

**REGISTERED POST
TIME BOUND****No. EDN-H (21) B (15) 05/2022-HIPA-**

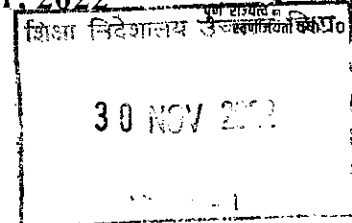
Directorate of Higher Education

Himachal Pradesh, Shimla-1

Telephone No. 0177-2653575, Extn. 234, Fax: 2812882,**E-mail: dhe-sml-hp@gov.in & E-mail: genbr@rediffmail.com**

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 January, February and March, 2023.

Memo;

Please find enclosed herewith a copy of letter No. HIPA (Trg.) G-15/2022-dated: 14/11/2022 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 January, February and March, 2023 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/>). 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: 03 Pages.

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 No. HIPA (Trg.) G-15/2022-dated: 14/11/2022.
- 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 January, 2023 at HIPA, Fairlawn's, Shimla-12.

Sr. N.	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
1	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 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. 	5 days	02/01/2023 to 06/01/2023	05 Senior Assistant from Directorate of Higher Education, H.P. Shimla-1
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	09/01/2023 to 11/01/2023	Superintendent Grade-II two each from Bilaspur and Hamirpur District.
3	Essential Hard Skills and Soft Skills in Office Working.	<ul style="list-style-type: none"> ➤ Hard Skills are abilities you learn on the job. They are things like management and financial forecasting. ➤ Soft Skills are traits that make you a good Officers/Officials. They are things like work ethic, organization, communication collaboration and leadership. 	3 Days	16/01/2023 to 18/01/2023	05 Superintendents from Directorate of Higher Education, H.P. Shimla-1
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	16/01/2023 to 18/01/2023	Superintendent two each from DDHE Chamba and Hamirpur District.
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 ➤ To make the participants understand the importance of ethical conduct 	2 Days	30/01/2023 to 31/01/2023	PIOs, APIOs and other officials dealing with RTI two each from Kangra and Kullu District.



		<p>behavior at work place.</p> <ul style="list-style-type: none">▼ 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			
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Training programmes for the Month of February, 2023 at HIPA, Fairlawn's, Shimla-12.

Sr. N.	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
1	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	02/02/2023 to 04/02/2023	Senior Assistant two each from DDHE Kinnaur and L & Spiti 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. 	3 Days	06/02/2023 to 08/02/2023	Superintendent two each from DDHE Mandi and Shimla District.
3	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	13/02/2022 to 15/02/2022	Superintendent one each from Solan, Sirmour, and Una District.
4	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 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. 	5 days	13/02/2023 to 17/02/2023	05 Junior Assistant from Directorate of Higher Education, H.P. Shimla-1
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 	2 Days	16/02/2023 to 17/02/2023	PIOs, APIOs and other officials dealing with RTI one each from Bilaspur, Chamba

		<p>Act, 2011</p> <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 			and District.
6	Self Awareness, Empathy and Management of Emotion.	<ul style="list-style-type: none"> ➤ In Essence high self-awareness allows us to understand, appreciate, and control our emotions. Training can empower trainee to control their emotions with strong self awareness skills. Self Awareness involves our thoughts in addition to our emotions-also known as meta-cognition. 	3 Days	27/02/2023 to 01/03/2023	School Principals two each from Kangra and Mandi District.

Training programmes for the Month of March, 2023 at HIPA, Fairlawn's, Shimla-12.

Sr. N.	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
1	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	02/03/2023 to 04/03/2023	Senior Assistant two each from DDHE Kullu and Shimla 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. 	3 Days	06/03/2023 to 08/03/2023	School Principal one each from Mandi, Shimla, Sirmour and Solan District.
3	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 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. 	5 days	13/03/2023 to 17/03/2023	05 Superintendent from Directorate of Higher Education, H.P. Shimla-1
4	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	16/03/2023 to 17/03/2023	PIOs, APIOs and other officials dealing with RTI one each from Bilaspur, Chamba, Kangra and Kullu District.