

9

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

Directorate of Higher Education

Himachal Pradesh

Telephone Number: 0177-2653120 Extension: 234, Fax: 0177-2812882

E-mail: dhe-sml-hp@gov.in

E-mail: genbr@rediffmail.com

Dated: Shimla-171001 the March, 2020

To

All the Deputy Directors of Higher Education
in Himachal Pradesh

Subject: -

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

Memo;

The Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12 is going to organize 06 (Six) training programmes on various topics during the month of March, 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 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. **All the nominations may be sent only through on-line portal to comply with the State Government instructions.** 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. It is also directed 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.

— Sd. —
(Dr. Pramod Chauhan)
Jt. Director of Higher Education(C-II)
Himachal Pradesh
Phone No. 0177-2658202
E-mail: dhe-sml-hp@gov.in

Endst. No. Even- Dated: Shimla-171001

the


January, 2020

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: 14th January, 2020.
- ✓ 2 The Superintendent (Computer/IT Cell), Directorate of Higher Education, Himachal to upload the training calendar for the month of January, 2020 on departmental website
- 3 Guard file.

शिक्षा निदेशालय उच्चतर हिमाचल

31 JAN 2020


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

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

S. No.	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 	3 Days	05.03.2020 to 07.03.2020	School Principals two each from Bilaspur and Chamba District.
2.	Noting and Drafting	<ul style="list-style-type: none"> ➤ To understand the concept of office in Government. ➤ To develop knowledge in Noting and Drafting Skills as per hand book of Office Procedure. ➤ To impart detail knowledge of recordkeeping and managing files. 	3 Days	02.03.2020 to 04.03.2020	06 Newly recruited Junior Office Assistant from Hamirpur and Kangra District.
3.	Service Delivery/Citizen Charter/Sevottam	<ul style="list-style-type: none"> ➤ To identify the need of Public Service Delivery. ➤ To create awareness among the participants for time bound Service Delivery to Citizens and to maintain consistency and excellence in public service delivery. ➤ To enhance the capability of participants to formulate "Sevottam" Complaint Citizens Charter through consultative and participatory approach. 	3 Days	16.03.2020 to 18.03.2020	School Principal two each from Kullu and Kinnaur District.
4.	Communication 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	23.03.2020 to 25.03.2020	Superintendent two each from DDHE L & Spiti and Mandi District.
5	Office Procedure and Financial Administration	<ul style="list-style-type: none"> ➤ To make the participants understand budgeting and accounting procedure in government. ➤ 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 made the participants aware about the procurement procedure in government and inventory management. 	5 days	23.03.2020 to 27.03.2020	School Principal two each from Shimla and Solan District.

		<p>✓ To give the participants holistic knowledge about GPF New Pension Scheme.</p> <p>✓ To made the participants aware of general condition of services with emphasis on FR/SR.</p> <p>✓ Getting the participants familiar with on-line application.</p> <p>✓ 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.</p> <p>✓ To acquaint the participants about Non-banking Financial Companies and various financial instruments available in Indian Market.</p>			4
6	Service Delivery/Citizen Charter/Sevottam	<p>✓ As mentioned at Serial Number 3</p>	3 Days	26.03.2020 to 28.03.2020	School Principal two each Sirmour and Una District.