No. EDN-HE (3) B (12)-57/2025
Directorate of Higher Education
Himachal Pradesh, Shimla-1

Dated: Shimla-171001, the _____**July, 2025**

To

All the Principal(s)
Govt. Degree Colleges in H.P.

Subject: - **Regarding Training Bulletin for the conduct of training programmes at MSHIPA, Fairlawn's, Shimla-12 during the month of August, 2025 and September, 2025.**

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

Therefore, you are hereby directed to depute Officers/ Officials for training programmes to be conducted by the MSHIPA 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 MSHIPA, 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 on rotation basis.

The participation of officers/officials from concerned Institutions 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/Officials who 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 Higher Education
Himachal Pradesh

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

Copy for information to;

1 The Director, Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12 w.r.t. their letter No. MSHIPA (Trg.) G-I5/2004-XVI-2247-2320 dated 30.06.2025.
2 The Superintendent Establishment-1 Branch, DHE Shimla for similar action.
3 The Technical Officer (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh to up load the same on departmental website.
4 Guard file.

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Director Higher Education
Himachal Pradesh

Training programmes for the Month of August, 2025 at MSHIPA, Fairlawn's, Shimla-12. **Annexure-A**

Sr. N.	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
1	RTI Act 2005 and HP Service guarantee Act 2011.	➢ 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	04.08.2025 to 05.08.2025	One each amongst Superintendent, Sr. Asstt., Clerk/JOA (IT) from Directorate of Higher Education Shimla
2	Computer Course on IFMS (Integrated Financial Management System)	➢ To familiarize the participants with the working of all the financial applications of HP Government such as e-salary, e-Pension, e-Vitran, e-Challan, e-Kosh etc.	2 Days	04.08.2025 to 05.08.2025	Sr. Asstt, - GC Arki Distt. Solan Clerk- GC Theog Distt. Shimla JOA IT- GC Jukhala Distt. Bilaspur
3	Communication and Presentation Skills	➢ 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	04.08.2025 to 06.08.2025	Asstt. Prof. (s) one each GC Subathu Distt. Solan, GC Dharamshala Distt. Kangra GC Sujanpur Tira Distt. Hamirpur
4	Office Procedure and Financial Administration.	➢ To acquaint 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 Rules/Regulations governing the government employees like TA/DA, Pension, Medical Rules, etc. ➢ 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	04.08.2025 to 08.08.2025	Supdt -GC Rajgarh Distt. Sirmour Sr. Asstt.- GDC Bilaspur Distt. Bilaspur JOA IT- GC Dhami Distt. Shimla.
5.	Official Communication Skills: Noting and Drafting.	➢ 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	11.08.2025 to 12.08.2025	One each amongst Superintendent, Sr. Asstt., Clerk/JOA (IT) from Directorate of Higher Education Shimla
6	Computer Course on Word Processing and use of AI (Chatgpt) in official work.	➢ 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	11.08.2025 to 13.08.2025	Clerk-GC Solan Distt. Solan Clerk- GC Una Distt. Una Sr. Asstt. - GC Palampur Distt. Kangra
7	Ethics & Values in Public Governance **(GoI Sponsored Programme)**	➢ The Primary objective of the Ethics and Values in Public Governance training programme is to equip participants with the knowledge and skills required to integrate ethical principles into their roles and decision-making processes within the public sector. The ➢ The Programme aims to enhance understanding of the importance of ethics in effective governance, framework, and develop the capacity to navigate and resolve ethical dilemmas.	3 Days	11.08.2025 to 13.08.2025	Asstt. Prof. (s) one each GC Kullu Distt. Kullu GC Khad Distt. Una RKMV Shimla Distt. Shimla GC Sarkaghat Distt. Mandi

Sr. N.	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
8	Gem & e-Procurement	➢ 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	18.08.2025 to 19.08.2025	Supdt.- Directorate of Higher Education Shimla Sr. Asstt. – GC Rampur Distt. Shimla Sr. Asstt. – GC Chowari Distt. Chamba
9	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 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	18.08.2025 to 20.08.2025	Asstt. Prof. (s) one each GC Sanjauli Distt. Shimla GC Hamirpur Distt. Hamirpur GC Sainj Distt. Shimla GC Nalagarh Distt. Solan
10	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	21.08.2025 to 23.08.2025	Principal(s) one each GC Chaura Maidan Kotshera Distt. Shimla GC Amb Distt. Una GC Nagrota Bagwan Distt. Kangra GC Sarahan Distt. Sirmour
11.	Computer Course on Manav Sampada (E-Service Book).	➢ 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	21.08.2025 to 23.08.2025	One each amongst Superintendent, Sr. Asstt., Clerk/JOA (IT) from Directorate of Higher Education Shimla

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Training programmes for the Month of September, 2025 at MSHIPA, Fairlawn's, Shimla-12. **Annexure-B**

Sr. N.	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
1.	RTI Act 2005 and HP Service guarantee Act 2011.	➢ 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	01.09.2025 to 02.09.2025	One each amongst Superintendent, Sr. Asstt., Clerk/JOA (IT) from Directorate of Higher Education Shimla
2.	Office Procedure and Financial Administration.	➢ To acquaint 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 Rules/Regulations governing the government employees like TA/DA, Pension, Medical Rules, etc. ➢ 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	01.09.2025 to 05.09.2025	Supdt. – GC Karsog Distt. Mandi Sr. Asstt.- GC Nadaun Distt. Hamirpur Clerk-GC Dhaliara Distt. Kangra Sr. Asstt. - GC Joginder Nagar Distt. Mandi
3.	Cyber Security	➢ To equip participants with the knowledge, skills and best practices necessary to secure digital assets protect against cyber threats and contribute to a resilient and secure organizational environment.	2 Days	05.09.2025 to 06.09.2025	Asstt. Prof.- GC Nahan Distt. Sirmour Supdt. – Directorate of Higher Education. Sr. Asstt. GC Anni Distt. Kullu Sr. Asstt. - GC Jawalaji Distt. Kangra
4.	Official Communication Skills: Noting and Drafting.	➢ 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	08.09.2025 to 09.09.2025	One each amongst Superintendent, Sr. Asstt., Clerk/JOA (IT) from Directorate of Higher Education Shimla
5.	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	08.09.2025 to 09.09.2025	Sr. Asstt.- GC Tissa Distt. Chamba Clerk- GC Barsar Distt. Hamirpur Sr. Asstt. - GC Nurpur Distt. Kangra Sr. Asstt.- GC Basa Distt. Mandi
6.	Communication Skills and Presentation Skills.	➢ 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	08.09.2025 to 10.09.2025	Asstt. Prof. (s) one each GC Daulatpur Chowk Distt. Una GC Sangrah Distt. Sirmour GC Nerwa Distt. Shimla GC Banjar Distt. Kullu
7.	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 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	08.09.2025 to 10.09.2025	Asstt. Prof (s) one each GC Haripur Manali Distt. Kullu GC Sunni Distt. Shimla GC Shahpur Distt. Kangra

Sr. N.	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
8	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	11.09.2025 to 12.09.2025	Sr. Asstt. Directorate of Higher Education Shimla Clerk- GC Indora Distt. Kangra Sr. Asstt. - GC Drang at Narla Distt. Mandi
9	Computer Course on Manav Sampada (E-Service Book).	➢ 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	22.09.2025 to 24.09.2025	Supdt.- GC Bangana Distt Una Sr. Asstt.- GC Shillai Distt Sirmour Clerk- GC Bhoranj Distt. Hamirpur Sr. Asstt. - Nagrota Surian Distt. Kangra
10	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	25.09.2025 to 27.09.2025	Principal(s) one each GC Baldwara Distt. Mandi GC Saraswati Nagar Distt. Shimla GC Barotiwala Distt. Solan GC Sinhuta Distt. Chamba

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