

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

Directorate of Higher Education
Himachal Pradesh, Shimla-1

Dated: Shimla-171001, the _____ May, 2025

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 June, 2025 and July, 2025.

The Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12 is going to organize training programmes during the month of June, 2025 and July, 2025 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.

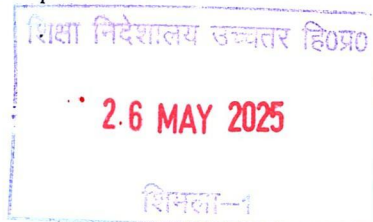
Enclosure: 04 Pages.


* Director of Higher Education
Himachal Pradesh

Endorsement No. Even, Dated: Shimla-1, the _____ May, 2025

Copy for information to:

- 1 The Director, Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12 w.r.t. their letter No. HIPA (Trg.) G-15/2004-XVI-825 dated 07.05.2025.
- 2 The Superintendent Establishment-1 Branch, DHE Shimla for similar action.
- 3 The Superintendent College Branch, DHE Shimla for similar action.
- 4 ☒ The Technical Officer (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh to upload the same on departmental website.
- 5 Guard file.




* Director of Higher Education
Himachal Pradesh

Training programmes for the Month of June, 2025 at HIPA, Fairlawn's, Shimla-12.

Annexure-1

Sr. N.	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
1	RTI Act 2005 and HP Service guarantee Act 2011.	<ul style="list-style-type: none"> ➤ To equip the participants with the concept of Right to Information Act, 2005 ➤ 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. 	2 Days	02.06.2025 to 03.06.2025	One each amongst Superintendent, Sr. Assistant, Clerk/JOA(IT) from Directorate of Higher Education, H.P. Shimla.
2	Communication Skills and Presentation Skills.	<ul style="list-style-type: none"> ➤ To improve performance and understanding human behavior. ➤ To understand the communication process, identifying communication problems and outlining ways to improve. ➤ To know more about personal communication, its goals, outcomes, problems and strategies for improvement. 	3 Days	02.06.2025 to 04.06.2025	Asst. Professors one each from RKMV Shimla, GC Solan and GC Bilaspur.
3	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 Offices. ➤ To make the participants aware of various employees like TA/DA, Pension, 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	02.06.2025 to 06.06.2025	4 JOA-IT or clerk from Directorate of Higher Education, H.P, Shimla.
4	Development of Attitude Knowledge & Skills for Holistic Transformation in Administration	<ul style="list-style-type: none"> ➤ The objective of the "Development of Attitude Knowledge & Skills for Holistic Transformation in Administration" (DAKSHTA) programme is to improve the functional domain and behavioral competencies of young professionals and consultants in government work, ultimately enhancing their ability to effectively discharge their duties. 	3 Days	04.06.2025 to 06.06.2025	College Principal one each from GC Nahan, GC Rampur and GC Theog.
5.	Official Communication Skills: Noting and Drafting.	<ul style="list-style-type: none"> ➤ To understand concept of Office in government. ➤ To develop the knowledge in Noting and Drafting skills per hand book of office procedure. ➤ To impart detailed knowledge of record, keeping and managing files. 	2 Days	09.06.2025 to 10.06.2025	Clerk, JOA-IT, Sr. Assistant or Superintendent one each from Mandi, Lahaul&Spiti and Hamirpur.
6	Training Programme on Sevottam for cutting edge level staff.	<ul style="list-style-type: none"> ➤ Sevottam is a generic framework for achieving excellence in public service delivery and was proposed by the 2nd Administrative Reforms Commission (ARC). It has been developed with the overarching objective of improving the quality of public service delivery in the State. 	3 Days	16.06.2025 to 18.06.2025	Superintendent or Sr. Assistant one each from Kangra, Kullu and Chamba.
7	Computer Course on Word Processing and use of AI (Chatgpt) in official work.	<ul style="list-style-type: none"> ➤ Enable the participants to edit and format office letters, DO, report etc using various features of MS-Word. ➤ Generate text for various document types , including letters, reports, memos and other official documents using Chatgpt. 	3 Days	16.06.2025 to 18.06.2025	Clerk, JOA-IT or Sr. Assistant one each from Shimla, Bilaspur and Solan.

Sr. N.	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
8	Disciplinary Proceedings/Conduct Rules/Departmental Enquiry.	➤ 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	19.06.2025 to 21.06.2025	College Principal from GC Darlaghat, GDC Rajgarh and GC Paonta Sahib.
9	Compute Course on Power Point.	➤ To familiarize the participants with the basics of presentation programme and to impart them necessary skills to work with various features of Power Point Application.	2 Days	20.06.2025 to 21.06.2025	Clerk, JOA-IT, Sr. Assistant or Superintendent one each from Kinnaur, Kullu and Mandi .
10	Provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and redressal) Act, 2013 (POSH Act).	➤ The internal committee members will be trained on their roles and responsibilities through a comprehensive learning module specifically designed for them.	2 Days	23.06.2025 to 24.06.2025	Chairperson of Sexual harassment of women at DHE HP Shimla and one each Nodal Officers of Sexual Harassment DDHE Una, Sirmour and Shimla.
11	Training for NGOs on Disaster Risk Reduction (DRR) in Collaboration with HPSDMA	➤ The objective of a training program on the roles and responsibilities of NGOs in Disaster Risk Reduction is to build capacity and resilience to disasters and climate change.	3 Days	23.06.2025 to 25.06.2025	Nodal officers of Disaster Management one each from DDHE Solan, Chamba, Sirmour.
12	Design of Training (DOT)	➤ The main objective of training design is to ensure that a training program is structured and effective in achieving specific learning outcomes. It involves planning the program's structure, content, delivery methods, and assessments to sign with learner needs, organizational goals, and instructional best practices.	6 Days	23.06.2025 to 28.06.2025	College Principal one each from GC Dharmpur, GC Arki and GC Jhandutta.
13	Compute Course on Excel	➤ 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.	2 Days	26.06.2025 to 27.06.2025	4 JOA-IT, Clerk or Sr. Assistant from Directorate of Higher Education, H.P Shimla.
14	Training programme on Sevottam for Cutting Edge level Staff.	➤ Sevottam is a generic framework for achieving excellence in public service delivery and was proposed by the 2 nd Administrative Reforms Commission (ARC). It has been developed with the overarching objective of improving the quality of public service delivery in the State.	3 Days	26.06.2025 to 28.06.2025	Three Asst. Professor one each from GC Sarahan, GDC Chintpurni, GDC Nadaun.

Sr. N.	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
1	Training Programme on Sevottam for Senior and Middle Level Officers	➤ Sevottam is a generic framework for achieving excellence in public service delivery and was proposed by the 2 nd Administrative Reforms Commission (ARC). It has been developed with the overarching objective of improving the quality of public service delivery in the State.	3 Days	01.07.2025 to 03.07.2025	Sr. Assistant or Superintendent one each from Distt. Kinnaur, Bilaspur and Hamirpur.
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 aware of various Rules/Regulations governing the government employees like TA/DA, Pension, Medical Rules etc. to made 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	01.07.2025 to 05.07.2025	Sr. Assistant or Superintendent one each from Lahaul & Spiti, Una and Chamba.
3	Computer Course on Manav Sampada (E-Service Book).	<ul style="list-style-type: none"> ➤ To familiarize the participants with the working of e-applications such as e-service book, MIS reporting and mobile applications ➤ To impart them necessary skills to work with various features of these applications so that they will be able to access/update information efficiently 	3 Days	03.07.2025 to 05.07.2025	4 Clerk or JOA-IT from Directorate of Higher Education.
4.	Cuber Security	➤ To equip participants with the knowledge, skills and best practices necessary to secure digital assets, protect agains cuber threats and contribute to a resilient and secure organizational environment.	2 Days	07.07.2025 to 08.07.2025	Clerk or JOA-IT one each from Distt. Shimla, Sirmour and kangra.
5	RTI Act 2005 and HP Service guarantee Act 2011.	<ul style="list-style-type: none"> ➤ To equip the participants with the concept of Right to Information Act, 2005 ➤ 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. 	2 Days	07.07.2025 to 08.07.2025	Superintendent, Sr. Assistant, Clerk/JOA-IT one each from Distt. Una, Lahaul & Spiti and Mandi.
6	Provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and redressal) Act, 2013 (POSH Act).	➤ The internal committee members will be trained on their roles and responsibilities through a comprehensive learning module specifically designed for them.	2 Days	07.07.2025 to 08.07.2025	Nodal Officers of Sexual Harassment one each from DDHE Bilaspur, Hamirpur and Chamba.
7	Communication Skills and Presentation Skills.	<ul style="list-style-type: none"> ➤ To improve performance and understanding human behavior. ➤ To understand the communication process, identifying communication problems and outlining ways to improve. ➤ To know more about personal communication, its goals, outcomes, problems and strategies for improvement. 	3 Days	07.07.2025 to 09.07.2025	Three Assistant Professor one each from GC Jukhala, GC Palampur and GC Palampur.

Sr. N	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
8	Official Communication Skills: Noting and Drafting.	<ul style="list-style-type: none"> ➤ To improve performance and understanding to understand 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. 	2 days	14.07.2025 to 15.07.2025	4 Clerk or JOA-IT from Directorate of Higher Education, H.P Shimla.
9	Computer Course on Word Processing and use of AI (Chatgpt) in official work.	<ul style="list-style-type: none"> ➤ Enable the participants to edit and format office letters, DO, report etc using various features of MS-Word. ➤ Generate text for various document types , including letters, reports, memos and other official documents using Chatgpt. 	3 Days	17.07.2025 to 19.07.2025	Clerk, JOA-IT, Sr. Assistant or Superintendent one each from Kangra, Una, Mandi.
10	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	17.07.2025 to 19.07.2025	College Principal one each from GDC Hamirpur, GDC Chmaba and GC Anni at Haripur.
11	Training Programme on Promoting Amateur and Community Radio (HAM) for Alternative Communication During emergencies in collaboration with HPSDMA	<ul style="list-style-type: none"> ➤ The main objective of the training program on promoting amateur and community radio (HAM) for alternative communication during emergencies, in collaboration with the Himachal Pradesh State Disaster Management Authority (HPSDMA), is to establish reliable and alternative communication channels during emergencies. This will involve equipping individuals with the skills to operate HAM radios effectively, enabling them to serve as a vital link between disaster affected areas 	6 Days	21.07.2025 to 26.07.2025	Nodal Officer of Disaster Management from DDHE Bilaspur, Hamirpur, Kullu and Shimla.
12	Gem & e-Procurement	<ul style="list-style-type: none"> ➤ To participants will learn and acquire practical knowledge of the Government e-Marketplace (GeM) portal and its Procurement Procedure such as Registration of Organization, Creation of User Accounts, Placement of Order for Goods and Services, Receipt of Goods, Bidding and Reverse Auction. 	2 Days	28.07.2025 to 29.07.2025	Clerk or JOA-IT from Directorate of Higher Education, H.P Shimla.

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26 MAY 2025

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