



No. EDN-HE (21) B (15)05/2021-HIPA Training

Directorate of Higher Education

Himachal Pradesh, Shimla-1

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14 DEC 2021

Dated: Shimla-171001 the December, 2021

To

All the Deputy Directors of Higher Education
in Himachal Pradesh

Subject: - Training Bulletin for the Conduct of Training Programmes at HIPA during the month of January, February and March, 2022.

Please find enclosed herewith a copy of letter Number: HIPA (Trg.) G-15/2004-XVI-dated: 18th November, 2021 on the subject cited above.

In this connection, it is to inform you that the H.P. Institute of Public Administration, Fairlawn's Shimla-12 is going to organize various training programmes during the month of January, February and March, 2022 at its Institute and sufficient slots have been allotted to the Department of Higher Education and requested to depute 1-2 Officers/Officials for each training programme.

You are, therefore hereby directed to depute Officers/ Officials for each training programme 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.

Note:-

The Instructions issued by the HIPA, Fairlawns, Shimla-12 at Page No. 1 and Para Number-03 regarding (COVID-19) may be adhered to strictly.

Addl. Director of Higher Education(A)
Himachal Pradesh, Shimla-1
Phone No. 0177-2656621

Endst. No. Even Dated: Shimla-171001 the December, 2021

- 1 The Director, Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12 w.r.t. his/her letter Number referred above.
- 2 The Superintendent, Establishment-I Branch, Directorate of Higher Education, Himachal Pradesh for information and necessary action please.
- 3 The Technical Officer (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh to upload the letter on departmental website.
- 4 Guard file.

शिका निदेशालय जयपुर हिमाचल

14 DEC 2021

Addl. Director of Higher Education
Himachal Pradesh, Shimla-1

Training programmes for the Month of January, 2022 at HIPA, Fairlawns, Shimla-12

<u>Sr. N.</u>	<u>Name of the Programme</u>	<u>Objective in brief</u>	<u>Duration</u>	<u>Dates</u>	<u>Level of Participants</u>	<u>Course Director/Course Assistant</u>
1.	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. ➤ 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. 	05 Days	03.01.2022 to 07.01.2022	School Principal one each from Bilaspur and Chamba District.	Dr. A.D. Bhardwaj (Mobile No. 94180-52409)
2	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, it goals, outcomes, problems and strategies for improvement. 	02 Days	05.01.2022 to 06.01.2022	School Principal one each from Hamirpur and Kangra District.	Shri Vijay Panwar (Mobile No. 94181-22952)
3	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	06.01.2022 to 07.01.2022	School Principal one each from Kullu, Kinnaur District	Shri Sandeep Kumar (Mobile No. 94182-66344)

4	Good Governance for Transparency and Accountability. (Govt. of India Sponsored)	<ul style="list-style-type: none"> ➤ To make aware the participants with the concepts and emerging trends in Good Governance. ➤ To highlight the need for improved Governance in the changing economic and social circumstances. 	3 Days	10.01.2022 to 12.01.2022	DDHE (Inspection) Mandi and Shimla District	Shri Anil Chauhan (Mobile No. 94181-19887)
5	Conflict Resolution and Stress Management Sponsored by GOI	<ul style="list-style-type: none"> ➤ The main objective of this course will be to recognize the importance of Team spirit in an organization and to stay motivated in work and life spaces. For this, understanding the various dimensions of conflict of organization is important as it can help us in finding solution for conflict resolution. Linked Stress and its importance will also be touched upon for establishing a good balance of work and life. 	3 Days	10.01.2022 to 12.01.2022	03 Superintendents from Directorate of Higher Education, H. P., Shimla-1	Shri Vijay Panwar (Mobile No. 94181-22952)
6	Computer Course on Power Point	<ul style="list-style-type: none"> ➤ To familiarize the participants with the basics of participation programme and to impart them necessary skills to work with various features of Power Point Application. 	2 Days	10.01.2022 to 11.01.2022	Superintendent one each from DDHE Solan and Sirmour District.	Shri Sandeep Kumar (Mobile No. 94182-66344)
7	Basic Computer Course	<ul style="list-style-type: none"> ➤ 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. ➤ 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 & upload data, e-mail. 	3 Days	13.01.2022 to 15.01.2022	School Principals two each from Una Districts	Shri Sandeep Kumar (Mobile No. 94182-66344)
8	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 	2 Days	13.01.2022 to 14.01.2022	FAAs, PIOs, APIOs and other officials dealing with RTI from Bilaspur, Chamba and Hamirpur District.	Dr. Rakesh Sharma (Mobile No. 94180-95808)
9	Disciplinary Proceedings/Conduct	<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 	2 Days	20.01.2022 to 21.01.2022	Superintendents 03 from Directorate of	Shri Diwakar Sharma (Mobile No. 94180-95808)

	Rules/Departmental Enquiry	(Conduct) Rules, 1964 and CCS (CCA) Rules, 1965 Suspension/Entitlements, Suspension & reinstatement, Framing of Charges Sheets & Holding Departmental Enquiry, Imposition of Penalties.			Higher Education, H. P., Shimla-1	98823-80628)
10	Noting & Drafting	<ul style="list-style-type: none"> ➤ To understand concept of office in Government ➤ To develop knowledge in Noting & Drafting Skills as per hand book of Office Procedure. 	3 Days	27.01.2022 to 29.01.2022	Junior Office Assistant 03 from Directorate of Higher Education, H. P., Shimla-1	Shri Vijay Panwar (Mobile No. 94181-22952)

Training programmes for the Month of February, 2022 at HIPA, Fairlawns, Shimla-12

<u>Sr. N.</u>	<u>Name of the Programme</u>	<u>Objective in brief</u>	<u>Duration</u>	<u>Dates</u>	<u>Level of Participants</u>	<u>Course Director/Course Assistant</u>
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 	2 Days	01.02.2022 to 02.02.2022	FAAs, PIOs, APIOs and other officials dealing with RTI from Kangra, Kullu and Kinnaur District.	Dr. Rakesh Sharma (Mobile No. 94180-95808)
2	Basic Computer Course	<ul style="list-style-type: none"> ➤ 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. ➤ 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 & upload data, e-mail. 	3 Days	01.02.2022 to 03.02.2022	School Principal one each from Bilaspur and Chamba Districts	Shri Sandeep Kumar (Mobile No. 94182-66344)
3	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. ➤ 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, 	05 Days	03.02.2022 to 07.02.2022	School Principal one each from Hamirpur, L & Spiti and Mandi District.	Dr. A. D. Bhardwaj (Mobile No. 94180-52409)

		<p>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	Computer Course on Excel	<p>➤ 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</p>	2 Days	04.02.2022 to 05.02.2022	School Principal one each from Shimla and Solan District	Shri Sandeep Kumar (Mobile No. 94182-66344)
5	Audit and Performance Budget	<p>➤ Audit, its importance and Role of CAG with respect to Audit.</p> <p>➤ To make aware with Performance Budgeting & Zero base Budgeting.</p> <p>➤ To explain plans and strategies to match current state of audit, performance budgeting & performance measurement with global standards.</p> <p>➤ To acquaint them with the dealing of PAC/CAG Paras.</p>	03 Days	03.02.2022 to 05.02.2022	School Principals one each from Sirmour and Una District.	Shri Vijay Panwar (Mobile No. 94181-22952)
6	Good Governance for Transparency.	<p>➤ To make aware the participants with the concepts and emerging trends in Good Governance.</p> <p>➤ To highlight the need for improved Governance in the changing economic and social circumstances.</p>	3 Days	07.02.2022 to 09.02.2022	DDHE (Inspection) Bilaspur and Chamba District	Shri Anil Chauhan (Mobile No. 94181-19887)
7	Computer Course on Manav Sampada (e-service Book)	<p>➤ To familiarize the participants with the working of e-applications such as e-service book, MIS reporting and mobile applications</p> <p>➤ To impart them necessary skills to work with various features of these applications so that they will be able to access/update information efficiently</p>	2 Days	10.02.2022 to 11.02.2022	School Principal one each from Hamirpur and Kangra District	Shri Sandeep Kumar (Mobile No. 94182-66344)
8	Disciplinary Proceedings/Conduct Rules/Departmental Enquiry	<p>➤ 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.</p>	2 Days	17.02.2022 to 18.02.2022	Senior Assistant 03 from Directorate of Higher Education, H. P., Shimla-1	Shri Diwakar Sharma (Mobile No. 98823-80628)
9	Communication and Presentation Skills	<p>➤ To improve performance and understanding human behavior.</p> <p>➤ To understand the communication process, identifying communication problems and outlining ways to improve.</p>	02 Days	17.02.2022 to 19.02.2022	School Principal one each from Mandi and Shimla District.	Shri Vijay Panwar (Mobile No. 94181-22952)

		➤ To know more about personal communication, its goals, outcomes, problems and strategies for improvement.				
10	Noting & Drafting	➤ To understand concept of office in Government ➤ To develop knowledge in Noting & Drafting Skills as per hand book of Office Procedure.	3 Days	21.02.2022 to 23.02.2022	Junior Office Assistant 03 from DDHE Solan, Sirmour and Una District	Shri Vijay Panwar (Mobile No. 94181-22952)

Training programmes for the Month of March, 2022 at HIPA, Fairlawns, Shimla-12

<u>Sr. N.</u>	<u>Name of the Programme</u>	<u>Objective in brief</u>	<u>Duration</u>	<u>Dates</u>	<u>Level of Participants</u>	<u>Course Director/Course Assistant</u>
1	Community Based Disaster Management Sponsored GOI.	<ul style="list-style-type: none"> ➤ Identification of Community unit and preparation of community profile. ➤ To understand how community people can take the help to Local resource /NGOs for disaster preparedness. ➤ Preparation of Community map showing vulnerable area, resources, and evacuations routes. ➤ Identification of Hazards, risk and vulnerability. ➤ Assessment of level of Risk of components. 	3 Days	02.03.2022 to 04.03.2022	School Principal one each from Bilaspur and Chamba District.	Shri Anil Chauhan (Mobile No. 98829-70204)
2	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 	2 Days	07.03.2022 to 08.03.2022	FAAs, PIOs, APIOs and other officials dealing with RTI from Shimla, Solan and Sirmour District.	Dr. Rakesh Sharma (Mobile No. 94180-95808)
3	Noting & Drafting	<ul style="list-style-type: none"> ➤ To understand concept of office in Government ➤ To develop knowledge in Noting & Drafting Skills as per hand book of Office Procedure. 	3 Days	14.03.2022 to 16.03.2022	School Principal one each from Hamirpur, and Kangra Districts	Shri Vijay Panwar (Mobile No. 94181-22952)
4	GeM & E-procurement	<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 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. ➤ To enable the participants to explain the importance of Good Governance and to ensure quality services in time bound manner. 	2 Days	04.03.2022 to 05.03.2022	Senior Assistant one each from DDHE Solan, Sirmour and Una District	Shri Sandeep Kumar (Mobile No. 94182-66344)

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. ➤ 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. 	05 Days	07.03.2022 to 11.03.2022	Superintendent one each from Kinnaur and Kullu District.	Dr. A. D. Bhardwaj (Mobile No. 94180-52409)
6	IT for Effective Office Management	<ul style="list-style-type: none"> ➤ To indentify the need of Public Service Delivery. ➤ To create awareness among the participants for time bound Service Delivery to Citizens and to 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. ➤ To enable the participants to explain the importance of Good Governance and to ensure quality services in time bound manner. 	2 Days	10.03.2022 to 11.03.2022	School Principal one each from DDHE Bilaspur and Chamba District	Shri Sandeep Kumar (Mobile No. 94182-66344)
7	Audit and Performance 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. 	03 Days	14.03.2022 to 16.03.2022	School Principals one each from Hamirpur and Kangra District.	Shri Vijay Panwar (Mobile No. 94181- 22952)

		<ul style="list-style-type: none"> ➤ 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. 				
8	Computer Course on Power Point	<ul style="list-style-type: none"> ➤ To familiarize the participants with the basics of participation programme and to impart them necessary skills to work with various features of Power Point Application. 	2 Days	21.03.2022 to 22.03.2022	Superintendent one each from DDHE Kinnaur and Kullu District.	Shri Sandeep Kumar (Mobile No. 94182-66344)
9	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	21.03.2022 to 23.03.2022	School Principals two each from L & Spiti District	Dr. Rakesh Sharma (Mobile No. 94180-95808)
10	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 	2 Days	25.03.2022 to 26.03.2022	School Principal one each from Shimla and Solan District	Shri Sandeep Kumar (Mobile No. 94182-66344)
11	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. 	2 Days	28.03.2022 to 29.03.2022	Senior Assistant one each from DDHE Sirmour and Una District	Shri Diwakar Sharma (Mobile No. 98823-80628)
12	Good Governance for Transparency.	<ul style="list-style-type: none"> ➤ To make aware the participants with the concepts and emerging trends in Good Governance. ➤ To highlight the need for improved Governance in the changing economic and social circumstances. 	3 Days	28.03.2022 to 30.03.2022	DDHE (Inspection) Hamirpur and Una District	Shri Anil Chauhan (Mobile No. 94181-19887)
13	Systematic Approach to Training (SAT) (DOPT)	<ul style="list-style-type: none"> ➤ The Systematic Approach to Training (SAT) is a methodology for managing training programs. The Systematic Approach to Training ensures that people are prepared for their work by having the necessary knowledge, skills and attitudes to do their job. SAT begins with identifying people's work related needs. 	3 Days	28.03.2022 to 30.03.2022	DDHE from Kinnaur and Kullu district	Dr. Rakesh Sharma (Mobile No. 94180-95808)