

**TIME BOUND**

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

Directorate of Higher Education

Himachal Pradesh, Shimla-1

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Dated: Shimla-171001, the \_\_\_\_\_ July, 2023

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 August, 2023 and September, 2023.

The Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12 is going to organize various training programmes during the month of August, and September, 2023 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.

(Dr. Amarjeet K Sharma)  
Director of Higher Education  
Himachal Pradesh, Shimla-1

Endorsement No. Even, Dated: Shimla-1, the \_\_\_\_\_ July, 2023

**Copy for information 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-XVI-3832-dated: 13/07/2023.
- 2 The Superintendent Establishment-I Branch, Directorate of Higher Education, Himachal Pradesh, Shimla-1 is hereby requested to do the needful in the matter accordingly.
- 3 The Technical Officer (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh to upload the same on departmental website.
- 4 Guard file.

Director of Higher Education  
Himachal Pradesh, Shimla-1



**Training programmes for the Month of August, 2023 at HIPA, Fairlawn's, Shimla-12.**

Sr. N.	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
1	e-office	<ul style="list-style-type: none"> <li>➤ To familiarize the participants with the working of e-office.</li> </ul>	1 Day	01.08.2023	04 School Principal from District Shimla.
2	Office Procedure and Financial Administration	<ul style="list-style-type: none"> <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. to make the participants aware about the procurement procedure in government and inventory management.</li> <li>➤ To give the participants holistic knowledge about GPF, CPF New Pension Scheme. To make the participants aware f general conditions of services with emphasis on FR/SR.</li> </ul>	5 days	01/08/2023 to 05/08/2023	04 Superintendent from Directorate of Higher Education, H.P. Shimla-1
3	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>	2 Days	01/08/2023 to 02/08/2023	PIOs, APIOs and other officials dealing with RTI one each from Bilaspur, Chamba and Hamirpur District.
4	Basic Computer Course	<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 basis of internet and to impart them necessary skills so that they can able to do net surfing, download &amp; upload data, e-mail</li> </ul>	3 Days	03/08/2023 to 05/08/2023	School Principals one each from Kangra, Kullu and Kinnaur District
5	Computer Course on Excel	<ul style="list-style-type: none"> <li>➤ 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.</li> </ul>	2 Days	07.08.2023 to 08.08.2023	Superintendent one each from DDHE L & Spiti, Mandi and Shimla District
6	Training Programme on Flood Risk Management	<ul style="list-style-type: none"> <li>➤ Floods, Flash Flood, deluge, fresher inundation refer to the overflowing of normally dry areas, often after heavy rains.</li> <li>➤ Floods are the most frequent type of natural disaster and occur when an overflow of water submerges had that is usually dry, floods are often caused by heavy rainfall, rapid snowmelt or a storm surge from a tropical cyclone or tsunami in coastal areas.</li> </ul>	3 Days	09.08.2023 to 11.08.2023	School Principal one each from Solan, Sirmour and Una District.
7	Disciplinary Proceedings/Conduct Rules/Departmental Enquiry	<ul style="list-style-type: none"> <li>➤ To make the participants aware of Constitutional Provisions relating to Service &amp; General Conditions of Services and to equip the participants with CCS (Conduct) Rules, 1964 and CCS (CCA) Rules, 1965 Suspension/Entitlements, Suspension &amp; reinstatement, Framing of Charges Sheets &amp; Holding Departmental Enquiry, Imposition of Penalties.</li> </ul>	3 Days	16.08.2023 to 18.08.2023	05 Senior Assistant from Directorate of Higher Education.
8	e-office	<ul style="list-style-type: none"> <li>➤ To familiarize the participants with the working of e-office.</li> </ul>	1 Day	11.08.2023	04 School Principal from District Solan.
9	Manav Sampada(E-Service Book)	<ul style="list-style-type: none"> <li>➤ To familiarize the participants with the working of e-applications such as e-service book, MIS reporting and mobile applications.</li> </ul>	3 Days	17.08.2023 to 19.08.2023	School Principals two each from Kangra and Kullu District.



		<ul style="list-style-type: none"> <li>➤ To impart them necessary skills to work with various features of these applications so that they will be able to access/update information efficiency.</li> </ul>			
10	e-office	<ul style="list-style-type: none"> <li>➤ To familiarize the participants with the working of e-office.</li> </ul>	1 Day	19.08.2023	04 School Principal from District Bilaspur.
11	Official Communication Skills: Noting and Drafting.	<ul style="list-style-type: none"> <li>➤ To understand the concept of Office in government.</li> <li>➤ To develop the knowledge in Noting and Drafting. Par hand book of office procedure.</li> <li>➤ To impart detailed knowledge of record, keeping and managing files.</li> </ul>	2 days	21.08.2023 to 22.08.2023	Clerk/JOA (IT) 01 each from DDHE Kinnaur, Lahaul & Spiti and Sirmour District
12	Sevottam for Cutting Edge level Staff	<ul style="list-style-type: none"> <li>➤ To create awareness about Sevottam.</li> <li>➤ To achieve excellence in Public Service Delivery.</li> <li>➤ To enhance the capacity of participants to formulate Sevottam Complaint Citizen Charter through consultative and participatory approach.</li> </ul>	3 Days	21.08.2023 to 23.08.2023	06 Superintendent from Directorate of Higher Education



**Training programmes for the Month of September, 2023 at HIPA, Fairlawn's, Shimla-12.**

Sr. N.	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
1	Effective Office Management	<ul style="list-style-type: none"> <li>➤ To familiarize the participants with the various features available under windows. Manage files &amp; folders, sharing of data and devices over network, scanning of documents and send it as attached with e-mail.</li> </ul>	2 Days	01.09.2023 to 02.09.2023	School Principals two each from Bilaspur and Chamba District.
2	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>	2 Days	04.09.2023 to 05.09.2023	PIOs, APIOs and other officials dealing with RTI one each from Hamirpur and Kangra District.
3	Sevottam for Cutting Edge level Staff	<ul style="list-style-type: none"> <li>➤ To create awareness about Sevottam.</li> <li>➤ To achieve excellence in Public Service Delivery.</li> <li>➤ To enhance the capacity of participants to formulate Sevottam Complaint Citizen Charter through consultative and participatory approach.</li> </ul>	3 Days	04.09.2023 to 06.09.2023	01 Superintendent from DDHE Kullu Kinnaur and L & Spiti District.
4	Basic Computer Course	<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 basis of internet and to impart them necessary skills so that they can able to do net surfing, download &amp; upload data, e-mail</li> </ul>	3 Days	04.09.2023 to 06.09.2023	School Principals one each from Mandi, Shimla and Sirmour District
5	Communication and Presentation Skills	<ul style="list-style-type: none"> <li>➤ To improve performance and understanding human behavior.</li> <li>➤ To understand the communication process, identifying communication problems and outlining ways to improve.</li> <li>➤ To know more about personal communication, its goals, outcomes, problems and strategies for improvement.</li> </ul>	03 Days	11.09.2023 to 13.09.2023	School Principals two each from Sloan and Una District.
6	Cyber and Network Security	<ul style="list-style-type: none"> <li>➤ To protect information and information infrastructure in cyberspace. To build capacities to prevent and respond to cyber threats. To reduce vulnerabilities and minimize damage from cyber incidents through a combination of institutional structures, people, processes, technology and cooperation.</li> </ul>			
7	Office Procedure and Financial Administration	<ul style="list-style-type: none"> <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. to make the participants aware about the procurement procedure in government and inventory management.</li> <li>➤ 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.</li> </ul>	2 days	11.09.2023 to 12.09.2023	01 Superintendent from DDHE Bilaspur, Chamba and Hamirpur District
8	e-office	<ul style="list-style-type: none"> <li>➤ To familiarize the participants with the working of e-office.</li> </ul>	1 Day	13.09.2023	04 School Principal from District Shimla.



9	Disciplinary Proceedings/Conduct Rules/Departmental Enquiry	<ul style="list-style-type: none"> <li>➤ To make the participants aware of Constitutional Provisions relating to Service &amp; General Conditions of Services and to equip the participants with CCS (Conduct) Rules, 1964 and CCS (CCA) Rules, 1965 Suspension/Entitlements, Suspension &amp; reinstatement, Framing of Charges Sheets &amp; Holding Departmental Enquiry, Imposition of Penalties.</li> </ul>	3 Days	18.09.2023 to 20.09.2023	01 Senior Assistant from DDHE Hamirpur, Kanga, Mandi and Shimla District.
10	Manav Sampada(E-Service Book)	<ul style="list-style-type: none"> <li>➤ To familiarize the participants with the working of e-applications such as e-service book, MIS reporting and mobile applications.</li> <li>➤ To impart them necessary skills to work with various features of these applications so that they will be able to access/update information efficiently.</li> </ul>	3 Days	21.09.2023 to 23.09.2023	School Principals two each from Sirmour and Una District.

IT-Cell