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

Directorate of Higher Education

Himachal Pradesh, Shimla-1

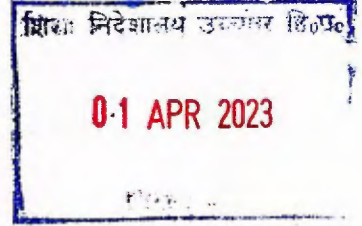
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Dated: Shimla-171001, the _____ March, 2023

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 April, 2023 and May, 2023.

Memo;

Please find enclosed herewith a copy of letter No. HIPA (Trg.) G-15/2004-XVI-763-dated: 09/03/2023 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 April, and May, 2023 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.

Kindly Personal Attention may be given to the matter.

Enclosure: 04 Pages.

Yours faithfully



Director of Higher Education
Himachal Pradesh, Shimla-1

Endorsement No. Even, Dated: Shimla-1, the _____ March, 2023

Copy for information to;

- 1 The Director, Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12 w.r.t. his/her letter No. referred above.
- 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 April, 2023 at HIPA, Fairlawn's, Shimla-12.

Sr. N.	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
1	Official Communication Skills: Noting and Drafting.	<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. 	2 days	10/04/2023 to 11/04/2023	JOA (IT) from Directorate of Higher Education
2	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 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 f general conditions of services with emphasis on FR/SR. 	5 days	17/04/2023 to 21/04/2023	05 Superintendent from Directorate of Higher Education, H.P. Shimla-1
3	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 	3 Days	19/04/2023 to 21/04/2023	School Principals two each from Bilaspur, Chamba and Hamirpur District
4	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 Days	24/04/2023 to 25/04/2023	School Principals two each from Kinnaur, L & Spiti and Mandi District
5	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	27/04/2023 to 29/04/2023	School Principal one each from Shimla, Sirmour and Solan District.
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	28/04/2023 to 29/04/2023	School Principal four from Una District

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

Sr. N.	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
1	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	01/05/2023 to 02/05/2023	PIOs, APIOs and other officials dealing with RTI one each from Kangra, Kullu and Kinnaur District.
2	Communication and Presentation Skills	<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. 	03 Days	08/05/2023 to 10/05/2023	School Principals two each from L & Spiti, Mandi and Shimla District.
3	Cyber & Network Security	<ul style="list-style-type: none"> ➤ To protect information and infrastructure cyberspace. To build capabilities, to prevent and respond to cyber treat. To reduce vulnerabilities and minimize damage from cyber incidents through a combination of initialization structures, people, process, technology and improvement. 	2 Days	11/05/2023 to 12/05/2023	05 Superintendent from Directorate of Higher Education, H.P. Shimla-1
4	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 15.05.20 23 to 16.05.20 23 Gazetted and Non Gazetted Officials of State Government 	2 Days	15/05/2023 to 16/05/2023	Store Incharge and Staff of Budget & Accounts Branch) from Directorate of Higher Education, H.P., Shimla-1
5	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	18/05/2023 to 20/05/2023	School Principal one each from Shimla, Sirmour and Solan District.

6	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 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	23/05/2023 to 27/05/2023	School Principals two each from Bilaspur, Chamba and Hamirpur District.
7	Basic Computer Course	<ul style="list-style-type: none"> ➤ To familiarize and apprise the participants with the basics of computers and to impart them necessary skills to work on office automation, tools available under windows. ➤ To familiarize and apprise the participants with the basis of internet and to impart them necessary skills so that they can able to do net surfing, download & upload data, e-mail 	5 Days	25/05/2023 to 27/05/2023	School Principals two each from Shimla, Sloan and Sirmour District
8	Official Communication Skills: Noting and Drafting.	<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. 	2 days	29/05/2023 to 30/05/2023	Senior Assistant two each from DDHE Kangra and Kullu District.