

REGISTERED POST
TIME BOUND

No. EDN-H (21) B (15) 05/2022-HIPA-
Directorate of Higher Education
Himachal Pradesh, Shimla-1
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Dated: Shimla-171001, the _____ November, 2022

To

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

Subject: - Regarding Training Bulletin for the conduct of training programmes at HIPA, Fairlawn's, Shimla-12 during the month of December, 2022.

Memo;

Please find enclosed herewith a copy of letter No. HIPA (Training) C-11/2022-dated: 18/11/2022 received from the Additional Director, H.P. Institute of Public Administration, Fairlawn's, Shimla-12 on the subject cited above.

The Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12 is going to organize various training programmes during the month of December, 2022 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.

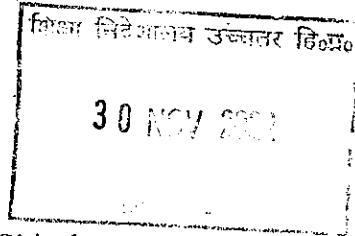
You are, therefore hereby directed to depute Officers/ Officials for training programmes to be conducted by the HIPA as per the allotment on scheduled dates. The names of nominated Officers/Officials for each programme may be uploaded through online portal (<http://genpmis.hp.nic.in/>) latest by 26th November, 2022. So that the HIPA, Fairlawn's 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: Two Pages.



Yours faithfully

Director of Higher Education
Himachal Pradesh, Shimla-1

Endorsement No. Even, Dated: Shimla-1, the _____ November, 2022

Copy for information to:

- 1 The Director, Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12 w.r.t. his/her letter number- No. HIPA (Training) C-1/2022-dated: 08/11/2022.
- 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

Training programmes for the Month of November, 2022 at HIPA, Fairlawn's, Shimla-12.

Sr. N.	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
1	Right to Information Act, 2005 and H.P. Services 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. Service Guarantee Act, 2011 ➤ To make the participants understand the importance of ethical conduct behavior at work place. ➤ To motivate participants to make ethical discussions & bring certain positive changes in one's life. ➤ 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, 2011 	2 Days	01/12/2022 to 02/12/2022	PIOs, APIOs and other officials dealing with RTI one each from Bilaspur, Chamba and Hamirpur District.
2	Office Communication Skills: Noting and Drafting and Financial Administration	<ul style="list-style-type: none"> ➤ To understand the concept of Office in government. ➤ To develop the knowledge in Noting and Drafting. Par hand book of office procedure. ➤ To impart detailed knowledge of record, keeping and managing files. 	3 days	01/12/2022 to 03/12/2022	05 Superintendent, Grade-II from Directorate of Higher Education, H.P. Shimla-1
3	Manav Sampada	<ul style="list-style-type: none"> ➤ To familiarize the participants with the working of e-applications such as e-service book, MIS reporting and mobile applications ➤ To impart them necessary skills to work with various features of these applications so that they will be able to access/update information efficiently 	2 Days	02/12/2022 to 03/12/2022	School Principal one each from Kangra, Kullu and Kinnaur District.
4	Disciplinary Proceedings/Conduct Rules/Departmental Enquiry	<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 Charges Sheets & Holding Departmental Enquiry, Imposition of Penalties. 	3 Days	05/12/2022 to 07/12/2022	School Principal one each from L & Spiti, Mandi and Shimla District.
5	Positive attitude and Positive Thinking (GOI)	<ul style="list-style-type: none"> ➤ The fore more objective of the programme is to be sensitizing participants about the importance of positive thinking in daily affairs of life, through different interactive sessions and exercises, how to deal with these hurdles will be the main objectives of this programme. 	3 Days	12/12/2022 to 14/12/2022	05 Superintendent, Grade-II from Directorate of Higher Education, H.P. Shimla-1
6	Office Procedure and Financial Administration	<ul style="list-style-type: none"> ➤ To acquaints the participants with the important provision of HPFR 2009. ➤ To acquaint the officers basic income 	5 days	12/12/2022 to 16/12/2022	School Principal one each from Solan, Sirmour and Una District.

		<p>Tax related issues as applicable in government Officers.</p> <ul style="list-style-type: none"> ➤ To makes the participants employees the TA/DA. Pensions Medical Rules, etc. ➤ To made the participants aware about the procurement procedure in government and inventory management. ➤ To give the participants holistic knowledge about GPF New Pension Scheme. ➤ To made the participants aware of general condition of services with emphasis on FR/SR. 			
7	Direct Trainer Skills (DTS) (GOI)	<ul style="list-style-type: none"> ➤ The main objective of the Direct Trainer Skills (DTS) is to enhance or publish the training skills in trainers working in different academic and training institutes. ➤ In this programme different interactive practical sessions will be taken by the regional trainer especially deputed by the DOPT, GOI. 	05 Days	19/12/2022 to 23/12/2022	05 Superintendent, Grade-II from Directorate of Higher Education, H.P. Shimla-1
8	Basic Computer Course.	<ul style="list-style-type: none"> ➤ To familiarize and apprised the participants with the basics of Computers and to impart them necessary skill to work on office automation, tools available under Windows. ➤ To familiarize and apprised the participants with the basics of internet and to impart them necessary skills so that they can able to do net surfing, download data, e-mail. 	3 Days	29/12/2022 to 31/12/2022	Superintendent one each from Kangra, Mandi, and Shimla District.

①