

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

Directorate of Higher Education

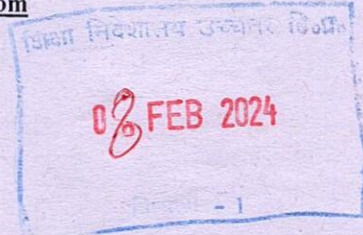
Himachal Pradesh, Shimla-1

Telephone No. 0177-2653575, Extn. 234, Fax: 2812882,

E-mail: dhe-sml-hp@gov.in & E-mail: genbr@rediffmail.com

To

Dated: Shimla-171001, the _____ January, 2024



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 February 2024 and March, 2024

The Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12 is going to organize various training programmes during the month of February 2024 and March, 2024 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.

Note:-

The Officer/Official fails to attend the training programme(s) the necessary entry will be recorded in the service book of the concerned and his/her annual increment can be stopped.

KINDLY TREAT IT AS MOST URGENT.

Enclosure:

04 Pages.

(Dr. Amarjeet K Sharma)
Director of Higher Education
Himachal Pradesh, Shimla-1

Endorsement No. Even, Dated: Shimla-1, the _____ January, 202

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-141-dated: Nil.
- ✓ 2 The Technical Officer (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh to upload the same on departmental website.
- 3 Guard file.

Director of Higher Education
Himachal Pradesh, Shimla-1

Training programmes for the Month of February, 2024 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. 	3 days	01.02.2024 to 03.02.2024	Clerk/JOA (IT) 01 each from DDHE Bilaspur, Chamba and Hamirpur, District
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 of general conditions of services with emphasis on FR/SR. 	5 days	05.02.2024 to 09.02.2024	Superintendent 01 each from DDHE Kangra, Kullu and Kinnaur
3	Disaster Risk Reduction	<ul style="list-style-type: none"> ➤ Develop a critical capacity to evaluate the principles and practices of disaster risk reduction and management. ➤ Develop a deep understanding of disaster resilience, risk mitigation and recovery policies as they arise from natural hazards around the globe; ➤ Develop the capacity to participate in debate on disaster governance and special reconstruction. 	3 Days	14.02.2024 to 16.02.2024	School Principal one each from Mandi, Shimla and Solan District.
4	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	20.02.2024 to 22.02.2024	Superintendent 02 each from DDHE Solan, Sirmour and Una
5	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	20.02.2024 to 22.02.2024	School Principal 01 each from Kangra, Mandi and Shimla District.
6	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	28.02.2024 to 29.02.2024	PIOs, APIOs and other officials dealing with RTI one each from Bilaspur and Chamba District.

Training programmes for the Month of March, 2024 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	04.03.2024 to 05.03.2024	PIOs, APIOs and other officials dealing with RTI one each from Kangra, Kullu and Kinnaur District.
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 of general conditions of services with emphasis on FR/SR. 	5 days	05/03/2024 to 09/03/2024	Superintendent 02 each from DDHE Bilaspur and Hamirpur
3	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. 	3 days	11.03.2024 to 13.03.2024	Clerk/JOA (IT) 01 each from DDHE Chamba, L & Spiti and Mandi 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	11.03.2024 to 13.03.2024	Superintendent one each from Shimla, Solan and Sirmour 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	18.03.2024 to 20.03.2024	Superintendent 01 each from Kangra, Shimla and Una
6	Landslide Risk Mitigation and management	<ul style="list-style-type: none"> • Risk assessment • Early warning systems • Infrastructure planning • Community awareness 	03 Days	28.03.2024 to 30.03.2024	School Principals one each from Shimla, Solan and Sirmour District

ORDER

In suppression of all previous office orders, the Route and Timings of the Institute Single bus is fixed as under which will be applicable with immediate effect:-

Morning Single Bus	
Station	Departure Time(AM)
HIPA	08.15
Dhalli	08.20
Sanjauli bye- pass	08.25
Auckland Tunnel	08.30
Lakkar Bazar	08.35
Victory Tunnel	08.40
Baleauganj Crossing	08.55
ISBT	09.05
Kanlog	09.15
Khallini Chowk	09.20
Chhota Shimla	09.25
Sanjauli Chowk	09.35
Dhalli by Pass	09.40
Dhalli	09.50
Arrival HIPA	10.00

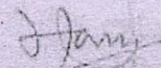
Evening Single Bus	
Station	Departure Time (PM)
HIPA	5.20
Dhalli	5.25
Sanjauli	5.35
Chhota Shimla	5.45
Talland	5.50
Lift	5.55
Old Bus Stand	6.00
Victory Tunnel	6.05
Lakkar Bazar	6.10
Sanjauli bye- Pass	6.20
Dhalli	6.30
Arrival HIPA	6.40

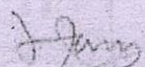
Note:-The plying of buses on above routes is also subject to required numbers of participants travelling through the above routs. Hence, the participants are requested to make proper enquiry regarding plying of buses either from office or from Driver/ Conductor concerned as per Contact Number given as under. The Course Director are also advised to obtain the willingness of trainees interested to be travelled by buses.

1. Sh. Suresh Singh,
Driver, HIPA
Phone No. 94184-83976
2. Sh. Jaswant Singh,
Driver, HIPA
Phone No. 98820-57177
3. Sh. Dharam Prakash, Cleaner-cum Conductor HIPA
Phone No. 98170-90593
4. Sh. Jagat Pal, Cleaner-cum-Conductor HIPA
Phone No. 88941-54234

Endost No. As Above

- Copy to:-
1. The Secretary (Trg.) to the Govt. of H.P. for kind information.
 2. All the Faculty Members/ Course Director/ Officers, HIPA for information.
 3. The Assistant Professor (IT), HIPA with a request to upload on the HIPA Website.
 4. All the Branches, HIPA for information.
 5. All the Drivers/ Cleaner-cum-Conductors, HIPA for compliance.
 6. Notice Board, HIPA.


(Hans Raj Saini), H.P.F&AS
Nodal Officer (Vehicle),
H.P. Institute of Public Administration
Fairlawns, Shimla-17102
Dated 8th January, 2024


Nodal Officer (Vehicle),
H.P. Institute of Public Administration
Fairlawns, Shimla-17102