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

Directorate of Higher Education  
Himachal Pradesh, Shimla-1

23 JAN 2025

Dated: Shimla-171001, the \_\_\_\_\_, January, 2025

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 February, 2025 and March, 2025.**

The Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12 is going to organize training programmes during the month of February, 2025 and March, 2025 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 names of nominated Officers/Officials for each programme may be uploaded through online portal (<http://genpmis.hp.nic.in/>). 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.**


**Note:-**

**The Officer/Official fails to attend the training programme(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

Endorsement No. Even, Dated: Shimla-1, the \_\_\_\_\_, January, 2025

**Copy for information to:**

1. The Director, Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12 w.r.t. his/her letter No. HIPA (Trg.) G-15/2004-XVI-6128-dated: 30.12.2024.
2. The Superintendent Establishment-1 Branch, DHE Shimla for similar action.
3. The Superintendent College Branch, DHE Shimla for similar action.
4. The Technical Officer (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh to upload the same on departmental website.
5. Guard file.

**Training programmes for the Month of February, 2025 at HIPA, Fairlawn's, Shimla-12.**

**Annexure-1**

Sr. N.	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
1.	Training Programme on the Provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and redressal) Act, 2013 (POSH Act).	➤ The internal committee members will be trained on their roles and responsibilities through a comprehensive learning module specifically designed for them.	02 Days	03.02.2025 to 04.02.2025	Chairperson of Sexual harassment of women at DHE HP Shimla and one each Nodal Officers of Sexual Harrassment DDHE Kangra, L&S and Kinnaur.
2.	Sevottam for Cutting Edge level Staff	➤ Sevottam is a generic framework for achieving excellence in public service delivery and was proposed by the 2 <sup>nd</sup> 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	03.02.2025 to 05.02.2025	School Principal one each from Bilaspur, Hamirpur and Chamba.
3.	Office Procedure and Financial Administration	➤ To acquaints 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 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 GPF, CPF New Pension Scheme. To make the participants aware of general conditions of services with emphasis on FR/SR.	5 Days	03.02.2025 to 07.02.2025	College Principal from GCBilaspur, GC Palampur and GC Chamba.
4.	Official Communication Skills: Noting and Drafting.	➤ To improve performance and understanding to understand concept of Office in government. ➤ To develop the knowledge in Noting and Drafting skills per hand book of office procedure. ➤ To impart detailed knowledge of record, keeping and managing files.	02 Days	10.02.2025 to 11.02.2025	Clerk or JOA(IT) or Sr Asstt one each from DDHEs Kangra, Una, Sirmaur and Bilaspur.
5.	Disciplinary Proceedings/Conduct Rules/Departmental Enquiry	➤ 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.	03 Days	13.02.2025 to 15.02.2025	School Principal or Supdt one each from Mandi, Sirmaur and Chamba District.
6.	Communication Skills and Presentation Skills	➤ 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.	03 Days	13.02.2025 to 15.02.2025	School Principal one each from Kangra, Kullu, and Shimla District

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Sr. N.	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
7	RTI Act 2005 and HP 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. Service Guarantee Act, 2011</li> <li>➤ To make the 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	17.02.2025 to 08.02.2025	Three School Principals from Mandi District.
8	Disaster Risk Reduction	Disaster Risk Reduction (DRR) aims to prevent new and reduce existing disaster risks and to contribute to strengthening resilience.	3 days	18.02.2025 to 20.02.2025	Nodal officers of Disaster Management one each from DDHE Bilaspur, Una, Hamirpur, L&S
9.	Training Programme on Sevottam	➤ Sevottam is a generic framework for achieving excellence in public service delivery and was proposed by the 2 <sup>nd</sup> 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	27.02.2025 to 01.03.2025	School Principal one each from Mandi, Sirmaur, Solan District.

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**Training programmes for the Month of March, 2025 at HIPA, Fairlawn's, Shimla-12.**

**Annexure-2**

Sr. N.	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
1	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 2<sup>nd</sup> 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	03.03.2025 to 05.03.2025	School Principal one each from L&S, Chamba, Kangra District
2	Office Procedure and Financial Administration	<ul style="list-style-type: none"> <li>➤ To acquaints the participants with the important provision of HPFR 2009.</li> <li>➤ To acquaint the officers basic income Tax related issues as applicable in government Officers.</li> <li>➤ To makes 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.</li> <li>➤ To give the participants holistic knowledge about GPF, CPF New Pension Scheme. To make the participants aware of general conditions of services with emphasis on FR/SR.</li> </ul>	05 Days	03.03.2025 to 07.03.2025	School Principal one each from Bilaspur, Kinnaur, Mandi District.
3	Official Communication Skills: Noting and Drafting.	<ul style="list-style-type: none"> <li>➤ To improve performance and understanding to understand concept of office in government.</li> <li>➤ To develop the knowledge in Noting and Drafting. Par hand book of office procedure.</li> <li>➤ To impart detailed knowledge of record, keeping and managing files.</li> </ul>	02 Days	04.03.2025 to 05.03.2025	4 Clerk or JOA(IT) or Sr Asstt one each from DDHEs Hamirpur, Kullu, Solan and Shimla District.
4	Communication Skills and 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>	03 Days	10.03.2025 to 12.03.2025	School Principal one each from Una, Sirmaur and Chamba District.
5	RTI Act 2005 and HP 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. Service Guarantee Act, 2011</li> <li>➤ To make the 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	17.03.2025 to 18.03.2025	PIO RTI One each from DDHEs Hamirpur, Mandi and Solan.
6	Disciplinary Proceedings/Conduct Rules/Departmental Enquiry	<ul style="list-style-type: none"> <li>➤ To make the participants 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 Charges Sheets &amp; Holding Departmental Enquiry, Imposition of Penalties.</li> </ul>	03 Days	18.03.2025 to 20.03.2025	School Principal or Supdt. one each from Kangra, Kinnaur and Bilaspur.
7	Training Programme on the Provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and redressal) Act, 2013 (POSH Act).	<ul style="list-style-type: none"> <li>➤ The internal committee members will be trained on their roles and responsibilities through a comprehensive learning module specifically designed for them.</li> </ul>	2 Days	20.03.2025 to 21.03.2025	School Principal one each from Una, Kinnaur and Bilaspur District

Sr. N.	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
8	Training Programme on Landslide Risk Mitigation and Management.	<ul style="list-style-type: none"> <li>➤ Risk assessment</li> <li>➤ Early warning systems</li> <li>➤ Infrastructure Planning</li> <li>➤ Community awareness</li> </ul>	3 days	24.03.2025 to 26.03.2025	Nodal officers of Disaster Management one Each from DDHE Una, Hamirpur and Mandi.
9	Training Programme on Sevottam	Sevottam is a generic framework for achieving excellence in public service delivery and was proposed by the 2 <sup>nd</sup> 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	24.03.2025 to 26.03.2025	School Principal one each from Kullu, L&S and Sirmaur.

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