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No. EDN-HE (21) B (15)05/2021-HIPA Training-

Directorate of Higher Education
Himachal Pradesh, Shimla-1

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Dated: Shimla-171001 the October, 2021

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 November, 2021 and December, 2021.

Please find enclosed herewith a copy of letter Number: HIPA (Trg.) G-15/2004-XVI-dated: 20th September, 2021 on the subject cited above.

In this connection, it is to inform you that the Himachal Pradesh Institute of Public Administration, Fairlawns, Shimla-12 is going to organize various training programmes during the month of November, 2021 and December, 2021 at its Institute and sufficient slots have been allotted to the Department of Higher Education and requested to depute 1-2 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. 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.

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.

Note:-

The Instructions issued by the HIPA, Fairlawns, Shimla-12 at Page No. 1 and Para Number-03 regarding (COVID-19) may be adhered to strictly.

(Dr. Amarjeet K Sharma)
Director of Higher Education
Himachal Pradesh, Shimla-1
Phone No. 0177-2656621
E-mail: dhe-sml-hp@gov.in

Endst. No. Even Dated: Shimla-171001 the October, 2021

- 1 The Director, Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12 w.r.t. his/her letter Number referred above.
- 2 The Superintendent, Establishment-I Branch, Directorate of Higher Education, Himachal Pradesh for information and necessary action please.
- ✓ 3 The Technical Officer (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh to upload the letter on departmental website.
- 4 Guard file.



Director of Higher Education
Himachal Pradesh, Shimla-1

Training programmes for the Month of November, 2021 at HIPA, Fairlawns, Shimla-12

Sr. N.	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
1.	Computer Course on Manav Sampada (e-service Book)	<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	09.11.2021 to 10.11.2021	Superintendent one each from DDHE Bilaspur & Chamba District.
2.	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. 	2 Days	10.11.2021 to 11.11.2021	School Principal one each from Hamirpur and Kangra District
3.	Samgr e-Samadhan (Integrated with CM Office Portal including Jan Manch	<ul style="list-style-type: none"> ➤ To familiarize and apprise the participants about the comprehensive Online Public Grievance Monitoring System i.e. Samgr e-Samadhan Portal. ➤ To deal with various references sent by CM Office and Jan Manch. ➤ To deal with Grievance and Demands sent by CM Office, Chief Secretary and General Public. 	1 Day	11.11.2021	Two School Principals from Shimla Districts.
4.	Computer Course on Power Point	<ul style="list-style-type: none"> ➤ To familiarize the participants with the basics of participation programme and to impart them necessary skills to work with various features of Power Point Application. 	3 Days	11.11.2021 to 13.11.2021	05 J.O.A. from Directorate of Higher Education, H. P., Shimla-1
5.	Noting & Drafting	<ul style="list-style-type: none"> ➤ To understand concept of office in Government ➤ To develop knowledge in Noting & Drafting Skills as per hand book of Office Procedure. 	3 Days	15.11.2021 to 17.11.2021	Senior Assistant one each from DDHE Mandi and Shimla District.
6.	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 such as Registration of Organization, Creation of User Accounts, Placement of Order of Goods & Services, Receipt of Goods, Bidding and Reserve Auction. 	2 Days	17.11.2021 to 18.11.2021	One School Principal from Kullu and Solan District.
7.	Office Procedure and Financial Administration	<ul style="list-style-type: none"> ➤ To make the participants understand budgeting and accounting procedure in government. ➤ To acquaints the participants with the important provision of HPFR 2009. ➤ To acquaint the officers basic income Tax related issues as applicable in government Officers. ➤ 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. 	5 Days	20.11.2021 to 24.11.2021	School Principal one each from Sirmour and Una District.

		<ul style="list-style-type: none"> ➤ To made the participants aware of general condition of services with emphasis on FR/SR. ➤ Getting the participants familiar with on-line application. ➤ To acquaint the participants with the HIMKOSH-IFMS, e-Kosh, financing reporting system, budget preparation, estimation, allocation of budget from the different Heads of Accounts preparation of supplementary budget, e-chalan, government receipt, accounting system e-service book. ➤ To acquaint the participants about Non-banking Financial Companies and various financial instruments available in Indian Market. 			
8	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	22.11.2021 to 23.11.2021	School Principal one each from Solan and Una District
9	Cyber Crime	<ul style="list-style-type: none"> ➤ Develop basis understanding of security, cyber incidents and system attack ➤ Cyber Security for Government ICTs. ➤ Sensitize the risks derived from cyber space. 	2 Days	22.11.2021 to 23.11.2021	School Principal one each from Bilaspur and Hamirpur District and Una District
10	Basic Computer Course on Word, Internet & E-mail	<ul style="list-style-type: none"> ➤ To familiarize the participants with the basics of computers and to impart them necessary skills to work on office automation, tools available under Windows. ➤ To familiarize the participants with the basics of internet and to impart them necessary skills so that they can able to do net surfing, download & upload data, e-mail. 	3 Days	25.11.2021 to 27.11.2021	05 J.O.A. from Directorate of Higher Education, H. P., Shimla-1

Training programmes for the Month of December, 2021 at HIPA, Fairlawns, Shimla-12

Sr. N.	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
1.	Basic Computer Course on Word, Internet & E-mail	<ul style="list-style-type: none"> ➤ To familiarize the participants with the basics of computers and to impart them necessary skills to work on office automation, tools available under Windows. ➤ To familiarize the participants with the basics of internet and to impart them necessary skills so that they can able to do net surfing, download & upload data, e-mail. 	3 Days	29.11.2021 to 01.12.2021	Newly appointed J.O.A. from Directorate of Higher Education, H. P., Shimla-1
2.	Audit and Performance Budget	<ul style="list-style-type: none"> ➤ Audit, its importance and Role of CAG with respect to 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. 	02 Days	06.12.2021 to 07.12.2021	School Principals one each from Shimla, Solan and Una District.
3.	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. 	2 Days	06.12.2021 to 07.12.2021	School Principal one each from Mandi and Una District
4.	Essential Life Skills (GOI DoPT)	<ul style="list-style-type: none"> ➤ To learn the basic Life Skill that are needed by all to make most out of life. Communication and Presentation Skills, decision making and problem solving, creative thinking and critical thinking, self awareness and empathy (emotional intelligence), assertive equanimity, self control, resilience and ability to cope with problems. 	3 Days	13.12.2021 to 15.12.2021	School Principal one each from Shimla and Sirmour District
5.	e-Governance	<ul style="list-style-type: none"> ➤ To apprise the participants with the potential of ICT Tools and technology for Effective and Efficient Utilization in e-Governance. 	2 Days	17.12.2021 to 18.12.2021	School Principal One each from Kangra Kullu and Kinnaur District.
6.	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	20.12.2021 to 21.12.2021	School Principal one each from Bilaspur and Chamba District
7.	Office Procedure and Financial Administration	<ul style="list-style-type: none"> ➤ To make the participants understand budgeting and accounting procedure in government. ➤ To acquaints the participants with the important provision of HPFR 2009. ➤ To acquaint the officers basic income Tax 	5 Days	20.12.2021 to 24.12.2021	05 J.O.A. from Directorate of Higher Education H. P., Shimla-1

		<p>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. ➤ Getting the participants familiar with on-line application. ➤ To acquaint the participants with the HIMKOSH-IFMS, e-Kosh, financing reporting system, budget preparation, estimation, allocation of budget from the different Heads of Accounts preparation of supplementary budget, e-chalan, government receipt, accounting system e-service book. ➤ To acquaint the participants about Non-banking Financial Companies and various financial instruments available in Indian Market. 			
8.	Him Vikas Samiksha (Him Pragti Portal)	<ul style="list-style-type: none"> ➤ To enable the participants to upload and monitor the data of various projects of their respective Departments. 	1 Day	27.12.2021	Two School Principals from nearby schools of Shimla Districts.
9.	Noting & Drafting	<ul style="list-style-type: none"> ➤ To understand concept of office in Government ➤ To develop knowledge in Noting & Drafting Skills as per hand book of Office Procedure. 	3 Days	30.12.2021 to 01.01.2022	Senior Assistant one each from DDHE Mandi and Solan District.