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**REGISTERED POST
MOST IMMEDIATE**

No. EDN- H (21) B (15) 05/2017-HIPA-
Directorate of Higher Education
Himachal Pradesh
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Dated: Shimla-171001 the



From: - The Director of Higher Education
Himachal Pradesh

To All the Deputy Directors of Higher Education,
in Himachal Pradesh

**Subject: - Training Bulletin for the conduct of Training Programmes
at HIPA during the month of December, 2017.**

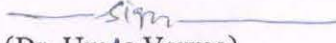
Memo: The Himachal Pradesh Institute of Public Administration,
Fairlawn's Shimla-12 is organizing various training programmes at HIPA during the
month of December, 2017. Sufficient slots have been allotted to Education Department
and apart from this a requisite nominations have been requested to different date and
different programmes. The extract of the programmes is enclosed herewith as per
Annexure-A along with quota to your district.

You are, therefore, directed to attend/depute Officers/ Officials for
training programmes 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.

Kindly Personal Attention may be given to the matter.


(Dr. Uma Verma)
Jt. Director of Higher Education(C-II)
Himachal Pradesh

Endst. No.

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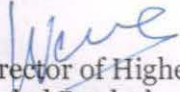
Dated:

Shimla-171001

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Copy to:-

- 1 The Director, Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12 w.r.t. letter number-HIPA (Trg.) G-15/04-XII-dated: 12.10.2017.
- 2 The Superintendent, Establishment-I Branch, Directorate of Higher Education, Himachal Pradesh for information please.
- 3 The Superintendent (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh is hereby requested to upload the same on departmental website.
- 4 Guard file.


Jt. Director of Higher Education(C-II)
Himachal Pradesh

“ANNEXURE-A”

Training Programmes for the Month of December, 2017

S.N	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
1.	Basic Computer Course on Word, Internet & E-mail	<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. ❖ Familiarize and apprise the participants with the basis of internet and to impart them necessary skills so that they can available to do net surfing, download and upload data, e-mail. 	05 Days	04/12/2017 to 08/12/2017	School Principals two each from Bilaspur, Chamba and Hamirpur District.
2.	Computer Course on Manav Sampada (e-salary, e-service book, MIS Reporting, Mobile Applications)	<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	11/12/2017 to 12/12/2017	School Principal two each from Kangra, Kullu and Kinnour District
3.	Right to Information Act, 2005 and H.P. Public Service 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. Public Service Guarantee Act, 2011. ❖ To make the participants understand importance of ethical conduct behavior at work place. To motivate participants to make ethical discussions & bring certain positive changes in one's life. ❖ To change one's existing habits & bring change in 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. 	3 Days	14/12/2017 to 16/12/2017	FAAs, PIOs, APIOs and other Officials dealing with RTI from Mandi, Solan, Sirmour and Una District.
4.	Office Procedure and Financial Administration.	<ul style="list-style-type: none"> ❖ To make the participants understand budgeting and accounting procedure in Government. ❖ To acquaint the participants with the important provision of HPFR 2009. ❖ To acquaint the officers basic income tax related issues as 	6 Days	18/12/2017 to 23/12/2107	School Principals two each from Kangra, Shimla and Una District.

		<p>applicable in Government Offices.</p> <ul style="list-style-type: none"> ❖ To make the participants aware of various Rules/Regulations Government 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 G.P.F., C.P.F., New Pension Scheme. ❖ To make the participants aware of general conditions of services with emphasis. 			
5.	Disciplinary Proceedings/Conduct Rules/Departmental Inquiry.	<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 charge sheet & Holding of Departmental Inquiry, Imposition of Penalties, Review & Appeal) and (People with Disabilities)PWD Act, 1965. 	3 Days	21/12/2017 to 23/12/2017	School Principal two each from Hamirpur, Solan and Sirmour District.
6.	Right to Information Act, 2005 and H.P. Public Service Guarantee Act, 2011.	<ul style="list-style-type: none"> ❖ As mentioned at Sr. No. 03 above. 	3 Days	28/12/2017 to 30/12/2017	FAAs, PIOs, APIOs and other Officials dealing with RTI from Bilaspur, Chamba, and Hamirpur District.
7.	Course on IT for Effective Office Management.	<ul style="list-style-type: none"> ❖ To familiarize the participants with the various features available under windows, manage files and folders, sharing of data and devices over network, scanning of documents and send it as attached with e-mail. 	2 Days	28/12/2017 to 29/12/2017	School Principals two each from Kullu, L & Spiti and Una District