



**No. EDN-HE (21) B (15)05/2021-HIPA Training**

Directorate of Higher Education

Himachal Pradesh, Shimla-1

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To **Dated: Shimla-171001** **the** **August, 2021,**

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 September, 2021 and October, 2021.**

Please find enclosed herewith a copy of letter Number: HIPA (Trg.) G-15/2004-XVI- dated: 28<sup>th</sup> July, 2021 on the subject cited above.

In this connection, it is to inform you that the Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12 is going to organize various training programmes during the month of September, 2021 and October, 2021 at its Institute and sufficient slots have been allotted to the Department of Higher Education and requested to depute 1-2 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. 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.

**Note:-**

**The Instructions issued by the HIPA, Fairlawns, Shimla-12 at Page No. 1 and Para Number-03 regarding (COVID-19) may be adhered to strictly.**

(Dr. Amarjeet K Sharma)  
Director of Higher Education  
Himachal Pradesh, Shimla-1  
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Endst. No.      Even      Dated:      Shimla-171001      the      August, 2021

Copy for information to:-

- 1 The Director, Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12 w.r.t. his/her letter number Number referred above.
- 2 The Superintendent, Establishment-I Branch, Directorate of Higher Education, Himachal Pradesh for information please.
- 3 The Technical Officer (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh to upload the same on departmental website.
- 4 Guard file.

— Sign —  
Director of Higher Education  
Himachal Pradesh, Shimla-I

## Training programmes for the Month of September, 2021 at HIPA, Fairlawns, 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"> <li>➤ 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.</li> </ul>	2 Days	01.09.2021 to 02.09.2021	Superintendent one each from DDHE Bilaspur and Chamba District.
2.	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 Pension Scheme.</li> <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>	3 Days	06.09.2021 to 08.09.2021	School Principal one each from Hamirpur and Kangra District.
3.	Attitudinal Change for Quality Service Delivery (Sponsored by DoPT, GOI)	<ul style="list-style-type: none"> <li>➤ It was widely recognized now that apart from lack of appropriate knowledge and skills, working in organizations are affected more by the attitudes of individual. Right Attitudinal changes are needed not only for the efficiency of individuals in work places but also in their personal life so as to live stress free and happy. Keeping in view of this aspect course will try to find some ways to bring attitudinal change necessary for the quality service delivery.</li> </ul>	3 Days	06.09.2021 to 08.09.2021	School Principal one each from Kullu and Kinnaur District.
4.	Computer Course on Manav Sampada (e-service Book)	<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>	2 Days	09.09.2021 to 10.09.2021	School Principal one each from L & Spiti and Mandi District
5.	Audit and Performance 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> </ul>	2 Days	13.09.2021 to 14.09.2021	School Principal one each from Shimla and Solan District.

		<ul style="list-style-type: none"> <li>➤ To acquaint them with the dealing of PAC/CAG Paras.</li> </ul>			
6.	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	15.09.2021 to 16.09.2021	School Principal one each from Sirmour and Una District
7.	Samgra e-Samadhan (Integrated with CM Office Portal Including Jan Manch.	<ul style="list-style-type: none"> <li>➤ To familiarize and apprise the participants about the comprehensive Online Public Grievance Monitoring System i.e. Samgra e-Samadhan Portal.</li> <li>➤ To deal; with various references sent by CM Office and Jan Manch.</li> <li>➤ To deal with Grievances and Demands sent by C M Office, Chief Secretary and General Public.</li> </ul>	1 Day	17.09.2021	Nodal Officer and Assistant for e-Samadhan and Him Pragati Portal one each from DDHE Shimla and Solan District.
8.	GeM	<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 Citizen Charter through consultative and participatory approach.</li> <li>➤ To enable the participants to explain the importance of Good Governance and to ensure quality services in time bound manner.</li> </ul>	1 Day	20.09.2021	Senior Assistant One each from DDHE Bilaspur and Chamba District.
9.	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>	2 Days	22.09.2021 to 23.09.2021	School Principal one each from Hamirpur and Kangra District
10.	Computer Course on Excel	<ul style="list-style-type: none"> <li>➤ 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</li> </ul>	2 Day	27.09.2021 to 28.09.2021	Superintendent one each from DDHE Kullu and Kinnaur District.

## Training programmes for the Month of October, 2021 at HIPA, Fairlawns, Shimla-12

Sr. 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"> <li>➤ To familiarize 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 the participants with the basics 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>	4 Days	04.10.2021 to 07.10.2021	Senior Assistant one each from DDHE Bilaspur & Chamba 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	11.10.2021 to 12.10.2021	School Principal one each from Hamirpur and Kangra District
3.	Noting and Drafting Skills (Sponsored by Govt. of India, DoPT)	<ul style="list-style-type: none"> <li>➤ To understand the concept of office in Government.</li> <li>➤ To develop knowledge in Noting and Drafting Skills as per hand book of Office Procedure.</li> <li>➤ To impart detail knowledge of recordkeeping and managing files.</li> </ul>	3 Days	11.10.2021 to 13.10.2021	Clerk one each from DDHE Kinnaur and Kullu District.
4.	Computer Course on Manav Sampada (e-service Book)	<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>	2 Days	11.10.2021 to 12.10.2021	School Principal one each from Shimla and Solan District
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>	2 Days	11.10.2021 to 12.10.2021	School Principal one each from L & Spiti and Mandi District
6.	E-Procurement.	<ul style="list-style-type: none"> <li>➤ The participants will learn and acquire practical knowledge of the Government e-marketplace (GeM) Portal and its Procurement such as Registration of Organization, Creation of User Accounts, Placement of Order of Goods &amp; Services, Receipt of Goods, Bidding and Reserve Auction.</li> </ul>	1 Day	14.10.2021	One Principal from Shimla and Solan District.
7.	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> </ul>	3 Days	25.10.2021 to 27.10.2021	School Principal one each from Sirmour and Una District.

		<ul style="list-style-type: none"> <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 Pension Scheme.</li> <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>			
8.	GeM	<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 Citizen Charter through consultative and participatory approach.</li> <li>➤ To enable the participants to explain the importance of Good Governance and to ensure quality services in time bound manner.</li> </ul>	1 Day	26.10.2021	School Principal one each from Solan and Sirmour District
9.	C.M. Helpline	<ul style="list-style-type: none"> <li>➤ To acquaint the participants with the Role and Responsibilities of Nodal Officers and L1, L2, L3, L4 Officers.</li> <li>➤ Dealing with Complaints/Cases on CM Helpline Portal.</li> <li>➤ To acquaint the participants with CM Helpline Portal.</li> </ul>	1 Day	28.10.2021	School Principal one each from Solan and Shimla District
10.	Refresher Computer Course on IFMS	<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 efficiency.</li> </ul>	1 Day	29.10.2021	School Principal one each from Kullu and Kinnaur District