

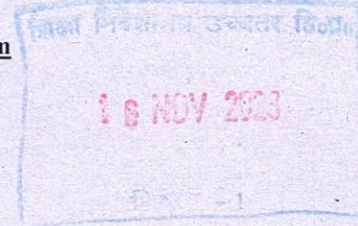
Regd Post

**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,**

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Dated: Shimla-171001, the \_\_\_\_\_ November, 2023

To

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 December, 2023 and January, 2024.

The Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12 is going to organize various training programmes during the month of December, 2023 and January, 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 \_\_\_\_\_ November, 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-I5/2004-XVI-5473-dated: 17/10/2023.
- 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 December, 2023 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"> <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>	2 Days	04.12.2023 to 05.12.2023	PIOs, APIOs and other officials dealing with RTI one each from Bilaspur and Chamba District.
2	Official Communication Skills: Noting and Drafting.	<ul style="list-style-type: none"> <li>➤ To understand the concept of Office in government.</li> <li>➤ To develop the knowledge in Noting and Drafting. Par hand book of office procedure.</li> <li>➤ To impart detailed knowledge of record, keeping and managing files.</li> </ul>	3 days	06.12.2023 to 08.12.2023	Clerk/JOA (IT) 01 each from DDHE Hamirpur, Kangra and Kinnaur District
3	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>	3 Days	06.12.2023 to 08.12.2023	School Principal 01 each from Kullu, L & Spiti and Mandi District.
4	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	11.12.2023 to 13.12.2023	01 Senior Assistant from DDHE Shimla, Solan, Sirmour and Una District.
5	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>	3 Days	14.12.2023 to 16.12.2023	School Principal one each from Bilaspur, Chamba and Hamirpur District.
6	Office Procedure and Financial Administration	<ul style="list-style-type: none"> <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. to make the participants aware about the procurement procedure in government and inventory management.</li> <li>➤ 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.</li> </ul>	5 days	18.12.2023 to 22.12.2023	Superintendent five from Directorate of Higher Education
7	Sevottam for Cutting Edge level Staff	<ul style="list-style-type: none"> <li>➤ As mentioned at Sr. No. 3</li> </ul>	3 Days	28.12.2023 to 30.12.2023	School Principal one each from Kangra, Mandi and Shimla District.



**Training programmes for the Month of January, 2024 at HIPA, Fairlawn's, Shimla-12.**

Sr. N.	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
1	Office Procedure and Financial Administration	<ul style="list-style-type: none"> <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. to make the participants aware about the procurement procedure in government and inventory management.</li> <li>➤ 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.</li> </ul>	5 days	01/01/2024 to 05/01/2024	05 Superintendents from Directorate of Higher Education, H.P. Shimla-1
2	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>	3 Days	01.01.2024 to 03.01.2024	Superintendent one each from DDHE Shimla, Sloan and Sirmour District
3	Official Communication Skills: Noting and Drafting.	<ul style="list-style-type: none"> <li>➤ To understand the concept of Office in government.</li> <li>➤ To develop the knowledge in Noting and Drafting. Par hand book of office procedure.</li> <li>➤ To impart detailed knowledge of record, keeping and managing files.</li> </ul>	3 days	09.01.2024 to 11.01.2024	Clerk/JOA (IT) 01 each from DDHE Kinnaur, Lahaul & Spiti and Sirmour District
4	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	16.01.2024 to 18.01.2024	05 Senior Assistant from Directorate of Higher Education.
5	Regional Level Basic and Intermediate Training Programme on Incident Response System	<ul style="list-style-type: none"> <li>➤ Incident response is a set of information security policies and procedures that you can use to identify, contain and and climate cyperattacks. The goals of incident response is to enable an organization to quickly detect and halt attacks, minimizing damage and preventing future attacks of the same type.</li> </ul>	3 Days	29.01.2024 to 31.01.2024	School Principals one each from Shimla, Solan and Sirmour District
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>	2 Days	30.01.2024 to 31.01.2024	PIOs, APIOs and other officials dealing with RTI one each from Bilaspur, Chamba and Hamirpur District.