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

Directorate of Higher Education
Himachal Pradesh, Shimla-1
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30 SEP 2024

Dated: Shimla-171001, the _____**September, 2024**

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 October. 2024 and November. 2024

The Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12 is going to organize various training programmes during the month of October, 2024 and November, 2024at 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 _____**September, 202**

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-I5/2004-XVI-dated: 02.09.2024.
2 The Principal, GC Ramshehar, Barotiwala and Una, Himachal Pradesh for necessary compliance.
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 October, 2024 at HIPA, Fairlawn's, Shimla-12.

Sr. N.	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
1	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.	03 Days	03.10.2024 to 05.10.2024	School Principal one each from Bilaspur. Chamba and Hamirpur District
2	Training Programme on Sevottam	➢ Sevottam isa 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	07.10.2024 to 10.07.2024	School Principal one each from Kangra. Kullu. and Kinnaur District
3	Office Procedure and Financial Administration	➢ 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 make the participants aware about the procurement procedure in government and inventory management. ➢ 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	07.10.2024 to 11.10.2024	College Principal from L & Spiti. Ramshehar. Barotiwala Solan and Beetan Una
4	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.	03 Days	14.10.2024 to 16.10.2024	School Principal one each from Solan. Sirmour and Una District
5	Official Communication Skills: Noting and Drafting.	➢ To understand the 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.	02 Days	18.10.2024 to 19.10.2024q	School Principal one each from Kangra. Mandi and Shimla District
6	Gem-e-Procurement	➢ The participants will learn and acquire practical knowledge of the Government e-Marketplace (GeM) Portal and its Procurement. Procurement such as Registration of Organizations. Creation of User Accounts. Placement of Order for Goods & Services. Receipt of Goods. Bidding and Reverse Auction.	02 Days	18.10.2024 to 19.10.2024	School Principal one each from Bilaspur. Chamba and Hamirpur District
7	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.	03 Days	21.10.2023 to 23.10.2024	School Principal one each from Kangra. Kullu. and Kinnaur District
8	Right to Information Act. 2005 and H.P. Services Guarantee Act. 2011	➢ 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	02 Days	28.10.2024 to 29.10.2024	School Principal one each from Lahaul & Spiti. Mandi and Shimla District

		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			
9	Training Programme on Ten Point Agenda on Disaster Risk Reduction	➢ Disaster . Risk Reduction aims to prevent new and reduce existing disaster risks and to contribute to strengthening resilience.	3 Days	28.10.2024 to 30.10.2024	School Principal one each from Solan. Sirmour and Una District

Training programmes for the Month of November, 2024 at IHPA, Fairlawn's, Shimla-12.

Sr. N.	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
1	Sevottam for Cutting Edge level Staff	➢ To create awareness about Sevottam. ➢ To achieve excellence in Public Service Delivery. ➢ To enhance the capacity of participants to formulate Sevottam Complaint Citizen Charter through consultative and participatory approach. ➢	3 Days	04.11.2024 to 06.11.2024	School Principal one each from Bilaspur, Chamba, and Hamirpur District
2	Training Programme on Gender Issues on Disaster Management	➢ To acquire the participants with the Gender equally prevents violence against women and girl. Its essential for economic prosperity. Societies that value women and men as equal are safer and healthier. Gender equality is a human right. ➢ To aware the participants of Gender issues include all aspects and concerns related to women and men's lives and situation in society to the way they interrelate their differences in access to and use resources and how they react to charges interventions and policies.	03 Days	04.11.2024 to 06.11.2024	School Principal one each from Kangra, Kullu, and Kinnaur District
3	Office Procedure and Financial Administration	➢ 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 make the participants aware about the procurement procedure in government and inventory management. ➢ 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.	05 Days	04.11.2024 to 08.11.2024	School Principal one each from L & Spiti, Mandi and Shimla District
4	Official Communication Skills: Noting and Drafting.	➢ To understand the 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.	02 Days	11.11.2024 to 12.11.2024	School Principal one each from Solan, Sirmour and Una District
5	Computer Course 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 efficiency.	03 Days	11.11.2024 to 13.11.2024	School Principals two each from Chamba and Kangra District
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.	03 Days	12.11.2024 to 14.11.2024	School Principal one each from Bilaspur, Chamba, and Hamirpur District
7	Computer Course on IFMS (Integrated Financial Management System)	➢ To familiarized 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.	02 Days	21.11.2024 to 22.11.2024	School Principals two each from Shimla and Una District
8	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)	3 Days	25.11.2024 to 27.11.2024	School Principal one each from Solan, Sirmour and Una District

		Rules. 1964 and CCS (CCA) Rules. 1965 Suspension/Entitlements, Suspension & reinstatement, Framing of Charges Sheets & Holding Departmental Enquiry. Imposition of Penalties.			
9	State Level RTI Workshop for FAAs	➢ 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	1 Day	28.11.2024	Three School Principals from Shimla District