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

Directorate of Higher Education
Himachal Pradesh

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Dated: Shimla-171001 the February, 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 April, 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 April, 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.



(Dr. Pramod Chauhan)
Jt. Director of Higher Education(C-II)
Himachal Pradesh
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E-mail: dhe-sml-hp@gov.in

Endst. No. Even-

Dated: Shimla-171001

the

February, 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-XV-dated: 06th February, 2020.
- 2 The Superintendent (Computer/IT Cell), Directorate of Higher Education, Himachal to upload the training calendar for the month of April, 2020 on departmental website
- 3 Guard file.

शिक्षा निदेशालय उच्चतर


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

27 FEB 2020

Training programmes during the Month of April, 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	04.04.2020 to 06.04.2020	FAAs, PIOs, APIOs and other officials dealing with RTI for Bilaspur and Chamba District
2.	Ethics and Value in Government Services	<ul style="list-style-type: none"> ➤ To understand the importance of ethical conduct behavior at work place. ➤ To motivate participants to make ethical discussions. 	3 Days	06.04.2020 to 08.04.2020	School Principals two each from Hamirpur and Kangra Districts
3.	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	06.04.2020 to 08.04.2020	School Principals two each from Kullu and Kinnaur Districts
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	16.04.2020 to 18.04.2020	School Principals two each from L & Spiti and Mandi District
5.	Computer Course on Manav Sampada (e-Salary, e-service Book, MIS Reporting, Mobile Applications	<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 	2 Days	16.04.2020 to 17.04.2020	School Principals two each from Shimla and Solan District
6.	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	16.04.2020 to 18.04.2020	School Principals two each from Sirmour and Una District.
7.	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 	5 days	20.04.2020 to 24.04.2020	School Principal one each from Bilaspur, Chamba and Hamirpur District.

		<ul style="list-style-type: none"> ➤ procurement procedure in government and inventory management. ➤ To give the participants holistic knowledge about GPF New Pension Scheme. ➤ To made the participants aware of general condition of services with emphasis on FR/SR. ➤ Getting the participants familiar with on-line application. ➤ 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. ➤ To acquaint the participants about Non-banking Financial Companies and various financial instruments available in Indian Market. 			
8.	GeM procurement e-	<ul style="list-style-type: none"> ➤ The 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 & Services, Receipt of Goods, Bidding and Reserve Auction. 	2 Days	23.04.2020 to 24.04.2020	School Principal one each from Kangra, Kullu and Kinnaur District.
9.	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	23.04.2020 to 25.04.2020	School Principal one each from L & Spiti, Shimla and Solan, District.
10	Basic Computer Course on Word, Internet & E-mail.	<ul style="list-style-type: none"> ➤ To familiarize and apprised the participants with the basics of Computers and to impart them necessary skill to work on office automation, tools available under Windows. ➤ To familiarize and apprised the participants with the basics of internet and to impart them necessary skills so that they can able to do net surfing, download data, e-mail. 	5 Days	27.04.2020 to 01.05.2020	School Principal one each from Mandi, Sirmour and Una District.
11	Audit Performance and Budget	<ul style="list-style-type: none"> ➤ Audit, its importance and Role of CAG with respect to Audit. ➤ To make aware with Performance Budgeting & Zero base Budgeting. ➤ To explain plans and strategies to match current state of audit, performance budgeting & performance measurement with global standards. ➤ To acquaint them with the dealing of PAC/CAG Paras. 	3 Days	30.04.2020 to 02.05.2020	School Principals one each from Kangra, Mandi and Shimla District.