

Regd. Post

TIME BOUND

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

Directorate of Higher Education

Himachal Pradesh, Shimla-1

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29 MAY 2023

To

Dated: Shimla-171001, the _____ May, 2023

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 June, 2023 and July, 2023.

The Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12 is going to organize various training programmes during the month of June, and July, 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.

Director of Higher Education
Himachal Pradesh, Shimla-1

Endorsement No. Even, Dated: Shimla-1, the _____ May, 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. HIPA (Trg.) G-15/2004-XVI-1730-dated: 28/04/2023.
- 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 June, 2023 at HIPA, Fairlawn's, Shimla-12.

Sr. N.	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
1	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	01/06/2023 to 03/06/2023	School Principal one each from Bilaspur Chamba and Hamirpur District.
2	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	05/06/2023 to 06/06/2023	PIOs, APIOs and other officials dealing with RTI one each from Shimla, Solan and Sirmour 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 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	05/06/2023 to 09/06/2023	05 Superintendent from Directorate of Higher Education, H.P. Shimla-1
4	Sevottam for Cutting Edge level Staff	<ul style="list-style-type: none"> ➤ To create awareness about Sevottam. ➤ To achieve excellence in Public Service Delivery. ➤ To enhance the capacity of participants to formulate Sevottam Complaint Citizen Charter through consultative and participatory approach. 	3 Days	07.06.2023 to 09.06.2023	06 Senior Assistant from Directorate of Higher Education
5	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 efficiency. 	3 Days	12.06.2023 to 14.06.2023	School Principals two each from Kangra, Kullu and Kinnaur District.
6	e-Office	<ul style="list-style-type: none"> ➤ To familiarizes the participants with the working of e-Office 	1 Day	13.06.2023	03 School Principals from Shimla District
7	Basic Computer Course	<ul style="list-style-type: none"> ➤ To familiarize and apprise the 	3 Days	15/06/2023 to	School Principals one

		<p>participants with the basics of computers and to impart them necessary skills to work on office automation, tools available under windows.</p> <p>➤ 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</p>		17/06/2023	each from Sirmour, Solan and Una District
8	Official Communication Skills: Noting and Drafting.	<p>➤ To understand the concept of Office in government.</p> <p>➤ To develop the knowledge in Noting and Drafting. Par hand book of office procedure.</p> <p>➤ To impart detailed knowledge of record, keeping and managing files.</p>	2 days	19/06/2023 to 20/06/2023	Clerk/JOA (IT) 01 each from DDHE Kanga, Mandi, Shimla and Sirmour District
9	Service Delivery/Citizen Charter/Sevottam	<p>➤ To identify the need of Public Service Delivery.</p> <p>➤ To create awareness among the participants for time bound Service Delivery to Citizens and to maintain consistency and excellence in public service delivery.</p> <p>➤ To enhance the capability of participants to formulate "Sevottam" Complaint Citizens Charter through consultative and participatory approach.</p>	3 Days	22.06.2023 to 24.06.2023	School Principals 01 each from Solan, Sirmour and Una District
10	e-Samadhan	<p>➤ 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 the CM Office and Jan Manch. To deal with grievances and demands sent by the CM Office Chief Secretary and General Public</p>	2 days	23/06/2023 to 24/06/2023	Superintendent 01 each from Bilaspur, Chamba and Hamirpur District
11	IFMS (e-Salary, e-Pension, e-Vitran, e-Challan, e-Kosh)	<p>➤ To familiarize the participants with the working of all the financial applications of H P Government such as e-Salary, e-Pension, e-Vitran, e-Challan, e-Kosh</p>	02 Days	26.06.2023 to 27.06.2023	Senior Assistant one each from DDHE Bilaspur, Chamba and Hamirpur District

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

Sr. N.	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
1	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	03.07.2023 to 04.07.2023	Superintendent one each from DDHE Bilaspur, Chamba and Hamirpur District.
2	ToT on Right to Information Act, 2005	<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	03.07.2023 to 04.07.2023	PIOs, APIOs and other officials dealing with RTI one each from DDHE Kangra, Kullu and Kinnaur District.
3	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. 	02 Days	10/07/2023 to 11/07/2023	School Principals two each from L & Spiti, Mandi and Shimla District.
4	Sevottam for Cutting Edge level Staff	<ul style="list-style-type: none"> ➤ To create awareness about Sevottam. ➤ To achieve excellence in Public Service Delivery. ➤ To enhance the capacity of participants to formulate Sevottam Complaint Citizen Charter through consultative and participatory approach. 	3 Days	10.07.2023 to 12.07.2023	School Principals two each from Sloan, Sirmour and Una District.
5	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	14.07.2023 to 15.07.2023	Superintendent one each from DDHE Shimla, Solan and Sirmour District
6	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	17/07/2023 to 19/07/2023	Superintendent one each from DDHE Bilaspur, Chamba and Hamirpur District.
7	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	20.07.2023 to 23.07.2023	School Principals one each from Solan, Sirmour and Una District.
8	Gem e-Procurement	<ul style="list-style-type: none"> ➤ The participants will learn an acquire practical knowledge of the Government e-marketplace(GeM) Portal and its 	2 Days	24.07.2023 to 25.07.2023	School Principals one each from Kangra, Mandi and Shimla

		Procurement Procedure such as Registration of Organization, Creation of User Goods, Placement of Orders for Goods & Services, Receipt of Goods, Bidding and Reserve Auction			District.
9	Training Programme on Ten Point Agenda on Disaster Risk Reduction	<ul style="list-style-type: none"> ➤ Disaster Risk Reduction aims to prevent new and reduce existing disaster risks and to contribute to strengthening resilience. 	3 Days	24.07.2023 to 25.07.2023	School Principals one each from Kangra, Kullu and Kinnaur District.
10	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	24/07/2023 to 27/07/2023	School Principals oneeach from Bilaspur, Chamba and Hamirpur District.
11	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 	3 Days	26/07/2023 to 28/07/2023	School Principals one each from Sirmour, Solan and Una District