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**REGISTERED PSOT  
MOST URGENT**

No. EDN-HE (21) B (15)05/2018-HIPA-Trg.-  
Directorate of Higher Education  
Himachal Pradesh  
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Dated: Shimla-171001 the July, 2018

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 during the month of September, 2018 at HIPA, Fairlawn's Shimla.

The Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12 is going to organize various training programmes during the month of September, 2018 at its Institute and sufficient slots have been allotted to the Department of Higher Education and requested to depute 5-6 Officers/Officials for each training programme.

You are, therefore hereby requested to 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. Further, it is requested to direct the deputed officers/Officials not to bring their personal vehicles to the Institute for attending the training programmes

Any laxity in the matter will be viewed seriously and Head of Institution and concerned dealing assistant who deal this matter will be responsible not for obeying the orders of higher authorities.

Kindly Personal Attention may be given to the matter.

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(Dr. Amarjeet K Sharma)  
Director of Higher Education  
Himachal Pradesh  
Phone No. 0177-2656621  
E-mail: [dir.edu@rediffmail.com](mailto:dir.edu@rediffmail.com)

Sl. No. Even Dated: Shimla-171001 the July, 2018

Copy for information to:-

- 1 The Director, Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12 w.r.t. letter number-HIPA (Trg.) G-15/04-XIV-dated: 04.07.2018.
- ✓ 2 The Superintendent (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh is hereby requested to upload the same on departmental website.
- 3 Guard file.



Director of Higher Education  
Himachal Pradesh

शिक्षा विभाग, जम्मू

17 JUL 2018

Training programmes for the Month of September, 2018 at HIPA, Fairlawns,  
Shimla-12

Sr. N.	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
1	Service Delivery/Citizen Charter/Sevottam	<ul style="list-style-type: none"> <li>➤ To identify the need of Public Service Delivery.</li> <li>➤ To create awareness among the participants for time bound Service Delivery to Citizens and to maintain consistency and excellence in public service delivery.</li> <li>➤ To enhance the capability of participants to formulate "Sevottam" Complaint Citizens Charter through consultative and participatory approach.</li> </ul>	3 Days	04.09.2018 to 06.09.2018	School Principals two 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"> <li>➤ To equip the participants with the concept of Right to Information Act, 2005</li> <li>➤ To equip the participants with the concept of H.P. Service Guarantee Act, 2011</li> <li>➤ To make the participants understand the importance of ethical conduct behavior at work place.</li> <li>➤ To motivate participants to make ethical discussions &amp; bring certain positive changes in one's life.</li> <li>➤ The way we want ourselves to be in order to be more fruitful to society.</li> <li>➤ To list out salient features and principles of Public Service Guarantee Act, 2011</li> </ul>	3 Days	04.09.2018 to 06.09.2018	School Principals two each from Kangra, Kullu and Kinnaur District
3	e-Governance (Sponsored by GOI)	<ul style="list-style-type: none"> <li>➤ To apprise the participants with the potential of ICT Tools and technology for Effective and Efficient Utilization in e-Governance.</li> </ul>	3 Days	13.09.2018 to 15.09.2018	School Principal two each from L. & Spiti, Mandi and Shimla District.
4	Office Procedure and Financial Administration	<ul style="list-style-type: none"> <li>➤ To make the participants understand budgeting and accounting procedure in government.</li> <li>➤ To acquaints the participants with the important provision of HPFR 2009.</li> <li>➤ To acquaint the officers basic income Tax related issues as applicable in government Officers.</li> <li>➤ To makes the participants employees the TA/DA. Pensions Medical Rules, etc.</li> <li>➤ To made the participants aware about the procurement procedure in government and inventory management.</li> <li>➤ To give the participants holistic knowledge about GPF New</li> </ul>	5 days	17.09.2018 to 21.09.2018	School Principals two each from Solan, Sirmour and Una District



		<p>Pension Scheme.</p> <ul style="list-style-type: none"> <li>➤ To made the participants aware of general condition of services with emphasis on FR/SR.</li> <li>➤ Getting the participants familiar with on-line application.</li> <li>➤ 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.</li> <li>➤ To acquaint the participants about Non-banking Financial Companies and various financial instruments available in Indian Market.</li> </ul>			
5	Disciplinary Proceedings/Conduct Rules/Departmental Enquiry	<ul style="list-style-type: none"> <li>➤ To make the participants aware of Constitutional Provisions relating to Service &amp; General Conditions of Services and to equip the participants with CCS (Conduct) Rules, 1964 and CCS (CCA) Rules, 1965 Suspension/Entitlements, Suspension &amp; reinstatement. Framing of Charges Sheets &amp; Holding Departmental Enquiry, Imposition of Penalties.</li> </ul>	3 Days	17.09.2018 to 19.09.2018	School Principals two each from Kangra, Mandi and Shimla District
6	Refresher Course on IFMS (e-salary, e-Vitran, e-Pension, Budget Processing, NPS)	<ul style="list-style-type: none"> <li>➤ To familiarize the participants with the working of e-applications such as e-service book, MIS reporting and mobile applications.</li> <li>➤ To impart them necessary skills to work with various features of these applications so that they will be able to access/update information efficiently.</li> </ul>	1 Day	22.09.2018	Six Superintendents only from Shimla District.
7	Basic Computer Course	<ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ 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 &amp; upload data, e-mail</li> </ul>	5 Days	24.09.2018 to 28.09.2018	06 Newly appointed Clerks from Directorate of Higher Education
8	Sevottam for Cutting Edge level Staff	<ul style="list-style-type: none"> <li>➤ To create awareness about sevottam.</li> <li>➤ To achieve excellence in Public Service Delivery.</li> <li>➤ To enhance the capacity of participants to formulate Sevottam Complaint Citizen Charter through consultative and participatory approach.</li> </ul>	5 Days	24.09.2018 to 28.09.2018	06 Senior Assistant from Directorate of Higher Education

Audit and Budget	<ul style="list-style-type: none"> <li>➤ Audit, its importance and Role of CAG with respect to Audit.</li> <li>➤ To make aware with performance budgeting &amp; zero base budgeting.</li> <li>➤ To explain plans and strategies to match current state of audit, performance budgeting &amp; performance measurement with global standards.</li> <li>➤ To acquaint them with the dealing of PAC/CAG Paras</li> </ul>	3 Days	24.09.2018 to 26.09.2018	School Principals two each from Bilaspur, Chamba and Hamirpur Districts
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