication process, identifying communication problems and outlining ways to improve.</li> <li>To know more about personal communication, its goals, outcomes, problems and strategies for improvement.</li> </ul>	3 days	19.10.2023 to 21.10.2023	Senior and Middle Level Officers of State Government.	Sh. Sandeep Sharma Mob. 98160-75409 Sh. Love Kumar Mob. 98161-56177
9.	Sevottam for cutting edge level staff	<ul style="list-style-type: none"> <li>Sevottam is a generic framework for achieving excellence in public service delivery and was proposed by the 2nd Administrative Reforms Commission (ARC). It has been developed with the overarching objective of improving the quality of public service delivery in the State.</li> </ul>	3 days	19.10.2023 to 21.10.2023	Non-Gazetted Officials of State Government.	Sh. Dinesh Kumar Mob. 94180-90803 Sh. Pankaj Kumar Mob. 96251-85845
10.	Training Programme on Disaster Risk Reduction	<ul style="list-style-type: none"> <li>Its objective is to encourage knowledge and experience sharing among communities, organizations and other disaster risk reduction (DRR) stakeholders for the benefit of all those vulnerable to natural disasters, especially floods</li> </ul>	3 days	25.10.2023 to 27.10.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Dinesh Kumar Mob. 94180-90803 Sh. Chandermuni Mob. 94590-49425
11.	Effective Office Management	<ul style="list-style-type: none"> <li>To familiarize the participants with the basic features of Communication, Problem-solving, Time management, Work ethic, Leadership, Adaptability, Creativity, Attention to detail.</li> </ul>	2 days	30.10.2023 to 31.10.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Sandeep Sharma Mob. 98160-75409 Sh. Love Kumar Mob. 98161-56177



## Training Programmes for the month of November, 2023 at HIPA, Fairlawn, Shimla-12

Sr. No.	1. Name of the Programme	Objectives in brief	Duration	Dates	Level of Participants	Course Director/ Course Assistant
1.	Communication & Presentation Skills	<ul style="list-style-type: none"> <li>To improve performance and understanding human behavior.</li> <li>To understand the communication process, identifying communication problems and outlining ways to improve.</li> <li>To know more about personal communication, its goals, outcomes, problems and strategies for improvement.</li> </ul>	3 day	01.11.2023 to 03.11.2023	Gazetted and Non Gazetted Officials of State Government	Sh. Sandeep Sharma Mob.98160-75409 Sh. Love Kumar Mob. 98161-56177
2.	Sevottam for cutting edge level staff	Sevottam is a generic framework for achieving excellence in public service delivery and was proposed by the 2nd Administrative Reforms Commission (ARC). It has been developed with the overarching objective of improving the quality of public service delivery in the State.	3 days	02.11.2023 to 04.11.2023	Gazetted and Non Gazetted Officials of State Government.	Sh. Dinesh Kumar Mob.94180-90803 Sh. Pankaj Kumar Mob. 96251-85845
3.	Computer course on Power Point	To familiarize the participants with the basics of presentation programme and to impart them necessary skills to work with various features of Power Point Application..	2 days	03.11.2023 to 04.11.2023	PAAs, PIOs and other officials Dealing with RTL	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
4.	GeM and e-Procurement	The participants will learn and acquire practical knowledge of the Government e-Marketplace (GeM) Portal and its Procurement Procedure such as Registration of Organization, Creation of User Accounts, Placement of Order for Goods & Services, Receipt of Goods, Bidding and Reverse Auction.	2 days	06.11.2023 to 07.11.2023	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
5.	Office Procedure and Financial Administration	<ul style="list-style-type: none"> <li>To acquaint the participants with the important provision of HPFR 2009.</li> <li>To acquaint the officers basic Income Tax related issues as applicable in government offices.</li> <li>To make the participants aware of various Rules/Regulations governing the government employees like TA/DA, Pension, Medical Rules, etc. To make the participants aware about the procurement procedure in government and inventory management.</li> </ul>	5 days	06.11.2023 to 10.11.2023	Gazetted and Non-Gazetted Officials of State Government	Sh. Dinesh Kumar Mob.94180-90803 Sh. Jia Lal Karnal Mob.94185-11282
6.	RTI Act 2005 and Public Service Guarantee Act 2011	<ul style="list-style-type: none"> <li>To equip the participants with the concept of Right to Information Act, 2005</li> <li>To equip the participants with the concept of H.P. Public Service Guarantee Act, 2011</li> <li>To make participants understand the importance of ethical conduct behavior at work place.</li> <li>To motivate participants to make ethical discussions &amp; bring certain positive changes in one's life.</li> <li>The way we want ourselves to be in order to be more fruitful to society.</li> </ul>	2 days	06.11.2023 to 07.11.2023	Gazetted and Non-Gazetted Officials of Revenue Department	Sh. R.S. Kapoor Mob. 98174-57037 Sh. Chander Prakash Mob. 94184-04026
7.	Official Communication Skills : Noting & Drafting	<ul style="list-style-type: none"> <li>To understand concept of office in government.</li> <li>To develop knowledge in Noting &amp; Drafting skills per hand book of office procedure.</li> <li>To impart detail knowledge of record keeping and managing files.</li> </ul>	2 days	16.11.2023 to 17.11.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Jai Ram Kaushal Mob.70182-95741 Sh. Love Kumar Mob. 98161-56177
8.	Training Programme on Gender Issues in Disaster Management	<ul style="list-style-type: none"> <li>To acquaint the participants with the Gender equality prevents violence against women and girls. It's essential for economic prosperity. Societies that value women and men as equal are safer and healthier. Gender equality is a human right.</li> <li>To aware the participants of Gender issues include all aspects and concerns related to women's and men's lives and situation in society, to the way they interrelate, their differences in access to and use of resources, their activities, and how they react to changes, interventions and policies.</li> </ul>	3 days	20.11.2023 to 22.11.2023	Non-Gazetted Officials of State Government.	Sh. Dinesh Kumar Mob.94180-90803 Sh. Chandernani Mob. 94590-49425
9.	Manav Sampada (e-Service Book)	<ul style="list-style-type: none"> <li>To familiarize the participants with the working of basics of computers and to impart them necessary skills to work on office automation, tools available under Windows.</li> <li>To familiarize and apprise the participants with the basics of internet and to impart them necessary skills so that they can able to do net surfing, download &amp; upload data, e-mail.</li> </ul>	2 days	22.11.2023 to 23.11.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
10.	Disciplinary Proceedings/ Conduct Rule/ Departmental Enquiry	To make the participant 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 Enquiry, Imposition of Penalties	3 days	28.11.2023 to 30.11.2023	Gazetted and Non Gazetted Officials of State Government	Sh. Jai Ram Kaushal Mob.70182-95741 Sh. Love Kumar Mob. 98161-56177



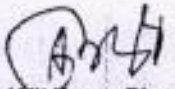
**OFFICE ORDER**

In suppression of all previous office orders, the Routes and Timings of both the Institute buses are prescribed as under which will be applicable with immediate effect:-

Morning 1 <sup>st</sup> Bus		Morning 2 <sup>nd</sup> Bus	
Station	Departure Time (AM)	Station	Departure Time (AM)
HIPA	08.15	HIPA	08.15
Dhalli	08.20	Dhalli	08.20
Dhalli by Pass	08.30	Dhalli by Pass	08.30
Sanjauli	08.35	Auckland Tunnel	08.40
Chhota Shimla	08.45	Victory Tunnel	08.50
Talland	08.50	Old Bus Stand	08.55
Khallini Chowk	08.51	Lift	09.00
ISBT	09.05	Talland	09.10
Baleaunji Crossing	09.10	Khallini Chowk	09.15
Victory Tunnel	09.20	Chhota Shimla	09.25
Auckland Tunnel	09.30	Sanjauli	09.35
Dhalli by Pass	09.35	Sanjauli by pass	09.40
Dhalli	09.45	Dhalli	09.45
Arrival at HIPA	09.50	Arrival at HIPA	09.50
Evening 1 <sup>st</sup> Bus		Evening 2 <sup>nd</sup> Bus	
Station	Departure Time (PM)	Station	Departure Time (PM)
HIPA	5.10	HIPA	5.10
Dhalli	5.15	Dhalli	5.15
Dhalli by Pass	5.25	Dhalli by Pass	5.25
Auckland Tunnel	5.35	Sanjauli	5.30
Victory Tunnel	5.45	Chhota Shimla	5.40
Old Bus Stand	5.50	Talland	5.45
Lift	5.55	Khallini Chowk	5.50
Talland	6.05	ISBT	6.05
Chhota Shimla	6.15	Baleaunji Crossing	6.10
Sanjauli	6.25	Victory Tunnel	6.20
Dhalli by pass	6.30	Dhalli by Pass	6.30
Dhalli	6.40	Dhalli	6.40
Arrival at HIPA	6.45	Arrival at HIPA	6.45

Note:-The plying of buses on above routes is also subject to required numbers of participants travelling through the above routes. Hence, the participants are requested to make proper enquiry regarding plying of buses either from office or from Driver/ Conductor concerned as per Contact Number given as under. The Course Directors are also advised to obtain the willingness of trainees interested to travel by buses.

1. Sh. Suresh Singh,  
Driver, HIPA  
Phone No. 9418483976
2. Sh. Jaswant Singh,  
Driver, HIPA  
Phone No. 9882057177
3. Sh. Dharam Prakash, Cleaner-cum Conductor HIPA  
Phone No. 9817090593
4. Sh. Jagat Pal, Cleaner-cum-Conductor HIPA  
Phone No. 8894154234

  
(Ajit Kumar Bhardwaj), F


Additional Direc  
H.P. Institute of Public Administration  
Fairlawn, Shimla-171

Endost No. As Above

Dated 2<sup>nd</sup> August, 2023

Copy forwarded to the following for information and further necessary action :-

1. The Secretary (Trg.) to the Govt. of H.P. for kind information.
2. All the Faculty Members / Course Director / Officers, HIPA for information.
3. The Assistant Professor (IT), HIPA with a request to upload in the HIPA Website.
4. All the Branches, HIPA for information.
5. All the Drivers / Cleaner-cum-Conductors, HIPA for compliance.
6. Notice Board, HIPA.

  
Additional Direc  
H.P. Institute of Public Administration  
Fairlawn, Shimla-171