

No. EDN- HE (21) B (15) 05/2019-HIPA TRAINING-

Directorate of Higher Education

Himachal Pradesh

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2-12-19

Dated: Shimla-171001 the November, 2019

To

All the Deputy Directors of Higher Education  
in Himachal Pradesh

Subject: -

Training Bulletin for the conduct of training programmes during the month of  
January, 2020 at HIPA, Fairlawn's Shimla.

Memo:

The Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12 is  
going to organize various training programmes during the month of January, 2020 at its Institute and  
sufficient slots have been allotted to the Department of Higher Education and requested to depute 3-  
4 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 for not obeying the orders of higher authorities.

Note:-

The Officers failing to attend the training programme, the necessary  
entry will be recorded in the service book of the concerned and his/her annual increment  
can be stopped.

— Sign. —

(Dr. Pramod Chauhan)  
Jt. Director of Higher Education(C-II)  
Himachal Pradesh  
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Sh 9-11-2019  
Sh  
02/11/2019

Order No. Even- Dated: Shimla-171001

the

November, 2019

Copy for information and necessary action 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-XIV-dated: 02<sup>nd</sup> November, 2019.
- 2 The Superintendent (Establishment-I Branch), Directorate of Higher Education, Himachal Pradesh is hereby requested to take further necessary action in the matter accordingly under intimation to this Branch.
- 3 The Superintendent (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh is hereby requested to upload the training calendar for the month of November, 2019 on departmental website
- 4 Guard file.

शिक्षा निदेशालय उच्चतर शिक्षा

30 NOV 2019

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

## Training programmes during the Month of January, 2020 at HIPA, Fairlawns, Shimla-12

S. No.	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	02.01.2020 to 04.01.2020	School Principal one each from Kangra, Kullu and Kinnaur District
2.	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	06.01.2020 to 08.01.2020	School Principal one each from Bilaspur, Chamba and Hamirpur District.
3.	Communication and Presentation Skills	<ul style="list-style-type: none"> <li>➤ To improve performance and understanding human behavior</li> </ul>	3 Days	06.01.2020 to 08.01.2020	06 Superintendent from Directorate of Higher Education
4.	Basic Computer Course on Word, Internet & E-mail	<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 basics of internet and to impart them necessary skills so that they can able to do not surfing download &amp; upload data, e-mail.</li> </ul>	5 Days	07.01.2020 to 11.01.2020	06 newly appointed JOA from Directorate of Higher Education
5	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</li> </ul>	5 days	13.01.2020 to 17.01.2020	School Principal one each from L & Spiti, Mandi and Shimla District.

		Non-banking Financial Companies and various financial instruments available in Indian Market.			
6	Women Empowerment and Gender Issues (DoPT, GOI Sponsored)	<ul style="list-style-type: none"> <li>➤ To ensure that all men and women workers are provided with equal facilities in terms of their overall welfare and safety at workplace.</li> <li>➤ To educate women according to the professional requirement and encourage them to grow further in life.</li> <li>➤ To advocate the promotion and gender equality within a community.</li> <li>➤ To sensitize the participants regarding violence against women and sexual harassment of women at workplace.</li> <li>➤ Identify key actions to address the financing gap for women Empowerment.</li> </ul>	3 Days	13.01.2020 to 15.01.2020	School Principal one each from Sirmour, Solan and Una District preferably Women Officers.
7	Good Governance for Transparency	<ul style="list-style-type: none"> <li>➤ To make aware the participants with the concepts and emerging trends in Good Governance.</li> <li>➤ To highlight the need for improved Governance in the changing economic and social circumstances.</li> <li>➤ To acquaint them with the (people with Disability) PWD Act, 1995.</li> </ul>	3 Days	16.01.2020 to 18.01.2020	DDHE (Inspection) Kangra, Sirmour and Mandi District
8	Noting and Drafting	<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	20.01.2020 to 22.01.2020	06 Newly recruited Junior Office Assistant from Directorate of Higher Education
9	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	27.01.2020 to 29.01.2020	School Principal one each from Solan, Sirmour and Una District