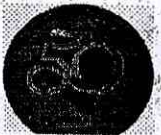


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MOST URGENT

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

Directorate of Higher Education

Himachal Pradesh, Shimla-1

Telephone Number: 0177-2656621, 2653120, Extension: 234, Fax: 0177-2812882

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

To **Dated:** **Shimla-17100** **March, 2022**
All the Deputy Directors of Higher Education in Himachal Pradesh

शिमला - 1
23 MAR 2022

Subject: - Training Bulletin for the Conduct of Training Programmes at HIPA during the month of April, 2022.

Please find enclosed herewith a copy of letter Number: HIPA (Trg.) G-15/2004-XVI-dated: 02nd March, 2022 on the subject cited above.

In this connection, it is to inform you that the H.P. Institute of Public Administration, Fairlawn's Shimla-12 is going to organize various training programmes during the month of April, 2022 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.

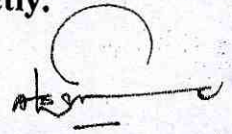
You are, therefore hereby directed to depute Officers/ Officials for each training programme to be conducted by the HIPA as per the allotment on scheduled dates. So that the slots allotted to the Department could be utilized fully.

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, Fairlawn, 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

- | <u>Endst. No.</u> | <u>Even</u> | <u>Dated:</u> | <u>Shimla-171001</u> | <u>the</u> |
|-------------------|--------------------|---------------|----------------------|--|
| 1 | <u>March, 2022</u> | | | |
| 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

<u>Sr. N.</u>	<u>Name of the Programme</u>	<u>Objective in brief</u>	<u>Duration</u>	<u>Dates</u>	<u>Level of Participants</u>	<u>Course Director/Course Assistant</u>
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	04.04.2022 to 06.04.2022	Superintendent 01 each from DDHE Bilaspur and Chamba	Shri Sandeep Kumar (Mobile No. 94182-66344)
2	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. ➤ 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. 	05 Days	04.04.2022 to 08.04.2022	Superintendent 04 from Directorate of Higher Education	Dr. A. D. Bhardwaj (Mobile No. 94180-52409)
3	Computer Course on Excel	<ul style="list-style-type: none"> ➤ 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 	2 Day	07.04.2022 to 08.04.2022	Superintendent one each from DDHE Hamirpur and Kangra	Shri Sandeep Kumar (Mobile No. 94182-66344)
4	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	11.04.2022 to 12.04.2022	School Principal one each from Kullu and Kinnaur	Shri Sandeep Kumar (Mobile No. 94182-66344)
5	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 	2 Days	18.04.2022 to 19.04.2022	FAAs, PIOs, APIOs and other officials dealing with RTI from L & Spiti and	Dr. Rakesh Sharma (Mobile No. 94180-95808)

		<ul style="list-style-type: none"> ➤ 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 				Mandi	
6	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. 	2 Days	20.04.2022 to 21.04.2022	Superintendent one each from DDHE Shimla and Solan District.	Shri Sandeep Kumar (Mobile No. 94182-66344)	
7	GeM	<ul style="list-style-type: none"> ➤ To identify the need of Public Service Delivery. ➤ To create awareness among the participants for time bound Service Delivery to Citizens and to and to maintain consistency and excellence in public service delivery. ➤ To enhance the capability of participants to formulate "Sevottam" Complaint Citizens Charter through consultative and participatory approach. ➤ To enable the participants to explain the importance of Good Governance and to ensure quality services in time bound manner. 	2 Days	22.04.2022 to 23.04.2022	Superintendent one each from DDHE Sirmour and Una District.	Shri Sandeep Kumar (Mobile No. 94182-66344)	
8	Official Communication Skills Noting and Drafting	<ul style="list-style-type: none"> ➤ 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. 	02 Days	25.04.2022 to 26.04.2022	Senior Assistant 04 from Directorate of Higher Education	Dr. A. D. Bhardwaj (Mobile No. 94180-52409)	
9	e-Governance	<ul style="list-style-type: none"> ➤ To apprise the participants with the potentials of ICT Tools and Technology for Effective and Efficient Utilization in e-Governance. 	02 Days	28.04.2022 to 29.04.2022	Junior Office Assistant 04 from Directorate of Higher Education	Shri Sandeep Kumar (Mobile No. 94182-66344)	
10	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	28.04.2022 to 30.04.2022	Superintendent 04 from Directorate of Higher Education	Shri Diwakar Sharma (Mobile No. 98823-80628)	