

Regd. Post

No. EDN-HE (21) B (15) 05/2024-HIPA-Training-
Directorate of Higher Education
Himachal Pradesh
Telephone Number: 0177-2653120, 2653386. Extension: 234, Fax: 0177-2812882
E-mail: dhe-sml-hp@gov.in

Dated: Shimla-171001 the March 2024

27 MAR 2024

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 April and May, 2024.

The Himachal Pradesh Institute of Public Administration, Fairlawns, Shimla-12 is going to organize various training programmes during the month of April 2024 & May 2024 at its Institute and sufficient slots have been allotted to the Department of Higher Education and requested to depute 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 name 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.

Note:-

The Officer/Official fails to attend the training programmes(s) the necessary entry will be recorded in the service book of the concerned and his/her annual increment can be stopped.

KINDLY TREAT IT AS MOST URGENT.

Enclosure: 04 pages.

(Dr. Amarjeet K Sharma)
Director of Higher Education
Himachal Pradesh, Shimla-1
March 2024

Endst. No. Even Dated: Shimla-171001 the March 2024

Copy for information and necessary action to:-

- 1 The Director, HP Institute of Public Administration, Fairlawns, Shimla-12, w.r.t. his/her letter No. HIPA(Trg.)G-15/2004-XVI, dated 01-03-2024.
- 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, Shimla-1 to upload the same on departmental website.
- 4 Guard file.

Director of Higher Education
Himachal Pradesh, Shimla-1

Training Programmes for the Month of April, 2024 at HIPA, Fairlawn's. Shimla-12

Sr. No.	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
1	Sevottam for cutting edge level staff	➤ Sevottam is a generic framework for achieving excellence in public service delivery and was proposed by the 2 nd 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	01-04-2024 to 03-04-2024	School Principal one each from District Mandi, Shimla and Solan District.
1	Computer Course on word Processing and use of AI (Chatgpt) in official work.	➤ Enable the participants to edit and format office letters, DO, report etc. using various features of MS-Word. ➤ Generate text for various document types, including letters, reports, memos and other official documents using Chatgpt.	3 days	01-04-2024 to 03-04-2024	School Principal one each from Bilaspur, Chamba and Hamirpur District
2	Official Communication Skills: Noting and Drafting	➤ To understand concept of office in government. ➤ To develop knowledge in Noting & Drafting skills per had book of office procedure. ➤ To impart detail knowledge of record keeping and managing files.	2 days	08-04-2024 to 10-04-2024	School Principal one each from Kangra, Kullu and Kinnaur District
3	Communication and Presentation Skills	➤ To improve performance and understanding human behaviors. ➤ To understand the communication process, identifying communication problems and outlining ways to improve. ➤ To know more about problems communication, its goals, outcomes, problems and strategies for improvement.	3 days	18-04-2024 to 20-04-2024	School Principal one each from Sirmour, Una and L/Spiti District
4	IT for effective Office Management & E-Office	➤ To familiarize the participants with various IT tools that help them perform their office work efficiently. ➤ To impart necessary skills to work with the use of e-office software.	2 days	19-04-2024 to 20-04-2024	School Principal one each from Bilaspur, Chamba and Hamirpur District
5	Office Procedure and Financial Administration	➤ 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 governing the government employees like TA/DA, Pension, 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, CPF, New Pension Scheme. To made the participants aware of general conditions of services with emphasis on FR/SR.	5 days	22-04-2024 to 26-04-2024	Five Superintendent Directorate of Higher Education Shimla
6	Cyber Security	➤ To equip participants with the knowledge, skills and best practices necessary to secure digital assets, protect against cyber threats and contribute to a resilient and secure organizational environment.	2 days	26-04-2024 to 27-04-2024	School Principal one each from Mandi, Shimla & Sirmour District
8	Compute 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	26-04-2024 to 30-04-2024	Senior Assistant one each from Solan & Una District.
9	Right to Information Act, 2005 and H.P. Services Guarantee Act, 2011	➤ To equip the participants with the concept of Right to Information Act, 2005. ➤ To make 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.	3 days	29-04-2024 to 30-04-2024	School Principal one each from L/Spiti and Kinnaur District

Training Programmes for the Month of April, 2024 at HIPA, Fairlawn's. Shimla-12

Sr. No.	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
1	Communication and Presentation Skills	<ul style="list-style-type: none"> ➤ To improve performance and Understanding human behavior.. 	3 days	01-05-2024 to 03-05-2024	School Principal one each from Bilaspur, Chamba & Hamirpur Districts
2	Computer Course on Manav Sampada (E-Service Book	<ul style="list-style-type: none"> ➤ To improve performance and understanding human behavior. ➤ To understand the communication process, identifying communication problems and outlining ways to improve. ➤ To know more about personal communication, its goals, outcomes, problems and strategies for improvement. 	3 days	06-05-2024 to 08-05-2024	Senior Assistant one each from Kangra, Kinnaur & Kullu District
3	Disciplinary Proceedings/Conduct Rules/Departmental Enquiry	<ul style="list-style-type: none"> ➤ To make the participant aware of Constitutional Provisions relating to Services & 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 of Departmental Enquiry, Imposition of Penalties. 	3 days	13-05-2024 to 15-05-2024	Superintendent one each from L/Spiti, Mandi & Shimla District.
4	Sevottam for cutting edge level staff.	<ul style="list-style-type: none"> ➤ 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	13-05-2024 to 15-05-2024	School Principal one each from Sirmour, Solan & Una District.
5	Computer Course on Word Processing and use of AI (Chatgpt) in official work	<ul style="list-style-type: none"> ➤ Enable the participants to edit and format office letters, DO, report etc. using various features of MS-Word. ➤ Generate text for various document types, including letters, reports, memos and other official documents using Chatgpt. 	3 days	16-05-2024 to 18-05-2024	School Principal one each from Bilaspur, Chamba & Hamirpur District
6	Gem & e-Procurement	<ul style="list-style-type: none"> ➤ 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	20-05-2024 to 21-05-2024	JOA(IT) one each from Kangra, Kinnaur & Kullu District
7	IT for effective Office Management & E-Office	<ul style="list-style-type: none"> ➤ To familiarize the participants with various IT tools that help them perform their office work efficiently. ➤ To impart necessary skills to work with the use of e-office software. 	2 days	24-05-2024 to 25-05-2024	Clerk one each from L/Spiti, Mandi & Shimla District.
8	Compute Course on Excel	<ul style="list-style-type: none"> ➤ To familiarize and apprise the participants with the basics of computer application excel and to impart them necessary skills to work on office automation, tools available under windows. 	2 days	27-05-2024 to 28-05-2024	Senior Assistant one each from DDHE. one each from Sirmour, Solan and Una District
9	Office Procedure and Financial Administration	<ul style="list-style-type: none"> ➤ 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 governing the government employees like TA/DA, Pension, 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, CPF, New Pension Scheme. To made the participants aware of genera conditions of services with emphasis on FR/SR. 	5 days	27-05-2024 to 31-05-2024	Superintendent two each from DDHE Bilaspur, & Chamba

10	Official Communication Skills: Noting and Drafting	<ul style="list-style-type: none"> ➤ To understand concept of office in government. ➤ To develop knowledge in Noting & Drafting skills per hand book of office Procedure. ➤ To impart detail knowledge of record keeping and. 	2 days	28-05-2024 to 29-05-2024.	Clerk one each from Kangra, Kinnaur & Kullu Diatrick.
11	RTI Act 2005 and HP 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 make 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. 	2 days	30-05-2024 to 31-05-2024	School Principal one each from Mandi, Shimla & Sirmour District.

17